



Lake Park Town Commission, Florida

Regular Commission Meeting

Wednesday, September 06, 2023

Immediately Following the Community Redevelopment Agency Meeting,

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
John Linden	—	Commissioner
Mary Beth Taylor	—	Commissioner
Judith Thomas	—	Commissioner
John D'Agostino	—	Town Manager
Lainey Francisco	—	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.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION/REPORT:

- 1.** Check Presentation for \$750,000 in Support of the Town's Septic to Sewer Project by State Representative Jervonte Edmonds and Senator Bobby Powell.
- 2.** Presentation by Palm Beach County Fire Rescue on the Addition of Whole Blood to the Medical Services Provided to the Town of Lake Park

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.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

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. August 16, 2023 Regular Commission Meeting Minutes.
4. Resolution 66-09-23 Authorizing and Directing the Mayor to Execute an Agreement with Florida Technical Consultants to Provide the Town with Geographic Information System (GIS) Services.
5. Resolution 63-09-23 Authorizing and Directing the Town Manager to Spend Budgeted Funds from the Stormwater Fund Budget and Execute a Work Order with Water Resource Management Associates, Inc., to Update the Town's Coastal Vulnerability, Risk and Adaptation Report.
6. Request for Authorization for the Town Manager to Execute a Work Authorization for Shenandoah General Construction, LLC, to Provide Stormwater Infrastructure Repair Services at Multiple Locations Throughout the Town, per the Pricing, Terms, and Conditions of the Broward College/Shenandoah Contract No. RFP-2018-1687-EH (Cooperative Purchase).
7. Request for Authorization for the Town Manager to Spend Budgeted Funds from the Stormwater Fund Budget and Execute a Work Order for the Purchase and Installation of Safety and Maintenance Equipment for the Town's Stormwater Division 2023 Ford Transit-350 Cargo Van.
8. Approval for Sunday work (September 17 and 24, 2023) – Nautilus 220.
9. Continuation of Resolution 38-05-23 to the September 20, 2023 Meeting.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PROVIDING FOR A FINDING OF NECESSITY AND DETERMINING THE EXISTENCE OF TWO OR MORE CONDITIONS IN A CERTAIN AREA OF THE TOWN OF LAKE PARK THAT MEET THE CRITERIA DESCRIBED IN SECTION 163.340 (8), FLORIDA STATUTES; PROVIDING FOR THE ACCEPTANCE, APPROVAL AND ADOPTION OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY'S FINDING OF NECESSITY STUDY; FINDING THE NEED FOR A COMMUNITY REDEVELOPMENT AREA UNDER THE PROVISIONS OF CHAPTER 163, PART 111, OF THE FLORIDA STATUTES.

- [10.](#) Resolution 64-09-23 Superseding Resolution 74-10-22 Thereby Authorizing and Directing the Mayor to Execute A Revised Lift Station Easement Agreement and a New Water Sewer Easement with the Seacoast Utility Authority, Granting an Exclusion Easement for a Lift Station and a Non-Exclusive Easement for Water and Sewer for use by Seacoast, Nautilus and Adjourning Development.

PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

- [11.](#) Ordinance 07-2023 Purchasing Policy.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REPEALING IN ITS ENTIRETY CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED “PURCHASING”, AND REPLACING AND READOPTING IT AS REVISED DIVISION 2; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING: NONE

NEW BUSINESS:

- [12.](#) Resolution 62-09-23 Authorizing and Directing the Town Manager to Obtain for Fiscal Year 2024 the Employee Medical Insurance through Florida BlueCare HMO; to Renew Employee Dental Insurance through CIGNA; to Renew Employee Vision Insurance through Humana; and, to Renew Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long-Term Disability Insurance through The Hartford.

- [13.](#) Request to Expend Public Funds to Trim Park Avenue Trees in the Swale Area.

REQUEST FOR FUTURE AGENDA ITEMS:

ADJOURNMENT:

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on September 20, 2023.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: Check Presentation for \$750,000 in Support of the Town's Septic to Sewer Project by State Representative Jervonte Edmonds and Senator Bobby Powell.

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

Approved by Town Manager John D'Agostino Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town of Lake Park, ou=Town Manager,
 email=jdagostino@lakeparkflorida.gov, c=US
 Date: 2023.08.17 14:58:21 -0400 Date: _____

Vivian Mendez, M.M.C., Town Clerk

Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: Email from State Representative Jervonte Edmonds
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. VM Please initial one.

Summary Explanation/Background:

State Representative Jervonte Edmonds and Senator Bobby Powell will conduct a check presentation for \$750,000 to the Town of Lake Park. This money will be used to support the town's septic to sewer project.

Recommended Motion: No motion is needed.

From: [Edmonds, Jervonte](#)
To: [Town Clerk](#)
Cc: [Town Manager](#); [Andre, Diane](#); [Ballard, Travis](#); [Cruz, La'Tania](#)
Subject: Check Presentation
Date: Tuesday, August 8, 2023 2:55:43 PM
Attachments: [image001.png](#)

Dear Town Manager and Clerk,

My name is State Representative Jervonte Edmonds. I am writing to you today to request a meeting to schedule a check presentation on the 1st meeting of the month in September. At the check presentation, Senator Powell and myself will be presenting a check for \$750,000 to the Town of Lake Park. This money will be used to support the town's septic to sewer project. I would appreciate it if you could confirm your availability for this meeting and let me know if you have any questions.

Thank you for your time and consideration.

Jervonte Edmonds
State Representative, District 88
5725 Corporate Way, Suite 206
West Palm Beach FL, 33407
O: 561-242-5530
Jervonte.Edmonds@myfloridahouse.gov





Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: Presentation by Palm Beach County Fire Rescue on the Whole Blood Program

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

Approved by Town Manager John D'Agostino

Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town
 of Lake Park, ou=Town Manager,
 email=jdagostino@lakeparkflorida.
 gov, c=US
 Date: 2023.08.25 17:30:04 -04'00'

Date: _____

Name/Title: *Bambi McKibbin-Turner, Assistant Town Manager/Human Resources Director*

Originating Department: Human Resources	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<u>Attachments:</u> Copy of Presentation
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>BMT</u> Please initial one.

Summary Explanation/Background:

Palm Beach County Fire Rescue District Chief William J. Rowley asked that this presentation be added to the agenda for the purpose of presenting the addition of whole blood to the medical services that Palm Beach County Fire Rescue provides to the community.

Recommended Motion: There is no recommend motion as this is a presentation only.

Whole Blood Program

Established at PBCFR: 7/5/22

EXCELLENCE TODAY



IMPROVING TOMORROW

The Why?

Contents lists available at ScienceDirect

The American Journal of Surgery 2016

Journal homepage: www.ajconline.org



Southwestern Surgical Congress

Time is the enemy: Mortality in trauma patients with hemorrhage from torso injury occurs long before the "golden hour"

A.O. Alarhayem^a, J.G. Myers^a, D. Dent^a, L. Liao^a, M. Muir^a, D. Mueller^a, S. Nicholson^a, R. Cestero^a, M.C. Johnson^a, R. Stewart^a, Grant O'Keefe^b, B.J. Estridge^a.

^a The University of Texas Health Science Center at San Antonio, Department of Surgery, Division of Trauma, Critical Care, and Acute Care Surgery, United States
^b University of Washington, Department of Surgery, Division of Trauma and Acute Care Surgery, United States



CrossMark

- 2.5 million patients' retrospective study (2012-14)
- ALS 4 chest and abdominal, significant TBI excluded
- Prehospital time and mortality

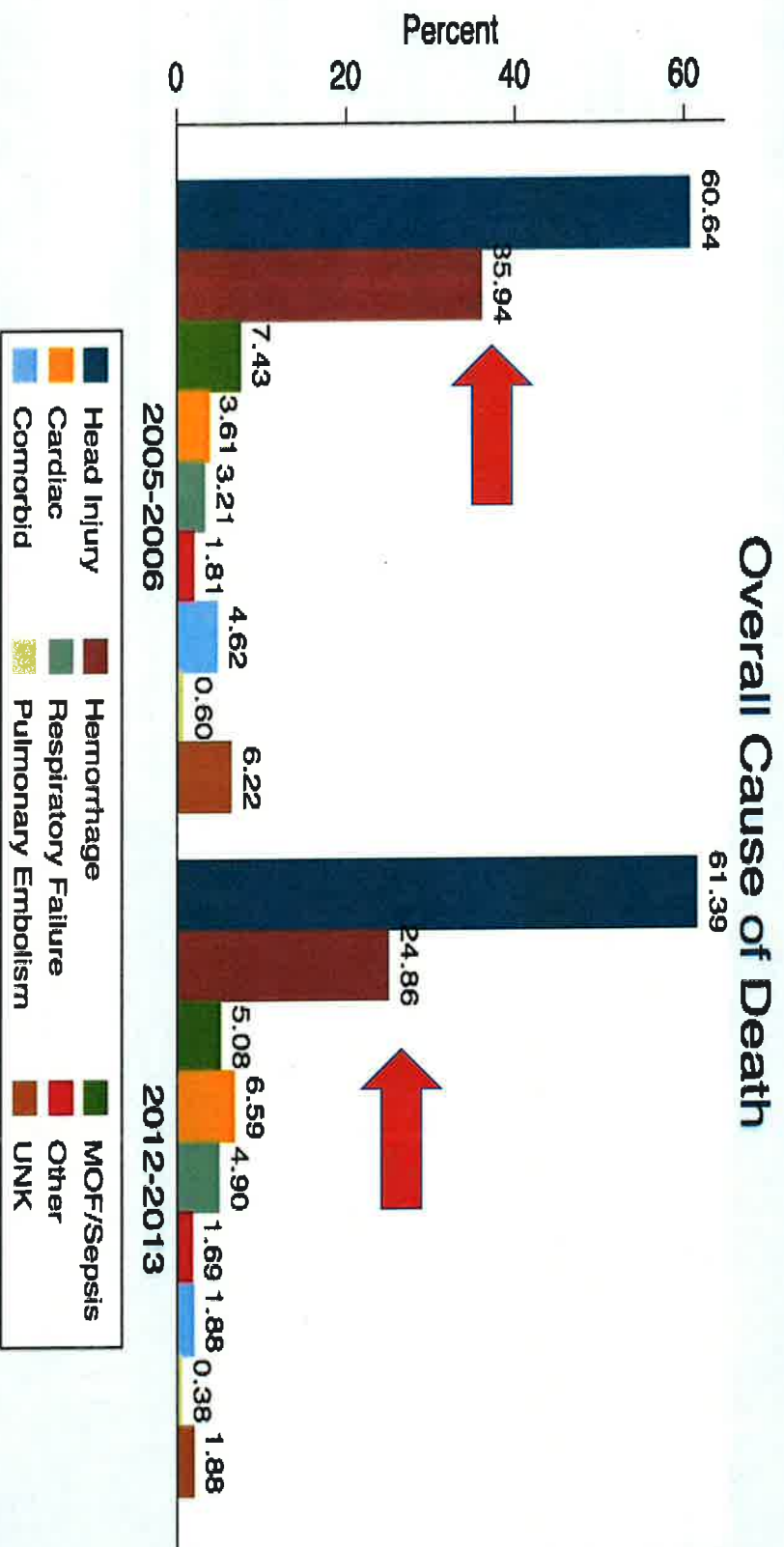
EXCELLENCE TODAY



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Bleeding Control Bundle of Care

Oyeniyi B et al. Injury 2017



ASA PAPER

Use of Cold-Stored Whole Blood is Associated With Improved Mortality in Hemostatic Resuscitation of Major Bleeding

A Multicenter Study

Joshua P. Hazleton, DO,* Anna E. Ssentongo, DrPH, MPH, John S. Oh, MD,*
 Paddy Ssentongo, MD, PhD,* Mark J. Seamon, MD, James P. Byrne, MD, PhD,
 Isabella G. Armenta, BS, Donald H. Jenkins, MD, Maxwell A. Braverman, DO,
 Caleb Mentzer, DO, # Guy C. Leonard, BS, Lindsey L. Perea, DO,**
 Courtney K. Docherty, DO,†† Julie A. Dunn, MD,†† Brittany Smoot, BS,††
 Matthew J. Martin, MD,† Jayran Badier, MPH,† Alejandro J. Luis, MD,§§
 Julie L. Murray, BSN, RN,||| Matthew R. Noorbakish, MD,¶¶
 James E. Babowice, DO,¶¶ Charles Meins, MD,## Robert M. Madayag, MD,##
 Haytham M.A. Kasfarami, MD, MPH,*** Ava K. Mokhtari, MD,***
 Sarah A. Moore, MD,††† Kathleen Madden, MD,††† Allen Tanner, II, MD,†††
 Diane Redmond, MSN,††† David J. Milita, MD,§§§ Amber Brandolino, MS,§§§
 Uyen Nguyen, BS,||| Vernon Chinchilli, PhD,¶¶¶ Scott B. Arnen, MD,###
 and John M. Porter, MD****

Resuscitation

Results: A total of 1623 [WB: 1180 (74%), BCT: 443(27%)] patients who sustained penetrating (53%) or blunt (47%) injury were included. Patients who received WB had a higher shock index (0.98 vs 0.83), more comorbidities, and more blunt MOI (all $P < 0.05$). After controlling for center, age, sex, MOI, and injury severity score, we found no differences in the rates of acute kidney injury, deep vein thrombosis/pulmonary embolism or pulmonary complications. WB patients were 9% less likely to experience bleeding complications and were 48% less likely to die than BCT patients ($P < 0.0001$).

Conclusions: Compared with BCT, the use of WB was associated with a 48% reduction in mortality in trauma patients. Our study supports the use of WB in the resuscitation of trauma patients.

COLLOIDS

and WB?

EXCELLENCE TODAY



IMPROVING TOMORROW

2019 EAST PODIUM PAPER

Safety profile and impact of low-titer group O whole blood for emergency use in trauma

James Williams, BS, Nicholas Merutka, BS, David Meyer, MD, MS, Yu Bai, MD, PhD, Samuel Prater, MD,
Rodolfo Cabrera, BSN, EMT-P, John B. Holcomb, MD, Charles E. Wade, PhD,
Joseph D. Love, DO, and Bryan A. Cotton, MD, MPH, *Houston, Texas*

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Why Whole Blood?

- Red cell replacement in acute blood loss with hypovolemia
- Transports oxygen to the main organs of the body
- Increases the bodies clotting factors to internally control the hemorrhage



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**"Insanity is doing the same
thing over & over again &
expecting different results."**

Albert Einstein

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STRAC

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- Home
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- Trauma
- Acute Care
- Bids & RFPs
- Calendar
- Careers
- Conference
- ED Operations
- Education
- EMS (Prehospital Care)
- EMT 8
- Healthcare Coalition
- Infection Control



Regional Whole Blood Program Low Titer O Positive Whole Blood (LTOWB)

STRAC is the recipient of a \$150,000 grant from the San Antonio Medical Foundation. This inter-institutional collaboration with the South Texas Blood and Tissue Center, UT Health San Antonio, University Health Systems (UHS), and the US Army Institute of Surgical Research / San Antonio Military Medical Center was formed to study and address the optimizing care of seriously injured or ill patients in STRAC region. This care need is met through the development of a cold stored whole blood product and implement transfusion of cold stored whole blood in the prehospital setting for helicopters emergency medical services. Funding from the Remote Trauma Outcomes Research Network (through the Department of Defense) allowed for an expansion to ground emergency medical services.

What is Whole Blood?



Whole Blood: What is it and when should it be used?
- Dr. Dorinda Jenkins MD FACS



Quick Reference

- Committee Information
- Participating Organizations
- Air Medical Bases Carrying LTOWB

Resources

- EMERGENCY RELEASE LOW TITER GROUP O WHOLE BLOOD IS NOW PERMITTED BY THE AABB STANDARDS
- STRAC Regional Whole Blood Program Rotation Process
- Dr. Jenkins LTOWB Presentation
- STRAC Blood Product Transfusion Record

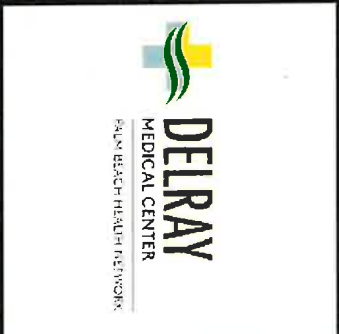


EXCELLENCE TODAY



IMPROVING TOMORROW

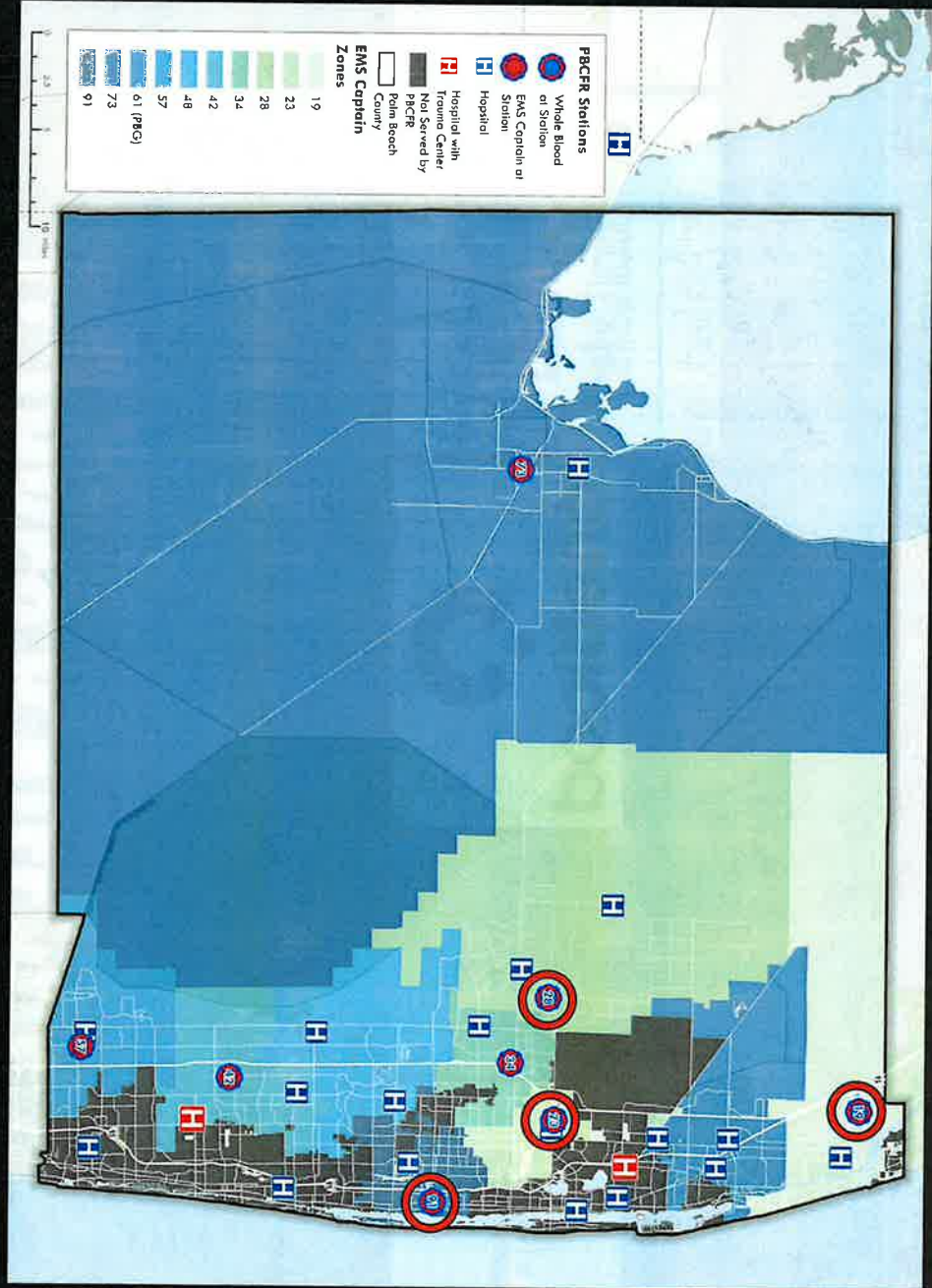
IT TAKES A VILLAGE



EXCELLENCE TODAY



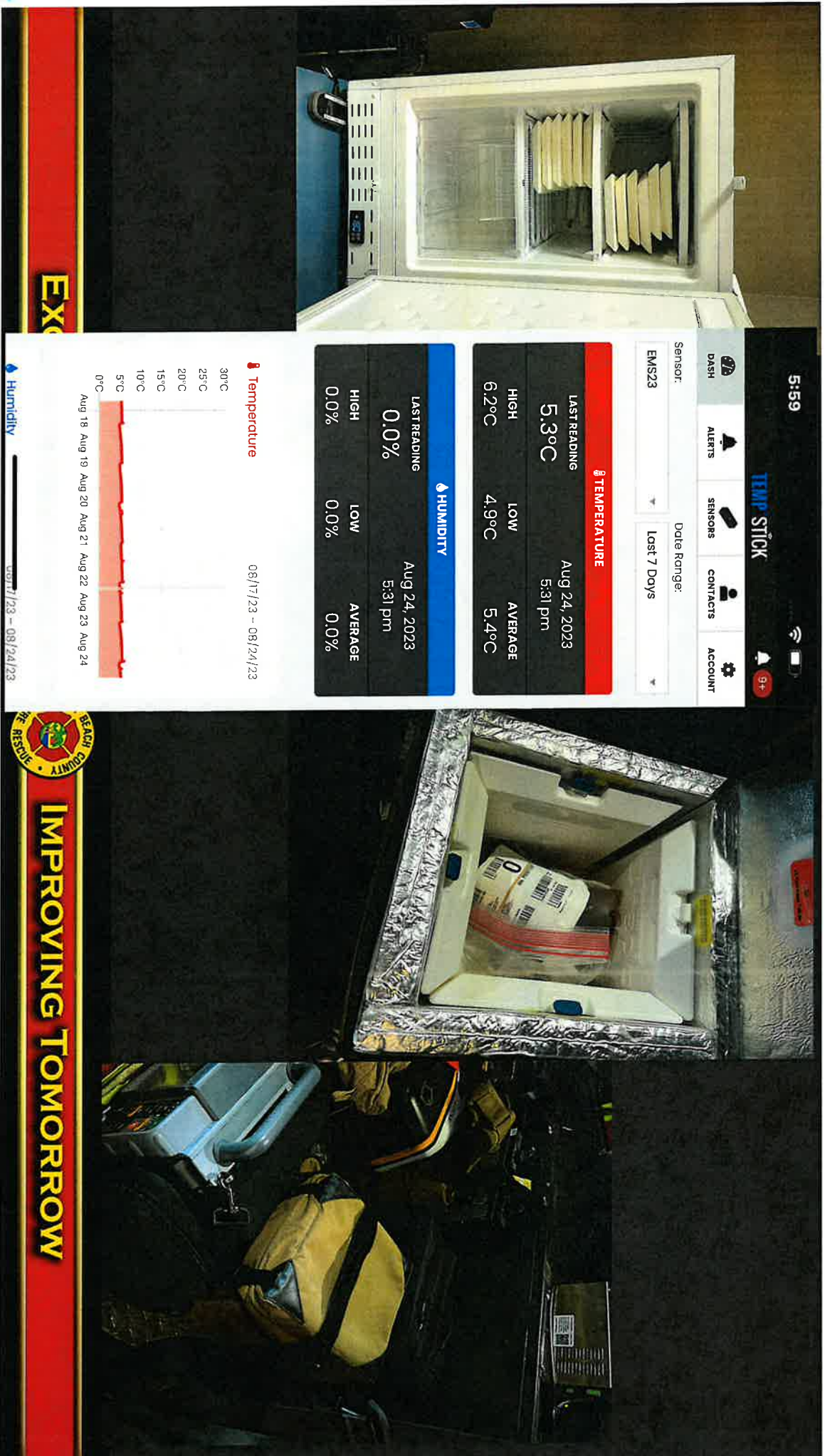
IMPROVING TOMORROW

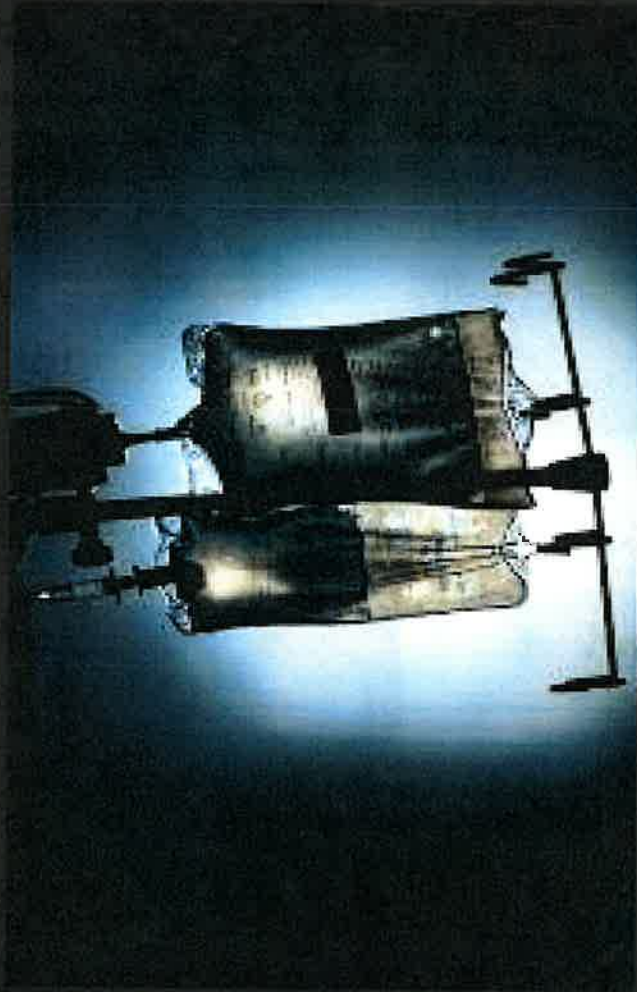


EXCELLENCE TODAY



IMPROVING TOMORROW





EXCELLENCE TODAY

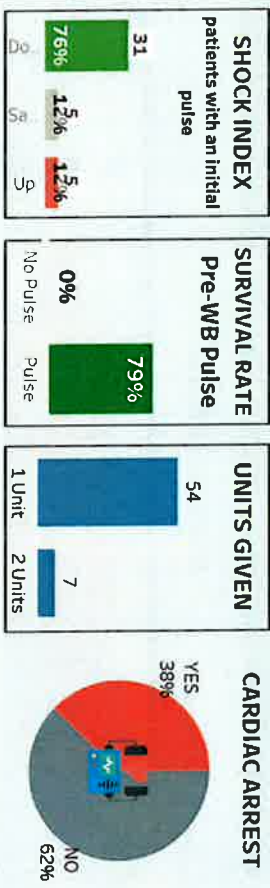
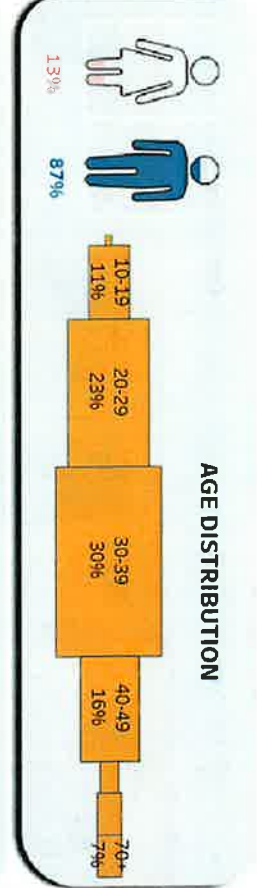
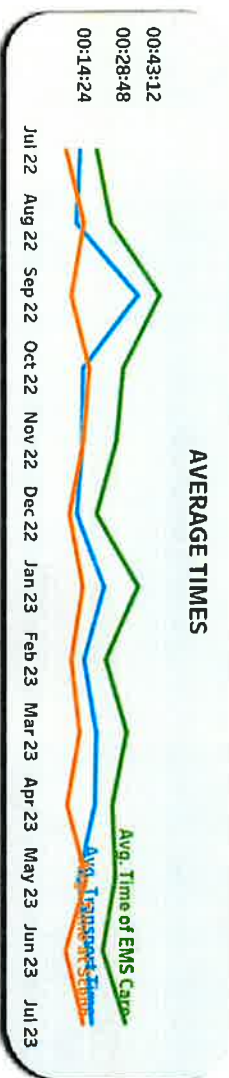
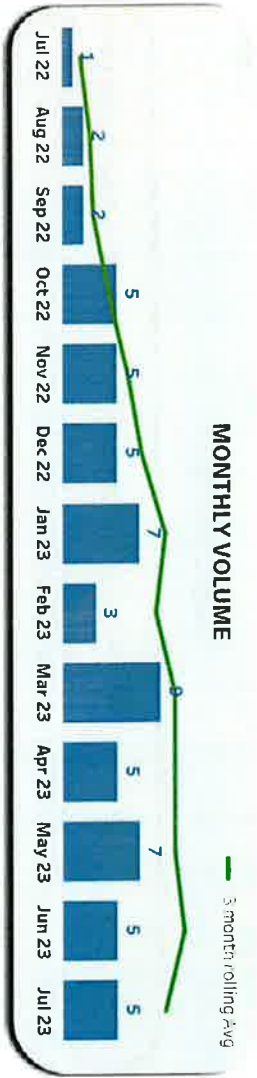


IMPROVING TOMORROW



PBCFR Whole Blood Outcomes 61 Patients

7/30/2022 - 7/25/2023



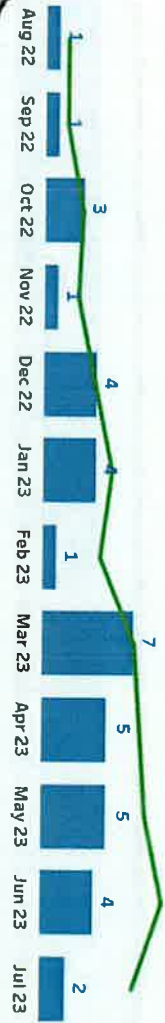


PBCFR Whole Blood Outcomes

38 Patients

7/30/2022 - 7/25/2023

MONTHLY VOLUME



MECHANISM OF INJURY



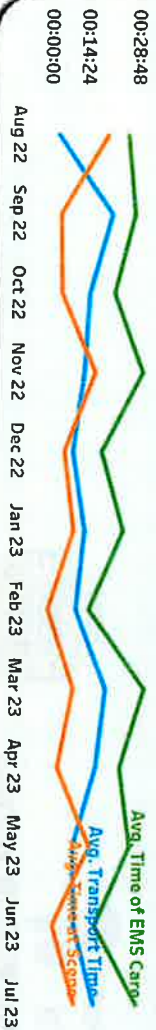
DESTINATION



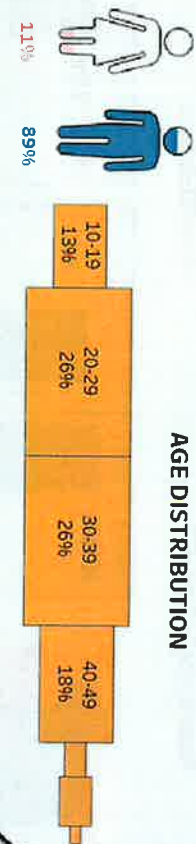
RESPONDING UNIT



AVERAGE TIMES



AGE DISTRIBUTION



PATIENT OUTCOME



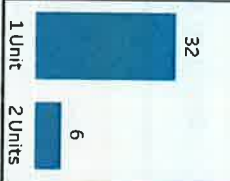
SHOCK INDEX



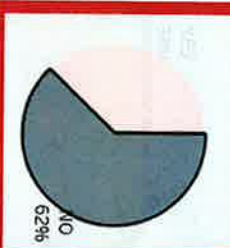
SURVIVAL RATE



UNITS GIVEN



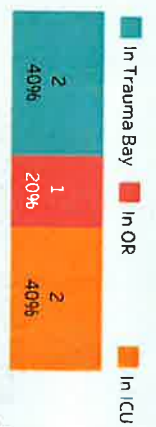
CARDIAC ARREST



TXA RECEIVED



DECEASED LOCATION



The Implementation of a Prehospital Whole Blood Transfusion Program and Early Results

Charles Coyte, EMT-P,¹ Tony Zick, MD,^{1,2} Paul E. Pepp, MD, MPH,¹ Madonna Scotsburg, RN,¹ Kenneth A. Schepke, MD,¹ Peter Anctey, MD,¹ Richard Giroux, DO,¹ David A. Farcy, MD^{1,2}

1. Palm Beach County Fire Rescue, West Palm Beach, Florida USA
2. Department of Emergency Medicine, Alameda Medical Center, Alameda Health, Florida USA
3. Department of Trauma Services and Emergency Management, St. Mary's Medical Center, West Palm Beach, Florida USA

Correspondence:
Tim Zurek, MD
Department of Emergency Medicine
Miami Sinai Medical Center
4300 Alton Rd
Miami Beach, Florida 33140 USA
E-mail: tzurek106@gmail.com

Conflicts of interest/funding: CC, TZ, PEI, MS, KAS, LA, and DAF declare no competing interests. No funding was received for this manuscript.

Keywords: Emergency Medical Services (EMS); prehospital; transfusion; trauma; whole blood

Abbreviations:
EAMS: Emergency Medical Services

Received: April 10, 2023
 Revised: May 15, 2023
 Accepted: May 25, 2023

doi:10.1017/S1049013X230059952
© The Author(s), 2023. Published by
Cambridge University Press on behalf of the
World Association for Disaster and Emergency
Medicine.

[illegible]

implemented at John Deane County Free Resource and the outcomes of the initial case series were reported previously [10]. The program had several objectives as overarching, although one of the major objectives was the patient's perception of personal liability for receiving the program for this system began in 2018. The program had several objectives as overarching, although one of the major objectives was the patient's perception of personal liability for receiving the program for this system began in 2018. The program had several objectives as overarching, although one of the major objectives was the patient's perception of personal liability for receiving the program for this system began in 2018.

Conclusions: Despite a number of logistical and legal obstacles, pain search country pilot RCTs successfully implemented a prehospital WBT program. Other EMS systems that are considering a prehospital WBT program should review the included protocols and the barriers to implementation that were faced.

Coyte C, Zilek T, Pepe PE, Stensenburg M, Schleppke KA, Antevy P, Citrux R, Farcy DA. The implementation of a prehospital whole blood transfusion program and early results. *Prehosp Disaster Med.* 2023;00(00):1-5.

Introduction

Although component-based blood transfusions currently remain the most widely used strategy for blood transfusions, allotype data have shown improved outcomes with whole blood transfusion (WBT).^{3,4} However, there has been renewed interest regarding the use of WBT for trauma patients with hemorrhagic shock in trauma centers,^{5,6} and multiple recent publications suggest that WBT may be of similar efficacy⁷ or even superior to component-based transfusion.^{8,9}

In the prehospital setting, with only one blood product to store and administer, WBs are simpler than component therapy, which may not be feasible for some Emergency Medical Service (EMS) systems. Indeed, some other countries, including Norway,^{2,3,11} and Israel,¹² and some other locations within the United States, including San Antonio, Texas,¹³ and Pittsburgh, Pennsylvania,^{14,15} have been using WBs for years. Data from these systems





QUESTIONS

EXCELLENCE TODAY



IMPROVING TOMORROW



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: August 16, 2023 Regular Commission Meeting Minutes.

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

John
Approved by Town Manager **D'Agostino**

Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town of
 Lake Park, ou=Town Manager,
 email=jdagostino@lakeparkflorida.go
 v, c=US
 Date: 2023.08.25 16:31:09 -04'00'

Date: _____

Laura Weidgans, Deputy Town Clerk

Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Minutes Exhibits A-E
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 LW. Please initial one.

Recommended Motion: I move to approve the August 16, 2023 Regular Commission Meeting Minutes.



Lake Park Town Commission, Florida Regular Commission Meeting Minutes

Wednesday, August 16, 2023

Immediately Following the Community Redevelopment Agency Meeting

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
John Linden	—	Commissioner
Mary Beth Taylor	—	Commissioner
Judith Thomas	—	Commissioner
John D’Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, MMC	—	Town Clerk

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CALL TO ORDER/ROLL CALL

7:40 pm

PRESENT

Mayor Roger Michaud

Vice-Mayor Kimberly Glas-Castro

Commissioner John Linden

Commissioner Mary-Beth Taylor

Commissioner Judith Thomas

PLEDGE OF ALLEGIANCE

Led by Commissioner Linden

SPECIAL PRESENTATION/REPORT:

None

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.

None

CONSENT AGENDA:

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Motion to move Item #9, Resolution 38-05-23 to the September 6, 2023 meeting agenda made by Vice-Mayor Glas-Casto, Seconded by Commissioner Thomas.

Voting Aye: All

Motion made to approve all remaining consent items 1 through 8 made by Vice-Mayor Glas-Castro, Seconded by Commissioner Taylor.

Voting Yea: Mayor Michaud, Commissioner Linden, Commissioner Thomas

1. August 2, 2023 Regular Commission Meeting Minutes
2. Resolution 54-08-23 Authorizing and Directing the Mayor to Execute a Contract between the Town of Lake Park and LaPorta Contracting, LLC to provide the Labor and Materials Necessary to Replace the Roof of the Lake Shore Park Tennis Pro Shop.

3. Resolution 55-08-23 Authorizing and Directing the Mayor to Execute an Agreement with Inliner Solutions, LLC to Provide the Town with Stormwater Pipe Cured-in Place Rehabilitation Services.
4. Resolution 56-08-23 Authorizing and Directing the Mayor to Execute a Second Amendment to the Grant Agreement between the State of Florida, Department of State, Division of Historical Resources, and the Town of Lake Park for Town Hall Preservation Work Activities.
5. Resolution 57-08-23 Authorizing and Directing the Mayor to Execute an Agreement Between the Town of Lake Park and LaPorta Contracting, LLC, for the Replacement of the Town Hall Roof.
6. Resolution 58-08-23 Authorizing and Directing the Mayor to Sign the Grant Agreement with Palm Beach County for Funding through the Community Development Block Grant Program for Playground Enhancements and ADA-Compliant Safety Improvements at Ilex Park
7. Resolution 59-08-23 20th Amendment to the Palm Beach Sheriff's Office Service Contract for Community Policing Services.
8. Resolution 60-08-23 Authorizing and Directing the Mayor to Execute a Contract between the Town of Lake Park and Sunshine Land Design, Inc., to Provide Stormwater Improvements and Road Resurfacing Services on Second Street.

Item #9 was pulled from the agenda and moved to the September 6, 2023 meeting agenda as per above recorded vote.

9. Resolution 38-05-23 Providing for a Finding of Necessity and Determining the Existence of Two or More Conditions in a Certain Area of the Town of Lake Park that Meet the Criteria Described in Section 163.340 (8), Florida Statutes; Providing for the Acceptance, Approval and Adoption of the Town of Lake Park Community Redevelopment Agency's Finding of Necessity Study; Finding the Need for a Community Redevelopment Area Under the Provisions of Chapter 163, Part 111, of the Florida Statutes.

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

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

NEW BUSINESS:

10. Discussion Regarding the Evergreen Solutions LLC 2023 Compensation Study for Town Employees.

Town Manager D'Agostino provided a summary of the Compensation Study (Exhibit A) and also provided a sample of some salary adjustments (Exhibit B).

Commissioner Thomas is happy that this is being done. She stated the need for the Town to maintain a good level of service to its residents.

Commissioner Linden stated that the study is geared towards compensating those that make the most. He stated that section 150 was omitted. He believes minimum wage should be \$20 per hour. He feels that he needs more information before he can vote on this and would like to see raises applied evenly among everyone. He asked what the total amount of all raises would be.

Finance Director Jeffrey Duvall stated that it would be approximately \$350,000. Town Manager D'Agostino stated that there are no employees in category 150 which is why it does not appear in the proposal. He also went over some salaries in category 10 line by line to show how everyone would be fairly compensated. Commissioner Linden stated that after hearing all of the salary ranges and positions, that he is good with the lower range numbers except at the higher ranges and has limited confidence in the study. He believes a flat raise across the board would be more suitable. Vice-Mayor Glas-Castro trusts that the numbers in the study are good but her concern is about the financial impact to the town given all the other things the Town is trying to accomplish and would need more information on the pay raises and the budget.

Commissioner Taylor would like to see salaries be higher for lower level workers.

Commissioner Thomas asked how often the Town hires at the minimum of the pay scale.

Town Manager D'Agostino stated that we never hire at the minimum.

She wanted to know, if the Town Manager wanted to hire someone above the minimum, would it have to come before the Commission for approval or would the Town Manager have the discretion to do that on his own. Town Manager D'Agostino stated that his discretion would end at the top of the range for any given position, balanced against what is budgeted for the position. Mayor Michaud stated that he feels staff is very stable at this time, but scales have to be adjusted to reflect the market in order to maintain that stability and to be able to provide enhanced services.

Motion made to accept the Evergreen Compensation Study for implementation when funds become available by Vice-Mayor Glas-Castro,

Seconded by Commissioner Thomas.

Commissioner Linden stated that he does not have enough information to vote. Vice-Mayor Glas-Castro asked to be furnished with documentation showing the impacts on the Town.

Commissioner Linden requested clarification on what the Commission was voting on. Vice-Mayor Glas-Castro stated that they are only approving the pay grades, not the individual salaries.

Voting Yea: Mayor Michaud, Commissioner Taylor

Voting Nay: Commissioner Linden

11. Discussion of the Fiscal Year 2023/2024 Draft Budget

Town Manager D'Agostino provided budget highlights (Exhibit C) and the Draft Budget (Exhibit D).

Commissioner Taylor asked about Community Greening. Town Manager D'Agostino explained that this project would provide trees in swale areas. Vice-Mayor Glas-Castro asked how the Commission felt about the 3% reduction in the millage rate. She stated that 3% is only a token decrease. She also is concerned that the budget is not balanced at this point and feels frustrated that there is nothing that can really be cut from the budget. Finance Director Duvall clarified that the budget is balanced but they are not comfortable with the \$355,000 that is going back to reserves.

He stated that they would like to cut an additional \$300,000 from the budget to bring the reserves up to \$650,000. Town Manager D'Agostino stated that due to upcoming increases in revenue for the Town, such as Nautilus 220, the Town would be able to reduce the millage rate even more in the future. Commissioner Thomas expressed a desire to keep the millage rate the same for now knowing that we would be reducing the rate significantly the following year. Commissioner Taylor requested that the Commission "brainstorm" on its own to come up with ideas to create excitement in the Town that wouldn't cost a lot to promote togetherness in the Town. Commissioner Linden doesn't know what he will tell residents who are struggling with inflation that we are issuing pay raises. Finance Director Duvall asked if the Commission had received the status of the American Rescue Plan Act (ARPA) funds. They stated that they had received that. Finance Director Duvall went over some of the anticipated uses for the funds such as the sign out front and audio for the Commission Chamber.

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.

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino provided comments (Exhibit E). Vice-Mayor Glas-Castro asked about an invitation for the Veteran's Day Parade. Commissioner Linden talked about the Parade and the Town's participation and would facilitate anyone wanting to participate.

Commissioner Thomas asked about the septic to sewer initiative and if there was a reduction in the amount that was promised to us. Town Manager D'Agostino explained that the reduction was based on the Governor's budget needs. She also asked about a property at 1102 and the five year contract with them to remain on the property.

Town Manager D'Agostino advised that those are the correct terms of the contract and stated that it is still a requirement. He advised that the property was purchased in November of 2022 and the town met with the family on several occasions and believes they will complete the project in earnest.

Commissioner Thomas stated they had a great time in Orlando with the League of Cities and she thanked the Town for allowing her to attend. Commissioner Taylor had no comment. Vice-Mayor Glas-Castro had no comment. Mayor Michaud was grateful to be able to attend in Orlando with his fellow Commissioners.

REQUEST FOR FUTURE AGENDA ITEMS:

Commissioner Linden proposes the Commission time at the beginning of each meeting to openly discuss issues they are hearing from the public. He also spoke about a resident on Teak Drive who would like the Commission to re-visit speed humps to reduce speeds on that road.

Consensus was reached by the Commission to change the agenda moving forward so that Commissioner/Town Manager/Town Attorney Comments and public comments would be heard at the beginning of all Commission meetings and to also remove the 2nd public comment section at the end of the agenda.

ADJOURNMENT:

Motion to adjourn made by Vice Mayor Glas-Castro

Seconded by Commissioner Linden

Voting Aye: All

Meeting Adjourned 9:38 pm

FUTURE MEETING DATE: Next Scheduled Commission Meeting will be held on September 5, 2023-
First Public Budget Hearing.

Mayor Roger D. Michaud

Town Seal

Vivian Mendez, Town Clerk

Laura Weidgans, Deputy Town Clerk

Approved on this _____ of _____, 2023

Classification and Compensation Study for the Town of Lake Park

FINAL REPORT



Evergreen Solutions, LLC

May 15, 2023

EVERGREEN SOLUTIONS, LLC

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EVERGREEN SOLUTIONS, LLC

Chapter 1 - Introduction

In February 2022, Evergreen Solutions (“Evergreen”) was retained by the Town of Lake Park (“the Town”) to conduct a Classification and Compensation Study for all employees. Evergreen previously conducted a Pay and Compensation Study for the Town in 2019. The purpose of the 2022 study was to update the existing pay plan as well as ensure internal and external equity within the plan. The recommendations offered in this study are intended to meet the Town’s desire to attract and retain qualified employees.

Internal equity relates to the fairness of an organization’s compensation practices among its current employees. Specifically, by reviewing the skills, capabilities, and duties of each position, it can be determined whether similar positions are being compensated in a similar manner within the Town. The classification component of this study is aimed at resolving any inconsistencies related to job requirements and providing some clarity to the plan in place.

External equity deals with the differences between what the Town is paying for each classification of employees and what compensation is available in the market place for the same skills, capabilities, and duties.

As part of the study, Evergreen Solutions was tasked with:

- holding a study kick-off meeting;
- analyzing the Town’s current salary structure to determine its strengths and weaknesses;
- conducting employee outreach by interviewing Town leaders and holding focus groups with a representative sample of employees;
- facilitating discussions to develop an understanding of its compensation philosophy;
- collecting classification information through the Job Assessment Tool (JAT) process to analyze the internal equity of the Town’s classification system;
- conducting a market compensation survey to assess external equity (market competitiveness) of the Town’s current pay plan;
- developing recommendations for improvements to classification titles and the creation of new titles, as appropriate;
- developing a competitive compensation structure and slotting classifications into that structure while ensuring internal and external equity;



- developing optional methods for transitioning salaries into the new structure and calculating cost estimates for implementation;
- providing the Town with information and strategies regarding compensation and classification administration;
- preparing and submitting draft and final reports that summarize the study findings and recommendations.

1.1 STUDY METHODOLOGY

To provide relevant information to the Town, Evergreen combined qualitative with quantitative data analysis to produce recommendations that maximize the fairness and competitiveness of the Town's classification structure and practices.

Project activities included:

- conducting a project kick-off meeting;
- providing an orientation session for employees;
- facilitating employee interviews;
- conducting a market compensation survey;
- developing recommendations for compensation management;
- developing detailed implementation recommendations; and
- crafting the draft and final reports including all compensation analysis.

Kickoff Meeting

The kickoff meeting provided an opportunity to discuss the history of the organization, finalize the work plan, and begin the data collection process. Data collection of relevant background material (including existing pay plans, organization charts, policies, procedures, training materials, job descriptions, and other pertinent material) is part of this process.

Assessment of Current Conditions

This analysis provides an overall assessment of the existing pay plans and related data for the Town's employees at the time the study began. The pay plans, the progression of employee salaries through pay grades, employee tenure, and the distribution of employees in the Town are all examined during this process. The findings of this analysis are summarized in **Chapter 2** of this report.

Employee Outreach

During the focus groups, employees were asked about their experience with the Town and to identify any concerns they have about compensation or classification. Feedback received from employees helped to highlight areas where the employees feel attention and consideration are needed. This information, found in **Chapter 3**, provided some basic perceptual background, as well as a starting point for the research process.



Salary Survey

The external market is defined as identified peers with which the Town competes for qualified employees, including those that have similar characteristics, demographics, and service offerings as the target organization. Benchmark positions were identified from each area and level of the organization and include a large cross-section of positions in the Town. Once the target and benchmark information were finalized, a market survey tool was created to solicit salary information from each of the peer organizations.

When the results were received, the data were analyzed, cleaned, and entered to provide aggregate findings. The results of the salary survey are provided in **Chapter 4**.

Job Assessment Tool (JAT) Classification Analysis

Although market data are imperative for determining pay grade value for job titles, they are not the only factor that contributes to recommended placement. In addition to collecting market data, job questionnaire data were used to slot positions. Evergreen's Job Assessment Tool (JAT) was administered to all employees during the study and was available to all employees for a three-week period to allow for sufficient participation. Upon completion of the JAT, supervisors were provided the opportunity to review employee submittals and provide feedback on responses. The JAT provided a score for each Town job title which was used to determine the hierarchy and value of all job titles based on each one's complexities. Each classification's score was based on the employee and supervisor responses to the JAT. The scores allowed for a comparison of classifications in the Town.

Recommendations

The development of recommendations followed agreement on the structure of the compensation and classification system. During this phase, desired range spreads (distance from minimum to maximum) and midpoint progressions (distance from the midpoint of one pay grade to the next) were established. In addition, the Town identified its desired market position and compensation philosophy. Subsequently, the pay plan and job slotting within the system were adjusted to account for this desired position in the market.

As part of the study, job titles for employees were determined to best reflect the roles and responsibilities of each position. With the salary schedules and job titles established, jobs can be slotted into the proposed pay grade structure using market data and feedback from Human Resources staff in the Town.

The final step in the development of recommendations was to identify the costs associated with each step of the analysis. The data from the job slotting were applied to the individual incumbents in the organization. This gave the Town the opportunity to view the total costs associated with the structural changes. Information was then provided to the Town on various ways to implement the proposed structure and possible adjustments that can be made to address any remaining issues. A summary of the findings and the associated recommendations in the study can be found in **Chapter 5**.



1.2 REPORT ORGANIZATION

This report includes the following five chapters:

- Chapter 1 – Introduction
- Chapter 2 – Assessment of Current Conditions
- Chapter 3 – Summary of Employee Outreach
- Chapter 4 – Salary Survey Summary
- Chapter 5 – Recommendations



Chapter 2 – Assessment of Current Conditions

Chapter 2 provides an overall assessment of the compensation system in place for employees of the Town of Lake Park. Data included here reflect the demographics in place at the time of the study and should be considered a snapshot in time. The data provide the baseline for analysis throughout the course of this study, but are not sufficient cause for recommendations in isolation. By conducting this review, Evergreen gained a better understanding of the structure and associated salary practices in place, and identified issues for both further review and potential revision.

2.1 ANALYSIS OF THE PAY PLAN

The Town administers two open range pay plans for its employees. **Exhibit 2A and 2B** provides details related to the value of each pay range at the minimum, the calculated midpoint, and the maximum; the range spread for each (the distance between the pay range minimum and maximum); the midpoint progression (the distance between the midpoint of adjacent pay grades); and the number of employees in each pay grade.

As shown, the pay plan for non-union workers supports 32 employees and features 14 pay grades, whereas the plan for union members include six pay grades for 23 employees. The range spread across all pay grades averages 55 percent. The midpoint progression between the pay grades is variable with calculated values from seven percent to 23 percent.



**EXHIBIT 2A
SUMMARIZED PAY PLAN FOR NON-UNION EMPLOYEES**

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Employees
10N	\$27,000.00	\$34,425.00	\$41,850.00	55%	-	2
40N	\$33,076.16	\$42,172.11	\$51,268.05	55%	23%	3
50N	\$35,391.49	\$45,124.15	\$54,856.81	55%	7%	3
60N	\$37,868.90	\$48,282.85	\$58,696.79	55%	7%	0
70N	\$40,519.72	\$51,662.64	\$62,805.57	55%	7%	6
80N	\$43,356.10	\$55,279.03	\$67,201.95	55%	7%	1
90N	\$46,391.03	\$59,148.56	\$71,906.09	55%	7%	1
100N	\$49,638.40	\$63,288.96	\$76,939.52	55%	7%	4
130N	\$66,068.71	\$84,237.61	\$102,406.50	55%	33%	0
140N	\$72,675.58	\$92,661.36	\$112,647.15	55%	10%	3
150N	\$79,943.14	\$101,927.50	\$123,911.86	55%	10%	3
160N	\$87,937.45	\$112,120.25	\$136,303.05	55%	10%	1
170N	\$96,731.20	\$123,332.28	\$149,933.35	55%	10%	4
180N	\$106,404.32	\$135,665.50	\$164,926.69	55%	10%	1
				55%	11%	32

**EXHIBIT 2B
SUMMARIZED PAY PLAN FOR UNION EMPLOYEES**

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Employees
20U	\$28,890.00	\$36,834.75	\$44,779.50	55%	-	3
40U	\$33,076.16	\$42,172.11	\$51,268.05	55%	14%	9
50U	\$35,391.49	\$45,124.15	\$54,856.81	55%	7%	2
60U	\$37,868.90	\$48,282.84	\$58,696.79	55%	7%	2
70U	\$40,519.72	\$51,662.64	\$62,805.57	55%	7%	1
90U	\$46,391.03	\$59,148.56	\$71,906.09	55%	14%	6
				55%	10%	23



All classifications (job titles) are displayed in **Exhibit 2C**. The total number of unique classifications utilized by the Town is 49 for its 55 employees.

EXHIBIT 2C LIST OF CLASSIFICATIONS

Classification Title	Classification Title
Accountant	Foreman - Sanitation
Accountant, Senior	Foreman - Vehicle Maintenance
Accounting Technician	Grant Writer/Public Information Officer
Assistant Director - Finance	Groundskeeper
Assistant Director - Library	Groundskeeper, Lead
Assistant Town Manager/Director - Human Resources	Irrigation Technician
Camp Counselor	Lead Groundskeeper
Code Compliance Officer	Library Assistant
Community Development Technician	Library Assistant - Children's
Deputy Town Clerk	Maintenance Worker
Director - Community Development	Manager - Capital Projects
Director - Finance	Marina Maintenance Worker II
Director - Information Technology	Marketing Specialist
Director - Library	Mechanic
Director - Marina	Planner
Director - Public Works	Planner - Pt
Director - Special Events	Public Works Operations Manager
Dock Attendant	Recreation Supervisor
Dockmaster	Sanitation Truck Operator I
Events Coordinator	Sanitation Truck Operator II
Executive Assistant	Stormwater Infrastructure Foreman
Facilities Maintenance Worker I	Stormwater Technician I
Facilities Maintenance Worker II	Stormwater Technician II
Foreman - General Infrastructure	Town Clerk
Foreman - Grounds Maintenance	

2.2 SALARY PLACEMENT ANALYSIS

When assessing the effectiveness of a pay plan and associated policies, it is helpful to analyze where employee salaries stand in comparison to their classification's pay range. Identifying areas where there are clusters of employee salaries can illuminate potential pay progression concerns within a pay plan. It should be noted that employees' salaries, and the progression of the same, is associated with an organization's compensation philosophy—specifically, the method of salary progression and the availability of resources. Therefore, the placement of employee salaries should be viewed with this context in mind.



Below and At Minimum and At or Above Maximum

In general, the placement of an employee's salary at a classification's pay range minimum would generally indicate a newer employee or an employee that was recently promoted into a classification who has not had the opportunity or experience needed to progress through the range. In contrast, an employee with a salary at or near the maximum of their pay range is generally an employee with longer tenure who has had the opportunity, experience, and/or performance to progress their salary toward the top of the pay range.

Exhibit 2D displays the percentage of employees whose salaries are at or below their respective pay range minimum and at or above the pay range maximum of their respective pay range maximum. Employees not included in these charts are compensated somewhere between the upper and lower thresholds. The percentages presented are based on the total number of employees in that grade. As shown, zero employees (0.0 percent) have a salary below or at their respective pay range minimum or at the maximum; however, five employees (9.1 percent) have a salary above the maximum.

Below and Above Midpoint

In addition to assessing the number of employee salaries at minimum and maximum, an analysis was conducted to determine the number of employees with salaries below and above pay range midpoint. Employees with salaries close to the midpoint of a pay range typically would be fully proficient in their classification and require minimal supervision to complete their job duties while performing satisfactorily. Within this framework, pay range midpoint is commonly considered to be the salary an individual could reasonably expect for similar work in the market. Therefore, it is important to examine the percentage and number of employees with salaries above and below the calculated midpoint.

Exhibit 2E displays the percentage of employee whose salaries are below or above their respective pay range midpoint. The percentages presented are based on the total number of employees in that grade. As can be seen, 37 employees (67.3 percent) are compensated below their pay range midpoint, and 18 (32.7 percent) are compensated above.



EXHIBIT 2D
BELOW AND AT MINIMUM AND AT OR ABOVE MAXIMUM BY GRADE

Grade	Employees	Below Min		At Min		At Max		Above Max	
		#	%	#	%	#	%	#	%
10N	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%
40N	3	0	0.0%	0	0.0%	0	0.0%	1	33.3%
50N	3	0	0.0%	0	0.0%	0	0.0%	1	33.3%
70N	6	0	0.0%	0	0.0%	0	0.0%	0	0.0%
80N	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
90N	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
100N	4	0	0.0%	0	0.0%	0	0.0%	0	0.0%
140N	3	0	0.0%	0	0.0%	0	0.0%	0	0.0%
150N	3	0	0.0%	0	0.0%	0	0.0%	0	0.0%
160N	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
170N	4	0	0.0%	0	0.0%	0	0.0%	0	0.0%
180N	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
20U	3	0	0.0%	0	0.0%	0	0.0%	0	0.0%
40U	9	0	0.0%	1	11.1%	0	0.0%	0	0.0%
50U	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%
60U	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%
70U	1	0	0.0%	0	0.0%	0	0.0%	1	100.0%
90U	6	0	0.0%	0	0.0%	0	0.0%	2	33.3%
Total	55	0	0.00%	1	1.8%	0	0.0%	5	9.1%



**EXHIBIT 2E
BELOW AND ABOVE MIDPOINT BY GRADE**

Grade	Employees	<Mid		Mid>	
		#	%	#	%
10N	2	2	100.0%	0	0.0%
40N	3	1	33.3%	2	66.7%
50N	3	2	66.7%	1	33.3%
70N	6	1	16.7%	5	83.3%
80N	1	0	0.0%	1	100.0%
90N	1	1	100.0%	0	0.0%
100N	4	3	75.0%	1	25.0%
140N	3	2	66.7%	1	33.3%
150N	3	2	66.7%	1	33.3%
160N	1	1	100.0%	0	0.0%
170N	4	4	100.0%	0	0.0%
180N	1	1	100.0%	0	0.0%
20U	3	3	100.0%	0	0.0%
40U	9	9	100.0%	0	0.0%
50U	2	2	100.0%	0	0.0%
60U	2	1	50.0%	1	50.0%
70U	1	0	0.0%	1	100.0%
90U	6	2	33.3%	4	66.7%
Total	55	37	67.3%	18	32.7%



2.3 QUARTILE ANALYSIS

In a quartile analysis, each salary range is divided into four equal segments (quartiles) and employees are assigned a quartile based on where their current salary falls. While there is no best practice for what average tenure should be for each quartile, and other factors outside of the breadth of this analysis can impact placement (e.g. promotional and hiring practices), this analysis is useful in revealing areas of compression within a compensation system when paired with tenure data. Generally, the ideal outcome is for the analysis to show a strong correlation between tenure and quartile, where higher tenure would be experienced in higher quartiles.

Exhibit 2F shows the number of employee salaries that are in each quartile of each pay range. Also, the average overall tenure (i.e. how long an employee has been employed by the Town) by quartile is shown. As displayed, 21 (38.2 percent) employees have salaries in the first quartile of their respective range, 16 (28.1 percent) employees have salaries in the second quartile, nine (16.4 percent) employees have salaries in the third quartile, and nine (16.4 percent) employees have salaries in the fourth quartile. Additionally, tenure for each quartile is as follows: average tenure in the first quartile is 7.8 years, is 4.2 years in the second quartile, is 8.5 years in the third quartile, and is 20.6 years in the fourth quartile. Increases in compensation are to be expected when pay progression is closely tied to years of service.



EXHIBIT 2F QUARTILE ANALYSIS

Grade	Total Employees	Avg. Tenure	1st Quartile			2nd Quartile			3rd Quartile			4th Quartile		
			#	%	Avg. Tenure	#	%	Avg. Tenure	#	%	Avg. Tenure	#	%	Avg. Tenure
10N	2	3.9	2	100.0%	3.9	0	0.0%	-	0	0.0%	-	0	0.0%	-
40N	3	3.0	1	33.3%	3.1	0	0.0%	-	1	33.3%	0.5	1	33.3%	5.4
50N	3	16.7	1	33.3%	9.3	1	33.3%	0.5	0	0.0%	-	1	33.3%	40.2
70N	6	8.5	0	0.0%	-	1	16.7%	0.2	5	83.3%	10.1	0	0.0%	-
80N	1	8.4	0	0.0%	-	0	0.0%	-	0	0.0%	-	1	100.0%	8.4
90N	1	6.0	0	0.0%	-	1	100.0%	6.0	0	0.0%	-	0	0.0%	-
100N	4	6.3	0	0.0%	-	3	75.0%	3.3	1	25.0%	15.3	0	0.0%	-
140N	3	2.3	1	33.3%	5.6	1	33.3%	0.5	0	0.0%	-	1	33.3%	0.6
150N	3	8.1	2	66.7%	11.9	0	0.0%	-	1	33.3%	0.3	0	0.0%	-
160N	1	15.2	1	100.0%	15.2	0	0.0%	-	0	0.0%	-	0	0.0%	-
170N	4	3.4	2	50.0%	6.0	2	50.0%	0.9	0	0.0%	-	0	0.0%	-
180N	1	20.7	1	100.0%	20.7	0	0.0%	-	0	0.0%	-	0	0.0%	-
20U	3	1.1	3	100.0%	1.1	0	0.0%	-	0	0.0%	-	0	0.0%	-
40U	9	5.0	5	55.6%	2.4	4	44.4%	8.4	0	0.0%	-	0	0.0%	-
50U	2	4.0	0	0.0%	-	2	100.0%	4.0	0	0.0%	-	0	0.0%	-
60U	2	8.8	1	50.0%	1.5	0	0.0%	-	1	50.0%	16.1	0	0.0%	-
70U	1	35.8	0	0.0%	-	0	0.0%	-	0	0.0%	-	1	100.0%	35.8
90U	6	26.8	1	16.7%	12.8	1	16.7%	14.3	0	0.0%	-	4	66.7%	33.4
Overall	55	10.2	21	38.2%	7.8	16	29.1%	4.2	9	16.4%	8.5	9	16.4%	20.6



2.4 COMPRESSION ANALYSIS

Comparison with Supervisor Salaries

Compression (when pay differentials are too small to be considered equitable) can be seen as a threat to internal equity and morale. One common form of pay compression can be defined as the lack of variation in salaries between employees with significantly different levels of experience and responsibility. An example of this can be observed when the pay of supervisors and their subordinates are too similar. The following analysis attempts to determine if such compression can be observed in the Town.

Employee salary data were utilized to determine if the employee's salary was either less than 80 percent, less than 95 percent, or more than 95 percent of their supervisor's salary; **Exhibit 2G** shows that 41 (74.5 percent) employee salaries fall below 80 percent of their supervisor's salary, two (3.6 percent) fall below 95 percent, and one (1.8 percent) is greater than 100 percent. This would seem to indicate that no serious compression of salaries is taking place as it relates to supervisor salaries.

**EXHIBIT 2G
EMPLOYEE TO SUPERVISOR SALARY RATIO BY GRADE**

Grade	Less than 80%	80% < X < 95%	95% < X < 100%	Greater than 100%
10N	2	0	0	0
40N	3	0	0	0
50N	3	0	0	0
60N	0	0	0	0
70N	4	0	0	0
80N	1	0	0	0
90N	1	0	0	0
100N	4	0	0	0
130N	0	0	0	0
140N	0	2	0	0
150N	0	0	0	0
160N	0	0	0	0
170N	0	0	0	0
180N	0	0	0	1
20U	3	0	0	0
40U	9	0	0	0
50U	2	0	0	0
60U	2	0	0	0
70U	1	0	0	0
90U	6	0	0	0
Totals	41	2	0	1



Actual Versus Expected Salary Placement

Another form of pay compression can occur when employees have not progressed through their pay range as their years of experience increase. The following analysis examines how far each employee has penetrated into their current pay range and compares it with their expected placement—assuming a 30-year period between minimum and maximum. Generally, the only source of concern would be employees that are more than ten percent below expected placement. Simply having employees in this group does not necessarily mean there are corresponding compression issues, assuming there is a reason for these placements. It is also acknowledged that the Town's compensation practices may differ from progressing employees' salaries based upon tenure.

Exhibit 2H displays the number and percentage of employees whose actual salary placement varies from their expected placement. **Note:** This analysis considers an employee's years of service in their current classification, unlike the quartile analysis, which considers overall years of experience. As can be seen, 28 (50.9 percent) employees have salaries that are within ten percent of their expected salary placement, whereas two (3.6 percent) employees have salaries that are more than ten percent below expected placement and 25 (45.5 percent) employees have salaries that are more than ten percent above.

EXHIBIT 2H
ACTUAL VERSUS EXPECTED PLACEMENT BY GRADE

Grade	Less than -10%	-10 < X < -5%	-5% < X < 5%	5% < X < 10%	Greater than 10%
10N	0	0	2	0	0
40N	0	0	1	0	2
50N	0	1	0	0	2
60N	0	0	0	0	0
70N	0	0	0	2	4
80N	0	0	0	0	1
90N	0	0	1	0	0
100N	0	0	0	1	3
130N	0	0	0	0	0
140N	0	0	1	0	2
150N	1	0	1	0	1
160N	1	0	0	0	0
170N	0	0	2	0	2
180N	0	1	0	0	0
20U	0	0	2	1	0
40U	0	0	6	3	0
50U	0	0	0	1	1
60U	0	0	0	1	1
70U	0	0	0	0	1
90U	0	0	1	0	5
Totals	2	2	17	9	25



2.5 DEPARTMENT/LOCATION DISTRIBUTION

As of February 2022, the Town employed 55 employees across 11 different departments. **Exhibit 2I** depicts the number of classifications that are present in each department, along with the number and overall percentage of total employees by department. As illustrated, the largest department (in terms of employees) is Public Works, with 23 employees representing 41.8 percent of the Town's workforce.

EXHIBIT 2I
EMPLOYEES AND CLASSIFICATIONS BY DEPARTMENT/LOCATION

Department	Employees	Classes	% of Total
Library	4	4	7.3%
Community Development	8	6	14.5%
Marina	6	3	10.9%
Finance	5	5	9.1%
Special Events	2	2	3.6%
Town Manager	1	1	1.8%
Human Resources	2	2	3.6%
Public Works	23	19	41.8%
Town Clerk	2	2	3.6%
Information Technology	1	1	1.8%
Communication & Grants	1	1	1.8%
Total	55	46	100.0%

2.6 SUMMARY

The information contained in this chapter identifies features of the overall structure of the compensation system, as well as the administration of it at the individual employee level. Notably, the following was found:

- **Pay Plan** – The Town administers two open-range pay plans, both with consistent range spreads. The midpoint progression does vary fairly significantly between certain pay grades.
- **Salary Distribution** – It was noted that 67.3 percent of the 55 employees have starting salaries that fall below the midpoint. Additionally, the average tenure between the first and second quartiles decreases from 7.8 years in the first quartile to 4.2 years in the second. This may be indicative of a potential area of salary compression between newly hired and tenured employees.

This analysis serves as a starting point for the development of recommendations in this report. These observations were reviewed and considered in more detail throughout the course of the study. Paired with market data, Evergreen was able to make recommendations that will ensure that the compensation system at the Town is structurally sound, competitive with the market, and equitable.



Chapter 3 - Summary of Employee Outreach

On March 28, 2022, the Evergreen Solutions Team released an employee survey on behalf of the Town of Lake Park. The objective of this survey, which was open for 12 days, was to collect feedback on the strengths and weaknesses of the current compensation and classification plans. As a result, Evergreen received 35 survey responses from employees representing a cross section of departments and classifications as well as management levels.

Additionally, senior manager interviews were held March 9, 2022. The Evergreen team met with 11 department heads and executive-level staff members. These employees were asked to share their concerns with the current compensation and classification structure.

The remainder of this chapter summarizes the comments made by survey and interview participants. It is important to note that the views shared in this summary are not necessarily supported by Evergreen Solutions nor the Town. Evergreen, however, used this information as a basis for further investigation throughout the course of the study. In all instances, Evergreen has removed any information that may identify the commenter.

3.1 GENERAL FEEDBACK

Although the major purpose of the survey and interviews was to discuss compensation and classification, the first three questions asked in the survey received feedback related as to why employees initially came to work for the Town, why they remain employed, and what they feel the Town does well for the employees. The most common replies were as follows.

- **Location** – Location was one of the most common survey responses as to why employees started working as well as remaining with the Town.
- **Job Security/Stability** – Job security and stability were another common survey response as to why employees started working and remain employed with the Town. Survey participants commented that the set schedule was also a huge benefit.
- **Work Enjoyment** – Work enjoyment rank as one of the most common responses to why employees remain with the Town. Staff members mentioned that they like the type of work that they perform and often feel like they are making a difference in their community.
- **Benefits** – The benefits offered by the Town was another top response. Employees commented in the survey that they are very appreciative of the generous package offered by the Town.



- **Coworkers** – Another contributing factor to employee retention are the people who work for the Town. Employees stated that they enjoy working with their colleagues and often described the Town as a “family atmosphere.”

Exhibit 3A shows the aggregate results factors that helped bring current employees to the County.

EXHIBIT 3A
REASONS FOR APPLYING WITH THE ORGANIZATION

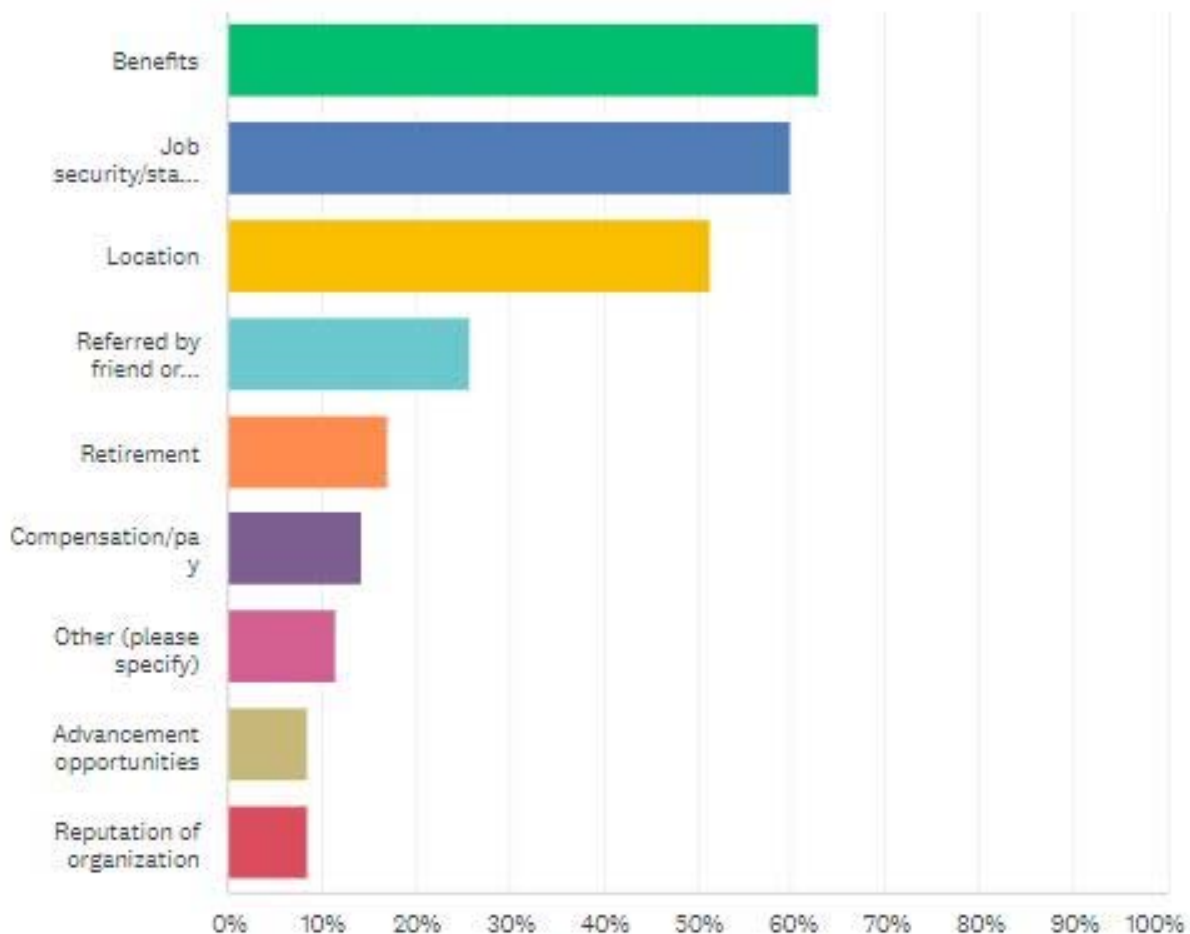
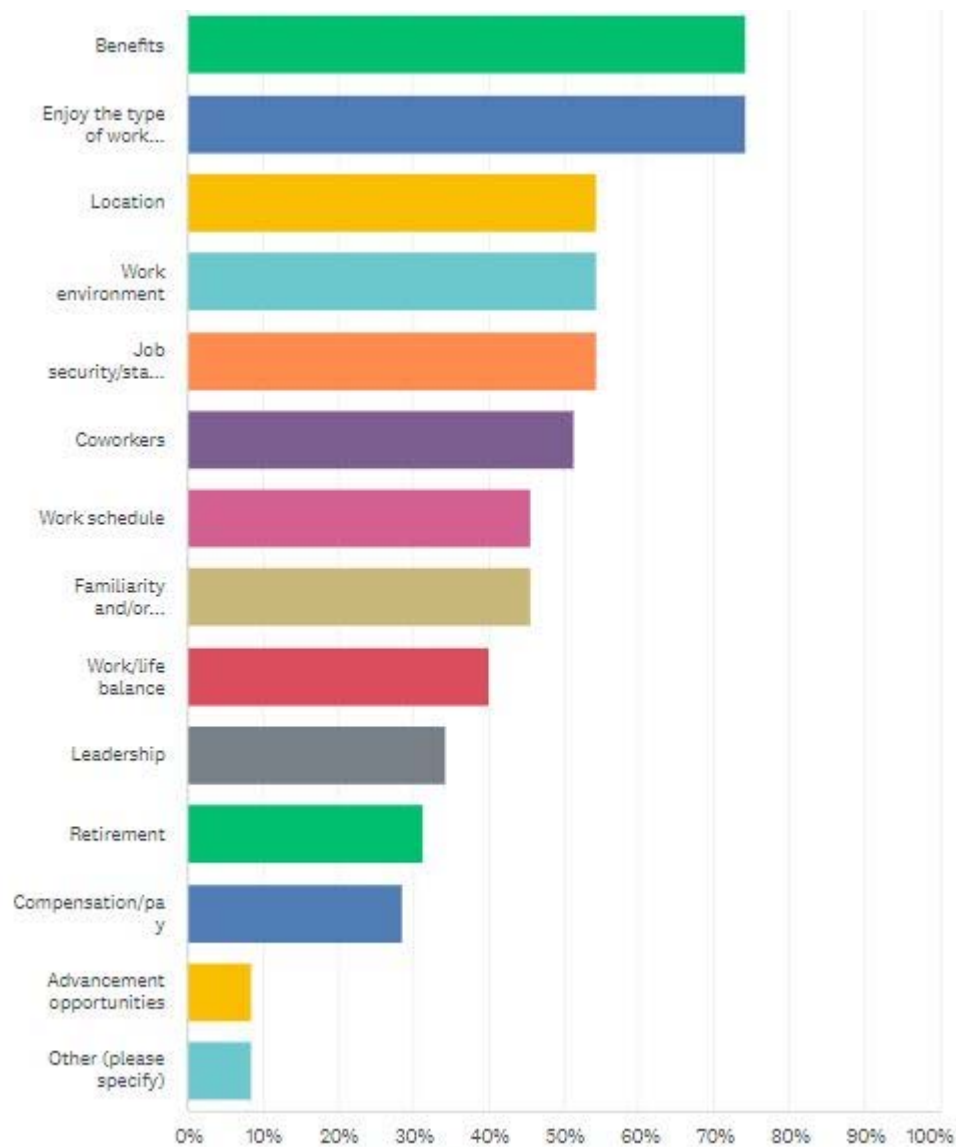


Exhibit 3B shows the aggregate results of factor that have encouraged employees to remain with the County.



EXHIBIT 3B REASONS FOR REMAINING WITH THE ORGANIZATION



3.2 COMPENSATION

Employees were asked about the County's compensation practices, policies, and procedures. The most frequent comments included the following:

- **Familiarity with Compensation System** – Most (37.14 percent) of the survey participants said they were very familiar with the Town's current compensation system.
- **Competitive Salaries** – The majority of survey participants (67.65 percent) felt the Town's salaries are not competitive with other public sector organizations.



- **Raises/Incentive/Paygrade Assignments** – More than half (54.55 percent) of the survey participants stated they feel raises, incentives, and paygrade assignments are not fair/equitable between employees.

3.3 CLASSIFICATION

Participants were asked about any classification concerns. Comments shared by employees related to the County's classification structure include:

- **Job Descriptions** – Many survey respondents participants felt like the job descriptions should be updated to better reflect the duties and responsibilities of the various roles.
- **Job Titles** – A few instances were cited where lower-level classifications were performing the same job as higher-levels of the same position. It was also mentioned that some job titles do not fit the actual work performed by the job.

3.4 SUMMARY

The employee feedback reported above represents common issues that typically exist in many organizations and not just the Town of Lake Park. Although the feedback reflected above generally highlights concerns and issues, it should be noted that the overall feedback was positive. As with any organization, however, employees perceive weaknesses in certain areas related to the current compensation and classification system. In today's working environment with multiple years of reduced funding and in many cases significantly increased expectations and requirements, employee job descriptions and classifications require consistent timely review and revision to allow the organizations to remain competitive and foster its compensation philosophy.



Chapter 4 – Salary Survey Summary

This chapter contains a market analysis in which the Town of Lake Park salary ranges are compared to select peer organizations. Market comparisons provide key information regarding an organization's competitive position. It is important to note that the comparison of the Town's salary ranges does not translate well at the individual employee level. This is because a market range simply provides the thresholds within which an employee's salary should be placed, versus providing any information on where specifically in the range an employee's salary should lay. Employee salary placement in the range is typically determined based on a multitude of variables, such as the incumbent's education level, and prior experience.

The salary survey focused on the average salary ranges offered by the market for 45 classifications. This external equity analysis allowed for a comprehensive examination of the Town's compensation structure. Market comparison analysis is best thought of as a snapshot of current conditions and provides the most up-to-date market information available at the time. In other words, market conditions will generally change over time and in some cases will change very quickly. Therefore, a market survey and analysis should be performed at regular intervals to help maintain market competitiveness.

The Town considered several factors when selecting peers for comparison, including the location, size, and socio-economic factors that impact the Town's ability to recruit and retain highly qualified employees. **Exhibit 4A** shows the 16 unique peers from which Evergreen solicited and obtained full or partial general market salary data for their matching classifications.

The Consumer Price Index (CPI), also referred to as the Cost of Living (COL) Index, shown in the chart is a measure reported by the U.S. Bureau of Labor Statistics, which examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food, and medical care. It is calculated by taking price changes for each item in the predetermined basket of goods and averaging them. Changes in the CPI are used to assess price changes associated with the cost of living. Evergreen used the COL Factor (COL Index for the Town divided by the COL Index for the location) to adjust the salaries to be comparable to the salaries paid by the Town.



EXHIBIT 4A TARGET MARKET PEERS AND COST OF LIVING FACTORS

Market Peers	Cost of Living Index
Town of Lake Park	115.4
City of Lake Worth	115.4
City of Delray Beach	115.4
Palm Beach Gardens	115.4
City of Rivera Beach	115.4
City of West Palm Beach	115.4
Palm Beach County	115.4
Palm Beach School Board	115.4
Seacoast Utility Authority	115.4
Town of Juno Beach	115.4
Town of Jupiter	115.4
Village of Royal Palm Beach	115.4
Village of Tequesta	115.4
Village of Wellington	115.4
Village of North Palm Beach	115.4
Solid Waste Authority	115.4

From the participating peers, 375 data points were collected for comparative purposes. All salary range data collected were adjusted for cost of living using a national cost of living index factor, which allowed salary dollars from entities outside of the immediate area to more accurately be compared in terms of spending power relative to the Lake Park area.

Exhibit 4B provides a summary of the results of the salary survey of all peer organizations.

These data represent base salary only and are composed of the following information:

- **Market Range Minimum, Midpoint, and Maximum.** The survey range minimum indicates the average minimum salary for each classification provided by peer organizations. Survey range midpoint provides the average midpoint of the peer respondents for each classification surveyed. Survey range maximum provides the average maximum of the survey participants for each classification surveyed.
- **Percent Differentials.** The percent differentials are shown for survey market range minimum, midpoint, and maximum. The differentials specify the variance between the Town's current published salary ranges and the market average shown in the exhibit. A positive differential indicates the Town is above market for that classification at the range minimum, midpoint, or maximum. Information is presented on positions that are above average to provide valuable information regarding the Town's competitive edge in the marketplace for those positions. A negative differential indicates the Town is



below market for that classification, indicating that these salaries are not as competitive.

In the final row of the exhibit, the average percent differentials for the range minimum, midpoint and maximum are provided. This is derived by averaging each classification's percent differential.

- **Survey Average Range Spread.** The range spread which provides the average range width for each classification surveyed is the percentage difference between the average minimum and average maximum salaries of the respondents, relative to the minimum. The average range spread for all the surveyed classifications is provided in the final row of the exhibit.
- **Survey Responses.** The number of survey responses for each classification is provided in the final column, and the average number of responses for the classification category is shown at the bottom along with an overall average for all classification categories.
- **Comparability.** Peers are provided a summary of the job duties and responsibilities for each classification as well as the experience, education and certification requirements required for a match. Based on information provided by the peers, Evergreen uses a general 70 percent match criteria for accepting a peer's proposed classification, based on the similarity of duties and responsibilities as well as the educational, experience and credentialing requirements for the classification. When in doubt, peers are contacted for additional information to ensure comparability.



EXHIBIT 4B
MARKET RESULTS FOR BENCHMARKED POSITIONS

Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
	Average	% Diff	Average	% Diff	Average	% Diff		
Accountant	\$50,512.49	-15.2%	\$66,010.88	-17.7%	\$81,509.27	-19.2%	61.4%	13.0
Accountant Senior	\$58,006.58	-15.5%	\$75,458.22	-17.5%	\$92,909.87	-18.8%	60.2%	10.0
Accounting Technician	\$37,632.59	-6.1%	\$48,793.14	-7.8%	\$59,953.69	-8.9%	59.3%	13.0
Assistant Director – Finance	\$82,846.65	-13.1%	\$105,830.72	-13.3%	\$128,814.79	-13.4%	55.5%	10.0
Assistant Director – Library*	\$98,978.62	-	\$123,723.28	-	\$148,467.94	-	50.0%	1.0
Assistant Town Manger/ Director of Human Resources	\$109,066.71	-2.5%	\$140,709.36	-3.7%	\$172,352.01	-4.4%	58.0%	13.0
Camp Counselor	\$29,399.48	-	\$36,226.28	-	\$43,053.07	-	46.4%	5.0
Code Compliance Officer	\$43,554.33	-7.2%	\$55,853.43	-7.8%	\$68,152.53	-8.2%	56.5%	13.0
Community Development Technician	\$41,586.85	-22.8%	\$53,222.84	-23.2%	\$64,858.82	-23.4%	56.0%	14.0
Deputy Town Clerk	\$55,068.88	-17.1%	\$71,207.44	-18.5%	\$87,346.01	-19.4%	58.6%	9.0
Director - Community Development	\$104,687.18	-7.9%	\$130,244.53	-5.5%	\$155,801.88	-3.8%	48.8%	12.0
Director – Finance	\$106,794.45	-9.9%	\$135,146.51	-9.1%	\$163,498.57	-8.7%	53.1%	15.0
Director - Information Technology	\$106,512.39	-9.6%	\$135,352.26	-9.3%	\$164,192.12	-9.1%	54.2%	13.0
Director – Library*	\$86,384.29	11.3%	\$105,709.90	15.4%	\$125,035.50	18.1%	44.7%	3.0
Director – Marina*	-	-	-	-	-	-	-	0.0
Director - Public Works	\$103,276.20	-6.5%	\$131,998.62	-6.8%	\$160,721.05	-6.9%	55.6%	13.0
Director - Special Events	\$70,648.70	31.2%	\$87,540.11	33.9%	\$104,431.53	35.8%	47.8%	4.0
Dock Attendant*	\$40,632.22	-20.5%	\$51,806.15	-20.5%	\$62,980.08	-20.5%	55.0%	1.0
Dockmaster*	\$45,413.00	-	\$56,770.00	-	\$68,127.00	-	50.0%	1.0
Events Coordinator*	\$54,865.07	-43.2%	\$68,572.42	-41.2%	\$82,279.77	-40.0%	50.0%	7.0
Executive Assistant	\$46,492.99	-13.7%	\$57,902.51	-11.4%	\$69,312.04	-9.8%	49.1%	14.0
Facilities Maintenance Worker I	\$32,814.41	7.6%	\$42,523.43	5.9%	\$52,232.44	4.9%	59.2%	7.0
Facilities Maintenance Worker II	\$41,574.01	-2.6%	\$52,339.76	-1.3%	\$63,105.52	-0.5%	51.8%	4.0
Foreman - General Infrastructure	\$48,865.56	-5.2%	\$64,030.38	-7.9%	\$79,195.21	-9.6%	62.1%	9.0
Foreman - Grounds Maintenance	\$47,913.07	-3.2%	\$62,105.64	-4.9%	\$76,298.21	-5.9%	59.2%	7.0

EXHIBIT 4B (CONTINUED)
MARKET RESULTS FOR BENCHMARKED POSITIONS

Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
Foreman – Sanitation	\$48,111.10	-3.6%	\$59,162.54	0.0%	\$70,213.99	2.4%	45.9%	5.0
Foreman - Vehicle Maintenance	\$58,903.47	-23.8%	\$74,103.39	-22.4%	\$89,303.32	-21.6%	51.6%	8.0
Grants Writer/Public Information Officer	\$65,054.83	39.2%	\$85,290.99	36.5%	\$105,527.15	34.8%	62.2%	7.0
Groundskeeper, Lead	\$43,801.20	-27.9%	\$54,984.01	-26.4%	\$66,166.83	-25.4%	51.1%	5.0
Groundskeeper	\$30,886.63	-6.7%	\$39,785.79	-7.7%	\$48,684.94	-8.4%	57.6%	11.0
Irrigation Technician	\$37,863.56	-6.7%	\$49,057.41	-8.4%	\$60,251.25	-9.4%	59.1%	11.0
Library Assistant	\$33,296.04	-20.9%	\$42,721.11	-21.5%	\$52,146.18	-21.9%	56.6%	6.0
Maintenance Worker	\$35,424.29	-6.9%	\$45,399.79	-7.4%	\$55,375.30	-7.7%	56.3%	12.0
Manager - Capital Projects	\$71,693.11	1.4%	\$92,474.84	0.2%	\$113,256.57	-0.5%	58.0%	10.0
Marina Maintenance Worker*	-	-	-	-	-	-	-	0.0
Marketing Specialist*	\$49,754.48	-	\$64,923.32	-	\$80,092.15	-	61.0%	3.0
Mechanic	\$44,681.96	-16.5%	\$54,976.49	-13.0%	\$65,271.03	-10.6%	46.1%	13.0
Planner	\$53,345.85	-7.2%	\$70,457.45	-10.7%	\$87,569.05	-12.9%	64.2%	13.0
Public Works Operations Manager	\$65,727.77	-27.9%	\$84,140.70	-28.3%	\$102,553.63	-28.5%	56.0%	10.0
Recreation Supervisor	\$57,452.65	-	\$72,475.15	-	\$87,497.66	-	52.3%	10.0
Sanitation Truck Operator I	\$31,215.90	5.8%	\$41,074.28	2.6%	\$50,932.66	0.7%	63.2%	4.0
Sanitation Truck Operator II	\$41,697.93	-9.6%	\$53,842.41	-10.9%	\$65,986.88	-11.7%	58.2%	3.0
Stormwater Infrastructure Foreman	\$62,170.63	-29.1%	\$77,873.63	-27.3%	\$93,576.63	-26.2%	50.5%	11.0
Stormwater Technician I	\$43,636.58	-27.5%	\$55,460.42	-27.2%	\$67,284.26	-27.0%	54.2%	9.0
Town Clerk	\$78,761.80	20.5%	\$99,788.60	21.1%	\$120,815.39	21.5%	53.4%	13.0
Overall Average		-8.4%		-8.5%		-8.5%	54.9%	8.3
Outliers Removed*		-9.4%		-9.7%		-9.9%		

*Outliers are defined as benchmarks that possess midpoint differentials of 40% or greater from the Town of Lake Park or received less than four (4) responses. Outliers are removed so that extreme differentials do not skew the average results. Classifications identified as outliers are as follows: Assistant Director – Library, Director – Library, Director – Marina, Dock Attendant, Dockmaster, Events Coordinator, Marina Maintenance Worker, Marketing Specialist, and Sanitation Truck Operator II.

The following subsections discuss the results of the salary survey, based on data provided in Exhibit 4B.

4.1 MARKET MINIMUM

A starting point of the analysis is to compare the peer average market minimum for each classification to range minimums in the Town. Market minimums are generally considered as a starting wage for employees who meet the minimum qualifications for the classification. Those employees with salaries at or near the range minimums are generally new to the role and have not acquired the skills and experience necessary to be fully proficient in their classification.

Utilizing the data gathered in the salary survey for the benchmarked positions with stated salary ranges, the following conclusions can be reached:

- The Town is on average 9.4 percent below market minimum across all job titles surveyed.
- The surveyed Town position differentials ranged from 39.2 percent ahead of the market minimum in the case of the Grants Writer/Public Information Officer position to 29.1 percent below market minimums for the Stormwater Infrastructure Foreman classification.
- Three (3) positions in the Town were found to be greater than 10.0 percent ahead of market minimum.
 - Director, Special Events – 31.2 percent above;
 - Grants Writer/Public Information Officer – 39.2 percent above; and
 - Town Clerk – 20.5 percent above.
- Thirteen (13) Town positions were 10.0 percent or greater below market minimums:
 - Accountant – 15.2 percent below;
 - Accountant Senior – 15.5 percent below;
 - Assistant Director, Finance – 13.1 percent below;
 - Community Development Technician – 22.8 percent below;
 - Deputy Town Clerk – 17.1 percent below;
 - Executive Assistant – 13.7 percent below;
 - Foreman, Vehicle Maintenance – 23.8 percent below;
 - Lead Groundskeeper – 27.9 percent below;
 - Library Assistant – 20.9 percent below;
 - Mechanic – 16.5 percent below;
 - Public Works Operations Manager – 27.9 percent below;
 - Stormwater Infrastructure Foreman – 29.1 percent below; and
 - Stormwater Technician I – 27.5 percent below.



4.2 MARKET MIDPOINTS

This section explores the comparison between the average peer midpoints and Town classification midpoints. Midpoint is frequently considered the point where employees who have achieved full proficiency in their job duties could expect their salaries to be placed. It is considered the best point of comparison for analyzing variance between an organization and their market peers.

Based on the data gathered at the market midpoint of the positions with stated salary ranges, the following can be determined:

- The Town is on average 9.7 percent below market midpoints across all job titles surveyed.
- The surveyed Town position differentials ranged from 36.5 percent ahead of the market midpoint in the case of the Grants Writer/Public Information Officer position to 28.3 percent below market midpoint for the Public Works Operations Manager classification.
- Three (3) positions in the Town were greater than 10.0 percent ahead of market midpoint:
 - Director, Specialist Events – 33.9 percent above;
 - Grants Writer/Public Information Officer – 36.5 percent above; and
 - Town Clerk – 21.1 percent above.
- Fourteen (14) Town positions were 10.0 percent or greater below market midpoints:
 - Accountant – 17.7 percent below;
 - Accountant Senior – 17.5 percent below;
 - Assistant Director, Finance – 13.3 percent below;
 - Community Development Technician – 23.2 percent below;
 - Deputy Town Clerk – 18.5 percent below;
 - Executive Assistant – 11.4 percent below;
 - Foreman, Vehicle Maintenance – 22.4 percent below;
 - Lead Groundskeeper – 26.4 percent below;
 - Library Assistant – 21.5 percent below;
 - Mechanic – 13.0 percent below;
 - Planner – 10.7 percent below;
 - Public Works Operations Manager – 28.3 percent below;
 - Stormwater Infrastructure Foreman – 27.3 percent below; and
 - Stormwater Technician I – 27.2 percent below.



4.3 MARKET MAXIMUMS

In this section, Town salary range maximum values are compared to the survey respondents' average maximums. Market maximums are often utilized to attract highly qualified employees or retain experienced individuals in a classification.

When comparing peer market pay grade maximums and maximums for the Town classifications, the following can be determined:

- The Town is on average 9.9 percent below market maximums across all job titles surveyed.
- The surveyed Town position differentials ranged from 35.8 percent ahead of the market maximum in the case of the Director, Special Events position to 28.5 percent below market maximums for the Public Works Operations Manager classification.
- Three (3) Town positions were greater than 10.0 percent ahead of market maximums.
 - Director, Specialist Events – 35.8 percent above;
 - Grants Writer/Public Information Officer – 34.8 percent above; and
 - Town Clerk – 21.5 percent above.
- Thirteen (13) Town positions were 10.0 percent or greater below market maximums:
 - Accountant – 19.2 percent below;
 - Accountant Senior – 18.8 percent below;
 - Assistant Director, Finance – 13.4 percent below;
 - Community Development Technician – 23.4 percent below;
 - Deputy Town Clerk – 19.4 percent below;
 - Foreman, Vehicle Maintenance – 21.6 percent below;
 - Lead Groundskeeper – 25.4 percent below;
 - Library Assistant – 21.9 percent below;
 - Mechanic – 10.6 percent below;
 - Planner – 12.9 percent below;
 - Public Works Operations Manager – 28.5 percent below;
 - Stormwater Infrastructure Foreman – 26.2 percent below; and
 - Stormwater Technician I – 27.0 percent below.

4.4 MARKET SURVEY CONCLUSION

The standing of individual classifications pay range relative to the market should not be considered a definitive assessment of actual employee salaries being similarly above or below the market; however, such differentials can, in part, explain symptomatic issues with recruitment and retention of employees.



The main summary points of the market study are as follows:

- The Town is approximately 9.4 percent below the public-sector market minimum.
- The Town is approximately 9.7 percent below the public-sector market midpoint.
- The Town is approximately 9.9 percent below the public-sector market maximum.

The results of the market summary chapter are pivotal in the formulation of recommendations by Evergreen Solutions. By establishing the Town's market position relative to its peers, Evergreen is better able to propose recommendations that enable the Town to occupy its desired competitive position. Discussion on the recommended changes to the Town's pay plan can be found in **Chapter 5** of this report.



Chapter 5 - Recommendations

The analysis of the Town's classification and compensation system revealed some areas of opportunity for improvement. Evergreen focused primarily on developing a more competitive pay plan, as well as reviewing and making recommendations to the classification structure. Study recommendations, as well as the findings that led to each, are discussed in this chapter.

5.1 CLASSIFICATION SYSTEM

An organization's classification system establishes how its human resources are employed to perform its core services. The classification system consists of the titles and descriptions of the different classifications, or positions, which define how work is organized and assigned. It is essential that the titles and descriptions of an organization's classifications accurately depict the work being performed by employees in the classifications to ensure equity within the organization and to enable comparisons with positions at peer organizations. The purpose of a classification analysis is to identify such issues as incorrect titles and inconsistent titles across departments.

In the analysis of the Town's classification system, Evergreen collected classification data through the Job Assessment Tool (JAT) and Management Issues Tool (MIT) processes. The JATs, which were completed by employees and reviewed by their supervisors, provided information about the type and level of work being performed for each of the Town's classifications. In addition, the MIT process provided supervisors an opportunity to provide specific recommendations regarding the pay or classification of positions in their areas. Evergreen reviewed and utilized the data provided in the JATs and MITs as a basis for the classification recommendations below.

FINDING

Overall, the classification system utilized by the Town was sound. However, there were a few instances of titles for positions that could be modified.

RECOMMENDATION 1: Revise the titles of some classifications to better reflect job duties.

Exhibit 5A provides a list of the recommended changes to the classification system. The foundation for these recommendations was the work performed by employees as described in their JATs, best practice in the Human Resources field, or based on conversations with the Town's leadership.



EXHIBIT 5A PROPOSED CLASSIFICATION CHANGES

Department	Current Classification Title	Proposed Classification Title
Library	Accounting Technician*	Senior Library Assistant

FINDING

When comparing the Town's current job descriptions to the work described by employees in the JATs, Evergreen noted some tasks that were missing from the current job descriptions. This can happen over a period of time if the descriptions are not reviewed and updated on a regular basis. Some tasks in one classification are often reassigned to another classification. As such, these changes make it necessary that the Town continues to update its job descriptions periodically to ensure each job description accurately reflects the work performed.

RECOMMENDATION 2: Revise all job descriptions to include updated classification information provided in the JAT, and review job descriptions annually for accuracy.

The process of reviewing and updating the Town's job descriptions, as well as comments received from employees and supervisors during outreach, revealed that the descriptions may not, in some cases, accurately reflect current work performed. To minimize this becoming a concern again in the future, Evergreen recommends a regular review of these descriptions, including FLSA status determinations.

A review of the employee's assigned job classification (description) should occur at least annually. Review of the FLSA determination for exempt or non-exempt status as well as other aspects of the job, (such as physical requirements required to perform essential functions) will also ensure consistent, continuous compliance with the Americans with Disabilities Act (ADA) protection. At the time of this report, Evergreen was in the process of revising the job descriptions for all classifications. The descriptions will be provided to the Town under separate cover.

5.2 COMPENSATION SYSTEM

The compensation system analysis consisted of two parts: an external market assessment and an internal equity assessment. During the external market assessment, the Town's pay ranges for its classifications were compared to the average of the identified market. Details regarding the external market assessment were provided in **Chapter 4** of this report.

During the internal equity assessment, consideration of the relationships between positions and the type of work being performed by the Town employees were reviewed and analyzed. Specifically, a composite score was assigned to each of the classifications that quantified the classification's level of five separate compensatory factors (leadership, working conditions, complexity, decision-making, and relationships). The level for each factor was determined



based on responses to the JAT. The results of both analyses were utilized when developing the recommendations below.

FINDING

The Town's salary ranges were overall found to be behind the market at the minimum, midpoint, and maximum. Implementing a new competitive pay structure (pay plan) would provide the Town with an improved ability to attract, hire and retain employees.

RECOMMENDATION 3: Update the current open range plan; slot all classifications into the plan based on external and internal equity; and transition employees' salaries into the revised plan.

Exhibit 5B shows an overview of the updated pay plan. As can be seen, the plan includes 18 pay grades with consistent range spreads of 60 percent for each grade.

EXHIBIT 5B PROPOSED PAY PLAN

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression
10	\$32,100.00	\$41,730.00	\$51,360.00	60%	-
20	\$34,347.00	\$44,651.10	\$54,955.20	60%	7.0%
30	\$36,751.29	\$47,776.68	\$58,802.06	60%	7.0%
40	\$39,323.88	\$51,121.04	\$62,918.21	60%	7.0%
50	\$42,076.55	\$54,699.52	\$67,322.48	60%	7.0%
60	\$45,021.91	\$58,528.48	\$72,035.06	60%	7.0%
70	\$48,173.44	\$62,625.48	\$77,077.51	60%	7.0%
80	\$51,545.59	\$67,009.26	\$82,472.94	60%	7.0%
90	\$55,153.78	\$71,699.91	\$88,246.04	60%	7.0%
100	\$59,014.54	\$76,718.90	\$94,423.27	60%	7.0%
110	\$64,915.99	\$84,390.79	\$103,865.59	60%	10.0%
120	\$71,407.59	\$92,829.87	\$114,252.15	60%	10.0%
130	\$78,548.35	\$102,112.86	\$125,677.37	60%	10.0%
140	\$86,403.19	\$112,324.15	\$138,245.10	60%	10.0%
150	\$95,043.51	\$123,556.56	\$152,069.61	60%	10.0%
160	\$104,547.86	\$135,912.22	\$167,276.57	60%	10.0%
170	\$115,002.64	\$149,503.44	\$184,004.23	60%	10.0%
180	\$126,502.91	\$164,453.78	\$202,404.65	60%	10.0%



Evergreen then slotted each proposed classification into the appropriate pay range in the pay plan. Both internal and external equity were analyzed when slotting the classifications. Assigning pay grades to classifications requires a balance of internal equity, desired market position, and recruitment and retention concerns. Thus, market range data shown in **Chapter 4** were not the sole criteria for the proposed pay ranges. Some classifications' grade assignments varied from their associated market range due to the other factors mentioned above. **Exhibit 5C** shows the proposed pay grades for all classifications in both plans.

EXHIBIT 5C PROPOSED PAY GRADES

Pay Grade	Classification Title
10	Camp Counselor
	Library Assistant
	Library Assistant - Children's
20	Groundskeeper
30	Custodian
	Sanitation Truck Operator Trainee
40	Community Development Technician
	Dock Attendant
	Lead Groundskeeper
	Maintenance Worker
	Sanitation Truck Operator I
	Stormwater Technician I
50	Accounting Technician
	Events Coordinator
	Facilities Maintenance Worker I
	Information Technology Library Assistant*
	Irrigation Technician
	Records Technician*
	Senior Library Assistant
60	Mechanic
	Sanitation Truck Operator II
	Stormwater Technician II
70	Code Compliance Officer
	Executive Assistant
	Facilities Maintenance Worker II
	Marina Maintenance Worker II
80	Accountant
	Librarian
	Recreation Supervisor



EXHIBIT 5C (CONTINUED) PROPOSED PAY GRADES

Pay Grade	Classification Title
90	Deputy Town Clerk
	Foreman - General Infrastructure
	Foreman - Grounds Maintenance
	Marketing Specialist
	Sanitation Foreman
	Stormwater Infrastructure Foreman
	Vehicle Maintenance Foreman
100	Accountant, Senior
	Network Technician*
	Operations Manager
	Planner
110	Dockmaster
120	
130	Assistant Director - Library
140	Assistant Director - Finance
	Manager - Capital Projects
150	
160	
170	Director - Community Development
	Director - Finance
	Director - Information Technology
	Director - Library
	Director - Marina
	Director - Public Works
	Director - Special Events
	Grant Writer/Chief Public Information Officer
	Town Clerk
180	Assistant Town Manager/Director - Human Resources

*New position; pending FY24 budget approval

After assigning pay grades to classifications, the next step was to develop appropriate methods (options) for transitioning employees' salaries into the proposed plans. This was done utilizing equitable methods (options) for calculating salaries in the plans and determining whether adjustments were necessary to individual salaries to bring them to their calculated salary. Evergreen calculated several implementation scenarios, described below.

Bring to New Minimum

A calculation is performed so that each employee's salary is adjusted to the minimum of their classification's proposed pay grade. If their salary is already within the proposed pay range, no adjustment is made.



Class Year Parity

This option is intended to re-align an employee's salary within their recommended range based on how long they have worked in their current classification. This is done on the basis of 30-year career trajectory, where an employee with 15 years of experience would be placed at the midpoint, while an employee with 30 or more years would be at the maximum.

Hire Year Parity

This option aims to re-align an employee's salary within their recommended range based on how long they have worked with the Town overall. This is done on the basis of 30 year career trajectory, where an employee with 15 years of experience would be placed at the midpoint, whereas an employee with 30 or more years would be at maximum.

Hybrid Year Parity

A calculation that places employees into their newly recommended ranges based on a hybrid between their time spent in their current classification title and total time with the organization.

Hybrid Year Parity Capped at 15 Percent

A calculation that places employees into their newly recommended ranges based on a hybrid between their time spent in their current classification title and total time with the organization. A cap is then placed on the salary so that no employee whose salary currently falls within the recommend pay grade receives more than a 15 percent adjustment to their existing hourly rate.

Current Range Penetration

A calculation is performed to determine the percentage through the current range an employee's salary falls. The employee's recommended salary calculation will place them at the same percentage through the proposed range. For example, if an individual is 40 percent through their current range, they are brought to 40 percent through the recommended range.

Current Range Penetration Capped at 20 Percent

A calculation is performed to determine the percentage through the current range an employee's salary falls. The employee's recommended salary calculation will place them at the same percentage through the proposed range or at a rate no more than a 20 percent increase to their current hourly rate.

Compa Ratio

A calculation is performed to evaluate an employee's current ratio to their grade midpoint. The ratio is then applied to place employees into their new range at the same ratio vs. the midpoint. For example employees who are at the midpoint now (100% compa ratio) would be place at their new range midpoint.



Discounted Compa Ratio

The same calculation for Compa Ratio is initially performed. A percentage discount is then applied to the individual adjustment as a cost-saving method.

As seen in **Exhibit 5D**, utilizing these approaches would call for adjustments for anywhere between 24 to 53 employees with implementation (salary only) costs ranging from \$196,538.14 to \$793,966.42.

**EXHIBIT 5D
IMPLEMENTATION COSTS**

Implementation Option	Total Implementation Cost	# Employees Receiving Adjustments	Average Salary Adjustment	Average Percentage Adjustment
Bring to New Minimum	\$196,538.14	24	\$8,189.09	11.7%
Class Year Parity	\$414,761.18	36	\$11,521.14	20.8%
Hire Year Parity	\$604,758.01	43	\$14,064.14	20.5%
Current Range Penetration	\$788,959.51	53	\$14,886.03	22.1%
Current Range Penetration Capped at 20%	\$644,450.99	53	\$12,159.45	19.5%
Hybrid Year	\$517,033.14	42	\$12,310.31	14.7%
Compa Ratio	\$793,966.42	52	\$15,268.59	22.7%
Discounted Compa Ratio	\$683,092.29	52	\$13,136.39	19.4%
Hybrid Year Capped at 15%	\$347,252.58	42	\$8,267.92	11.2%

5.3 SYSTEM ADMINISTRATION

The Town's compensation system will continue to require periodic maintenance. The recommendations provided to improve the competitiveness of the plan were developed based on conditions at the time the data were collected. Without proper upkeep, the potential for recruitment and retention issues may increase as the compensation system becomes dated and less competitive.

RECOMMENDATION 4: Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make changes to pay grade assignments if necessary.

While it is unlikely that the pay structure (plan) in total will need to be adjusted for several years, a small number of classifications' pay grades may need to be reassigned more frequently. If the Town is experiencing difficulty high turnover or challenges with recruiting one or more classifications, the Town should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s).



RECOMMENDATION 5: Conduct a comprehensive classification and compensation study every three to five years, subject to budget constraints and as market conditions are warranted.

Small-scale salary surveys can improve the market position of specific classifications, but it is recommended that a full classification and compensation study be conducted every three to five years to preserve both internal and external equity. Changes to classification and compensation do occur, and while the increments of change may seem minor, they can compound over time. A failure to react to these changes quickly has the potential to place the Town in less than desirable position for recruiting and retaining quality employees.

RECOMMENDATION 6: Review and revise, as appropriate, existing pay practice guidelines including those for determining salaries of newly hired employees, progressing employee salaries through the pay plans and determining pay increases for employees who have been promoted to a different classification.

The method of moving salaries through the pay plan and setting new salaries for new hires, promotions, and transfers depends largely on an organization's compensation philosophy. It is important for the Town to have established guidelines for each of these situations, and to ensure that they are followed consistently for all employees.

There are several common methods for salary progression including cost of living adjustments (COLA)/across the board and performance-based. It is recommended that the Town evaluate, annually, whether a COLA needs to be applied (to both the pay plan and employees' salaries) to keep up with cost of living. It is also recommended that the Town continuously evaluate its practices to progress employees' salaries, and if necessary, make improvements to preserve equitable pay practices, particularly in the administration of the employee performance evaluation process.

5.4 SUMMARY

The recommendations in this chapter provide an update to the compensation and classification system for the Town's employees. Upon implementation, the Town's competitiveness in the labor market will be improved and it will have a responsive compensation system for several years to come. While the upkeep of this will require work, the Town will find that having a highly competitive compensation system that enhances strong recruitment and employee retention is well worth this commitment.



Sample Salary Adjustments

Exhibit B

Position Title	Pay Grade		Hire Date	Salary		Difference	
	Current	New		Current	New	Amount	Percentage
7004175 LIBRARY ASSISTANT	10	10 FT	01.30.2023	26,998	32,100	5,102	18.90%
7004900 LIBRARY ASSISTANT	10	10 FT	01.27.2015	31,158	35,832	4,674	15.00%
7006925 LIBRARY ASSISTANT - CHILDREN'S	10	10 FT	04.26.2021	29,224	32,100	2,876	9.84%
4061610 GROUNDSKEEPER	20	20 FT	09.05.2019	31,928	35,988	4,060	12.72%
4062810 GROUNDSKEEPER	20	20 FT	06.01.2021	31,200	35,256	4,056	13.00%
4064195 GROUNDSKEEPER	20	20 FT	11.28.2022	31,200	34,347	3,147	10.09%
4067424 LEAD GROUNDSKEEPER	40	40 FT	01.15.2019	38,605	42,186	3,582	9.28%
Irrigation Technician	50	50 FT	Vacant	35,391	42,077	6,686	18.89%
7005500 ACCOUNTING TECHNICIAN	50	50 FT	11.14.2012	39,686	45,639	5,953	15.00%
5005940 CODE COMPLIANCE OFFICER-CRA	70	70 FT	01.17.2023	57,013	57,013	0	0.00%
1500795 ACCOUNTING TECHNICIAN	80	80 FT	12.21.1981	62,799	66,194	3,395	5.41%
4065800 Grounds Maintenance Foreman	90	90 FT	01.06.1982	74,808	86,029	11,221	15.00%
5001300 DIRECTOR - COMMUNITY DEVELOPMENT	160	170 FT	12.04.2006	99,394	115,003	15,609	15.70%
1090315 GRANT WRITER/CHIEF PUBLIC INFORMATION OFFICER	170	170 FT	11.13.2018	105,310	118,739	13,429	12.75%

Budget Highlights

Exhibit C

*Some of the following may need to be revised for the final budget presentation. The current iteration of the Fiscal Year 2023/2024 includes:

- A 3% reduction in the millage rate
- \$1.2 million revenue as required by the P3 Agreement
- Proposed salary study changes
- 4 new positions
 - Record's Technician
 - IT Help desk Technician (6 Months)
 - Receptionist/Cashier
 - Public Works Administrative Assistant
- New paid internship program (1040 hours @ \$12.00/hr.)
- Quoted property, casualty, general liability, workers Compensation, and automobile insurance at a cumulative 106% increase.
- Enhanced banking security including positive pay and ach account lockdown.
- A 3% increase for annual Palm Beach County Sheriff's contract
- Funds for a complete Town code review and rewrite
- Funding for the final Centennial Celebration events
- 3 smart city communication signage platform
- Body cameras for code enforcement
- Sponsored event funding for :
 - Santa's Magical Ride
 - Haitian Flag Day
 - Annual soccer program
 - Historical Society 5k run
 - Community Greening
- A complete library roof replacement
- New security fencing and gating for PBSO parking lot
- New awing for PBSO building / Car Port.
- Funds for Ilex park and playground refurbishment
- Public Works parking lot repaving
- New Commission approved fees for the Marina, Sanitation, and Stormwater enterprise funds
- Replacement of 2 sanitation vehicles(1 frontend loader & 1 side loader)

- 25,000 Community Grant.
 301 • Sidewalk repairs - Complete all sidewalk repairs \$275,000 14

Exhibit D



TOWN OF LAKE PARK DRAFT BUDGETS ALL FUNDS 2023/24

Town of Lake Park Schedule of AdValorem Millage Rates

Item 3.

ROLLED-BACK RATE

1,030,446,001	2023/24 Taxable Value
1,000	
4.7702	Millage
95.0%	
4,669,662	
(1,274,248)	1,274,248 CRA
3,395,414	3,395,414 General Fund

MILLAGE RATE OF 5.1870

1,030,446,001	2023/24 Taxable Value
1000	
5.1870	Millage
95%	
5,077,677	
(1,338,794)	1,338,794 CRA
3,738,883	3,738,883 General Fund

CURRENT MILLAGE RATE

1,030,446,001	2023/24 Taxable Value
1,000	
5.3474	Millage
95.0%	
5,234,697	
(1,363,634)	1,363,634 CRA
3,871,063	3,871,063 General Fund

MILLAGE RATE OF 4.9

1,030,446,001	2023/24 Taxable Value
1,000	
4.9000	Millage
95.0%	
4,796,726	
(1,294,349)	1,294,349 CRA
3,502,377	3,502,377 General Fund

MILLAGE RATE OF 5.2

1,030,446,001	2023/24 Taxable Value
1000	
5.2000	Millage
95%	
5,090,403	
(1,340,807)	1,340,807 CRA
3,749,596	3,749,596 General Fund

Decrease in Revenue

Millage Rate	General Fund	CRA
5.3474	-	-
5.3250	18,459	3,469
5.3000	39,060	7,341
5.2000	121,467	22,827
5.1870	132,180	24,840
5.1000	203,873	38,313
5.0000	286,279	53,799
4.9000	368,686	69,285
4.7702	475,649	89,386
(Rolled Back Rate)		

MILLAGE RATE OF 5

1,030,446,001	2023/24 Taxable Value
1,000	
5.0000	Millage
95.0%	
4,894,619	
(1,309,835)	1,309,835 CRA
3,584,784	3,584,784 General Fund

MILLAGE RATE OF 5.3

1,030,446,001	2023/24 Taxable Value
1000	
5.3000	Millage
95%	
5,188,296	
(1,356,293)	1,356,293 CRA
3,832,003	3,832,003 General Fund

MILLAGE RATE OF 5.1

1,030,446,001	2023/24 Taxable Value
1000	
5.1000	Millage
95%	
4,992,511	
(1,325,321)	1,325,321 CRA
3,667,190	3,667,190 General Fund

MILLAGE RATE OF 5.325

1,030,446,001	2023/24 Taxable Value
1000	
5.3250	Millage
95%	
5,212,769	
(1,360,165)	1,360,165 CRA
3,852,604	3,852,604 General Fund

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE & EXPENSE RECAP
FISCAL YEAR 2023-2024

FUND	001	FUNCTION				
		ACTIVITY				
GF Budget Summary			Approved Budget 2019-2020	Approved Budget 2020-2021	Approved Budget 2021-2022	Proposed Budget 2023-2024
001	Revenue		8,970,345	9,703,864	10,480,281	13,630,593
100	Town Commission		123,798	125,112	151,544	190,043
104	Town Manager		373,698	459,514	335,098	323,617
105	Human Resources		215,686	254,798	265,751	326,469
106	Town Clerk		199,202	222,103	267,401	394,680
108	Town Attorney		161,000	161,000	160,000	188,000
109	Communication & Grants				208,536	375,604
110	Information Technology		200,045	220,189	232,478	484,857
150	Finance and Accounting		506,515	563,941	593,881	688,060
200	Law Enforcement		3,136,251	3,122,501	3,191,247	3,504,215
250	Emergency Management		1,000	1,000	250	2,226
400	Public Works Administration		179,023	366,048	448,524	524,187
406	Public Works - Grounds		397,932	422,634	417,317	649,956
408	Public Works - Facilities		311,552	357,113	357,238	471,307
410	Public Works - Vehicle Maintenance		187,824	268,697	273,449	343,804
500	Community Development		673,281	706,060	837,726	878,154
600	Special Events		274,484	336,746	414,712	609,122
700	Library		383,986	328,391	452,575	629,666
900	Non-Departmental		1,645,068	1,788,017	1,872,554	3,046,626
Total Expenses			8,970,345	9,703,864	10,480,281	13,630,593
Surplus (Deficit)			-	-	-	-

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TOWN OF LAKE PARK PROPOSED BUDGET

GENERAL FUND REVENUE

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:131 - Itemized Budget For Year 2024 Version 1
REV 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-311.100	Ad Valorem Taxes	3,276,797.71	3,478,660.00	3,455,654.17	3,738,883.00	
001-311.110	Ad Valorem Taxes - CRA	959,790.00	1,131,188.00	1,162,739.00	1,338,794.00	
001-311.120	Delinquent Taxes	2,506.23-	4,000.00	1,098.33	2,000.00	
001-314.100	Utility Tax - Electric	845,216.02	823,000.00	585,698.13	950,000.00	
001-314.300	Utility Tax - Water	239,322.45	225,000.00	195,349.68	268,000.00	
001-314.400	Utility Tax - Gas	50,999.88	47,000.00	39,895.41	55,000.00	
001-315.100	Communications Service Tax	269,187.75	270,000.00	190,047.77	284,000.00	
001-316.100	Business Tax Receipts	336,848.92	340,000.00	366,298.63	340,000.00	
	1 Business Tax Receipts (New, Renewals and Transfers)				340,000.00	
001-316.110	Zoning Determination Letter Request	1,250.00	1,000.00	875.00	1,000.00	
	1 Zoning Determination Letter Requests				1,000.00	
001-316.120	Bus Tax Zoning Confirmation Fee	19,827.50	20,000.00	16,850.00	20,000.00	
	1 Bus Tax Zoning Certificate				20,000.00	
001-316.130	Out of Town Business Reg/Decal	0.00	0.00	25.00	0.00	
	1 Out of Town				0.00	
001-322.100	Building Permits w/Min. Surcharge	24,060.00	10,000.00	4,080.00	10,000.00	
	1 BPs Minimum Value (up to \$2,499) - retain 30% revenue				10,000.00	
001-322.101	Building Permits-250K-1M	2,639,626.01	200,000.00	73,022.86	100,000.00	
	1 RENAME: BPs \$250K and OVER (retain 50% revenue)				100,000.00	
001-322.110	Building Permits Other	277,686.88	75,000.00	83,063.68	100,000.00	
	1 BPs Other (\$2,500 to \$249,999)				100,000.00	
001-322.111	Administrative Fees-Bldg Permits	15,555.00	4,000.00	4,850.00	4,000.00	
	1 Administrative Fees-Bldg Permits (retain 30% revenue)				4,000.00	
001-322.115	Bldg Permit Appl-Zoning/PW Review	600.00	500.00	300.00	500.00	
	1 BPs for Zoning/PW Review Only				500.00	
001-322.300	Building Code Education Fund	7,389.74	700.00	558.82	0.00	
001-322.500	Special Event Permit - Appl. Fee	2,200.00	1,500.00	1,400.00	1,500.00	
	1 Special Event Permits				1,500.00	
001-322.900	Cost Recovery	58,187.90	60,000.00	48,453.97	50,000.00	

Rept:131 - Itemized Budget For Year 2024 Version 1
REV 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Cost Recovery for Projects (Used to Pay Invoices)				50,000.00	
001-323.100	Franchise Fees - Electric	639,584.41	600,000.00	372,855.84	650,000.00	
001-323.400	Franchise Fees - Gas	12,745.52	10,000.00	4,474.29	8,000.00	
001-323.700	Franchise Fees - Solid Waste	71,505.51	40,000.00	80,247.56	100,000.00	
001-329.100	Alarm Permits	12,800.00	14,000.00	7,800.00	12,000.00	
001-329.110	Reinspect/Reinstmnt Fees	7,500.00	2,500.00	3,187.50	2,500.00	
	1 BPs Reinspect/Reinstmnt Fees				2,500.00	
001-329.152	Penalty-Bldg Permits	5,200.00	6,000.00	7,700.00	7,000.00	
	1 Penalties/Fines on BPs (work without permits)				7,000.00	
001-329.153	Penalty - Surcharges	145.00	150.00	210.50	175.00	
	1 Penalties/Fines Surcharges (charged at 2.5%)				175.00	
001-329.200	Signage Permits	7,000.00	6,000.00	9,250.00	7,000.00	
	1 Signage Permits				7,000.00	
001-329.225	Rental Property Annual Inspections	5,111.06	6,000.00	4,632.55	6,000.00	
	1 RENAME: BTRs Inspections				6,000.00	
001-331.100	American Rescue Plan Funds	2,051,788.20	599,684.00	485,596.97	693,500.00	
	1 Town Code Review and Rewrite				600,000.00	
	2 Centennial Celebration Event				93,500.00	
001-331.500	FEMA/State Hurricane Relief	239.23	0.00	5,824.49	0.00	
001-331.550	Covid Relief	53,982.10	0.00	0.00	0.00	
001-334.700	Grant - State Aid to Libraries	7,873.00	8,000.00	7,281.00	7,500.00	
001-334.710	State Grant - Technology	6,174.00	0.00	0.00	0.00	
001-335.120	State Revenue Sharing	342,811.69	290,000.00	194,126.05	370,000.00	
001-335.150	Alcoholic Beverage Licenses	9,783.56	10,000.00	8,441.09	10,000.00	
001-335.180	Half Cent Sales Tax	908,170.51	890,000.00	646,911.48	954,000.00	
001-335.190	Motor Fuel Tax Refund	4,906.20	4,400.00	1,122.14	3,000.00	
001-338.110	Business Tax - County	21,376.85	20,000.00	7,410.17	20,000.00	
001-341.500	Tax Search	42,050.00	30,000.00	21,209.00	20,000.00	
001-341.900	Copy Charges / Tax Searches	13.00	250.00	0.00	0.00	
001-341.905	Admin Cost - Public Records Request	201.51	0.00	0.00	0.00	
001-342.510	Plan Review Fees Code Sec 33-7	28,200.00	25,000.00	41,460.00	26,000.00	
001-342.520	Bank Registration Fees	150.00	0.00	600.00	100.00	

Rept:131 - Itemized Budget For Year 2024 Version 1
REV 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-344.300	Advertising - Bus Shelters	2,790.00	2,700.00	2,325.00	2,800.00	
001-347.100	Library Copies	275.85	250.00	770.08	300.00	
001-347.200	Recreation - Summer Camp Fees	1,600.00	12,000.00	3,020.00	3,000.00	
001-347.210	Recreation - Miscellaneous	0.00	0.00	300.00	0.00	
001-347.220	Recreation - Tennis Program	8,000.00	19,200.00	0.00	0.00	
001-347.500	Recreation - Facilities Rental	1,925.00	5,000.00	7,320.00	8,000.00	
001-347.905	Recreation - Security	660.00	500.00	2,595.00	3,000.00	
001-347.915	Recreation Program Fees	206.60	0.00	0.00	0.00	
001-347.916	Recreation Vendor Fees	1,573.50	1,400.00	1,529.90	1,600.00	
001-349.100	Service Charge - Dishonored Checks	180.00	200.00	55.00	100.00	
001-351.100	Fines & Forfeitures	23,241.72	22,000.00	10,215.57	15,000.00	
001-352.100	Fines - Library	147.55	200.00	473.15	0.00	
001-354.100	Fines - Code Violations	86,584.06	90,000.00	105,826.42	85,000.00	
	1 Fines - Code Violations				85,000.00	
001-354.105	Fines - Alarm Violations	4,250.00	4,500.00	3,225.00	4,500.00	
001-354.110	Code Violations - Admin Cost	15,294.23	14,000.00	17,380.74	14,000.00	
	1 Code Violations - Administrative Costs				14,000.00	
001-354.135	Parking Violations - Code	1,400.00	2,000.00	1,775.00	2,000.00	
	1 Code Citations				2,000.00	
001-354.210	Code Violations - CIB Fund	21,773.06	18,000.00	26,456.61	22,000.00	
	1 CBIF (Fund from Code Fines)				22,000.00	
001-361.100	Interest Earnings	49,760.07	20,000.00	217,180.04	250,000.00	
001-361.110	Interest Earnings - Tax Collector	271.71	500.00	2,872.04	0.00	
001-361.130	Interest on Assessments	45,810.05	15,000.00	2,669.67	10,000.00	
	1 RENAME: Interest on Code Fines				10,000.00	
001-361.200	Filing Fees	713.10	500.00	481.55	500.00	
001-361.400	Gain or Loss on Sale of Investments	0.00	0.00	84,761.09	0.00	
001-362.100	Rent - P.B.C. Sheriff	130.00	120.00	110.00	120.00	
001-362.121	RENT - CELL TOWER	58,766.11	57,000.00	62,587.64	72,000.00	
001-362.200	Rent - Dunkin Donuts Lot	9,577.43	9,800.00	8,779.31	9,800.00	
	1 Annual Rent due Sept 2023				9,800.00	
001-363.120	Service Charges-Code Violation	0.00	2,000.00	1,198.82	1,500.00	
001-364.100	Sale of Surplus Property	4,678.01	1,500.00	0.00	0.00	

Rept:131 - Itemized Budget For Year 2024 Version 1
REV 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-365.100	Sale of Scrap Material	927.00	500.00	506.60	500.00	
001-366.150	Donations - Summer Camp	0.00	2,500.00	0.00	0.00	
001-366.713	Grant - FMIT Safety	874.00	4,000.00	0.00	4,000.00	
	1 FMIT Grant				4,000.00	
001-369.100	Miscellaneous Revenue	28,982.12	2,000.00	10,045.48	5,000.00	
001-369.130	Seacoast Util. Brd Adv Compensation	3,600.00	3,600.00	3,000.00	3,600.00	
001-369.320	Reimbursement - PBSO Fuel	429.11	1,500.00	150.09	500.00	
001-381.110	Transfer from CRA Fund - ILA 2008	168,780.00	168,690.00	154,632.50	168,597.00	
001-381.130	Transfer from CRA Fund - ILA 2009	7,609.08	54,793.00	50,226.88	0.00	
001-381.401	Transfer from Marina	10,000.00	10,000.00	10,000.00	985,665.00	
	1 Johnson Controls				10,000.00	
	2 Partial Repayment of Due From Marina				975,665.00	
001-381.404	Transfer from Sanitation	0.00	31,436.00	31,436.00	31,436.00	
	1 Repayment for New Sanitation Collection Bins				31,436.00	
001-382.110	Indirect Cost Allocation	539,207.52	354,157.00	232,977.25	386,903.00	
	1 Indirect Cost Allocation				386,903.00	
001-382.190	Indirect Cost Allocation	112,443.12	113,673.00	104,200.25	125,338.00	
001-382.401	Indirect Cost Allocation	337,329.12	397,854.00	364,699.50	438,684.00	
001-382.402	Indirect Cost Allocation	168,664.56	227,345.00	208,399.62	250,676.00	
001-382.404	Indirect Cost Allocation	505,993.80	511,527.00	468,899.75	564,022.00	
001-389.600	Donations - 100 Year Celebration	0.00	0.00	24,967.00	0.00	
001-389.700	Donations - Library	5,351.61	100.00	107.37	0.00	
001-399.999	Balance Brought Forward	0.00	428,839.00	0.00	0.00	
	TOTAL REVENUES	15,491,149.97	11,864,416.00	10,368,757.00	13,630,593.00	
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TOWN OF LAKE PARK PROPOSED BUDGET

TOWN COMMISSION - 100

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:107 - Itemized Budget For Year 2024 Version 1
TOWN COMMISSION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-51-511-100-11000	Executive Salaries	47,753.56	47,536.00	35,286.97	47,536.00	
	1 Mayor				10,000.00	
	2 Commissioners				37,536.00	
001-51-511-100-21000	FICA	5,472.46	5,717.00	4,067.42	5,447.00	
	1 Mayor				765.00	
	2 Commissioners				2,872.00	
	3 Opt-Out Payments				1,810.00	
001-51-511-100-23150	Opt-Out Payment	23,837.00	27,180.00	17,927.00	23,640.00	
	1 Mayor				4,728.00	
	2 Commissioners				18,912.00	
001-51-511-100-23200	Insurance - Dental	405.72	406.00	101.43	0.00	
001-51-511-100-23300	Insurance - Life	0.00	0.00	58.33	90.00	
	1 Mayor				24.00	
	2 Commissioners				66.00	
001-51-511-100-23400	Insurance - Vision	110.16	110.00	50.49	55.00	
	2 Commissioners				55.00	
001-51-511-100-23500	Disability	0.00	0.00	180.89	265.00	
	1 Mayor				53.00	
	2 Commissioners				212.00	
001-51-511-100-24000	Worker's Compensation Insurance	143.65	139.00	127.38	58.00	
	1 Worker's Compensation Insurance				58.00	
	TOTAL PERSONNEL EXPENSES	77,722.55-	81,088.00-	57,799.91-	77,091.00-	
001-51-511-100-34000	Contractual Services	46,410.00	42,000.00	31,500.00	42,000.00	

Rept:107 - Itemized Budget For Year 2024 Version 1
TOWN COMMISSION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-51-511-100-40000	Travel & Training	21,879.41	21,960.00	17,992.51	28,727.00	
	1 Business Development Board of PBC Gala				1,000.00	
	2 FLC Annual Conference (August)				4,920.00	
	3 FLC IEMO Training				1,000.00	
	4 FLC Legislative Action Days Tallahassee (February)				4,600.00	
	5 FLC Legislative Annual Conference (November)				3,800.00	
	6 FLC Legislative Policy Committee Meeting (Sept.)				2,265.00	
	7 FLC Legislative Policy Committee Meeting (October)				2,265.00	
	8 Florida League of Mayors Regional Meeting				230.00	
	9 Homeless Coalition of PBC Awards Luncheon (Oct.)				125.00	
	10 Homeless Coalition of PBC Mayor's Ball (April)				1,100.00	
	11 Operation Hope Annual Banquet (June)				700.00	
	12 PB North Chamber Business Before or After Hours				600.00	
	13 PBC League of Cities District 1 Luncheon				480.00	
	14 PBC League of Cities Annual Instillation Banquet (May)				900.00	
	15 PBC League of Cities Palm Beach County Days (March)				2,550.00	
	16 Safe Streets Summit (Feb.)				1,736.00	
	17 Treasure Coast Regional Planning Council Monthly Meetings				456.00	
001-51-511-100-41100	Telephone	1,302.80	1,200.00	856.47	1,200.00	
001-51-511-100-41200	Postage & Shipping	121.55	100.00	28.42	5,500.00	
	1 Operating Expense				100.00	
	2 Promotional Initiatives				5,400.00	
001-51-511-100-47000	Printing	0.00	250.00	0.00	100.00	
001-51-511-100-48000	Promotional Activity	754.63	100.00	58.79	325.00	
	1 Diversity Promotion and Inclusion				325.00	
001-51-511-100-48001	Town of Lake Park Grants	0.00	10,000.00	14,126.17	25,000.00	
001-51-511-100-49400	Uniforms & Clothing	232.97	1,000.00	665.30	850.00	
001-51-511-100-51000	Office Supplies	32.64	250.00	32.65	250.00	
001-51-511-100-54200	Memberships, Dues, & Subscriptions	8,683.00	8,593.00	9,074.00	9,000.00	
	1 Florida League of Cities				1,365.00	
	2 Florida League of Mayors				375.00	
	3 National League of Cities				1,240.00	
	4 Palm Beach County League of Cities				5,270.00	
	5 Palm Beach North Chamber of Commerce				750.00	

Rept:107 - Itemized Budget For Year 2024 Version 1
 TOWN COMMISSION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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	TOTAL OPERATING EXPENSES	79,417.00-	85,453.00-	74,334.31-	112,952.00-	
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	TOTAL DEPT EXPENDITURES	157,139.55-	166,541.00-	132,134.22-	190,043.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

TOWN MANAGER - 104

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:108 - Itemized Budget For Year 2024 Version 1
TOWN MANAGER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-51-512-104-11000	Executive Salaries	140,543.28	140,000.00	110,388.40	140,000.00	
	1 Town Manager				140,000.00	
001-51-512-104-12000	Regular Salaries	67,154.80	58,115.00	49,569.43	65,447.00	
	1 Executive Assistant				65,447.00	
001-51-512-104-14000	Overtime Salaries	357.28	800.00	0.00	800.00	
	1 Overtime Salaries				800.00	
001-51-512-104-15000	Special Pay	6,050.00	6,000.00	4,750.00	6,000.00	
	1 Town Manager Car Allowance				6,000.00	
001-51-512-104-21000	FICA	15,125.18	15,676.00	11,670.34	16,237.00	
	1 Town Manager				10,710.00	
	2 Executive Assistant				5,007.00	
	3 Overtime Salaries				61.00	
	4 Town Manager Car Allowance				459.00	
001-51-512-104-22000	Retirement	22,630.80	21,919.00	17,515.85	22,469.00	
	1 Town Manager				17,500.00	
	2 Executive Assistant				4,909.00	
	3 Overtime Salaries				60.00	
001-51-512-104-22100	Town Retirement Matching	3,375.61	2,946.00	2,478.47	3,312.00	
	1 Executive Assistant				3,272.00	
	2 Overtime Salaries				40.00	
001-51-512-104-23100	Health Insurance	31,108.20	30,753.00	28,172.03	41,226.00	
	1 Town Manager				21,503.00	
	2 Executive Assistant				19,723.00	
001-51-512-104-23200	Insurance - Dental	811.44	812.00	608.58	812.00	
	1 Town Manager				406.00	
	2 Executive Assistant				406.00	
001-51-512-104-23300	Insurance - Life	835.20	835.00	507.06	676.00	

Rept:108 - Itemized Budget For Year 2024 Version 1
TOWN MANAGER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Town Manager				554.00	
	2 Executive Assistant				122.00	
001-51-512-104-23400	Insurance - Vision	105.57	110.00	82.62	110.00	
	1 Town Manager				55.00	
	2 Executive Assistant				55.00	
001-51-512-104-23500	Disability	1,411.20	1,412.00	652.05	869.00	
	1 Town Manager				536.00	
	2 Executive Assistant				333.00	
001-51-512-104-24000	Worker's Compensation Insurance	222.25	212.00	194.37	249.00	
	1 Worker's Compensation Insurance				249.00	
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	TOTAL PERSONNEL EXPENSES	289,730.81-	279,590.00-	226,589.20-	298,207.00-	
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001-51-512-104-31000	Professional Services	29,030.11	0.00	0.00	0.00	
001-51-512-104-34000	Contractual Services	4,788.00	0.00	3,500.00	0.00	
001-51-512-104-40000	Travel & Training	919.87	5,320.00	5,111.14	8,875.00	
	1 FCCMA Annual Conference				1,540.00	
	2 FCCMA Fall Symposium				450.00	
	3 FCCMA Winter Institute				820.00	
	4 FLC Annual Conference				1,640.00	
	5 FLC Legislative Action Days (Tallahassee)				1,550.00	
	6 FLC Legislative Policy Committee Meeting				580.00	
	7 PBC Days (Tallahassee)				900.00	
	8 Palm Beach North Chamber Business Before or After Hours				160.00	
	9 PBC League of Cities District I Luncheon (Monthly)				240.00	
	10 Palm Beach North Chamber Valor and Community Service Awards				185.00	
	11 Safe Streets Summit				810.00	
001-51-512-104-41100	Telephone	3,222.00	400.00	2,463.50	2,600.00	
001-51-512-104-41200	Postage & Shipping	538.11	8,305.00	7,885.87	600.00	

Rept:108 - Itemized Budget For Year 2024 Version 1
TOWN MANAGER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Regular Postage				600.00	
001-51-512-104-47000	Printing	69.00	200.00	0.00	200.00	
001-51-512-104-48000	Promotional Activity	9,210.31	5,620.00	4,960.92	8,000.00	
	1 Advertising				1,000.00	
	2 Publix Gift Cards for Staff				6,400.00	
	3 Property of the Month Gift Cards				600.00	
001-51-512-104-48001	TOWN OF LAKE PARK GRANTS	15,000.00	0.00	0.00	0.00	
001-51-512-104-48002	Lake Park Air Purifiers Grant	2,122.62	0.00	0.00	0.00	
001-51-512-104-49400	Uniforms & Clothing	300.00	300.00	6.97-	300.00	
	1 Uniforms				300.00	
001-51-512-104-51000	Office Supplies	1,249.61	500.00	3,666.44	800.00	
001-51-512-104-52100	Gasoline & Diesel Fuel	352.70	300.00	214.37	300.00	
001-51-512-104-54200	Memberships, Dues, & Subscription	13,174.90	3,810.00	3,644.00	3,735.00	
	1 Business Development Board of PBC				2,000.00	
	2 Florida City/County Management Association (FCCMA)				420.00	
	3 International City/County Management Association (ICMA)				1,225.00	
	4 Palm Beach County Management Association (PBCCMA)				40.00	
	5 Palm Beach County Affordable Housing Collaborative				50.00	
	TOTAL OPERATING EXPENSES	79,977.23-	24,755.00-	31,439.27-	25,410.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	369,708.04-	304,345.00-	258,028.47-	323,617.00-	

TOWN OF LAKE PARK PROPOSED BUDGET

HUMAN RESOURCES - 105

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:109 - Itemized Budget For Year 2024 Version 1
HUMAN RESOURCES 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-51-512-105-11000	Executive Salaries	119,508.98	107,994.00	104,290.35	126,680.00	
	1 HR Director/Asst Town Manager				126,680.00	
001-51-512-105-12000	Regular Salaries	57,831.49	56,909.00	51,586.71	62,042.00	
	1 Executive Assistant				62,042.00	
001-51-512-105-14000	Overtime Salaries	0.00	100.00	0.00	100.00	
	1 Overtime Salaries				100.00	
001-51-512-105-15000	Special Pay	1,226.00	2,720.00	1,070.00	1,720.00	
	1 Telephone Stipend				720.00	
	2 Special Pay - Employee of the Year				1,000.00	
001-51-512-105-21000	FICA	13,187.70	13,313.00	11,926.52	16,756.00	
	1 HR Director/Asst Town Manager				9,691.00	
	2 Executive Assistant				4,746.00	
	3 Overtime Salaries				8.00	
	4 Special Pay				77.00	
	5 Opt-Out				362.00	
	6 Paid Internship				1,872.00	
001-51-512-105-22000	Retirement	13,338.03	12,526.00	11,728.28	14,237.00	
	1 HR Director/Asst Town Manager				9,501.00	
	2 Executive Assistant				4,653.00	
	3 Overtime Salaries				8.00	
	4 Special Pay				75.00	
001-51-512-105-22100	Town Retirement Matching	8,162.86	8,349.00	7,798.65	9,540.00	
	1 HR Director/Asst Town Manager				6,334.00	
	2 Executive Assistant				3,102.00	
	3 Overtime Salaries				4.00	
	4 Special Pay				100.00	
001-51-512-105-23100	Health Insurance	20,005.20	22,006.00	10,524.86	12,628.00	
	1 HR Director/Asst Town Manager				12,628.00	

Rept:109 - Itemized Budget For Year 2024 Version 1
HUMAN RESOURCES 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-51-512-105-23150	Opt-Out Payment	0.00	0.00	3,152.00	4,728.00	
	10 Executive Assistant				4,728.00	
001-51-512-105-23200	Insurance - Dental	811.44	812.00	608.58	812.00	
	1 HR Director/Asst Town Manager				406.00	
	2 Executive Assistant				406.00	
001-51-512-105-23300	Insurance - Life	138.10	108.00	68.58	91.00	
	1 HR Director/Asst Town Manager				30.00	
	2 Executive Assistant				61.00	
001-51-512-105-23400	Insurance - Vision	110.16	110.00	82.62	110.00	
	1 HR Director/Asst Town Manager				55.00	
	2 Executive Assistant				55.00	
001-51-512-105-23500	Disability	1,411.20	1,412.00	646.83	862.00	
	1 HR Director/Asst Town Manager				536.00	
	2 Executive Assistant				326.00	
001-51-512-105-24000	Worker's Compensation Insurance	172.85	163.00	149.38	228.00	
	1 Worker's Compensation Insurance				228.00	
	TOTAL PERSONNEL EXPENSES	235,904.01-	226,522.00-	203,633.36-	250,534.00-	
001-51-512-105-31000	Professional Services	8,018.35	13,000.00	4,436.25	31,960.00	
	1 Sentrylink				2,000.00	
	2 National Student Clearinghouse				1,000.00	
	3 Florida Department of Law Enforcement				2,000.00	
	4 JAG Enterprises (Benefits Workshop)				2,000.00	
	5 Paid Internships				24,960.00	
001-51-512-105-34000	Contractual Services	12,131.00	6,800.00	3,120.00	14,625.00	
	1 New Directions LLC				3,000.00	
	2 Jupiter Medical Center Urgent Care				3,800.00	

Rept:109 - Itemized Budget For Year 2024 Version 1
HUMAN RESOURCES 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	3 Heb B Vaccine				7,825.00	
001-51-512-105-40000	Travel & Training	30.00	2,956.00	765.00	1,021.00	
	1 Governor's Hurricane Conference				521.00	
	2 ICMA Graduate Leadership Program				500.00	
001-51-512-105-40100	TUITION REIMBURSEMENT - GF	2,552.82	0.00	0.00	0.00	
001-51-512-105-41100	Telephone	2.76	336.00	1.61	336.00	
001-51-512-105-41200	Postage & Shipping	207.78	400.00	255.11	800.00	
001-51-512-105-44200	Equipment Leases	2,587.97	2,000.00	2,260.80	2,000.00	
	1 Canon				2,000.00	
001-51-512-105-47000	Printing	67.36	100.00	65.28	100.00	
001-51-512-105-47100	Photocopying	1,891.71	2,000.00	1,992.00	4,000.00	
001-51-512-105-48100	Advertising	20,856.80	10,000.00	16,349.00	16,000.00	
001-51-512-105-49400	Uniforms & Clothing	125.98	200.00	0.00	300.00	
001-51-512-105-51000	Office Supplies	2,561.64	2,000.00	2,155.49	3,000.00	
	1 Office Supplies				3,000.00	
001-51-512-105-54200	Memberships, Dues, & Subscriptions	2,017.90	2,115.00	1,878.00	1,793.00	
	1 ICMA				1,025.00	
	2 Society for Human Resource Management				190.00	
	3 Society for Human Resource Management				190.00	
	4 Palm Beach County City Management Association				40.00	
	5 FCCMA				348.00	
	TOTAL OPERATING EXPENSES	53,052.07-	41,907.00-	33,278.54-	75,935.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	

Rept:109 - Itemized Budget For Year 2024 Version 1
 HUMAN RESOURCES 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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TOTAL DEPT EXPENDITURES	288,956.08-	268,429.00-	236,911.90-	326,469.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

TOWN CLERK - 106

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:110 - Itemized Budget For Year 2024 Version 1
TOWN CLERK 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-51-512-106-11000	Executive Salaries	115,553.13	91,811.00	74,243.60	115,003.00	
	1 Town Clerk				115,003.00	
001-51-512-106-12000	Regular Salaries	57,447.97	54,184.00	38,132.22	106,160.00	
	1 Deputy Town Clerk				56,160.00	
	3 Records Technician - Vacant				50,000.00	
001-51-512-106-14000	Overtime Salaries	1,371.26	100.00	0.00	100.00	
	1 Overtime Salaries				100.00	
001-51-512-106-15000	Special Pay	726.00	3,720.00	3,570.00	720.00	
	1 Telephone Stipend				720.00	
001-51-512-106-21000	FICA	12,621.37	11,407.00	8,772.49	16,927.00	
	1 Town Clerk				8,798.00	
	2 Deputy Town Clerk				4,296.00	
	3 Records Technician - Vacant				3,825.00	
	4 Overtime Salaries				8.00	
001-51-512-106-22000	Retirement	13,077.93	11,183.00	7,524.75	14,720.00	
	1 Town Clerk				8,625.00	
	2 Deputy Town Clerk				4,212.00	
	3 Records Technician - Vacant				1,875.00	
	4 Overtime Salaries				8.00	
001-51-512-106-22100	Town Retirement Matching	7,983.39	6,777.00	4,727.92	5,754.00	
	1 Town Clerk				5,750.00	
	2 Deputy Town Clerk				0.00	
	4 Overtime Salaries				4.00	
001-51-512-106-23100	Health Insurance	27,707.18	31,248.00	17,911.19	37,884.00	
	1 Town Clerk				12,628.00	
	2 Deputy Town Clerk				12,628.00	
	3 Records Technician - Vacant				12,628.00	
001-51-512-106-23200	Insurance - Dental	811.44	812.00	507.15	1,218.00	

Rept:110 - Itemized Budget For Year 2024 Version 1
TOWN CLERK 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Town Clerk				406.00	
	2 Deputy Town Clerk				406.00	
	3 Records Technician - Vacant				406.00	
001-51-512-106-23300	Insurance - Life	288.00	288.00	152.25	366.00	
	1 Town Clerk				122.00	
	2 Deputy Town Clerk				122.00	
	3 Records Technician - Vacant				122.00	
001-51-512-106-23400	Insurance - Vision	110.16	110.00	68.85	165.00	
	1 Town Clerk				55.00	
	2 Deputy Town Clerk				55.00	
	3 Records Technician - Vacant				55.00	
001-51-512-106-23500	Disability	1,386.24	1,340.00	542.55	898.00	
	1 Town Clerk				516.00	
	2 Deputy Town Clerk				336.00	
	3 Records Technician - Vacant				46.00	
001-51-512-106-24000	Worker's Compensation Insurance	54.36	100.00	91.63	207.00	
	1 Worker's Compensation Insurance				207.00	
	TOTAL PERSONNEL EXPENSES	239,138.43-	213,080.00-	156,244.60-	300,122.00-	
001-51-512-106-31000	Professional Services	65,422.90	13,492.00	32,114.56	20,000.00	
	1 MCCi for Laserfiche				20,000.00	
001-51-512-106-33000	Accounting, Audit & Elections	12,017.05	13,000.00	21,532.35	200.00	
	1 Election				200.00	
001-51-512-106-34000	Contractual Services	5,931.00	3,800.00	2,789.00	3,800.00	
	1 Municode Administrative Fee				300.00	
	2 Municode Hosting Fee				1,000.00	
	3 Supplement of Ordinances				2,500.00	

Rept:110 - Itemized Budget For Year 2024 Version 1
TOWN CLERK 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-51-512-106-40000	Travel & Training	2,140.03	2,823.00	425.02	4,743.00	
	1 Registration for the FACC Fall Academy				400.00	
	2 Lodging for FACC Fall Academy				596.00	
	3 Meals for FACC Fall Academy				236.00	
	4 Mileage for FACC Fall Academy				106.00	
	5 Registration for the FACC Summer Conference				400.00	
	6 Lodging for Summer Conference				756.00	
	7 Meals for Summer Conference				236.00	
	8 Mileage for Summer Conference				118.00	
	9 ICMA Leadership High Performance Academy				1,895.00	
001-51-512-106-41100	Telephone	311.36	300.00	186.26	300.00	
	1 Telephone				300.00	
001-51-512-106-41200	Postage & Shipping	240.91	200.00	127.62	200.00	
	1 Postage				200.00	
001-51-512-106-44200	Equipment Lease	7,136.64	9,500.00	7,856.64	9,500.00	
	1 Large Format Copier				5,500.00	
	2 Regular Format Copier				4,000.00	
001-51-512-106-47000	Printing	932.12	880.00	897.81	880.00	
	1 Board Member Nameplates				150.00	
	2 Elected Official Nameplates				130.00	
	3 Elected Official Business Cards				200.00	
	4 Elected Official Photos				400.00	
001-51-512-106-47100	Photocopying	1,040.66	1,500.00	1,501.25	1,500.00	
	1 Town Clerk's Office				1,500.00	
001-51-512-106-48000	Promotional Activity	3,000.00	400.00	0.00	0.00	
001-51-512-106-48100	Advertising	15,291.34	6,000.00	6,025.50	10,000.00	
	1 Newspaper				10,000.00	
001-51-512-106-49300	Computer Software	2,552.50	14,750.00	14,872.50	40,425.00	
	1 Agenda Management Software				16,525.00	
	2 Agenda Management Software License Fee				1,000.00	

Rept:110 - Itemized Budget For Year 2024 Version 1
TOWN CLERK 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	3 Annual Agenda Software - Meeting Hub				1,000.00	
	4 Annual Agenda Software -				2,550.00	
	5 Annual Agenda Software - Base Fee				6,200.00	
	6 Annual Agenda Software - Work Flow				500.00	
	7 Annual Agenda Software - Other Boards				2,000.00	
	8 MCCi Laserfiche				7,500.00	
	9 Software Licensing MCCi (4 New)				3,150.00	
001-51-512-106-49400	Uniforms & Clothing	306.95	300.00	207.97	300.00	
	1 Town Clerk's Office				300.00	
001-51-512-106-51000	Office Supplies	2,049.57	1,000.00	1,221.12	2,000.00	
	1 Town Clerk's Office				2,000.00	
001-51-512-106-52100	Gasoline & Diesel Fuel	15.00	0.00	0.00	0.00	
	1 Town Vehicle				0.00	
001-51-512-106-54200	Memberships, Dues, & Subscriptions	439.99	650.00	749.45	710.00	
	1 FACC for TC and DTC				150.00	
	2 International Institute of Municipal Clerk's for TC and DTC				290.00	
	3 PBC Municipal Clerk's Association				70.00	
	4 National Notary Association				200.00	
	TOTAL OPERATING EXPENSES	118,828.02-	68,595.00-	90,507.05-	94,558.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	

Rept:110 - Itemized Budget For Year 2024 Version 1
 TOWN CLERK 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	357,966.45-	281,675.00-	246,751.65-	394,680.00-	

TOWN OF LAKE PARK PROPOSED BUDGET

LEGAL - 108

FISCAL YEAR

October 1, 2023 through September 30, 2024

TOWN OF LAKE PARK PROPOSED BUDGET

COMMUNICATIONS & GRANTS - 109

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:118 - Itemized Budget For Year 2024 Version 1
GRANTS& COMMUNICATIONS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-51-512-109-11000	Executive Salaries	114,714.47	99,237.00	83,065.60	118,739.00	
	1 Grant Writer/Chief Public Information Officer				118,739.00	
001-51-512-109-12000	Regular Salaries	4,663.76	33,530.00	6,791.87	71,000.00	
	1 Marketing Specialist				71,000.00	
001-51-512-109-15000	Special Pay	726.00	720.00	570.00	1,220.00	
	1 Telephone Stipend				720.00	
	11 Longevity Pay - Grant Writer/Chief Public Info Officer				500.00	
001-51-512-109-21000	FICA	9,029.29	10,127.00	7,136.31	14,554.00	
	1 Grant Writer/Chief Public Information Officer				9,084.00	
	2 Marketing Specialist				5,432.00	
	3 Longevity Pay - Grant Writer/Chief Public Info Officer				38.00	
001-51-512-109-22000	Retirement	8,603.58	8,449.00	6,229.92	12,937.00	
	1 Grant Writer/Chief Public Information Officer				8,905.00	
	2 Marketing Specialist				3,994.00	
	3 Longevity Pay - Grant Writer/Chief Public Info Officer				38.00	
001-51-512-109-22100	Town Retirement Matching	1,147.17	992.00	830.62	1,789.00	
	1 Grant Writer/Chief Public Information Officer				1,781.00	
	2 Longevity Pay - Grant Writer/Chief Public Info Officer				8.00	
001-51-512-109-23100	Health Insurance	10,002.60	18,338.00	8,995.11	39,272.00	
	1 Grant Writer/Chief Public Information Officer				12,628.00	
	2 Marketing Specialist				26,644.00	
001-51-512-109-23150	Opt-Out Payment	0.00	0.00	394.00	0.00	
001-51-512-109-23200	Insurance - Dental	405.72	677.00	304.29	812.00	
	1 Grant Writer/Chief Public Information Officer				406.00	
	2 Marketing Specialist				406.00	
001-51-512-109-23300	Insurance - Life	144.00	265.00	91.35	232.00	
	1 Grant Writer/Chief Public Information Officer				122.00	
	2 Marketing Specialist				110.00	

Rept:118 - Itemized Budget For Year 2024 Version 1
GRANTS& COMMUNICATIONS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-51-512-109-23400	Insurance - Vision	59.67	92.00	41.31	110.00	
	1 Grant Writer/Chief Public Information Officer				55.00	
	2 Marketing Specialist				55.00	
001-51-512-109-23500	Disability	887.64	1,284.00	402.03	872.00	
	1 Grant Writer/Chief Public Information Officer				536.00	
	2 Marketing Specialist				336.00	
001-51-512-109-24000	Worker's Compensation Insurance	108.71	102.00	93.50	230.00	
	1 Worker's Compensation Insurance				230.00	
	TOTAL PERSONNEL EXPENSES	150,492.61-	173,813.00-	114,945.91-	261,767.00-	
001-51-512-109-34000	Contractual Services	0.00	10,000.00	2,988.00	13,500.00	
	1 Consultants				10,000.00	
	2 Archive Social				3,500.00	
001-51-512-109-40000	Travel & Training	30.00	1,422.00	0.00	8,137.00	
	1 Governor's Hurricane Conference				542.00	
	2 Training and Webinars				900.00	
	3 Persuasive Communication (Harvard Executive Education)				4,800.00	
	4 ICMA Leadership High Performance Academy				1,895.00	
001-51-512-109-41200	Postage & Shipping	0.00	1,000.00	0.00	1,000.00	
	1 Mailing for Promotional Initiatives				1,000.00	
001-51-512-109-47000	Printing	0.00	0.00	69.00	0.00	
001-51-512-109-48000	Promotional Activity	33,646.00	20,000.00	30,100.00	89,000.00	
	1 Video Production				14,000.00	
	2 Electronic Marketing Signs				75,000.00	
001-51-512-109-49400	Uniforms & Clothing	0.00	400.00	0.00	400.00	

Rept:118 - Itemized Budget For Year 2024 Version 1
GRANTS& COMMUNICATIONS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Uniforms & Clothing				400.00	
001-51-512-109-51000	Office Supplies	110.56	1,000.00	411.49	1,000.00	
	1 Office Supplies				1,000.00	
001-51-512-109-54200	Memberships, Dues, & Subscriptions	447.92	500.00	761.92	800.00	
	1 Constant Contact				600.00	
	2 Other				200.00	
	TOTAL OPERATING EXPENSES	34,234.48-	34,322.00-	34,330.41-	113,837.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	184,727.09-	208,135.00-	149,276.32-	375,604.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

INFORMATION TECHNOLOGY - 110

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:112 - Itemized Budget For Year 2024 Version 1
IT 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
EXPENDITURES						
001-51-512-110-11000	Executive Salaries	128,033.05	105,000.00	84,595.60	123,911.00	
	1 Information Technology Director				123,911.00	
001-51-512-110-12000	Regular Salary	0.00	0.00	0.00	27,500.00	
	1 IT Helpdesk Technician (6 months) Vacant				27,500.00	
001-51-512-110-15000	Special Pay	759.23	720.00	570.00	720.00	
	1 DSL Stipend				720.00	
001-51-512-110-21000	FICA	9,846.26	8,033.00	6,471.57	11,583.00	
	1 Information Technology Director				9,479.00	
	2 IT Helpdesk Technician (6 months) Vacant				2,104.00	
001-51-512-110-22000	Retirement	5,193.78	7,875.00	6,344.67	9,293.00	
	1 Information Technology Director				9,293.00	
	2 IT Helpdesk Technician (6 months) Vacant				0.00	
001-51-512-110-22100	Town Retirement Matching	2,194.66	2,625.00	2,114.89	3,098.00	
	1 Information Technology Director				3,098.00	
	2 IT Helpdesk Technician (6 months) Vacant				0.00	
001-51-512-110-23100	Health Insurance	8,335.50	11,003.00	8,565.48	18,942.00	
	1 Information Technology Director				12,628.00	
	2 IT Helpdesk Technician (6 months) Vacant				6,314.00	
001-51-512-110-23150	Opt-Out Payment	630.40	0.00	0.00	0.00	
	1 Information Technology Director				0.00	
001-51-512-110-23200	Insurance - Dental	338.10	406.00	304.29	609.00	
	1 Information Technology Director				406.00	
	2 IT Helpdesk Technician (6 months) Vacant				203.00	
001-51-512-110-23300	Insurance - Life	127.81	144.00	91.35	183.00	
	1 Information Technology Director				122.00	
	2 IT Helpdesk Technician (6 months) Vacant				61.00	

Rept:112 - Itemized Budget For Year 2024 Version 1
IT 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 ICMA Leadership High Performance Academy				1,895.00	
001-51-512-110-41100	Telephone	9,636.15	5,000.00	9,901.34	5,000.00	
	1 Verteks Consultant for VoIP phone support-All departments				5,000.00	
001-51-512-110-41105	Telephone-DSL	0.00	2,200.00	0.00	2,200.00	
	1 Comcast back up Internet at Town Hall				2,200.00	
001-51-512-110-46100	Equipment Maintenance Contract	0.00	2,700.00	283.00	500.00	
	1 For Equipment Maintenance				500.00	
001-51-512-110-49303	Software - Administration	11,367.87	32,449.00	21,960.25	135,249.00	
	1 Software-Cylance Antivirus Antispyware				8,250.00	
	2 Cisco Firewalls Licenses				2,100.00	
	3 Office Software Microsoft and Adobe				3,000.00	
	4 dotGOV domain renewal annual				800.00	
	5 Virtual Meeting- Zoom licenses with Techsoup				500.00	
	6 Tyler				120,000.00	
	7 Cerberus FTP software license				599.00	
001-51-512-110-49306	Software - Finance	9,047.00	0.00	2,470.80	8,000.00	
	1 Legacy ADG				8,000.00	
001-51-512-110-51900	Computer Supplies & Parts	882.35	1,000.00	887.06	1,000.00	
	1 For small items needed such as cables, thump drive, hard dri				1,000.00	
001-51-512-110-52000	Operating Supplies	4,462.36	23,400.00	4,823.25	19,400.00	
	1 For things needed to support users or other departments				2,000.00	
	2 Computer for Marketing Position				0.00	
	3 Back up server for the CLOUD				6,000.00	
	4 Public Library Server				4,000.00	
	5 Computer Lab - Thin Clients				2,400.00	
	6 Computer Spares				5,000.00	
001-51-512-110-54200	Memberships, Dues, & Subscriptions	200.00	1,500.00	200.00	1,500.00	
	1 For Professional Memberships-Annual Fees				1,500.00	

Rept:112 - Itemized Budget For Year 2024 Version 1
IT 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL OPERATING EXPENSES	109,167.23-	181,229.00-	127,069.31-	288,224.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	265,512.31-	318,003.00-	236,593.38-	484,857.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

FINANCE - 150

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:113 - Itemized Budget For Year 2024 Version 1
FINANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-51-513-150-11000	Executive Salaries	114,961.43	115,000.00	98,136.00	119,937.00	
	1 Finance Director				119,937.00	
001-51-513-150-12000	Regular Salaries	265,959.72	229,174.00	169,671.40	316,984.00	
	1 Assistant Finance Director				91,494.00	
	2 Senior Accountant - Vacant				59,015.00	
	3 Accountant				67,205.00	
	4 Accounting Technician				66,194.00	
	5 Receptionist/Cashier - Vacant				33,076.00	
001-51-513-150-14000	Overtime Salaries	0.00	1,000.00	0.00	1,000.00	
	1 Overtime Salaries				1,000.00	
001-51-513-150-15000	Special Pay	4,726.00	2,220.00	1,570.00	1,720.00	
	1 Telephone Stipend				720.00	
	2 Longevity Pay - Accounting Technician				1,000.00	
001-51-513-150-21000	FICA	28,380.22	26,943.00	20,038.61	33,940.00	
	1 Finance Director				9,175.00	
	2 Assistant Finance Director				6,999.00	
	3 Senior Accountant - Vacant				4,515.00	
	4 Accountant				5,141.00	
	5 Accounting Technician				5,064.00	
	6 Receptionist/Cashier - Vacant				2,530.00	
	7 Opt-Out Payment				362.00	
	8 Longevity Pay				77.00	
	9 Overtime Salaries				77.00	
001-51-513-150-22000	Retirement	26,102.19	24,201.00	20,160.55	29,113.00	
	1 Finance Director				8,995.00	
	2 Assistant Finance Director				6,862.00	
	3 Senior Accountant - Vacant				1,861.00	
	4 Accountant				5,040.00	
	5 Accounting Technician				4,965.00	
	6 Receptionist/Cashier - Vacant				1,240.00	
	7 Longevity Pay				75.00	

Rept:113 - Itemized Budget For Year 2024 Version 1
FINANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	8 Overtime Salaries				75.00	
001-51-513-150-22100	Town Retirement Matching	8,820.79	9,152.00	6,238.83	9,361.00	
	1 Finance Director				0.00	
	2 Assistant Finance Director				3,431.00	
	3 Senior Accountant - Vacant				0.00	
	4 Accountant				2,520.00	
	5 Accounting Technician				3,310.00	
	6 Receptionist/Cashier - Vacant				0.00	
	7 Longevity Pay				50.00	
	8 Overtime Salaries				50.00	
001-51-513-150-23100	Health Insurance	43,544.60	36,677.00	27,438.87	63,140.00	
	1 Finance Director				0.00	
	2 Assistant Finance Director				12,628.00	
	3 Senior Accountant - Vacant				12,628.00	
	4 Accountant				12,628.00	
	5 Accounting Technician				12,628.00	
	6 Receptionist/				0.00	
	6 Receptionist/Cashier - Vacant				12,628.00	
001-51-513-150-23150	Opt-Out Payment	3,349.00	5,436.00	3,743.00	4,728.00	
	1 Finance Director				4,728.00	
001-51-513-150-23200	Insurance - Dental	1,656.69	1,353.00	912.87	2,030.00	
	1 Finance Director				0.00	
	2 Assistant Finance Director				406.00	
	3 Senior Accountant - Vacant				406.00	
	4 Accountant				406.00	
	5 Accounting Technician				406.00	
	6 Receptionist/Cashier - Vacant				406.00	
001-51-513-150-23300	Insurance - Life	539.57	540.00	296.91	605.00	
	1 Finance Director				122.00	
	2 Assistant Finance Director				122.00	
	3 Senior Accountant- Vacant				122.00	
	4 Accountant				122.00	
	5 Accounting Technician				30.00	
	6 Receptionist/Cashier - Vacant				87.00	

Rept:113 - Itemized Budget For Year 2024 Version 1
FINANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-51-513-150-23400	Insurance - Vision	220.32	183.00	123.93	275.00	
	1 Finance Director				0.00	
	2 Assistant Finance Director				55.00	
	3 Senior Accountant - Vacant				55.00	
	4 Accountant				55.00	
	5 Accounting Technician				55.00	
	6 Receptionist/Cashier - vacant				55.00	
001-51-513-150-23500	Disability	3,321.92	3,296.00	1,280.43	2,414.00	
	1 Finance Director				536.00	
	2 Assistant Finance Director				447.00	
	3 Senior Accountant - Vacant				371.00	
	4 Accountant				371.00	
	5 Accounting Technician				353.00	
	6 Receptionist/Cashier - Vacant				336.00	
001-51-513-150-24000	Worker's Compensation Insurance	222.25	213.00	195.25	489.00	
	1 Worker's Compensation Insurance				489.00	
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	TOTAL PERSONNEL EXPENSES	501,804.70-	455,388.00-	349,806.65-	585,736.00-	
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001-51-513-150-31000	Professional Services	0.00	4,000.00	0.00	4,000.00	
	1 ADG Legacy				4,000.00	
001-51-513-150-33000	Accounting & Auditing	41,150.00	36,000.00	0.00	45,000.00	
	1 External Auditors				45,000.00	
001-51-513-150-34000	Contractual Services	8,310.55	9,500.00	12,929.14	10,500.00	
	1 Armoured Car Service				6,500.00	
	2 OPEB Report				4,000.00	
001-51-513-150-40000	Travel & Training	5,147.35	5,000.00	1,361.24	8,295.00	

Rept:113 - Itemized Budget For Year 2024 Version 1
FINANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Accountant Senior FGFOA Workshops				1,000.00	
	2 Director Finance GFOA Conference				1,400.00	
	3 Assistant Director Finance FGFOA Conference				1,400.00	
	4 Assistant Director Training Material				1,200.00	
	5 Accountant FABTO Conference				1,400.00	
	6 ICMA Leadership High Performance Academy				1,895.00	
001-51-513-150-41100	Telephone	297.53	200.00	176.89	250.00	
	1 Phone				250.00	
001-51-513-150-41200	Postage & Shipping	4,877.30	5,100.00	2,737.08	4,500.00	
	1 Postage				4,500.00	
001-51-513-150-44200	Equipment Leases	6,749.60	4,010.00	6,061.13	6,759.00	
	1 Canon Copier Lease				2,300.00	
	2 Pitney Bowes				2,754.00	
	3 Postage Machine				1,705.00	
001-51-513-150-47000	Printing	670.74	2,000.00	978.45	2,000.00	
001-51-513-150-47100	Photocopying	1,975.40	2,200.00	1,588.90	1,500.00	
001-51-513-150-49000	Other Current Charges	78.00	400.00	72.09	400.00	
001-51-513-150-49400	Uniforms & Clothing	161.97	500.00	0.00	600.00	
001-51-513-150-49600	Bank Charges / Admin Fees	6,969.40	9,000.00	6,150.98	9,000.00	
001-51-513-150-51000	Office Supplies	6,330.61	7,500.00	2,244.94	8,300.00	
	1 Budget				1,000.00	
	2 Envelopes				700.00	
	3 Paper/Pads, Folders, Labels				1,000.00	
	4 Checks, Bank Bags, Deposit Books				1,500.00	
	5 Business Cards				200.00	
	6 Misc Office Supplies				500.00	
	7 Printer Cartridges				700.00	
	8 Ribbons and Tape				500.00	
	9 Forms - BTRS and Sanitation				900.00	
	10 BTR License Forms				500.00	
	11 Office Chairs/Furniture				800.00	
001-51-513-150-54100	Books & Subscriptions	0.00	400.00	0.00	0.00	
001-51-513-150-54200	Memberships, Dues, & Subscriptions	6,574.95	1,220.00	469.00	1,220.00	

Rept:113 - Itemized Budget For Year 2024 Version 1
FINANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
1	GFOA Membership				700.00	
2	FGFOA Annual Membership				400.00	
3	FGFOA Palm Beach County Membership				120.00	
	TOTAL OPERATING EXPENSES	89,293.40-	87,030.00-	34,769.84-	102,324.00-	
	TOTAL DEPT EXPENDITURES	591,098.10-	542,418.00-	384,576.49-	688,060.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

PUBLIC SAFETY - 200

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:114 - Itemized Budget For Year 2024 Version 1
LAW ENFORCEMENT 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
EXPENDITURES						
001-52-521-200-34010	Contract PBC Sheriff	1,507,997.00	3,333,263.00	3,333,263.04	3,413,715.00	
001-52-521-200-41100	Telephone	1,147.61	2,000.00	684.42	1,500.00	
001-52-521-200-43000	Utilities	9,793.54	10,000.00	7,375.56	10,000.00	
001-52-521-200-43250	Garbage & Trash	954.89	1,500.00	989.74	1,500.00	
001-52-521-200-43500	SHOT SPOTTER-GUNSHOT DETECTION SYST	77,446.29	68,000.00	72,495.48	76,000.00	
001-52-521-200-52100	Gasoline & Diesel Fuel	447.96	1,500.00	124.27	1,500.00	
001-52-521-200-52700	American Rescue Plan Expense	1,600,000.00	0.00	0.00	0.00	
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	TOTAL EXPENSES	3,197,787.29-	3,416,263.00-	3,414,932.51-	3,504,215.00-	
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	TOTAL DEPT EXPENDITURES	3,197,787.29-	3,416,263.00-	3,414,932.51-	3,504,215.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

EMERGENCY MANAGEMENT - 250

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:134 - Itemized Budget For Year 2024 Version 1
EMERGENCY MANAGEMENT 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-52-525-250-34050	Other Contract Services - Debris	8,840.00	1,976.00	1,382.24	1,976.00	
	1 DI RECOVERY LLC				1,976.00	
001-52-525-250-52000	Operating Supplies	0.00	250.00	0.00	250.00	
	TOTAL EXPENSES	8,840.00-	2,226.00-	1,382.24-	2,226.00-	
	TOTAL DEPT EXPENDITURES	8,840.00-	2,226.00-	1,382.24-	2,226.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

PUBLIC WORKS ADMINISTRATION - 400

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:115 - Itemized Budget For Year 2024 Version 1
PW ADMINISTRATIVE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-53-530-400-11000	Executive Salaries	118,235.80	117,291.00	96,621.08	122,034.00	
	1 Public Works Director				122,034.00	
001-53-530-400-12000	Regular Salaries	172,825.68	120,349.00	99,981.28	158,287.00	
	1 Operations Manager				67,163.00	
	2 Executive Assistant				58,047.00	
	3 Administrative Assistant - Vacant				33,077.00	
001-53-530-400-13000	Other & Part Time Salaries	45,540.81	80,324.00	76,752.46	83,570.00	
	1 Manager - Capital Projects				83,570.00	
001-53-530-400-14000	Overtime Salaries	665.08	1,000.00	565.18	1,000.00	
	1 Overtime Salaries				1,000.00	
001-53-530-400-15000	Special Pay	4,178.00	2,660.00	2,210.00	2,160.00	
	1 Telephone Stipend				2,160.00	
001-53-530-400-21000	FICA	25,105.56	25,271.00	20,630.03	28,639.00	
	1 Public Works Director				9,336.00	
	2 Operations Manager				5,138.00	
	3 Executive Assistant				4,441.00	
	4 Manager - Capital Projects				6,393.00	
	5 Administrative Assistant - Vacant				2,530.00	
	6 Overtime Salaries				77.00	
	7 Opt-Out Payment				724.00	
001-53-530-400-22000	Retirement	17,202.22	17,936.00	14,825.08	19,859.00	
	1 Public Works Director				9,153.00	
	2 Operations Manager				5,037.00	
	3 Executive Assistant				4,354.00	
	4 Manager - Capital Projects				0.00	
	5 Overtime Salaries				75.00	
	6 Administrative Assistant - Vacant				1,240.00	
001-53-530-400-22100	Town Retirement Matching	7,556.31	7,767.00	6,288.72	8,624.00	
	1 Public Works Director				3,051.00	

Rept:115 - Itemized Budget For Year 2024 Version 1
PW ADMINISTRATIVE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 Operations Manager				3,358.00	
	3 Executive Assistant				2,177.00	
	4 Manager - Capital Projects				0.00	
	5 Overtime Salaries				38.00	
001-53-530-400-23100	Health Insurance	35,066.81	37,190.00	27,728.49	46,759.00	
	1 Public Works Director				0.00	
	2 Operations Manager				0.00	
	3 Executive Assistant				12,628.00	
	4 Manager - Capital Projects				21,503.00	
	5 Administrative Assistant - Vacant				12,628.00	
001-53-530-400-23150	Opt-Out Payment	9,534.80	10,872.00	7,486.00	9,456.00	
	1 Public Works Director				4,728.00	
	2 Operations Manager				4,728.00	
001-53-530-400-23200	Insurance - Dental	1,622.88	1,624.00	1,217.16	2,030.00	
	1 Public Works Director				406.00	
	2 Operations Manager				406.00	
	3 Executive Assistant				406.00	
	4 Manager - Capital Projects				406.00	
	5 Administrative Assistant - Vacant				406.00	
001-53-530-400-23300	Insurance - Life	567.62	576.00	333.45	567.00	
	1 Public Works Director				122.00	
	2 Operations Manager				122.00	
	3 Executive Assistant				122.00	
	4 Manager - Capital Projects				79.00	
	5 Administrative Assistant - Vacant				122.00	
001-53-530-400-23400	Insurance - Vision	220.32	220.00	165.24	275.00	
	1 Public Works Director				55.00	
	2 Operations Manager				55.00	
	3 Executive Assistant				55.00	
	4 Manager - Capital Projects				55.00	
	5 Administrative Assistant - Vacant				55.00	
001-53-530-400-23500	Disability	2,770.80	2,772.00	1,277.01	2,028.00	
	1 Public Works Director				536.00	

Rept:115 - Itemized Budget For Year 2024 Version 1
PW ADMINISTRATIVE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-53-530-400-47000	Printing	335.78	500.00	175.94	500.00	
	1 Printing Services				500.00	
001-53-530-400-47100	Photocopying	1,175.10	1,200.00	1,589.81	1,300.00	
	1 Copy Charges on Leased Copier				1,300.00	
001-53-530-400-49400	Uniforms & Clothing	356.00	800.00	602.00	800.00	
	1 Logo Wear for PW Admin. Team				800.00	
001-53-530-400-51000	Office Supplies	2,888.28	2,800.00	2,530.56	2,800.00	
	1 Bottle Water Service				1,800.00	
	2 Misc. Office Supplies and Small Office Equipment				1,000.00	
001-53-530-400-52000	Operating Supplies	18,251.95	11,370.00	2,884.15	13,370.00	
	1 Annual Asset Management System Renewal				3,500.00	
	2 Annual GIS License Renewal				2,170.00	
	3 Public Outreach				2,500.00	
	4 Misc. Supplies				3,200.00	
	5 NPWW Outreach				2,000.00	
001-53-530-400-52100	Gasoline & Diesel Fuel	744.50	1,000.00	433.68	1,000.00	
	1 Bd of County Comm.				250.00	
	2 Fuel Allocation				750.00	
001-53-530-400-54200	Memberships, Dues, & Subscriptions	858.00	1,600.00	1,892.83	1,600.00	
	1 FCCMA Membership (PW Dir)				450.00	
	2 APWA Membership (PW Dir/Opr Mgr)				400.00	
	3 ICMA Membership (PW Dir)				400.00	
	4 SWANA Membership (PW Dir/Ops Mgr)				350.00	
	TOTAL OPERATING EXPENSES	31,871.37-	29,312.00-	17,707.15-	38,499.00-	

Rept:115 - Itemized Budget For Year 2024 Version 1
 PW ADMINISTRATIVE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	473,423.46-	455,603.00-	374,190.71-	524,187.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

GROUND MAINTENANCE - 406

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:116 - Itemized Budget For Year 2024 Version 1
GROUNDS MAINTENANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-57-572-406-12000	Regular Salaries	235,361.32	253,299.00	163,149.92	321,089.00	
	1 Grounds Maintenance Foreman				86,029.00	
	2 Lead Groundskeeper				42,186.00	
	3 Irrigation Technician - Vacant				42,077.00	
	4 Groundskeeper				35,988.00	
	5 Groundskeeper				35,256.00	
	6 Groundskeeper				34,347.00	
	7 Groundskeeper - Vacant				34,347.00	
	8 Projected Salary Increase Funds (3.5%)				10,859.00	
001-57-572-406-14000	Overtime Salaries	208.85	1,500.00	1,455.76	1,500.00	
	1 Overtime Salaries				1,500.00	
001-57-572-406-15000	Special Pay	1,000.00	1,000.00	1,000.00	2,000.00	
	1 Longevity Pay - Grounds Maintenance Foreman				1,000.00	
	2 Longevity Pay - Lead Groundskeeper				500.00	
	3 Longevity Pay - Groundskeeper				500.00	
001-57-572-406-21000	FICA	18,131.94	19,485.00	12,614.37	24,747.00	
	1 Grounds Maintenance Foreman				6,581.00	
	2 Lead Groundskeeper				3,227.00	
	3 Irrigation Technician - Vacant				3,219.00	
	4 Groundskeeper				2,753.00	
	5 Groundskeeper				2,697.00	
	6 Groundskeeper				2,628.00	
	7 Groundskeeper - Vacant				2,628.00	
	8 Overtime Salaries				31.00	
	9 Longevity Pay				153.00	
	10 Projected Salary Increase Funds (3.5%)				830.00	
001-57-572-406-22000	Retirement	16,142.07	19,102.00	11,577.20	21,296.00	
	1 Grounds Maintenance Foreman				6,452.00	
	2 Lead Groundskeeper				3,164.00	
	3 Irrigation Technician - Vacant				1,578.00	
	4 Groundskeeper				2,699.00	
	5 Groundskeeper				2,644.00	

Rept:116 - Itemized Budget For Year 2024 Version 1
GROUNDS MAINTENANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	6 Groundskeeper				2,576.00	
	7 Groundskeeper - Vacant				1,288.00	
	8 Overtime Salaries				30.00	
	9 Longevity Pay				150.00	
	10 Projected Salary Increase Funds (3.5%)				715.00	
001-57-572-406-22100	Town Retirement Matching	4,559.40	4,608.00	4,233.51	6,077.00	
	1 Grounds Maintenance Foreman				4,301.00	
	2 Lead Groundskeeper				633.00	
	3 Irrigation Technician				0.00	
	4 Groundskeeper				0.00	
	5 Groundskeeper				881.00	
	6 Groundkeeper				0.00	
	7 Overtime Salaries				0.00	
	8 Longevity Pay - Grounds Maintenance Foreman				58.00	
	9 Projected Salary Increase Funds (3.5%)				204.00	
001-57-572-406-23100	Health Insurance	58,031.74	70,639.00	39,559.56	88,396.00	
	1 Grounds Maintenance Foreman				12,628.00	
	2 Lead Groundskeeper				12,628.00	
	3 Irrigation Technician - Vacant				12,628.00	
	4 Groundskeeper				12,628.00	
	5 Groundskeeper				12,628.00	
	6 Groundskeeper				12,628.00	
	7 Groundskeeper - Vacant				12,628.00	
001-57-572-406-23200	Insurance - Dental	2,197.65	2,436.00	1,420.02	2,842.00	
	1 Grounds Maintenance Foreman				406.00	
	2 Lead Groundskeeper				406.00	
	3 Irrigation Technician - Vacant				406.00	
	4 Groundskeeper				406.00	
	5 Groundskeeper				406.00	
	6 Groundskeeper				406.00	
	7 Groundskeeper - Vacant				406.00	
001-57-572-406-23300	Insurance - Life	597.60	642.00	304.58	620.00	
	1 Grounds Maintenance Foreman				122.00	
	2 Lead Groundskeeper				93.00	
	3 Irrigation Technician - Vacant				93.00	

Rept:116 - Itemized Budget For Year 2024 Version 1
GROUNDS MAINTENANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Groundskeeper				78.00	
	5 Groundskeeper				78.00	
	6 Groundskeeper				78.00	
	7 Groundskeeper - Vacant				78.00	
001-57-572-406-23400	Insurance - Vision	302.51	330.00	197.37	385.00	
	1 Grounds Maintenance Foreman				55.00	
	2 Lead Groundskeeper				55.00	
	3 Irrigation Technician - Vacant				55.00	
	4 Groundskeeper				55.00	
	5 Groundskeeper				55.00	
	6 Groundskeeper				55.00	
	7 Groundskeeper - Vacant				55.00	
001-57-572-406-23500	Disability	2,145.90	2,292.00	791.01	1,540.00	
	1 Grounds Maintenance Foreman				421.00	
	2 Lead Groundskeeper				209.00	
	3 Irrigation Technician - Vacant				209.00	
	4 Groundskeeper				176.00	
	5 Groundskeeper				175.00	
	6 Groundskeeper				175.00	
	7 Groundskeeper - Vacant				175.00	
001-57-572-406-24000	Worker's Compensation Insurance	3,644.86	3,472.00	3,182.63	7,452.00	
	1 Worker's Compensation Insurance				7,452.00	
	TOTAL PERSONNEL EXPENSES	342,323.84-	378,805.00-	239,485.93-	477,944.00-	
001-57-572-406-34000	Contractual Services	15,115.34	37,332.00	51,045.67	65,332.00	
	1 Monthly Lawn Treatment				1,200.00	
	2 Fertilization Service				7,000.00	
	3 Tree Trimming Service for Flagler Blvd				4,000.00	
	4 Temporary Labor				10,000.00	
	5 Irrigation Water Treatment for Rust				10,600.00	

Rept:116 - Itemized Budget For Year 2024 Version 1
GROUNDS MAINTENANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	6 Easement/ROW Maintenance				10,560.00	
	7 WO/Asset Management				1,972.00	
	8 Irrigation Wet Checks & Maintenance				20,000.00	
001-57-572-406-40000	Travel & Training	390.00	1,000.00	427.26	1,000.00	
	1 MOT Training				300.00	
	2 Misc. Training				700.00	
001-57-572-406-41100	Telephone	1,651.12	1,680.00	1,660.61	1,680.00	
	1 Cell Phones				1,200.00	
	2 Cell Service for Tablet				480.00	
001-57-572-406-43000	Utilitites	10,335.18	11,500.00	7,443.27	11,500.00	
	1 Electric				11,500.00	
001-57-572-406-44100	Rentals	283.49	1,700.00	1,490.73	1,700.00	
	1 Lift Rental for Tree Trimming				500.00	
	2 Power Buggy Rental for Mulch Installation				1,200.00	
001-57-572-406-46000	Repair & Maintenance	5,957.07	31,000.00	42,005.96	31,000.00	
	1 Mower & Small Equipment Repairs				4,000.00	
	2 Irrigation Motor/Pump Repairs				2,000.00	
	3 Replace Irrigation Well - Date Palm Dr				25,000.00	
001-57-572-406-49400	Uniforms & Clothing	5,186.31	7,200.00	1,811.78	7,200.00	
	1 Uniforms				4,200.00	
	2 Safety Shoes & PPEs				3,000.00	
001-57-572-406-52000	Operating Supplies	19,867.72	15,500.00	14,089.42	17,500.00	
	1 Mulch				6,000.00	
	2 Sod				2,000.00	
	3 Mower & Small Equipment Parts				2,500.00	
	4 Irrigation Parts				3,000.00	
	5 Trailer Parts				1,000.00	
	6 Misc. Supplies				3,000.00	
001-57-572-406-52100	Gasoline & Diesel Fuel	13,371.73	12,600.00	7,144.00	12,600.00	

Rept:116 - Itemized Budget For Year 2024 Version 1
GROUNDS MAINTENANCE 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Bd of County Comm.				600.00	
	2 Fuel Allocation				12,000.00	
001-57-572-406-52200	Small Tools & Other	1,326.86	1,500.00	2,449.92	2,000.00	
	1 Replacements Weed Eaters, Blowers, etc.				2,000.00	
	TOTAL OPERATING EXPENSES	73,484.82-	121,012.00-	129,568.62-	151,512.00-	
001-57-572-406-64100	Machinery & Equipment	0.00	23,684.00	0.00	20,500.00	
	1 Scag Mower				20,500.00	
	TOTAL CAPITAL OUTLAY	0.00	23,684.00-	0.00	20,500.00-	
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	415,808.66-	523,501.00-	369,054.55-	649,956.00-	

TOWN OF LAKE PARK PROPOSED BUDGET

FACILITIES MAINTENANCE - 408

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:117 - Itemized Budget For Year 2024 Version 1
FACILITIES MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-54-597-408-12000	Regular Salaries	109,544.02	109,986.00	88,007.20	123,105.00	
	1 Facilities Maintenance Worker II				73,436.00	
	2 Facilities Maintenance Worker I				45,505.00	
	3 Projected Salary Increase Funds (3.5%)				4,164.00	
001-54-597-408-14000	Overtime Salaries	546.61	1,000.00	1,065.79	1,000.00	
	1 Overtime Salaries				1,000.00	
001-54-597-408-15000	Special Pay	1,500.00	1,000.00	1,000.00	1,500.00	
	1 Longevity Pay - Facilities Maintenance Worker II				1,000.00	
	11 Longevity Pay - Facilities Maintenance Worker I				500.00	
001-54-597-408-21000	FICA	8,475.33	8,526.00	6,841.86	9,610.00	
	1 Facilities Maintenance Worker II				5,618.00	
	2 Facilities Maintenance Worker I				3,481.00	
	3 Overtime Salaries				77.00	
	4 Longevity Pay - Facilities Maintenance Worker II				115.00	
	5 Projected Salary Increase Funds (3.5%)				319.00	
001-54-597-408-22000	Retirement	8,339.22	8,359.00	6,764.81	9,421.00	
	1 Facilities Maintenance Worker II				5,508.00	
	2 Facilities Maintenance Worker I				3,413.00	
	3 Overtime Salaries				75.00	
	4 Longevity Pay - Facilities Maintenance Worker II				113.00	
	5 Projected Salary Increase Funds (3.5%)				312.00	
001-54-597-408-22100	Town Retirement Matching	3,408.80	3,391.00	2,732.62	3,874.00	
	1 Facilities Maintenance Worker II				3,672.00	
	2 Facilities Maintenance Worker I				0.00	
	3 Overtime Salaries				23.00	
	4 Longevity Pay - Facilities Maintenance Worker II				50.00	
	5 Projected Salary Increase Funds (3.5%)				129.00	
001-54-597-408-23100	Health Insurance	20,005.20	22,006.00	18,105.28	25,256.00	
	1 Facilities Maintenance Worker II				12,628.00	
	2 Facilities Maintenance Worker I				12,628.00	

Rept:117 - Itemized Budget For Year 2024 Version 1
FACILITIES MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-54-597-408-23200	Insurance - Dental	811.44	812.00	608.58	812.00	
	1 Facilities Maintenance Worker II				406.00	
	2 Facilities Maintenance Worker I				406.00	
001-54-597-408-23300	Insurance - Life	267.84	268.00	171.32	229.00	
	1 Facilities Maintenance Worker II				122.00	
	2 Facilities Maintenance Worker I				107.00	
001-54-597-408-23400	Insurance - Vision	110.16	110.00	82.62	110.00	
	1 Facilities Maintenance Worker II				55.00	
	2 Facilities Maintenance Worker I				55.00	
001-54-597-408-23500	Disability	997.08	997.00	457.51	609.00	
	1 Facilities Maintenance Worker II				367.00	
	2 Facilities Maintenance Worker I				242.00	
001-54-597-408-24000	Worker's Compensation Insurance	2,499.04	2,382.00	2,183.50	3,062.00	
	1 Worker's Compensation Insurance				3,062.00	
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	TOTAL PERSONNEL EXPENSES	156,504.74-	158,837.00-	128,021.09-	178,588.00-	
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001-54-597-408-31000	Professional Services	215.00	0.00	215.00	0.00	
001-54-597-408-34000	Contractual Services	114,385.45	144,166.00	120,313.97	144,166.00	
	1 Custodial Services & Floor Care				100,346.00	
	2 Annual Elevator Phone Monitoring				700.00	
	3 Annual Elevator Maintenance - Town Hall				4,695.00	
	4 Annual Elevator/Lift Inspection - Town Hall				250.00	
	5 Annual Fire Extinguisher Service - Townwide				1,800.00	
	6 Annual Fuel Tank Certification - Town Hall Generator				500.00	
	7 Annual Termite Protection - Town Hall				900.00	
	8 Annual Termite Protection - Evergreen House				300.00	
	9 Annual Termite Protection - Bostrom Conc. Stand				300.00	
	10 Annual Termite Protection - Library				400.00	

Rept:117 - Itemized Budget For Year 2024 Version 1
FACILITIES MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	11 Annual Termite Protection - Public Works				600.00	
	12 Quarterly A/C Maintenance - Townwide				5,000.00	
	13 Quarterly Fire Alarm Service - PBSO				6,700.00	
	14 Quarterly Fire Alarm Service - Town Hall				2,750.00	
	15 Burglar Alarm Monitoring - Evergreen House				480.00	
	16 Panic Alarms - Town Hall & Library				2,000.00	
	17 Pest Control Service - Townwide				3,600.00	
	18 Indoor Environmental Assessments				3,000.00	
	19 Johnson Controls - Measurements & Verifications				6,873.00	
	20 Misc. Contractual Services				1,000.00	
	21 WO/Asset Management				1,972.00	
001-54-597-408-34010	Permits & Fee	0.00	150.00	150.00	150.00	
	1 Annual Elevator Permits (2) for Town Hall				150.00	
001-54-597-408-40000	Travel & Training	0.00	1,000.00	298.27	1,000.00	
	1 Misc. Training				1,000.00	
001-54-597-408-41100	Telephone	1,835.29	2,160.00	3,059.66	4,200.00	
	1 Cell Phones				1,600.00	
	2 Cell Service for Tablets				2,600.00	
001-54-597-408-43000	Utilities	61,161.77	57,600.00	48,132.82	57,600.00	
	1 Electric Services				48,000.00	
	2 Water/Sewer Services				9,600.00	
001-54-597-408-43250	Garbage & Trash	4,773.08	8,303.00	7,887.88	8,303.00	
	1 SWA Assessment for Dumpsters at Town Facilities				5,100.00	
	2 Town Hall Sanitation Fees				3,203.00	
001-54-597-408-44100	Rentals	1,064.76	2,000.00	2,339.28	2,500.00	
	1 Rental of Bucket Truck & Lift All				2,000.00	
	2 Misc. Tool Rental				500.00	
001-54-597-408-46000	Repair & Maintenance	24,237.02	42,000.00	23,937.17	42,000.00	
	1 A/C Repairs				5,000.00	
	2 Automatic Gate Repairs				1,500.00	
	3 Electrical/Lighting Repairs				5,000.00	

Rept:117 - Itemized Budget For Year 2024 Version 1
FACILITIES MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Elevator Repairs				2,500.00	
	5 Environmental Repairs				3,000.00	
	6 Generator Repairs				3,000.00	
	7 Lock Repairs & Keys				3,000.00	
	8 Roof Repairs				5,000.00	
	9 Plumbing Repairs				6,500.00	
	10 Paint/Seal Library Exterior				3,000.00	
	11 Paint/Seal PW Office Exterior				2,000.00	
	12 Pro Shop AC Replacement				2,500.00	
001-54-597-408-49400	Uniforms & Clothing	1,642.78	2,400.00	1,307.55	2,400.00	
	1 Uniforms				1,400.00	
	2 Safety Shoes & PPEs				1,000.00	
001-54-597-408-52000	Operating Supplies	23,024.74	22,000.00	21,513.87	22,000.00	
	1 Consumable Custodial Supplies				8,000.00	
	2 Flag Replacements				2,000.00	
	3 Maintenance/Repairs Parts & Supplies				12,000.00	
001-54-597-408-52100	Gasoline & Diesel Fuel	2,516.24	3,200.00	10,365.84	6,600.00	
	1 Bd of County Comm.				600.00	
	2 Fuel Allocation				6,000.00	
001-54-597-408-52200	Small Tools and Others	774.54	1,800.00	496.25	1,800.00	
	1 Replacement Drills, Ladders, etc.				1,800.00	
	TOTAL OPERATING EXPENSES	235,630.67-	286,779.00-	240,017.56-	292,719.00-	
001-54-597-408-63000	Improvements Other Than Building	0.00	41,000.00	38,854.00	0.00	
001-54-597-408-63001	Improvements Other Than Bldg - MPF	3,507.00	0.00	0.00	0.00	
	TOTAL CAPITAL OUTLAY	3,507.00-	41,000.00-	38,854.00-	0.00	

Rept:117 - Itemized Budget For Year 2024 Version 1
FACILITIES MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
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	TOTAL DEPT EXPENDITURES	395,642.41-	486,616.00-	406,892.65-	471,307.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

VEHICLE MAINTENANCE - 410

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:119 - Itemized Budget For Year 2024 Version 1
VEHICLE MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-59-591-410-12000	Regular Salaries	130,553.01	128,500.00	113,109.00	142,138.00	
	1 Vehicle Maintenance Foreman				80,849.00	
	2 Mechanic				56,482.00	
	3 Projected Salary Increase Funds (3.5%)				4,807.00	
001-59-591-410-14000	Overtime Salaries	3,275.41	3,500.00	3,966.64	3,500.00	
	1 Overtime Salaries				3,500.00	
001-59-591-410-21000	FICA	9,148.57	9,838.00	8,078.86	11,141.00	
	1 Vehicle Maintenance Foreman				6,185.00	
	2 Mechanic				4,321.00	
	3 Overtime Salaries				268.00	
	4 Projected Salary Increase Funds (3.5%)				367.00	
001-59-591-410-22000	Retirement	10,067.82	9,645.00	8,823.06	10,923.00	
	1 Vehicle Maintenance Foreman				6,064.00	
	2 Mechanic				4,236.00	
	3 Overtime Salaries				263.00	
	4 Projected Salary Increase Funds (3.5%)				360.00	
001-59-591-410-22100	Town Retirement Matching	3,901.56	3,676.00	3,953.43	4,944.00	
	1 Vehicle Maintenance Foreman				4,042.00	
	2 Mechanic				565.00	
	3 Overtime Salaries				175.00	
	4 Projected Salary Increase Funds (3.5%)				162.00	
001-59-591-410-23100	Health Insurance	30,607.80	33,669.00	27,785.14	39,272.00	
	1 Vehicle Maintenance Foreman				12,628.00	
	2 Mechanic				26,644.00	
001-59-591-410-23200	Insurance - Dental	811.44	812.00	608.58	812.00	
	1 Vehicle Maintenance Foreman				406.00	
	2 Mechanic				406.00	
001-59-591-410-23300	Insurance - Life	288.00	288.00	182.70	244.00	
	1 Vehicle Maintenance Foreman				122.00	

Rept:119 - Itemized Budget For Year 2024 Version 1
VEHICLE MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 Mechanic				122.00	
001-59-591-410-23400	Insurance - Vision	110.16	110.00	82.62	110.00	
	1 Vehicle Maintenance Foreman				55.00	
	2 Mechanic				55.00	
001-59-591-410-23500	Disability	1,165.08	1,165.00	538.65	718.00	
	1 Vehicle Maintenance Foreman				407.00	
	2 Mechanic				311.00	
001-59-591-410-24000	Worker's Compensation Insurance	1,975.56	1,358.00	1,244.87	2,615.00	
	1 Worker's Compensation Insurance				2,615.00	
	TOTAL PERSONNEL EXPENSES	191,904.41-	192,561.00-	168,373.55-	216,417.00-	
001-59-591-410-34000	Contractual Services	0.00	8,972.00	2,655.18	8,972.00	
	1 Annual Air Compressor Maintenance				1,000.00	
	2 Vehicle Monitoring for the fleet				6,000.00	
	3 WO/Asset Management				1,972.00	
001-59-591-410-34010	Permits & Fees	510.94	700.00	839.92	975.00	
	1 Annual Storage Tank Registration				850.00	
	2 Annual PBC Hazard Waste Permit				125.00	
001-59-591-410-40000	Travel & Training	0.00	0.00	0.00	2,000.00	
	1 Misc. Training				2,000.00	
001-59-591-410-41100	Telephone	1,315.82	1,680.00	1,251.00	1,680.00	
	1 Cell Phones				1,200.00	
	2 Cell Service for Tablet				480.00	
001-59-591-410-44200	Equipment Leases	81,236.96	85,000.00	64,223.15	85,000.00	
	1 Vehicle Leases				85,000.00	

Rept:119 - Itemized Budget For Year 2024 Version 1
VEHICLE MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-59-591-410-46000	Repair & Maintenance	5,546.99	8,500.00	4,742.96	8,500.00	
	1 Car/Truck 2way Radio Repairs				500.00	
	2 Car/Truck Towing Services				1,500.00	
	3 Misc. Car/Truck Repairs & Maintenance				3,000.00	
	4 R&M Tailor- Tow Behind				3,500.00	
001-59-591-410-46300	Vehicle Parts & Supplies	2,747.50	3,000.00	602.75	3,000.00	
	1 Misc. Small Parts for repairs.				3,000.00	
001-59-591-410-49400	Uniforms & Clothing	1,278.37	2,400.00	279.24	2,400.00	
	1 Uniforms				1,400.00	
	2 Safety Shoes & PPEs				1,000.00	
001-59-591-410-52000	Operating Supplies	4,403.21	4,000.00	5,193.59	10,100.00	
	1 Drill Bits, Bolts, Chemicals, etc.				4,500.00	
	2 Flammable/Combustible Cabinets				5,600.00	
001-59-591-410-52100	Gasoline & Diesel Fuel	3,231.28	4,360.00	1,932.15	4,360.00	
	1 Bd of County Comm				360.00	
	2 Fuel Allocation				4,000.00	
001-59-591-410-52200	Small Tools and Others	394.18	400.00	319.94	400.00	
	1 Replacement Drills, Gauges, etc.				400.00	
	TOTAL OPERATING EXPENSES	100,665.25-	119,012.00-	82,039.88-	127,387.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	

Rept:119 - Itemized Budget For Year 2024 Version 1
VEHICLE MAINT. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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TOTAL DEPT EXPENDITURES	292,569.66-	311,573.00-	250,413.43-	343,804.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

COMMUNITY DEVELOPMENT - 500

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:120 - Itemized Budget For Year 2024 Version 1
COMMUNITY DEV. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-52-524-500-11000	Executive Salaries	116,529.55	95,934.00	84,932.33	115,003.00	
	1 Community Development Director				115,003.00	
001-52-524-500-12000	Regular Salaries	310,685.73	315,911.00	287,692.13	332,902.00	
	1 Executive Assistant				64,940.00	
	2 Community Development Technician				52,749.00	
	3 Community Development Technician				44,158.00	
	4 Planner				64,434.00	
	5 Code Compliance Officer				58,448.00	
	6 Code Compliance Officer - Vacant				48,173.00	
001-52-524-500-13000	Other & Part Time Salaries	30,896.95	33,045.00	24,846.35	34,377.00	
	1 Planner - PT				34,377.00	
001-52-524-500-14000	Overtime Salaries	547.36	6,000.00	334.93	2,500.00	
	1 Overtime Salaries				2,500.00	
001-52-524-500-15000	Special Pay	3,026.00	720.00	570.00	1,220.00	
	1 Telephone Stipend				720.00	
	2 Longevity Pay - Planner				500.00	
001-52-524-500-21000	FICA	34,320.96	34,494.00	29,610.38	37,880.00	
	1 Community Development Director				8,798.00	
	2 Executive Assistant				4,968.00	
	3 Community Development Technician				4,035.00	
	4 Community Development Technician				3,378.00	
	5 Planner				4,742.00	
	6 Code Compliance Officer				4,471.00	
	7 Code Compliance Officer				4,361.00	
	8 Planner - PT				2,630.00	
	9 Overtime Salaries				459.00	
	10 Longevity Pay - Planner				38.00	
001-52-524-500-22000	Retirement	24,583.61	31,337.00	20,343.03	32,276.00	
	1 Community Development Director				8,625.00	
	2 Executive Assistant				4,871.00	

Rept:120 - Itemized Budget For Year 2024 Version 1
COMMUNITY DEV. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	3 Community Development Technician				3,956.00	
	4 Community Development Technician				3,312.00	
	5 Planner				4,833.00	
	6 Code Compliance Officer				4,384.00	
	7 Code Compliance Officer - Vacant				1,807.00	
	8 Planner - PT				0.00	
	9 Overtime Salaries				450.00	
	10 Longevity Pay - Planner				38.00	
001-52-524-500-22100	Town Retirement Matching	10,394.39	9,408.00	7,856.88	13,223.00	
	1 Community Development Director				5,750.00	
	2 Executive Assistant				3,247.00	
	3 Community Development Technician				1,978.00	
	4 Community Development Technician				0.00	
	5 Planner				1,933.00	
	6 Code Compliance Officer				0.00	
	7 Code Compliance Officer - Vacant				0.00	
	8 Planner - PT				0.00	
	9 Overtime Salaries				300.00	
	10 Longevity Pay - Planner				15.00	
001-52-524-500-23100	Health Insurance	76,953.45	89,234.00	78,882.00	111,287.00	
	1 Community Development Director				12,628.00	
	2 Executive Assistant				12,628.00	
	3 Community Development Technician				26,644.00	
	4 Community Development Technician				12,628.00	
	5 Planner				12,628.00	
	6 Code Compliance Officer				21,503.00	
	7 Code Compliance Officer				12,628.00	
001-52-524-500-23200	Insurance - Dental	2,166.81	2,842.00	1,960.98	2,842.00	
	1 Community Development Director				406.00	
	2 Executive Assistant				406.00	
	3 Community Development Technician				406.00	
	4 Community Development Technician				406.00	
	5 Planner				406.00	
	6 Code Compliance Officer				406.00	
	7 Code Compliance Officer				406.00	

Rept:120 - Itemized Budget For Year 2024 Version 1
COMMUNITY DEV. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-52-524-500-23300	Insurance - Life	916.95	985.00	638.19	799.00	
	1 Community Development Director				122.00	
	2 Executive Assistant				79.00	
	3 Community Development Technician				122.00	
	4 Community Development Technician				110.00	
	5 Planner				122.00	
	6 Code Compliance Officer				122.00	
	7 Code Compliance Officer				122.00	
001-52-524-500-23400	Insurance - Vision	385.56	385.00	316.26	385.00	
	1 Community Development Director				55.00	
	2 Executive Assistant				55.00	
	3 Community Development Technician				55.00	
	4 Community Development Technician				55.00	
	5 Planner				55.00	
	6 Code Compliance Officer				55.00	
	7 Code Compliance Officer				55.00	
001-52-524-500-23500	Disability	3,641.54	3,809.00	1,872.89	2,355.00	
	1 Community Development Director				534.00	
	2 Executive Assistant				326.00	
	3 Community Development Technician				297.00	
	4 Community Development Technician				248.00	
	5 Planner				342.00	
	6 Code Compliance Officer				322.00	
	7 Code Compliance Officer				286.00	
001-52-524-500-24000	Worker's Compensation Insurance	3,027.42	1,902.00	1,743.50	5,904.00	
	1 Worker's Compensation Insurance				5,904.00	
001-52-524-500-26000	Mileage Reimbursement	0.00	450.00	97.60	450.00	
	1 Personal Vehicle Usage for Meetings/Travel/Training&Other				450.00	
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	TOTAL PERSONNEL EXPENSES	618,076.28-	626,456.00-	541,697.45-	693,403.00-	
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Rept:120 - Itemized Budget For Year 2024 Version 1
COMMUNITY DEV. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-52-524-500-31000	Professional Services	5,340.00	9,600.00	4,740.00	12,000.00	
	1 Special Magistrate for Code Hearings				12,000.00	
001-52-524-500-34000	Contractual Services	1,596,994.67	37,650.00	22,959.00	55,445.00	
	1 ESRI(GIS)Annual Maintenance & Additional Consultant Services				3,750.00	
	2 InkForce Annual Software Maintenance (Code Compliance)				9,995.00	
	3 IMS (Building Permits and BTRs) Annual Software Maintenance				2,600.00	
	4 Consultants (CRS \$7K; Other \$10K)				17,000.00	
	5 Historical Properties Master Site File Update				15,000.00	
	6 Electronic Access to P&Z Agenda Packets				7,100.00	
001-52-524-500-34200	Contractual Svc - Cost Recovery	56,889.65	60,000.00	46,001.97	30,000.00	
	1 Cost Recovery for Project Reviews- for Pass Through Invoices				30,000.00	
001-52-524-500-34300	Contractual Svc-Code Violations	0.00	5,000.00	350.00	5,000.00	
	1 Code Compliance Abatements (CBIF can be used for others)				5,000.00	
001-52-524-500-34320	Holding Costs - 1100 2nd Court	1,415.07	0.00	3,300.23	0.00	
001-52-524-500-34910	Legal Advertising	6,029.72	1,100.00	862.60	2,100.00	
	1 Legal Ads for Town Initiated Items (LEGAL Ads Only)				2,100.00	
001-52-524-500-40000	Travel & Training	15.00	3,500.00	4,177.75	5,895.00	
	1 FRA OR Florida APA				2,000.00	
	2 Conference/Training for Code Officers				500.00	
	3 FABTO/BTR Training for Technicians				1,500.00	
	4 ICMA Leadership High Performance Academy				1,895.00	
001-52-524-500-40030	Training - Bldg Code Education Fund	0.00	500.00	0.00	500.00	
	1 FBC Training pursuant to Surcharges collected per FSS				500.00	
001-52-524-500-41100	Telephone	3,661.43	4,000.00	2,392.97	4,000.00	
	1 All Department Telephones				4,000.00	
001-52-524-500-41200	Postage & Shipping	7,051.57	10,000.00	4,617.81	7,000.00	
	1 P&S for Code Notices & Planning Projects (some have escrow)				7,000.00	
001-52-524-500-44200	Equipment Leases	3,110.76	3,111.00	3,369.99	3,111.00	

Rept:120 - Itemized Budget For Year 2024 Version 1
COMMUNITY DEV. 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Canon Copier				3,111.00	
001-52-524-500-47000	Printing	2,028.38	5,000.00	963.15	8,000.00	
	1 Dept Needs for Outside Printing Services/Special Outreach				5,000.00	
	2 Annual CRS/Community-Wide Outreach				3,000.00	
001-52-524-500-47100	Photocopying	3,060.63	2,500.00	1,656.49	2,500.00	
	1 Department Photocopying Needs (some costs are recovered)				2,500.00	
001-52-524-500-48100	Advertising	2,672.35	2,000.00	0.00	2,000.00	
	1 Advertising(In-house,NOT Legal)-workshops, initiatives, etc.				2,000.00	
001-52-524-500-49400	Uniforms & Clothing	756.32	1,350.00	778.88	26,350.00	
	1 Primarily Code Officer Shirts (3 x \$200 each)				450.00	
	2 Uniform & Clothing				900.00	
	3 Body Worn Cameras for Code Officers				25,000.00	
001-52-524-500-51000	Office Supplies - Bldg	3,049.56	7,000.00	3,310.63	7,000.00	
	1 Office Supplies-all three Divisions(incl. furniture needs)				7,000.00	
001-52-524-500-51011	CBIF Grants	9,000.00	10,000.00	2,718.75	10,000.00	
	1 Pass-Thru Account-Assistance Funds for Property Improvements				10,000.00	
001-52-524-500-52100	Gasoline & Diesel Fuel	1,392.50	1,500.00	1,057.01	1,500.00	
	1 Gasoline for Code vehicles				1,500.00	
001-52-524-500-54200	Memberships, Dues, & Subscriptions	1,770.00	2,350.00	1,475.00	2,350.00	
	1 APA Annual Planning Dues for Director and Planners				1,200.00	
	2 FACE Annual Dues for Code Officers (3)				150.00	
	3 Intergovernmental Plan Amendment Review Committee Dues				1,000.00	
	TOTAL OPERATING EXPENSES	1,704,237.61-	166,161.00-	104,732.23-	184,751.00-	

TOWN OF LAKE PARK PROPOSED BUDGET

SPECIAL EVENTS - 600

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	EXPENDITURES					
001-57-572-600-11000	Executive Salaries	115,412.00	77,085.00	63,951.60	115,003.00	
	1 Special Events Director				115,003.00	
001-57-572-600-12000	Regular Salaries	50,298.36	61,988.00	60,411.17	97,077.00	
	1 Recreation Supervisor				55,000.00	
	2 Events Coordinator - Vacant				42,077.00	
001-57-572-600-13000	Other & Part Time Salaries	6,405.28	18,692.00	19,321.57	18,692.00	
	1 Camp Counselor				4,673.00	
	2 Camp Counselor				4,673.00	
	3 Camp Counselor				4,673.00	
	4 Camp Counselor				4,673.00	
001-57-572-600-14000	Overtime Salaries	538.98	11,624.00	627.93	11,624.00	
	1 Staff - Sunset Celebration				4,480.00	
	2 Staff - Easter Egg Hunt				384.00	
	3 Staff - Memorial Day Ceremony				320.00	
	4 Staff - Veteran's Day Event				800.00	
	5 Staff - Holiday Tree Lighting				640.00	
	6 Staff - Facility Rentals				5,000.00	
001-57-572-600-15000	Special Pay	726.00	720.00	570.00	720.00	
	1 Telephone Stipend				720.00	
001-57-572-600-21000	FICA	13,572.78	13,376.00	11,326.32	18,908.00	
	1 Special Events Director				8,798.00	
	2 Recreation Supervisor				4,208.00	
	3 Events Coordinator				3,219.00	
	4 Camp Counselor				358.00	
	5 Camp Counselor				358.00	
	6 Camp Counselor				358.00	
	7 Camp Counselor				358.00	
	8 Staff - Sunset Celebration				343.00	
	9 Staff - Easter Egg Hunt				29.00	
	10 Staff - Memorial Day Ceremony				24.00	
	11 Staff - Veteran's Day Event				61.00	

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	12 Staff - Holiday Tree Lighting				49.00	
	13 Staff - Facility Rentals				383.00	
	14 Opt-Out Payment				362.00	
001-57-572-600-22000	Retirement	3,666.70	9,676.00	7,294.10	15,200.00	
	1 Special Events Director				8,625.00	
	2 Recreation Supervisor				4,125.00	
	3 Events Coordinator - Vacant				1,578.00	
	4 Staff - Sunset Celebration				336.00	
	5 Staff - Easter Egg Hunt				29.00	
	6 Staff - Memorial Day Ceremony				24.00	
	7 Staff - Veteran's Day Event				60.00	
	8 Staff - Holiday Tree Lighting				48.00	
	9 Staff - Facility Rentals				375.00	
001-57-572-600-22100	Town Retirement Matching	2,493.21	2,929.00	2,398.19	4,313.00	
	1 Special Events Director				4,313.00	
	2 Recreation Supervisor				0.00	
	3 Events Coordinator - Vacant				0.00	
001-57-572-600-23100	Health Insurance	10,836.15	14,671.00	13,044.55	25,256.00	
	1 Recreation Supervisor				12,628.00	
	2 Events Coordinator				12,628.00	
001-57-572-600-23150	Opt-Out Payment	4,767.40	5,436.00	3,743.00	4,728.00	
	1 Special Events Director				4,728.00	
001-57-572-600-23200	Insurance - Dental	811.44	947.00	743.82	1,218.00	
	1 Special Events Director				406.00	
	2 Recreation Supervisor				406.00	
	3 Events Coordinator				406.00	
001-57-572-600-23300	Insurance - Life	272.88	334.00	208.32	346.00	
	1 Special Events Director				122.00	
	2 Recreation Supervisor				122.00	
	3 Events Coordinator				102.00	
001-57-572-600-23400	Insurance - Vision	114.75	128.00	105.57	165.00	
	1 Special Events Director				55.00	

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 Recreation Supervisor				55.00	
	3 Events Coordinator				55.00	
001-57-572-600-23500	Disability	1,301.05	1,341.00	618.68	996.00	
	1 Special Events Director				451.00	
	2 Recreation Supervisor				309.00	
	3 Events Coordinator				236.00	
001-57-572-600-24000	Worker's Compensation Insurance	2,103.95	2,006.00	1,838.87	5,094.00	
	1 Worker's Compensation Insurance				5,094.00	
001-57-572-600-25100	Unemployment Compensation	123.32-	0.00	0.00	0.00	
	TOTAL PERSONNEL EXPENSES	213,197.61-	220,953.00-	186,203.69-	319,340.00-	
001-57-572-600-31000	Professional Services	0.00	0.00	130.00	0.00	
001-57-572-600-34000	CONTRACTUAL SERVICES	140.00	3,600.00	3,845.55	1,250.00	
	1 Custom Cleaning - Sunset Celebration Cleaning Service				1,250.00	
001-57-572-600-40000	Travel & Training	0.00	400.00	2,665.00	1,895.00	
	1 ICMA Leadership High Performance Academy				1,895.00	
001-57-572-600-41100	Telephone	1,964.13	2,000.00	1,723.33	2,000.00	
001-57-572-600-41200	Postage & Shipping	58.28	200.00	181.90	500.00	
001-57-572-600-43000	Utilities	46,587.48	30,000.00	38,180.97	55,000.00	
	1 Seacoast - Parks				42,000.00	
	2 FPL - Parks				13,000.00	
001-57-572-600-43250	Garbage & Trash	3,340.06	5,000.00	3,461.96	6,000.00	
	1 Solid Waste Authority				6,000.00	
001-57-572-600-44100	Rentals	1,415.00	1,000.00	0.00	1,500.00	
001-57-572-600-44200	Equipment Leases	2,747.04	2,747.00	2,747.04	4,787.00	
	1 Canon Copier				2,747.00	

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 Cannon Copier (800 Park)				2,040.00	
001-57-572-600-46000	Repair & Maintenance	0.00	1,000.00	0.00	1,000.00	
001-57-572-600-47000	Printing	2,204.23	500.00	201.95	1,000.00	
001-57-572-600-47100	Photocopying	501.06	600.00	767.27	1,000.00	
001-57-572-600-48000	Promotional Activity	3,307.12	0.00	4,626.00	1,000.00	
001-57-572-600-48046	Sunset Celebration	9,702.62	20,600.00	12,777.94	25,500.00	
	1 Banners				1,000.00	
	2 Decorations				1,000.00	
	3 Entertainment				12,000.00	
	4 Marketing				1,000.00	
	5 Photography/Videography				1,000.00	
	6 Stage & Lighting				7,000.00	
	7 Tent				2,500.00	
001-57-572-600-48056	PROMOTIONAL - EASTER EGG HUNT	3,998.10	3,500.00	4,871.68	5,000.00	
	1 Banners				1,500.00	
	2 Decorations				100.00	
	3 DJ/Sound System				400.00	
	4 Easter Eggs				1,500.00	
	5 Easter Bunny Costume Rental				200.00	
	6 Food & Drinks				100.00	
	7 Marketing				100.00	
	8 Photography/Videography				150.00	
	9 Tents				950.00	
001-57-572-600-48057	VETERAN'S DAY EVENT	0.00	4,000.00	750.00	1,500.00	
001-57-572-600-48058	Centennial Celebration	0.00	200,000.00	70,159.92	93,500.00	
	5 Time Capsule Ceremony				5,000.00	
	6 Celebration Final Event				73,500.00	
	7 Celebration Gala				15,000.00	
001-57-572-600-48100	Advertising	297.00	400.00	0.00	400.00	
	1 Direct Mail				100.00	
	2 Newspaper				100.00	
	3 Magazines				100.00	
	4 Radio				100.00	
001-57-572-600-49400	Uniforms & Clothing	643.85	600.00	570.08	600.00	

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Special Events Director				200.00	
	2 Recreation Supervisor				200.00	
	3 Events Coordinator				200.00	
001-57-572-600-51000	Office Supplies	343.29	1,000.00	892.25	1,000.00	
001-57-572-600-52000	Operating Supplies	4,429.19	4,000.00	12,111.22	6,500.00	
	1 Food & Drinks for Misc. Town Events				3,000.00	
	2 Decorations for Misc. Town Events				500.00	
	3 Tablecloth Cleaning				2,500.00	
	4 Facility Rental Supplies				500.00	
001-57-572-600-52100	Gasoline & Diesel Fuel	272.94	1,000.00	254.42	1,000.00	
001-57-572-600-52200	Small Tools & Others	961.22	1,500.00	0.00	1,500.00	
	1 Chairs				250.00	
	2 Tables				250.00	
	3 Tents				500.00	
	4 Playground Equipment				500.00	
001-57-572-600-54200	Memberships, Dues, & Subscriptions	160.00	350.00	645.95	350.00	
	1 Florida Parks & Recreation Association				350.00	
001-57-572-600-57220	Program Exp - Summer Camp	0.00	6,500.00	3,273.28	6,500.00	
	1 Field Trips				5,000.00	
	2 Food & Drinks				500.00	
	3 Camp T-Shirts				500.00	
	4 Office Supplies				100.00	
	5 Arts & Crafts				200.00	
	6 Sports Equipment				200.00	
001-57-572-600-57235	Sponsored Event Expense	18,037.83	23,000.00	29,354.14	59,500.00	
	1 Town Sponsored Events				5,000.00	
	2 Santa's Magical Ride & Decorating Contest				2,000.00	
	3 Recreation Programs				5,000.00	
	4 Haitian Flag Day Event				10,000.00	
	5 Soccer Program				15,000.00	
	6 Historical Society 5K				7,500.00	
	7 Community Greening				15,000.00	

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-57-572-600-57245	Back to School Extravaganza	5,379.43	4,500.00	0.00	5,000.00	
	1 Backpacks & School Supplies				1,000.00	
	2 Banners				1,000.00	
	3 Decorations				250.00	
	4 DJ/Sound System				400.00	
	5 Food & Drinks				500.00	
	6 Marketing				150.00	
	7 Photography/Videography				150.00	
	8 Game & Activities				400.00	
	9 Tents				1,150.00	
001-57-572-600-57250	After School - Youth Activities Pro	0.00	5,000.00	0.00	5,000.00	
	1 Food & Drinks				500.00	
	2 Marketing				500.00	
	3 Office Supplies				200.00	
	4 Sports Equipment				300.00	
	5 Sports Providers				3,000.00	
	6 T-Shirts				500.00	
	TOTAL OPERATING EXPENSES	106,489.87-	322,997.00-	194,191.85-	289,782.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL DEBT SERVICES	0.00	0.00	0.00	0.00	

Rept:121 - Itemized Budget For Year 2024 Version 1
SPECIAL EVENTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL DEPT EXPENDITURES	319,687.48-	543,950.00-	380,395.54-	609,122.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

LIBRARY - 700

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:122 - Itemized Budget For Year 2024 Version 1
LIBRARY 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
EXPENDITURES						
001-57-571-700-11000	Executive Salaries	113,752.36	84,240.00	70,759.12	115,003.00	
	1 Library Director				115,003.00	
001-57-571-700-12000	Regular Salaries	138,407.36	185,550.41	144,990.74	224,219.00	
	1 Library Assistant - Children's Services - Vacant				32,100.00	
	2 Library Assistant				35,832.00	
	3 Library Assistant				32,100.00	
	4 Accounting Technician				45,639.00	
	5 Assistant Library Director				78,548.00	
001-57-571-700-13000	Other & Part Time Salaries	558.10	0.00	0.00	0.00	
001-57-571-700-14000	Overtime Salaries	19.86	0.00	0.00	0.00	
001-57-571-700-15000	Special Pay	1,526.00	720.00	570.00	720.00	
	1 Telephone Stipend				720.00	
001-57-571-700-21000	FICA	19,355.55	21,337.00	16,268.57	26,313.00	
	1 Library Director				8,798.00	
	2 Library Assistant - Children's Services - Vacant				2,456.00	
	3 Library Assistant				2,741.00	
	4 Library Assistant				2,456.00	
	5 Accounting Technician				3,491.00	
	6 Assistant Library Director				6,009.00	
	7 Opt-Out Payment				362.00	
001-57-571-700-22000	Retirement	13,282.77	19,506.00	15,534.45	24,238.00	
	1 Library Director				8,625.00	
	2 Library Assistant - Children's Services - Vacant				1,204.00	
	3 Library Assistant				2,687.00	
	4 Library Assistant				2,408.00	
	5 Accounting Technician				3,423.00	
	6 Assistant Library Director				5,891.00	
001-57-571-700-22100	Town Retirement Matching	5,436.82	5,194.00	4,775.17	7,607.00	
	1 Library Director				2,588.00	
	2 Library Assistant - Children's Services - Vacant				0.00	
	3 Library Assistant				1,344.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
LIBRARY 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Library Assistant				0.00	
	5 Accounting Technician				1,711.00	
	6 Assistant Library Director				1,964.00	
001-57-571-700-23100	Health Insurance	37,109.64	59,636.00	46,854.86	70,235.00	
	1 Library Director				12,628.00	
	2 Library Assistant - Children's Services				12,628.00	
	3 Library Assistant				12,628.00	
	4 Library Assistant				12,628.00	
	5 Assistant Library Director				19,723.00	
001-57-571-700-23150	Opt-Out Payment	4,767.40	5,436.00	3,743.00	4,728.00	
	1 Accounting Technician				4,728.00	
001-57-571-700-23200	Insurance - Dental	1,420.02	2,030.00	1,352.40	2,030.00	
	1 Library Director				406.00	
	2 Library Assistant - Children's Services				406.00	
	3 Library Assistant				406.00	
	4 Library Assistant				406.00	
	5 Accounting Technician				0.00	
	6 Assistant Library Director				406.00	
001-57-571-700-23300	Insurance - Life	495.36	653.00	379.11	552.00	
	1 Library Director				122.00	
	2 Library Assistant - Children's Services				71.00	
	3 Library Assistant				76.00	
	4 Library Assistant				66.00	
	5 Accounting Technician				95.00	
	6 Assistant Library Director				122.00	
001-57-571-700-23400	Insurance - Vision	179.45	275.00	183.60	275.00	
	1 Library Director				55.00	
	2 Library Assistant - Children's Services				55.00	
	3 Library Assistant				55.00	
	4 Library Assistant				55.00	
	5 Accounting Technician				0.00	
	6 Assistant Library Director				55.00	
001-57-571-700-23500	Disability	2,095.44	2,590.00	1,099.38	1,500.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
LIBRARY 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-57-571-700-40000	Travel & Training	136.25	2,145.00	170.10	4,595.00	
	1 American Library Assoc Annual or MidWinter Conf				1,000.00	
	2 American Library Assoc online training for staff				900.00	
	3 Florida Library Association Annual Conference				500.00	
	4 Offsite training for staff				300.00	
	5 ICMA Leadership High Performance Academy				1,895.00	
001-57-571-700-41100	Telephone	296.42	370.00	176.74	300.00	
	1 Monthly Telephone fees for service				300.00	
001-57-571-700-41200	Postage & Shipping	79.76	100.00	1.77	3,300.00	
	1 Postage				3,300.00	
001-57-571-700-44200	Equipment Leases	2,778.00	2,250.00	2,567.73	1,850.00	
	1 Canon printer for staff				1,850.00	
001-57-571-700-46000	Repair & Maintenance	15.00	0.00	0.00	0.00	
001-57-571-700-46100	Equipment Maintenance Contract	6,082.65	11,400.00	11,978.28	11,800.00	
	1 Bibliotheca Annual Support & Maintenance				6,500.00	
	2 Krayon Laptop Kiosk Remote Admin Annual Service				200.00	
	3 Laptops Anytime Annual Hardware Svc Agreement				5,100.00	
001-57-571-700-47000	Printing	1,300.17	400.00	1,578.35	2,850.00	
	1 Business Cards				250.00	
	2 Canon printing				1,400.00	
	3 Universal Minuteman				1,200.00	
001-57-571-700-48000	PROMOTIONAL ACTIVITY	2,366.04	6,053.08	4,847.58	11,100.00	
	1 Little Free Library Program				3,000.00	
	2 Love Your Library				200.00	
	3 Outreach Programs / Materials				1,000.00	
	4 Promotional Materials				2,500.00	
	5 Programming - speaker or performer				2,400.00	
	6 Read for the Record				1,000.00	
	7 Summer Reading and Discovery Program				1,000.00	
001-57-571-700-49400	Uniforms & Clothing	701.61	1,244.50	932.23	1,200.00	
	1 Staff shirts or sweaters with logo				1,200.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
LIBRARY 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-57-571-700-51000	Office Supplies	853.97	1,075.00	1,048.58	1,500.00	
	1 Necessary office supplies - pens, calendars, folders, etc.				1,500.00	
001-57-571-700-52000	Operating Supplies	10,885.54	4,593.09	4,682.21	5,600.00	
	1 Supplies for programs				500.00	
	2 RFID Tags				2,500.00	
	3 Library Patron Cards				600.00	
	4 Material processing costs - Labels, Tags, Covers, etc.				2,000.00	
001-57-571-700-52700	Library Technology Software	635.76	4,130.00	1,759.90	8,950.00	
	1 Affinity update				3,000.00	
	2 Farronics - Deepfreeze maintenance				300.00	
	3 Farronics - Deep Freeze for public computers				600.00	
	4 Foxit Editor software assurance for laptops				700.00	
	5 Foxit Software Assurance for public computers				1,350.00	
	5 Laptops Anytime Annual Software Lic Agreement				3,000.00	
001-57-571-700-54200	Memberships, Dues, & Subscriptions	9,481.03	10,080.00	9,185.51	14,090.00	
	1 American Library Association Institutional dues				800.00	
	2 Association for Rural and Small Libraries (organizational)				200.00	
	3 Barrons				60.00	
	4 Booklist				175.00	
	5 Cengage - Gale				2,000.00	
	6 Craft and Hobby				1,000.00	
	7 Florida Library Association Institutional dues				800.00	
	8 Hornbook				200.00	
	9 Library Journal				250.00	
	10 Mometrix				250.00	
	11 New York Times				1,500.00	
	12 Newsbank - America's News				2,500.00	
	13 Palm Beach County Library Association				140.00	
	14 Palm Beach Post				1,000.00	
	15 ProLiteracy Membership				40.00	
	16 PosterMyWall annual Subscription				150.00	
	17 School Library Journal				250.00	
	18 South Florida Business Journal				600.00	
	19 Sun Sentinel				1,000.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
LIBRARY 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	20 Tech-Talk				275.00	
	21 Wall Street Journal				700.00	
	22 Zoom				200.00	
001-57-571-700-56000	Library Materials	26,662.66	21,650.91	17,757.08	28,600.00	
	1 Books				20,000.00	
	2 DVDs and Blu-Ray				1,000.00	
	3 E-books				2,500.00	
	4 Hoopla				3,000.00	
	5 Kanopy				1,500.00	
	6 LOTE Online for Kids				600.00	
	TOTAL OPERATING EXPENSES	77,380.08-	101,750.58-	96,159.07-	151,835.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	415,904.68-	489,056.99-	402,796.85-	629,666.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

NON-DEPARTMENTAL - 900

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:123 - Itemized Budget For Year 2024 Version 1
NON-DEPARTMENTAL 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
EXPENDITURES						
001-51-589-900-12600	Wage Adjustment 1	0.00	107,329.00	0.00	105,173.00	
	1 Projected Salary Increase Funds (3.5 %)				89,721.00	
	2 FICA on Projected Salary Increase				6,863.00	
	3 Retirement on Projected Salary Increase				6,249.00	
	4 Town Retirement Match				2,340.00	
001-51-589-900-31000	Professional Services	0.00	300,000.00	0.00	600,000.00	
	1 Town Code Review and Rewrite				600,000.00	
001-51-589-900-45000	Insurance	116,679.77	103,008.00	94,424.00	211,210.00	
001-51-589-900-45120	Insurance-Storage Tank	2,683.04	2,391.00	2,191.75	2,614.00	
001-51-589-900-49500	Insurance Claims Deductibles	0.00	0.00	9,999.00	0.00	
001-51-589-900-52500	Critical Expenses	572.23	0.00	0.00	0.00	
001-51-589-900-52700	American Rescue Plan Expense	451,788.20	305,600.00	851,032.06	0.00	
	TOTAL OPERATING EXPENSES	571,723.24-	818,328.00-	957,646.81-	918,997.00-	
001-51-589-900-71000	Principal - Series 2009	11,542.00	12,132.00	0.00	12,751.00	
	1 Bond 2009 Roof Replacement				7,084.00	
	2 2009 Bond Fuel Tanks				5,667.00	
001-51-589-900-71010	Principal - CRA Projects 2008	133,040.62	137,924.00	137,923.20	142,985.00	
	1 CRA 2008 A Alleyway Improvements				69,129.00	
	2 CRA 2008 Property Acquisition				73,856.00	
001-51-589-900-71020	Principal - FF Pension Settlement	99,593.67	103,249.00	103,248.76	0.00	
001-51-589-900-71030	Principal - CRA Projects 2009	177,908.00	49,594.00	0.00	0.00	
001-51-589-900-71040	Principal-Johnson Controls Sterling	56,999.06	60,094.00	60,094.00	63,331.00	
001-51-589-900-72000	Interest - Series 2009	1,861.32	1,273.00	635.76	652.00	
001-51-589-900-72010	Interest - CRA Projects 2008	35,738.67	30,767.00	16,648.69	25,613.00	
001-51-589-900-72020	Interest - FF Pension Settlement	5,616.77	1,895.00	1,894.61	0.00	
001-51-589-900-72030	Interest - CRA Projects 2009	7,669.23	5,198.00	1,795.32	0.00	

Rept:123 - Itemized Budget For Year 2024 Version 1
NON-DEPARTMENTAL 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-51-589-900-72040	Interest-Johnson Controls Sterling	50,260.94	48,181.00	48,180.00	45,987.00	
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	TOTAL DEBT SERVICE	580,230.28-	450,307.00-	370,420.34-	291,319.00-	
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001-51-589-900-91110	Transfer to CRA - Current Year	959,790.00	1,162,739.00	1,162,739.00	1,338,794.00	
001-51-589-900-91601	Contribution - Police Actuary	62,090.00	62,090.00	0.00	62,090.00	
001-51-589-900-99901	Contingency	0.00	100,000.00	0.00	100,000.00	
001-51-589-900-99907	Transfer to Fund Balance	0.00	0.00	0.00	335,426.00	
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	TOTAL OTHER EXPENSES	1,021,880.00-	1,324,829.00-	1,162,739.00-	1,836,310.00-	
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	TOTAL DEPT EXPENDITURES	2,173,833.52-	2,593,464.00-	2,490,806.15-	3,046,626.00-	
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TOWN OF LAKE PARK PROPOSED BUDGET

INSURANCE FUNDS

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:125 - Itemized Budget For Year 2024 Version 1
INSURANCE FUND 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
150-341.001	Contributed Revenue - General Fund	134,140.22	118,050.00	108,213.27	239,289.00	
150-341.110	Contribution from CRA	0.00	981.00	899.25	2,738.00	
150-341.190	Contributed Revenue - Strts & Roads	5,909.68	8,720.00	7,994.25	19,337.00	
150-341.401	Contributed Revenue - Marina Fund	64,799.39	63,692.00	58,383.38	123,312.00	
150-341.402	Contributed Revenue-Stormwater	8,481.76	13,376.00	12,261.26	27,164.00	
150-341.404	Contributed Revenue - Sanitation Fd	74,484.08	72,575.00	66,528.00	136,069.00	
TOTAL REVENUE		287,815.13	277,394.00	254,279.41	547,909.00	
EXPENDITURES						
TOTAL PERSONNEL EXPENSES		0.00	0.00	0.00	0.00	
150-51-589-900-24000	Worker's Compensation Insurance	49,388.00	46,379.00	58,466.00	66,967.00	
150-51-589-900-45000	Insurance Expense - Prop/Liab	171,272.00	194,329.00	196,688.00	442,592.00	
150-51-589-900-45120	Insurance - Storage Tank Liability	0.00	2,391.00	2,391.00	2,614.00	
150-51-589-900-45500	Ins Exp-Marina Operator Liability	8,450.00	9,295.00	9,760.00	10,736.00	
150-51-589-900-49500	Insurance Claim Deductibles	56,021.59	25,000.00	1,778.53	25,000.00	
TOTAL OPERATING EXPENSES		285,131.59	277,394.00	269,083.53	547,909.00	

Rept:125 - Itemized Budget For Year 2024 Version 1
INSURANCE FUND 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL OPERATING EXP	0.00	0.00	0.00	0.00	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL DEBT SERVICE - CO-OP	0.00	0.00	0.00	0.00	
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	

Rept:125 - Itemized Budget For Year 2024 Version 1
 INSURANCE FUND 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL DEPT EXPENDITURES	285,131.59-	277,394.00-	269,083.53-	547,909.00-	
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	NET INCOME	2,683.54	0.00	14,804.12-	0.00	
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TOWN OF LAKE PARK PROPOSED BUDGET

STREETS & ROADS FUND

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:126 - Itemized Budget For Year 2024 Version 1
STREETS & RDS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
190-312.410	Local Option Gas Tax	180,029.88	162,238.00	123,460.90	185,000.00	
190-312.420	New Local Option Gas Tax	82,088.37	74,488.00	56,108.27	84,000.00	
190-335.122	State Revenue Sharing (Fuel Tax)	94,345.88	65,415.00	54,752.94	107,000.00	
190-336.100	DOT Lighting Maint. 405121-1-72-16	27,819.00	27,009.00	29,608.41	30,000.00	
190-361.100	Interest Earnings	0.00	0.00	32.58	0.00	
190-369.100	Miscellaneous Revenue	0.24	0.00	0.00	0.00	
190-399.999	Balance Carryforward	0.00	179,168.00	0.00	0.00	
	TOTAL REVENUE	384,283.37	508,318.00	263,963.10	406,000.00	
EXPENDITURES						
190-54-541-190-12000	Regular Salaries	102,775.78	108,483.00	71,819.89	130,061.00	
	1 General Infrastructure Foreman				84,063.00	
	2 Maintenance Worker				41,600.00	
	3 Projected Salary Increase Funds (3.5%)				4,398.00	
190-54-541-190-14000	Overtime Salaries	660.64	400.00	1,384.68	400.00	
	1 Overtime Salaries				400.00	
190-54-541-190-15000	Special Pay	1,000.00	1,000.00	1,000.00	1,000.00	
	1 Longevity Pay - General Infrastructure Foreman				1,000.00	
190-54-541-190-21000	FICA Taxes	7,915.63	8,800.00	5,616.98	10,079.00	
	1 General Infrastructure Foreman				6,431.00	
	2 Maintenance Worker				3,182.00	
	3 Overtime Salaries				23.00	
	4 Longevity Pay - General Infrastructure Foreman				77.00	
	5 Projected Salary Increase Funds (8.5%)				366.00	
190-54-541-190-22000	Retirement	7,832.72	6,953.00	4,719.48	9,853.00	

Rept:126 - Itemized Budget For Year 2024 Version 1
STREETS & RDS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 General Infrastructure Foreman				6,305.00	
	2 Maintenance Worker				3,120.00	
	3 Overtime Salaries				23.00	
	4 Longevity Pay - General Infrastructure Foreman				75.00	
	5 Projected Salary Increase Funds (3.5%)				330.00	
190-54-541-190-22100	Town Matching Retirement	3,823.40	3,765.00	3,146.32	4,420.00	
	1 General Infrastructure Foreman				4,203.00	
	2 Longevity Pay - General Infrastructure Foreman				50.00	
	3 Overtime Salaries				20.00	
	4 Projected Salary Increase Funds (3.5%)				147.00	
190-54-541-190-23100	Health Insurance	16,671.00	22,006.00	12,422.14	25,256.00	
	1 General Infrastructure Foreman				12,628.00	
	2 Maintenance Worker				12,628.00	
190-54-541-190-23200	Insurance - Dental	676.20	812.00	371.91	812.00	
	1 General Infrastructure Foreman				406.00	
	2 Maintenance Worker				406.00	
190-54-541-190-23300	Insurance - Life	170.52	209.00	76.46	186.00	
	1 General Infrastructure Foreman				79.00	
	2 Maintenance Worker				107.00	
190-54-541-190-23400	Insurance - Vision	87.21	110.00	55.08	110.00	
	1 General Infrastructure Foreman				55.00	
	2 Maintenance Worker				55.00	
190-54-541-190-23500	Disability	922.36	1,047.00	347.59	653.00	
	1 General Infrastructure Foreman				411.00	
	2 Maintenance Worker - vacant				242.00	
190-54-541-190-24000	Worker's Compensation Insurance	2,775.63	2,645.00	2,424.62	6,879.00	
	1 Worker's Compensation Insurance				6,879.00	
	TOTAL PERSONNEL EXPENSES	145,311.09-	156,230.00-	103,385.15-	189,709.00-	

Rept:126 - Itemized Budget For Year 2024 Version 1
STREETS & RDS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
190-54-541-190-31000	Professional Services	46,720.07	58,369.00	101,430.64	60,250.00	
	1 DOT CDL Physicals				250.00	
	2 Engineering Services				50,000.00	
	3 Mailing Services for Notifications				3,000.00	
	4 Pavement Management Update				6,000.00	
	5 Language Translation Services				1,000.00	
190-54-541-190-34000	Contractual Services	0.00	1,972.00	1,010.65	1,972.00	
	1 WO/Asset Management				1,972.00	
190-54-541-190-40000	Travel & Training	454.00	650.00	0.00	650.00	
	1 MOT Training				150.00	
	2 Misc. Training				500.00	
190-54-541-190-41100	Telephone	1,490.39	2,640.00	792.72	2,640.00	
	1 Cell Phones				1,200.00	
	2 Cell Service for Tablet				480.00	
	3 Cellular Service for Street Cameras (4)				960.00	
190-54-541-190-43000	Utilities - Electric	87,063.23	66,000.00	66,227.70	66,000.00	
	1 Electric for Street Lighting				66,000.00	
190-54-541-190-44100	Rentals	570.32	4,000.00	1,275.12	4,000.00	
	1 Rental of Bucket Truck, Compactors, etc.				4,000.00	
190-54-541-190-44200	Equipment Leases	5,688.60	6,300.00	4,266.45	6,300.00	
	1 Vehicle Leases				6,300.00	
190-54-541-190-45000	Insurance - Liability,Property, etc	3,134.05	6,076.00	5,569.63	12,458.00	
	1 Insurance				12,458.00	
190-54-541-190-46000	Repairs & Maintenance	1,833.91	3,000.00	2,972.22	3,000.00	
	1 Tractor, New Holland & Trailers Repairs				2,000.00	
	2 Misc. Equipment Repairs				1,000.00	

Rept:126 - Itemized Budget For Year 2024 Version 1
STREETS & RDS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
190-54-541-190-46300	Vehicle Parts & Supplies	210.73	3,250.00	0.00	3,250.00	
	1 Fuel Cards for Vehicles & Equipment				250.00	
	2 Trailer Tires & Parts				1,500.00	
	3 Misc. Vehicle & Large Equipment Parts				1,500.00	
190-54-541-190-46600	Traffic Signs & Signals	19,551.33	46,850.50	28,927.95	25,000.00	
	1 Street & Enforcement Signs				20,000.00	
	2 Sign Posts, Hardware & Concrete				5,000.00	
190-54-541-190-47000	Printing	0.00	3,675.00	3,671.95	0.00	
190-54-541-190-49400	Uniforms & Clothing	2,030.17	2,400.00	1,224.82	2,400.00	
	1 Uniforms				1,400.00	
	2 Safety Shoes & PPEs				1,000.00	
190-54-541-190-51000	Office Expense	0.00	1,000.00	529.47	1,000.00	
	1 Office Supplies				1,000.00	
190-54-541-190-52000	Operating Supplies	9,121.46	15,995.00	5,076.83	21,670.00	
	1 Electrical Parts for Street Lights				6,000.00	
	2 Asphalt for Potholes				3,000.00	
	3 Traffic Cones & Barricades				3,000.00	
	4 Annual Asset Management System Renewal				3,500.00	
	5 Annual GIS License Renewal				2,170.00	
	6 Misc. Parts & Supplies				4,000.00	
190-54-541-190-52100	Gasoline & Diesel Fuel	3,334.75	3,300.00	2,240.95	3,300.00	
	1 Fuel Allocation				3,300.00	
	TOTAL OPERATING EXPENSES	181,203.01-	225,477.50-	225,217.10-	213,890.00-	
190-54-541-190-63020	Improvements - Roads	24,162.50	6,937.50	1,937.50	10,000.00	
	1 Road Striping				10,000.00	

TOWN OF LAKE PARK PROPOSED BUDGET

SPECIAL PROJECTS FUND

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:127 - Itemized Budget For Year 2024 Version 1
SPECIAL PROJECTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
301-337.316	GRANT - PBC R2007-2154/SLVR BCH LTS	3,463.24	3,379.00	3,319.09	0.00	
301-337.327	GRANT - CDBG FY 2020-21	25,510.35	0.00	86,074.65	0.00	
301-337.330	Lake Shore Drive Line Item Appropri	0.00	0.00	5,122.80	0.00	
301-337.332	Lake Shore Drive 4337-149-R	0.00	0.00	3,223.35	0.00	
301-337.715	Grant - Historical Resources	0.00	325,000.00	81,250.00	0.00	
301-338.100	PBC Discretionary Surtax	853,455.66	700,000.00	589,952.68	795,000.00	
301-369.200	Donation - Lake Shore Playground	0.00	0.00	40,000.00	0.00	
301-399.999	Balance Brought Forward	0.00	143,023.00	0.00	34,000.00	
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	TOTAL REVENUE	882,429.25	1,171,402.00	808,942.57	829,000.00	
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EXPENDITURES						
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301-52-521-301-63100	PBC Discretionary Surtax Projects	109,932.13	1,171,957.00	392,370.72	829,000.00	
	1 Replace Security Camera System				80,000.00	
	2 Library Roof				266,000.00	
	3 BPSO Fencing				100,000.00	
	4 PW Visitor Parking				26,000.00	
	5 Repair/Replacement of Sidewalks				275,000.00	
	6 Matching Funds for Ilex Park & Playground				48,000.00	
	7 PBSO Awning				34,000.00	
301-54-541-301-63823	GRANT - CDBG FY 2020-21	80,835.00	555.00-	55,433.00	0.00	
301-54-541-301-64100	Machinery & Equipment	0.00	0.00	40,000.00	0.00	
301-55-552-301-31020	PBC R2010-1486 Silver Beach Road	3,299.31	0.00	2,591.69	0.00	

Rept:127 - Itemized Budget For Year 2024 Version 1
SPECIAL PROJECTS 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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	TOTAL OPERATING EXPENSES	194,066.44-	1,171,402.00-	490,395.41-	829,000.00-	
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	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
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	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
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	TOTAL DEPT EXPENDITURES	194,066.44-	1,171,402.00-	490,395.41-	829,000.00-	
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	NET INCOME	688,362.81	0.00	318,547.16	0.00	
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TOWN OF LAKE PARK PROPOSED BUDGET

MARINA FUND

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
401-331.100	American Rescue Plan Funds	0.00	0.00	138,382.07	0.00	
401-347.500	Facilities Rental	8,640.00	8,640.00	7,920.00	8,640.00	
401-347.512	Wet Slips	1,013,513.51	960,000.00	828,209.50	1,378,275.00	
401-347.610	Ramp Fees	33,540.41	31,000.00	27,999.22	33,000.00	
401-347.611	Trailer Storage	15,961.69	0.00	0.00	0.00	
401-347.612	Parking Fees - Overnight	39,719.52	30,000.00	33,072.95	30,000.00	
401-347.614	UTILITY CHARGES - TRANSIENT	4,679.45	3,000.00	4,440.08	4,000.00	
401-347.616	Utility Charges	114,445.71	115,000.00	92,530.45	118,000.00	
401-347.618	Pump Out	495.00	300.00	315.00	300.00	
401-347.619	Water Tank Refill	260.00	300.00	190.00	300.00	
401-349.900	Collection Fees	0.00	0.00	0.00	1,200,000.00	
401-359.100	Interest/Finance Charges	148.39	500.00	4.58	200.00	
401-361.120	Sales Tax Commissions	360.00	200.00	240.00	200.00	
401-369.106	Laundry Vending	366.75	300.00	273.25	300.00	
401-369.150	Merchandise	2,594.75	2,000.00	2,205.85	2,000.00	
401-369.200	Gasoline Sales	467,884.64	587,250.00	276,898.79	548,100.00	
401-369.201	Diesel	207,295.17	311,750.00	117,574.89	290,000.00	
401-381.160	Transfer from Public Improvement Fu	401,935.44	0.00	0.00	0.00	
401-389.190	Miscellaneous Revenue	0.60	300.00	24.57	50.00	
401-389.200	Cash Over/Short	0.39-	0.00	3.00	0.00	
401-399.999	BALANCE BROUGHT FORWAR	0.00	433,598.00	0.00	0.00	
TOTAL REVENUE		2,311,840.64	2,484,138.00	1,530,284.20	3,613,365.00	
EXPENDITURES						
401-57-579-800-11000	Executive Salaries	117,888.71	118,082.00	78,756.62	125,000.00	
	1 Marina Director				125,000.00	
401-57-579-800-12000	Regular Salaries	161,500.81	242,688.00	125,079.68	288,824.00	
	1 Dock Attendant				39,324.00	
	2 Dock Attendant				43,770.00	

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	3 Dock Attendant - vacant				39,324.00	
	4 Dock Attendant - Vacant				39,324.00	
	5 Marina Maintenance Worker II				48,173.00	
	6 Dock Master				64,916.00	
	7 Projected Salary Increase Funds (3.5%)				13,993.00	
401-57-579-800-14000	Overtime Salaries	17,782.18	10,000.00	7,179.65	10,000.00	
	1 Overtime Salaries				10,000.00	
401-57-579-800-15000	Special Pay	726.00	1,220.00	1,220.00	1,220.00	
	1 Telephone Stipend				720.00	
	2 Longevity Pay - Dock Master				500.00	
401-57-579-800-16000	Compensated Vacation Leave	7,896.79-	0.00	0.00	0.00	
401-57-579-800-21000	FICA	22,430.01	28,398.00	15,662.28	32,821.00	
	1 Marina Director				9,563.00	
	2 Dock Attendant				3,008.00	
	3 Dock Attendant				3,348.00	
	4 Dock Attendant - vacant				3,008.00	
	5 Dock Attendant - Vacant				3,008.00	
	6 Marina Maintenance Worker II				3,685.00	
	7 Dock Master				4,966.00	
	8 Overtime Salaries				765.00	
	9 Longevity - Dock Master				38.00	
	10 Projected Salary Increase Funds (3.5%)				1,070.00	
	11 Opt-Out Payment				362.00	
401-57-579-800-22000	Retirement	22,325.29	23,104.00	11,551.40	26,147.00	
	1 Marina Director				8,594.00	
	2 Dock Attendant				2,949.00	
	3 Dock Attendant				3,283.00	
	4 Dock Attendant - Vacant				1,475.00	
	5 Dock Attendant - Vacant				1,475.00	
	6 Marina Maintenance Worker II				1,807.00	
	7 Dock Master				4,869.00	
	8 Overtime Salaries				750.00	
	9 Longevity Pay				38.00	
	10 Projected Salary Increase Funds (3.5%)				907.00	

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
401-57-579-800-22100	Town Retirement Matching	4,033.54	2,399.00	2,383.10	4,180.00	
	1 Marina Director				0.00	
	2 Dock Attendant				0.00	
	3 Dock Attendant				1,641.00	
	4 Dock Attendant - vacant				0.00	
	5 Dock Attendant - Vacant				0.00	
	6 Marina Maintenance Worker II				0.00	
	7 Dock Master				2,048.00	
	8 Overtime Salaries				330.00	
	9 Longevity Pay				19.00	
	10 Projected Salary Increase Funds (3.5%)				142.00	
401-57-579-800-23100	Health Insurance	51,080.07	82,779.00	39,766.86	98,659.00	
	1 Marina Director				26,644.00	
	2 Dock Attendant - vacant				12,628.00	
	3 Dock Attendant				0.00	
	4 Dock Attendant				12,628.00	
	5 Dock Attendant				12,628.00	
	6 Marina Maintenance Worker II				12,628.00	
	7 Dock Master				21,503.00	
401-57-579-800-23150	Opt-Out Payment	2,600.40	0.00	3,152.00	4,728.00	
	10 Opt-Out Payment				4,728.00	
401-57-579-800-23200	Insurance - Dental	1,791.93	2,774.00	1,081.92	2,436.00	
	1 Marina Director				406.00	
	2 Dock Attendant - vacant				406.00	
	3 Dock Attendant				0.00	
	4 Dock Attendant				406.00	
	5 Dock Attendant				406.00	
	6 Marina Maintenance Worker II				406.00	
	7 Dock Master				406.00	
401-57-579-800-23300	Insurance - Life	537.84	807.00	292.14	703.00	
	1 Marina Director				122.00	
	2 Dock Attendant				93.00	
	3 Dock Attendant				95.00	
	4 Dock Attendant - vacant				83.00	

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	5 Dock Attendant				83.00	
	6 Marina Maintenance Worker II				105.00	
	7 Dock Master - Vacant				122.00	
401-57-579-800-23400	Insurance - Vision	257.04	376.00	133.11	330.00	
	1 Marina Director				55.00	
	2 Dock Attendant				0.00	
	3 Dock Attendant				55.00	
	4 Dock Attendant - vacant				55.00	
	5 Dock Attendant				55.00	
	6 Marina Maintenance Worker II				55.00	
	7 Dock Master				55.00	
401-57-579-800-23500	Disability	2,264.58	3,371.00	803.14	1,919.00	
	1 Marina Director				536.00	
	2 Dock Attendant				213.00	
	3 Dock Attendant				219.00	
	4 Dock Attendant - vacant				186.00	
	5 Dock Attendant				186.00	
	6 Marina Maintenance Worker II				237.00	
	7 Dock Master				342.00	
401-57-579-800-24000	Worker's Compensation Insurance	4,676.98	4,223.00	3,871.12	10,199.00	
	1 Worker's Compensation Insurance				10,199.00	
401-57-579-800-25100	Unemployment Compensation	1,925.00-	0.00	0.00	0.00	
	TOTAL PERSONNEL EXPENSES	400,073.59-	520,221.00-	290,933.02-	607,166.00-	
401-57-579-800-31000	Professional Services	256,719.33	0.00	273.85	0.00	
401-57-579-800-31100	Professional Svc. - Town Attorney	0.00	2,000.00	0.00	2,000.00	
401-57-579-800-34000	Contractual Services	130,738.44	113,796.00	108,900.44	126,095.00	
	1 CWA Landscape & Trees				51,600.00	
	2 Pest Control				1,250.00	
	3 Janitorial Svcs.				6,700.00	

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Passport Labs				600.00	
	5 Dockmaster Support				5,355.00	
	6 United Special Svcs.				59,000.00	
	7 ALFI				300.00	
	8 Onsite Wastewater				840.00	
	9 Sea Spill				450.00	
401-57-579-800-34911	Merchandise	1,880.81	1,000.00	1,309.06	1,000.00	
401-57-579-800-40000	Travel & Training	135.63	3,000.00	20.00	5,000.00	
	1 AMI AMM Course Tyler Dec 3-8, 2023				3,795.00	
	2 Misc				1,205.00	
401-57-579-800-41100	Telephone	5,642.63	5,600.00	4,296.35	5,600.00	
401-57-579-800-41200	Postage & Shipping	381.66	200.00	2.85	200.00	
401-57-579-800-43000	Utilities	92,709.71	75,000.00	69,396.87	96,700.00	
401-57-579-800-43250	Garbage & Trash	20,642.01	28,000.00	21,647.42	25,000.00	
401-57-579-800-44100	Rentals	800.00	500.00	0.00	0.00	
401-57-579-800-44200	Equipment Leases	7,350.72	5,840.00	6,438.79	6,000.00	
401-57-579-800-45000	Insurance	51,672.45	50,173.00	45,991.88	102,876.00	
401-57-579-800-45400	Insurance-Liquor Liability	0.00	1,366.00	0.00	1,400.00	
401-57-579-800-45500	INS - EXP MARINA OPERATOR LIABILITY	8,449.96	9,295.00	8,520.38	10,736.00	
401-57-579-800-46000	Repair & Maintenance	48,757.14	81,000.00	27,534.26	81,000.00	
	1 103 Building				3,000.00	
	2 105 Building				28,000.00	
	3 North Docks				15,000.00	
	4 South Docks				15,000.00	
	5 Other				10,000.00	
	7 Replace (2) Pumpout Stations				10,000.00	
401-57-579-800-46100	Equipment Maintenance Contract	2,096.99	2,000.00	1,404.41	2,000.00	
401-57-579-800-46500	Hurricane Irma	11,984.67	0.00	0.00	0.00	
401-57-579-800-46600	Signs & Signals	1,186.00	1,200.00	439.29	1,200.00	
401-57-579-800-47000	Printing	637.10	500.00	303.59	500.00	
401-57-579-800-47100	Photocopying	243.90	500.00	252.00	500.00	
401-57-579-800-48000	Promotional Activity	0.00	3,000.00	0.00	0.00	
401-57-579-800-48100	Advertising	6,990.00	4,000.00	5,435.00	4,000.00	
401-57-579-800-49400	Uniforms & Clothing	322.36	2,500.00	1,933.04	2,500.00	
401-57-579-800-49600	Bank Charges / Admin Fees	73,287.05	42,000.00	53,254.40	70,000.00	

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
401-57-579-800-51000	Office Supplies	2,234.47	1,500.00	433.99	1,500.00	
401-57-579-800-52000	Operating Supplies	16,560.45	20,591.27	22,069.82	15,000.00	
	1 Misc				15,000.00	
401-57-579-800-52100	Gasoline & Diesel Fuel	1,685.56	300.00	204.48	300.00	
401-57-579-800-52110	Gasoline	320,428.31	405,000.00	182,178.30	378,000.00	
401-57-579-800-52120	Diesel Fuel	139,989.16	215,000.00	81,069.73	200,000.00	
401-57-579-800-52200	Small Tools & Others	587.11	500.00	257.48	500.00	
401-57-579-800-52700	American Rescue Plan Expense	0.00	137,639.00	138,382.07	0.00	
401-57-579-800-54200	Memberships, Dues, & Subscriptions	717.88	500.00	468.42	500.00	
401-57-579-800-59000	Depreciation Expense	524,306.49	0.00	0.00	0.00	
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	TOTAL OPERATING EXPENSES	1,729,137.99-	1,213,500.27-	782,418.17-	1,140,107.00-	
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401-57-579-800-61510	Grant-PBC Property Acq.-115 Fed Hwy	2,400,000.00	0.00	0.00	0.00	
401-57-579-800-63000	Improvement Other Than Bldg	0.00	0.00	0.00	92,000.00	
	1 Phase 2 of Piling Replacement				92,000.00	
401-57-579-800-64100	Machinery & Equipment	8,925.75	0.00	0.00	0.00	
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	TOTAL CAPITAL OUTLAY	2,408,925.75-	0.00	0.00	92,000.00-	
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401-57-579-800-71000	Principal	0.00	247,448.00	47,447.86	267,030.00	
	1 BANK OF NEW YORK 1.0				215,000.00	
	2 BANK OF AMERICA 2.4				33,986.00	
	3 BANK OF AMERICA 3.2				18,044.00	
401-57-579-800-72000	Interest	102,291.66	92,115.00	46,614.76	79,213.00	
	1 BANK OF NEW YORK 1.0				69,763.00	

Rept:128 - Itemized Budget For Year 2024 Version 1
MARINA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 BANK OF AMERICA 2.4				4,647.00	
	3 BANK OF AMERICA 3.2				4,803.00	
401-57-579-800-73200	Other Debt Service Cost	3,860.16	3,000.00	1,030.83	3,500.00	
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	TOTAL DEBT SERVICE	106,151.82-	342,563.00-	95,093.45-	349,743.00-	
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	TOTAL GRANTS & AIDS	0.00	0.00	0.00	0.00	
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401-57-579-800-99110	Transfer to General Fund	10,000.00	10,000.00	10,000.00	985,665.00	
	1 Payment for Johnson Controls				10,000.00	
	2 Partial Repayment of Due-to General Fund				975,665.00	
401-57-579-800-99401	Indirect Cost Allocation	337,329.12	397,854.00	364,699.50	438,684.00	
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	TOTAL OTHER	347,329.12-	407,854.00-	374,699.50-	1,424,349.00-	
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	TOTAL DEPT EXPENSES	4,991,618.27-	2,484,138.27-	1,543,144.14-	3,613,365.00-	
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	NET INCOME	2,679,777.63-	0.27-	12,859.94-	0.00	
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TOWN OF LAKE PARK PROPOSED BUDGET

STORMWATER FUND

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
402-311.120	Delinquent Stormwater Assessments	547.15	0.00	145.50	0.00	
402-331.100	American Rescue Plan Revenue	109,436.50	95,000.00	136,648.45	0.00	
402-334.460	State Grant - DEP	30,000.00	0.00	0.00	0.00	
402-337.330	Lake Shore Drive Grant	1,313,919.48	0.00	311,059.80	0.00	
402-361.100	Interest Income	60.76	0.00	529.80	0.00	
402-363.120	Stormwater Assessments	950,907.43	1,071,306.00	985,435.94	2,046,663.00	
402-364.100	Sale of Surplus Property	13,213.24	0.00	0.00	0.00	
402-369.100	Miscellaneous Revenue	0.74	0.00	0.00	0.00	
402-399.999	Balance Brought Forward	0.00	480,562.00	0.00	0.00	
TOTAL REVENUE		2,418,085.30	1,646,868.00	1,433,819.49	2,046,663.00	
EXPENDITURES						
402-53-538-402-12000	Regular Salaries	93,176.97	173,844.00	77,784.89	205,164.00	
	1 Stormwater Infrastructure Foreman				62,704.00	
	2 Stormwater Technician I				45,479.00	
	3 Stormwater Technician II - Vacant				45,022.00	
	4 Stormwater Technician II - Vac				45,022.00	
	5 Projected Salary Increase Fund (3.5%)				6,937.00	
402-53-538-402-14000	Overtime Salaries	247.63	2,500.00	2,560.05	2,918.00	
	1 Overtime Salaries				2,918.00	
402-53-538-402-15000	Special Pay	0.00	0.00	0.00	3,000.00	
	10 Longevity Pay - Stormwater Infrastructure Foreman				2,000.00	
	20 Longevity Pay - Stormwater Technician I				1,000.00	
402-53-538-402-16000	Compensated Vacation Leave	745.66	0.00	0.00	0.00	
402-53-538-402-21000	FICA Taxes	5,685.60	13,490.00	4,931.66	16,115.00	
	1 Stormwater Infrastructure Foreman				4,797.00	

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 Stormwater Technician I				3,479.00	
	3 Stormwater Technician II - vacant				3,444.00	
	4 Stormwater Technician II - vacant				3,444.00	
	5 Overtime Salaries				191.00	
	6 Longevity Pay				230.00	
	7 Projected Salary Increase Funds (3.5%)				530.00	
402-53-538-402-22000	Retirement	7,013.30	10,293.00	6,115.16	12,305.00	
	1 Stormwater Infrastructure Foreman				4,703.00	
	2 Stormwater Technician				3,411.00	
	3 Stormwater Technician II - vacant				1,688.00	
	4 Stormwater Technician II - vacant				1,688.00	
	5 Overtime Salaries				188.00	
	6 Longevity Pay				225.00	
	7 Projected Salary Increase Fund (3.5%)				402.00	
402-53-538-402-22100	Town Retirement Matching	3,103.66	3,298.00	2,669.89	4,432.00	
	1 Stormwater Infrastructure Foreman				3,135.00	
	2 Stormwater Technician I				910.00	
	3 Stormwater Technician II - vacant				0.00	
	4 Stormwater Technician II - vacant				0.00	
	5 Overtime Salaries				125.00	
	6 Longevity Pay				120.00	
	7 Projected Salary Increase Funds (3.5%)				142.00	
402-53-538-402-23100	Health Insurance	34,808.88	58,462.00	34,671.74	71,623.00	
	1 Stormwater Infrastructure Foreman				26,644.00	
	2 Stormwater Technician I				19,723.00	
	3 Stormwater Technician II - vacant				12,628.00	
	4 Stormwater Technician II - vacant				12,628.00	
402-53-538-402-23200	Insurance - Dental	811.44	1,556.00	608.58	1,624.00	
	1 Stormwater Infrastructure Foreman				406.00	
	2 Stormwater Technician I				406.00	
	3 Stormwater Technician II - vacant				406.00	
	4 Stormwater Technician II - vacant				406.00	
402-53-538-402-23300	Insurance - Life	256.32	480.00	165.50	422.00	
	1 Stormwater Infrastructure Foreman				122.00	

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	2 Stormwater Technician I				100.00	
	3 Stormwater Technician II - vacant				100.00	
	4 Stormwater Technician II - vacant				100.00	
402-53-538-402-23400	Insurance - Vision	110.16	212.00	82.62	220.00	
	1 Stormwater Infrastructure Foreman				55.00	
	2 Stormwater Technician I				55.00	
	3 Stormwater Technician II - vacant				55.00	
	4 Stormwater Technician II - vacant				55.00	
402-53-538-402-23500	Disability	865.80	1,594.00	400.15	985.00	
	1 Stormwater Infrastructure Foreman				307.00	
	2 Stormwater Technician I				226.00	
	3 Stormwater Technician II - vacant				226.00	
	4 Stormwater Technician II - vacant				226.00	
402-53-538-402-24000	Worker's Compensation Insurance	4,988.13	4,750.00	4,354.13	9,477.00	
	1 Worker's Compensation Insurance				9,477.00	
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	TOTAL PERSONNEL EXPENSES	151,813.55-	270,479.00-	134,344.37-	328,285.00-	
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402-53-538-402-31000	Professional Services	31,616.59	338,663.78	334,797.04	106,211.00	
	1 DOT Physicals				375.00	
	2 NPDES Assessment (Regulatory Requirement)				6,500.00	
	3 Water Quality Monitoring Report (Regulatory Requirement)				8,500.00	
	4 Pollutant Loading Analysis (Regulatory Requirement)				7,000.00	
	5 Evaluation & Response Plan (Regulatory Requirement)				9,975.00	
	6 Annual ESU Re-Certification				8,000.00	
	7 Engineering Services for Misc. Projects				64,861.00	
	8 Translation Services				1,000.00	
402-53-538-402-34000	Contractual Services	15,727.78	65,072.00	15,395.12	74,025.00	
	1 TVing/Cleaning Stormwater Pipes/Basins				58,953.00	
	2 Water Sample Testing				5,000.00	

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	3 Vehicle Camera Monitoring				2,100.00	
	4 Recurring Maintenance LSD Pumps				6,000.00	
	5 WO/Asset Management				1,972.00	
402-53-538-402-34010	Permit Fees - NPDES	4,250.00	4,250.00	4,486.13	4,500.00	
	1 Annual NPDES MS4 Group Program				4,500.00	
402-53-538-402-40000	Travel & Training	1,717.00	1,800.00	774.00	1,854.00	
	1 Stormwater Operator Re-Certification				900.00	
	2 MOT Training				300.00	
	3 Misc. Training				654.00	
402-53-538-402-41100	Telephone	1,457.40	1,230.00	1,227.30	1,880.00	
	1 Cell Phones				800.00	
	2 Cell Service for Tablets				780.00	
	3 Air Card				300.00	
402-53-538-402-41200	Postage & Shipping	602.85	500.00	66.00	515.00	
	1 Postage for Informational Mailings.				515.00	
402-53-538-402-43000	Utilities	2,827.39	12,600.00	2,117.76	14,553.00	
	1 Electric for Stormwater Pump Stations				11,553.00	
	2 Water for VacCon & Sweeper				3,000.00	
402-53-538-402-44100	Rentals	0.00	1,500.00	98.31	1,545.00	
	1 Misc. Tool/Equipment Rental				1,545.00	
402-53-538-402-44200	Equipment Leases	5,521.50	6,000.00	4,720.14	32,662.00	
	1 Vehicle Lease for Van #551 Replacement				12,660.00	
	2 Vehicle Lease for New Truck w/Crane				20,002.00	
402-53-538-402-45000	Insurance-Liability, Property, Etc	3,493.63	8,626.00	7,907.13	17,687.00	
	1 Insurance				17,687.00	
402-53-538-402-46000	Repairs & Maintenance	30,961.30	373,317.43	137,196.23	367,000.00	
	1 Stormwater Pipe/Basin Joint Repairs				165,000.00	
	2 Stormwater Pipe Depression Repairs				165,000.00	
	3 Sweeper, VacCon, & Lg. Equipment Repairs				25,000.00	

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Vehicle Camera Installations for 3 Units				12,000.00	
402-53-538-402-46080	Repairs & Maintenance - Lines	0.00	0.00	0.00	390,247.00	
	1 311 9th ST RCP Exfiltration				200,000.00	
	2 310 4th ST CIPP Lining				40,000.00	
	3 704 W Jasmine DR CIPP Lining				25,000.00	
	4 410 6th ST CIPP Lining				20,000.00	
	5 Seminal Rd				105,247.00	
402-53-538-402-46300	Vehicle Parts & Supplies	2,802.51	5,000.00	6,963.47	5,000.00	
	1 Sweeper, VacCon, & Lg. Equipment Parts				5,000.00	
402-53-538-402-47000	Printing	0.00	2,410.00	2,889.81	3,800.00	
	1 Printing Services				3,800.00	
402-53-538-402-48100	Advertising	0.00	0.00	1,666.81	0.00	
402-53-538-402-49400	Uniforms	2,040.33	2,400.00	1,059.34	2,472.00	
	1 Uniforms				1,472.00	
	2 Safety Shoes & PPEs				1,000.00	
402-53-538-402-51000	Office Supplies	657.33	1,000.00	966.83	1,030.00	
	1 Office Supplies				1,030.00	
402-53-538-402-52000	Operating Supplies	17,945.54	24,493.33	17,569.24	22,990.00	
	1 Sod for Swale Restorations				7,370.00	
	2 Traffic Cones & Barricades				2,000.00	
	3 Supplies needed for Inspecting/Making Small Repairs				1,800.00	
	4 Misc. Parts & Supplies				2,000.00	
	5 Annual Admin. Tax Roll Cost				150.00	
	6 Annual Asset Management System Renewal				3,500.00	
	7 Annual GIS License Renewal				2,170.00	
	8 SCBA Unit				4,000.00	
402-53-538-402-52100	Gasoline & Diesel Fuel	8,833.30	8,400.00	6,769.02	10,000.00	
	1 Fuel Allocation				10,000.00	
402-53-538-402-52200	Small Tools & Others	198.00	500.00	0.00	515.00	
	1 Misc. Small Tools				515.00	

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
402-53-538-402-52700	American Rescue Plan Expenses	0.00	25,275.00	137,177.20	0.00	
402-53-538-402-54200	Memberships, Dues, & Subscriptions	500.00	10,500.00	778.05	10,815.00	
	1 FL Stormwater Assoc. Annual Renewal				500.00	
	2 Sunshine 811 Service				10,315.00	
402-53-538-402-59000	Depreciation Expense	188,187.74	0.00	0.00	0.00	
	TOTAL OPERATING EXPENSES	319,340.19-	893,537.54-	684,624.93-	1,069,301.00-	
402-53-538-402-63010	Improvements - Drainage	0.00	75,000.00	0.00	75,000.00	
	1 Drainage Projects				75,000.00	
402-53-538-402-64100	Machinery & Equipment	0.00	125,000.00	0.00	208,500.00	
	1 New Holland Skid Steer/Loader (#62)				75,000.00	
	2 60" Bad Boy Maverik H/D Riding Mower				12,000.00	
	3 36" Bad Boy Walk Behind Mower w/attachment				7,000.00	
	4 20' Enclosed Lawn Trailer				15,000.00	
	5 Misc. Grounds Maintenance Tools				10,000.00	
	6 4" Gas Powered De-Watering Pump				4,000.00	
	7 Stormwater Pumping Station Monitoring				8,000.00	
	8 VacCon Replacement 500ft. Jet Hose				2,500.00	
	9 MadVac Elec. Litter Vacuum (50% Split w/Grounds)				75,000.00	
	TOTAL CAPITAL OUTLAY	0.00	200,000.00-	0.00	283,500.00-	
402-53-538-402-71000	Principal	0.00	51,916.00	51,916.15	208,506.00	
	1 Street Sweeper - Principal Payment 5 of 5				53,681.00	
	2 Vac Con Truck #52 - Principal Payment 1 of 4				154,825.00	

Rept:129 - Itemized Budget For Year 2024 Version 1
STORMWATER 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
402-53-538-402-72000	Interest	0.00	0.00	3,590.31	0.00	
402-53-538-402-72100	Interest	4,728.38	3,590.00	0.00	37,134.00	
	1 Street Sweeper - Interest Payment 5 of 5				1,825.00	
	2 Vac Con Truck #52 - Interest Payment 1 of 4				35,309.00	
	TOTAL DEBT SERVICE	4,728.38-	55,506.00-	55,506.46-	245,640.00-	
402-53-538-402-99402	Indirect Cost Allocation	168,664.56	227,345.00	208,399.62	250,676.00	
	TOTAL OTHER EXPENSES	168,664.56-	227,345.00-	208,399.62-	250,676.00-	
	TOTAL DEPT EXPENDITURES	644,546.68-	1,646,867.54-	1,082,875.38-	2,177,402.00-	
	NET INCOME	1,773,538.62	0.46	350,944.11	130,739.00-	
		=====	=====	=====	=====	

TOWN OF LAKE PARK PROPOSED BUDGET

SANITATION FUND

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
404-311.120	Delinquent Refuse Assessments	0.00	0.00	227.84	0.00	
404-343.410	Commercial Assessment - SWA	89,250.80	0.00	71,023.08	0.00	
404-343.420	Commercial User Fees - TLP	934,716.11	1,117,400.00	956,600.52	2,375,540.00	
	1 Commercial User Fees				1,715,716.00	
	2 MultiFamily User Fees				659,824.00	
404-343.500	Residential Assessments - SWA	845,786.54	990,000.00	668,800.70	884,845.00	
404-343.510	Residential User Fees - TLP	860.71	5,000.00	2,127.49	2,000.00	
404-343.610	Recycling Income	4,662.03	2,000.00	0.00	2,000.00	
404-349.100	Service Charge - Dishonored Checks	0.00	0.00	80.89	0.00	
404-354.100	Penalties	17,175.00	14,000.00	15,906.50	14,000.00	
404-361.100	Interest Earnings	2,689.93	0.00	10,108.51	0.00	
404-361.110	Interest Earnings - Tax Collector	0.00	0.00	397.07	0.00	
404-364.100	Sale of Surplus Property	6,476.79	0.00	56,543.04	0.00	
404-365.100	Sale of Scrap Material	0.00	0.00	229.50	0.00	
404-369.100	Miscellaneous Revenue	78.78	0.00	10,261.04	0.00	
404-369.200	Container Proceeds	1,471.34	0.00	0.00	0.00	
404-369.300	Locking Device Proceeds	195.00	500.00	200.00	0.00	
404-369.400	Service Reinstatement Fees	100.00	0.00	100.00	0.00	
404-399.999	Balance Brought Forward	0.00	317,993.00	0.00	0.00	
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	TOTAL REVENUE	1,901,741.61	2,446,893.00	1,792,606.18	3,278,385.00	
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EXPENDITURES						
404-53-534-404-12000	Regular Salaries	285,045.49	347,047.00	227,905.43	462,192.00	
	1 Sanitation Foreman				84,136.00	
	2 Sanitation Foreman				66,262.00	
	3 Sanitation Truck Operator II - vacant				45,022.00	
	4 Sanitation Truck Operator II - Vacant				45,022.00	
	5 Sanitation Truck Operator II - vacant				45,022.00	
	6 Sanitation Truck Operator I				45,702.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	7 Sanitation Truck Operator I				39,324.00	
	8 Sanitation Truck Operator I - Vacant				39,324.00	
	9 Sanitation Truck Operator Trainee				36,751.00	
	10 Projected Salary Increase Funds (3.5%)				15,627.00	
404-53-534-404-13000	Other & Part Time Salaries	86.21	0.00	0.00	0.00	
404-53-534-404-14000	Overtime Salaries	13,086.22	18,000.00	19,640.32	20,041.00	
	1 Overtime Salaries				20,041.00	
404-53-534-404-15000	Special Pay	0.00	3,000.00	3,000.00	1,000.00	
	1 Longevity Pay - Sanitation Foreman				1,000.00	
404-53-534-404-16000	Compensated Vacation Leave	2,550.34-	0.00	0.00	0.00	
404-53-534-404-21000	FICA	21,833.87	31,739.00	18,697.41	36,806.00	
	1 Sanitation Foreman				6,436.00	
	2 Sanitation Foreman				5,069.00	
	3 Sanitation Truck Operator II - Vacant				3,444.00	
	4 Sanitation Truck Operator II - vacant				3,444.00	
	5 Sanitation Truck Operator II - Vacant				3,444.00	
	6 Sanitation Truck Operator I				3,496.00	
	7 Sanitation Truck Operator I				3,008.00	
	8 Sanitation Truck Operator I - Vacant				3,008.00	
	9 Sanitation Truck Operator Trainee				2,811.00	
	10 Overtime Salaries				1,377.00	
	11 Longevity Pay - Sanitation Foreman				77.00	
	12 Projected Salary Increase Funds (3.5%)				1,192.00	
404-53-534-404-22000	Retirement	17,202.87	25,877.00	13,004.74	27,916.00	
	1 Sanitation Foreman				6,310.00	
	2 Sanitation Foreman				4,970.00	
	3 Sanitation Truck Operator II - Vacant				1,688.00	
	4 Sanitation Truck Operator II - vacant				1,688.00	
	5 Sanitation Truck Operator II - Vacant				1,688.00	
	6 Sanitation Truck Operator I				3,428.00	
	7 Sanitation Truck Operator I				2,949.00	
	8 Sanitation Truck Operator I - Vacant				1,475.00	
	9 Sanitation Truck Operator Trainee - Vacant				1,378.00	
	10 Overtime Salaries				1,350.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	11 Longevity Pay - Sanitation Foreman				77.00	
	12 Projected Salary Increase Funds (3.5%)				915.00	
404-53-534-404-22100	Town Retirement Matching	8,264.46	9,172.00	8,199.49	10,665.00	
	1 Sanitation Foreman				4,207.00	
	2 Sanitation Foreman				3,313.00	
	3 Sanitation Truck Operator II - Vacant				0.00	
	4 Sanitation Truck Operator II - vacant				0.00	
	5 Sanitation Truck Operator II - Vacant				0.00	
	6 Sanitation Truck Operator I				1,714.00	
	7 Sanitation Truck Operator I				184.00	
	8 Sanitation Truck Operator I - Vacant				0.00	
	9 Sanitation Truck Operator Trainee				0.00	
	10 Overtime Salaries				900.00	
	11 Longevity Pay - Sanitation Foreman				50.00	
	12 Projected Salary Increase Funds (3.5%)				297.00	
404-53-534-404-23100	Health Insurance	66,317.49	114,211.00	57,270.48	122,527.00	
	1 Sanitation Foreman				12,628.00	
	2 Sanitation Foreman				21,503.00	
	3 Sanitation Truck Operator II - Vacant				12,628.00	
	4 Sanitation Truck Operator II				12,628.00	
	5 Sanitation Truck Operator II - Vacant				12,628.00	
	6 Sanitation Truck Operator I				12,628.00	
	7 Sanitation Truck Operator I				12,628.00	
	8 Sanitation Truck Operator I - Vacant				12,628.00	
	9 Sanitation Truck Operator Trainee				12,628.00	
404-53-534-404-23150	Opt-Out Payment	1,418.40	0.00	0.00	0.00	
404-53-534-404-23200	Insurance - Dental	2,130.03	3,654.00	1,724.31	3,654.00	
	1 Sanitation Foreman				406.00	
	2 Sanitation Foreman				406.00	
	3 Sanitation Truck Operator II - Vacant				406.00	
	4 Sanitation Truck Operator II				406.00	
	5 Sanitation Truck Operator II - Vacant				406.00	
	6 Sanitation Truck Operator I				406.00	
	7 Sanitation Truck Operator I				406.00	
	8 Sanitation Truck Operator I - Vacant				406.00	
	9 Sanitation Truck Operator Trainee				406.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
404-53-534-404-23300	Insurance - Life	658.56	1,041.00	419.54	910.00	
	1 Sanitation Foreman				122.00	
	2 Sanitation Foreman				122.00	
	3 Sanitation Truck Operator II - Vacant				100.00	
	4 Sanitation Truck Operator II				122.00	
	5 Sanitation Truck Operator II - Vacant				100.00	
	6 Sanitation Truck Operator I				100.00	
	7 Sanitation Truck Operator I				83.00	
	8 Sanitation Truck Operator I - Vacant				83.00	
	9 Sanitation Truck Operator Trainee				78.00	
404-53-534-404-23400	Insurance - Vision	289.17	495.00	218.25	495.00	
	1 Sanitation Foreman				55.00	
	2 Sanitation Foreman				55.00	
	3 Sanitation Truck Operator II - Vacant				55.00	
	4 Sanitation Truck Operator II				55.00	
	5 Sanitation Truck Operator II - Vacant				55.00	
	6 Sanitation Truck Operator I				55.00	
	7 Sanitation Truck Operator I				55.00	
	8 Sanitation Truck Operator I - Vacant				55.00	
	9 Sanitation Truck Operator Trainee				55.00	
404-53-534-404-23500	Disability	2,539.09	3,778.00	1,166.00	2,337.00	
	1 Sanitation Foreman				421.00	
	2 Sanitation Foreman				342.00	
	3 Sanitation Truck Operator II - Vacant				249.00	
	4 Sanitation Truck Operator II				298.00	
	5 Sanitation Truck Operator II - Vacant				249.00	
	6 Sanitation Truck Operator I				229.00	
	7 Sanitation Truck Operator I				186.00	
	8 Sanitation Truck Operator I - Vacant				186.00	
	9 Sanitation Truck Operator Trainee				177.00	
404-53-534-404-24000	Worker's Compensation Insurance	22,170.24	21,129.00	19,368.25	15,258.00	
	1 Worker's Compensation Insurance				15,258.00	
404-53-534-404-25100	Unemployment Compensation	260.48-	0.00	0.00	0.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL PERSONNEL EXPENSES	438,231.28-	579,143.00-	370,614.22-	703,801.00-	
404-53-534-404-31000	Professional Services	19,596.50	60,734.00	61,486.30	11,163.00	
	1 DOT CDL Physicals				1,125.00	
	2 Post Accident Testing				500.00	
	3 Translation Services				1,000.00	
	4 Misc. Professional Services				8,538.00	
404-53-534-404-34000	Contractual Services	104,091.03	44,902.00	168,635.67	46,898.00	
	1 Vehicle Camera Monitoring				5,800.00	
	2 GPS Vehicle Trackers				6,300.00	
	3 Temporary Labor				5,000.00	
	4 Monthly Comm. Tower Rental				13,550.00	
	5 Annual Tower Maintenance Cost				2,500.00	
	6 Weekly Truck Washing Service				9,980.00	
	7 WO/Asset Management				1,972.00	
	8 Misc. Contractual Services				1,796.00	
404-53-534-404-34310	Disposal Fees - Garbage	276,901.92	315,000.00	178,979.94	247,067.00	
	1 Disposal Fees				414,067.00	
	2 Disposal Fee Credit				167,000.00-	
404-53-534-404-34910	Bad Debt Expense	2,345.20	0.00	0.00	0.00	
404-53-534-404-40000	Travel & Training	843.00	1,000.00	843.00	1,030.00	
	1 SWANA Training				700.00	
	2 Misc. Training				330.00	
404-53-534-404-41100	Telephone	2,837.47	2,280.00	1,224.66	2,348.00	
	1 Service for Cell Phones/Tablets				2,348.00	
404-53-534-404-41200	Postage & Shipping	2,048.43	1,600.00	1,213.85	1,666.00	
	1 Postage for Mailings				1,666.00	
404-53-534-404-44100	Rentals	5,075.00	20,000.00	40,018.00	20,600.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Sanitation Vehicle Rentals				20,600.00	
404-53-534-404-44200	Capital Leases	5,431.68	6,000.00	9,463.76	9,245.00	
	1 Vehicle Leases				9,245.00	
404-53-534-404-45000	Insurance	52,313.84	51,447.00	47,159.75	121,311.00	
	1 Insurance				121,311.00	
404-53-534-404-46000	Repair & Maintenance	134,690.66	160,137.45	131,849.92	178,150.00	
	1 Used Oil/Filter Service				1,500.00	
	2 2way Radio Repairs				1,000.00	
	3 Minor Bodywork Repairs				1,500.00	
	4 Towing				3,000.00	
	5 In-the-field Tire Repairs				3,000.00	
	6 Engine Cleaning				2,400.00	
	7 Contractual Vehicle Repairs				140,000.00	
	8 Vehicle Camera Installation for 3 units				13,600.00	
	9 Sanitation Fleet Vinyl Wraps				12,150.00	
404-53-534-404-46300	Vehicle Parts & Supplies	89,197.10	127,379.00	124,624.32	131,200.00	
	1 FIA Fuel Cards				2,500.00	
	2 2way Radio Parts				1,000.00	
	3 Replacement Tires				45,000.00	
	4 Misc. Parts & Supplies				73,821.00	
	5 Vehicle Camera Systems - New (2)				8,879.00	
404-53-534-404-47000	Printing	2,158.00	2,850.00	3,622.75	3,800.00	
	1 Mailing/Printing Services				3,800.00	
404-53-534-404-48100	Advertising	16,369.55	8,650.00	10,014.41	9,373.00	
	1 Newspaper Job Announcements				9,373.00	
404-53-534-404-49400	Uniforms & Clothing	8,571.47	10,800.00	3,546.24	11,124.00	
	1 Uniforms				6,500.00	
	2 Safety Shoes & PPEs				4,624.00	
404-53-534-404-51000	Office Supplies	771.13	1,000.00	220.00	1,030.00	
	1 Office Supplies				1,030.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
404-53-534-404-52000	Operating Supplies	14,985.15	20,403.33	20,816.57	21,015.00	
	1 Annual Admin Tax Roll Cost				150.00	
	2 Misc. Supplies for Carts & Dumpsters				8,195.00	
	3 Annual Asset Management System Renewal				3,500.00	
	4 Annual GIS License Renewal				2,170.00	
	5 General				7,000.00	
404-53-534-404-52100	Gasoline & Diesel Fuel	93,251.04	83,300.00	53,530.50	90,735.00	
	1 Bd of County Comm.				3,735.00	
	2 Fuel Allocation				87,000.00	
404-53-534-404-52200	Small Tools & Others	903.92	500.00	1,361.26	515.00	
	1 Replacement Drills, etc. for Dumpster Locks/Wheels				515.00	
404-53-534-404-52400	Containers	53,516.91	120,000.00	91,901.48	167,600.00	
	1 Replacement Carts & Dumpster Refurbishments				75,000.00	
	2 Commercial Dumpsters for New Business				70,600.00	
	3 Decorative Garbage Cans for Parks				22,000.00	
404-53-534-404-54200	Memberships, Dues & Subscriptions	223.00	500.00	402.00	515.00	
	1 APWA Certification				515.00	
404-53-534-404-59000	Depreciation Expense	150,123.27	0.00	0.00	0.00	
	TOTAL OPERATING EXPENSES	1,036,245.27-	1,038,482.78-	950,914.38-	1,076,385.00-	
404-53-534-404-63101	Improvements-Dumpster Enclosure	0.00	5,000.00	0.00	5,000.00	
	1 Dumpster Enclosures				5,000.00	
404-53-534-404-64100	Machinery & Equipment	5,390.00	153,000.00	135,120.00	8,400.00	
	1 Onboard Software Scan Tool				8,400.00	

Rept:130 - Itemized Budget For Year 2024 Version 1
SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL CAPITAL OUTLAY	5,390.00-	158,000.00-	135,120.00-	13,400.00-	
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404-53-534-404-71000	Principal	0.00	122,987.00	128,681.00	510,502.00	
	1 2019 ASL #58 - Payment 5 of 5				61,080.00	
	2 2022 Grapple #68 - Payment 2 of 3				63,300.00	
	3 2023 FEL #70 - Payment 1 of 4				75,377.00	
	4 2023 ASL #72 - Payment 1 of 4				81,745.00	
	5 2024 FEL #44 Payment 1 of 3				109,912.00	
	6 2024 FEL #44 Payment 1 of 3				119,088.00	
404-53-534-404-72000	Interest	11,847.64	5,256.00	5,042.74	84,879.74	
	1 2019 ASL #58 - Payment 5 of 5				2,574.00	
	2 2022 Grapple #68 - Payment 2 of 3				5,042.74	
	3 2023 FEL #70 - Payment 1 of 4				19,749.00	
	4 2023 ASL #72 - Payment 1 of 4				21,418.00	
	5 2024 FEL #44 Payment 1 of 3				17,325.00	
	6 2024 ASL #51 Payment 1 of 3				18,771.00	
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	TOTAL DEBT SERVICE	11,847.64-	128,243.00-	133,723.74-	595,381.74-	
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404-53-534-404-99110	Transfer to General Fund	0.00	31,435.00	31,436.00	31,435.00	
	1 Principal General Fund				25,862.00	
	2 Interest to General Fund				5,573.00	
404-53-534-404-99404	Indirect Cost Allocation	505,993.80	511,527.00	468,899.75	564,022.00	
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	TOTAL OTHER EXPENSES	505,993.80-	542,962.00-	500,335.75-	595,457.00-	
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Rept:130 - Itemized Budget For Year 2024 Version 1
 SANITATION 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL DEPT EXPENDITURES	1,997,707.99- -----	2,446,830.78- -----	2,090,708.09- -----	2,984,424.74- -----	
	NET INCOME	95,966.38- =====	62.22 =====	298,101.91- =====	293,960.26 =====	

TOWN OF LAKE PARK

PROPOSED BUDGET

COMMUNITY REDEVELOPMENT FUND

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:124 - Itemized Budget For Year 2024 Version 1
CRA 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
110-311.115	Ad Valorem Taxes - County	517,894.00	631,382.00	621,952.00	730,947.00	
110-369.100	Miscellaneous Income	400,000.00	0.00	0.00	0.00	
110-381.001	Transfer from General Fund	959,790.00	1,162,739.00	1,162,739.00	1,338,794.00	
110-399.999	Balance Brought Forward	0.00	93,412.00	0.00	1,555,578.00	
TOTAL REVENUE		1,877,684.00	1,887,533.00	1,784,691.00	3,625,319.00	
EXPENDITURES						
110-55-552-520-12000	Regular Salaries	0.00	81,040.00	0.00	57,013.00	
	1 Code Compliance Officer				57,013.00	
110-55-552-520-21000	FICA	0.00	6,200.00	0.00	4,361.00	
	1 Code Compliance Officer				4,361.00	
110-55-552-520-22000	Retirement	0.00	3,040.00	0.00	4,276.00	
	1 Code Compliance Officer				4,276.00	
110-55-552-520-23100	Health Insurance	0.00	22,006.00	0.00	12,628.00	
	1 Code Compliance Officer				12,628.00	
110-55-552-520-23200	Dental	0.00	812.00	0.00	406.00	
	1 Code Compliance Officer				406.00	
110-55-552-520-23300	Insurance - Life	0.00	288.00	0.00	122.00	
	1 Code Compliance Officer				122.00	
110-55-552-520-23400	Insurance - Vision	0.00	110.00	0.00	55.00	
	1 Code Compliance Officer				55.00	
110-55-552-520-23500	Disability	0.00	1,000.00	0.00	316.00	

Rept:124 - Itemized Budget For Year 2024 Version 1
CRA 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Code Compliance Officer				316.00	
110-55-552-520-2400	Worker's Compensation Insurance	0.00	981.00	0.00	0.00	
110-55-552-520-24000	Worker's Compensation Insurance	0.00	0.00	899.25	698.00	
		-----	-----	-----	-----	
	TOTAL PERSONNEL EXPENSES	0.00	115,477.00-	899.25-	79,875.00-	
		-----	-----	-----	-----	
110-55-552-520-31000	Professional Services	73,347.69	109,412.09	153,378.45	25,000.00	
	1 Marketing				25,000.00	
110-55-552-520-31100	Professional Svc - Town Attorney	10,200.00	40,000.00	21,900.00	32,000.00	
110-55-552-520-34000	Contractual Services	180,800.31	114,870.00	107,667.04	306,070.00	
	1 Landscape Services				95,000.00	
	2 Landscape Services Contingency Tree Trimming				10,700.00	
	3 Johnson Controls				1,930.00	
	4 Holiday Displays Including Electrical Upgrades				120,000.00	
	5 Signage				75,000.00	
	6 Custodial Services				3,440.00	
	7 EV Chargers including Electrical Upgrades				0.00	
110-55-552-520-34010	Contract PBC Sheriff	127,980.00	138,000.00	75,125.00	133,680.00	
110-55-552-520-40000	Travel & Training	2,854.57	2,500.00	2,395.41	3,500.00	
110-55-552-520-41200	Postage & Shipping	1.73	2,500.00	11.14	6,000.00	
	1 Outreach				6,000.00	
110-55-552-520-43000	Utilities	18,343.69	15,000.00	10,952.75	15,000.00	
110-55-552-520-44100	Equipment Rentals	8,827.80	0.00	714.08	1,000.00	
110-55-552-520-45000	Insurance	5,783.00	6,566.00	6,566.00	12,000.00	
110-55-552-520-46000	Repair and Maintenance	4,403.22	4,000.00	1,529.16	2,000.00	
110-55-552-520-47000	Printing	0.00	1,000.00	0.00	1,000.00	
110-55-552-520-48005	Tree Lighting	3,607.63	6,700.00	6,013.17	6,700.00	
	1 Banners				1,000.00	
	2 Decorations				500.00	
	3 DJ/Sound System				800.00	

Rept:124 - Itemized Budget For Year 2024 Version 1
CRA 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Marketing				300.00	
	5 Photography/Videography				300.00	
	6 Portable Light Towers				1,000.00	
	7 Portable Restrooms				500.00	
	8 Stage				500.00	
	9 Santa Suite Rental				300.00	
	10 Tents				1,500.00	
110-55-552-520-48100	Advertising	151.41	2,500.00	98.88	2,500.00	
110-55-552-520-48101	Office Supplies	0.00	100.00	0.00	100.00	
110-55-552-520-48102	SEASONAL RENTALS	2,537.00	26,000.00	26,000.00	29,900.00	
	1 Rental of Menorah and Kinara				2,400.00	
	2 Rental of Holiday Tree				17,000.00	
	3 Pole Decorations and Wraps				10,500.00	
110-55-552-520-52000	Operating Expenses	13,788.99	7,500.00	993.48	2,000.00	
110-55-552-520-54200	Memberships, Dues, & Subscriptions	1,045.00	1,045.00	1,045.00	1,045.00	
	1 Department of Economic Opportunity District Annual Fees				175.00	
	2 Florida Redevelopment Association				870.00	
		-----	-----	-----	-----	
	TOTAL OPERATING EXPENSES	453,672.04-	477,693.09-	414,389.56-	579,495.00-	
		-----	-----	-----	-----	
110-55-552-520-63000	Improvement Other Than Bldg	14,058.00	329,500.00	98,912.42	432,000.00	
	1 To Complete Scope for Landscape Upgrades				200,000.00	
	2 Septic to Sewer Matching Funds				200,000.00	
	3 New LPR Camera System				32,000.00	
		-----	-----	-----	-----	
	TOTAL CAPITAL OUTLAY	14,058.00-	329,500.00-	98,912.42-	432,000.00-	
		-----	-----	-----	-----	
		-----	-----	-----	-----	
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	

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Rept:124 - Itemized Budget For Year 2024 Version 1
 CRA 8-16-23

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	1,266,195.64-	1,887,533.09-	1,246,036.58-	3,625,319.00-	
	NET INCOME	611,488.36	0.09-	538,654.42	0.00	



TOWN MANAGER COMMENTS

Item 3.

Exhibit E

TOWN COMMISSION MEETING Wednesday, August 16, 2023

COMMUNITY DEVELOPMENT

- Town Staff will need to select a new date for the Stakeholder Meeting with multi-family property owners to discuss the bulk trash matter. Originally, this was slated for August 31 however, the Sanitation Division is working through other initiatives that both Community Development and Public Works can present at a future stakeholder meeting. Once a new date is selected, the Commission will be made aware.
- Engenuity is working through Phases 2 and 3 of the Septic to Sewer initiative. Their contracted completion date is October 31 and so far, they have completed a comprehensive survey of properties that they will present to staff in an internal meeting later this month. Property investigations are ongoing.
- Oceana (1301 10th Street) is on track and moving forward. The demolition was previously completed ahead of schedule and their master construction permit is in review and scheduled to be issued before the September 15 deadline.
- Nautilus 220 is a few weeks ahead of schedule and moving full steam ahead. A few weeks ago they were approaching the 80% mark in terms of executed sale contracts.
- Community Development received a site plan application for the **northeast** corner of Park Ave/10th Street (named Residences at 10th and Park Ave) proposing a mixed-use project at the maximum allowable stories of 16 per the adopted land development regulations (including the 4 story parking exemption) along with ground floor non-residential uses and 596 residential units (in their first submittal round). Staff issued the first round of comments and the applicant is currently working through these comments.
- Regarding the mixed-use project on the **southeast** corner of Park Ave/10th Street (Kelsey on Park/The Adler), Staff has not yet received a submittal pursuant to the comments issues back on January 30, 2023. We were recently informed that this project will be submitted sometime this month, or early September since it is being substantially redesigned to meet the comments.
- A stakeholder/community meeting for the master planning of Bert Bostrom Park will be coordinated by staff in November 2023. We will update the Commission when a date is selected.

- 1100 2nd Court is close to finalizing their construction plans for the home rebuild and the owners hope to be able to submit for permits this month or next month. The storage issues have been cleared and the owners are monitoring the property to ensure the outside is maintained as neat as possible prior to construction commencing.

HUMAN RESOURCES

Job Openings:

The Town is currently advertising to fill the following positions:

- Irrigation Technician – Hourly rate \$17.01 to \$26.37. Deadline for receipt of applications is 5:00 p.m. on **August 25, 2023**
- Stormwater Technician II – Hourly rate \$18.21 to \$28.22. Deadline for receipt of applications is 5:00 p.m. on **August 30, 2023**
- Dock Attendant – Hourly rate \$15.90 to \$24.65. Deadline for receipt of applications is 5:00 p.m. on **August 30, 2023**

To view the complete job posting for the above position or to download an employment application, please visit the Town's official website at www.lakeparkflorida.gov . For additional information please contact the Town's Human Resources Department at 561-881-3300 and choose Option 8.

SPECIAL EVENTS

Sunset Celebration

Sunset Celebration will be held on **Friday, August 25** from 6:00 p.m. – 9:00 p.m. at the Lake Park Harbor Marina. This month's event will feature live entertainment from Mischief Band! There will be a full bar, happy hour prices, and a variety of food and craft vendors. For more information, contact the Special Events Department at 561-840-0160.

PBC Veterans Day Committee

The PBC Veterans Day Committee has reached out to the Town to see if the Commission would like to participate in their annual parade. This year's event will be held on **Sunday, November 5** beginning at 2:00 p.m. The parade will travel east on Clematis Street and end at Centennial Square.

SUNSET CELEBRATION

Item 3.

FREE MUSIC CONCERT

FEATURING



**LIVE MUSIC * HAPPY HOUR * FOOD VENDORS
FREE ADMISSION & PARKING**

FRIDAY, AUGUST 25

6:00 PM - 9:00 PM

LAKE PARK HARBOR MARINA

105 LAKE SHORE DRIVE

LAKE PARK, FL 33403

NO OUTSIDE FOOD OR DRINKS

FOR MORE INFORMATION

CALL 561-840-0160 OR EMAIL

SPECIALEVENTS@LAKEPARKFLORIDA.GOV





Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Originating Department: Public Works

Agenda Title: Resolution of the Town Commission of the Town of Lake Park, Florida Authorizing and Directing the Mayor to Execute an Agreement with Florida Technical Consultants to Provide the Town with Geographic Information System (GIS) Services.

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park, ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.09.01 14:21:45 -04'00' **Date:** _____

Cost of Item: N/A **Funding Source:** N/A

Account Number: N/A **Finance Signature:** Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.09.01 09:23:54 -04'00'

Advertised: N/A

Date: N/A **Newspaper:** N/A

Attachments: 1. Agenda Request Form
2. Resolution
3. Cooperative Purchase Agreement between the Town and Florida Technical Consultants (FTC)
4. Agreement between FTC and Cooper City, FL

Please initial one:

Yes, I have notified everyone

Not applicable in this case

Summary Explanation/Background:

Geographic Information Systems (GIS) are important for a wide range of applications across various fields due to their ability to capture, analyze, and visualize geospatial data.

Additionally, through its various operating departments, the Town provides essential public services to residents, visitors, and businesses within the Town and previously determined the

need for contractors to provide Geographic Information System services (GIS services) to enhance the Town's operation and improve public engagement and access to information.

Although the Town currently offers and maintains various public-facing GIS applications and maps on its website, it does not currently employ staff capable of effectively and efficiently managing/creating/updating said GIS data.

For this reason, Town staff researched and identified an agreement, Agreement No. RFP2019-2-UTL-GIS Services, which Cooper City, Florida, competitively solicited and awarded to Florida Technical Consultants (Contractor), to provide GIS services to the City.

Pursuant to the Town's purchasing procedures, the Town may enter cooperative purchasing contracts for services when another public agency has competitively solicited the same services and the recipient of the contract from another public entity has agreed to offer the same services to other public entities based upon the same terms, conditions, and pricing.

Furthermore, the Contractor has agreed to provide the same services to the Town as it has agreed to provide to Cooper City for the same pricing, terms, and conditions set forth in Agreement No. RFP2019-2-UTL-GIS Services.

The Agreement between the City and the Contractor has a two-year term, commencing on May 29, 2022, and terminating on May 28, 2024.

Town staff envision utilizing the Contractor to complete a variety of pending GIS projects, including the development of consolidated water, wastewater and stormwater utility maps, storm debris management sector map, sanitation routes, school zones, and other maps.

The Town Manager recommends approval.

Recommended Motion:

I move to adopt Resolution No. _____.

AGREEMENT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES.

THIS GEOGRAPHIC INFORMATION SYSTEM SERVICES AGREEMENT (AGREEMENT) is made and entered into this _____ day of _____, 2023, by and between the Town of Lake Park, a municipal corporation of the state of Florida, 535 Park Avenue, Lake Park, Florida, 33403 ("Town") and Florida Technical Consultants, 533 East Ocean Avenue, Suite No. 2, Boynton Beach, FL 33435 ("Contractor"), (collectively the Parties).

WITNESSETH THAT:

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

WHEREAS, the Town is empowered to enter into contracts with public private corporations and businesses, pursuant to Florida Statutes; and

WHEREAS, the Town Manager has determined that there is a need for a contractor to provide the Town's departments with geographic information system (GIS) services to enhance Town's operations and to increase public access to geographic information; and

WHEREAS, the city of Cooper City, Florida (Cooper City), solicited bids for firms to provide GIS services pursuant to a competitive solicitation and selected the Florida Technical Consultants, (Contractor), to provide GIS services to the City in accordance with "Agreement No. RFP2019-2-UTL-GIS Services"; and

WHEREAS, pursuant to the Town's purchasing procedures, the Town may enter into cooperative purchasing contracts for services with contractors when another public agency has competitively solicited the same services and a contractor has agreed to offer its services to other public entities based upon the same terms, conditions, and pricing; and

WHEREAS, the Contractor has agreed to provide the same services to the Town as it has agreed to provide to Cooper City for the same pricing, terms, and conditions set forth Agreement No. RFP2019-2-UTL-GIS Services; and

WHEREAS, the Town Manager has recommended to the Town Commission that it enter into an agreement with the Contractor.

NOW THEREFORE, the Town and the Contractor, in consideration of the benefits flowing from each to the other do hereby agree as follows:

1. The Contractor shall provide geographic information system services to the Town based upon the same terms, conditions, and pricing as it has agreed to provide to Cooper City, in accordance with Agreement No. RFP2019-2-UTL-GIS Services, a copy of which is attached hereto and incorporated herein.

2. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:
 - a. Keep and maintain all public records required by the Town to perform the services which are the subject of this Agreement.
 - b. Upon the request of the Town, provide any such public records to the Town, or any person requesting the same.
 - c. Ensure that any public records that are exempt remain confidential from disclosure and shall not be produced or disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement.
 - d. Upon the completion of the services to be performed associated with the Agreement, transfer, at no cost, to the Town all public records in the Contractor's possession; or keep and maintain the public records associated with the services upon request by the Town or any person. If the Contractor transfers all public records to the Town upon completion of the term of the Agreement, the Contractor shall destroy any duplicate public records that it has retained that are exempt from public records disclosure. If the Contractor keeps and maintains public records upon completion of the term of the Agreement, the Contractor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request, in a format that is compatible with the information technology systems of the Town.
 - e. If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, including its duty to provide public records relating to this Agreement, the Contractor shall contact the custodian of public records at: Town Clerk, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.

3. Contractor hereby affirms and ratifies the terms, pricing, and conditions of Agreement No. 2022/2023-193 which it entered into with Cooper City in January 2022, a copy of which is attached hereto and incorporated herein.

4. The Town agrees to pay for the geographic information system services of the Contractor based upon the same terms, pricing, and conditions as set forth in Agreement No. RFP2019-2-UTL-GIS Services.

5. This Agreement shall be governed by the laws of the state of Florida. Venue for any cause of action arising out of this Agreement shall lie in the 15th Judicial District in and for Palm Beach County, Florida, for any state actions, and in the United States District Court for the Southern District of Florida for any federal actions.
6. Notices to the Contractor and Town shall be directed to the addresses reflected at the beginning of this Agreement.
7. If either party is required to initiate a legal action, including appeals to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement as of the day and year last executed below.

ATTEST:

TOWN OF LAKE PARK

By: _____
Vivian Mendez, Town Clerk

By: _____
Roger Michaud, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Thomas J. Baird, Town Attorney

FLORIDA TECHNICAL CONSULTANTS:

By: _____

Printed Name: _____

Its: _____

FIRST AND FINAL AMENDMENT TO AGREEMENT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES

THIS IS AN AGREEMENT ("Agreement"), dated this 25th day of January 2022, by and between:

CITY OF COOPER CITY, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 9090 SW 50th Place, Cooper City, Florida 33328 ("City"),

and

FLORIDA TECHNICAL CONSULTANTS, a GIS Service provider vendor authorized to do business in the State of Florida, with a business address of 533 East Ocean Avenue, Suite #2, Boynton Beach, FL 33435 (hereinafter referred to as the "CONTRACTOR"). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

City and CONTRACTOR may each be referred to herein as "party" or collectively as "parties".

WHEREAS, on May 29, 2019, the City and CONTRACTOR entered into an agreement to provide Geographic Information System (GIS) Services (hereinafter referred to as the "Original Agreement"); and

WHEREAS, the initial term of the Original Agreement expires on May 28, 2022; and

WHEREAS, the Original Agreement provides for an option for one (1) additional 2-year renewal term, subject to the mutual written consent of the Parties; and

WHEREAS, the City is satisfied with the CONTRACTOR's performance pursuant to the Original Agreement, and the Parties seek to renew the Original Agreement for the first and final 2-year renewal term; and

WHEREAS, the Parties seek to further amend the Original Agreement to ensure compliance with recent amendments to Florida law; and

WHEREAS, the Parties agree that all remaining provisions of the Original Agreement shall remain in full force of effect.

WHEREAS, the Parties agree that all original terms & conditions and price remains the same as in the Original Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

Section 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

Section 2. The Original Agreement is hereby extended for the first & final renewal term, which shall commence on May 29, 2022 and shall terminate on May 28, 2024.

Section 3. Scrutinized Companies. CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

3.1 Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

3.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

3.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

3.2.2 Is engaged in business operations in Syria.

Section 4. E-Verify. CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

4.1 Definitions for this Section:

4.1.1 "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, CONTRACTOR or consultant.

4.1.2 "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

4.1.3 "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

4.2 Registration Requirement; Termination:

Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

4.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract;

4.2.2 All persons (including subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Cooper City. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Cooper City; and

4.2.3 The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

Section 4. That the Original Agreement, as amended and executed by the parties, shall remain in full force and effect except as specifically amended herein.

(REMAINDER INTENTIONALLY LEFT BLANK)

IN WITNESS OF THE FOREGOING, the parties have hereunto set their hands and seals on the dates written below.

CITY OF COOPER CITY, a Florida municipal corporation

BY: [Signature]
CITY MANAGER

ATTEST:

BY: [Signature]
CITY CLERK

APPROVED AS TO LEGAL FORM:

BY: [Signature]
Asst. CITY ATTORNEY

FLORIDA TECHNICAL CONSULTANT, LLC.

BY: [Signature]

Name: James Barton

Title: President

STATE OF Florida

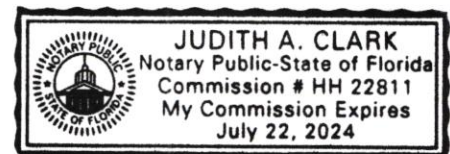
COUNTY OF Palm Beach

SWORN TO (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 10 day of December 2021, by James Barton, in their capacity as President, of Florida Technical Consultant, LLC., a State of Florida corporation (or limited liability company), on behalf of the corporation/company.

X Personally Known OR

____ Produced Identification

[Signature]
NOTARY PUBLIC





**THE CITY OF COOPER CITY
DOCUMENT ROUTING FORM**

Item 4.

ORIGINATING DEPARTMENT: Utilities
DEPT. CONTACT PERSON: Mike Bailey **EXT.** 111

PLEASE COMPLETE FOR AGREEMENTS ONLY***RETURN TO CITY CLERK'S OFFICE**

NAME OF OTHER CONTRACTUAL PARTY/ENTITY: Florida Technical Consultants

IS THIS AGREEMENT A RESULT OF A COMPETITIVE PROCUREMENT PROCESS? ☐ YES ☐ NO
TOTAL CONTRACT AMOUNT: \$ 60,000.00 **FUNDING INVOLVED?** ☒ YES ☐ NO

OTHER: (PLEASE SPECIFY) _____

PURPOSE OF ITEM (BRIEF SUMMARY): Renewal of a contract with Florida Technical Consultants,
to update and improve the City's geographical information system (GIS)

COMMISSION APPROVAL DATE: 1/25/22 **IF THIS DOES NOT REQUIRE COMMISSION**

APPROVAL, PLEASE EXPLAIN: _____

PLEASE COMPLETE FOR ALL OTHER ITEMS***RETURN TO ORIGINATING DEPARTMENT**

DOCUMENT TYPE: _____

PURPOSE OF ITEM (BRIEF SUMMARY): _____

ROUTING INFORMATION	Date	PLEASE PRINT AND SIGN
APPROVAL BY DEPARTMENTAL DIRECTOR	<u>1/25/2022</u>	PRINT: <u>MFB</u> SIGNATURE: _____
CITY ATTORNEY (IF APPLICABLE)	<u>1-25-2022</u>	PRINT: <u>Asst. CA Shana Bridgeman</u> SIGNATURE: _____
RISK ASSESSMENT (IF APPLICABLE)		PRINT: _____ SIGNATURE: _____
ASSISTANT CITY MANAGER <u>City Clerk</u>	<u>1-26-2022</u>	PRINT: <u>Yedra Allean</u> SIGNATURE: <u>Yedra Allean</u>
RECEIVED BY CITY MANAGER		PRINT: _____ SIGNATURE: _____
	<u>1-27-22</u>	PRINT: <u>J NADY</u> SIGNATURE: _____

**PLEASE ATTACH THIS ROUTING FORM TO ALL DOCUMENTS THAT REQUIRE
EXECUTION BY THE CITY MANAGER**



Cooper City Commission Meeting Agenda Item Request Form

Commission Meeting/Workshop Date: May 28, 2019

Requesting Department: Utilities

Subject: RFP2019-2-UTL-GIS Services

Section:

Presentation

Consent

Regular

Discussion

☐
☐
☒
☐

Background and Recommendation (attach backup material to Item Request Form):

This is recommendation for City Commission approval of a contract with Florida Technical Consultants, LLC (FTC) to update, maintain and improve the City's Geographical Information System (GIS).

General Ledger Account Number(s) and Amount(s):

450-950-531100-536 – Professional Services

Approvals:

Acting Asst
Finance Director

Lee

City Manager

[Signature]

Acting
City Clerk

[Signature]

*Approved
by
Commission
on
May 28, 2019*



COOPER CITY UTILITIES DEPARTMENT MEMORANDUM

DATE: May 3, 2019

TO: Kathryn Sims, Interim City Manager

FROM: Michael F. Bailey, P.E., Utilities Director/City Engineer

SUBJECT: Award of Contract – Geographical Information System Technical Services

This is a recommendation for Commission approval of a contract with Florida Technical Consultants, LLC (FTC) to update, maintain and improve the City's Geographical Information System (GIS).

In late 2014, the Utilities Department started the process of converting its records of the water, sewer, and storm drain facilities from paper and CAD-based files to a GIS format. Storing the City's utility infrastructure records via a GIS provides tremendous advantages over paper or CAD records including protection from loss or destruction, consolidation of information in one place, easier access to records, and much greater analytical functionality. It also facilitates the development of a computerized asset management system in the future, in order to better manage the City's assets and infrastructure.

Maintenance, update and improvement of the GIS requires specialized technical expertise that the City does not possess in-house, so these services are contracted. To that end, a Request for Proposals (RFP 2019-2-UTL) was issued on March 21, 2019, and four proposals were received on April 18, 2019. The four proposals were evaluated by a committee consisting of myself, Assistant Utilities Director Jim Molaschi, and Utilities Field Operations Supervisor Chad Bergeron, and the proposal submitted by FTC earned the highest scores. The City has used FTC in the past and they have produced very satisfactory results.

Copies of the RFP, FTC's proposal and pricing sheet, RFP tabulation, evaluation committee ranking, and the proposed contract are attached.

I recommend Commission approval of a three-year contract, with the option to extend for up to one additional two-year period, with Florida Technical Consultants, LLC for geographical information system technical services in an amount not to exceed the limits of the approved budget for these services. Funds are available in the Water & Sewer Fund and budgeted for this purpose.



CITY OF COOPER CITY, FLORIDA

Request for Proposals

GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES RFP 2019-2-UTL

For information contact:

Kerri Anne Fisher
Purchasing Agent
Tel: 954-434-4300 ext. #268
Purchasing@CooperCityFL.org

Release Date: Thursday, March 21, 2019
Due Date: Thursday, April 18, 2019

**CITY OF COOPER CITY
NOTICE TO PROPOSERS**

NOTICE IS HEREBY GIVEN that the City of Cooper City, Florida, will be accepting sealed proposals from qualified contractors to provide continuing Geographic Information System (GIS) Services, in accordance with the terms, conditions, and specifications contained in the solicitation.

**GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES
RFP 2019-2-UTL**

The detailed Request for Proposals (RFP) may be obtained online at www.DemandStar.com or from the Office of the City Clerk located in City Hall, 9090 Southwest 50th Place, Cooper City, Florida 33328, 8:00AM through 5:00PM, Monday through Friday.

Proposals must be received in the City Clerk's Office no later than 3:00PM (EST), Thursday, April 18, 2019. The outside of the envelope or box containing one (1) identified, unbound original, three (3) copies and one (1) electronic copy (CD or flash drive) of your proposal must be clearly marked "**RFP 2019-2-UTL, GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES**".

Questions and requests for information relative to this RFP should be directed to Kerri Anne Fisher, Purchasing Agent. Please email questions to Purchasing@CooperCityFL.org.

The City Commission of the City of Cooper City reserves the right, for any reason, to reject any and all bids/proposals and to make awards in the best interest of the City.

A Cone of Silence is hereby imposed prohibiting communication regarding this Request for Proposals between a potential vendor, service provider, proposer, lobbyist, or; consultant and the City Commissioners, City's professional staff including, but not limited to, the City Manager and his staff, any member of the City's selection or evaluation committee. For further information about the Cone of Silence, please contact the City's Attorney.

CITY OF COOPER CITY
Kathryn Sims, City Clerk

Please publish one (1) time on:

Thursday, March 21, 2018

Please send invoice and proof of publication to:

Jenna Montoya, Assistant. City Clerk
City of Cooper City
PO Box 290910
Cooper City, FL 33329-0910
JMontoya@CooperCityFL.org

SECTION I – INTRODUCTION AND INFORMATION

1.1 PURPOSE

The City of Cooper City, Florida is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide continuing Geographic Information System (GIS) Services. All materials, labor, materials, tools, equipment, machinery, superintendence, mobilization, supervision, supplies, expertise, and services will be provided by the awarded proposer, in accordance with the terms, conditions, and specifications contained in this solicitation.

1.2 DUE DATE & SUBMITTALS

1.2.1 All bids are due no later than 3:00PM (EST), Thursday, April 18, 2019, or any time prior thereto, at the Office of the City Clerk located at 9090 SW 50th Place, Cooper City, FL 33328. Bids shall be opened and publicly read in the Commission Chambers, on the date and at the time specified. All bids received after that time will not be accepted and shall be returned to the Proposer.

1.2.2 Original copy of Bid Form as well as any other pertinent documents must be returned in order for the bid to be considered for award. All bids are subject to the conditions specified herein and on the attached General Conditions, Technical Specifications and Bid Form.

1.2.3 The completed, signed bid must be submitted in a SEALED ENVELOPE clearly marked with the Bid Title. Bids mistakenly opened by City staff, due to failure of the Proposer to correctly identify the package, will be rejected. Telegraphic, facsimile and email bids will not be accepted.

1.2.4 Bids received after the closing time and date, for any reason whatsoever, will not be considered. Any disputes regarding timely receipt of proposals shall be decided in the favor of the City.

1.2.5 The City encourages early submittal of bids. Late bids will be rejected.

1.3 PRE-PROPOSAL CONFERENCE - **NONE**

1.4 ELIGIBILITY AND COMPETENCY OF PROPOSERS

To be eligible for award of a contract in response to this solicitation, the Proposer must demonstrate that they, or the principals assigned to the project, have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work.

1.5 CONTRACT TERM

1.5.1 The contract shall be for an initial period of three (3) years commencing on the date of issuance of a Notice to Proceed. The contract may be extended for two (2) years under the same terms and conditions, if mutually agreed upon by both parties.

1.5.2 Prior to extending any contract, and in exercising its discretion in its extension rights, the City shall review the Contractor's past performance, record of complaints, and compliance with the contract terms.

1.5.3 The form and legal sufficiency of the Contract shall be subject to the approval of the City Attorney.

1.6 SUPPLY/DELIVERY LOCATION

All work performed under this agreement will be located at Cooper City Building Department.

1.7 PRICE

Proposer will quote firm, fixed hourly rates for each job classification needed to perform the work described in the Scope of Services.

1.8 COST ADJUSTMENTS - N/A

1.9 METHOD OF AWARD

1.9.1 See Section VI - Consideration for Award/Award Procedures.

1.9.2 Proposer must bid on all items listed on Bid Form to qualify for award of the contract.

1.9.3 The City reserves the right to reject all bids or any portion of any bid the City deems necessary for the best interest of the City, to accept any item or group of items unless qualified by the Proposer, to acquire additional quantities at prices quoted on the Bid Form unless additional quantities are not acceptable, in which case the Bid Form must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." All awards made as a result of this bid shall conform to applicable Florida Statutes and the City Code.

1.9.4 Bid prices should be submitted with the understanding that the City is not authorized to pay service charges, which may be imposed due to the late payment of an invoice, which has become delinquent.

1.9.5 The City shall award a contract to a Proposer through action taken by the City Commission of the City of Cooper City (the "City Commission") at a duly authorized meeting.

1.9.6 The General Terms and Conditions, the Special Conditions, the Technical Specifications, the Proposer's Proposal, the Contract referenced and the task orders are collectively an integral part of the contract between the City and the successful Proposer.

1.9.7 While the City Commission may determine to award a contract to a Proposer(s) under this Solicitation, said award may be conditional on the subsequent submission of other documents as specified in the Bid Form of this solicitation. The Proposer shall be in default of the contractual obligations if any of these documents are not submitted in a timely manner and in the form(s) required by the City. If the Proposer is in default, the City, through the Purchasing Agent, will void its acceptance of the Proposer's offer and may determine to accept the offer from the second lowest responsive, responsible Proposer or re-solicit Bids. The City may, at its sole option, seek monetary restitution from the Proposer as a result of damages or excess costs sustained and/or may prohibit the Proposer from submitting future Bids for a period of one year.

1.9.8 The City reserves the right to automatically extend the contract for a maximum period not to exceed one hundred and eighty (180) calendar days, in order to provide City departments with continual service and supplies while a new contract is being solicited, evaluated and/or awarded. If this right is exercised, the City shall notify the Proposer, in writing, of its intent to extend the contract for a definitive period of time prior to the effective date of the extension. By affixing its authorized signature to this Bid Form, the Proposer hereby acknowledges and agrees to this right of the City.

1.10 INVOICES/PAYMENT

Invoices documenting completed work shall be submitted at the completion of each request for work and must contain detailed information including the location and amount of work performed. Contractor shall submit an exact listing of completed work with submission of invoice for payment.

Every effort will be made by the City to remit payment within 30 days of the invoice date, after satisfactory inspection by the using department. PROPOSERS WILL NOT BE PERMITTED TO PICK UP CHECKS FROM THE CITY. ALL CHECKS WILL BE MAILED TO THE VENDOR'S REMIT TO ADDRESS ON FILE.

Invoices shall be emailed to Accounting@CooperCityFL.org, or sent via US Mail to City of Cooper City, P.O. Box 290910, Cooper City, FL 33329-0910. All invoices must reference the applicable task order and/or Bid number.

1.11 INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact the Purchasing Division via telephone at (954) 434-4300 x #268 or email Purchasing@CooperCityFL.org. Such contact shall be for clarification purposes only. Material changes, if any, to the Scope of Services or bidding procedures will only be transmitted by written addendum.

All questions must be submitted in writing. Questions of a material nature must be received prior to the cut-off date specified in the Bid Schedule. No part of your bid can be submitted via fax or e-mail.

[END OF SECTION]

SECTION II – SOLICITATION SCHEDULE

Item	Date
Request for Proposals Issued and Advertised	Thursday, March 21, 2019
Last Date for Receipt of Questions of a Material Nature	Thursday, April 11, 2019
PROPOSAL DUE (Prior to 3:00 PM EST)	Thursday, April 18, 2019
Evaluation Committee Review and Short-listing of Proposals	Week of May 6, 2019
Anticipated Date Short-listed Firms will be Notified and Scheduling of Oral Interviews	Week of May 13, 2019
Oral Interviews with Finalists and Ranking of Firms	Week of May 20, 2019
Recommendation of Award Issued to City Commission	Tuesday, June 11, 2019
Anticipated Award of Contract by City Commission	Tuesday, June 26, 2019

[END OF SECTION]

SECTION III - GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Cooper City Finance Department - Purchasing Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Special Conditions, Technical Specifications, Instructions, Bid Pages, Addenda, and Legal Advertisement.

3.0 SPECIAL CONDITIONS

Any and all Special Conditions that may vary from these General Conditions shall have precedence.

3.1 BID TABULATIONS

Proposers desiring a copy of the bid tabulation may obtain one online at www.DemandStar.com.

3.2 NO BID

If not submitting a bid, please respond by returning a statement indicating your reason. Repeated failure to respond without sufficient justification shall be cause for removal of a supplier's name from the bid mailing list. NOTE: In order to qualify as a respondent, a Proposer shall submit a "no bid" and same shall be received no later than the stated bid opening date and hour.

3.3 BILLING INSTRUCTIONS

Invoices, unless otherwise indicated, shall show any applicable purchase order number, task order, and respective Bid number and shall be submitted to the Accounts Payable division of Finance located at P.O. Box 290910, Cooper City, FL 33329-0910, with the requesting Department labeled on the mailing envelope. Invoices may be emailed to Accounting@CooperCityFL.org.

3.4 TAXES

The City is exempt from Federal Excise and State taxes. The applicable tax exemption number shall be printed on the task order, Purchase Order, or other authorizing City Document.

3.5 EQUIVALENTS

If Proposer offers makes of equipment or brands of supplies other than those specified in the Request for Proposal, he shall so indicate on his bid. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.

Brand Names: Catalog numbers, manufacturers' and brand names, when listed, are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Proposers shall formally substantiate and verify that product(s) offered conform with or exceed the minimum quality standards listed in the specifications.

Proposer shall indicate on the Bid Form the manufacturer's name and number if bidding other than the specified brands, and shall indicate ANY deviation from the specifications as listed. OTHER THAN SPECIFIED ITEMS OFFERED REQUIRES COMPLETE DESCRIPTIVE TECHNICAL LITERATURE MARKED TO INDICATE DETAIL(S) CONFORMANCE WITH SPECIFICATIONS AND SHALL BE INCLUDED WITH THE BID. NO BIDS WILL BE CONSIDERED WITHOUT THIS DATA.

Lacking any written indication of intent to quote an alternate brand or model number, the bid shall be considered as a bid in complete compliance with the specifications as listed on the attached form.

3.6 MISTAKES

Proposers are expected to examine the specifications, delivery schedules, bid prices and extensions and all instructions pertaining to supplies and services. Failure to do so shall be at the Proposer's risk. In the case of a discrepancy in computing the total amount of the bid, the UNIT PRICE quoted shall govern.

3.7 CONDITIONS AND PACKAGING

It is understood and agreed that any item offered or shipped as a result of this bid shall be latest and most current production model at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

3.8 QUALITY

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new. The items bid shall be new, the latest model, of the best quality, and highest grade workmanship.

3.9 CANCELLATION

In the event that any of the provisions of this bid are violated by the contractor, the Purchasing Agent shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the City Commission for immediate cancellation. The City Commission reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party and may provide for additional rights and remedies pursuant to Section 3.38/3.39. The City Commission may delegate this authority to the City Manager.

3.10 PROTESTS, APPEALS AND DISPUTES

Protests shall be submitted in writing to the Purchasing Agent no later than five (5) working days prior to scheduled award by the City. Should the matter not be resolved to the satisfaction of the Proposer, the appeal shall be heard by the City Commission. The Purchasing Agent shall act as the City's representative, in the issuance and administration of all contracts, and shall issue and receive all documents, notices, and all correspondence relating to the bidding process. All costs accruing from a Bid or award challenge shall be assumed by the challenger. The decision of the City Commission shall be final and conclusive. The City Commission's decision shall be binding on all parties concerned, subject to review only on the grounds that it constitutes arbitrary action, in a court of competent jurisdiction in Broward County in accordance with laws of the State of Florida.

3.11 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the Proposer is awarded a contract under this bid solicitation, the prices quoted by the Proposer on the Bid Form shall remain fixed and firm during the term of the contract; provided however, that the Proposer may offer incentive discounts from the fixed price to the City at any time during the contractual term. Price adjustments may be allowed on multi-year term contracts (See Section 1.7 for details).

3.12 COMPLETE PROJECT REQUIRED

Contractor shall complete the work outlined in the Scope of Work as well as any future task orders. Completed work shall meet all specifications identified therein. Failure to list any item or classes under the Scope of Work shall not relieve the or from furnishing, installing or performing such work where required by any part of these specifications, or necessary for the satisfactory completion of the project

3.13 PRICES QUOTED

Proposer shall deduct trade discounts and quote firm net prices. Give both unit price and extended total, when requested. Prices shall be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. All prices shall be F.O.B. / C.I.F. destination, freight prepaid (unless otherwise stated in special conditions). Award, if made, shall be in accordance with terms and conditions stated herein. Each item shall be bid separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered shall not be a consideration in determination of award of bid(s).

3.14 UNDERWRITERS' LABORATORIES (the "UL")

Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be UL listed or re-examination listing where such has been established by UL for the item(s) offered and furnished.

3.15 NON-CONFORMANCE TO CONTRACT CONDITIONS

Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in bid and/or Purchase order or Task Order may be purchased on the open market with any increase in cost charged to the Proposer. Any violation of these stipulations may also result in:

- a. Vendor's name being removed from the vendor list;
- b. All City Departments being advised not to do business with vendor.

3.16 DISPUTES

In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the City shall be final and binding on both parties.

3.17 LEGAL REQUIREMENTS

Federal, state, county and city laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Proposer shall in no way be a cause for relief from responsibility.

3.18 PATENTS AND ROYALTIES

The Proposer, without exception, shall indemnify and hold harmless the City of Cooper City, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Cooper City, Florida. If the Proposer uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

3.19 OSHA

The Proposer warrants that the product supplied to the City shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition shall be considered as a breach of contract. Any fines levied because of inadequacies to comply with these requirements shall be borne solely by the Proposer responsible for same.

3.20 ANTI-DISCRIMINATION

The Proposer certifies that he/she is in compliance with the non-discrimination clause contained in Florida State Statute Section 202, Executive Order 11246, as amended by Executive Order 11375 and applicable laws relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

3.21 DEFAULT

In the event of default on a contract, the Contractor shall pay all attorneys' fees and court costs incurred by City in collecting any liquidated damages. The City further reserves the right to retain any bonds issued with the Bid.

3.22 SUBSTITUTIONS

The City SHALL NOT accept substitute shipments of any kind. Proposer(s) is expected to furnish the brand quoted in their bid once awarded. Any substitute shipments shall be returned at the Proposer's expense.

3.23 PROPOSER'S FACILITIES

The City reserves the right to conduct site visits to Contractor's business location(s) at any time with prior notice and/or may request that Contractor participate in live presentations. The selection of a Contractor may be based wholly or in part upon the results of site visits or live presentations.

3.24 DISCLAIMER

The City may, in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all Bids; re-advertise this Bid; postpone or cancel at any time this Bid process; or, waive any formalities of or irregularities in the bidding process. Bids that are not submitted on time and/or do not conform to the City's requirements shall not be considered. After all bids are analyzed, organizations submitting bids that appear, solely in the opinion of the City, to be the most competitive, shall be submitted to the City Commission, and the final selection will be made shortly thereafter with a timetable set solely by the City. The selection by the City shall be based on the bid, which is, in the sole opinion of the City Commission, in the best interest of the City. The issuance of this bid constitutes only an invitation to make presentations to the City. The City reserves the right to determine, at its sole discretion, whether any aspect of the bid satisfies the criteria established in this Bid. In all cases the City shall have no liability to any contractor for any costs or expense, incurred in connection with this bid or otherwise.

3.25 EVIDENCE

The submission of a Bid shall be prima facie evidence that the Contractor is familiar with and agrees to comply with the contents of this Bid.

3.26 DEMONSTRATION OF COMPETENCY

3.26.1 Pre-award inspection of the Proposer's facility may be made prior to the award of contract. Bids shall only be considered from firms, which are regularly engaged in the business of providing the goods and/or services as described in this Bid. Proposers shall be able to demonstrate a good record of performance for a reasonable period of time, and have sufficient financial support, equipment and organization to insure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry and as determined by the City.

3.26.2 The City shall consider any available evidence regarding the financial and technical qualifications and abilities of a Proposer as well as past performance (experience) with the City and any and all other evidence the City deems pertinent in making the award in the best interest of the City.

3.26.3 The City may require Proposers to show proof that they have been designated as authorized representatives of a manufacturer or supplier, which is the actual source of supply. In these instances, the City may also require material information from the source of supply regarding the quality, packaging, and characteristics of the products to be supplied to the City through the designated representative. Any conflicts between this material information provided by the source of supply and the information contained in the Proposer's Bid may render the Bid non-responsive.

3.26.4 The City may, during the term of the Contract between the City and the Contractor is in force, review the Contractor's record of performance to insure that the Proposer is continuing to provide sufficient financial support, equipment and organization as prescribed in this Solicitation. Irrespective of the Contractor's performance on contracts awarded to it by the City, the City may place said contracts on probationary status and implement termination procedures if the City determines that the Contractor no longer possesses the financial support, equipment and organization which would have been necessary during the term of the Contract in order to comply with this demonstration of competency section.

3.27 ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract, including any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

3.28 INDEMNIFICATION

The successful Proposer shall indemnify and hold harmless the City, its officers, agents, and employees, from and against any and all liabilities, damages, losses and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Proposer and persons employed or utilized by the Proposer in the performance of the Contract.

3.29 NON-EXCLUSIVE

The City retains the right to procure services from other providers.

3.30 SUNSHINE LAW

As a political subdivision, the City is subject to the Florida Sunshine Act and Public Records Law. By submitting a Bid, Proposer acknowledges that the materials submitted with the Bid and the results of the City evaluation are open to public inspection upon proper request. Contractor should take special note of this as it relates to proprietary information that might be included in its Bid.

3.31 FORCE MAJEURE

The performance of any act by the City or Contractor hereunder may be delayed or suspended at any time where either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party. However, the City shall have the right to provide substitute service from third parties or City forces and in such event the City shall withhold payment due Contractor for such period of time. If the condition of force majeure exceeds a period of 14 days the City may, at its option and discretion, cancel or renegotiate the Agreement resulting from the Bid.

3.32 COLLUSION

By offering a submission pursuant to this Request for Proposal, the Proposer certifies the Proposer has not divulged, discussed, or compared his Bid with other Proposers and has not colluded with any other Proposer or parties to this Bid whatsoever. The Proposer certifies, and in the case of a joint bid, each party thereto certifies, as to his own organization, that in connection with this Bid:

3.32.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor.

3.32.2 Any prices and/or cost data quoted for this Bid have not knowingly been disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to the scheduled opening, directly or indirectly to any other Proposer or to any competitor.

3.32.3 No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

3.32.4 The only person or persons interested in this Bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into.

3.32.5 No person or agency has been employed or retained to solicit or secure the award of the bid upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except for bona fide employees maintained by the Proposer.

3.33 CONE OF SILENCE

- a. Definitions: "Cone of Silence," as used herein, means a prohibition on any communication regarding this Request for Proposal/Invitation to Bid between:
 - i. a potential vendor, service provider, Proposer, lobbyist, or consultant, and;
 - ii. the City Commissioners, City's professional staff including, but not limited to, the City Manager and his staff, any member of the City's selection or evaluation committee.
- b. Restriction; Notice: A Cone of Silence shall be imposed upon each solicitation after its advertisement. At the time of imposition of the Cone of Silence, the City Manager or his designee shall provide for public notice of the Cone of Silence by posting a notice at City Hall. Additional notice thereof shall be provided to the affected departments, and to each City Commissioner. The City may include a statement disclosing the requirements of this section in any public solicitation for goods or services.
- c. Termination of Cone of Silence: The Cone of Silence shall terminate at the beginning of the City Commission meeting (whether regular or special meeting) at which the City Manager makes a written recommendation to the City Commission for the award of the Contract. However, if the City Commission refers back to the City Manager or staff for further information, the Cone of Silence shall be re-imposed until such time as the Manager makes a subsequent written recommendation.

Exceptions to Applicability: The provisions of this section shall not apply to:

- i. Oral communications at pre-solicitation meetings;
- ii. Oral presentations before selection or evaluation committees;
- iii. Public presentations made to the City Commissioners during any duly noticed public meeting; Communications in writing at any time with any City employee, unless specifically prohibited by the applicable solicitation documents; in which case the Proposer shall file a copy of any written communication with the City Clerk. The City Clerk shall make copies available to any person upon request;
- iv. Communications regarding a particular solicitation between a potential vendor, service provider, Proposer, lobbyist or consultant and the City's Purchasing Agent or City employee designated responsible for administering the procurement process for such solicitation, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

- d. Penalties: Violation of this section by a particular Proposer shall render any award to said Proposer potentially void by the City Commission or City Manager. Any person who violates a provision of this section may be prohibited from serving on a City selection or evaluation committee. In addition to any other penalty provided herein, violation of any provision of this section by a City employee may subject said employee to disciplinary action.
- e. Clarification: Please contact the City Attorney for any questions concerning "Cone of Silence" compliance.

3.34 ELIGIBILITY

All agents, employees and subcontractors of the Proposer retained to perform services pursuant to this bid shall comply with all laws of the United States concerning work eligibility.

3.35 TIE BIDS/PREFERENCE

Whenever two or more Bids which are equal with respect to price, quality and service are received by the City for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

3.35.1 Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.

3.35.2 Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3.35.3 Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).

3.35.4 In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo-contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

3.35.5 Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such program is available in the employee's community, by any employee who is so convicted.

3.35.6 Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

3.36 SPOT MARKET PRICING - N/A

3.37 PROPERTY

Property owned by the City is the responsibility of the City. Such property furnished to a Contractor for repair, modification, study, etc., shall remain the property of the City. Damages to such property occurring while in the possession of the Contractor shall be the responsibility of the Contractor. Damages occurring to such property while in route to the City shall be the responsibility of the Contractor. In the event that such property is destroyed or declared a total loss, the Contractor shall be responsible for replacement value of the property at the current market value, less depreciation of the property if any.

3.38 TERMINATION FOR DEFAULT

If Contractor defaults in its performance under the Contract and does not cure the default within 30 days after written notice of default, the City Manager may terminate the Contract, in whole or in part, upon written notice without penalty to the City. In such event the Contractor shall be liable for damages including the excess cost of procuring similar supplies or services: provided that if, (1) it is determined for any reason that the Contractor was not in default or (2) the Contractor's failure to perform is without his or his subcontractor's control, fault or negligence, the termination will be deemed to be a termination for convenience of the City under Section 3.39.

3.39 TERMINATION FOR CONVENIENCE

The City Manager may terminate the Contract, in whole or in part, upon 30 days prior written notice, when it is in the best interest of the City. If the Contract is for supplies, products, equipment or software, and is terminated for convenience by the City, the Contractor will be compensated in accordance with an agreed upon adjustment of cost. To the extent that the Contract is for services and so terminated, the City shall be liable only for payment in accordance with the payment provisions of the Contract for those services rendered prior to termination.

3.40 CONFIDENTIALITY

As a political subdivision, the City is subject to the Florida Sunshine Act and Public Records Law. If this Contract contains a confidentiality provision, it shall have no application when disclosure is required by Florida law or upon court order.

3.41 GOVERNING LAW AND VENUE

The validity and effect of this Contract shall be governed by the laws of the State of Florida. The parties agree that any action, mediation or arbitration arising out of this Contract shall take place in Broward County, Florida.

3.42 NO PARTNERSHIP OR JOINT VENTURE

Nothing contained in this Bid or the resulting Contract will be deemed or construed to create a partnership or joint venture between the City and Contractor, or to create any other similar relationship between the parties.

3.43 AUDITS

The City shall have access to all books, records, and documents of the Contractor which directly relate to the work to be performed for the purpose of inspection and auditing upon reasonable written notice during normal business hours at the office of the Contractor or at some location mutually agreed upon by the City and the Contractor.

3.44 PUBLIC RECORDS:

- A. Contractor agrees to keep and maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement. Contractor additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the City.
- B. Upon request from the City custodian of public records, Contractor shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the City.
- D. Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Contractor shall be delivered by the Contractor to the City Manager, at no cost to the City, within seven (7) days. All such records stored electronically by Contractor shall be delivered to the City in a format that is compatible with the City's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the Contractor shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
- E. Any compensation due to Contractor shall be withheld until all records are received as provided herein.
- F. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the City.

- G. In accordance with Section 119.0701(1)(a), Florida Statutes, **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT CUSTODIAN OF PUBLIC RECORDS:**

KATHRYN SIMS, CITY CLERK
CITY OF COOPER CITY
9090 SW 50 PLACE
COOPER CITY, FL 33328
954-434-4300 x #291
KSIMS@COOPERCITYFL.ORG

[END OF SECTION]

SECTION IV - SPECIAL CONDITIONS

4.1 GENERAL CONDITIONS

The General Conditions shown above (Section III) are modified as follows.

4.2 TIME OF COMPLETION

Time is a very important factor in the performance of this work. Work must be performed in a timely manner, and a schedule for completion will be negotiated for each task assigned. Late work may be considered a violation and may void the contract, and/or preclude the Contractor from bidding additional projects for the City, until such time that the work has been satisfactorily completed and inspected.

4.3 INSURANCE

Where Contractors are required to enter or go onto the City of Cooper City property (including any property which is owned or leased by the City or upon which the City has a license, easement or right-of-way) to deliver materials or perform work or services as a result of an award, the successful Contractor shall assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all work complies with all applicable Broward County and City of Cooper City building requirements and the Florida Building Code. The Contractor shall be liable for any damages or loss to the City occasioned by negligence of the Contractor or any person the Contractor has designated in the completion of the contract as a result of his or her bid.

Contractors shall furnish insurance certificates indicating satisfactory insurance coverage at its sole cost and expense, maintain in full force and effect during the term of the agreement, policies of insurance of the type and in the minimum amounts stated below. Such policy close(s) shall be issued by an insurer of recognized responsibility and rated no less than "A" by the A.M. Best Company or similar insurance rating firm. Such policy close(s) shall contain appropriate cross liability clauses, be primary without right of contribution, and shall provide that the City shall be given 30 days advance written notice in the event of cancellation, termination or modification which materially restricts the coverage thereof.

Prior to the execution of this agreement, Contractor shall provide the City with a certificate of insurance and a copy of the policy endorsement naming the City of Cooper City its employees, directors, officers, agents, independent contractors, successors and assigns, and other authorized representatives as additional insured to the extent of the contractual obligation assumed by the Proposer.

4.3.1 COMPREHENSIVE GENERAL LIABILITY INSURANCE - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$3,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors' coverage.

Proposer must provide a copy of the Declaration of Coverage Page containing the policy forms and any exclusions of General Liability.

4.3.2 WORKERS' COMPENSATION INSURANCE - Contractor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the City and its agents, employees and officials.

Proof of Workers Compensation Insurance or Exemption shall be provided, as described in Attachment

4.3.3 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE - Contractor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

4.3.4 PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) - Contractor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit. The Proposer shall either require of its Subcontractors to procure and to maintain Subcontractor's Comprehensive General Insurance and Automobile Liability Insurance of the type and in the same amounts specified above or insure the activities of its Subcontractors in the Proposer's own policies.

4.3.5 Builder's Risk Insurance - NOT REQUIRED FOR THIS BID - The coverage shall be "All Risk" coverage for 100 percent of the completed value, covering the City, as a named insured, with a deductible of not more than Five Thousand Dollars (\$5,000.00) per claim and the Contractor specifically agrees to pay all deductibles. The Policy must provide that the Builder's Risk coverage will continue to apply until final acceptance of the Project by City.

The Contractor must submit, prior to commencement of any work, a Certificate of Insurance showing the City of Cooper City as additional insured for the insurance required in sections 4.3.1 and 4.3.3 above.

The Contractor shall either require its Subcontractors to procure and to maintain Subcontractor's Comprehensive General Insurance and Automobile Liability Insurance of the type and in the same amounts specified above or insure the activities of its Subcontractors in the Contractor's own policies.

4.4 PERMITS, FEES AND NOTICES

4.4.1 The City shall pay ONLY CITY OF COOPER CITY'S PERMIT FEES required to complete the project; however, the Successful Proposer shall secure and be responsible for obtaining any and all permits and licenses necessary for the proper execution and completion of the work. The Successful Proposer shall use their best efforts to obtain all necessary permits as soon as possible after the date of Contract award. Any delays in obtaining permits must be brought to the attention of the Purchasing Agent and using department without delay.

4.4.2 The Successful proposer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. The CITY shall not be responsible for monitoring the Successful Proposer's compliance with any laws or regulations.

4.4.3 The Successful proposer shall secure, complete and file with the Clerk of Courts of Broward County, a Certified Notice of Commencement required per chapter 96-838, Laws of Florida. This notice must be on file with the City of Cooper City Building Department, and be displayed on the job site prior to the first inspection.

4.5 BONDS

4.5.1 PERFORMANCE/PAYMENT BOND - NOT REQUIRED FOR THIS BID

All task orders that exceed \$100,000 will require, upon award, a 100% Performance Bond which may be in the form of a Cashier's Check, made payable to the City (please note that cashier's checks will be deposited into an escrow account for the term of the bid); or a bond written by a surety company authorized to do business in the State of Florida and shall comply with State Statute 287.0935; or an Irrevocable Letter of Credit. If the latter is chosen, it must be issued from a bank located in Broward County, be in the full amount of the contract and should clearly and expressly state that it cannot be revoked until express written approval has been given by the City. The City, to draw on same, would have to give written notice to the bank with a copy to the successful Proposer.

4.5.2 BID BOND - NOT REQUIRED FOR THIS BID

Bids **MUST** be accompanied by a Bid security made payable to the City in an amount equal to five percent (5%) of the Proposer's maximum Bid price and in the form of a certified check, bank money order, or a Bid Bond (Attached) issued by an authorized surety.

The Bid security of the Successful Proposer will be retained until such Proposer has executed the Contract Documents, furnished the required contract security (Public Construction Bond) and met the other conditions of the Notice of Award, whereupon the Bid Security will be returned. If the Successful Proposer fails to execute and deliver the Contract Documents and furnish the required security within 15 days of the issuance of the Notice of Award, the City may consider Proposer to be in default, annul the Notice of Award, and the Bid security of that Proposer shall be forfeited. Such forfeiture shall be City's exclusive remedy if Proposer defaults. The Bid security of Proposers whom the Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of seven days after the Effective date of the Agreement or 61 days after the Bid opening, whereupon the Bid security furnished by such Proposers will be returned.

The Bid security of Proposers whom the City believes do not have a reasonable chance of receiving the award will be returned

within 21 days after the Bid opening.

4.6 VARIANCES

While the City allows Contractors to take variances to the solicitation terms, conditions, and specifications, the number and extent of variances taken shall be considered in determining bid responsiveness and in allocating bid evaluation points.

4.7 INDEPENDENT CONTRACTOR

The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personal policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

4.8 SELLING, TRANSFERRING OR ASSIGNING CONTRACT

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Attorney, or City Attorney's designee.

4.9 SUBSTITUTION OF PERSONNEL

It is the intention of the City that the Contractor's personnel proposed for the contract shall be available for the entire contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause.

4.10 DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

4.11 CONTRACTORS' COSTS

The City shall not be liable for any costs incurred by proposers in responding to this solicitation.

4.12 INVOICES/PAYMENT

Invoices documenting completed work shall be submitted at the completion of each request for work and must contain detailed information including the location and amount of work performed. Contractor shall submit an exact listing of completed work with submission of invoice for payment.

Every effort will be made by the City to remit payment within 30 days of the invoice date, after satisfactory inspection by the using department. PROPOSERS WILL NOT BE PERMITTED TO PICK UP CHECKS FROM THE CITY. ALL CHECKS WILL BE MAILED TO THE VENDOR'S REMIT TO ADDRESS ON FILE.

Invoices shall be emailed to Accounting@CooperCityFL.org, or sent via US Mail to City of Cooper City, P.O. Box 290910, Cooper City, FL 33329-0910. All invoices must reference the applicable task order and/or Bid number. All invoices must reference the applicable task order and/or Bid number.

When task orders are issued, the City shall accept original invoices no more frequently than once per month. Each invoice shall fully detail the hourly costs and all related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. The City will endeavor to make payment on a correct invoice within thirty (30) days after receipt of an invoice acceptable to the City. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City. This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

4.13 DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the

work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion. If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor shall submit a revised budget to the City for approval prior to proceeding with the work.

4.14 REQUESTS FOR MODIFICATION

The City reserves the right to request that the Proposer modify his bid to more fully meet the needs of the City.

4.15 PROPOSAL ACKNOWLEDGMENT

By submitting a bid, the proposer certifies that he has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed.

4.16 REQUESTS FOR ADDITIONAL INFORMATION BY CITY

The proposer shall furnish such additional information as the City may reasonably require. This includes information, which indicates financial resources as well as ability to provide the product(s) and/or services. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to, a background investigation conducted by the Broward Sheriff's Office.

4.17 ACCEPTANCE/REJECTION/MODIFICATION TO BIDS

The City reserves the right to negotiate modifications to bids that it deems acceptable, reject any and all bids, and to waive minor irregularities in the bids.

4.18 ALTERNATE BIDS

An alternate bid is viewed by the City as a bid describing an approach to accomplishing the requirements of the solicitation which differs from the approach set forth in the solicitation.

An alternate bid may also be a second bid submitted by the same proposer which differs in some degree from its basic or prime bid.

Alternate bids may be in the area of technical approach, or other provisions or requirements of the solicitation.

The City shall, during the initial evaluation process, consider all alternate bids submitted.

4.19 ADDENDUM OR AMENDMENT TO SOLICITATION

If it becomes necessary to revise or amend any part of this solicitation, the City's Purchasing Agent shall furnish the revision by written Addendum and will place it on the City's website.

4.20 PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposal and the responses are in the public domain. However, the proposers are required to *identify specifically* any information contained in their bids which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All bids received from proposers in response to this solicitation will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the City.

4.21 RECORDS RETENTION

The Contractor awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this solicitation. All records, documents and information collected and/or maintained by others in the course of the administration of the agreement shall be transferred to electronic data storage media and copies given to the City to retain for its use. This information shall be made accessible at the awardees place of business to the City, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.

4.22 CONTRACT DOCUMENT

The entire contents of this Request for Proposal along with the Proposer's Bid and any subsequent task orders or change orders, are collectively an integral part of the contract between the City and the Contractor.

4.23 PERFORMANCE STANDARDS

If it is determined that the Contractor did not perform the work and/or does not comply with the specifications after inspection has been made by the City's Designee, one of the following actions will be taken, if Contractor has not corrected the deficiencies within 24 hours of notification by City's designee:

- i. The Contractor's invoice will be deducted by the amount bid for the deficient location, **OR**;
- ii. the Contractor will be billed, or have deducted, the total cost of labor, materials and equipment required for the City or another Contractor to perform the work due.

4.24 LIQUIDATED DAMAGES - **NOT REQUIRED FOR THIS BID**

Liquidated damages of \$250 per day will be deducted from the contract sum for the unit cost of service for each calendar day elapsing beyond the specified time for completion for each scheduled service visit without prior approval for an extension from the City's Designee.

[END OF SECTION]

SECTION V - SCOPE OF SERVICES

5.1 SCOPE OF SERVICES

The Proposer shall perform, as needed, continuing GIS consulting services for the City. The applications for which consulting services will be needed will require close and frequent liaison with the City's Utilities Department, Public Works Department, and may be expanded to other departments. Priorities and delivery schedules will be established by the City's Utilities Director / City Engineer and may be changed or amended frequently. Most tasks will be web and web applications based, and may include but are not limited to, the following:

5.1.1 UPDATE AND CORRECT EXISTING DATA

5.1.1.1 Create web applications for the field collection of various City infrastructure assets

5.1.1.2 Update existing GIS desktop utility map and existing web based utility map to include all provided as-built information.

5.1.1.3 Attributes/Assets to be added/verified include:

5.1.1.3.1 Boundaries

5.1.1.3.1.1 Service Area boundaries

5.1.1.3.1.2 Neighborhood/ Subdivision Boundaries

5.1.1.3.1.3 Municipal Boundaries

5.1.1.3.1.4 Utility Service Area

5.1.1.3.1.5 Zoning Map

5.1.1.4 Pipelines:

5.1.1.4.1 Material (Pipe & Casing)

5.1.1.4.2 Year Constructed/ Rehabilitated

5.1.1.4.3 Diameter (Pipe & Casing)

5.1.1.4.4 Abandoned vs in service

5.1.1.4.5 Flow Directions

5.1.1.4.6 Main break locations & year

5.1.1.4.7 Valve locations, type

5.1.1.5 Utility Easements - O.R. book & Page #

5.1.1.6 Manhole/ Cleanout

5.1.1.6.1 Rim & Invert elevations

5.1.1.6.2 Year Constructed/ Rehabilitated

5.1.1.7 Fire Hydrant

5.1.1.7.1 Number

5.1.1.7.2 Flow rating & recent test flow data

5.1.1.8 Lift Station

5.1.1.8.1 Number

5.1.1.8.2 Public VS Private

5.1.1.8.3 Pump information & design flow rate

5.1.1.8.4 Wet well Depth & influent/ effluent pipe data

5.1.1.8.5 Contributing areas/ cascading station information

5.1.1.9 Backflow Prevention Devices

5.1.1.9.1 Year Installed

5.1.1.9.2 Type/ size

5.1.1.9.3 Certification # & Date

5.1.1.10 Other assets may include light posts, trees, sidewalks, and streets.

5.1.2 Provide GIS data to third parties as directed by City.

5.1.3 Host accessible GIS data during the collection and quality control portion of the process and provide final data to the City.

5.1.4 Update existing GIS utility map to include City utility service area and facilities for use by City utility locating contract vendor.

5.1.5 Provide hyperlinks to as-builts on desktop utility map.

5.1.6 Provide training to City personnel as needed.

5.1.7 Special work orders for the development of GIS layers for various applications and/or related Capital Improvement project.

5.1.8 Evaluation of existing GIS system, and recommendations for future applications & improvements

5.2 ADDITIONAL INFORMATION

5.2.1 Experience – Three similar projects within the last three years one of which was in Broward County or five in Florida

5.2.2 Availability – Should have an office in the tri-county area and/or have a representative available for bi-weekly on site status meetings

5.2.3 References

5.2.4 Resume – Company and/or staff resume

5.2.5 Budget – The City intends to budget between \$25,000 & \$50,000 annually for these services

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[END OF SECTION]

SECTION VI - CONSIDERATION FOR AWARD / AWARD PROCEDURES

6.1 EVALUATION COMMITTEE

Proposals submitted will be evaluated by a three-member committee. The "Evaluation Committee" shall be selected by the City of Cooper City.

6.2 REVIEW OF PROPOSALS

The Evaluation Committee will use a points formula during the review process to score proposals. Each member of the Evaluation Committee will first score each technical proposal by each of the criteria described in Section 6.3 below. The full Evaluation Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established the sealed dollar cost proposal will be opened and additional points will be added to the technical score based on the proposed price. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional costs will be assigned to other Proposers. The Evaluation Committee will rank the firms and provide said ranking to the City Manager. Sealed dollar proposals will not be opened until the appropriate time.

The City of Cooper City reserves the right to retain all proposals submitted and use any idea in the proposal regardless of whether that proposal is selected.

6.3 EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Contractors meeting mandatory criteria will have their proposals evaluated and scored for technical qualification and/or price.

Item	Points
Understanding of the project and what is needed by the City as presented in the Letter of Transmittal (Tab 2) and the Proposal Form (Tab 1).	30
Reference forms describing experience, qualifications and past performance, including persons proposed for the project, facilities, equipment, and resources (Tab 3); and the Attachments (Tab 5).	40
Cost	30
TOTAL POSSIBLE POINTS:	100

Evaluation of proposals will be conducted by an evaluation committee of qualified City Staff, or other qualified persons selected by the City. It may be a two-step process. In step one the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. If necessary, the Committee will conduct discussions, for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The committee will then make a recommendation to the City Commission for award.

Proposers or Finalists may be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call for clarification purposes only.

The City may require visits to customer installations or demonstrations of product by proposers as part of the evaluation process.

The City may require additional information and Proposers shall agree to furnish such information. The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right, based upon its

deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible Proposer. The lowest, responsive, responsible Proposer receives the maximum allowable points. When using this formula, a Proposer that submits a cost or fee which is two times greater than the cost/fee of the lowest responsive, responsible Proposer, will result in receiving zero points for cost.

NOTE REGARDING PRICE: The firm providing the lowest cost to the City shall receive the maximum number of Cost Proposal points. Points shall be awarded to other proposers in the following manner:

Second Lowest Proposer:

Second lowest cost – lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points – Z = points assigned to 2nd Lowest

Example:

Lowest cost = \$1,000

Second lowest cost = \$1,250

1250 – 1000 = 250

250 / 1000 = .25

.25 x 15 (max of 15 points, in this example) = 3.75

15 – 3.75 = 11.25 points to 2nd lowest proposer

6.4 FINAL SELECTION

The City Commission of the City of Cooper City will select a firm based upon the recommendation of the Evaluation Committee and the City Manager.

6.5 RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Cooper City and the firm selected. The City of Cooper City reserves the right without prejudice to reject any or all proposals.

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[END OF SECTION]

SECTION VII - PROPOSAL REQUIREMENTS

7.1 Inquiries concerning this Request for Proposal and the subject of the Request for Proposals shall be directed to the Purchasing Department. **PLEASE REFER TO SECTION 3.33, CONE OF SILENCE FOR MORE INFORMATION.**

Purchasing Division
9090 SW 50th Place
Cooper City, Florida 33328
(954) 434-4300 x268
Purchasing@CooperCityFL.org

7.2 SUBMISSION OF PROPOSALS

The following material is required to be submitted by Thursday, April 18, 2019 at 3:00 PM EST for a contractor to be considered.

- A. AN UNBOUND ORIGINAL copy (so marked) of a Technical Proposal, THREE (3) copies and ONE (1) electronic copy (flash drive or CD/DVD). Proposal shall be submitted in the following format:

Tab 1: Proposal Form - Attachment A showing the Request for Proposals' subject, the contractor's name, primary contract, address and telephone number, and the submittal date.

Tab 2: Transmittal Letter - A signed letter of transmittal briefly stating the Proposers understanding of the work to be done, the commitment to perform and work within the time period, a statement of why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 120 days from the date of the proposal.

Tab 3: Reference Forms - Forms describing firm's experience, qualifications and past performance, including persons proposed for the project, facilities, equipment, and resources.

Tab 4: Technical Solution - A written narrative that provides an explanation of how the work will be completed.

Tab 5: Required Attachments - Executed copies of required attachments (Attachments C-L of this RFP). DO NOT INCLUDE "PRICING SHEET".

- B. The Contractor shall submit ONE (1) ORIGINAL, THREE (3) copies of a **PRICING SHEET IN A SEPARATE SEALED ENVELOPE** marked as follows:

"SEALED PRICING SHEET FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES"

- C. Proposer should send the completed proposal consisting of the two separate envelopes to the address below.

FAILURE TO PROPERLY IDENTIFY THE OUTSIDE OF YOUR PACKAGE MAY RESULT IN ACCIDENTAL OPENING OF YOUR PACKAGE AND RENDER YOUR BID VOID.

Office of the City Clerk
City of Cooper City
9090 SW 50th Place
Cooper City, Florida 33328

Attachment A
(Page 1 of 5)

City of Cooper City, Florida

Proposal Form

GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES

RFP 2019-2-UTL

Proposal Due: Thursday, April 18, 2019 3:00 PM EST

For Information Contact:

Kerri Anne Fisher, Purchasing Agent
Purchasing@CooperCityFL.org

Release Date: Thursday, March 21, 2019

RETURN ONLY BID FORM AND ALL REQUIREMENT ATTACHMENTS

Submitted by: _____
(Company name)

Attachment A
(Page 2 of 5)

Project: GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES
Contract Identification: RFP 2019-2-UTL
Bids submitted to: Office of the City Clerk
City of Cooper City
9090 SW 50th Place
Cooper City, Florida, 33328

1. The undersigned PROPOSER proposes and agrees, if this Bid is accepted, to enter into an agreement with City in the form included in the contract documents to perform and furnish all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in this bid and in accordance with the other terms and conditions of the contract documents.
2. Proposer accepts all of the terms and conditions of the advertisement of Request for Proposal and Instruction to Proposers including, without limitation, those dealing with the Bid requirements. This Bid will remain in full force for ninety (90) days from the date of the bid opening. Proposer will sign and submit an agreement with the Bonds and other documents required by the Bidding Requirements within fifteen days after the City's notice of award.
3. In submitting this Bid, Proposer represents, as more fully set forth in the Agreement that:
 - a. Proposer has examined copies of all plans, and bidding documents, contract specifications and instruction to proposers.
 - b. Proposer has familiarized itself with the nature and extent of the Contract Documents, work site, locality, local conditions and the laws and regulations that in any manner may affect the cost, progress, performance or furnishing of the work.
 - c. Proposer has studied carefully all reports and drawings of the project and the physical conditions of the project site areas and accepts the extent of the technical data contained in such reports and drawings upon which Proposer is entitled to rely.
 - d. Proposer has correlated the results of his studies and reviews, observations, investigations, explorations, tests, and studies with the terms and conditions of the contract documents.
 - e. Proposer has given City written notice of all conflicts, errors or discrepancies that is has discovered in these documents and the written resolution thereof by City is acceptable to Proposer.
 - f. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporate and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false Bid, and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or the City.
4. Bid Copies
ONE (1) ORIGINAL, THREE (3) COPIES and ONE (1) ELECTRONIC COPY (Flash Drive or CD) of the Proposal should be submitted to the City of Cooper City, City Hall, 9090 SW 50th Place, Cooper City, Florida 33328, to the attention of the Office of the City Clerk. If by US mail, Bids shall be submitted to PO Box 290910, Cooper City, Florida 33329-0910.
5. Addenda, Additional Information-Contact with City Staff
Any addenda or answers to written questions supplied by the City to participating Proposers become part of this Request for Proposal and the resulting contract. The Bid Form shall be signed by an authorized company representative dated and returned with the proposal Bid.

No negotiations, decisions or actions shall be initiated or executed by the Proposer as result of any discussions with any City employee. Only those communications which are in writing from the City may be considered as a duly authorized

Attachment A
(Page 3 of 5)

expression. Also, only communications from proposer that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of the proposer.

Specific questions related to the Scope of Services requested shall be directed in writing to the City of Cooper City Purchasing Agent, Kerri Anne Fisher. Questions must be emailed to Purchasing@CooperCityFL.org, who may respond in kind with copies to all Proposers. **The deadline for submission of questions is Thursday, April 11, 2019 at 5:00PM,**

The successful proposer shall be required to execute a City contract covering the scope of services to be provided and setting forth the duties, rights and responsibilities of the parties. This contract must be executed by the successful proposer prior to recommendation of award and presentation to the City Commission.

6. Checklist of documents to be included in submittal.

_____	Proposal Form
_____	Reference Form
_____	Public Entity Crimes (PEC) Form
_____	ADA Affidavit
_____	Business Entity Affidavit
_____	Bidder's Foreign (Non-Florida) Corporate Statement (If applicable)
_____	W-9, Request for Taxpayer Identification Number
_____	Proof of Workers Compensation Insurance or Exemption
_____	Proof of Liability Insurance
_____	Ownership Disclosure Affidavit
_____	Drug-Free Workplace Certificate
_____	Employee Background Verification Affidavit
_____	Scrutinized Companies Affidavit

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

Attachment A
(Page 4 of 5)

Bidder's Contact Information

Name of Company: _____

Address: _____

Primary Contact: _____

Title: _____

Tel: _____ Mobile: _____

Email Address (Required): _____

Alternate Contact: _____

Title: _____

Tel: _____ Mobile: _____

Email Address (Required): _____

Company's Website: _____

Remit to Address: _____

Remit to Contact: Name: _____ Tel: _____

Remit to Email: _____

Attachment A
(Page 5 of 5)

PRICING SHEET

MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE!

GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES

<u>JOB CLASSIFICATION</u>	<u>RATE BY HOUR</u>
Project Manager	
Senior GIS Consultant	
GIS Analyst	
GIS Technician	
Clerical	

Submitted by: _____
(Print)

Authorized Signature: _____
(Sign)

Company Name: _____

Date: _____

STATE: **FLORIDA**

COUNTY: _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____
Name of person making statement

(NOTARY SEAL)

Signature of Notary Public - State of Florida

Name of Notary Typed, Printed, or Stamped

Personally Known ____ **OR** Produced Identification ____

Type of Identification Produced _____

Attachment B
REFERENCES

All references shall be from entities/companies regularly engaged in the business of providing the goods and/or services as described in this solicitation.

1. ENTITY/COMPANY NAME: _____
ADDRESS: _____

CONTACT NAME: _____
CONTACT TITLE: _____
TELEPHONE: _____
E-MAIL (REQUIRED): _____

2. ENTITY/COMPANY NAME: _____
ADDRESS: _____

CONTACT NAME: _____
CONTACT TITLE: _____
TELEPHONE: _____
E-MAIL (REQUIRED): _____

3. ENTITY/COMPANY NAME: _____
ADDRESS: _____

CONTACT NAME: _____
CONTACT TITLE: _____
TELEPHONE: _____
E-MAIL (REQUIRED): _____

This page shall be completed **IN FULL** and submitted with your bid.

ATTACHMENT C
(Page 1 of 2)

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the CITY OF COOPER CITY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a) A predecessor or successor of a person convicted of a public entity crime; or
- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

ATTACHMENT C

(Page 2 of 2)

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

STATE: FLORIDA	
COUNTY:	_____
Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____.	
<i>Name of person making statement</i>	
(NOTARY SEAL)	_____ <i>Signature of Notary Public - State of Florida</i>
	_____ <i>Name of Notary Typed, Printed, or Stamped</i>
Personally Known _____	OR Produced Identification _____
Type of Identification Produced _____	

ATTACHMENT D

**AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the CITY OF COOPER CITY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;

The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature

STATE:	FLORIDA
COUNTY:	_____
Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____ <i>Name of person making statement</i>	
(NOTARY SEAL)	_____ <i>Signature of Notary Public - State of Florida</i>
	_____ <i>Name of Notary Typed, Printed, or Stamped</i>
Personally Known _____ OR Produced Identification _____	
Type of Identification Produced _____	

ATTACHMENT E

BUSINESS ENTITY AFFIDAVIT

I, _____, being first duly sworn state:

The full legal name and business address of the person(s) or entity proposing to contract or transact business with the City of Cooper City ("City") are (Post Office addresses are not acceptable), as follows:

Federal Employer Identification Number (FEIN) (If none, Social Security Number)

Name of Entity, Individual, Partners or Corporation

Doing Business As (If same as above, leave blank)

Street Address Suite City State

State and Date of Incorporation:

Signature of Affiant

Date

Print Name

STATE: **FLORIDA**

COUNTY: _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____.

Name of person making statement

Signature of Notary Public - State of Florida

(NOTARY SEAL)

Name of Notary Typed, Printed, or Stamped

Personally Known _____ **OR** Produced Identification _____

Type of Identification Produced _____

FOREIGN (NON-FLORIDA) CORPORATION MUST COMPLETE THIS FORM
DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions. 607.1501 Authority of foreign corporation to transact business required.

- (1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.
- (2) The following activities, among others, do not constitute transacting business within the meaning of subsection one (1):
- _____ (a) Maintaining, defending, or settling any proceedings.
 - _____ (b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
 - _____ (c) Maintaining bank accounts.
 - _____ (d) Maintaining officers of agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
 - _____ (e) Selling through independent contractors.
 - _____ (f) Soliciting or obtaining orders, whether by mail or through employees, agents or otherwise, if the orders
 - _____ (g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
 - _____ (h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
 - _____ (i) Transacting business in interstate commerce.
 - _____ (j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
 - _____ (k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
 - _____ (l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
 - _____ (m) Owning, without more, real or personal property.

The list of activities of subsection (2) is not exhaustive.

- (3) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is NOT a corporation:

- (I) _____ Partnership, Joint Venture, Estate or Trust
(II) _____ Sole Proprieties of Self Employed

NOTE: This sheet **MUST** be enclosed with your bid if you claim an exemption or have checked I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

SIGNATURE OF AUTHORIZED AGENT OF PROPOSER

PROPOSER'S LEGAL NAME

Attachment G

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="text"/> Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ <input type="text"/>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <input type="text"/> Exemption from FATCA reporting code (if any) <input type="text"/> <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	6 City, state, and ZIP code	www	
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
or									
Employer identification number									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Click Here to Sign	Date ▶
-----------	----------------------------	--------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Attachment H

**REQUEST FOR PROOF OF
WORKERS COMPENSATION INSURANCE OR EXEMPTION**

Dear Provider of Services or Goods:

In order to provide services or goods to City of Cooper City, we require that you provide us either proof of workers' compensation coverage or proof of exemption.

Workers compensation insurance is required of all employers in Florida that employ 4 or more part or full time employees. In the event that you are an employer in the construction industry, you are required to have workers' compensation insurance if you employ one or more workers. Corporate officers and sole proprietors are included when calculating the number of employees. Note: Corporate officers may claim exemption from workers' compensation coverage on themselves only, by filing *Form DWC 250, Notice of Election to Be Exempt*. This form can be found at <http://fldfs.com/WC/forms.html>.

If you meet the above criteria to be exempt, you MUST provide us with one of the following:

- If your business is a sole proprietorship or unincorporated business: provide us a Verification of Automatic Exempt Certificate. This verification is a letter that is issued by the State of Florida Department of Financial Services. To receive a letter from the State, complete the following directions: 1) Call the National Council of Compensation Insurance 1-800-622-4123, Option 5, and ask them for the class code for your type of business. 2) Once you have received this code, call the Department of Financial Services at 1-850-413-1601 and provide them your business name, class code, mailing address, and contact phone number. They will send you the Verification of Automatic Exempt Certificate. 3) Provide us a copy of the Verification of Automatic Exempt Certificate.
- If your business is a corporation (including a professional association or limited liability company), and you are not required to have workers' compensation insurance as per the requirements as outlined above, you must complete the attached Workers Compensation Exemption Affidavit, have it notarized, and return the original to us.

If you are an employer that meets the requirements of workers compensation and needs to obtain coverage, contact your current business insurance agent, or you may use the following resources to locate an agent: www.faia.com, www.piafl.org/wc-info.pdf, or call (850) 893-8245.

Please be reminded that the furnishing of this information to City of Cooper City is a non-negotiable requirement to perform services for us. Failure to provide this timely may result in either termination of your services or delay of payment for services. Your workers compensation Certificate of Coverage, Workers Compensation Exemption Affidavit, or Verification of Automatic Exempt Certificate must be delivered or mailed to the Purchasing Department located at City Hall, 9090 SW 50 Place, Cooper City, Florida 33328, or emailed to Purchasing@CooperCityFL.org.

ATTACHMENT I

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
		%
		%
		%

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:

Signature of Affiant

Print Name

Date

STATE: **FLORIDA**

COUNTY: _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____.

Name of person making statement

Signature of Notary Public - State of Florida

(NOTARY SEAL)

Name of Notary Typed, Printed, or Stamped

Personally Known _____ **OR** Produced Identification _____

Type of Identification Produced _____

ATTACHMENT J

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, (**print or type name of firm**)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Signature of Affiant

Print Name

Date

STATE:	FLORIDA
COUNTY:	_____
Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____ <i>Name of person making statement</i>	
_____ <i>Signature of Notary Public - State of Florida</i>	
(NOTARY SEAL)	_____ <i>Name of Notary Typed, Printed, or Stamped</i>
Personally Known _____ OR Produced Identification _____	
Type of Identification Produced _____	

ATTACHMENT K

EMPLOYEE BACKGROUND VERIFICATION AFFIDAVIT

I, _____ of _____, attest that all personnel used in
(Print Name) (Company Name)

the performance of this work have had a criminal background check with a passing grade and have been drug tested with a passing grade and are legally documented to work in the United States.

Signature of Affiant

Print Name

Date

STATE: **FLORIDA**

COUNTY: _____

Sworn to (or affirmed) and subscribed before me this ____ day of
_____, 20__, by: _____

Name of person making statement

Signature of Notary Public - State of Florida

(NOTARY SEAL)

Name of Notary Typed, Printed, or Stamped

Personally Known _____ **OR** Produced Identification _____

Type of Identification Produced _____

ATTACHMENT L

Scrutinized Companies Affidavit
CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, _____, on behalf of _____,

Print Name and Title

Company Name

certify that _____ does not:

Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

COMPANY NAME

PRINT NAME

TITLE

SIGNATURE

STATE: **FLORIDA**

COUNTY: _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by: _____.

Name of person making statement

Signature of Notary Public - State of Florida

(NOTARY SEAL)

Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

RESOLUTION NO. 66-09-23

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS TO PROVIDE THE TOWN WITH GEOGRAPHIC INFORMATION SYSTEM SERVICES; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town is empowered to enter into contracts with private corporations and businesses; and

WHEREAS, the Town Manager has determined that there is a need for a contractor to provide the Town's departments with geographic information system services (GIS services) to enhance Town's operation and increase public access to information; and

WHEREAS, Cooper City, Florida, solicited bids as part of a competitive solicitation and selected the Florida Technical Consultants, (Contractor), to provide GIS services to the City in accordance with "Agreement No. RFP2019-2-UTL-GIS Services"; and

WHEREAS, pursuant to the Town's purchasing procedures, the Town may enter into cooperative purchasing contracts for services when another public agency has competitively solicited the same services and the recipient of the contract from another public entity has agreed to offer the same services to other public entities based upon the same terms, conditions, and pricing; and

WHEREAS, the Contractor has agreed to provide the same services to the Town as it has agreed to provide to Cooper City for the same pricing, terms, and conditions set forth Agreement No. RFP2019-2-UTL-GIS Services; and

WHEREAS, the Town Manager has recommended to the Town Commission that it enter into an agreement with the Contractor.

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute an agreement with the Contractor for GIS services. The agreement with the Contractor shall be based upon the same terms, pricing, and conditions as contained in Agreement No. RFP2019-2-UTL-GIS Services. A copy of this agreement is attached hereto and incorporated herein as Exhibit A.

Section 3. This Resolution shall take effect immediately upon its execution.

P:\DOCS\26508\00001\DOC\28D9839.DOCX

Agenda Request Form

surge and sea level rise in certain portions of local government comprehensive plans. In accordance with SB 1094, Florida Statute section 163.3178(2)(f)1 now includes sea level rise (SLR) as one of the causes of flood risk that must be addressed in the “redevelopment principles, strategies, and engineering solutions” to reduce flood risk.

SB 1954, enacted in May of 2021, significantly changed the way the State of Florida plans for and addresses resilience and created statewide standards for vulnerability assessments. SB 1954 requirements include the creation of a Statewide Flooding and Sea Level Rise Resilience Plan (the Plan) to be submitted by December 1, 2023. Communities with Coastal Management Elements in their Comprehensive Plans are encouraged to have projects included in the Statewide Flooding and Sea Level Rise Resilience Plan for funding. Although not mandatory, but highly recommended, local government entities were encouraged to complete a vulnerability assessment before the 2023 Plan submission.

In August 2021, the Town of Lake Park had just completed a Sea Level Rise Assessment of its Lake Work Lagoon/Intracoastal waterway 0.8-mile waterfront and an update of the Town’s Stormwater Management Master plan that addresses Climate Change Impacts for long term stormwater Capital Improvement Plan implementation. Applying the information and data from these reports, the Town of Lake Park commissioned Water Resources Management Associates (WRMA) to prepare a Vulnerability Assessment (VA) that included coastal/Sea Level Rise -based Capital Improvement Plan (CIP) projects to be implemented as part of the Stormwater Masterplan Update for inclusion in the State’s programmatic Statewide Flooding and Sea Level Rise Resilience Plan.

The Town’s Vulnerability Assessment report was submitted to the State in late 2021 and after several attempts to get feedback from the State on the Vulnerability Assessment completed for the Town, the Florida Department of Environmental Protection (FDEP) Resilient Florida Program, Office of Resilience and Coastal Protection provided feedback on August 2, 2023.

FDEP stated that the Town of Lake Park’s VA is not fully compliant with the requirements of SB 1094 and with the provision of Section 161.551, F.S. Section 161.551, Florida Statutes addressing Sea level Rise Projections (SLIP) Rule studies. The rule requires state agencies, municipalities, counties, special districts, authorities, or other corporate bodies of the state, which commission or manage a construction project within the coastal building zone using funds appropriated from the state to conduct a sea-level impact projection (“SLIP”) study. WRMA did not consider the SLIP Rule requirements as the rule was not in effect at the time of the VA preparation.

The Town of Lake Park has requested WRMA to provide a proposal to correct all deficiencies of the VA for compliance with SB 1094 and the later SLIP rule requirements. The proposal will be the basis for a pending grant application with FDEP for development of the VA. WRMA will also assist with RCP questions narrative.

Furthermore, WRMA has developed a scope of work and cost proposal per the Department of Environmental Protection Resilient Florida Grant Program Vulnerability Assessment Compliance Checklist Certification. Tasks 1.0 addresses Subparagraphs 380.093(3)(d)1. and 380.093(3)(d)2., F.S. which detail the VA'S Technical requirements (Peril of Flood Compliance Plan amendments, Flood Depths Mapping, and Critical Assets List). Task 2 addresses Subparagraph 380.093(3)(c)2., F.S. dealing with the VA's Reporting requirements (Final VA Report and GIS Database). Task 3 entails assisting with grant questions text narrative development.

The following scope of services has been proposed by WRMA, as required by the to bring the VA into compliance with FDEP's Protection Compliance Certification Checklist:

1. Task 1.0: VA Technical Requirements

- 1.1. Peril of Flood Compliance
- 1.2. Tidal Flooding Depths
- 1.3. Coastal Surge Depths
- 1.4. Rainfall Induced Flooding
- 1.5. Critical Asset List

2. Task 2.0: VA Reporting Requirements

- 2.1. Final Vulnerability Assessment Report
- 2.2. Geospatial Database

3. RCP Grant Application Questions Narrative

- 3.1. Questions Text Narrative

4. Task 4.0: Project Management and Meeting Coordination

- 4.1. Meetings
- 4.2. Quality Assurance/Quality Control

The proposed not-to-exceed fee to complete the above-listed scope of work is **\$20,780.00**.

Finally, the Resilient Florida Program provides fully funded (reimbursement) grants for the Town to update the Vulnerability Assessment and Town staff is preparing an application to offset the costs of this project.

The Town Manager recommends approval.

Recommended Motion: I move to adopt Resolution No. _____



LETTER OF TRANSMITTAL

August 16, 2023

TO: Town of Lake Park
Attn: Roberto Travieso, MPA, Director
Department of Public Works
640 Old Dixie Hwy
Lake Park, FL 33403

FROM: Raul M. Mercado, PE, CFM
Water Resources Management Associates, Inc.
250 Tequesta Drive, Suite 302
Tequesta, FL 33469
(561) 529-2075 Office

RE: Update of Town of Lake Park Vulnerability Assessment

Dear Ms. Travieso,

Attached please find WRMA's proposed Scope of Work and Cost Proposal for the update of Town of Lake Park Vulnerability Assessment

WRMA has structured a scope of work and cost proposal per the Department of Environmental Protection Resilient Florida Grant Program Vulnerability Assessment Compliance Checklist Certification, and also per the provision of Section 161.551, F.S. Section 161.551, Florida Statutes addressing Sea level Rise Projections (SLIP) Rule studies. The latter mandates the use of at least two NOAA tide gages which requires us to revisit the Town of Lake Park Sea Level Rise project calculations.

The VA compliance checklist also requires extensive tidal flooding depths mapping for SLR, Coastal Surge and Rainfall Induced flooding. This entails extensive Digital Elevation Model (DEM) development along Town's waterfront coastal areas for GIS overlaying of depths and mapping. FDEP also requires detailed project GIS database metadata.

The total cost of the project is \$20,780.00 and includes assisting the Town with grant narrative text development.

Regards,

A handwritten signature in black ink, appearing to read "Raul M. Mercado".

Raul M. Mercado, PE, CFM
Principal Engineer
raul.mercado@wrmaeng.com

**PROPOSED SCOPE OF SERVICES
FOR TOWN OF LAKE PARK
UPDATE OF VULNERABILITY ASSESSMENT
AUGUST 16, 2023**

PART 1.0 BACKGROUND

Background

On May 21, 2015, Governor Rick Scott signed into law Florida Senate Bill 1094, “An Act Relating to the Peril of Flood.” SB 1094 requires consideration of future flood risk from storm surge and sea level rise in certain portions of local government comprehensive plans. In accordance with SB 1094, Florida Statute section 163.3178(2)(f)1 now includes sea level rise (SLR) as one of the causes of flood risk that must be addressed in the “redevelopment principles, strategies, and engineering solutions” to reduce flood risk. SB 1954, passed in May of 2021, significantly changes the way the State of Florida plans for and address resilience and creates statewide standards for vulnerability assessments.

SB 1954 requirements included the creation of a Statewide Flooding and Sea Level Rise Resilience Plan (the Plan) to be submitted by December 1, 2023. Communities with Coastal Management Elements in their Comprehensive Plans are encouraged to have projects included in the Statewide Flooding and Sea Level Rise Resilience Plan for funding. Although not mandatory, but highly recommended, local government entities were encouraged to complete a vulnerability assessment before the 2023 Plan submission.

In August 2021 the Town of Lake Park had just completed a Sea Level Rise Assessment of its Lake Work Lagoon/Intracoastal waterway 0.8-mile waterfront and an update of the Town’s Stormwater Management Master plan that addresses Climate Change Impacts for long term stormwater Capital Improvement Plan implementation. Applying the information and data from these reports, the Town of Lake Park commissioned Water Resources Management Associates (WRMA) to prepare a Vulnerability Assessment (VA) that included coastal/Sea Level Rise -based Capital Improvement Plan (CIP) projects to be implemented as part of the Stormwater Masterplan Update for inclusion in the State’s programmatic Statewide Flooding and Sea Level Rise Resilience Plan.

The TLP Vulnerability Assessment report was submitted to the State and late 2021 and after several attempts to get feedback from the State on the Vulnerability Assessment completed for the Town, the Florida Department of Environmental Protection (FDEP) Resilient Florida Program, Office of Resilience and Coastal Protection provided feedback on August 2, 2023.

FDEP stated that the Town of Lake Park VA is not fully compliant with the requirements of SB 1094 and with the provision of Section 161.551, F.S. Section 161.551, Florida Statutes addressing Sea level Rise Projections (SLIP) Rule studies. The rule requires state agencies, municipalities, counties, special districts, authorities, or other corporate bodies of the state, which commission or manage a construction project within the coastal building zone using funds appropriated from the state to conduct a sea-level impact projection (“SLIP”) study.

WRMA did not consider the SLIP Rule requirements as the rule was not in effect at the time of the VA preparation.

The Town of Lake Park has requested WRMA to provide a proposal to correct all deficiencies of the VA for compliance with SB 1094 and the later SLIP rule requirements. The proposal will be the basis for a pending grant application with FDEP for development of the VA. WRMA will assist with RCP questions narrative.

WRMA has structured a scope of work and cost proposal per the Department of Environmental Protection Resilient Florida Grant Program Vulnerability Assessment Compliance Checklist Certification. Tasks 1.0 addresses Subparagraphs 380.093(3)(d)1. and 380.093(3)(d)2., F.S. which detail the VA'S Technical requirements (Peril of Flood Compliance Plan amendments, Flood Depths Mapping, and Critical Assets List). Task 2 addresses Subparagraph 380.093(3)(c)2., F.S. dealing with the VA's Reporting requirements (Final VA Report and GIS Database). Task 3 entails assisting with grant questions text narrative development.

The following Scope of Services is proposed.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER

TASK 1.0 VA TECHNICAL REQUIREMENTS

The Town of lake Park will be applying for FDEP Coastal Resiliency Program grants for which the SLIP rule will apply and therefore the VA update will also incorporate more specific details of the previously completed Town of Lake Park Sea Level Rise Study and the applicability of the results to meet SLIP requirements.

1.1 Peril of Flood Compliance

WRMA will review the Town's current Peril of Flood Compliance Plan amendments and determine compliance with paragraph 163.3178(2)(f), F.S. and if applicable suggest compliance language.

1.2 Tidal Flooding Depths

WRMA will investigate the availability of local sea level data that includes at least two NOAA tide gages to determine depth of tidal flooding. WRMA will interpolate between the two selected closest NOAA tide gauges and/or utilize the gauge with the highest mean sea level per Department approval. All analyses performed in North American Vertical Datum of 1988.

WRMA will Includes at least two local sea level rise scenarios (2040 and 2070), which must include the 2017 NOAA intermediate-low and intermediate-high sea level rise projections for the determination of tidal depth flooding along the Town's waterfront. Tidal depth analysis results will be geographically displayed for each scenario and planning horizon.

1.3 Coastal Surge Depths

WRMA, using publicly available NOAA or FEMA storm surge data will determine coastal surge flood depths and assess if these surge events equal or exceed current 100-year flood event.

1.4 Rainfall Induced Flooding

Rainfall-induced flooding will be considered using spatiotemporal analysis per existing hydrologic Stormwater Master Plan hydraulic modeling results. Depth of rainfall-induced flooding for 100-year storm and 500year storm events will be provided.

1.5 Critical Assets List

Regionally significant assets that are impacted by flooding and sea level rise will be identified. The list will be prioritized by area or immediate need and will identify which flood scenario(s) impacts each asset.

TASK 2.0 VA REPORTING REQUIREMENTS**2.1 Final Vulnerability Assessment Report**

A Final Vulnerability Assessment Report will be provided with details on the results and conclusions, including illustrations via maps and tables.

2.2 Geospatial Database

WRMA will provide geospatial data applied for the tidal depth and mapping analysis in conformance with FDEP's electronic file metadata formats.

TASK 3.0 RCP GRANT APPLICATION QUESTIONS NARRATIVE**3.1 Questions Text Narrative**

WRMA will provide the appropriate grant text narrative for the following questions:

Explain the demonstrated need, which the project addresses.

- Explain how the proposed project fits into one or more of the Project Types
- If the project is a Vulnerability Assessment for Peril of Flood Compliance or other, please describe how the project will meet the outlined requirements for a Vulnerability Assessment under s. 380.093, F.S.
- If applicable, explain how the proposed project adapts critical assets to the effects of flooding and sea level rise as defined in s. 380.093, F.S.
- Discuss how the project is feasible and can be completed by the grant period deadline.
- Has the applicant entity(ies) performed a prior vulnerability assessment, separate from what is being proposed in this application?

TASK 4.0 PROJECT MANAGEMENT AND MEETING COORDINATION**4.1 Meetings**

Coordination with the TOWN and state agencies is necessary for the successful planning and development of this project. The assigned Project Manager shall attend all scheduled meetings either by phone, virtual or in person meetings with TOWN staff and coordinate with other agencies as necessary to move the project towards completion.

4.2 QA/QC

WRMA shall perform a quality control review of deliverable submissions and review other document submissions and attachments from the TOWN prior to submission to the state.

Deliverables

WRMA will provide the following deliverables for the update of the Town of Lake Park Vulnerability Assessment Report

- Final Vulnerability Assessment Report
- Geospatial data in an electronic file format
- Grant questions text narrative

END OF SCOPE OF SERVICES

Exclusions: This Scope of Work specifically excludes work not mentioned above, including, but not limited to, the following:

- a) Biological/ecological evaluation assistance, including wetlands (delineation), threatened and endangered species and seagrasses
- b) Water sampling and testing
- c) Easement/property acquisition
- d) Distribution of bid packages to potential bidders.

Deliverables: Deliverables are listed in the Scope of Services. ENGINEER will provide the TOWN draft documents for TOWN review and comment. Upon receipt of TOWN comments, ENGINEER shall finalize the documents and provide electronic and hard copies to the TOWN.

PART 3.0 PERIODS OF SERVICE

From Notice to Proceed through submission of deliverable.

Estimated Schedule:

Based on Notice to Proceed (NTP) to Final Completion of Services. ENGINEER shall complete the work in order within 60 days from Notice to Proceed.

<u>Tasks ID</u>	<u>Deliverable Due Date</u>
Task 1 – VA Technical Requirements	60 Days from NTP
Task 2 – VA Reporting Requirements	60 Days from NTP
Task 3 – RCP Grant Application Questions Narrative	60 Days from NTP
Task 4 – Project Management and Meeting Coordination	60 Days from NTP

PART 4.0 FEES

The proposed Not-to-Exceed fee for this project is **\$20,780.00**. This fee includes all direct labor fees.

Note that monthly progress billings are not tied to deliverables. Some tasks will require multiple billing periods prior to provision of 100% complete deliverables. Progress billings will be allowed prior to submission of completed deliverables.

A task-by-task breakdown of fees is provided.

TOWN OF LAKE PARK
UPDATE OF VULNERABILITY ASSESSMENT
RATES AND LABOR HOURS

TASK ITEM AND DESCRIPTION	Senior Engineer	Associate Engineer	Total Hours (hrs)	Fees (Not to Exceed)	Task Total
	\$ 115.00	\$ 110.00			
1.0 VA TECHNICAL REQUIREMENTS					\$ 13,960.00
1.1 Peril of Flood Compliance	4	2	6	\$ 680.00	
1.2 Tidal Flooding Depths	4	40	44	\$ 4,860.00	
1.3 Coastal Surge Depths	4	32	36	\$ 3,980.00	
1.4 Rainfall Induced Flooding	4	16	20	\$ 2,220.00	
1.5 Critical Assets List	4	16	20	\$ 2,220.00	
2.0 VA REPORTING REQUIREMENTS					\$ 4,980.00
2.1 Final VA Report	24	8	32	\$ 3,640.00	
2.2 GIS Database	4	8	12	\$ 1,340.00	
3.0 RCP GRANT APPLICATION QUESTIONS NARRATIVE					\$ 460.00
3.1 Questions Text Narrative	4		4	\$ 460.00	
4.0 PROJECT MANAGEMENT					\$ 1,380.00
4.1 Meetings	4		4	\$ 460.00	
4.2 QA/QC	8		8	\$ 920.00	
GRAND TOTAL FEE					\$ 20,780.00

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
VULNERABILITY ASSESSMENT COMPLIANCE CHECKLIST CERTIFICATION**

Exhibit I

Required for all planning grant agreements.

DEP Agreement Number: _____

Project Title: _____

Grantee: _____

In accordance with subsection 380.093(3), F.S., the following components, scenarios, data, and information are required for a comprehensive Vulnerability Assessment (VA). The checklist must be completed and submitted with the final VA Report deliverable, pursuant to Attachment 3, Grant Work Plan. The Grantee must abide by the Department's GIS Data Standards found on the Resilient Florida Program webpage at the link below:

<https://floridadep.gov/rcp/resilient-florida-program/documents/resilient-florida-program-gis-data-standards>

Part 1 – Subparagraph 380.093(3)(c)2., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
a	<input type="checkbox"/>	Final Vulnerability Assessment Report that provides details on the results and conclusions, including illustrations via maps and tables.	
All electronic mapping data used to illustrate flooding and sea level rise impacts that are identified in the VA must be provided in the format consistent with the Department's GIS Data Standards and include the following three (3) items:			
b	<input checked="" type="checkbox"/>	Geospatial data in an electronic file format.	
c	<input type="checkbox"/>	GIS metadata.	
d	<input type="checkbox"/>	List of critical assets for each jurisdiction, including regionally significant assets, that are impacted by flooding and sea level rise. The list must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset	

Part 2 – Subparagraphs 380.093(3)(d)1. and 380.093(3)(d)2., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
e	<input type="checkbox"/>	Peril of Flood Compliance Plan amendments developed that address paragraph 163.3178(2)(f), F.S., if applicable.	

Exhibit I

1 of 3

		<input type="checkbox"/> Not applicable <input type="checkbox"/> Already in compliance	
f	<input type="checkbox"/>	Depth of tidal flooding, including future high tide flooding, using thresholds published and provided by the Department.	
g	<input type="checkbox"/>	To the extent practicable, analysis geographically displays the number of tidal flood days expected for each scenario and planning horizon. <i>(optional)</i>	
h	<input type="checkbox"/>	Depth of current and future storm surge flooding using publicly available NOAA or FEMA storm surge data. <i>(check one)</i> <input type="checkbox"/> NOAA data <input type="checkbox"/> FEMA data	
i	<input type="checkbox"/>	Initial storm surge event equals or exceeds current 100-year flood event.	
j	<input type="checkbox"/>	Higher frequency storm analyzed for exposure of a critical asset. <i>(optional, but must provide additional detail if included)</i>	
k	<input type="checkbox"/>	To the extent practicable, rainfall-induced flooding was considered using spatiotemporal analysis or existing hydrologic and hydraulic modeling results. <i>(required if item e is not applicable)</i>	
l	<input type="checkbox"/>	Future boundary conditions have been modified to consider sea level rise and high tide conditions. <i>(optional)</i>	
m	<input type="checkbox"/>	Depth of rainfall-induced flooding for 100-year storm and 500-year storm event. <i>(required if item e is not applicable)</i>	
n	<input type="checkbox"/>	To the extent practicable, compound flooding or the combination of tidal, storm surge, and rainfall-induced flooding. <i>(optional)</i>	

Part 3 – Subparagraph 380.093(3)(d)3., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
o	<input type="checkbox"/>	All analyses performed in North American Vertical Datum of 1988.	
p	<input type="checkbox"/>	Includes at least two local sea level rise scenarios, which must include the 2017 NOAA intermediate-low and intermediate-high sea level rise projections.	
q	<input type="checkbox"/>	Includes at least two planning horizons, which must include years 2040 and 2070.	
r	<input type="checkbox"/>	Utilizes local sea level data that has been interpolated between the two closest NOAA tide gauges.	
s	<input type="checkbox"/>	Local, publicly available, sea level data was taken from one of the two closest NOAA tide gauges, which must be the gauge with the highest mean sea level <i>(if so, provide Department approval)</i> .	

Identify all counties and municipalities that are included in this Vulnerability Assessment:

I certify that, to the Grantee's knowledge, all information contained in this completed Vulnerability Assessment Compliance Checklist is true and accurate as of the date of the signature below.

Grantee's Grant Manager Signature

Print Name

Date

RESOLUTION 63-09-23

RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN MANAGER TO SPEND BUDGETED FUNDS FROM THE STORMWATER FUND BUDGET FOR A WORK ORDER FOR WATER RESOURCE MANAGEMENT ASSOCIATES TO UPDATE THE TOWN'S COASTAL VULNERABILITY, RISK AND ADAPTATION REPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town desires to mitigate the risks and impacts associated with climate change, flooding, and sea-level rise in the community; and

WHEREAS, in 2020, the Town was awarded a grant by the State of Florida, Department of Environmental Protection (the "Department"), in an amount of \$75,000.00 to complete a coastal vulnerability, risk, and adaption assessment (the "Assessment"); and

WHEREAS, in 2023, the Department, evaluated the Assessment completed by the Town and determined that the Assessment prepared for the Town did not fully comply with the requirements of Florida Statue 380.093 and should be amended (the "Project"); and

WHEREAS, Water Resource Management Associates (WRMA) has provided a proposal in the amount of \$20,780.00 to update the Assessment so that it will address the Department's conclusion that the Assessment submitted to it did not fully comply with the requirements of Florida Statue 380.093; and

WHEREAS, the Town Manager has identified a grant opportunity through the Resilient Florida Program to fully fund and complete the Assessment; and

WHEREAS, the Town Manager has recommended that it is in the best interest of the Town to accept WRMA's proposal to update the Assessment.

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

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. The Town Manager is hereby authorized and directed to execute a work order with Water Resource Management Associates to update the Town's Coastal Vulnerability, Risk, and Adaption Assessment in accordance with the requirements of the Florida Department of Environmental Protection Compliance Certification Checklist and Florida Statue Section 380.093. A copy of the work order is attached hereto and incorporated herein as Exhibit A.

Section 3. This Resolution shall take effect immediately upon its execution.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Originating Department: Public Works

Agenda Title: Request for Authorization for the Town Manager to Execute a Work Authorization for Shenandoah General Construction, LLC, to Provide Stormwater Infrastructure Repair Services at Multiple Locations Throughout the Town, per the Pricing, Terms, and Conditions of the Broward College/Shenandoah Contract No. RFP-2018-1687-EH (Cooperative Purchase).

Approved by Town Manager: John D'Agostino

Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park, ou=Town Manager, email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.08.25 17:14:27 -04'00'

Date: _____

Cost of Item: \$165,325.00

Funding Source: Repairs & Maintenance

Account Number: 402-53-538-402-46000

Finance Signature: Jeffrey P. Duvall

Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou, email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.08.24 17:04:44 -04'00'

Advertised:

Date: N/A

Newspaper: _____

Attachments:

1. Agenda Request Form
2. Shenandoah Proposal No. P31099
3. Map of Work Locations
4. Town/Shenandoah Agreement (Resolution 79-11-22)

Please initial one:

Yes, I have notified everyone

Not applicable in this case

Summary Explanation/Background:

The Public Works Department continues to methodically work to repair aging, damaged and/or compromised stormwater infrastructure at various locations across the Town.

This agenda item is seeking approval to spend up to **\$165,325.00** of budgeted repair and maintenance funding to complete urgent repairs at three locations, as follows:

Location 1: 704 W Jasmine Dr.

Scope of Work: Point repair a 24" Reinforced Concrete Pipe (RCP) between storm drain structures No. 15-007-02D and No. 15-007M.

Cost: \$7,500.000.

Location 2: 1110 to 1130 Seminole Blvd.

Scope of Work: perform open-cut excavation to remove 267' of 18" High-Density Polyethylene (HDPE) exfiltration system and install a new 18" RCP exfiltration system.

Cost: \$78,765.00.

Location 3: 440 Crescent Dr to 1105 Seminole Blvd.

Scope of Work: perform open-cut excavation to remove 268' of 18" High-Density Polyethylene (HDPE) exfiltration system and install a new 18" RCP exfiltration system.

Cost: \$79,060.00.

Furthermore, Town staff solicited price proposals from Shenandoah General Construction, LLC. (Contractor), per the terms and conditions of the Town's cooperative purchase agreement with the Contractor, which the Town Commission executed through Resolution 79-11-22 in November 2022.

The Town Manager recommends approval.

Recommended Motion:

I move to direct and authorize the Town Manager to approve a work authorization for Shenandoah General Construction, LLC, to perform stormwater infrastructure repairs at the three locations.

1888 NW 22nd Street
(954) 975-0098



SHENANDOAH

Pipe Inspection & Restoration Specialist

Pompano Beach, FL, 33069
shenandoahus.com

DATE: August 10, 2023
SUBMITTED TO: Lake Park, Town of
STREET: 650 Old Dixie Hwy
CITY, STATE & ZIP: Lake Park, FL 33403
PHONE: (561)881-3347
FAX: (561) 881-3349
EMAIL: jwylie@lakeparkflorida.gov
JOB NAME: Town of Lake Park Pipe Replacement
- Projects 1, 2 & 3
ATTENTION: John Wylie

PROPOSAL #P31099

We propose to furnish a crew and all necessary equipment to perform work requested on 3 different jobs (job 1,2, and 3) as described on attached list at the above mentioned job location. This work will be performed at our following hourly and/or unit prices:

#1 704 W Jasmine point repair (HydraTite seal)	(at \$7,500.00 Lump Sum)	1 Lump Sum	\$7,500.00
#2 1110 to 1130 Seminole Blvd 18" RCP FD	(at \$295.00 Per L.F.)	267 L.F.	\$78,765.00
#3 440 Crescent Dr 18" RCP FD	(at \$295.00 Per L.F.)	268 L.F.	\$79,060.00

Estimated Total: \$165,325.00

NOTES: Asphalt Not Included. Permitting excluded from this proposal. Tree removal necessary for installation of new Exfiltration trench is excluded from this proposal. Restoration included but limited to sod ONLY.

NOTE: Shenandoah Construction is not an engineering firm nor does it assume responsibility for any engineering design; therefore, we offer this proposal as our professional recommendation and interpretation of what could potentially work for the client or owner needs. By accepting this proposal, the client or owner accepts Shenandoah Construction recommendations to proceed with the work as described above.

This proposal may be withdrawn if not accepted within 30 days. Payment terms net 30 days.
(If we encounter an Insurance compliance fee requirement, this fee will be invoiced in addition to the above rates.)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Price above is only an estimate of foreseen conditions. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Unless noted above engineering, permits, testing and bonds are not included in the pricing. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Parties to this proposal/contract expressly waive all tort claims against each other and limit their remedies to breach of contract.

1888 NW 22nd Street
(954) 975-0098



SHENANDOAH

Pipe Inspection & Restoration Specialist

Pompano Beach, FL, 33069
shenandoahus.com

SIGNATURE:

SHENANDOAH GENERAL CONSTRUCTION CO.
Robson Lima

TITLE
Estimator

DATE
08/10/2023

ACCEPTANCE OF PROPOSAL / SIGN & RETURN

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

COMPANY NAME:
REPRESENTATIVE:

DATE:
TITLE:

Stormwater Infrastructure Repair Locations

Item 6.



8/24/2023

Structures

Curb Inlet

Ditch Bottom Inlet



French Drain



Gutter Inlet



Manhole



Straight Concrete Endwall



Pipes

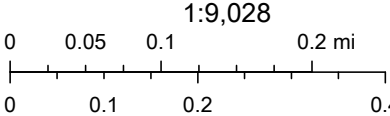


Boundary



ToLP Boundary

World Hillshade



Esri, NASA, NGA, USGS, FEMA, Esri Community Maps Contributors, FCS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeG

Roberto Tra

RESOLUTION 79-11-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH SHENANDOAH GENERAL CONSTRUCTION, LLC, FOR STORMWATER INFRASTRUCTURE MAINTENANCE AND REPAIR SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town and Shenandoah General Construction, LLC, (Contractor) previously entered into an agreement whereby the Contractor is providing stormwater infrastructure maintenance and repair services to the Town; and

WHEREAS, the Agreement provided for a one-year term with an option to extend the Agreement for two additional one-year terms at the convenience of the Town; and

WHEREAS, the Contractor has agreed to provide the services as set forth in the Agreement based upon the same pricing, terms, and conditions as set forth in the Agreement for an additional one-year term; and

WHEREAS, the Town Manager has recommended that the Town Commission extend the Agreement for the provision of stormwater infrastructure maintenance and repair services for an additional one-year term.

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

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. The mayor is hereby authorized and directed to execute the amendment to the Agreement between the Town and Shenandoah General Construction, LLC, to extend the term of the Agreement based upon the same conditions and terms contained therein for one year.

Section 3. This Resolution shall take effect immediately upon its execution.

The foregoing Resolution was offered by Vice-Mayor Glas-Castro, who moved its adoption. The motion was seconded by Commissioner Michaud and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	<u> </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	<u> </u>
COMMISSIONER JOHN LINDEN	<u>/</u>	<u> </u>
COMMISSIONER ROGER MICHAUD	<u>/</u>	<u> </u>
COMMISSIONER MARY BETH TAYLOR	<u>/</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution No. 79-11-22 duly passed and adopted this 2 day of November, 2022.

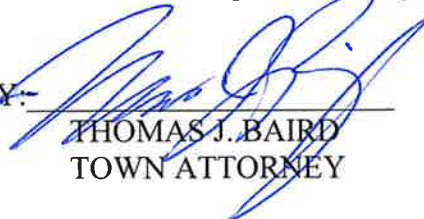
TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY



**FIRST AMENDMENT TO THE AGREEMENT BETWEEN
THE TOWN OF LAKE PARK AND SHENANDOAH GENERAL CONSTRUCTION,
LLC.**

THIS FIRST AMENDMENT to the agreement between the Town of Lake Park, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida 33403 (the Town), and Shenandoah General Construction, 1888 NW 22nd Street, Pompano Beach, FL 33069 (the Contractor) is entered into this day 2 of November, 2022.

RECITALS:

WHEREAS, the Town and Contractor previously entered into an Agreement whereby the Contractor is providing certain stormwater system infrastructure, including, maintenance storm drain cleaning and repair services to the Town (the Agreement); and

WHEREAS, the Agreement provided for a one-year term with an option to extend the Agreement for two additional one-year terms at the convenience of the Town; and

WHEREAS, the Town Manager has recommended to the Town Commission that it enter into the first option of the agreement, which has a term from November 27, 2022, through November 26, 2023.

NOW THEREFORE, the Town and Contractor, in consideration of the benefits flowing from each to the other do hereby agree as follows:

Section 1. The whereas clauses are hereby incorporated herein.

Section 2.

The Town and the Contractor hereby agree to extend the Agreement for Stormwater Infrastructure Maintenance and Repair Services based upon the same pricing, terms, and conditions as set forth in the Agreement

Section 3. This Resolution shall take effect immediately upon its execution.

IN WITNESS WHEREOF, the parties hereto have made and execute this First Amendment to the Agreement as of the day and year last executed below.

ATTEST:

TOWN OF LAKE PARK

By: Vivian Mendez

Vivian Mendez, Town Clerk

By: Michael O'Rourke

Michael O'Rourke, Mayor



APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 

Thomas J. Baird, Town Attorney

Shenandoah General Construction, LLC:

By: 

Title: Chief Operations Officer

Anthony Guglielmi
Printed Name

P:\DOCS\26508\00001\DOC\26X7415.DOCX

**AGREEMENT TO PIGGYBACK CONTRACT FOR PROVISION OF STORMWATER
INFRASTRUCTURE MAINTENANCE AND REPAIR SERVICES**

THIS AGREEMENT is made and entered into this 4 day of August, 2021, by and between the Town of Lake Park, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida, 33403 ("Town") and Shenandoah Construction, 1888 NW 22nd Street, Pompano Beach, FL 33069 ("Contractor").

WITNESSETH THAT

WHEREAS, the Town is a municipality and given those powers and responsibilities enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons to provide services; and

WHEREAS, the Town is responsible for the repair and maintenance of its stormwater infrastructure system and requires a contractor to perform such services; and

WHEREAS, pursuant to Florida law, and the Town's procurement policies, the Town has the legal authority to "piggyback" onto a contract procured by another governmental entity when seeking to utilize the same or similar services provided for in said contract in the interest of the public; and

WHEREAS, the Contractor has previously entered into that certain Agreement Number RFP-2018-167-EH with Broward College, a governmental entity that is subject to the procurement rules of the state of Florida, to provide for stormwater infrastructure repair and maintenance services (the "Contract") executed November 27, 2018, a copy of which is attached hereto as Exhibit 'A' and incorporated herein by reference only; and

WHEREAS, the Town desires to "piggyback" onto the Contract between the Contractor and Broward College for utilization of the same or similar services and pricing for the provision of stormwater infrastructure maintenance and repair services, and the Contractor consents to the aforesaid "piggybacking."

NOW THEREFORE, the Town and the Contractor in consideration of the benefits flowing from each to the other do hereby agree as follows:

1. The above stated recitals are true and correct.
2. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:
 - a. Keep and maintain public records required by the Town to perform the services which are the subject of this Agreement.
 - b. Upon the request of the Town, provide any such public records.

- c. Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contractor does not transfer the records which are part of this Agreement to the Town.
 - d. Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contractor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contractor transfers all public records to the Town upon completion of the term of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential from public records disclosure. If the Contractor keeps and maintains public records upon completion of the term of the Agreement, the Contractor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request, in a format that is compatible with the information technology systems of the Town.
 - e. If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, including its duty to provide public records relating to this Agreement, the Contractor shall contact the custodian of public records at: Town Clerk, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.
3. Contractor hereby affirms and ratifies the terms and conditions of the Agreement and agrees to perform the services set forth therein for the Town in accordance with the terms of the Contract it has previously entered into with Broward College on November 27, 2018, a copy of which is attached hereto and incorporated herein.
 4. The Town agrees to utilize the services of the Contractor in the manner and upon the terms and conditions as set forth in the Contract.
 5. Except as otherwise stated herein below, the terms and conditions of the Contract shall be the terms agreed to by the parties.
 6. The terms and conditions of the Contract are hereby supplemented and incorporated into this Agreement, as follows:

The Contractor's mobilization costs shall be mutually agreed to by the parties and proportional to the individual scope of work for which the mobilization is purposed. The mobilization costs shall be reflected in a


written supplement to this contract, and which shall be attached hereto and maintained as part of the Town's official records.

7. This Agreement shall be governed by the laws of the state of Florida. Venue for any cause of action arising out of this contract shall lie in the 15th Judicial District in and for Palm Beach County, Florida, or the United States District Court for the Southern District of Florida.
8. Notices to the Contractor shall remain as reflected in the Contract. Notices to the Town shall be given to the Town at: Town of Lake Park, Attn: Town Clerk. 535 Park Avenue, Lake Park, Florida, 33403.
9. If either party is required to initiate a legal action, including appeals to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have made and execute this Agreement as of the day and year last execute below.

ATTEST:

TOWN OF LAKE PARK

By: 
Vivian Mendez, Town Clerk

By: 
Michael O'Rourke, Mayor

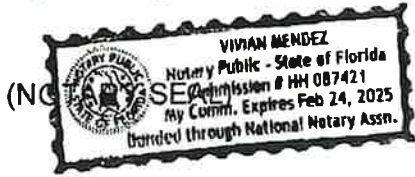


APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 
Thomas J. Baird, Town Attorney

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 4 day of August 2021 by Michael O'Rourke, Mayor of the Town of Lake Park, and who is personally known to me.



Vivian Mendez
Notary Public, State of Florida

WITNESSES:

By: [Signature]
Daniel DiMura

Printed Name

[Signature]
Margaret DiMura

Printed Name

Contractor:
Shenandoah General Construction

By: [Signature]
Its: Vice President

Anthony Guglielmi
Printed

STATE OF FLORIDA

COUNTY OF ~~PALEMBANK~~ PALEMBANK Broward

The foregoing instrument has been acknowledged before me this 6 day of August 2021 by Anthony Guglielmi, as Vice President of Shenandoah General Const., and who is personally known to me or has produced as identification.

(NOTARY SEAL)



[Signature]
Notary Public, State of Florida



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Originating Department: Public Works

Agenda Title: Request for Authorization for the Town Manager to Spend Budgeted Funds from the Stormwater Fund Budget and Execute a Work Order for the Purchase and Installation of Safety and Maintenance Equipment for the Town's Stormwater Division 2023 Ford Transit-350 Cargo Van.

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake
Park, ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.08.30 15:19:42 -04'00' **Date:** _____

Cost of Item: \$15,872.97 **Funding Source:** Equipment Leases

Account Number: 402-53-538-402-44200 **Finance Signature:** Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.08.24 17:09:28 -04'00'

Advertised: _____

Date: N/A **Newspaper:** _____

Attachments: 1. Agenda Request Form
2. Quote No. WPB-SO07347, as provided by Advanced Work Vans

Please initial one:

Yes, I have notified everyone

Not applicable in this case

Summary Explanation/Background:

The Public Works Department's Stormwater Division requires specialized vehicles to facilitate safe and efficient maintenance of the Town's drainage infrastructure. Historically, these requirements have been met through a combination of leased and leased-to-own vehicles and equipment.

The Town's current provider of such vehicles is Enterprise Fleet Management.

Additionally, the Town Commission previously authorized two additional full-time employees for the Stormwater Division; however, no vehicle allocations for these additional employees were included in previous budget years.

As part of FY-2024 budget preparation, department staff researched and requested a cargo van to better support the wide-ranging maintenance operations for the division. Accordingly, the van must now be outfitted with safety and maintenance equipment, including emergency/safety lighting, workstation with tool drawers, ladder rack, insulated walls, and ceiling, among other enhancements.



Figure 2. Cargo Van Exterior



Figure 2. Cargo Van Interior

The proposed upgrades, totaling **\$15,872.97**, will promote safety, productivity, and efficiency for assigned maintenance personnel, while also protecting fragile, temperature sensitive and costly inspection equipment.

Advanced Work Vans is a sole-source authorized vendor for Enterprise Fleet Management.

The Town Manager recommends approval.

Recommended Motion:

I move to Authorize the Town Manager to Spend Budgeted Funds from the Stormwater Fund Budget and Execute a Work Order for the Purchase and Installation of Safety and Maintenance Equipment for the Town's Stormwater Division 2023 Ford Transit-350 Cargo Van.



Advanced Work Vans - West Palm Beach
7652 CENTRAL INDUSTRIAL DR
RIVIERA BEACH FL 33404-3432
United States

Invoicing address:

Town of Lake Park
535 Park Ave
West Palm Beach FL 33403
United States
☎ 561-881-300

Town of Lake Park
535 Park Ave
West Palm Beach FL 33403
United States
☎ 561-881-300

Shipping address:

Advanced Work Vans - West Palm Beach
7652 CENTRAL INDUSTRIAL DR
RIVIERA BEACH FL 33404-3432
United States

Quotation # WPB-SO07347

Your Reference:	Quotation Date:	Salesperson:	Expiration Date:	Vehicle Type:
Paul/John	06/30/2023 08:32:20	Alex Ines	07/30/2023	Ford Transit High Roof 148 EX

Description	Quantity	Unit Price	Taxes	Amount
Partition				
[S1M2C2PM] S1-M2-C2, PANEL KIT, PM	1.000	695.60	AvaTax (WPB)	\$ 695.60
[WKC1FDTH2] WING KIT, FDTH, ICE,EV	1.000	313.50	AvaTax (WPB)	\$ 313.50
[PDK1] QUIET PARTITION DOOR KIT	1.000	91.10	AvaTax (WPB)	\$ 91.10
[Labor] Labor	1.000	100.00	AvaTax (WPB)	\$ 100.00
Subtotal				\$ 1,200.20
Shelving & Accessories				
[RK148FTHE] RAIL KIT, TRANSIT HR, LWBEL	1.000	527.77	AvaTax (WPB)	\$ 527.77
[MD608PM] WORKBENCH MODULE, PROMASTER, 18X34X84	1.000	2,390.78	AvaTax (WPB)	\$ 2,390.78
[Labor] Labor	1.000	250.00	AvaTax (WPB)	\$ 250.00
Subtotal				\$ 3,168.55



Advanced Work Vans - West Palm Beach
 7652 CENTRAL INDUSTRIAL DR
 RIVIERA BEACH FL 33404-3432
 United States

Description	Quantity	Unit Price	Taxes	Amount
Ladder Rack				
[PLM63TH] PROLFT DBL MAX DROP TRANSIT HR	1.000	3,374.31	AvaTax (WPB)	\$ 3,374.31
[Labor] Labor	1.000	300.00	AvaTax (WPB)	\$ 300.00
Subtotal				\$ 3,674.31
Strobe Lights				
6391209 8 FUNCTION PROGRAMMABLE PRE-WIRED SWITCH PANEL FOR LIGHTBAR OPERATION	1.000	183.39	AvaTax (WPB)	\$ 183.39
88930605 60 INCH MODULAR LIGHT BAR (16 AMBER MODULES, TRAFFIC ADVISER)	1.000	1,219.59	AvaTax (WPB)	\$ 1,219.59
3024647 STEEL MOUNTING FEET FOR LED MODULAR LIGHT BAR	1.000	109.13	AvaTax (WPB)	\$ 109.13
8891702 CLEAR/AMBER DUAL ROW 5 INCH LED STROBE LIGHT	1.000	115.57	AvaTax (WPB)	\$ 115.57
8891705 BLACK GROMMET FOR 5.19 INCH RECTANGULAR LED STROBE LIGHT	1.000	14.23	AvaTax (WPB)	\$ 14.23
[8891227] 25' AMBER/CLEAR BOLT ON HIDDEN STROBE KIT	2.000	195.00	AvaTax (WPB)	\$ 390.00
[8891902] 4.5" AMBER/CLEAR HORIZONTAL LED STROBE LIGHT)	2.000	80.00	AvaTax (WPB)	\$ 160.00
[8891502] Light, Strobe, 5", 6 LED Amber/Clear	2.000	126.84	AvaTax (WPB)	\$ 253.68
Wiring,Fuses	1.000	140.00	AvaTax (WPB)	\$ 140.00
[Labor] Labor	8.000	115.00	AvaTax (WPB)	\$ 920.00
Subtotal				\$ 3,505.59
Front Hitch Receiver & Basket				
Stainless Steel Ford Transit Behind License Plate Front Hitch	1.000	461.19	AvaTax (WPB)	\$ 461.19



Advanced Work Vans - West Palm Beach
7652 CENTRAL INDUSTRIAL DR
RIVIERA BEACH FL 33404-3432
United States

Description	Quantity	Unit		Amount
		Price	Taxes	
Reese 63153 Trailer Hitch Cargo Carrier; Towpower; Mounts In 2 Inch Receiver; 500 Pound Weight Capacity; 60 X 24 Inch; Mesh Rack; Non-Folding; Bolt-Together	1.000	415.67	AvaTax (WPB)	\$ 415.67
[Labor] Labor	4.000	115.00	AvaTax (WPB)	\$ 460.00
Subtotal				\$ 1,336.86
Wall/Ceiling Panels				
[755-114-2614] Transit 148 Ext - Ceiling - White	1.000	1,112.96	AvaTax (WPB)	\$ 1,112.96
[754-114-2614] Transit 148 Ext - Wall - White	1.000	1,702.00	AvaTax (WPB)	\$ 1,702.00
[Labor] Labor	1.500	115.00	AvaTax (WPB)	\$ 172.50
Subtotal				\$ 2,987.46
Subtotal				\$ 15,872.97
<i>Material Surcharge</i>				\$ 0.00
Taxes				\$ 0.00
Total				\$ 15,872.97



Town of Lake Park Town Commission

Item 8.

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: Approval for Sunday work (September 17 and 24, 2023) – Nautilus 220

[] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA**
[] BOARD APPOINTMENT [] OLD BUSINESS
[] ORDINANCE
[] NEW BUSINESS
[] OTHER

Approved by Town Manager John D'Agostino **Date:** _____

Digitally signed by John
D'Agostino
DN: cn=John D'Agostino, o=Town
of Lake Park, ou=Town Manager,
email=jdagostino@lakeparkflorida
.gov, c=US
Date: 2023.08.30 15:31:16 -04'00'

Nadia Di Tommaso / Community Development Director
Name/Title

Originating Department: Community Development	Costs: None Funding Source: N/A Acct. N/A [] Finance _____	Attachments: → Letter Request
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>ND</i> Please initial one.

Summary Explanation/Background:

See enclosed letter request from Kast Construction. The Town Commission approved similar requests in the past in order to allow construction to move forward as needed.

Recommended Motion: I move to APPROVE.

August 29 2023

Nadia D Tommaso

Community Development Director
Community Development Department- Town of Lake Park
535 Park Avenue
Lake Park, FL 33404

RE: Nautilus 220 –Sunday Work for Crane Jumps
Lake Park, FL

Ms Tommaso,

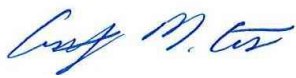
Kast is requesting permission to work on Sunday September 17, 2023 and Sunday September 24, 2023. The three cranes on site all need to be jumped to continue to allow vertical construction. The crane company will start the process the Friday before on each of these weekends and will continue to work through Saturday and possibly Sunday of both weekends. This will be the final jump of the cranes on the project.

Kast subcontractor responsible for the cranes has scheduled PBSO for traffic control during these operations. As exhibited in the previous jump the work is relatively quiet and would be performed between 7am and 7pm.

We appreciate your consideration of this matter. If you have any questions, please feel free to call me at 772-834-4976

Respectfully,

KAST Construction Company II, LLC



Tony Costa
Project Executive

CC Mike Macdonald, Kast Construction II, LLC
Peter Baytarian, Forest Development
Larry Zabik, Zabik & Associates



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: **(CONTINUED TO SEPTEMBER 20, 2023)** A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PROVIDING FOR A FINDING OF NECESSITY AND DETERMINING THE EXISTENCE OF TWO OR MORE CONDITIONS IN A CERTAIN AREA OF THE TOWN OF LAKE PARK THAT MEET THE CRITERIA DESCRIBED IN SECTION 163.340 (8), FLORIDA STATUTES; PROVIDING FOR THE ACCEPTANCE, APPROVAL AND ADOPTION OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY'S FINDING OF NECESSITY STUDY; FINDING THE NEED FOR A COMMUNITY REDEVELOPMENT AREA UNDER THE PROVISIONS OF CHAPTER 163, PART III, OF THE FLORIDA STATUTES.

[] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA**
 [] BOARD APPOINTMENT [] OLD BUSINESS
 [] ORDINANCE
 [] NEW BUSINESS
 [] OTHER

Approved by Town Manager John D'Agostino Date: _____
Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town of Lake Park, ou=Town Manager, email=jdagostino@lakeparkflorida.gov, c=US
 Date: 2023.08.30 15:28:29 -0400

Nadia Di Tommaso / Community Development Director

Name/Title

Originating Department: Town Manager/Community Development	Costs: \$ Included in prior contract as an added service at no additional cost Funding Source: Acct. [] Finance _____	Attachments: (inquire within for copies of documents) → Resolution 38-05-23 → Finding of Necessity Report → Copy of Resolution 36-06-22 approving CRA Master Plan update in August 2022 and a copy of the Updated Plan → Legal Ad and Registered Mail to Taxing Authorities
Advertised: Date: 08/04/2023 Paper: Palm Beach Post <i>*taxing authorities notification letters also sent*</i> [] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_ <i>ND</i> or Not applicable in this case Please initial one.

THIS ITEM IS BEING CONTINUED TO SEPTEMBER 20, 2023. NO DISCUSSION OR ACTION REQUIRED.



Town of Lake Park Town Commission

Item 10.

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, SUPERSEDING RESOLUTION 74-10-22 THEREBY AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A REVISED LIFT STATION EASEMENT AGREEMENT AND A NEW WATER SEWER EASEMENT WITH THE SEACOAST UTILITY AUTHORITY, GRANTING AN EXCLUSIVE EASEMENT FOR A LIFT STATION AND A NON-EXCLUSIVE EASEMENT FOR WATER AND SEWER FOR USE BY SEACOAST, NAUTILUS AND ADJOINING DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

[] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA (Resolution)**
[] BOARD APPOINTMENT [] OLD BUSINESS
[] ORDINANCE
[] NEW BUSINESS – DISCUSSION ITEM
[] OTHER: RESOLUTION

Approved by Town Manager John

D'Agostino

Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park,
ou=Town Manager,
email=jd'agostino@lakeparkflorida.gov, c=US
Date: 2023.08.30 15:25:22 -0400

Date: _____

Nadia Di Tommaso / Community Development Director

Name/Title

Originating Department: Community Development	Costs: \$ Non at this time Funding Source: Acct. [] Finance _____	Attachments: ➔ Resolution ➔ Exhibit A
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 ND Please initial one.

Summary Explanation/Background:

In October 2022, the Town Commission approved an exclusive lift station easement agreement at the request of Seacoast Utility Authority. At that time, the P3 was not yet formalized. The lift station has been relocated immediately east of the previously planned site to accommodate development of the P3 Marina properties. Consequently, a new easement is required. The enclosed easement is acceptable by all parties.

In addition, a non-exclusive easement within which Seacoast-owned water/sewer improvements will be constructed for Nautilus and adjoining properties is also required.

Enclosed are the easement documents as Exhibit A and supporting Resolution for Town Commission approval.

General Location (see enclosed Easements for location accuracy):



Recommended Motion: I move to “APPROVE” Resolution __-09-23.

RESOLUTION NO.64-09-23

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, SUPERSEDING RESOLUTION 74-10-22 THEREBY AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A REVISED LIFT STATION EASEMENT AGREEMENT AND A NEW WATER SEWER EASEMENT WITH THE SEACOAST UTILITY AUTHORITY, GRANTING AN EXCLUSIVE EASEMENT FOR A LIFT STATION AND A NON-EXCLUSIVE EASEMENT FOR WATER AND SEWER FOR USE BY SEACOAST, NAUTILUS AND ADJOINING DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town owns certain land which is legally described in the attached Exhibit "A" (the Property); and

WHEREAS, the Seacoast Utility Authority (Seacoast) has sought a utility easement from the Town which permits Seacoast to enter upon the Property to install, operate, maintain, and service a sewer lift station and appurtenant facilities in, on, over, under and across the Property; and

WHEREAS, the Town Commission previously approved Resolution 74-10-22 approving an exclusive lift station easement; and

WHEREAS, the lift station has been relocated to accommodate development of the P3 Marina properties, requiring a revised lift station easement; and

WHEREAS, an additional non-exclusive water and sewer easement within which Seacoast water/sewer improvements will be constructed for Nautilus and adjoining development areas; and

WHEREAS, this Resolution supersedes Resolution 74-10-22; and

WHEREAS, the Town Manager has recommended to the Town Commission that

it is in the best interest of the Town to execute the Easements for the benefit of Seacoast as it pertains to the Property.

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute the Easements, a copy of which is attached hereto and incorporated herein by reference as Exhibit A.

Section 3. This Resolution shall take effect immediately upon adoption.

EASEMENT

THIS EASEMENT made and entered into this ____ day of _____, 2023 between the **Town of Lake Park, a Florida municipal corporation**, (hereinafter referred to as "Grantor") whose address is 535 Park Avenue, Lake Park, Florida 33403 and **Seacoast Utility Authority** (hereinafter referred to as "Grantee") whose address is 4200 Hood Road, Palm Beach Gardens, Florida 33410.

WITNESSETH:

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid by the Grantee, the receipt and sufficiency of which is hereby acknowledged, does hereby grant to the Grantee, its successors and assigns, a perpetual exclusive utility easement which shall permit the Grantee to enter upon the property herein described at any time to install, operate, maintain and service a sewer lift station and appurtenant facilities in, on, over, under and across the easement premises together with the rights of light and air above the easement premises. The easement hereby granted covers a parcel of land lying, situate and being in Palm Beach County, Florida and being more particularly described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Grantor hereby covenants with Grantee that it is lawfully seized and in possession of the real property herein described.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and affixed its seal as of the date first above written.

WITNESSES:

TOWN OF LAKE PARK

Signed, sealed and delivered
in the presence of:

Witness Signature

Print Name

Witness Signature

Print Name

By: _____
Roger Michaud, Mayor

Attest: _____
Vivan Mendez, CMC

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ of _____ 2023, by Roger Michaud and Vivan Mendez, CMC, as Mayor and clerk of the Town of Lake Park, who are personally known to me or who has produced _____ as identification.

Notary Signature

Print Name

Notary Public – State

Commission No:

My Commission Expires:

DESCRIPTION:

BEING A PORTION OF LOTS 26, 27, 28 AND 29, BLOCK 114, KELSEY CITY (NOW KNOWN AS LAKE PARK), ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 8, PAGES 15 AND 23 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 21, TOWNSHIP 42 SOUTH, RANGE 43 EAST, PALM BEACH COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 31, BLOCK 114, AS SHOWN ON SAID PLAT; THENCE ALONG THE NORTH LINE OF SAID LOT 31, BLOCK 114, S84°52'19"W, A DISTANCE OF 175.30 FEET; THENCE S05°00'49"E, A DISTANCE OF 63.37 FEET TO THE POINT OF BEGINNING; THENCE S84°59'11"W, A DISTANCE OF 40.00 FEET; S05°00'49"E, A DISTANCE OF 40.00 FEET; THENCE N84°59'11"E, A DISTANCE OF 40.00 FEET; THENCE N05°00'49"W, A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING.

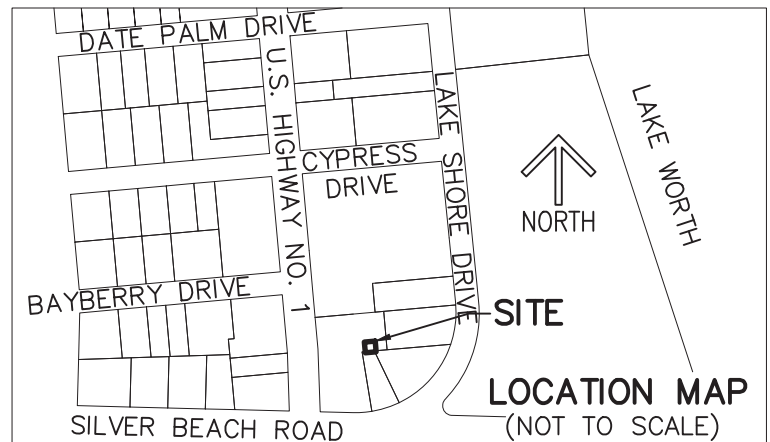
CONTAINING 1,600 SQUARE FEET OR 0.0367 ACRES, MORE OR LESS.

SURVEYOR'S NOTES:

1. SURVEY MAPS OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND ORIGINAL SEAL, OR THE AUTHENTICATED ELECTRONIC SIGNATURE AND SEAL, OF A FLORIDA LICENSED PROFESSIONAL LAND SURVEYOR AND MAPPER.
2. ADDITIONS OR DELETIONS TO SURVEY MAPS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
3. LANDS SHOWN HEREON WERE NOT ABSTRACTED, BY THE SURVEYOR, FOR RIGHTS-OF-WAY, EASEMENTS, OWNERSHIP, OR OTHER INSTRUMENTS OF RECORD.
4. BEARINGS SHOWN HEREON ARE RELATIVE TO THE CENTERLINE OF LAKE SHORE DRIVE HAVING AN ASSUMED BEARING OF S05°34'25"E.
5. THE LAND DESCRIPTION SHOWN HEREON WAS PREPARED BY THE SURVEYOR.
6. DATA SHOWN HEREON WAS COMPILED FROM THE INSTRUMENTS OF RECORD RECORDED IN THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, AND DOES NOT CONSTITUTE A FIELD SURVEY AS SUCH.
7. INSTRUMENTS OF RECORD SHOWN HEREON ARE RECORDED IN THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, UNLESS OTHERWISE SHOWN.

LEGEND/ABBREVIATIONS:

- C — CENTERLINE
 FPL — FLORIDA POWER & LIGHT COMPANY
 O.R.B. — OFFICIAL RECORDS BOOK
 P.B. — PLAT BOOK
 P.O.C. — POINT OF COMMENCEMENT
 P.O.B. — POINT OF BEGINNING
 PG(S). — PAGES
 R/W — RIGHT-OF-WAY
 SUAE — SEACOAST UTILITY AUTHORITY EASEMENT
 UE — UTILITY EASEMENT

**CERTIFICATE:**

I HEREBY CERTIFY THAT THE ATTACHED SKETCH AND DESCRIPTION OF THE HEREON DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS PREPARED UNDER MY DIRECTION ON AUGUST 11, 2023. I FURTHER CERTIFY THAT THIS SKETCH AND DESCRIPTION MEETS THE STANDARDS OF PRACTICE SET FORTH IN RULE 5J-17, FLORIDA ADMINISTRATIVE CODE, ADOPTED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS PURSUANT TO FLORIDA STATUTES CHAPTER 472.027.

THIS IS NOT A SURVEY

SHEET 1 OF 2



CAULFIELD & WHEELER, INC.

CIVIL ENGINEERING
 LANDSCAPE ARCHITECTURE — SURVEYING
 7900 GLADES ROAD — SUITE 100
 BOCA RATON, FLORIDA 33434
 PHONE (561)-392-1991 / FAX (561)-750-1452



Digitally signed by
 David Lindley
 Date: 2023.08.15
 15:09:27 -04'00'
 Adobe Acrobat
 version:
 2017.011.30142

DAVID P. LINDLEY
 REGISTERED LAND
 SURVEYOR NO. 5005
 STATE OF FLORIDA
 L.B. 3591

DATE 8-11-2023

DRAWN BY SAS

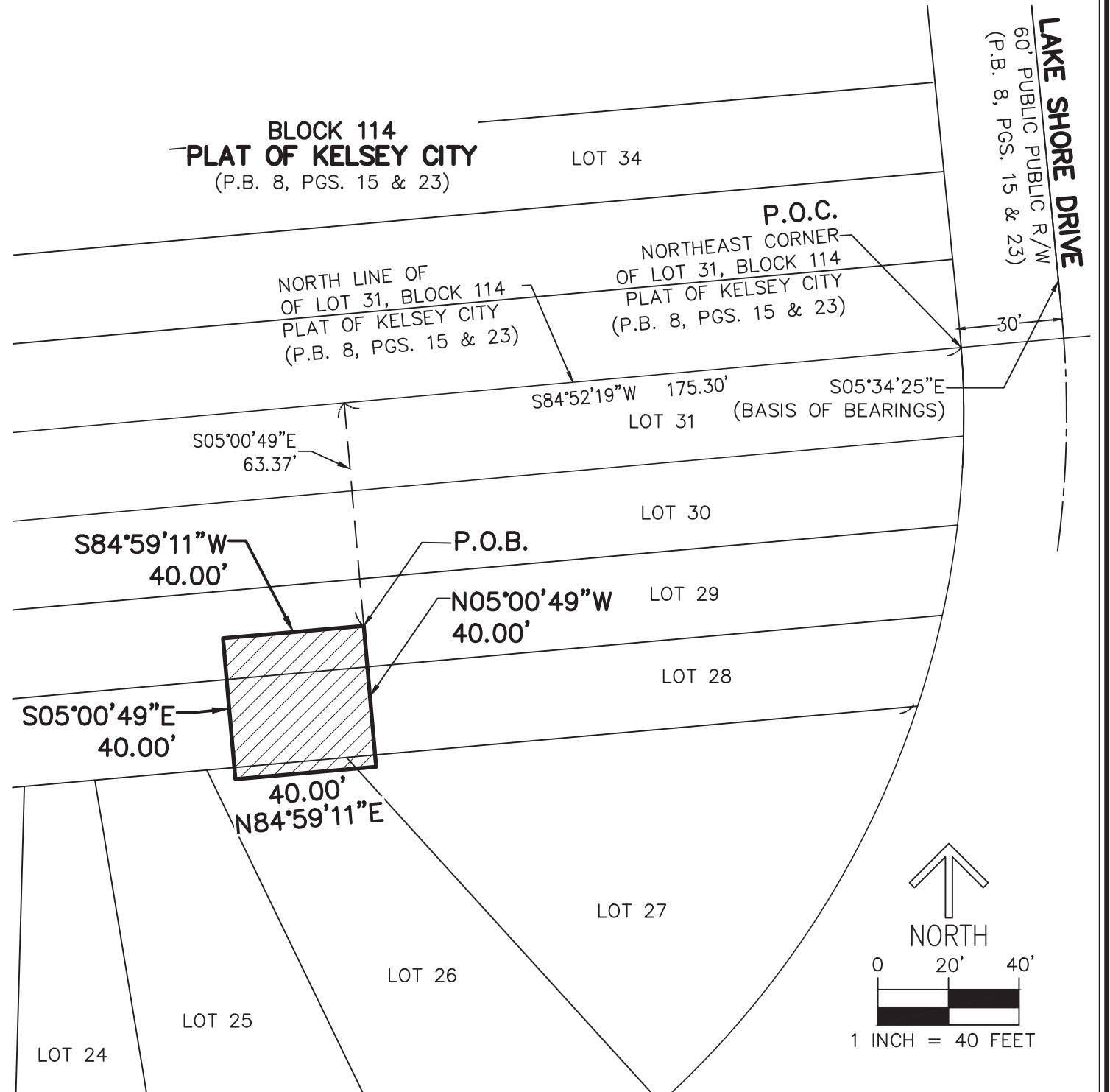
F.B./ PG. N/A

SCALE NONE

JOB 9622-1

312

SEACOAST UTILITY AUTHORITY LIFT STATION EASEMENT
PLAT OF KELSEY CITY
SKETCH AND DESCRIPTION



THIS IS NOT A SURVEY

SHEET 2 OF 2

**CAULFIELD & WHEELER, INC.**

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE - SURVEYING
7900 GLADES ROAD - SUITE 100
BOCA RATON, FLORIDA 33434
PHONE (561)-392-1991 / FAX (561)-750-1452

**SEACOAST UTILITY AUTHORITY LIFT STATION EASEMENT
PLAT OF KELSEY CITY
SKETCH AND DESCRIPTION**

DATE	8.11-2023
DRAWN BY	SAS
F.B./ PG.	N/A
SCALE	1"=40'
JOB	9622-1

313



Item 10.

Prepared By:
Laura H. Niemann
Seacoast Utility Authority
4200 Hood Road
Palm Beach Gardens, Fl 33410

Item 10.

EASEMENT

THIS EASEMENT made and entered into this ____ day of _____, 2023 between the **Town of Lake Park, a Florida municipal corporation**, (hereinafter referred to as "Grantor") whose address is 535 Park Avenue, Lake Park, Florida 33403 and **Seacoast Utility Authority** (hereinafter referred to as "Grantee") whose address is 4200 Hood Road, Palm Beach Gardens, Florida 33410.

WITNESSETH:

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid by the Grantee, the receipt and sufficiency of which is hereby acknowledged, does hereby grant to the Grantee, its successors and assigns, a perpetual non-exclusive utility easement which shall permit the Grantee to enter upon the property herein described at any time to install, operate, maintain and service water and sewer lines and appurtenant facilities in, on, over, under and across the easement premise. The easement hereby granted covers a parcel of land lying, situate and being in Palm Beach County, Florida and being more particularly described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Grantor hereby covenants with Grantee that it is lawfully seized and in possession of the real property herein described.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and affixed its seal as of the date first above written.

WITNESSES:

TOWN OF LAKE PARK

Signed, sealed and delivered
in the presence of:

Witness Signature

By: _____
Roger Michaud, Mayor

Print Name

Attest: _____
Vivan Mendez, CMC

Witness Signature

Print Name

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ of _____ 2023, by Roger Michaud and Vivan Mendez, CMC, as Mayor and clerk of the Town of Lake Park, who are personally known to me or who has produced _____ as identification.

Notary Signature

Print Name

Notary Public – State

Commission No:

My Commission Expires:

DESCRIPTION:

A PORTION OF LOTS 16, 17, 18 AND 26 THROUGH 31, BLOCK 114, KELSEY CITY (NOW KNOWN AS LAKE PARK), ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PAGE BOOK 8, PAGES 15 THROUGH 23 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 31, BLOCK 114; THENCE ALONG THE WESTERLY RIGHT-OF-WAY OF LAKE SHORE DRIVE, AS SHOWN ON SAID PLAT, ALONG A NON-TANGENT CURVE TO THE RIGHT, HAVING A RADIAL BEARING OF S85°40'19"W, HAVING A RADIUS OF 262.04 FEET, A CENTRAL ANGLE OF 7°27'18", AN ARC DISTANCE OF 34.09 FEET TO A POINT ON SAID WESTERLY RIGHT-OF-WAY LINE; THENCE S84°48'51"W, A DISTANCE OF 14.76 FEET; THENCE S5°34'16"E, A DISTANCE OF 12.34 FEET; THENCE S84°25'44"W, A DISTANCE OF 12.00 FEET; THENCE N5°34'16"W, A DISTANCE OF 12.42 FEET; THENCE S84°48'51"W, A DISTANCE OF 109.99 FEET; THENCE S55°57'20"W, A DISTANCE OF 12.37 FEET; THENCE S5°00'49"E, A DISTANCE OF 90.62 FEET; THENCE S85°00'14"W, A DISTANCE OF 25.11 FEET; THENCE N5°00'49"W, A DISTANCE OF 67.27 FEET; THENCE S84°59'11"W, A DISTANCE OF 40.00 FEET; THENCE S5°00'49"E, A DISTANCE OF 6.89 FEET; THENCE S84°59'44"W, A DISTANCE OF 154.92 FEET TO A POINT OF INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO.1, AS SHOWN ON THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY MAP SECTION 9302 AND ROAD PLAT BOOK 1, PAGE 53 OF SAID PUBLIC RECORDS; THENCE NORTHERLY ALONG SAID EASTERLY RIGHT-OF-WAY LINE ALONG THE ARC OF A CURVE TO THE LEFT WHOSE RADIUS POINT BEARS S86°37'54"W, HAVING A RADIUS OF 5801.04 FEET, A CENTRAL ANGLE OF 0°00'07", AN ARC DISTANCE OF 12.00 FEET TO A POINT; THENCE N84°59'44"E, A DISTANCE OF 134.98 FEET; THENCE N5°00'16"W, A DISTANCE OF 15.74 FEET; THENCE S85°05'11"W, A DISTANCE OF 19.93 FEET; N5°00'18"W, A DISTANCE OF 10.00 FEET; THENCE S85°05'11"W, A DISTANCE OF 114.43 FEET TO A POINT OF INTERSECTION WITH SAID EASTERLY RIGHT-OF-WAY LINE; THENCE NORTHERLY ALONG SAID RIGHT-OF-WAY LINE ALONG THE ARC OF A CURVE TO THE LEFT WHOSE RADIUS POINT BEARS S86°15'04"W, HAVING A RADIUS OF 5801.84 FEET, A CENTRAL ANGLE OF 0°07'07", AN ARC DISTANCE OF 12.00 FEET TO A POINT; THENCE N85°05'11"E, A DISTANCE OF 114.18 FEET; THENCE N5°00'18"W, A DISTANCE OF 20.32 FEET TO A POINT OF INTERSECTION WITH THE NORTH LINE OF SAID LOT 31; THENCE N84°52'19"E, ALONG SAID NORTH LINE A DISTANCE OF 12.00 FEET; THENCE S5°00'18"E, A DISTANCE OF 20.36 FEET; THENCE N85°05'11"E, A DISTANCE OF 9.22 FEET; THENCE N5°00'16"W, A DISTANCE OF 20.40 FEET TO A POINT OF INTERSECTION WITH SAID NORTH LINE OF LOT 31; THENCE N84°52'19"E, ALONG SAID NORTH LINE, A DISTANCE OF 15.00 FEET; THENCE S5°00'16"E, A DISTANCE OF 9.18 FEET; THENCE N84°48'51"E, A DISTANCE OF 211.87 FEET; THENCE N5°00'09"W, A DISTANCE OF 8.97 FEET; THENCE N84°52'19"E, A DISTANCE OF 6.37 FEET TO THE POINT OF BEGINNING.

CONTAINING 14,177 SQUARE FEET OR 0.3255 ACRES, MORE OR LESS.

CERTIFICATE:

I HEREBY CERTIFY THAT THE ATTACHED SKETCH OF DESCRIPTION OF THE HEREON DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS PREPARED UNDER MY DIRECTION ON AUGUST 10, 2023. I FURTHER CERTIFY THAT THIS SKETCH OF DESCRIPTION MEETS THE STANDARDS OF PRACTICE SET FORTH IN CHAPTER 5J-17 ADOPTED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO FLORIDA STATUTES 472.027.

THIS IS NOT A SURVEY

SHEET 1 OF 4

**CAULFIELD & WHEELER, INC.**

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE – SURVEYING
7900 GLADES ROAD – SUITE 100
BOCA RATON, FLORIDA 33434

PHONE (561)-392-1991 / FAX (561)-750-1452



Digitally signed by
David Lindley
Date: 2023.08.15
15:10:14 -04'00'
Adobe Acrobat
version:
2017.011.30142

DAVID P. LINDLEY
REGISTERED LAND
SURVEYOR NO. 5005
STATE OF FLORIDA
L.B. 3591

DATE 8-10-2023

DRAWN BY GC

F.B./ PG. 00/00

SCALE 1"=30'

JOB 9622T

317

SKETCH & DESCRIPTION (TOWN)

UTILITY EASEMENT
PALM BEACH COUNTY, FLORIDA

NOTES:

1. SURVEY MAPS OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND ORIGINAL SEAL, OR THE AUTHENTICATED ELECTRONIC SIGNATURE AND SEAL, OF A FLORIDA LICENSED PROFESSIONAL LAND SURVEYOR AND MAPPER.
2. ADDITIONS OR DELETIONS TO SURVEY MAPS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES. LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR RIGHTS-OF-WAY, EASEMENTS, OWNERSHIP, OR OTHER INSTRUMENTS OF RECORD.
3. BEARINGS SHOWN HEREON ARE RELATIVE TO THE NORTH LINE OF LOT 31, BLOCK 114, KELSEY CITY (NOW KNOWN AS LAKE PARK), ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PAGE BOOK 8, PAGES 15 THROUGH 23 OF THE PUBLIC RECORDS OF PALM BEACH COUNTY FLORIDA ASSUMED BEARING OF NORTH 84°52'19"E EAST.
4. THE "LAND DESCRIPTION" HEREON PREPARED BY THE SURVEYOR.
5. ADDITIONS OR DELETIONS TO SURVEY SKETCH BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
6. DATA SHOWN HEREON WAS COMPILED FROM INSTRUMENTS OF RECORD AND DOES NOT CONSTITUTE A BOUNDARY SURVEY AS SUCH.
7. RECORDING INFORMATION SHOWN HEREON IS OF THE PUBLIC RECORDS OF PALM BEACH COUNTY COUNTY, FLORIDA.



LOCATION SKETCH
NOT TO SCALE

THIS IS NOT A SURVEY

SHEET 2 OF 4



CAULFIELD & WHEELER, INC.

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE - SURVEYING
7900 GLADES ROAD - SUITE 100
BOCA RATON, FLORIDA 33434
PHONE (561)-392-1991 / FAX (561)-750-1452

SKETCH & DESCRIPTION (TOWN)

UTILITY EASEMENT
PALM BEACH COUNTY, FLORIDA

DATE 8-10-2023

DRAWN BY GC

F.B./ PG. 00/00

SCALE 1"=30'

JOB 9622T

318

MATCH LINE 4

**BLOCK 114
PLAT OF KELSEY CITY**
(P.B. 8, PGS. 15 & 23)

NORTH LINE OF
OF LOT 31, BLOCK 114
PLAT OF KELSEY CITY
(P.B. 8, PGS. 15 & 23)

P.O.B.

NORTHEAST CORNER
OF LOT 31, BLOCK 114
PLAT OF KELSEY CITY
(P.B. 8, PGS. 15 & 23)

N84°52'19"E

15.00'

S5°00'16"E
9.18'

N84°52'19"E

(BASIS OF BEARINGS)

LOT 33

LOT 32

N84°48'51"E

211.87'

LOT 31

S5°34'16"E

12.34'

N5°00'09"W

8.97'

30'

S85°40'19"W
RADIAL

S84°48'51"W

109.99'

S55°57'20"W
12.37'

LOT 30

S5°00'49"E
6.89'

LOT 29

N5°34'16"W

12.42'

S84°25'44"W

12.00'

LOT 28

S84°48'51"W

14.76'

WESTERLY RIGHT OF WAY
OF LAKE SHORE DRIVE

R=262.04'

Δ=7°27'18"

L=34.09'

CD=34.07'

CB=S00°36'02"E

S84°59'44"W

154.92'

N5°00'49"W

67.27'

S85°00'14"W

25.11'

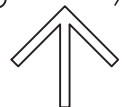
S05°00'49"E
90.62'

LOT 26

LOT 27

LOT 25

LAKE SHORE DRIVE
60' PUBLIC PUBLIC R/W
(P.B. 8, PGS. 15 & 23)



NORTH



1 INCH = 40 FEET

THIS IS NOT A SURVEY

SHEET 3 OF 4

**CAULFIELD & WHEELER, INC.**

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE - SURVEYING

7900 GLADES ROAD - SUITE 100

BOCA RATON, FLORIDA 33434

PHONE (561)-392-1991 / FAX (561)-750-1452

SKETCH & DESCRIPTION (TOWN)

FLORIDA POWER & LIGHT EASEMENT
PALM BEACH COUNTY, FLORIDA

DATE 8-10-2023

DRAWN BY dl

F.B./ PG. N/A

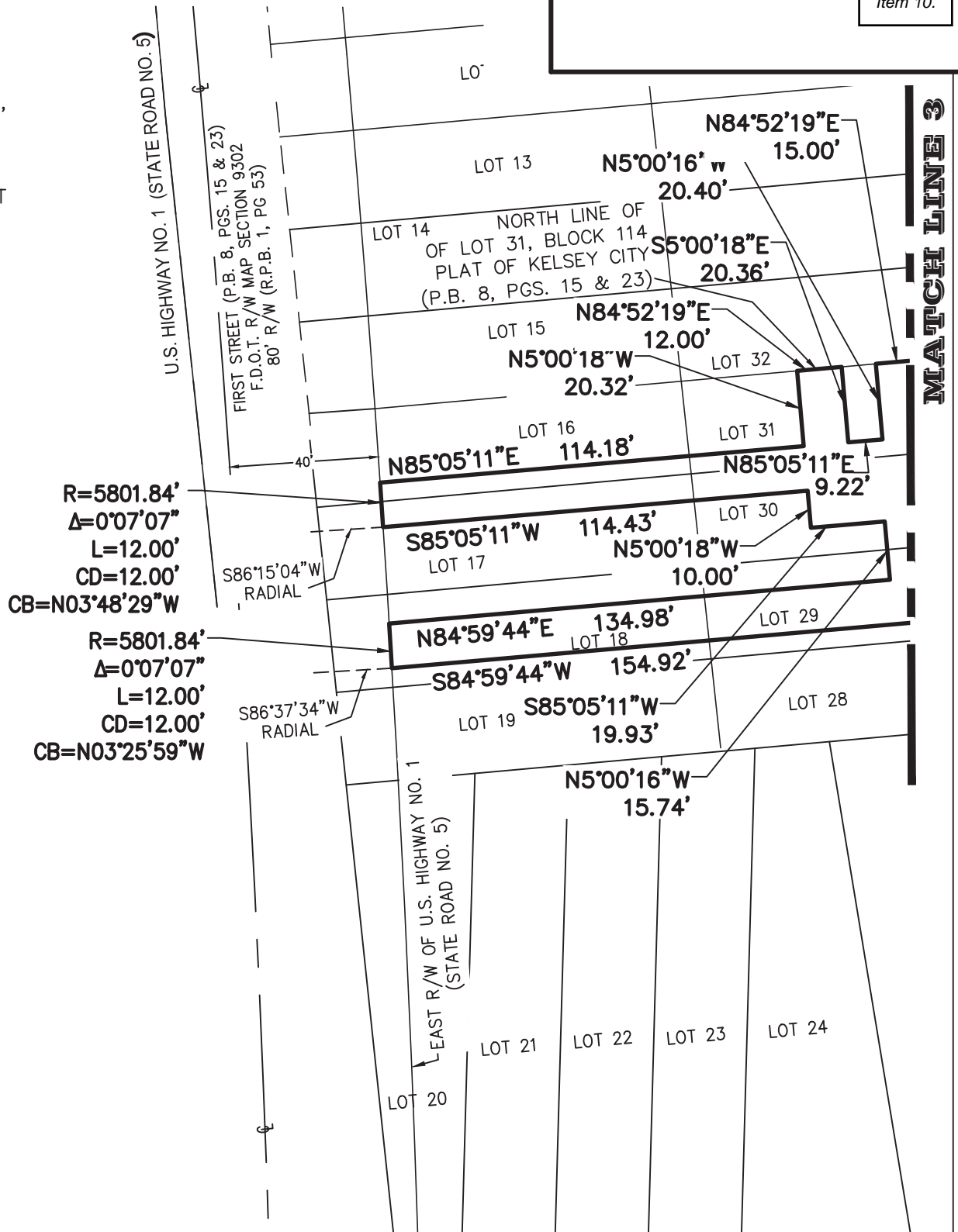
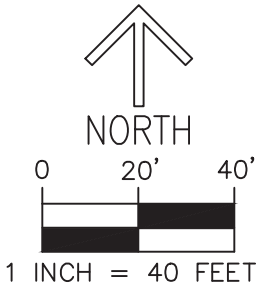
SCALE 1"=40'

JOB 9622TOWN

319

EXHIBIT "A"

Item 10.



THIS IS NOT A SURVEY

SHEET 4 OF 4



CAULFIELD & WHEELER, INC.

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE - SURVEYING
7900 GLADES ROAD - SUITE 100
BOCA RATON, FLORIDA 33434
PHONE (561)-392-1991 / FAX (561)-750-1452

SKETCH & DESCRIPTION (TOWN)

FLORIDA POWER & LIGHT EASEMENT
PALM BEACH COUNTY, FLORIDA

DATE	8-10-2023
DRAWN BY	dl
F.B./ PG.	N/A
SCALE	1"=40'
JOB	9622TOWN

320





Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REPEALING IN ITS ENTIRETY CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING", AND REPLACING AND READOPTING IT AS REVISED DIVISION 2; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

- | | |
|---|--|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORTS
<input type="checkbox"/> BOARD APPOINTMENT
<input checked="" type="checkbox"/> PUBLIC HEARING ORDINANCE ON FIRST READING
<input type="checkbox"/> NEW BUSINESS
<input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> CONSENT AGENDA
<input type="checkbox"/> OLD BUSINESS |
|---|--|

Approved by Town Manager

Date:

8-25-23

Name/Title: *Bambi McKibbin-Turner, Assistant Town Manager/Human Resources Director*

Originating Department: Human Resources, Finance and Town Manager	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<u>Attachments:</u> Proposed new Ordinance No. _____; and, Current Ordinance No. 09-2019
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 _____ or Not applicable in this case <u>BMT</u> Please initial one.

Summary Explanation/Background:

At its November 20, 2019 meeting, the Town Commission adopted Ordinance 9-2019 which is the Town's current purchasing policy. Staff reviewed the Town's current purchasing Ordinance and determined that there are revisions that need to be made in order to correspond to current best practices as they relate to municipal government procurement and to conform to the requirements of the Palm Beach County Office of Inspector General.

As a result, staff worked with the Town Attorney in developing a new purchasing Ordinance, the adoption of which is the purpose of this agenda item.

For ease of reference, attached are a copy of the proposed new purchasing Ordinance in redline format and in clean copy format, and a copy of the current Ordinance 9-2019.

Recommended Motion: I move to approve Ordinance _____ on first reading.

PROPOSED NEW PURCHASING ORDINANCE

REDLINE FORMAT

Ord. # ~~09-2019~~
Page 1 of 17

ORDINANCE NO. *****

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REPEALING IN ITS ENTIRETY CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING", AND REPLACING AND READOPTING IT AS REVISED DIVISION 2; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Manager has determined that it is necessary and appropriate for the Town to update and establish procedures and methods for procurement to be followed by the Town regarding its purchase goods and services; and

WHEREAS, the use of competitive procurement methods generally obtains the best price and maximize the value of public funds in procurements; and

WHEREAS, the procurement methods and procedures applied herein would provide a fair and equitable process for the treatment of persons and entities who seek to provide goods and/or services to the Town, and also would maintain quality and integrity in the administration of the procurement of goods and services; and

WHEREAS, the Town Manager has recommended to the Town Commission that it update Chapter 2, Article V, Division 2 pertaining to the procurement of goods and services.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, THAT:

Section 1. The whereas clauses are incorporated herein as true and correct, and are the legislative findings of the Town Commission.

Ord. # 09-2019

Page 2 of 17

Section 2. Chapter 2, Article V, Division 2, is hereby amended ~~repealed in its entirety~~
and is replaced with a new Division 2, as follows:

DIVISION 2. PURCHASING

Sec. 2-241. General purpose.

The purpose of this division is to promote efficient procedures for the purchase of goods and services; to provide for a fair and equitable process for businesses and persons who seek to provide goods or services to the Town; and to maximize the value of public funds. The procurement of goods and services shall be conducted by adhering to the highest standards of ethics, professionalism and impartiality.

Sec. 2-242. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Bid: A formal written price offer by an Offeror to the town to furnish specific goods and/or services in response to an invitation to bid.

Bid award: A contract and/or purchase order to the selected Offeror to provide specific commodities and/or services to the town for which funds have been appropriated by the Commission.

~~*Bid criteria:* The basis upon which the town will rely to determine acceptability of a bid, as stated in the bid, including, but not limited to, inspection, testing, quality, workmanship, delivery, price, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total cost or life cycle costs.~~

Certificate of contract completion: A form which indicates that a project has been satisfactorily completed and the Offeror has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

Certificate of insurance: A document which shows proof of insurance, coverage, types and amounts.

Change order: A written instrument issued on or after the effective date of the formal written contract or purchase order which, when duly executed by the town and Offeror, amends the contract documents to provide for a change in the work or in the provisions of the contract documents, or changes in contract price or contract time, or any combination thereof.

Commodities: As defined in § 287.012(5), F.S.

Ord. # 09-2019
Page 3 of 17

Consultants Competitive Negotiation Act: As defined in § 287.055, F.S. and which is only applicable to the acquisition of architectural, engineering, landscape architectural or surveying and mapping services. Note: as defined therein this statute applies where the estimated cost of the professional services associated with planning or study activity exceeds \$35,000.00, or where the estimated project construction cost exceeds \$325,000.00.

Continuing contract: A “continuing contract” is as defined in F.S. Section 287.055(g).

Cooperative purchasing: A form of intergovernmental cooperative purchasing in which an entity will extend the price and terms of a contract entered into by a larger entity. Generally, a larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that normally they would not receive if they competed on their own.

Debarment: The exclusion, for cause, of an Offeror from bidding and/or receiving a contract to do business with the town.

Design-build contract: The solicitation for design services and construction pursuant to which a single contract is entered into for a capital improvement construction project.

Designee: A duly authorized representative of a person, business organization, or governmental agency.

Estimate: A stated expectation of price based upon time, quantity or other qualifiers.

Evaluation committee: A committee comprised of town employees established for the purpose of evaluating ~~bids and~~ proposals submitted in response to requests for proposals for purchases with an estimated cost exceeding \$35,000.00.

Invitation to bid: The- process to- be- used -when -the -scope -of -work- for- a contractual service can -be -clearly -defined -or -when -specifications -for -the -required goods can be precisely defined.

Minority business enterprise (certified): A business as defined by § 288.703 (1), F.S.

Minority person: A person as defined by § 288.703, F.S.

Notice to proceed: -A written notification from the town to an Offeror to establish and authorize an Offeror to commence work under the provisions of the contract.

Offeror: - A business or individual responding to an Invitation to Bid, Request for Qualifications, or Request for Proposals. (The Town's competitive solicitations may also refer to an- For the purposes of a town competitive solicitation, the term Offeror is synonymous with the terms -as-a bidder, proposer or respondent.)

Originating department: The town department issuing an invitation to bid, request for proposals, statement or qualifications.

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Palm Beach County Merchant: -A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and who has had a valid Palm Beach County Local Business Tax Receipt and has been operating its business for

Person: -Any business, individual, union, committee, club, or organization, or group of individuals.

Procurement: -Buying, purchasing, renting, leasing or otherwise acquiring any commodities and/or services for public purposes in accordance with state or town law. -It includes, but is not limited to, all functions which pertain to the obtaining of any supplies, materials, equipment and/or services including construction projects and capital improvement projects, as defined herein, required by the town.

Professional medical services: -The procurement of any medical functions not covered by insurance, including but not limited to pre-employment physicals, random drug screening, medical consultations, and the contractual employment of the medical director for the county fire department.

Project manager: -A person designated by the Purchasing Agent to manage and to ensure compliance with contracts which he/she originates.

Proposal: -An executed formal document submitted by an Offeror to the town stating the goods and/or service offered to satisfy the need as described in a request for proposals (RFP), request for statement of qualifications (RFQ) or a request for information (RFI).

Public entity crime: -A violation as defined in § 287.133(1)(g), F.S..

Public notice: -The required notification or advertisement of an invitation to bid, request for proposal, or other competitive solicitation provided for in this division, to be given to prospective Offerors which may, at a minimum, include:

- (i) Posting public notice on the town's website; and
- (ii) Notice in a newspaper of general circulation.

Purchasing agent: The town manager, or his designee.

Request for a Quote: -An oral or written request for written pricing or services, or commodities.

Request for letters of interest: -A formal process whereby the town solicits written proposals from a pool of Offerors to provide services who will be listed as qualified and eligible to submit responses to a request for proposals or an invitation to bid.

Request for proposal: -A written or electronically posted solicitation for competitive sealed proposals.

Request for information: -A written or electronically posted request made by an agency to Offerors for information concerning commodities or contractual services. Also referred to as a Request for Qualifications (RFQ).

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Responsible Offeror: –An Offeror who is determined to have the qualifications, integrity, reliability and capability in all respects to fully perform in accordance with the requirements of an invitation to bid, request for proposals, qualifications, or statements.

Responsive bid, proposal, or reply. A bid, or proposal, or reply submitted by an ~~offeror~~ Offeror which conforms in all material respects to the solicitation.

Sole Source: –The only existing source of the item or service which meets the needs of the originating department as determined by a reasonably thorough analysis of the marketplace.

Specification: A concise statement of terms, conditions and a set of requirements to be satisfied by a product, material, service, or process used in an invitation for bids, request for proposals, and request for qualifications. It may include a description of any requirement for inspecting, testing, or preparing a commodity, service, or construction item for delivery.

Surety: –A form of bid security in the form of ~~cash~~, certificate of deposit, cashier's check, or irrevocable letter of credit.

Suspension: The temporary debarment of an Offeror for up to three years.

Veteran business enterprise: Any business which meets the definition of § 295.187 (3), F.S. and which has been certified by the Florida Department of Management Services.

Sec. 2-243. Local Preference.

The town ~~may~~ shall give preference to proposals for goods and services received from Offerors whose business is located within the corporate limits of the town where price, quality and other relative factors offered by other Offerors are comparable.

Sec. 2-244. Exemptions.

This division shall not apply to:

1. The procurement of dues and memberships in trade or professional organizations; registration fees for trade and career fairs, subscriptions for periodicals and newspapers; advertisements; insurance brokerage; postage; legal and mediation services; professional medical services; services associated with the purchase or sale of real property; abstracts of title for real property; title searches and certificates; title insurance for real property; real estate appraisal services; water, sewer, telecommunications and electric utility services; copyrighted materials or patented materials including, but not limited to, technical pamphlets, published books, maps, testing or instructional materials; fees and costs of job-related seminars and training; admission fees for parks and entertainment activities included in Town recreational programs;
2. Agreements between the town and other government or nonprofit organizations that provide for the transfer, sale, or exchange of goods and services.
3. Goods purchased with petty cash or town procurement cards in accordance with the town's petty cash and procurement card procedures;

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4. Items purchased for resale to the general public; for example supplies for a Town-owned concession area.
5. Purchase of food items;
6. Artistic services or works of art;
7. Travel expenses. hotel accommodations and hotel services;
8. Entertainment or entertainment-related services for town sponsored events;
9. Purchase of motor vehicle license plates from a governmental agency;
10. Persons or entities retained as "expert witnesses" pertaining to anticipated, threatened or actual litigation;
11. Educational or academic programs;
12. Recreational instructors and sports officials;
13. Banking and investment services including retirement investment services;
14. Proprietary software applications; and
15. Full or part-time contractual employees. ~~or independent contractors.~~

Provided, however, that ~~this~~ these exemptions shall not preclude the town from procuring such goods and/or services using the procedures listed in this article.

Sec. 2-245. Organization.

Except as otherwise provided herein, the Purchasing Agent or his designee as the town's Purchasing Agent shall be ultimately responsible for the procurement of all goods and services.

The Purchasing Agent shall:

1. Administer the purchasing functions of the town.
2. Implement the policies and procedures for the procurement of goods and services established in this division and applicable state law.
3. Purchase or contract for goods and services in accordance with provisions of this division.
4. Ensure that funds have been budgeted and appropriated prior to the execution of contracts or issuance of purchase orders for the procurement of goods and services.

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Sec. 2-246. Thresholds for the procurement of goods and services.

The town commission hereby establishes \$35,000 as the threshold at which a formal competitive solicitation process shall be used, unless as otherwise provided for herein. A formal competitive solicitation process shall be employed for all invitations to bid, request for proposals, request for qualifications, or request for information. When employing these formal competitive solicitations, the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of Inspector General.

1. For goods and services with a value greater than \$10,000, but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).
2. For goods and services with a value between \$5,000 and \$9,999 at least three (3) written quotes shall be solicited.
3. For goods and services with a value between \$2,501 and \$4,999, the town shall solicit at least three (3) verbal quotes.
4. For the purchase of goods and services of less than \$2,500, the originating department may use a field purchase order (FPO) or Request for Disbursement. It is the responsibility of the originating department to ensure that items are obtained at a competitive price, and that the department has not exceeded the line-item budgetary appropriation for the items purchased. The originating department shall not use field purchase orders to make more than one purchase of the same item within five business days if the total cost is more than \$2,500.00.
5. Purchase orders or contracts for goods or services with a value less than \$5,000 ~~must~~ may be approved by a department director. Purchase orders or contracts for goods or services that are between \$5,000 and \$9,999 must be approved by a department director and the Purchasing Agent. Purchase orders or contracts for goods or services that are greater than \$10,000 must be approved by the Town Commission. The originating department shall not make more than one purchase of the same item within five business days without proper approvals at each established approval threshold.
6. In lieu of using blanket written purchase orders for small dollar value purchases of less than \$1,000.00, departments are authorized to use electronic purchasing media, including bank issued purchasing cards (credit cards). The Purchasing

Agent or designee shall establish policies and procedures to ensure adequate internal controls for the use of the cards.

Sec. 2-247. Competitive sealed solicitation process.

- a. Unless otherwise provided herein, goods and services with a value of less than the threshold established in section 2-246 shall be procured through an informal competitive solicitation process to the extent practicable by soliciting quotes, or by using the alternative source selection methods specified in section 2-249.
1. Invitation to Bid: The bid process shall be used when the scope of work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.
 2. Request for Proposals (RFP): An RFP shall be used when the purposes and uses for which the goods, group of goods, or contractual services can be defined and various combinations or versions of the goods and contractual services may be proposed by an Offeror to meet the specifications of the solicitation document.
 3. An RFP shall include terms and conditions, the scope of work, evaluation criteria and relative importance of price and other evaluation criteria, and whether an awarded contract is eligible to be renewed.
 4. A contract may be awarded to the responsible and responsive proposer whose proposal is determined to be the most advantageous to the town, taking into consideration the price and other evaluation criteria set forth in a RFP.

b. Tie bids: If two or more Oefferors are tied, the tie may be broken and the successful Oefferor selected by the following criteria presented in order of importance and consideration:

1. Quality of the items or services bid if such quality is ascertainable.
2. Delivery time if provided in the bids by the Offerors.
3. If it is impossible with any reasonableness to determine if any of the above criteria have been met, or if application of the above criteria do not resolve the issue, the award will be given to that Offeror whose bid was received earliest in time by the Town as indicated by the time clock stamp impressed upon the bid envelope of each offeror.

b.c. (b) — Services Governed by the Consultants' Competitive Negotiation Act

The procurement of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be conducted in accordance with the requirements of

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§287.055, F.S., entitled the "Consultants' Competitive Negotiation Act."

e.d. Other Professional Services

The procurement of professional services not governed by the Consultants Competitive Negotiations Act shall be solicited in accordance with the Invitation to Bid, RFP or RFQ.

e. ~~(d)~~ The competitive sealed proposal solicitation process shall provide for:

1. ~~1.~~ 4. Public notice. -Public notice of an invitation to bid, RFP or RFQ shall be given in the same manner as provided for competitive sealed bidding except all Invitations to Bid, RFPs or RFQs. -The public notice shall allow at least 30 days for the submission of proposals unless the Purchasing Agent or designee determines that a notice of less than 30 days is in the best interests of the town. The public notice shall state the place, date and time where proposals are required to be submitted, and of the opening of proposals.
2. ~~2.~~ 2. Submission. -Proposals shall be submitted to the town no later than the specified time and date and at the location specified in the Invitation to Bid, RFP or RFQ. No proposal shall be accepted after such time, or at any other location than specified; any proposal received after the specified time and date, or to any location other than the location specified in the notice shall be returned unopened.
3. ~~3.~~ 3. Proposal cancellation or postponement. --The Purchasing Agent or designee may, prior to the due date of the RFP or RFQ, elect to extend, cancel or postpone the date and/or time for the submission of a RFP or RFQ. In such situations an addendum, or a notice of cancellation shall be issued.

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f. ~~(e)~~ Cone of Silence.

An ~~offeror~~Offeror shall not communicate with any elected or appointed town official or employee other than a person listed in the document soliciting bids or proposals prior to the time an award has been made by the town commission. Any communication between the ~~offeror~~Offeror and the town shall be submitted to the office of the town clerk, or of the official referenced in an Invitation to Bid, RFP or RFQ. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of an ~~offeror~~Offeror.

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g. ~~(f)~~ Proposal evaluation.

Proposals ~~and bids~~ may be evaluated by an evaluation committee, which shall have not less than three voting members and shall be composed as follows: the originating department director who in conjunction with the Purchasing Agent appoints the chair and other members of the committee. Members of the evaluation committee shall not discuss the proposal or bid that they will be evaluating outside of the evaluation committee meeting.

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The Palm Beach County Inspector General shall be notified in writing prior to any duly noticed public meeting of the evaluation committee where any matter relating to the

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procurement of goods or services by the town is to be discussed. Such notice shall be given to the Palm Beach County Inspector General as soon as possible after a meeting has been scheduled. Such notice shall also be given prior to any protest committee meetings.

An award shall be made to the most responsive, responsible ~~offeror~~Offeror whose proposal ~~or bid~~ is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the Invitation to Bid, RFP, RFI or RFQ. The evaluation of proposals shall be in accordance with the procedure established in an Invitation to Bid, RFP, ~~RFI~~ or RFQ.

h. ~~(g)~~ Award. Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the town clerk on the town's website at least five business days prior to the commission's consideration of an award. The town clerk shall also provide all ~~offerors~~Offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the town's website.

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i. ~~(h)~~ Continuing services contracts:

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1. If there are two or more consultants which have been retained pursuant to a continuing services contract, the Purchasing Agent and department director of the originating department shall determine which firm is the most qualified to provide the required services.
2. The town may select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the town shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; and, recent, current, and projected workloads of the firms.

Sec. 2-248. Responses to competitive solicitations.

a. General solicitations:

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1. ~~1.~~ A response to a competitive solicitation shall be submitted to the town clerk in a sealed envelope no later than the time and date at the location specified in the solicitation. Any response received after the deadline established in the solicitation, or which is submitted at a location other than at the location specified in the solicitation shall be deemed unresponsive and shall be returned unopened to the ~~offeror~~Offeror. It shall be the ~~offeror~~Offeror's sole responsibility to ensure that its response reaches the specified place for receipt of responses to solicitations and by the time specified in the solicitation document. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a town employee to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the solicitation.

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2. ~~2.~~ Responses to the solicitations shall be accepted from all qualified

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~~offerors~~Offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the solicitation.

3. 3. The town may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitations in the future.

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4. 4. Responses to solicitations shall be opened publicly in the presence of one or more witnesses at the time and place specified in the solicitation. The town clerk or the clerk's designee shall officiate at the opening of competitive solicitations, and shall announce and record the name of each ~~offeror~~Offeror, if appropriate, recite the amount of each ~~offeror~~Offeror's response and such other information related to the solicitations as is appropriate.

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5. 5. All responses to solicitations shall become public records and shall be subject to public disclosure once opened.

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6. 6. An ~~offeror~~Offeror may withdraw a response to a solicitation prior to date and time designated in the solicitation for their opening. If an ~~offeror~~Offeror withdraws its response after the deadline established of a competitive solicitation, the purchasing agent may suspend an ~~offeror~~Offeror from participating in any future town solicitations for up to three years.

b. 7. Construction project solicitations:

The procurement of contractors for the town's construction projects shall follow the competitive sealed bid process outlined in § 2-247.

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1. 1. Bid security shall be required for all competitive sealed bidding for town construction projects where the cost of construction is estimated to exceed \$ \$100,000.00 in the form of a bid bond executed by a surety company authorized to do business in the State of Florida. Alternatively, cash in the form of a certificate of deposit, cashier's check, or irrevocable letter of credit, may be tendered in lieu of the bid bond. The Purchasing Agent may require bid security for construction contracts of less than \$100,000.00 as determined in the discretion of the Purchasing Agent. The amount of the bid security shall be in an amount deemed sufficient by the Purchasing Agent to ensure bid compliance but in no event shall the bid security be less than five percent of the bid amount.

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2. 2. Any person, firm or entity that enters into a written construction contract exceeding \$100,000.00 shall execute and deliver to the town, prior to, or concurrent with, the execution of the contract, a performance bond, in an amount equal to or greater than 100 percent of the contract price. The bonds shall be issued by a surety insurer authorized to do business in the State of Florida as a surety. At the discretion of the Purchasing Agent, any person or entity entering into a construction contract which is for \$100,000.00 or less may be exempted from executing the payment and performance bond.

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3. 3. The surety must state on its front page: the name, principal business address, and phone number of the Offeror, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such surety shall be conditioned upon the Offeror's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.

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4. 4. If at any time after the execution of the contract and the surety, the town deems the surety or sureties upon such surety to be unsatisfactory or, if for any reason such surety cease to be adequate to cover the requirements of the contract, the town may require the Offeror, at its sole expense and within five days after the receipt of notice from the town, to furnish an additional surety in such form and amount and with such surety as shall be satisfactory to the town. In such event, no further payment to the Offeror shall be deemed to be due under the contract until such new or additional security shall be furnished in manner and form satisfactory to the town as to protect the interests of the town and ensure the payment of persons supplying labor and materials under the contract.

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5. 5. Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the top ranked offeror after recommendation to award bid to that offeror, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the offeror's response to the solicitation.

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Sec. 2-249. Alternative Source Selection:

1. 1. Cooperative purchases: Purchases utilizing contracts of other Florida entities: Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a Florida municipal governmental agency, federal, state or municipal government or any other governmental agency, political subdivision, or government-related association for the same scope of services may be made providing that the originating entity utilized a competitive process substantially similar to that used by the Town.

2. 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.

3. 3. Sole and Single Source Purchases: The Purchasing Agent may make or authorize the purchase of goods and services without competitive solicitation when the director of the department requesting the purchase has

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documented in writing and provided information supporting the fact that the goods or service requested is the only item that meets the specified requirements and the goods or service is only available through one (1) source.

Sec. 2-250. Contract document.

a. Contracts:

~~a. Contracts:~~

1. ~~1.~~ 1.—The procurement of goods or services shall be evidenced by a written contract or purchase order.
2. ~~2.~~ 2.—Contracts may be renewed or extended for a period not exceeding three (3) years, during the term, or upon the expiration of the term of the original contract.
3. ~~3.~~ 3.—Contract administration shall be the responsibility of the originating department with oversight by the Purchasing Agent.
4. ~~4.~~ 4.—Contract change orders shall be authorized in writing subject to Chapter 2, —Article III, Section 2-82 setting forth the purchasing authority of the —Purchasing Agent provided that the change does not materially alter the —character of the work contemplated by the contract and sufficient budgeted —funds are available.

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Sec. 2-251. Protested solicitations and awards.

- a. ~~1.~~ 1.—*Right to protest.* Any actual or prospective ~~offeror~~ Offeror that is aggrieved in connection with a pending award of a contract may protest to the town's Purchasing Agent in accordance with the following procedures.

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1. ~~1.~~ —The formal written protest must then be filed at the office of the Purchasing Agent no later than 5:00 p.m. Eastern Standard Time, within five business days after the date ~~of Posting of~~ posting of the Notice of Intent to Award. The formal written protest shall contain at a minimum the following information:

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- i. ~~i.~~ i.—Identification of the name, address and contact information of the ~~protestant~~ protestor and the solicitation involved;

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- ii. ~~ii.~~ ii.—A brief, statement of the facts and the legal basis for the protest;

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- iii. ~~iii.~~ iii.—Identification of any applicable statutes, or ordinance(s), or other legal authority(ies) which the ~~protestant~~ protestor deems applicable;

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iv. ~~iv.~~ A written statement indicating the specific nature of the relief requested by ~~protestant-protestor~~; and

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v. ~~v.~~ Any written or physical materials, or objects which the ~~protestant-protestor~~ deems relevant to the protest.

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2. e. The formal written protest is considered timely filed upon its receipt by the Purchasing Agent within the time frame set forth herein. Failure to timely file a protest within the time specified herein shall result in relinquishment of all rights to protest an anticipated award.

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3. d. Offerors shall not attempt to influence, persuade or promote communicating with any town elected or appointed official, or employee regarding the merits of their protest other than as set forth herein. Any attempt to do so shall be cause for suspension of the right to respond to the town's solicitation of goods or services in accordance with subsection 2-252(a).

b. ~~3.~~ Authority to resolve. The Purchasing Agent shall convene the protest committee, which shall consist of the Purchasing Agent, and two department directors from a department other than of the originating department. The Director of the originating department shall present such information as is necessary regarding the selection which led to the protest, and the originating department's position with respect to the protest. -and a third department director the Town Attorney which shall render its decision. The protestant may appeal this decision by sending a written notice to the Purchasing Agent within five business days of the protest committee's written decision.

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c. ~~4.~~ Proceedings. The protest committee shall meet in a public meeting. The town clerk shall give reasonable notice to all substantially affected ~~Offerors~~ prior to the date scheduled to consider the appeal of the protest. Although it is a public meeting, the only individuals permitted to address the protest committee are those representatives of the substantially affected offerors Offerors, the protestor, and the originating department of the town offerors individuals who constitute the Protestant-protestor.

1. a. At least five business days prior to the protest committee's proceeding, the ~~protestantprotestor~~ may present the testimony or argument of its authorized representatives. ~~submit any written or physical materials, objects, statements, or affidavits, and submit any physical evidence arguments which the protestantprotestor deems relevant to the protest. In the proceeding, the protestantprotestor or its representatives individuals constituting the protestor may make an oral presentation pertaining to the protest. The members of the protest committee may make whatever inquiries of those testifying or presenting evidence which they deem of the deemed pertinent to the resolution of the protest assist them in their final determination of the appeal outcome of the protest, of the finance director's decision. The protest committee shall then provide to the protestor its written decision whether to affirm or reject the bid protest, which written decision shall be final. of the protest committee shall be final.~~

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- d. ~~5.~~ *Stay of procurement during protests.* In the event of a timely protest, an award shall be postponed until the protest committee has rendered its written decision of the appeal.

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Sec. 2-252. Suspension and debarment.

- a. ~~1.~~ *Suspension.* An ~~offeror~~ Offeror may be suspended from submitting Invitations to Bid, RFPs or RFQs for five years from the date of the issuance of the procurement document and after all appeals have been exhausted for the following reasons:

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1. a. Offeror fails to fully comply with the conditions, specifications, or terms of a contract which has been awarded to the Offeror by the town;

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2. b. Offeror commits any fraud or provides false information in connection with a bid, quotation, proposal or contract with the town;

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3. e. Offeror is charged with the following crimes: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty. If charges are dismissed or the ~~offeror~~ Offeror is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the ~~offeror~~ Offeror to town;

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4. e. Offeror becomes insolvent, as evidenced by proceedings in bankruptcy;

5. f. Offeror violates the ethical standards set forth in local, state, or federal law;

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- b. ~~2.~~ *Debarment.* An ~~offeror~~ Offeror may be permanently debarred for the following reasons:

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1. a. Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal or contract with the town twice in any three-year period.

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2. b. Placement of the Offeror on the convicted vendor list maintained by the Florida Department of Management Services within 36 months from the date of submittal of the bid or proposal.

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3. e. *Decision.* After the Purchasing Agent has determined there is cause to suspend or debar an Offeror, the Offeror shall be given written notice of the debarment and the reasons for the action taken.

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Sec. 2-253. Inspections and tests.

1. ~~1.~~ The director of the originating department may inspect, or arrange for the inspection of all deliveries of supplies, materials, equipment or contractual services to confirm that they meet the specifications set forth in the bid documents and contract.

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2. ~~2.~~ Any originating department may inspect deliveries made to it.

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3. ~~3.~~ The director of the originating department may require chemical and/or physical tests or samples submitted with bids and samples of deliveries which are deemed necessary to determine their quality and conformance with the specifications. For such tests, the Purchasing Agent shall have the authority to make use of any facilities of the town where such tests may be competently performed or an outside laboratory may be utilized. Should the product fail such testing, the town may require the offerer~~Offeror~~ to pay the town for any expense incurred in testing.

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Sec. 2-254. Equal opportunity/minority and women business enterprise.

1. ~~1.~~ The town shall use its best efforts to ensure that minority, women and veteran-owned businesses shall have an equitable opportunity to participate in the town's procurement process and that no business shall be excluded from participation in, denied benefits of, or be otherwise discriminated against in connection with the award and performance of any contracts with the town because of race, color, religion, national origin, age, sexual orientation, gender, marital status, handicap or physical impairment.

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Sec. 2-255. Bid preferences.

a. Except with regards to contracts to be reimbursed by the Federal Emergency Management Agency, the town shall provide in its Invitations to Bid, RFP, or RFQ, a five percent bid preference for:

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1. ~~1.~~ Local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two entire calendar years; or

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2. ~~2.~~ Certified minority or Florida veteran owned business enterprises pursuant to the Florida Office of Supplier Diversity and to certified minority owned business as defined by § 288.703, F.S.

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Sec. 2-256. Integrity in Public Contracting.

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Recognizing that the preservation of the integrity of the public contracting and purchasing process is vital and is a matter of interest to all the people of the state, the Town has declared that the procedures for determining with whom it will transact business exists to secure for the public the benefits of free, fair and open compensation. The opportunity to bid on public entity contracts or to supply goods and services to public entities or to otherwise transact business with public entities is a privilege not a right. In order to preserve the integrity of the public contracting and purchasing process, the privilege of responding to a public solicitation by the Town shall be denied to those individuals or entities who have been directly or indirectly involved in the development of that RFP, ITB or other public solicitation.

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Secs. 2-257. Town Logo Infringement.

Any facsimile or reproduction of the Town of Lake Park municipal logo as adopted by ordinance 11-2010 shall be manufactured, used, displayed or otherwise employed by anyone only for official Town business or upon the written approval of the Town Commission.

The manufacture, use, display, or other employment of any facsimile or reproduction of the Town of Lake Park official logo without written approval of the Town Commission is a second degree misdemeanor, punishable as provided in S. 775.082 or S. 775.083. The use of the Town of Lake Park logo on any response to a solicitation shall make such response subject to rejection.

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Secs. 2-258~~67~~--2-2810. Reserved.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Codification. The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption.

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ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REPEALING IN ITS ENTIRETY CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING", AND REPLACING AND READOPTING IT AS REVISED DIVISION 2; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Manager has determined that it is necessary and appropriate for the Town to update and establish procedures and methods for procurement to be followed by the Town regarding its purchase goods and services; and

WHEREAS, the use of competitive procurement methods generally obtains the best price and maximize the value of public funds in procurements; and

WHEREAS, the procurement methods and procedures applied herein would provide a fair and equitable process for the treatment of persons and entities who seek to provide goods and/or services to the Town, and also would maintain quality and integrity in the administration of the procurement of goods and services; and

WHEREAS, the Town Manager has recommended to the Town Commission that it update Chapter 2, Article V, Division 2 pertaining to the procurement of goods and services.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, THAT:

Section 1. The whereas clauses are incorporated herein as true and correct, and are the legislative findings of the Town Commission.

Section 2. Chapter 2, Article V, Division 2, is hereby amended as follows:

DIVISION 2. PURCHASING

Sec. 2-241. General purpose.

The purpose of this division is to promote efficient procedures for the purchase of goods and services; to provide for a fair and equitable process for businesses and persons who seek to provide goods or services to the Town; and to maximize the value of public funds. The procurement of goods and services shall be conducted by adhering to the highest standards of ethics, professionalism and impartiality.

Sec. 2-242. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Bid: A formal written price offer by an Offeror to the town to furnish specific goods and/or services in response to an invitation to bid.

Bid award: A contract and/or purchase order to the selected Offeror to provide specific commodities and/or services to the town for which funds have been appropriated by the Commission.

Certificate of contract completion: A form which indicates that a project has been satisfactorily completed and the Offeror has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

Certificate of insurance: A document which shows proof of insurance, coverage, types and amounts.

Change order: A written instrument issued on or after the effective date of the formal written contract or purchase order which, when duly executed by the town and Offeror, amends the contract documents to provide for a change in the work or in the provisions of the contract documents, or changes in contract price or contract time, or any combination thereof.

Commodities: As defined in § 287.012(5), F.S.

Consultants Competitive Negotiation Act: As defined in § 287.055, F.S. and which is only applicable to the acquisition of architectural, engineering, landscape architectural or surveying and mapping services. Note: as defined therein this statute applies where the estimated cost of the professional services associated with planning or study activity exceeds \$35,000.00, or where the estimated project construction cost exceeds \$325,000.00.

Continuing contract: A “continuing contract” is as defined in F.S. Section 287.055(g).

Cooperative purchasing: A form of intergovernmental cooperative purchasing in which an entity will extend the price and terms of a contract entered into by a larger entity. Generally, a

larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that normally they would not receive if they competed on their own.

Debarment: The exclusion, for cause, of an Offeror from bidding and/or receiving a contract to do business with the town.

Design-build contract: The solicitation for design services and construction pursuant to which a single contract is entered into for a capital improvement construction project.

Designee: A duly authorized representative of a person, business organization, or governmental agency.

Estimate: A stated expectation of price based upon time, quantity or other qualifiers.

Evaluation committee: A committee comprised of town employees established for the purpose of evaluating proposals submitted in response to requests for proposals for purchases with an estimated cost exceeding \$35,000.00.

Invitation to bid: The process to be used when the scope of work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.

Minority business enterprise (certified): A business as defined by § 288.703 (1), F.S.

Minority person: A person as defined by § 288.703, F.S.

Notice to proceed: A written notification from the town to an Offeror to establish and authorize an Offeror to commence work under the provisions of the contract.

Offeror: A business or individual responding to an Invitation to Bid, Request for Qualifications, or Request for Proposals. (For the purposes of a town competitive solicitation, the term Offeror is synonymous with the terms bidder, proposer or respondent.)

Originating department: The town department issuing an invitation to bid, request for proposals, statement or qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and who has had a valid Palm Beach County Local Business Tax Receipt and has been operating its business for

Person: Any business, individual, union, committee, club, or organization, or group of individuals.

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring any commodities and/or services for public purposes in accordance with state or town law. It includes, but is not limited to, all functions which pertain to the obtaining of any supplies, materials, equipment and/or services including construction projects and capital improvement projects, as defined herein, required by the town.

Professional medical services: The procurement of any medical functions not covered by insurance, including but not limited to pre-employment physicals, random drug screening,

medical consultations, and the contractual employment of the medical director for the county fire department.

Project manager: A person designated by the Purchasing Agent to manage and to ensure compliance with contracts which he/she originates.

Proposal: An executed formal document submitted by an Offeror to the town stating the goods and/or service offered to satisfy the need as described in a request for proposals (RFP), request for statement of qualifications (RFQ) or a request for information (RFI).

Public entity crime: A violation as defined in § 287.133(1)(g), F.S.

Public notice: The required notification or advertisement of an invitation to bid, request for proposal, or other competitive solicitation provided for in this division, to be given to prospective Offerors which may, at a minimum, include:

- (i) Posting public notice on the town's website; and
- (ii) Notice in a newspaper of general circulation.

Purchasing agent: The town manager, or his designee.

Request for a Quote: An oral or written request for written pricing or services, or commodities.

Request for letters of interest: A formal process whereby the town solicits written proposals from a pool of Offerors to provide services who will be listed as qualified and eligible to submit responses to a request for proposals or an invitation to bid.

Request for proposal: A written or electronically posted solicitation for competitive sealed proposals.

Request for information: A written or electronically posted request made by an agency to Offerors for information concerning commodities or contractual services. Also referred to as a Request for Qualifications (RFQ).

Responsible Offeror: An Offeror who is determined to have the qualifications, integrity, reliability and capability in all respects to fully perform in accordance with the requirements of an invitation to bid, request for proposals, qualifications, or statements.

Responsive bid, proposal, or reply. A bid, or proposal, or reply submitted by an Offeror which conforms in all material respects to the solicitation.

Sole Source: The only existing source of the item or service which meets the needs of the originating department as determined by a reasonably thorough analysis of the marketplace.

Specification: A concise statement of terms, conditions and a set of requirements to be satisfied by a product, material, service, or process used in an invitation for bids, request for proposals, and request for qualifications. It may include a description of any requirement for inspecting, testing, or preparing a commodity, service, or construction item for delivery.

Surety: A form of bid security in the form of certificate of deposit, cashier's check, or irrevocable letter of credit.

Suspension: The temporary debarment of an Offeror for up to three years.

Veteran business enterprise: Any business which meets the definition of § 295.187 (3), F.S. and which has been certified by the Florida Department of Management Services.

Sec. 2-243. Local Preference.

The town shall give preference to proposals for goods and services received from Offerors whose business is located within the corporate limits of the town where price, quality and other relative factors offered by other Offerors are comparable.

Sec. 2-244. Exemptions.

This division shall not apply to:

1. The procurement of dues and memberships in trade or professional organizations; registration fees for trade and career fairs, subscriptions for periodicals and newspapers; advertisements; insurance brokerage; postage; legal and mediation services; professional medical services; services associated with the purchase or sale of real property; abstracts of title for real property; title searches and certificates; title insurance for real property; real estate appraisal services; water, sewer, telecommunications and electric utility services; copyrighted materials or patented materials including, but not limited to, technical pamphlets, published books, maps, testing or instructional materials; fees and costs of job-related seminars and training; admission fees for parks and entertainment activities included in Town recreational programs;
2. Agreements between the town and other government or nonprofit organizations that provide for the transfer, sale, or exchange of goods and services.
3. Goods purchased with petty cash or town procurement cards in accordance with the town's petty cash and procurement card procedures;
4. Items purchased for resale to the general public; for example supplies for a Town-owned concession area.
5. Purchase of food items;
6. Artistic services or works of art;
7. Travel expenses. hotel accommodations and hotel services;
8. Entertainment or entertainment-related services for town sponsored events;
9. Purchase of motor vehicle license plates from a governmental agency;

10. Persons or entities retained as "expert witnesses" pertaining to anticipated, threatened or actual litigation;
11. Educational or academic programs;
12. Recreational instructors and sports officials;
13. Banking and investment services including retirement investment services;
14. Proprietary software applications; and
15. Full or part-time contractual employees.

Provided, however, that these exemptions shall not preclude the town from procuring such goods and/or services using the procedures listed in this article.

Sec. 2-245. Organization.

Except as otherwise provided herein, the Purchasing Agent or his designee as the town's Purchasing Agent shall be ultimately responsible for the procurement of all goods and services.

The Purchasing Agent shall:

1. Administer the purchasing functions of the town.
2. Implement the policies and procedures for the procurement of goods and services established in this division and applicable state law.
3. Purchase or contract for goods and services in accordance with provisions of this division.
4. Ensure that funds have been budgeted and appropriated prior to the execution of contracts or issuance of purchase orders for the procurement of goods and services.

Sec. 2-246. Thresholds for the procurement of goods and services.

The town commission hereby establishes \$35,000 as the threshold at which a formal competitive solicitation process shall be used, unless as otherwise provided for herein. A formal competitive solicitation process shall be employed for all invitations to bid, request for proposals, request for qualifications, or request for information. When employing these formal competitive solicitations, the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of Inspector General.

1. For goods and services with a value greater than \$10,000, but less than \$35,000,

the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).

2. For goods and services with a value between \$5,000 and \$9,999 at least three (3) written quotes shall be solicited.
3. For goods and services with a value between \$2,501 and \$4,999, the town shall solicit at least three (3) verbal quotes.
4. For the purchase of goods and services of less than \$2,500, the originating department may use a field purchase order (FPO) or Request for Disbursement. It is the responsibility of the originating department to ensure that items are obtained at a competitive price, and that the department has not exceeded the line-item budgetary appropriation for the items purchased. The originating department shall not use field purchase orders to make more than one purchase of the same item within five business days if the total cost is more than \$2,500.00.
5. Purchase orders or contracts for goods or services with a value less than \$5,000 may be approved by a department director. Purchase orders or contracts for goods or services that are between \$5,000 and \$9,999 must be approved by a department director and the Purchasing Agent. Purchase orders or contracts for goods or services that are greater than \$10,000 must be approved by the Town Commission. The originating department shall not make more than one purchase of the same item within five business days without proper approvals at each established approval threshold.
6. In lieu of using blanket written purchase orders for small dollar value purchases of less than \$1,000.00, departments are authorized to use electronic purchasing media, including bank issued purchasing cards (credit cards). The Purchasing Agent or designee shall establish policies and procedures to ensure adequate internal controls for the use of the cards

Sec. 2-247. Competitive sealed solicitation process.

- a. Unless otherwise provided herein, goods and services with a value of less than the threshold established in section 2-246 shall be procured through an informal competitive solicitation process to the extent practicable by soliciting quotes, or by using the alternative source selection methods specified in section 2-249.
 1. Invitation to Bid: The bid process shall be used when the scope of work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.
 2. Request for Proposals (RFP): An RFP shall be used when the purposes and uses for which the goods, group of goods, or contractual services can be defined and

various combinations or versions of the goods and contractual services may be proposed by an Offeror to meet the specifications of the solicitation document.

3. An RFP shall include terms and conditions, the scope of work, evaluation criteria and relative importance of price and other evaluation criteria, and whether an awarded contract is eligible to be renewed.
 4. A contract may be awarded to the responsible and responsive proposer whose proposal is determined to be the most advantageous to the town, taking into consideration the price and other evaluation criteria set forth in a RFP.
- b. Tie bids: If two or more Offerors are tied, the tie may be broken and the successful Offeror selected by the following criteria presented in order of importance and consideration:
1. Quality of the items or services bid if such quality is ascertainable.
 2. Delivery time if provided in the bids by the Offerors.
 3. If it is impossible with any reasonableness to determine if any of the above criteria have been met, or if application of the above criteria do not resolve the issue, the award will be given to that Offeror whose bid was received earliest in time by the Town as indicated by the time clock stamp impressed upon the bid envelope of each Offeror.

c. Services Governed by the Consultants' Competitive Negotiation Act

The procurement of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be conducted in accordance with the requirements of §287.055, F.S., entitled the "Consultants' Competitive Negotiation Act."

d. Other Professional Services

The procurement of professional services not governed by the Consultants Competitive Negotiations Act shall be solicited in accordance with the Invitation to Bid, RFP or RFQ.

e. The competitive sealed proposal solicitation process shall provide for:

1. Public notice. Public notice of an invitation to bid, RFP or RFQ shall be given in the same manner as provided for competitive sealed bidding except all Invitations to Bid, RFPs or RFQs. The public notice shall allow at least 30 days for the submission of proposals unless the Purchasing Agent or designee determines that a notice of less than 30 days is in the best interests of the town. The public notice shall state the place, date and time where proposals are required to be submitted, and of the opening of proposals.
2. Submission. Proposals shall be submitted to the town no later than the specified time and date and at the location specified in the Invitation to Bid, RFP or RFQ. No proposal shall be accepted after such time, or at any other location than specified; any proposal received after the specified time and date, or to any

location other than the location specified in the notice shall be returned unopened.

3. Proposal cancellation or postponement. The Purchasing Agent or designee may, prior to the due date of the RFP or RFQ, elect to extend, cancel or postpone the date and/or time for the submission of a RFP or RFQ. In such situations an addendum, or a notice of cancellation shall be issued.

f. Cone of Silence.

An Offeror shall not communicate with any elected or appointed town official or employee other than a person listed in the document soliciting bids or proposals prior to the time an award has been made by the town commission. Any communication between the Offeror and the town shall be submitted to the office of the town clerk, or of the official referenced in an Invitation to Bid, RFP or RFQ. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of an Offeror.

g. Proposal evaluation.

Proposals may be evaluated by an evaluation committee, which shall have not less than three voting members and shall be composed as follows: the originating department director who in conjunction with the Purchasing Agent appoints the chair and other members of the committee. Members of the evaluation committee shall not discuss the proposal that they will be evaluating outside of the evaluation committee meeting.

The Palm Beach County Inspector General shall be notified in writing prior to any duly noticed public meeting of the evaluation committee where any matter relating to the procurement of goods or services by the town is to be discussed. Such notice shall be given to the Palm Beach County Inspector General as soon as possible after a meeting has been scheduled. Such notice shall also be given prior to any protest committee meetings.

An award shall be made to the most responsive, responsible Offeror whose proposal or bid is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the Invitation to Bid, RFP, RFI or RFQ. The evaluation of proposals shall be in accordance with the procedure established in an Invitation to Bid, RFP, RFI or RFQ.

- h. Award. Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the town clerk on the town's website at least five business days prior to the commission's consideration of an award. The town clerk shall also provide all Offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the town's website.

i. Continuing services contracts:

1. If there are two or more consultants which have been retained pursuant to a continuing services contract, the Purchasing Agent and department director of the originating department shall determine which firm is the most qualified to provide the required services.

2. The town may select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the town shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; and, recent, current, and projected workloads of the firms.

Sec. 2-248. Responses to competitive solicitations.

a. General solicitations:

1. A response to a competitive solicitation shall be submitted to the town clerk in a sealed envelope no later than the time and date at the location specified in the solicitation. Any response received after the deadline established in the solicitation, or which is submitted at a location other than at the location specified in the solicitation shall be deemed unresponsive and shall be returned unopened to the Offeror. It shall be the Offeror's sole responsibility to ensure that its response reaches the specified place for receipt of responses to solicitations and by the time specified in the solicitation document. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a town employee to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the solicitation.
2. Responses to the solicitations shall be accepted from all qualified Offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the solicitation.
3. The town may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitations in the future.
4. Responses to solicitations shall be opened publicly in the presence of one or more witnesses at the time and place specified in the solicitation. The town clerk or the clerk's designee shall officiate at the opening of competitive solicitations, and shall announce and record the name of each Offeror, if appropriate, recite the amount of each Offeror's response and such other information related to the solicitations as is appropriate.
5. All responses to solicitations shall become public records and shall be subject to public disclosure once opened.
6. An Offeror may withdraw a response to a solicitation prior to date and time designated in the solicitation for their opening. If an Offeror withdraws its response after the deadline established of a competitive solicitation, the purchasing agent may suspend an Offeror from participating in any future town solicitations for up to three years.

b. *Construction project solicitations:*

The procurement of contractors for the town's construction projects shall follow the competitive sealed bid process outlined in § 2-247.

1. Bid security shall be required for all competitive sealed bidding for town construction projects where the cost of construction is estimated to exceed \$ \$100,000.00 in the form of a bid bond executed by a surety company authorized to do business in the State of Florida. Alternatively, cash in the form of a certificate of deposit, cashier's check, or irrevocable letter of credit, may be tendered in lieu of the bid bond. The Purchasing Agent may require bid security for construction contracts of less than \$100,000.00 as determined in the discretion of the Purchasing Agent. The amount of the bid security shall be in an amount deemed sufficient by the Purchasing Agent to ensure bid compliance but in no event shall the bid security be less than five percent of the bid amount.
2. Any person, firm or entity that enters into a written construction contract exceeding \$100,000.00 shall execute and deliver to the town, prior to, or concurrent with, the execution of the contract, a performance bond, in an amount equal to or greater than 100 percent of the contract price. The bonds shall be issued by a surety insurer authorized to do business in the State of Florida as a surety. At the discretion of the Purchasing Agent, any person or entity entering into a construction contract which is for \$100,000.00 or less may be exempted from executing the payment and performance bond.
3. The surety must state on its front page: the name, principal business address, and phone number of the Offeror, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such surety shall be conditioned upon the Offeror's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.
4. If at any time after the execution of the contract and the surety, the town deems the surety or sureties upon such surety to be unsatisfactory or, if for any reason such surety cease to be adequate to cover the requirements of the contract, the town may require the Offeror, at its sole expense and within five days after the receipt of notice from the town, to furnish an additional surety in such form and amount and with such surety as shall be satisfactory to the town. In such event, no further payment to the Offeror shall be deemed to be due under the contract until such new or additional security shall be furnished in manner and form satisfactory

to the town as to protect the interests of the town and ensure the payment of persons supplying labor and materials under the contract.

5. Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the top ranked Offeror after recommendation to award bid to that Offeror, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the Offeror's response to the solicitation.

Sec. 2-249. Alternative Source Selection:

1. Cooperative purchases: Purchases utilizing contracts of other Florida entities: Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a Florida municipal governmental agency, political subdivision, or government-related association for the same scope of services may be made providing that the originating entity utilized a competitive process substantially similar to that used by the Town.
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.
3. Sole and Single Source Purchases: The Purchasing Agent may make or authorize the purchase of goods and services without competitive solicitation when the director of the department requesting the purchase has documented in writing and provided information supporting the fact that the goods or service requested is the only item that meets the specified requirements and the goods or service is only available through one (1) source.

Sec. 2-250. Contract document.

a. Contracts:

1. The procurement of goods or services shall be evidenced by a written contract or purchase order.
2. Contracts may be renewed or extended for a period not exceeding three (3) years, during the term, or upon the expiration of the term of the original contract.
3. Contract administration shall be the responsibility of the originating department with oversight by the Purchasing Agent.
4. Contract change orders shall be authorized in writing subject to Chapter 2, Article III, Section 2-82 setting forth the purchasing authority of the Purchasing Agent provided that the change does not materially alter the

character of the work contemplated by the contract and sufficient budgeted funds are available.

Sec. 2-251. Protested solicitations and awards.

- a. *Right to protest.* Any actual or prospective Offeror that is aggrieved in connection with a pending award of a contract may protest to the town's Purchasing Agent in accordance with the following procedures.
 1. The formal written protest must then be filed at the office of the Purchasing Agent no later than 5:00 p.m. Eastern Standard Time, within five business days after the date of posting of the Notice of Intent to Award. The formal written protest shall contain at a minimum the following information:
 - i. Identification of the name, address and contact information of the protestor and the solicitation involved;
 - ii. A brief, statement of the facts and the legal basis for the protest;
 - iii. Identification of any applicable statutes, or ordinance(s), or other legal authority(ies) which the protestor deems applicable;
 - iv. A written statement indicating the specific nature of the relief requested by protestor; and
 - v. Any written or physical materials, or objects which the protestor deems relevant to the protest.
 2. The formal written protest is considered timely filed upon its receipt by the Purchasing Agent within the time frame set forth herein. Failure to timely file a protest within the time specified herein shall result in relinquishment of all rights to protest an anticipated award.
 3. Offerors shall not attempt to influence, persuade or promote communicating with any town elected or appointed official, or employee regarding the merits of their protest other than as set forth herein. Any attempt to do so shall be cause for suspension of the right to respond to the town's solicitation of goods or services in accordance with subsection 2-252(a).
- b. *Authority to resolve.* The Purchasing Agent shall convene the protest committee, which shall consist of the Purchasing Agent, and two department directors from a department other than the originating department. The Director of the originating department shall present such information as is necessary regarding the selection which led to the protest, and the originating department's position with respect to the protest.

- c. *Proceedings.* The protest committee shall meet in a public meeting. The town clerk shall give reasonable notice to all substantially affected Offerors prior to the date scheduled to consider the appeal of the protest. Although it is a public meeting, the only individuals permitted to address the protest committee are those representatives of the substantially affected Offerors, the protestor, and the originating department of the town.
1. At least five business days prior to the protest committee's proceeding, the protestor may present the testimony or argument of its authorized representatives, submit any written statements or affidavits, and submit any physical evidence which the protestor deems relevant to the protest. The members of the protest committee may make whatever inquiries of those testifying or presenting evidence which they deem pertinent to the resolution of the protest. The protest committee shall then provide to the protestor its written decision whether to affirm or reject the bid protest, which written decision shall be final.
- d. *Stay of procurement during protests.* In the event of a timely protest, an award shall be postponed until the protest committee has rendered its written decision of the appeal.

Sec. 2-252. Suspension and debarment.

- a. *Suspension.* An Offeror may be suspended from submitting Invitations to Bid, RFPs or RFQs for five years from the date of the issuance of the procurement document and after all appeals have been exhausted for the following reasons:
1. Offeror fails to fully comply with the conditions, specifications, or terms of a contract which has been awarded to the Offeror by the town;
 2. Offeror commits any fraud or provides false information in connection with a bid, quotation, proposal or contract with the town;
 3. Offeror is charged with the following crimes: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty. If charges are dismissed or the Offeror is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the Offeror to town;
 4. Offeror becomes insolvent, as evidenced by proceedings in bankruptcy;
 5. Offeror violates the ethical standards set forth in local, state, or federal law;
- b. *Debarment.* An Offeror may be permanently debarred for the following reasons:
1. Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal or contract with the town twice in any three-year period.

2. Placement of the Offeror on the convicted vendor list maintained by the Florida Department of Management Services within 36 months from the date of submittal of the bid or proposal.
3. *Decision.* After the Purchasing Agent has determined there is cause to suspend or debar an Offeror, the Offeror shall be given written notice of the debarment and the reasons for the action taken.

Sec. 2-253. Inspections and tests.

1. The director of the originating department may inspect, or arrange for the inspection of all deliveries of supplies, materials, equipment or contractual services to confirm that they meet the specifications set forth in the bid documents and contract.
2. Any originating department may inspect deliveries made to it.
3. The director of the originating department may require chemical and/or physical tests or samples submitted with bids and samples of deliveries which are deemed necessary to determine their quality and conformance with the specifications. For such tests, the Purchasing Agent shall have the authority to make use of any facilities of the town where such tests may be competently performed or an outside laboratory may be utilized. Should the product fail such testing, the town may require the Offeror to pay the town for any expense incurred in testing.

Sec. 2-254. Equal opportunity/minority and women business enterprise.

1. The town shall use its best efforts to ensure that minority, women and veteran owned businesses shall have an equitable opportunity to participate in the town's procurement process and that no business shall be excluded from participation in, denied benefits of, or be otherwise discriminated against in connection with the award and performance of any contracts with the town because of race, color, religion, national origin, age, sexual orientation, gender, marital status, handicap or physical impairment.

Sec. 2-255. Bid preferences.

- a. Except with regards to contracts to be reimbursed by the Federal Emergency Management Agency, the town shall provide in its Invitations to Bid, RFP, or RFQ, a five percent bid preference for:
 1. Local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two entire calendar years; or
 2. Certified minority or Florida veteran owned business enterprises pursuant to the Florida Office of Supplier Diversity and to certified minority owned business as defined by § 288.703, F.S.

Sec. 2-256. Integrity in Public Contracting.

Recognizing that the preservation of the integrity of the public contracting and purchasing process is vital and is a matter of interest to all the people of the state, the Town has declared that the procedures for determining with whom it will transact business exists to secure for the public the benefits of free, fair and open compensation. The opportunity to bid on public entity contracts or to supply goods and services to public entities or to otherwise transact business with public entities is a privilege not a right. In order to preserve the integrity of the public contracting and purchasing process, the privilege of responding to a public solicitation by the Town shall be denied to those individuals or entities who have been directly or indirectly involved in the development of that RFP, ITB or other public solicitation.

Secs. 2-257. Town Logo Infringement.

Any facsimile or reproduction of the Town of Lake Park municipal logo as adopted by ordinance 11-2010 shall be manufactured, used, displayed or otherwise employed by anyone only for official Town business or upon the written approval of the Town Commission.

The manufacture, use, display, or other employment of any facsimile or reproduction of the Town of Lake Park official logo without written approval of the Town Commission is a second degree misdemeanor, punishable as provided in S. 775.082 or S. 775.083. The use of the Town of Lake Park logo on any response to a solicitation shall make such response subject to rejection.

Secs. 2-258--2-281. Reserved.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Codification. The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption.

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CURRENT PURCHASING ORDINANCE

ORDINANCE NO. 09-2019

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REPEALING IN ITS ENTIRETY CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING", AND REPLACING AND READOPTING IT AS REVISED DIVISION 2; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, it is necessary and appropriate for the Town to update and establish procedures and methods for procurement to be followed by the Town regarding its purchase goods and services; and

WHEREAS, the use of competitive procurement methods generally obtains the best price and maximize the value of public funds in procurements; and

WHEREAS, the procurement methods and procedures applied herein would provide a fair and equitable process for the treatment of persons and entities who seek to provide goods and/or services to the Town, and also would maintain quality and integrity in the administration of the procurement of goods and services; and

WHEREAS, the Town Manager has recommended to the Town Commission that it update Chapter 2, Article V, Division 2 pertaining to the procurement of goods and services.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, THAT:

Section 1. The whereas clauses are incorporated herein as true and correct, and are the legislative findings of the Town Commission.

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Section 2. Chapter 2, Article V, Division 2, is hereby repealed in its entirety and is replaced with a new Division 2, as follows:

DIVISION 2. PURCHASING

Sec. 2-241. General purpose.

The purpose of this division is to promote efficient procedures for the purchase of goods and services; to provide for a fair and equitable process for businesses and persons who seek to provide goods or services to the Town; and to maximize the value of public funds. The procurement of goods and services shall be conducted by adhering to the highest standards of ethics, professionalism and impartiality.

Sec. 2-242. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Bid: A formal written price offer by a Offeror to the town to furnish specific goods and/or services in response to an invitation to bid.

Bid award: A contract and/or purchase order to the selected Offeror to provide specific commodities and/or services to the town for which funds have been appropriated by the Commission.

Bid criteria: The basis upon which the town will rely to determine acceptability of a bid, as stated in the bid, including, but not limited to, inspection, testing, quality, workmanship, delivery, price, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total cost or life cycle costs.

Certificate of contract completion: A form which indicates that a project has been satisfactorily completed and the Offeror has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

Certificate of insurance: A document which shows proof of insurance, coverage, types and amounts.

Change order: A written instrument issued on or after the effective date of the formal written contract or purchase order which, when duly executed by the town and Offeror, amends the contract documents to provide for a change in the work or in the provisions of the contract documents, or changes in contract price or contract time, or any combination thereof.

Commodities: As defined in § 287.012(5), F.S.

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Consultants Competitive Negotiation Act: As defined in § 287.055, F.S. and which is only applicable to the acquisition of architectural, engineering, landscape architectural or surveying and mapping services. Note: as defined therein this statute applies where the estimated cost of the professional services associated with planning or study activity exceeds \$35,000.00, or where the estimated project construction cost exceeds \$325,000.00.

Continuing contract: A "continuing contract" is as defined in F.S. Section 287.055(g).

Cooperative purchasing: A form of intergovernmental cooperative purchasing in which an entity will extend the price and terms of a contract entered into by a larger entity. Generally, a larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that normally they would not receive if they competed on their own.

Debarment: The exclusion, for cause, of an Offeror from bidding and/or receiving a contract to do business with the town.

Design-build contract: The solicitation for design services and construction pursuant to which a single contract is entered into for a capital improvement construction project.

Designee: A duly authorized representative of a person, business organization, or governmental agency.

Estimate: A stated expectation of price based upon time, quantity or other qualifiers.

Evaluation committee: A committee comprised of town employees established for the purpose of evaluating bids and proposals submitted in response to requests for proposals for purchases with an estimated cost exceeding \$35,000.00.

Invitation to bid: The process to be used when the scope of work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.

Minority business enterprise (certified): A business as defined by § 288.703 (1), F.S.

Minority person: A person as defined by § 288.703, F.S.

Notice to proceed: A written notification from the town to an Offeror to establish and authorize an Offeror to commence work under the provisions of the contract.

Offeror: A business or individual responding to an Invitation to Bid, Request for Qualifications, or Request for Proposals.

Originating department: The town department issuing an invitation to bid, request for proposals, statement or qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and who has had a valid Palm Beach County Local Business Tax Receipt and has been operating its business for at least one (1) year prior to the issuance of the invitation for bids or request for proposals.

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Person: Any business, individual, union, committee, club, or organization, or group of individuals.

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring any commodities and/or services for public purposes in accordance with state or town law. It includes, but is not limited to, all functions which pertain to the obtaining of any supplies, materials, equipment and/or services including construction projects and capital improvement projects, as defined herein, required by the town.

Professional medical services: The procurement of any medical functions not covered by insurance, including but not limited to pre-employment physicals, random drug screening, medical consultations, and the contractual employment of the medical director for the county fire department.

Project manager: A person designated by the Purchasing Agent to manage and to ensure compliance with contracts which he/she originates.

Proposal: An executed formal document submitted by an offeror to the town stating the goods and/or service offered to satisfy the need as described in a request for proposals (RFP), request for statement of qualifications (RFQ) or a request for information (RFI).

Public entity crime: A violation as defined in § 287.133(1)(g), F.S..

Public notice: The required notification or advertisement of an invitation to bid, request for proposal, or other competitive solicitation provided for in this division, to be given to prospective Offerors which may, at a minimum, include:

- (i) Posting public notice on the town's website; and
- (ii) Notice in a newspaper of general circulation.

Purchasing agent: The town manager, or his designee.

Request for a Quote: An oral or written request for written pricing or services, or commodities.

Request for letters of interest: A formal process whereby the town solicits written proposals from a pool of Offerors to provide services who will be listed as qualified and eligible to submit responses to a request for proposals or an invitation to bid.

Request for proposal: A written or electronically posted solicitation for competitive sealed proposals.

Request for information: A written or electronically posted request made by an agency to Offerors for information concerning commodities or contractual services.

Responsible Offeror. An Offeror who is determined to have the qualifications, integrity, reliability and capability in all respects to fully perform in accordance with the requirements of an invitation to bid, request for proposals, qualifications, or statements.

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Responsive bid, proposal, or reply: A bid, or proposal, or reply submitted by an offeror which conforms in all material respects to the solicitation.

Specification: A concise statement of terms, conditions and a set of requirements to be satisfied by a product, material, service, or process used in an invitation for bids, request for proposals, and request for qualifications. It may include a description of any requirement for inspecting, testing, or preparing a commodity, service, or construction item for delivery.

Surety: A form of bid security in the form of cash, certificate of deposit, cashier's check, or irrevocable letter of credit.

Suspension: The temporary debarment of an Offeror for up to three years.

Veteran business enterprise: Any business which meets the definition of § 295.187 (3), F.S. and which has been certified by the Florida Department of Management Services.

Sec. 2-243. Local Preference.

The town may give preference to proposals for goods and services received from Offerors whose business is located within the corporate limits of the town where price, quality and other relative factors offered by other Offerors are comparable.

Sec. 2-244. Exemptions.

This division shall not apply to:

1. The procurement of dues and memberships in trade or professional organizations; registration fees for trade and career fairs, subscriptions for periodicals and newspapers; advertisements; postage; legal and mediation services; professional medical services; services associated with the purchase or sale of real property; abstracts of title for real property; title searches and certificates; title insurance for real property; real estate appraisal services; water, sewer, telecommunications and electric utility services; copyrighted materials or patented materials including, but not limited to, technical pamphlets, published books, maps, testing or instructional materials; fees and costs of job-related seminars and training; admission fees for parks and entertainment activities included in Town recreational programs;
2. Agreements between the town and other government or nonprofit organizations that provide for the transfer, sale, or exchange of goods and services.
3. Goods purchased with petty cash or town procurement cards in accordance with the town's petty cash and procurement card procedures;
4. Items purchased for resale to the general public; for example supplies for a Town-owned concession area.
5. Purchase of food items;
6. Artistic services or works of art;

7. Travel expenses, hotel accommodations and hotel services;
8. Entertainment or entertainment-related services for town sponsored events;
9. Purchase of motor vehicle license plates from a governmental agency;
10. Persons or entities retained as "expert witnesses" pertaining to anticipated, threatened or actual litigation;
11. Educational or academic programs;
12. Recreational instructors and sports officials;
13. Proprietary software applications; and
14. Full or part-time contractual employees or independent contractors; and
15. Any services identified in §287.05, F.S. as may be amended from time to time as being exempt from competitive bid/request for proposal requirements.

Provided, however, that these exemptions shall not preclude the town from procuring such goods and/or services using the procedures listed in this article.

Sec. 2-245. Organization.

Except as otherwise provided herein, the Purchasing Agent or his designee as the town's Purchasing Agent shall be ultimately responsible for the procurement of all goods and services.

The Purchasing Agent shall:

1. Administer the purchasing functions of the town.
2. Implement the policies and procedures for the procurement of goods and services established in this division and applicable state law.
3. Purchase or contract for goods and services in accordance with provisions of this division.
4. Ensure that funds have been budgeted and appropriated prior to the execution of contracts or issuance of purchase orders for the procurement of goods and services.

Sec. 2-246. Thresholds for the procurement of goods and services.

The town commission hereby establishes \$35,000 as the threshold at which a formal competitive solicitation process shall be used, unless as otherwise provided for herein. A formal

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competitive solicitation process shall be employed for all invitations to bid, request for proposals, request for qualifications, or request for information. When employing these formal competitive solicitations, the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of Inspector General.

1. For goods and services with a value greater than \$10,000, but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).
2. For goods and services with a value between \$1,501 and \$4,999, the town shall solicit at least three (3) verbal quotes.
3. For goods and services with a value between \$5,000 and \$9,999 at least three (3) written quotes shall be solicited.
4. For the purchase of goods and services of less than \$2,500, the originating department may use a field purchase order (FPO). It is the responsibility of the originating department to ensure that items are obtained at a competitive price, and that the department has not exceeded the line-item budgetary appropriation for the items purchased. The originating department shall not use field purchase orders to make more than one purchase of the same item within five business days if the total cost is more than \$2,500.00.
5. Purchase orders or contracts for goods or services with a value less than \$7,500 must be approved by a department director and the Purchasing Agent.
6. In lieu of using blanket written purchase orders for small dollar value purchases of less than \$1,000.00, departments are authorized to use electronic purchasing media, including bank issued purchasing cards (credit cards). The Purchasing Agent or designee shall establish policies and procedures to ensure adequate internal controls for the use of the cards.

Sec. 2-247. Competitive sealed solicitation process.

(a) Unless otherwise provided herein, goods and services with a value of less than the threshold established in section 2-246 shall be procured through an informal competitive solicitation process to the extent practicable by soliciting quotes, or by using the alternative source selection methods specified in section 2-249.

1. Invitation to Bid: The bid process shall be used when the scope of

work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.

2. Request for Proposals (RFP): A RFP shall be used when the purposes and uses for which the goods, group of goods, or contractual services can be defined and various combinations or versions of the goods and contractual services may be proposed by an Offeror to meet the specifications of the solicitation document.
3. A RFP shall include terms and conditions, the scope of work, evaluation criteria and relative importance of price and other evaluation criteria, and whether an awarded contract is eligible to be renewed.
4. A contract may be awarded to the responsible and responsive proposer whose proposal is determined to be the most advantageous to the town, taking into consideration the price and other evaluation criteria set forth in a RFP.

(b) Services Governed by the Consultants' Competitive Negotiation Act

The procurement of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be conducted in accordance with the requirements of §287.055, F.S., entitled the "Consultants' Competitive Negotiation Act."

(c) Other Professional Services

The procurement of professional services not governed by the Consultants Competitive Negotiations Act shall be solicited in accordance with the Invitation to Bid, RFP or RFQ.

(d) The competitive sealed proposal solicitation process shall provide for:

1. Public notice. Public notice of an invitation to bid, RFP or RFQ shall be given in the same manner as provided for competitive sealed bidding except all Invitations to Bid, RFPs or RFQs. The public notice shall allow at least 30 days for the submission of proposals unless the Purchasing Agent or designee determines that a notice of less than 30 days is in the best interests of the town. The public notice shall state the place, date and time where proposals are required to be submitted, and of the opening of proposals.
2. Submission. Proposals shall be submitted to the town no later than the specified time and date and at the location specified in the Invitation to Bid, RFP or RFQ. No proposal shall be accepted after such time, or at any other location than specified; any proposal received after the specified time and date, or to any location other than the location specified in the notice shall be returned unopened.
3. Proposal cancellation or postponement. The Purchasing Agent or designee may, prior to the due date of the RFP or RFQ, elect to extend, cancel or postpone the date and/or time for the submission of a RFP or RFQ. In such situations an addendum, or a notice of cancellation shall be issued.

(e) Cone of Silence.

An offeror shall not communicate with any elected or appointed town official or employee other than a person listed in the document soliciting bids or proposals prior to the time an award has been made by the town commission. Any communication between the offeror and the town shall be submitted to the office of the town clerk, or of the official referenced in an Invitation to Bid, RFP or RFQ. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of an offeror.

(f) Proposal evaluation.

Proposals may be evaluated by an evaluation committee, which shall have not less than three voting members and shall be composed as follows: the originating department director who in conjunction with the Purchasing Agent appoints the chair and other members of the committee.

An award shall be made to the most responsive, responsible offeror whose proposal is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the Invitation to Bid, RFP, or RFQ. The evaluation of proposals shall be in accordance with the procedure established in an Invitation to Bid, RFP or RFQ.

(g) Award. Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the town clerk on the town's website at least five business days prior to the commission's consideration of an award. The town clerk shall also provide all offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the town's website.

(h) Continuing services contracts:

1. If there are two or more consultants which have been retained pursuant to a continuing services contract, the Purchasing Agent and department director of the originating department shall determine which firm is the most qualified to provide the required services.
2. The town may select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the town shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; and, recent, current, and projected workloads of the firms.

Sec. 2-248. Responses to competitive solicitations.

General solicitations:

1. A response to a competitive solicitation shall be submitted to the town clerk in a sealed envelope no later than the time and date at the location specified in the solicitation. Any response received after the deadline established in the solicitation, or which is submitted at a location other than at the location specified

in the solicitation shall be deemed unresponsive and shall be returned unopened to the offeror. It shall be the offeror's sole responsibility to ensure that its response reaches the specified place for receipt of responses to solicitations and by the time specified in the solicitation document. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a town employee to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the solicitation.

2. Responses to the solicitations shall be accepted from all qualified offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the solicitation.
3. The town may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitations in the future.
4. Responses to solicitations shall be opened publicly in the presence of one or more witnesses at the time and place specified in the solicitation. The town clerk or the clerk's designee shall officiate at the opening of competitive solicitations, and shall announce and record the name of each offeror, if appropriate, recite the amount of each offeror's response and such other information related to the solicitations as is appropriate.
5. All responses to solicitations shall become public records and shall be subject to public disclosure once opened.
6. An offeror may withdraw a response to a solicitation prior to date and time designated in the solicitation for their opening. If an offeror withdraws its response after the deadline established of a competitive solicitation, the purchasing agent may suspend an offeror from participating in any future town solicitations for up to three years.

7. Construction project solicitations:

The procurement of contractors for the town's construction projects shall follow the competitive sealed bid process outlined in § 2-247.

1. Bid security shall be required for all competitive sealed bidding for town construction projects where the cost of construction is estimated to exceed \$100,000.00 in the form of a bid bond executed by a surety company authorized to do business in the State of Florida. Alternatively, cash in the form of a certificate of deposit, cashier's check, or irrevocable letter of credit, may be tendered in lieu of the bid bond. The Purchasing Agent may require bid security for construction contracts of less than \$100,000.00 as determined in the discretion of the Purchasing Agent. The amount of the bid security shall be in an amount deemed sufficient by the Purchasing Agent to ensure bid compliance but in no event shall the bid security be less than five percent of the bid amount.

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2. Any person, firm or entity that enters into a written construction contract exceeding \$100,000.00 shall execute and deliver to the town, prior to, or concurrent with, the execution of the contract, a performance bond, in an amount equal to or greater than 100 percent of the contract price, . The bonds shall be issued by a surety insurer authorized to do business in the State of Florida as a surety. At the discretion of the Purchasing Agent, any person or entity entering into a construction contract which is for \$100,000.00 or less may be exempted from executing the payment and performance bond.
3. The surety must state on its front page: the name, principal business address, and phone number of the Offeror, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such surety shall be conditioned upon the Offeror's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.
4. If at any time after the execution of the contract and the surety, the town deems the surety or sureties upon such surety to be unsatisfactory or, if for any reason such surety cease to be adequate to cover the requirements of the contract, the town may require the Offeror, at its sole expense and within five days after the receipt of notice from the town, to furnish an additional surety in such form and amount and with such surety as shall be satisfactory to the town. In such event, no further payment to the Offeror shall be deemed to be due under the contract until such new or additional security shall be furnished in manner and form satisfactory to the town as to protect the interests of the town and ensure the payment of persons supplying labor and materials under the contract.
5. Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the top ranked offeror after recommendation to award bid to that offeror, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the offeror's response to the solicitation.

Sec. 2-249. Alternative Source Selection:

1. Cooperative purchases: Purchases utilizing contracts of other entities: Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a federal, state or municipal government or any other governmental agency, political subdivision, or government-related association for the same scope of services may be made providing that the originating entity utilized a competitive process substantially similar to that used by the Town.

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.
3. Sole and Single Source Purchases: The Purchasing Agent may make or authorize the purchase of goods and services without competitive solicitation when the director of the department requesting the purchase has documented in writing and provided information supporting the fact that the goods or service requested is the only item that meets the specified requirements and the goods or service is only available through one (1) source.

Sec. 2-250. Contract document.

a. Contracts:

1. The procurement of goods or services shall be evidenced by a written contract or purchase order.
2. Contracts may be renewed or extended for a period not exceeding three (3) years, during the term, or upon the expiration of the term of the original contract.
3. Contract administration shall be the responsibility of the originating department with oversight by the Purchasing Agent.
4. Contract change orders shall be authorized in writing subject to Chapter 2, Article III, Section 2-82 setting forth the purchasing authority of the Purchasing Agent provided that the change does not materially alter the character of the work contemplated by the contract and sufficient budgeted funds are available.

Sec. 2-251. Protested solicitations and awards.

1. Right to protest. Any actual or prospective offeror that is aggrieved in connection with a pending award of a contract may protest to the town's Purchasing Agent in accordance with the following procedures.

The formal written protest must then be filed at the office of the Purchasing Agent no later than 5:00 p.m. Eastern Standard Time, within five business days after the date of Posting of the Notice of Intent to Award. The formal written protest shall contain at a minimum the following information:

- i. Identification of the name, address and contact information of the protestant and the solicitation involved;

- ii. A brief, statement of the facts and the legal basis for the protest;
 - iii. Identification of any applicable statutes, or ordinance(s), or other legal authority(ies) which the protestant deems applicable;
 - iv. A written statement indicating the specific nature of the relief requested by protestant; and
 - v. Any written or physical materials, or objects which the protestant deems relevant to the protest.
- c. The formal written protest is considered timely filed upon its receipt by the Purchasing Agent within the time frame set forth herein. Failure to timely file a protest within the time specified herein shall result in relinquishment of all rights to protest an anticipated award.
 - d. Offerors shall not attempt to influence, persuade or promote communicating with any town elected or appointed official, or employee regarding the merits of their protest other than as set forth herein. Any attempt to do so shall be cause for suspension of the right to respond to the town's solicitation of goods or services in accordance with subsection 2-252(a).
3. Authority to resolve. The Purchasing Agent shall convene the protest committee, which shall consist of the Purchasing Agent, department director of the originating department, and a third department director which shall render its decision. The protestant may appeal this decision by sending a written notice to the Purchasing Agent within five business days of the protest committee's written decision.
4. Proceedings. The protest committee shall meet in a public meeting. The town clerk shall give reasonable notice to all substantially affected offerors prior to the date scheduled to consider the appeal of the protest. Although it is a public meeting, the only individuals permitted to address the protest committee are those offerors who constitute the Protestants.
- a. At least five business days prior to the protest committee's proceeding, the protestant may submit any written or physical materials, objects, statements, affidavits, and arguments which the protestant deems relevant to the protest. In the proceeding, the protestant or its representatives may make an oral presentation pertaining to the protest. The members of the protest committee may make whatever inquiries of the deemed pertinent to assist them in their determination of the appeal of the finance director's decision.
5. Stay of procurement during protests. In the event of a timely protest, an award shall be postponed until the protest committee has rendered its written decision of the appeal.

Sec. 2-252. Suspension and debarment.

1. Suspension. An offeror may be suspended from submitting Invitations to Bid, RFPs or RFQs for five years from the date of the issuance of the procurement document and after all appeals have been exhausted for the following reasons:

- a. Offeror fails to fully comply with the conditions, specifications, or terms of a contract which has been awarded to the Offeror by the town;
- b. Offeror commits any fraud or provides false information in connection with a bid, quotation, proposal or contract with the town;
- c. Offeror is charged with the following crimes: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty. If charges are dismissed or the offeror is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the offeror to town;
- e. Offeror becomes insolvent, as evidenced by proceedings in bankruptcy;
- f. Offeror violates the ethical standards set forth in local, state, or federal law;

2. Debarment. An offeror may be permanently debarred for the following reasons:

- a. Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal or contract with the town twice in any three-year period.
- b. Placement of the offeror on the convicted vendor list maintained by the Florida Department of Management Services within 36 months from the date of submittal of the bid or proposal.
- c. Decision. After the Purchasing Agent has determined there is cause to suspend or debar an offeror, the offeror shall be given written notice of the debarment and the reasons for the action taken.

Sec. 2-253. Inspections and tests.

- 1. The director of the originating department may inspect, or arrange for the inspection of all deliveries of supplies, materials, equipment or contractual services to confirm that they meet the specifications set forth in the bid documents and contract.
- 2. Any originating department may inspect deliveries made to it.
- 3. The director of the originating department may require chemical and/or physical tests or samples submitted with bids and samples of deliveries which are deemed

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necessary to determine their quality and conformance with the specifications. For such tests, the Purchasing Agent shall have the authority to make use of any facilities of the town where such tests may be competently performed or an outside laboratory may be utilized. Should the product fail such testing, the town may require the offeror to pay the town for any expense incurred in testing.

Sec. 2-254. Equal opportunity/minority and women business enterprise.

1. The town shall use its best efforts to ensure that minority, women and veteran owned businesses shall have an equitable opportunity to participate in the town's procurement process and that no business shall be excluded from participation in, denied benefits of, or be otherwise discriminated against in connection with the award and performance of any contracts with the town because of race, color, religion, national origin, age, sexual orientation, gender, marital status, handicap or physical impairment.

Sec. 2-255. Bid preferences.

Except with regards to contracts to be reimbursed by the Federal Emergency Management Agency, the town shall provide in its Invitations to Bid, RFP, or RFQ, a five percent bid preference for:

1. Local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two entire calendar years; or
2. Certified minority or Florida veteran owned business enterprises pursuant to the Florida Office of Supplier Diversity and to certified minority owned business as defined by § 288.703, F.S..

Secs. 2-256--2-280. Reserved.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Codification. The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption.

Upon First Reading this 30 day of October, 2019, the foregoing Ordinance was offered by Commissioner Flaherty, who moved its approval. The motion was seconded by Commissioner Michaud and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	<u> </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	<u> </u>
COMMISSIONER ERIN FLAHERTY	<u>/</u>	<u> </u>
COMMISSIONER JOHN LINDEN	<u> </u>	<u>/</u>
COMMISSIONER ROGER MICHAUD	<u>/</u>	<u> </u>

PUBLISHED IN THE PALM BEACH POST THIS 3 DAY OF November, 2019

Upon Second Reading this 20 day of November, 2019, the foregoing Ordinance, was offered by Commissioner Flaherty, who moved its adoption. The motion was seconded by Vice-Mayor Glas-Castro and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	<u> </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	<u> </u>
COMMISSIONER ERIN FLAHERTY	<u>/</u>	<u> </u>
COMMISSIONER JOHN LINDEN	<u> </u>	<u> </u>
COMMISSIONER ROGER MICHAUD	<u>/</u>	<u> </u>


The Mayor thereupon declared **Ordinance No.** 09-2019 duly passed and adopted this 20 day of November, 2019.

TOWN OF LAKE PARK, FLORIDA

BY: 
Mayor, Michael O'Rourke

ATTEST:

Approved as to form and legal sufficiency:


Town Clerk, Vivian Mendez
(Town Seal)
**TOWN OF LAKE PARK
SEAL
FLORIDA**


Town Attorney, Thomas J. Baird



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023

Agenda Item No.

Agenda Title: Resolution Authorizing and Directing the Town Manager to Obtain for Fiscal Year 2024 the Employee Medical Insurance through Florida BlueCare HMO; to Renew Employee Dental Insurance through CIGNA; to Renew Employee Vision Insurance through Humana; and, to Renew Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long-Term Disability Insurance through The Hartford

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

Approved by Town Manager

Date:

8-30-23

Name/Title

Bambi McKittrick
ASSISTANT TOWN MGR/HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ 1,049,052 Funding Source: Various Acct. # Various as funded in FY 2024 budget. <input checked="" type="checkbox"/> Finance Jeffrey P. Duval	Attachments: Resolution; and, Gehring Group's Town of Lake Park Fiscal Year 2024 Employee Benefits Executive Cost Summary as Exhibit A; and the Gehring Group RFP Analysis as Exhibit B.
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of the meeting date and time. The following box must be filled out to be on the agenda.	Yes, I have notified everyone <u>BMT</u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background

In anticipation of the need to renew employee benefits for Fiscal Year 2024 and at the request of staff, Gehring Group issued requests for proposals (RFP's) to the insurance marketplace for medical insurance coverage, dental insurance coverage, and vision insurance coverage. Attached as Exhibit A is Gehring Group's Town of Lake Park Fiscal Year 2024 Employee Benefits Executive Summary which summarizes the renewal rates that staff is recommending for approval.

Attached as Exhibit B is the Gehring Group RFP Analysis, and on page 1 of Exhibit B is the listing of carriers to which RFP's were submitted and the outcomes.

Medical Insurance:

The current provider of the Town's employee medical insurance is Florida Blue, Blue Options High Deductible Health Plan (HDHP), which is due for renewal on October 1, 2023, for Fiscal Year 2024. To assist employees with the High Deductible Health Plan cost amounts, the Town also established a Town-funded Health Reimbursement Account (HRA) to set aside pre-tax monies for each employee to help cover the cost of the \$1,500 calendar year deductible amount for single coverage and \$3,000 calendar year deductible amount for families, as well as prescription drug expenses. In addition to the HRA, the Town also established a Gap program, administered by a third-party vendor to further assist employees with the deductibles and 20 percent coinsurance for medical services.

Gehring Group obtained an initial renewal rate from Florida Blue for FY 2024 which represented a 24.7 percent increase over the expiring coverage, which could not be sustained due to budgetary constraints. Through the RFP process, Gehring Group negotiated the renewal for the Florida Blue HDHP down to a 14 percent increase. Gehring Group also presented several alternatives including a BlueCare HMO from Florida Blue that offers enhanced benefits in an In-Network only plan. The HMO plan offers copays which allow the members of the plan to receive their benefits without being subject to the high deductibles which are part of the current plan. Because of this feature, the HMO plan can be implemented without the need for the HRA or the Gap program resulting in a potential savings of more than \$100,000 for the Town. The rate increase to implement the HMO plan is 14.2 percent. A detailed analysis of the HMO network showed that 92% of the most utilized providers on the current HDHP network would remain in the network of the HMO plan.

Based upon the final evaluation provided by Gehring Group, staff recommends that the employee medical insurance be obtained through Florida BlueCare HMO for Fiscal Year 2024 and that the Town-funded Health Reimbursement Account and Gap programs be discontinued.

Dental Insurance:

The current provider of the Town's employee dental insurance is CIGNA (a PPO), which provided a renewal rate increase of 5 percent, maintaining the current level of benefits. This is the first increase from CIGNA since Fiscal Year 2021.

In view of this renewal, staff recommends that dental insurance coverage be continued through CIGNA.

Vision Insurance:

Humana is the current provider for the Town's employee vision insurance, which is renewing at no increase to current rates, maintains the current level of benefits, and provides a two-year rate guarantee which does not expire until September 30, 2025.

In view of this renewal, staff recommend that vision insurance coverage be continued through Humana.

Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long-Term Disability Insurance:

The Hartford is the current provider for the Town's employee Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long-Term Disability insurance. The Hartford was implemented for Fiscal Year 2023 and provided a proposal containing the following rates at that time:

- Basic Life and Accidental Death and Dismemberment -15.4 percent
- Short Term Disability - 48.3 percent
- Long Term Disability Insurance -31.9 percent

The rates do not expire until September 30, 2024.

Based upon the rate guarantee, staff recommends that Basic Life and Accidental Death and Dismemberment, Supplemental Life, Short Term Disability and Long-Term Disability insurance coverage for Town employees remain with The Hartford.

Employee Assistance Program (EAP):

New Directions LLC is the current provider for the Town's Employee Assistance Program, which is renewing at no increase to current rates and maintains the current level of benefits.

In view of this renewal, and because the annual cost of \$3,000.00 is within the Town Manager's spending authority, the Employee Assistance Program through New Directions LLC is being continued through New Directions.

Recommended Motion: I move to adopt Resolution _____.

RESOLUTION NO. 62-09-23

RESOLUTION AUTHORIZING AND DIRECTING THE TOWN MANAGER TO OBTAIN FOR FISCAL YEAR 2024 THE EMPLOYEE MEDICAL INSURANCE THROUGH FLORIDA BLUECARE HMO; TO RENEW EMPLOYEE DENTAL INSURANCE THROUGH CIGNA; TO RENEW EMPLOYEE VISION INSURANCE THROUGH HUMANA; AND, TO RENEW BASIC LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT, SUPPLEMENTAL LIFE, SHORT TERM DISABILITY AND LONG-TERM DISABILITY INSURANCE THROUGH THE HARTFORD; AND, PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town Commission has determined that it will provide the Town’s employees with medical, basic life and accidental death and dismemberment, supplemental life, short term disability and long term disability insurance coverage for Fiscal Year 2024. The premiums for supplemental life insurance are to be paid for by Town employees; and

WHEREAS, the Town Commission of the Town of Lake Park has reviewed the Gehring Group Town of Lake Park Fiscal Year 2024 analysis for medical, dental, vision, basic life and accidental death and dismemberment, supplemental life, short term disability and long term disability insurance coverage, along with the Employee Benefits Executive Cost Summary a copy of which is attached hereto and incorporated herein as **Exhibit A**; and

WHEREAS, the Town Commission has determined that it is in the best interest of the Town of Lake Park to obtain for Fiscal Year 2024 the employee medical insurance through Florida BlueCare HMO; to renew employee dental insurance through CIGNA; to renew employee vision insurance through Humana; and to renew basic life and accidental death and dismemberment, supplemental life, short term disability and long term disability insurance through The Hartford; and

WHEREAS, the Town Commission of the Town of Lake Park has directed that adequate funds be allocated for such coverages in Fiscal Year 2024.

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

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Commission hereby authorizes and directs the Town Manager obtain for Fiscal Year 2024 the employee medical insurance through Florida BlueCare HMO; to renew employee dental insurance through CIGNA; to renew employee vision insurance through Humana; and to renew basic life and accidental death and dismemberment, supplemental life, short term disability and long term disability insurance through The Hartford

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

EXHIBIT A

Town of Lake Park
Employee Benefits Executive Cost Summary
Effective Date: October 1, 2023

EXHIBIT A

RISK
strategies

Item 12.
A RISK STRATEGIES COMPANY

COVERAGE		CURRENT			RENEWAL		
HEALTH		FLORIDA BLUE			FLORIDA BLUE		
OPEN ACCESS PLUS		Total	Employer	Employee	Total	Employer	Employee
Employee	37	\$803.01	\$803.01	\$0.00	\$964.35	\$964.35	\$0.00
EE+Spouse	5	\$1,830.87	\$1,316.94	\$513.93	\$2,198.72	\$1,581.54	\$617.18
EE+Child(ren)	4	\$1,606.02	\$1,204.52	\$401.50	\$1,928.70	\$1,446.53	\$482.17
EE+Family	3	\$2,569.64	\$1,686.33	\$883.31	\$3,085.92	\$2,025.14	\$1,060.78
ANNUAL PREMIUM	49	\$635,984.64	\$554,077.68	\$81,906.96	\$763,765.32	\$665,402.28	\$98,363.04
\$ INCREASE		N/A	N/A	N/A	\$95,245.32	\$78,789.24	\$16,456.08
% INCREASE		N/A	N/A	N/A	14.2%	13.4%	20.1%
DENTAL		CIGNA			CIGNA		
DPPO Plan		Total	Employer	Employee	Total	Employer	Employee
Employee	41	\$33.81	\$33.81	\$0.00	\$35.50	\$35.50	\$0.00
EE+Family	12	\$104.68	\$33.81	\$70.87	\$109.91	\$35.50	\$74.41
ANNUAL PREMIUM	53	\$31,708.44	\$21,503.16	\$10,205.28	\$33,293.04	\$22,578.00	\$10,715.04
\$ INCREASE		N/A	N/A	N/A	\$1,584.60	\$1,074.84	\$509.76
% INCREASE		N/A	N/A	N/A	5.0%	5.0%	5.0%
VISION		Humana			Humana		
		Total	Employer	Employee	Total	Employer	Employee
Employee	37	\$4.59	\$4.59	\$0.00	\$4.59	\$4.59	\$0.00
EE+Spouse	9	\$9.19	\$4.59	\$4.60	\$9.19	\$4.59	\$4.60
EE+Child(ren)	3	\$8.73	\$4.59	\$4.14	\$8.73	\$4.59	\$4.14
EE+Family	6	\$13.72	\$4.59	\$9.13	\$13.72	\$4.59	\$9.13
ANNUAL PREMIUM	55	\$4,332.60	\$3,029.40	\$1,303.20	\$4,332.60	\$3,029.40	\$1,303.20
\$ INCREASE		N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
% INCREASE		N/A	N/A	N/A	0.0%	0.0%	0.0%
HRA FUNDING*		Benefits Workshop			Benefits Workshop		
		Total	Employer	Employee	Total	Employer	Employee
Employee Only	37	\$1,500.00	\$1,500.00	\$0.00	Not Renewed		
Employee + Dependent(s)	12	\$3,000.00	\$3,000.00	\$0.00			
ANNUAL COST (80% of Max Liab.)	49	\$73,200.00	\$73,200.00	\$0.00			
\$ INCREASE		N/A	N/A	N/A			
% INCREASE		N/A	N/A	N/A			
FSA ADMINISTRATION		Benefits Workshop			Benefits Workshop		
		Total	Employer	Employee	Total	Employer	Employee
HRA Administration	49	\$5.00	\$5.00	\$0.00	Not Renewed		
FSA Administration	19	\$5.00	\$5.00	\$0.00			
ANNUAL PREMIUM		\$2,940.00	\$2,940.00	\$0.00	\$2,400.00	\$2,400.00	\$0.00
\$ INCREASE		N/A	N/A	N/A	-\$540.00	-\$540.00	\$0.00
% INCREASE		N/A	N/A	N/A	-18.4%	-18.4%	0.0%
Supplemental GAP		\$2,000 GAP Supplemental Coverage					
		Total	Employer	Employee	Not Renewed		
Employee Only	37	\$43.91	\$43.91	\$0.00			
Employee + Spouse	5	\$93.24	\$93.24	\$0.00			
Employee + Children	4	\$68.59	\$68.59	\$0.00			
Employee + Family	3	\$115.35	\$115.35	\$0.00			
ANNUAL PREMIUM	49	\$32,535.36	\$32,535.36	\$0.00			
\$ INCREASE		N/A	N/A	N/A			
% INCREASE		N/A	N/A	N/A			
LIFE		The Hartford			The Hartford		
		Total	Employer	Employee	Total	Employer	Employee
Life Rate		\$0.185	\$0.185	\$0.000	\$0.185	\$0.185	\$0.000
AD&D Rate		\$0.018	\$0.018	\$0.000	\$0.018	\$0.018	\$0.000
Total Life and AD&D		\$0.203	\$0.203	\$0.000	\$0.203	\$0.203	\$0.000
Life Volume		\$2,521,500	\$2,521,500	\$2,521,500	\$2,521,500	\$2,521,500	\$2,521,500
ANNUAL PREMIUM		\$6,142.37	\$6,142.37	\$0.00	\$6,142.37	\$6,142.37	\$0.00
\$ INCREASE		N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
% INCREASE		N/A	N/A	N/A	0.0%	0.0%	0.0%
LONG TERM DISABILITY		The Hartford			The Hartford		
		Total	Employer	Employee	Total	Employer	Employee
LTD Rate		\$0.320	\$0.320	\$0.000	\$0.320	\$0.320	\$0.000
LTD Volume		\$277,841	\$277,841	\$277,841	\$277,841	\$277,841	\$277,841
ANNUAL PREMIUM		\$10,669.09	\$10,669.09	\$0.00	\$10,669.09	\$10,669.09	\$0.00
\$ INCREASE		N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
% INCREASE		N/A	N/A	N/A	0.0%	0.0%	0.0%
SHORT TERM DISABILITY		The Hartford			The Hartford		
		Total	Employer	Employee	Total	Employer	Employee
STD Rate		\$0.150	\$0.150	\$0.000	\$0.150	\$0.150	\$0.000
STD Volume		\$43,657	\$43,657	\$43,657	\$43,657	\$43,657	\$43,657
ANNUAL PREMIUM		\$7,858.31	\$7,858.31	\$0.00	\$7,858.31	\$7,858.31	\$0.00
\$ INCREASE		N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
% INCREASE		N/A	N/A	N/A	0.0%	0.0%	0.0%
EMPLOYEE ASSISTANCE PROGRAM		New Directions			New Directions		
		Total	Employer	Employee	Total	Employer	Employee
ANNUAL PREMIUM		\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
\$ INCREASE		N/A	N/A	N/A	\$0.00	\$0.00	\$0.00
% INCREASE		N/A	N/A	N/A	0.0%	0.0%	0.0%
SUMMARY		Total	Employer	Employee	Total	Employer	Employee
TOTAL ANNUAL PREMIUM		\$808,370.81	\$714,955.37	\$93,415.44	\$831,460.73	\$721,079.45	\$110,381.28
\$ INCREASE		N/A	N/A	N/A	\$23,089.92	\$6,124.08	\$16,965.84
% INCREASE		N/A	N/A	N/A	2.9%	0.9%	18.2%

EXHIBIT B

**Town of Lake Park
2023 RFP Response List**

EXHIBIT B

Item 12.

Carrier	Medical	Dental	Vision	DTQ	Comments
Aetna	✓				
Cigna		✓	✓	✓	DTQ Medical Vision Quote Included
Companion Life					No Response
Delta Dental					No Response
EyeMed				✓	Uncompetitive
Florida Blue	✓				Incumbent Medical Carrier
FMIT				✓	Declined to Quote - Uncompetitive
Guardian				✓	Declined to Quote - Uncompetitive
Humana			✓		Incumbent - Vision
Liberty Dental Plan					No Response
Lincoln Financial					No Response
MetLife		✓	✓		Included
Mutual of Omaha					No Response
New Directions					No Response
Ochs, Inc.					No Response
Principal		✓	✓		Included
Solstice		✓	✓		Included
The Standard					Declined to Quote
United HealthCare	✓				Included
Versant Health					No Response
VSP					Declined to Quote

Town of Lake Park
Medical Insurance Evaluation HDHP Alternatives
Effective Date: October 1, 2023



Medical	CURRENT		RENEWAL		NEGOTIATED RENEWAL	
	Florida Blue BlueOptions Plan 05190/05191	\$2,000 GAP Coverage Prosperity with Physician OV	Florida Blue BlueOptions Plan 05190/05191	\$2,000 GAP Coverage Prosperity with Physician OV	Florida Blue BlueOptions Plan 05190/05191	\$2,000 GAP Coverage Prosperity with Physician OV
Calendar Year Deductible (CYD)	In Network Out of Network	In Network Out of Network	In Network Out of Network	In Network Out of Network	In Network Out of Network	In Network Out of Network
Single	\$1,500 \$3,000		\$1,500 \$3,000		\$1,500 \$3,000	
Family	\$3,000 \$6,000		\$3,000 \$6,000		\$3,000 \$6,000	
Out of Pocket Maximum						
Single	\$4,500 \$9,000		\$4,500 \$9,000		\$4,500 \$9,000	
Family	\$6,850/\$9,000 \$18,000		\$6,850/\$9,000 \$18,000		\$6,850/\$9,000 \$18,000	
Coinurance	20% 40%		20% 40%		20% 40%	
Office Visits						
Physician Office Visit	PYD + 20% PYD + 40%		PYD + 20% PYD + 40%		PYD + 20% PYD + 40%	
Specialist Visit	PYD + 20% PYD + 40%		PYD + 20% PYD + 40%		PYD + 20% PYD + 40%	
Virtual Visit	PYD + 20% Not Covered		PYD + 20% Not Covered		PYD + 20% Not Covered	
Preventive Services (Wellness)	No Charge 40%		No Charge 40%		No Charge 40%	
Independent Clinical Lab	PYD PYD + 40%		PYD PYD + 40%		PYD PYD + 40%	
X-ray at Indep. Diagnostic Center	PYD + 20% PYD + 40%		PYD + 20% PYD + 40%		PYD + 20% PYD + 40%	
Advanced Imaging at Indep. Diagnostic Center	PYD + 20% PYD + 40%		PYD + 20% PYD + 40%		PYD + 20% PYD + 40%	
Urgent Care Center	PYD + 20% PYD + 20%		PYD + 20% PYD + 20%		PYD + 20% PYD + 20%	
Hospital						
Inpatient Facility (per admission)	PYD + 20% \$500 + PYD + 40%		PYD + 20% \$500 + PYD + 40%		PYD + 20% \$500 + PYD + 40%	
Outpatient Surgery	PYD + 20% PYD + 40%		PYD + 20% PYD + 40%		PYD + 20% PYD + 40%	
Physician Services at Hospital	PYD + 20% INN PYD + 20%		PYD + 20% INN PYD + 20%		PYD + 20% INN PYD + 20%	
Emergency Room Visit	PYD + 20% INN PYD + 20%		PYD + 20% INN PYD + 20%		PYD + 20% INN PYD + 20%	
Mental Health / Substance Abuse						
Inpatient Facility	PYD + 20% INN PYD + 20%		PYD + 20% INN PYD + 20%		PYD + 20% INN PYD + 20%	
Outpatient Facility (OV/Other)	PYD + 20% PYD + 40%		PYD + 20% PYD + 40%		PYD + 20% PYD + 40%	
Prescription Drugs	<i>Rx Subject to INN PYD</i>		<i>Rx Subject to INN PYD</i>		<i>Rx Subject to INN PYD</i>	
Generic	\$10 50%		\$10 50%		\$10 50%	
Preferred Brand	\$50 50%		\$50 50%		\$50 50%	
Non-Preferred Brand	\$80 50%		\$80 50%		\$80 50%	
Specialty	\$10/\$50/\$80 50%		\$10/\$50/\$80 50%		\$10/\$50/\$80 50%	
Mail Order (90-Day Supply)	\$25/\$125/\$200 50%		\$25/\$125/\$200 50%		\$25/\$125/\$200 50%	
	Enroll Monthly Rates	\$2,000 In Gap Coverage	Monthly Rates	\$2,000 In Gap Coverage	Monthly Rates	\$2,000 In Gap Coverage
Employee	37 \$803.01	\$43.91	\$1,011.79	\$43.91	\$915.43	\$43.91
Employee + Spouse	5 \$1,830.87	\$93.24	\$2,306.89	\$93.24	\$2,087.19	\$93.24
Employee + Child(ren)	4 \$1,606.02	\$68.59	\$2,023.59	\$68.59	\$1,830.87	\$68.59
Family	3 \$2,569.64	\$115.35	\$3,237.74	\$115.35	\$2,929.38	\$115.35
Total Monthly Premium	49 \$52,999	\$2,711	\$66,778	\$2,711	\$60,418	\$2,711
Total Annual Premium	\$635,985	\$32,535	\$801,339	\$32,535	\$725,022	\$32,535
\$ Increase	N/A	N/A	\$165,354	\$0	\$89,037	\$0
% Increase	N/A	N/A	26.0%	0.0%	14.0%	0.0%
Total Monthly Premium		\$55,710		\$69,490		\$63,130
Total Annual Premium		\$668,520		\$833,874		\$757,557
\$ Increase		N/A		\$165,354		\$89,037
% Increase		N/A		24.7%		13.3%

Town of Lake Park
Medical Insurance Evaluation HDHP Alternatives
Effective Date: October 1, 2023



Medical	CURRENT		Alternative Option 1		Alternative Option 2		Alternative Option 3	
	Florida Blue BlueOptions Plan 05190/05191		\$2,000 GAP Coverage Prosperity with Physician OV		Florida Blue BlueOptions 05771		Florida Blue BlueCare Predictable Cost 47	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Calendar Year Deductible (CYD)								
Single	\$1,500	\$3,000			\$1,500	\$4,500	\$1,500	\$0
Family	\$3,000	\$6,000			\$4,500	\$13,500	\$4,500	\$0
Out of Pocket Maximum								
Single	\$4,500	\$9,000			\$4,500	\$9,000	\$4,500	\$8,500
Family	\$6,850/\$9,000	\$18,000			\$9,000	\$18,000	\$9,000	\$17,000
Coinurance	20%	40%			20%	50%	20%	0%
Office Visits								
Physician Office Visit	PDY + 20%	PDY + 40%			\$30	PDY + 50%	\$30	\$45 to \$150
Specialist Visit	PDY + 20%	PDY + 40%			\$55	PDY + 50%	\$55	\$45 to \$150
Virtual Visit	PDY + 20%	Not Covered			No Charge/\$55	Not Covered	No Charge/\$55	No Charge
Preventive Services (Wellness)	No Charge	40%			No Charge	50%	No Charge	No Charge
Independent Clinical Lab	PDY	PDY + 40%			No Charge	PDY + 50%	No Charge	No Charge
X-ray at Indep. Diagnostic Center	PDY + 20%	PDY + 40%			\$50	PDY + 50%	\$50	No Charge
Advanced Imaging at Indep. Diagnostic Center	PDY + 20%	PDY + 40%			\$250	PDY + 50%	\$250	\$250 to \$1,150
Urgent Care Center	PDY + 20%	PDY + 20%			\$60	PDY + 50%	\$60	\$100
Hospital								
Inpatient Facility (per admission)	PDY + 20%	\$500 + PDY + 40%	Prosperity Gap will provide first dollar coverage on everything on the front end. (Excludes Rx, telehealth & home health)		PDY + 20%	\$500 + PDY + 50%	PDY + 20%	\$4,500
Outpatient Surgery	PDY + 20%	PDY + 40%			PDY + 20%	PDY + 50%	PDY + 20%	\$250 to \$1,150
Physician Services at Hospital	PDY + 20%	INN PDY + 20%			PDY + 20%	INN PDY + 20%	PDY + 20%	\$250 to \$1,150
Emergency Room Visit	PDY + 20%	INN PDY + 20%			\$250	\$250	\$250	\$1,000
Mental Health / Substance Abuse								
Inpatient Facility	PDY + 20%	INN PDY + 20%			No Charge	50%	No Charge	\$4,500
Outpatient Facility (OV/Other)	PDY + 20%	PDY + 40%			No Charge	50%	No Charge	\$170
Prescription Drugs								
Generic	\$10	50%			\$10	50%	\$10	\$10/\$25
Preferred Brand	\$50	50%			\$50	50%	\$50	\$90
Non-Preferred Brand	\$80	50%			\$80	50%	\$80	\$200
Specialty	\$10/\$50/\$80	50%			20%	50%	20%	\$25/\$65 / \$225/\$500
Mail Order (90-Day Supply)	\$25/\$125/\$200	50%			\$25/\$125/\$200	50%	\$25/\$125/\$200	\$550/\$600/\$650
	Enroll	Monthly Rates	\$2,000 In Gap Coverage		Monthly Rates		Monthly Rates	
Employee	37	\$803.01	\$43.91		\$1,052.91		\$964.35	
Employee + Spouse	5	\$1,830.87	\$93.24		\$2,400.64		\$2,198.72	
Employee + Child(ren)	4	\$1,606.02	\$68.59		\$2,105.83		\$1,928.70	
Family	3	\$2,569.64	\$115.35		\$3,369.32		\$3,085.92	
Total Monthly Premium	49	\$52,999	\$2,711		\$69,492		\$63,647	
Total Annual Premium		\$635,985	\$32,535		\$833,906		\$763,765	
\$ Increase		N/A	N/A		\$165,386		\$95,245	
% Increase		N/A	N/A		24.7%		14.2%	
Total Monthly Premium			\$55,710		\$69,492		\$63,647	
Total Annual Premium			\$668,520		\$833,906		\$763,765	
\$ Increase			N/A		\$165,386		\$95,245	
% Increase			N/A		24.7%		14.2%	

Town of Lake Park
Medical Insurance Evaluation HDHP Alternatives
Effective Date: October 1, 2023



Medical	CURRENT		Alternative Option 4		Alternative Option 5		Alternative Option 6	
	Florida Blue BlueOptions Plan 05190/05191		\$2,000 GAP Coverage Prosperity with Physician OV		Aetna FL OA EPO 1500 80% CY V23		Aetna FL OA EPO 1000 80% CY V23	
	In Network	Out of Network	In Network	Out of Network	In Network	In Network	In Network	Out of Network
Calendar Year Deductible (CYD)								
Single	\$1,500	\$3,000			\$1,500	\$1,000	\$1,500	\$3,000
Family	\$3,000	\$6,000			\$3,000	\$2,000	\$3,000	\$9,000
Out of Pocket Maximum								
Single	\$4,500	\$9,000			\$5,500	\$5,000	\$5,500	\$13,000
Family	\$6,850/\$9,000	\$18,000			\$11,000	\$10,000	\$11,000	\$39,000
Coinsurance	20%	40%			20%	20%	20%	50%
Office Visits								
Physician Office Visit	PYD + 20%	PYD + 40%			\$25	\$25	\$25	50% after CYD
Specialist Visit	PYD + 20%	PYD + 40%			\$75	\$75	\$75	50% after CYD
Virtual Visit	PYD + 20%	Not Covered			No charge/\$75	No charge/\$75	No charge/\$75	Not Covered
Preventive Services (Wellness)	No Charge	40%			No Charge	No Charge	No Charge	50% after CYD
Independent Clinical Lab	PYD	PYD + 40%			PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
X-ray at Indep. Diagnostic Center	PYD + 20%	PYD + 40%			PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
Advanced Imaging at Indep. Diagnostic Center	PYD + 20%	PYD + 40%			PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
Urgent Care Center	PYD + 20%	PYD + 20%			\$75	\$75	\$75	50% after CYD
Hospital								
Inpatient Facility (per admission)	PYD + 20%	\$500 + PYD + 40%	Prosperity Gap will provide first dollar coverage on everything on the front end. (Excludes Rx, telehealth & home health)		PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
Outpatient Surgery	PYD + 20%	PYD + 40%			PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
Physician Services at Hospital	PYD + 20%	INN PYD + 20%			PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
Emergency Room Visit	PYD + 20%	INN PYD + 20%			\$300 + PYD + 20%	\$300 + PYD + 20%	\$300 + PYD + 20%	\$300
Mental Health / Substance Abuse								
Inpatient Facility	PYD + 20%	INN PYD + 20%			PYD + 20%	PYD + 20%	PYD + 20%	50% after CYD
Outpatient Facility (OV/Other)	PYD + 20%	PYD + 40%			No Charge/PYD + 20%	No Charge/PYD + 20%	No Charge/PYD + 20%	50% after CYD
Prescription Drugs								
	Rx Subject to INN PYD							
Generic	\$10	50%			\$3 / \$10	\$3 / \$10	\$3 / \$10	50%
Preferred Brand	\$50	50%			\$45	\$45	\$45	50%
Non-Preferred Brand	\$80	50%			\$75	\$75	\$75	50%
Specialty	\$10/\$50/\$80	50%			P:20% up to \$250 max / NP:40% up to a max \$500 (Retail)	P:20% up to \$250 max / NP:40% up to a max \$500 (Retail)	P:20% up to \$250 max / NP:40% up to a max \$500 (Retail)	Not Covered
Mail Order (90-Day Supply)	\$25/\$125/\$200	50%			2 x Retail	2 x Retail	2 x Retail	50%
	Enroll	Monthly Rates	\$2,000 In Gap Coverage		Monthly Rates	Monthly Rates	Monthly Rates	
Employee	37	\$803.01	\$43.91		\$1,384.72	\$1,450.28	\$1,470.46	
Employee + Spouse	5	\$1,830.87	\$93.24		\$3,003.43	\$3,145.68	\$3,189.41	
Employee + Child(ren)	4	\$1,606.02	\$68.59		\$2,856.39	\$2,991.65	\$3,033.25	
Family	3	\$2,569.64	\$115.35		\$4,475.09	\$4,687.02	\$4,752.22	
Total Monthly Premium	49	\$52,999	\$2,711		\$91,103	\$95,416	\$96,744	
Total Annual Premium		\$635,985	\$32,535		\$1,093,231	\$1,144,997	\$1,160,925	
\$ Increase		N/A	N/A		\$424,711	\$476,477	\$492,405	
% Increase		N/A	N/A		63.5%	71.3%	73.7%	
Total Monthly Premium			\$55,710		\$91,103	\$95,416	\$96,744	
Total Annual Premium			\$668,520		\$1,093,231	\$1,144,997	\$1,160,925	
\$ Increase			N/A		\$424,711	\$476,477	\$492,405	
% Increase			N/A		63.5%	71.3%	73.7%	

Town of Lake Park
Medical Network Disruption Analysis
Sorted by Number of Claimants



Sorted By:

	Provider Name	City	State	Provider Type	Claimants	Claims	Plan Paid	Florida Blue Options	Florida BlueCare
1	QUEST DIAGNOSTICS INC	MALTA	MT	CLINICAL LABORATORY	35	296	\$2,307	YES	YES
2	PUBLIX PHARMACY	MULTIPLE	RX	PHARMACY	23	226	\$18,968	YES	YES
3	CVS PHARMACY	MULTIPLE	RX	PHARMACY	13	110	\$7,526	YES	YES
4	WALGREENS PHARMACY	MULTIPLE	RX	PHARMACY	12	52	\$7,004	YES	YES
5	WALGREENS	MULTIPLE	RX	PHARMACY	9	103	\$516	YES	YES
6	CVS/PHARMACY	MULTIPLE	RX	PHARMACY	8	70	\$8,240	YES	YES
7	JUPITER MEDICAL CENTER	JUPITER	FL	ACUTE CARE HOSPITAL CLINICAL	7	18	\$17,438	YES	YES
8	DERMPATH DIAGNOSTICS SOUTH FLORIDA	POMPANO BEACH	FL	LABORATORY URGENT CARE	7	7	\$819	YES	YES
9	HELIX URGENT CARE	N PALM BEACH	FL	CENTER	5	7	\$343	YES	YES
10	ST MARYS MEDICAL CENTER	WEST PALM BEACH	FL	ACUTE CARE HOSPITAL	3	3	\$181,438	YES	YES
11	PALM BEACH GARDENS MEDICAL CENTER	PALM BEACH GARDENS	FL	ACUTE CARE HOSPITAL	3	3	\$6,688	YES	YES
12	CLEVELAND CLINIC MARTIN NORTH HOSPITAL	STUART	FL	ACUTE CARE HOSPITAL	3	2	\$3,576	YES	YES
13	WALMART PHARMACY	MULTIPLE	RX	PHARMACY	3	27	\$996	YES	YES
14	DIR REIM/BC PAY %	MULTIPLE	RX	PHARMACY	3	9	\$887	YES	YES
15	SHAPIRO, STEVEN D	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	3	15	\$758	YES	NO
16	FAHMY, AMIR A	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	3	22	\$619	YES	YES
17	KROGER SPECIALTY PHARMACY LA	MULTIPLE	RX	PHARMACY	2	13	\$46,907	YES	YES
18	WELLINGTON REGIONAL MEDICAL CENTER	WELLINGTON	FL	ACUTE CARE HOSPITAL	2	2	\$20,424	YES	YES
19	HCA FLORIDA JFK HOSPITAL	ATLANTIS	FL	ACUTE CARE HOSPITAL	2	2	\$17,149	YES	YES
20	SPENCE, PETER J	AVENTURA	FL	PHYSICIAN - OSTEOPATH	2	3	\$1,606	YES	YES
21	ROSS, SHARON E	PALM BCH GDNS	FL	PHYSICIAN - M.D.	2	7	\$1,116	YES	YES
22	SAIDIAN, LILA	WELLINGTON	FL	PHYSICIAN - M.D.	2	7	\$877	YES	YES
23	BEACHES OPEN MRI OF PBG INC	PALM BEACH GARDENS	FL	INDEPENDENT DIAGNOSTIC	2	3	\$793	YES	YES

Town of Lake Park
Medical Network Disruption Analysis
Sorted by Number of Claimants



Sorted By:

	Provider Name	City	State	Provider Type	Claimants	Claims	Plan Paid	Florida Blue Options	Florida BlueCare
24	ZUNIGA-BARBONI, SYLVIA	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	2	7	\$701	YES	YES
25	OLIVA, JOSEPH W	PLANTATION	FL	PHYSICIAN - OSTEOPATH	2	2	\$683	YES	YES
26	RAYUS RADIOLOGY	BOYNTON BEACH	FL	INDEPENDENT DIAGNOSTIC	2	7	\$625	YES	YES
27	GENOV, IGOR	PLANTATION	FL	PHYSICIAN - OSTEOPATH	2	5	\$518	YES	YES
28	RAYUS RADIOLOGY	WELLINGTON	FL	INDEPENDENT DIAGNOSTIC	2	5	\$411	YES	YES
29	BORENSTEIN, MICHAEL T	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	2	7	\$326	YES	NO
30	ELLIS, MINERVA M	WEST PALM BCH	FL	PHYSICIAN - OSTEOPATH	2	5	\$312	YES	YES
31	MD NOW URGENT CARE	PALM BCH GDNS	FL	URGENT CARE CENTER	2	2	\$297	YES	YES
32	TOWER BREAST DIAGNOSTIC CENTER HABANA	TAMPA	FL	INDEPENDENT DIAGNOSTIC	2	3	\$282	YES	YES
33	GREER, ROBERT C	LAKE PARK	FL	PHYSICIAN - OSTEOPATH	2	5	\$279	YES	YES
34	HERNE, KATHLEEN B	WEST PALM BEACH	FL	PHYSICIAN - M.D.	2	7	\$274	YES	NO
35	BOCA RATON REGIONAL HOSPITAL INC	BOCA RATON	FL	ACUTE CARE HOSPITAL	1	24	\$45,164	YES	YES
36	ELLIS, ELLIOT	WEST PALM BEACH	FL	PHYSICIAN - M.D.	1	11	\$24,852	YES	YES
37	DIALYSIS ASSOC OF THE PALM BEACHES	WEST PALM BEACH	FL	DIALYSIS	1	19	\$19,125	YES	YES
38	DARCY HALL OF LIFE CARE	WEST PALM BEACH	FL	SKILLED NURSING FACILITY	1	2	\$12,671	YES	YES
39	CAREMARK FLORIDA SPECIALTY PHARMACY DBA CVS/SPECIALTY	MULTIPLE	RX	PHARMACY	1	1	\$11,269	YES	YES
40	LIPAN, MICHAEL J	WEST PALM BEACH	FL	PHYSICIAN - M.D.	1	14	\$10,148	YES	YES
41	MIDDELHOF, MARIANA	WELLINGTON	FL	PHYSICIAN - M.D.	1	2	\$6,717	YES	YES
42	SMITH, ANDREW	ATLANTIS	FL	PHYSICIAN - M.D.	1	14	\$4,202	NO	NO
43	LEPOFF, DAVID	BELLE GLADE	FL	PHYSICIAN - OSTEOPATH	1	15	\$4,034	NO	NO
44	HOSPICE OF PALM BEACH COUNTY INC.	WEST PALM BEACH	FL	HOSPICE	1	1	\$3,997	YES	YES
45	US DEPARTMENT OF VETERANS AFFAIRS	PALM BEACH GARDENS	FL	V.A. HOSPITAL	1	3	\$3,030	YES	YES
46	PALM BEACH INTERNATIONAL SURGERY CTR AT THE PALEY INSTITUTE	WEST PALM BCH	FL	AMBULATORY SURGICAL CENTER	1	1	\$2,993	YES	YES

Town of Lake Park
Medical Network Disruption Analysis
Sorted by Number of Claimants



Sorted By:

	Provider Name	City	State	Provider Type	Claimants	Claims	Plan Paid	Florida Blue Options	Florida BlueCare
47	SU, MU	MIAMI	FL	PHYSICIAN - M.D.	1	3	\$2,682	YES	YES
48	AVITA PHARMACY	MULTIPLE	RX	PHARMACY	1	2	\$2,588	YES	YES
49	LAMM, BRADLEY M	WEST PALM BEACH	FL	PODIATRIST	1	17	\$2,561	YES	YES
50	CHANDRASEKARAN, NEENA	DEERFIELD BEACH	FL	PHYSICIAN - M.D.	1	6	\$2,226	YES	YES
51	LAPKA, HOLLY	ORLANDO	FL	CLINICAL SOCIAL WORKER	1	53	\$2,122	YES	YES
52	PRATT, SHELBY ANNE	BOCA RATON	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$1,843	YES	YES
53	VENDRYES, ILANA	PLANTATION	FL	PHYSICIAN - M.D.	1	4	\$1,797	YES	YES
54	BAPTIST HEALTH ENDOSCOPY CENTER AT FLAGLER	WEST PALM BCH	FL	AMBULATORY SURGICAL CENTER	1	1	\$1,662	YES	YES
55	TROCK, JENNIFER RAE	HIALEAH	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$1,617	YES	YES
56	BLUMENKRANZ, DAVID I	PLANTATION	FL	PHYSICIAN - M.D.	1	1	\$1,555	YES	YES
57	AMROSE, DAVID S	WEST PALM BCH	FL	PHYSICIAN - M.D.	1	6	\$1,456	YES	YES
58	HCA FLORIDA KENDALL HOSPITAL	MIAMI	FL	ACUTE CARE HOSPITAL	1	1	\$1,449	YES	YES
59	TAMAZYAN, LILIT	STUART	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$1,434	YES	YES
60	MORAD, MOHAMAD MUDAR	ATLANTIS	FL	PHYSICIAN - M.D.	1	10	\$1,370	YES	YES
61	MINIMED DISTRIBUTION CORP	NORTHBRIDGE	CA	DURABLE MEDICAL	1	6	\$1,338	YES	YES
62	ACROSS SPECIALTY PHARMACY	MULTIPLE	RX	PHARMACY	1	2	\$1,261	YES	YES
63	COLLETTA, JOSEPH A	BOCA RATON	FL	PHYSICIAN - M.D.	1	3	\$1,248	YES	YES
64	BUSCH, HOWARD M	JUPITER	FL	PHYSICIAN - M.D.	1	2	\$1,244	YES	YES
65	ALI, SYED A	WELLINGTON	FL	PHYSICIAN - M.D.	1	10	\$1,198	YES	YES
66	PALM BEACH SURGICAL SUITES LLC	PALM BCH GDNS	FL	AMBULATORY SURGICAL CENTER	1	1	\$1,128	YES	YES
67	ETIENNE, JOSEPH H	ATLANTIS	FL	PHYSICIAN - M.D.	1	14	\$1,097	YES	YES
68	LOVEDAY, GONZALO J	JUPITER	FL	PHYSICIAN - M.D.	1	8	\$990	YES	YES
69	RODRIGUEZ, YANITZA	BOYNTON BEACH	FL	PHYSICIAN - M.D.	1	14	\$926	YES	YES

Town of Lake Park
Medical Network Disruption Analysis
Sorted by Number of Claimants



Sorted By:

Provider Name	City	State	Provider Type	Claimants	Claims	Plan Paid	Florida Blue Options	Florida BlueCare
70 SAYEGH, BASSAM	JUPITER	FL	PHYSICIAN - M.D.	1	3	\$892	YES	YES
71 EHRICH, JON J	PALM BEACH GARDENS	FL	PHYSICIAN - OSTEOPATH	1	15	\$875	YES	YES
72 EXPRESS SCRIPTS	MULTIPLE	RX	PHARMACY	1	2	\$854	YES	YES
73 LASER & SURGERY CENTER	PALM BEACH GARDENS	FL	AMBULATORY SURGICAL CENTER	1	1	\$824	YES	YES
74 WEISS, KRISTIN	SUNRISE	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$818	YES	YES
75 HANIAK, SUSAN L	WELLINGTON	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$790	YES	YES
76 GOOD SAMARITAN MEDICAL CENTER	WEST PALM BEACH	FL	ACUTE CARE HOSPITAL	1	1	\$778	YES	YES
77 LOVITZ, LAWRENCE S	VERO BEACH	FL	PHYSICIAN - M.D.	1	3	\$765	YES	YES
78 CARLSON, DIANE L	HOMESTEAD	FL	PHYSICIAN - M.D.	1	4	\$758	YES	YES
79 HERSCOVICI, PABLO	MIAMI	FL	PHYSICIAN - M.D.	1	2	\$742	YES	YES
80 NORTH COUNTY SURGICENTER	PALM BEACH GARDENS	FL	AMBULATORY SURGICAL CENTER	1	1	\$741	YES	YES
81 THE, JULIETTE	BOYNTON BEACH	FL	PHYSICIAN - M.D.	1	5	\$731	YES	YES
82 SELECT PHYSICAL THERAPY	JUPITER	FL	REHABILITATION FACILITY	1	10	\$720	YES	YES
83 THE OUTPATIENT CENTER OF BOYNTON BEACH LTD	BOYNTON BEACH	FL	AMBULATORY SURGICAL CENTER	1	1	\$707	YES	YES
84 STUART SURGERY CENTER	STUART	FL	AMBULATORY SURGICAL CENTER	1	1	\$667	YES	YES
85 TRADITION SURGERY CENTER LLC	FORT PIERCE	FL	AMBULATORY SURGICAL CENTER	1	1	\$664	YES	YES
86 ANGLADE, MOISE W	WELLINGTON	FL	PHYSICIAN - M.D.	1	7	\$604	YES	YES
87 DICKINSON, LARA L	PORT ST LUCIE	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$582	YES	YES
88 LOPERA, JOHN J	LOXAHATCHEE	FL	PHYSICIAN - M.D.	1	7	\$567	YES	YES
89 RIVIERA BEACH FIRE DEPARTMENT	RIVIERA BEACH	FL	AMBULANCE SERVICE	1	2	\$549	NO	NO
90 COLEMAN, BERTHINA B	PLANTATION	FL	PHYSICIAN - M.D.	1	3	\$548	YES	YES
91 SOUTH COUNTY OUTPATIENT SURGERY CENTER LLC	DELRAY BEACH	FL	AMBULATORY SURGICAL CENTER	1	1	\$510	YES	YES
92 WEINGARTEN, JAY S	JUPITER	FL	PODIATRIST	1	15	\$507	YES	NO

Town of Lake Park
Medical Network Disruption Analysis
Sorted by Number of Claimants



Sorted By:

	Provider Name	City	State	Provider Type	Claimants	Claims	Plan Paid	Florida Blue Options	Florida BlueCare
93	NGUYEN, GARRETT	FT LAUDERDALE	FL	PODIATRIST	1	5	\$504	YES	YES
94	WESTON, LAURA C	PALM BCH GDNS	FL	PHYSICIAN - M.D.	1	3	\$498	YES	YES
95	ANGLADE, MOISE W	WELLINGTON	FL	PHYSICIAN - M.D.	1	4	\$495	YES	NO
96	WATERSIDE AMBULATORY SURGICAL CENTER INC	WEST PALM BEACH	FL	AMBULATORY SURGICAL CENTER	1	1	\$491	YES	YES
97	MCLAUGHLIN, AMANDA	PORT ST LUCIE	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$478	YES	YES
98	KAPPLER, STEVEN S	PORT SAINT LUCIE	FL	PHYSICIAN - M.D.	1	2	\$477	YES	YES
99	CARESPOT WEEELINGTON	ROYAL PALM BEACH	FL	URGENT CARE CENTER	1	3	\$446	YES	YES
100	ODONNELL WEAR, KAREN M	PLANTATION	FL	PHYSICIAN - OSTEOPATH	1	1	\$432	YES	YES
101	BUZZELLA, BARBARA A	SUNRISE	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$432	YES	YES
102	HCA FLORIDA ST LUCIE HOSPITAL	PORT SAINT LUCIE	FL	ACUTE CARE HOSPITAL	1	1	\$428	YES	YES
103	KHMARA, KSENIYA	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	1	2	\$418	YES	YES
104	SANCHEZ MURCIA, TIFFANY C	PLANTATION	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$402	YES	YES
105	SHEIKH, JANAID	PLANTATION	FL	PHYSICIAN - OSTEOPATH	1	1	\$402	YES	YES
106	NGO, BENJAMIN J	STUART	FL	PHYSICIAN - M.D.	1	1	\$397	YES	YES
107	PALM BEACH COUNTY FIRE RESCUE	WEST PALM BEACH	FL	AMBULANCE SERVICE	1	2	\$396	NO	NO
108	BRILL, MATTHEW P	PLANTATION	FL	PHYSICIAN - OSTEOPATH	1	2	\$387	YES	YES
109	HERNANDEZ, SANTIAGO J	PLANTATION	FL	PHYSICIAN - M.D.	1	4	\$387	YES	YES
110	DWOSKIN, RICHARD M	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	1	2	\$376	YES	YES
111	ROACHE-ROBINSON, PORSHA	FORT PIERCE	FL	PHYSICIAN - OSTEOPATH	1	1	\$354	YES	YES
112	LANGERMAN, JARED	JUPITER	FL	PHYSICIAN - M.D.	1	2	\$354	YES	YES
113	AMERICAN MEDICAL RESPONSE	LAKE WORTH	FL	AMBULANCE SERVICE	1	2	\$323	YES	YES
114	ELIZARDE, MAGGIE	WELLINGTON	FL	CERTIFIED NURSE ANESTHETIST	1	1	\$322	YES	YES
115	NIGHT LITE PEDIATRIC CENTER LLC	PORT ST LUCIE	FL	URGENT CARE CENTER	1	2	\$320	YES	YES

Town of Lake Park
Medical Network Disruption Analysis
Sorted by Number of Claimants



Sorted By:

Provider Name	City	State	Provider Type	Claimants	Claims	Plan Paid	Florida Blue Options	Florida BlueCare
116 BOWEN, STACEA N	WELLINGTON	FL	PHYSICIAN - M.D.	1	4	\$318	YES	YES
117 VAXCARE CORPORATION	ORLANDO	FL	CONVENIENT CARE CENTER	1	4	\$310	YES	YES
118 SANCHEZ, CARLOS W	WELLINGTON	FL	PHYSICIAN - M.D.	1	5	\$305	YES	YES
119 HANNEY, DENNIS E	JUPITER	FL	PHYSICIAN - OSTEOPATH	1	3	\$300	YES	YES
120 OPPENHEIM, ADAM	SAINT PETERSBURG	FL	PHYSICIAN - OSTEOPATH	1	2	\$299	YES	YES
121 MATA, SUSAN M	PALM BEACH GARDENS	FL	PHYSICIAN - M.D.	1	5	\$298	YES	NO
122 DESTITO, KERI	PORT ST LUCIE	FL	ADVANCED REGISTERED	1	1	\$283	YES	YES
123 HALEY, COLLEEN E	PLANT CITY	FL	PHYSICIAN - M.D.	1	1	\$283	YES	YES
124 GARELICK, JEFFREY H	WEST PALM BCH	FL	PHYSICIAN - M.D.	1	1	\$281	YES	YES
125 WENGER, JEFFREY S	WEST PALM BEACH	FL	PHYSICIAN - M.D.	1	2	\$276	YES	YES
126 RENE, CATHIA M	GAINESVILLE	FL	PHYSICIAN - M.D.	1	3	\$268	YES	YES
127 VENNO, ALEXANDER N	PLANTATION	FL	PHYSICIAN - M.D.	1	2	\$266	YES	YES
128 TUREK, CASEY	PALM BCH GDNS	FL	ADVANCED REGISTERED	1	3	\$263	YES	NO

Town of Lake Park
Medical Network Disruption Analysis
Summary Chart



Top 100 Provider Analysis			
		Florida BlueOptions	Florida BlueCare
Top 100 Provider Analysis	In Network Providers	97	92
	Out of Network Providers	3	8
	Total Providers	100	100
	% of In Network Providers	97%	92%

Complete Analysis (128 Providers)			
		Florida BlueOptions	Florida BlueCare
Complete Analysis	In Network Providers	124	117
	Out of Network Providers	4	11
	Total Providers	128	128
	% of In Network Providers	97%	91%

Town of Lake Park
Dental Insurance Evaluation
Effective Date: October 1, 2023

DENTAL SCHEDULE OF BENEFITS Network	CURRENT		RENEWAL		PROPOSED OPTION 1		PROPOSED OPTION 2		PROPOSED OPTION 2A		PROPOSED OPTION 3	
	Cigna		Cigna		Solstice Custom DPPO2		MetLife Option 1		MetLife Option 2		Principal	
	DPPO Progressive Plan		DPPO Progressive Plan		In-Network Non-Network		In-Network Non-Network		In-Network Non-Network		In-Network Non-Network	
Plan Basics	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network
Calendar Year Maximum	Year 1: \$1,500	Year 2: \$1,600	Year 1: \$1,500	Year 2: \$1,600	\$1,750	\$1,500	\$1,500		\$1,500 With Incentive Provision (Increase maximum by \$100 the following year; subject to a total maximum increase of \$300)		\$1,800	
	Year 3: \$1,700	Year 4: \$1,800	Year 3: \$1,700	Year 4: \$1,800								
Annual Deductible												
Single	\$25	\$50	\$25	\$50	\$50	\$50	\$25	\$50	\$25	\$50	\$25	\$50
Family	\$75	\$150	\$75	\$150	\$150	\$150	\$75	\$150	\$75	\$150	\$75	\$150
Deductible Waived for Preventive Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Benefits												
Preventive	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Basic	95%	80%	95%	80%	90%	80%	95%	80%	95%	80%	95%	80%
Major	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Orthodontia (up to age 19)	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Implants	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Service Information												
Out of Network Benefits Payable Level	90th Percentile		90th Percentile		90th Percentile		90th Percentile		90th Percentile		90th Percentile	
Waiting Period for Major Services (Timely Entrants)	None		None		None		None		None		None	
Endodontics/Periodontics Payable Level	Basic		Basic		Basic		Basic		Basic		Basic	
Orthodontic Lifetime Maximum	\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000	
Rate Guarantee Expiration Date	Expires 9/30/2023		Expires 9/30/2024		Expires 9/30/2025		Expires 9/30/2024		Expires 9/30/2024		Expires 9/30/2025	
Monthly Rates*	Enroll											
Employee	41	\$33.81	\$35.50	\$33.37	\$35.39	\$35.70	\$41.09					
Employee + Family	12	\$104.68	\$109.91	\$103.32	\$99.20	\$100.09	\$112.20					
Monthly Premium	53	\$2,642	\$2,774	\$2,608	\$2,641	\$2,665	\$3,031					
Annual Premium		\$31,708	\$33,293	\$31,296	\$31,697	\$31,977	\$36,373					
\$ Increase		N/A	\$1,585	-\$412	-\$12	\$269	\$4,665					
% Increase		N/A	5.0%	-1.3%	0.0%	0.8%	14.7%					

12 3rd year rate cap of 5%

2nd year rate cap of 6%

Town of Lake Park
Vision Insurance Evaluation
Effective Date: October 1, 2023

VISION SCHEDULE OF BENEFITS	CURRENT		RENEWAL		PROPOSED OPTION 1		PROPOSED OPTION 2	
	Humana Plan 130 (EyeMed/Insight Network)		Humana Plan 130 (EyeMed/Insight Network)		Cigna		Solstice Vision Plan SV3	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Frequency								
Exam Copay		12 months		12 months		12 months		12 months
Lenses		12 months		12 months		12 months		12 months
Frames		24 months		24 months		24 months		24 months
Exams	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement
Eye Exam	\$10	Up to \$30	\$10	Up to \$30	\$10	Up to \$45	\$10	Up to \$40
Retinal Imaging	Up to \$39	Not Covered	Up to \$39	Not Covered	Up to \$39	Not Covered	Not Covered	Not Covered
Contact Lens Exams (Fit & Follow Up)								
Standard Contact Lens	Up to \$40	Not Covered	Up to \$40	Not Covered	\$40 Copay	Not Covered	No Charge after \$10 copay	Not Covered
Premium Contact Lens	10% off Retail	Not Covered	10% off Retail	Not Covered	N/A	N/A	N/A	N/A
Lenses and Frames								
Single Lenses	\$15	Up to \$25	\$15	Up to \$25	\$15	Up to \$32	\$10	Up to \$40
Bifocal Lenses	\$15	Up to \$40	\$15	Up to \$40	\$15	Up to \$55	\$10	Up to \$60
Trifocal Lenses	\$15	Up to \$60	\$15	Up to \$60	\$15	Up to \$65	\$10	Up to \$80
Contact Lenses (Elective)	Up to \$130, 15% discount over \$130	Up to \$104	Up to \$130, 15% discount over \$130	Up to \$104	Up to \$130	Up to \$105	Up to \$130 after \$10 Copay	Up to \$130
Contact Lenses (Disposable)	Up to \$130	Up to \$104	Up to \$130	Up to \$104	N/A	N/A	Up to \$130 after \$10 Copay	Up to \$130
Contact Lenses (Medically Necessary)	No Charge	Up to \$200	No Charge	Up to \$200	No charge	Up to \$210	No charge after \$10 copay	Up to \$210
Frames	Up to \$130, 20% discount over \$130	Up to \$65	Up to \$130, 20% discount over \$130	Up to \$65	Up to \$130, 20% discount over \$130	Up to \$71	Up to \$130 after \$10 Copay	Up to \$45
Diabetic Eye Care								
Eye Exam	\$0	Up to \$77	\$0	Up to \$77	\$10	Up to \$45	\$10	Up to \$40
Retinal Imaging	\$0	Up to \$50	\$0	Up to \$50	Up to \$39	Not Covered	Not Covered	Not Covered
Extended Ophthalmoscopy	\$0	Up to \$15	\$0	Up to \$15	Not Covered	Not Covered	Not Covered	Not Covered
Gonioscopy	\$0	Up to \$15	\$0	Up to \$15	Not Covered	Not Covered	Not Covered	Not Covered
Scanning Laser	\$0	Up to \$33	\$0	Up to \$33	Not Covered	Not Covered	Not Covered	Not Covered
Rate Guarantee	Expires 9/30/2023		Expires 9/30/2025		Expires 9/30/2025		Expires 9/30/2025	
Monthly Rates	Enroll							
Employee	37	\$4.59		\$4.59		\$4.74		\$5.60
Employee + Spouse	9	\$9.19		\$9.19		\$9.47		\$11.22
Employee + Child(ren)	3	\$8.73		\$8.73		\$9.57		\$10.65
Employee + Family	6	\$13.72		\$13.72		\$15.27		\$16.74
Monthly Premium	55	\$361		\$361		\$381		\$441
Annual Premium		\$4,333		\$4,333		\$4,571		\$5,287
\$ Increase		N/A		\$0		\$239		\$954
% Increase		N/A		0.0%		5.5%		22.0%

Town of Lake Park
Vision Insurance Evaluation
Effective Date: October 1, 2023

VISION SCHEDULE OF BENEFITS		CURRENT		PROPOSED OPTION 3		PROPOSED OPTION 4	
		Humana Plan 130 (EyeMed/Insight Network)		MetLife M130D-10/15 (Option1)		Principal VSP Choice Network	
		In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Frequency							
Exam Copay		12 months		12 months		12 months	
Lenses		12 months		12 months		12 months	
Frames		24 months		24 months		24 months	
Exams		Copay	Reimbursement	Copay	Reimbursement	Copay	Reimbursement
Eye Exam		\$10	Up to \$30	\$10	Up to \$45	\$10	Up to \$45
Retinal Imaging		Up to \$39	Not Covered	Up to \$39	Applied to Exam Allowance	Not Covered	Not Covered
Contact Lens Exams (Fit & Follow Up)							
Standard Contact Lens		Up to \$40	Not Covered	Included in Contact Lens Allowance	Not Covered	Up to \$60	Not Covered
Premium Contact Lens		10% off Retail	Not Covered	10% off Retail	Not Covered		Not Covered
Lenses and Frames							
Single Lenses		\$15	Up to \$25	\$15	Up to \$30	\$10	Up to \$30
Bifocal Lenses		\$15	Up to \$40	\$15	Up to \$50	\$10	Up to \$50
Trifocal Lenses		\$15	Up to \$60	\$15	Up to \$65	\$10	Up to \$65
Contact Lenses (Elective)		Up to \$130, 15% discount over \$130	Up to \$104	Up to \$130	Up to \$105	Up to \$130	Up to \$105
Contact Lenses (Disposable)		Up to \$130	Up to \$104	N/A	N/A	N/A	N/A
Contact Lenses (Medically Necessary)		No Charge	Up to \$200	No charge after \$15 copay	Up to \$210	No charge after \$10 copay	Up to \$210
Frames		Up to \$130, 20% discount over \$130	Up to \$65	Up to \$130, 20% discount over \$130 (\$150 allowance on featured frames)	Up to \$70	Up to \$130, 20% discount over \$130 after \$10 copay	Up to \$70
Diabetic Eye Care							
Eye Exam		\$0	Up to \$77	\$10	Up to \$45	\$10	Up to \$45
Retinal Imaging		\$0	Up to \$50	Up to \$39	Applied to Exam Allowance	Not Covered	Not Covered
Extended Ophthalmoscopy		\$0	Up to \$15	Not Covered	Not Covered	Not Covered	Not Covered
Gonioscopy		\$0	Up to \$15	Not Covered	Not Covered	Not Covered	Not Covered
Scanning Laser		\$0	Up to \$33	Not Covered	Not Covered	Not Covered	Not Covered
Rate Guarantee		Expires 9/30/2023		Expires 9/30/2025		Expires 9/30/2025	
Monthly Rates	Enroll						
Employee	37	\$4.59		\$6.45		\$6.12	
Employee + Spouse	9	\$9.19		\$12.92		\$12.60	
Employee + Child(ren)	3	\$8.73		\$10.94		\$12.69	
Employee + Family	6	\$13.72		\$18.05		\$20.49	
Monthly Premium	55	\$361		\$496		\$501	
Annual Premium		\$4,333		\$5,953		\$6,010	
\$ Increase		N/A		\$1,620		\$1,678	
% Increase		N/A		37.4%		38.7%	

Town of Lake Park

Basic Life with AD&D Insurance Evaluation

Effective Date: October 1, 2023



Item 12.

	CURRENT	RENEWAL
Basic Life / AD&D	The Hartford	The Hartford
Class Description		
Eligibility	All Active Full time Employees Working at least 30 hours per week	All Active Full time Employees Working at least 30 hours per week
Class 1: Town Manager	2.5 x annual salary to a maximum of \$350,000	2.5 x annual salary to a maximum of \$350,000
Class 2: All other FT EE's, Class 3: Mayor, Commissioners	1 x annual salary to a maximum of \$50,000	1 x annual salary to a maximum of \$50,000
Features		
Waiver of Premium	Included	Included
Conversion Privilege	Included	Included
Age Reduction Schedule (Reduces to)	65% at age 65 50% at age 70 25% at age 75	65% at age 65 50% at age 70 25% at age 75
Accelerated Death Benefit	80% up to \$500,000	80% up to \$500,000
Rate Guarantee	Expires 9/30/2024	Expires 9/30/2024
Basic Life Rate / \$1,000	\$0.185	\$0.185
AD&D Rate / \$1,000	\$0.018	\$0.018
Total Life and AD&D Rate	\$0.203	\$0.203
Estimated Volume	\$2,521,500	\$2,521,500
Monthly Premium	\$512	\$512
Annual Premium	\$6,142	\$6,142
\$ Increase	N/A	\$0
% Increase	N/A	0.0%

Town of Lake Park
Supplemental Life Insurance Evaluation
Effective Date: October 1, 2023



Item 12.

	CURRENT	RENEWAL
Supplemental Life	The Hartford	The Hartford
Core Benefit		
All Active Full time Employees Working at least 30 hours per week	3X Annual Salary to \$300,000 \$10,000 Increments	3X Annual Salary to \$300,000 \$10,000 Increments
All Eligible Spouses	\$5,000 increments to \$150,000 (Cannot exceed 50% of the employee amount)	\$5,000 increments to \$150,000 (Cannot exceed 50% of the employee amount)
All Eligible Child(ren)	Birth - age 25: \$10,000	Birth - age 25: \$10,000
Features		
Guarantee Issue Employee	\$100,000	\$100,000
Guarantee Amount Spouse	\$30,000	\$30,000
Employee Age Reduction Schedule (Reduces to)	65% at age 65 50% at age 70 25% at age 75	65% at age 65 50% at age 70 25% at age 75
Waiver of Premium	Included	Included
Portability Option	Included	Included
Conversion Option	Included	Included
Rate Guarantee Period	Expires 9/30/2024	Expires 9/30/2024
Rates per \$1,000	AD&D Included in Rate	AD&D Included in Rate
Under Age 20	\$0.101	\$0.101
Age 20-24	\$0.101	\$0.101
Age 25-29	\$0.101	\$0.101
Age 30 - 34	\$0.121	\$0.121
Age 35 - 39	\$0.151	\$0.151
Age 40 - 44	\$0.231	\$0.231
Age 45 - 49	\$0.351	\$0.351
Age 50 - 54	\$0.561	\$0.561
Age 55 - 59	\$0.841	\$0.841
Age 60 - 64	\$1.161	\$1.161
Age 65 - 69	\$1.901	\$1.901
Age 70 - 74	\$3.151	\$3.151
Age 75-79	\$5.981	\$5.981
Age 80+	\$5.981	\$5.981
Child(ren)	\$0.135	\$0.135
AD&D	\$0.031	\$0.031

Town of Lake Park
Short Term Disability Insurance Evaluation
Effective Date: October 1, 2023

	CURRENT	RENEWAL
SHORT-TERM DISABILITY	The Hartford	The Hartford
Benefits		
Eligible Employees	All Active Full time Employees Working at least 30 hours per week	All Active Full time Employees Working at least 30 hours per week
Benefit Percent	70% of weekly earnings	70% of weekly earnings
Maximum Benefit per Week	\$1,200	\$1,200
Elimination Period		
Accident Waiting Period	14 Days	14 Days
Illness Waiting Period	14 Days	14 Days
Benefit Duration	11 weeks	11 weeks
Rate Guarantee	Expires 9/30/2024	Expires 9/30/2024
Benefits Volume	\$43,657	\$43,657
Rate per \$10	\$0.150	\$0.150
Monthly Premium	\$655	\$655
Annual Premium	\$7,858	\$7,858
\$ Increase	N/A	\$0
% Increase	N/A	0.0%

Town of Lake Park
Long Term Disability Insurance Renewal Evaluation
Effective Date: October 1, 2023

	CURRENT	RENEWAL
Long Term Disability	The Hartford	The Hartford
Benefits		
Eligible Employees	All Active Full time Employees Working at least 30 hours per week	All Active Full time Employees Working at least 30 hours per week
All Eligible Employees	60% of covered monthly earnings	60% of covered monthly earnings
Elimination Period	90 Days	90 Days
Own Occupation Period	24 Months	24 Months
Duration of Benefit	ADEA 1 with SSNRA	ADEA 1 with SSNRA
Maximum Monthly Benefit	\$5,000	\$5,000
Mental Health & Substance Abuse Limitation	24 Months	24 Months
Pre-Existing Condition Limitation	3/12	3/12
Rate Guarantee Period	Expires 9/30/2024	Expires 9/30/2024
LTD Rate / \$100	\$0.320	\$0.320
Estimated Volume	\$277,841	\$277,841
Monthly Premium	\$889	\$889
Annual Premium	\$10,669	\$10,669
\$ Increase	N/A	\$0
% Increase	N/A	0.0%

Town of Lake Park
Employee Assistance Program Renewal Evaluation
Effective Date: October 1, 2023

		CURRENT	RENEWAL
Employee Assistance		New Directions	New Directions
Number of Sessions per EE/Dependent		6 sessions per person per issue	6 sessions per person per issue
Telephonic Management / Supervisory Consultation		Included	Included
Fitness for Duty Examination		Dependent upon specific FFD referral, will be quoted at time of Employer request	Dependent upon specific FFD referral, will be quoted at time of Employer request
Legal and Financial Services		30-minute consultation per issue	30-minute consultation per issue
Work-Life Services and Referrals		Unlimited	Unlimited
On-Site Training		\$400 per representative per hour	\$400 per representative per hour
Critical Incident Debriefing		\$250 per clinician per hour	\$250 per clinician per hour
Brochures/Flyers		Included	Included
Rate Guarantee		9/30/2023	9/30/2024
Monthly Premium	62	\$250	\$250
Annual Premium		\$3,000	\$3,000
\$ Increase		N/A	\$0
% Increase		N/A	0.0%



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 6, 2023,

Agenda Item No.

Agenda Title:

- | | |
|---|--|
| <input type="checkbox"/> SPECIAL /REPORTS
<input type="checkbox"/> BOARD APPOINTMENT
<input type="checkbox"/> PUBLIC HEARING ORDINANCE ON 1 st READING
<input checked="" type="checkbox"/> NEW BUSINESS
<input type="checkbox"/> OTHER: WORKSHOP _____ | <input type="checkbox"/> CONSENT AGENDA
<input type="checkbox"/> OLD BUSINESS |
|---|--|

Approved by Town Manager **John D'Agostino** **Date:** _____

Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town
 of Lake Park, ou=Town Manager,
 email=jdagostino@lakeparkflorida.
 gov, c=US
 Date: 2023.09.01 15:13:14 -04'00'

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> Ordinance Tree Maintenance in Swale Areas. Tree trimming quote.
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required JOD	All parties with interest in this agenda item are notified of the meeting date and time.	___ Yes, I Notified everyone OR _ X _ Not applicable in this case Please initial one.

Summary Explanation/Background: Commissioner Taylor discussed with members of the Commission in public session her desire to trim the trees in the swale area along Park Avenue. During her discussion, she showed pictures of trees not maintained by residents and requested the Town Manager to set aside funds in the FY 22-23 budget to pay the attached invoice to trim the streets along Park Avenue.

Recommended Motion: A Motion is required to expend public funds to trim Park Avenue Trees in the Swale area.

Sec. 34-12. Maintenance of town swale areas.

It shall be the duty and obligation of all owners and occupants of real property within the town, to maintain all swale areas abutting, adjacent, or contiguous to their property, in a good and proper, neat and clean condition. This maintenance duty and obligation for owners and occupants of real property shall include, but not be limited to, sodding, grass cutting, proper landscape maintenance, tree pruning and maintenance, removal of debris, plant waste, garbage, or trash, and the elimination of any dangerous conditions or safety hazards in all swale areas. Tree removal from the swales will be the responsibility of the town.

(Ord. No. 04-2009, § 3, 2-18-2009)

Vincent & Sons Landscaping, Inc
DBA: V&S Landscaping
PO Box 20605
West Palm Beach, FL 33416 US
office@100pmh.com
100pmh.com



Estimate

ADDRESS
Paula LeBlanc
Town Of Lake Park
Public Works Department
650 Old Dixie Hwy
Lake Park, Fl 33403-3006
Palm Beach County

ESTIMATE # 1228
DATE 06/29/2023

LOCATION
Park Ave- 7th st East

ACTIVITY	QTY	RATE	AMOUNT
Tree Trimming:Tree Trimming Tree Trimming- unit price per tree \$475 Reduce-Lift and Thin- estimated 26 tress	26	475.00	12,350.00

TOTAL \$12,350.00

Accepted By

Accepted Date