



Lake Park Town Commission, Florida

Special Called Commission Meeting

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
October 08, 2025 Immediately Following the Special Called
Community Redevelopment Agency Meeting

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Thomas J. Baird	—	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 contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

SPECIAL PRESENTATION/REPORT:

- [1.](#) Proclamation - Gold Star Mother's and Family Day - September 28, 2025
- [2.](#) Proclamation – National Voter Education Week – October 6th – October 10, 2025

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.

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.](#) Commission Budget Workshop Minutes - September 4, 2025
- [4.](#) First Public Budget Hearing Minutes - September 8, 2025
- [5.](#) Regular Commission Meeting Minutes - September 17, 2025
- [6.](#) Second & Final Public Budget Hearing Minutes - September 18, 2025
- [7.](#) Resolution 75-10-25 - Janitorial Services (Town Facilities)(Renewal) - Image Janitorial Services, Inc. - \$98,656.79 (Various Budget Funds).
- [8.](#) Resolution 76-10-2025 Establishing the Qualifying Period for the March 10, 2026 Municipal Election
- [9.](#) Resolution 77-10-25 - Marina Management Software (Renewal) - The Wanderlust Group (TWG)(DOCKWA) - \$1,068.32 per month (or \$12,819.84 annually)

- [10.](#) Resolution 78-10-25 - Florida City Week - October 20-26, 2025
- [11.](#) Resolution No. 79-10-2025 – Annual Generator Maintenance & Service Agreement – Megawattage, LLC – \$6,640.06 Annually
- [12.](#) Resolution 80-10-25 - 2025-2026 State Aid to Libraries Grant Program - Division of Library and Information Services (DLIS) - \$5,408
- [13.](#) Fiscal Year 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Two (2) Positions
- [14.](#) Emergency Equipment Rental (Extension) – Automated Side Loader – Big Truck Rental – \$20,600

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

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

NEW BUSINESS:

- [15.](#) Resolution 81-10-25 - Water Treatment Services (Town Irrigation Systems) - Rust Tech Service, LLC - \$12,503.28
- [16.](#) Discussion - Proposed Building Preservation & Compliance Improvements - Lake Park Town Hall
- [17.](#) Discussion - Educational Advisory Committee - Town of Lake Park Library
- [18.](#) Special Event Request - 2025 Vets Day Car Show – Co-Sponsor Event & Waiving of Various Town Special Event Fees (Direct Costs - \$715 & Indirect Costs - \$2,692)

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

REQUEST FOR FUTURE AGENDA ITEMS:

ADJOURNMENT:

FUTURE MEETING DATE: Next Scheduled Special Called Commission Meeting will be held on October 22, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025
Originating Department: Town Clerk
Agenda Title: Proclamation - Gold Star Mother's and Family Day - September 28, 2025
Agenda Category (i.e., Consent, New Business, etc.): Special Presentation
Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Proclamation

Please initial one:
 VM _____ Yes I have notified everyone
 _____ Not applicable in this case

Summary Explanation/Background:

The term Gold Star family is a modern reference that comes from the Service Flag. These flags/banners was first flown by families during World War I. The flag included a blue star for every immediate family member serving in the armed forces of the United States, during any period of war or hostilities in which the armed forces of the United States were engaged. In the event of a death, that blue star is replaced with a gold variant — the highest honor. In 1936, President Franklin D. Roosevelt began honoring the mothers of deceased service members and designated the last Sunday of September as National Gold Star Mother's Day. In 2011, President Barack Obama amended to include families and designated it as Gold Star Mother's and Family Day.

Honoring the Gold Star families has been very important to the Town of Lake Park since the 1970's, when the Garden Club of Lake Park had maintained a Blue Star Memorial Highway Marker in Kelsey Park. In

2018, the Gold Star Family Memorial Marker was reinstalled in Kelsey Park, where it remains to this day. The Town Commission wishes to honor Gold Star Mother's and Families with this proclamation.

Ms. Lauren Berkson will be in attendance to accept the proclamation on behalf of Gold Star Mother's and Families.

Recommended Motion:

I move to approve the proclamation recognizing September 28, 2025 as Gold Star Mother's and Family Day.

HONORING GOLD STAR MOTHER'S AND FAMILY DAY, 2025

WHEREAS, we honor the memories of the patriots who served our Nation, defend our freedom, and made the ultimate sacrifice for our country; and

WHEREAS, we hold close to our hearts the Gold Star mothers and fathers, wives and husbands, sisters and brothers, daughters, and sons, and other loved ones, who grieve their loss and carry on their legacy; and

WHEREAS, each of our service members is a link in the chain of honor that stretches back to the founding days of our Nation; and

WHEREAS, to everyone who has loved and lost someone in the service of our country and to everyone with a loved one still missing or unaccounted for, we know how hard these days of remembrance are; and

WHEREAS, we join Gold Star families in their grief and express our gratitude to our fallen heroes, gratitude for the sacrifices of the families left behind, and gratitude to the brave souls who continue to uphold the flame of liberty all across our country and around the world; and

WHEREAS, because of them, our country stands today. We honor Gold Star Mother's and Family's Day, we recommit to making a more perfect Union, for which our fallen heroes lived and died.

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I, Roger Michaud, Mayor of the Town of Lake Park, do hereby publicly recognize Gold Star Mother's and Family Day, September 28, 2025.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 8th day of October, 2025.

BY: _____
Roger Michaud, Mayor

ATTEST:

Vivian Mendez, Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Library

Agenda Title: Proclamation – National Voter Education Week – October 6th – October 10, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Proclamation

Please initial one:

JKC Yes, I have notified everyone.

_____ Not applicable in this case

Summary Explanation/Background:

During the September 17, 2025, Regular Commission Meeting, the Town Commission approved consideration of a Proclamation declaring October 6th through October 10, 2025, as National Voter Education Week.

National Voter Education Week was established in 2020 as a nationwide, nonpartisan initiative to help citizens better understand voter registration, their ballot, and the voting process.

This week, the library will feature speakers on voting and voter registration tables from the Palm Beach County Superintendent of Elections Office.

A representative from the Palm Beach County Superintendent of Elections Office is expected to be in attendance and will accept the Proclamation during the Commission meeting.

Recommendation:

I move to approve the Proclamation declaring October 6th through October 10, 2025, as National Voter Education Week in the Town of Lake Park.

Item 2.

**PROCLAMATION DECLARING OCTOBER 6 – OCTOBER 10, 2025, AS
NATIONAL VOTER EDUCATION WEEK**

Whereas National Voter Education Week was first launched in 2020 as a nationwide, nonpartisan initiative to help citizens better understand voter registration, their ballot, and the voting process; and

Whereas this annual effort was created to equip voters—especially young people and first-time voters—with the tools and knowledge needed to participate fully and confidently in elections; and

Whereas research published in the *Election Law Journal* has shown that voter education initiatives increase voter confidence in the security and fairness of elections, helping citizens trust that their votes are counted; and

Whereas recent data shows that 47% of young people ages 18–29 cast ballots in the 2024 U.S. presidential election, reflecting increased engagement when voters are informed and supported; and

Whereas the right to vote is a cornerstone of American democracy, ensuring that every citizen has a voice in shaping the future of our communities, state, and nation; and

Whereas an informed and engaged electorate is essential to the health and vitality of our democratic system; and

Whereas communities nationwide join together during this week to promote civic education, encourage participation in elections, and strengthen the foundation of our democracy;

NOW, THEREFORE, be it resolved that I, Roger Michaud, Mayor of the Town of Lake Park, Florida, do hereby proclaim October 6 – October 10, 2025, as:

National Voter Education Week

and urge all residents, public officials, schools, libraries, community organizations, and media to join in providing accurate, accessible information about registration, voting procedures, and candidates in order to empower every eligible citizen to vote with understanding and confidence.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Lake Park, Florida, to be affixed this ____ day of October, 2025.

BY:

Mayor Roger Michaud

ATTEST:

Vivian Mendez, Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025 Special Called Commission Meeting

Originating Department: Clerk

Agenda Title: Commission Budget Workshop Minutes - September 4, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibits A-E, Comment Cards

Please initial one:

_____Yes I have notified everyone

LW _____ Not applicable in this case

Recommended Motion:

I move to approve the Commission Budget Workshop Minutes for September 4, 2025.



Lake Park Town Commission, Florida

Commission Budget Workshop Minutes

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
September 04, 2025 6:00 PM

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Thomas J. Baird	—	Town Attorney
Vivian Mendez, MMC	—	Town Clerk

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CALL TO ORDER/ROLL CALL

6:09 P.M.

PRESENT

Mayor Roger Michaud
Vice Mayor Michael Hensley
Commissioner Judith Thomas
Commissioner John Linden
Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

Mayor Michaud led the Pledge of Allegiance.

SPECIAL PRESENTATION/REPORT:

1. FY 2026 Budget Workshop (#3) – Proposed General Fund, Special Revenue, Capital Projects Funds Expenditures, CRA Revenue & Expenditures & 5 Year Capital Improvement Plan

Finance Director Barbara Gould announced that she would be continuing with the budget proposal where they left off at the end of the last budget workshop within the General revenue Fund, budget number 600 Special Events (Exhibit A). She informed the Commission that an additional \$10,000.00 would need to be added for the Town Christmas Tree lighting event, which will no longer be able to be funded by the Community Redevelopment Agency (CRA). In regards to the Library budget, Commissioner Thomas asked what the promotional activities were. Library Director Judith Cooper stated that this expense includes the books for the Extravaganza, Read for the Record, the Love Your Library Event, the summer reading program, outreach programs and promotional materials. In regards to the General Government Budget, Finance Director Gould explained that the wage raises are housed in this section. Commissioner Linden asked about the principal on the CRA projects. Finance Director Gould stated that the Town has elected to pay off this portion of the loan so that the CRA can bond without the debt hanging over their head and to reduce interest costs. Commissioner Linden stated that since the CRA has funds, why it is not paying for this expense. Finance Director Gould explained that the funds for the expense are being passed to the Town from the CRA and the expense is indicated within the CRA proposed budget. She went on to say that, the only way they could receive this loan was for the Town to be responsible for it. Commissioner O'Rourke suggested looking for ways to have enterprise funds self-sustaining. Commissioner Linden asked about funds listed for quarterly newsletters. Finance Director Gould explained that the funds were unused and so they remain in the fund. The Commission had concerns with the two expense items for Johnson Controls. Public Works Director explained that the Town has a performance contract with them and explained how that works. The Commission requested that the interest item be re-named moving forward as it is not truly interest. Public Works Director Morales stated that he would provide the Commission with the report that outlines the details of the costs. Commissioner Linden asked about a reimbursement of Public, Private Partnership (P3) expenditures for close to a half million dollars. Finance Director Gould explained that a public improvement revenue of \$1.8 million was received and

some of the funds used were used incorrectly, so the fund has to be paid back for those funds. Town Manager Reade further explained how the Town received the public improvement funds and the need for the reimbursement. Commissioner Linden stated that the misallocation should have been caught earlier. Commissioner Thomas asked about the operating expenditure of \$102,000.00 in regards to the Streets & Roads budget. Finance Director Gould explained that this amount represents the last of the design work for the oval-about. Commissioner Thomas also asked about the electrical expense and if that was for the light poles. Finance Director Gould confirmed that to be correct. Commissioner Thomas also asked about a maintenance item. Finance Director Gould explained that this was the maintenance fee that the Florida Department of Transportation (FDOT) pays to the Town for US 1. Commissioner Thomas asked who monitors the Geographical Information System (GIS) and how many licenses the Town has. Public Works Director Morales stated that the Town has two main licenses and six users. Commissioner Thomas asked about a vehicle lease amount of \$44,200.00. Finance Director Gould stated that was a pickup truck. Commissioner Linden suggested that for next year, the proposed budget include details to avoid them having to ask questions. Finance Director Gould pointed out to the Commission that they had been using the one-cent sales tax for sidewalk repairs, but those funds will end in December and they have not put any monies aside for sidewalk repairs in Town except within the CRA. The Commission discussed the award for property of the month recipients and agreed that they would like to increase the award amount. Town Manager Reade stated they would bring that back before them for discussion. Commissioner O'Rourke questioned the CRA Bond. Finance Director Gould explained the Bank of America loans that were taken in 2008, which will be paid early. CRA Administrator Allison Justice explained the need for a Financial Consultant in the CRA. She explained that the Financial Consultant assisted in creating the CRA budget as well as the Annual Report. Board Member Linden questioned outsourcing the CRA landscape, since they were so displeased by the previous vendor. Executive Director Reade explained that a cost analysis of contractual services versus bringing services in-house was expected. Board Member Linden questioned the holiday lights contract. CRA Administrator Justice stated that this was the last year of the three-year contract with Brandano Design. This service would need to go back out for bid next year. Finance Director Gould explained that as funding becomes available, staff would begin working through the Capital Improvement Plan (CIP). Commissioner Thomas asked questions regarding the need to store Town permanent records. Town Clerk Mendez explained state law and

the specifics necessary for the appropriate storage of Town permanent records. Public Works Director Morales explained that the trailer was in bad condition and moving of the permanent records would be sooner rather than later due to termite damage. Commissioner O'Rourke suggested adding a new town bus to the CIP. Commissioner Thomas expressed security concerns during the meeting. Public Works Director Morales stated that the Town's consultant would be at a future Commission meeting to present chamber layout options. Finance Director Gould explained that they have included funding to cover potential claim payout and training for the Human Resources department. Mayor Michaud and Town Manager Reade thanked staff for all their efforts in the budget process.

PUBLIC COMMENT:

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- Michael Steinhauer provided his comments via exhibit B.
- Pablo Perhacs provided his comments via exhibit C.
- Sue Lafontaine provided her comments via exhibit D.
- Mary Beth Taylor provided her comments via exhibit E.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Commissioner Linden questioned when he could voice his concerns with budget items. Town Manager Reade explained that during the workshops was the appropriate opportunity to ask questions and suggest changes to the budget.

Town Clerk Mendez stated the schedule for Monday, September 8, 2025 Special Called CRA and First Public Budget Hearing.

ADJOURNMENT:

Motion to adjourn made by Commissioner Thomas; Seconded by Commissioner Linden.

Voting Aye: All

8:50 P.M.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025

Exhibit A

**TOWN OF LAKE PARK
COMMISSION WORKSHOP**



Fiscal Year 2025/2026 Proposed Budget

Thursday, August 28, 2025 – 5:30 P.M.

OVERVIEW

- **Fund 001 – General Fund**
 - General Fund Summary Expenditures
- **Fund 160 – Public Improvement Fund**
 - Public Improvement Fund Summary Revenues & Expenditures
- **Fund 190 – Streets & Roads Fund**
 - Streets & Roads Fund Summary Revenues & Expenditures
- **Fund 301 – Special Projects Fund**
 - Special Projects Fund Summary Revenues & Expenditures

Fund 001 – General Fund



TOWN COMMISSION – 100

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Town Commission - 100							
Total Personnel Expenditures	\$ 77,723	\$ 74,077	\$ 73,984	\$ 78,968	\$ 87,910	\$ 110,957	126.22%
Total Operating Expenditures	\$ 79,417	\$ 89,673	\$ 87,251	\$ 156,861	\$ 111,801	\$ 134,786	120.56%
Town Commission Total Expenditures	\$ 157,140	\$ 163,750	\$ 161,235	\$ 235,829	\$ 199,711	\$ 245,743	123.05%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Includes \$25,000 in Town Grant Funding
- Includes Block Party Grant Funding of \$2,500

TOWN MANAGER – 104

		2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
		YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Town Manager - 104														
Total Personnel Expenditures		\$	289,731	\$	290,719	\$	320,135	\$	262,860	\$	266,494	\$	572,303	214.75%
Total Operating Expenditures		\$	79,977	\$	36,328	\$	48,089	\$	19,582	\$	30,647	\$	26,106	85.18%
Town Manager Total Expenditures		\$	369,708	\$	327,047	\$	368,224	\$	282,442	\$	297,141	\$	598,409	201.39%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Increased Training Budget due to Repurposed Staff Position
- Additional Promotional Expenditures for Lapel Pins, Magnets, etc.

HUMAN RESOURCES – 105

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Human Resources - 105							
Total Personnel Expenditures	\$ 235,904	\$ 255,712	\$ 302,246	\$ 292,567	\$ 309,478	\$ 129,901	41.97%
Total Operating Expenditures	\$ 53,052	\$ 54,465	\$ 50,830	\$ 63,900	\$ 22,633	\$ 25,406	112.25%
Human Resources Total Expenditures	\$ 288,956	\$ 310,177	\$ 353,076	\$ 356,467	\$ 332,111	\$ 155,307	46.76%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Reduced Recruitment Costs Using Alternative Hiring Avenues

TOWN CLERK – 106

	2021-2022	2022-2023	2023-2024	2024-2025	2024-2025	2025-2026	
	YTD Activity	YTD Activity	YTD Activity	Total Budget	YTD Activity	Total Budget	%
Town Clerk - 106							
Total Personnel Expenditures	\$ 239,138	\$ 200,007	\$ 249,297	\$ 245,736	\$ 252,675	\$ 275,395	108.99%
Total Operating Expenditures	\$ 118,828	\$ 86,755	\$ 78,912	\$ 76,831	\$ 67,201	\$ 76,783	114.26%
Town Clerk Total Expenditures	\$ 357,966	\$ 286,762	\$ 328,209	\$ 322,567	\$ 319,876	\$ 352,178	110.10%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Election Costs
- Reduced Legal Advertising

LEGAL – 108



	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026			
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%	
Legal - 108														
	Total Operating Expenditures	\$	214,929	\$	130,170	\$	196,251	\$	223,726	\$	225,099	\$	612,000	271.88%
	Legal Total Expenditures	\$	214,929	\$	130,170	\$	196,251	\$	223,726	\$	225,099	\$	612,000	271.88%

Operating Expenditures

- Additional Funds Budgeted for Marina P3 Project

COMMUNICATION & GRANTS – 109

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Communication & Grants - 109													
Total Personnel Expenditures	\$	150,493	\$	162,588	\$	274,033	\$	277,200	\$	287,533	\$	320,097	111.33%
Total Operating Expenditures	\$	34,234	\$	39,226	\$	8,670	\$	6,318	\$	7,878	\$	37,813	480.01%
Communications & Grants Total Expenditures	\$	184,727	\$	201,814	\$	282,703	\$	283,518	\$	295,410	\$	357,910	121.16%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Professional Services - Proposed New Website

INFORMATION TECHNOLOGY – 110

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Information Technology – 110													
Total Personnel Expenditures	\$	156,345	\$	145,030	\$	184,549	\$	218,034	\$	199,671	\$	233,530	116.96%
Total Operating Expenditures	\$	109,167	\$	113,254	\$	252,150	\$	225,221	\$	210,045	\$	202,973	96.63%
Information Technology Total Expenditures	\$	265,512	\$	258,283	\$	436,698	\$	443,255	\$	409,716	\$	436,503	106.54%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Reduced Contractual Services from State of Florida Cyber Security Grant Funding

MARINA P3 PROJECT – 115

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Marina P3 Project - 115													
Total Operating Expenditures	\$	-	\$	-	\$	-	\$	-	\$	80,748	\$	10,000	12.38%
Marina P3 Project Total Expenditures	\$	-	\$	-	\$	-	\$	-	\$	80,748	\$	10,000	12.38%

FINANCE – 150

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Finance - 150													
Total Personnel Expenditures	\$	501,805	\$	443,647	\$	509,466	\$	645,446	\$	482,113	\$	732,486	151.93%
Total Operating Expenditures	\$	89,293	\$	102,252	\$	179,785	\$	108,769	\$	211,332	\$	121,224	57.36%
Finance Total Expenditures	\$	591,098	\$	545,898	\$	689,251	\$	754,215	\$	693,445	\$	853,710	123.11%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Professional Fees - Eliminated Renewal of Legacy Software
- Contractual Services - Eliminated Courier Service, Stopping Temporary Service with New Hires
- Training Prioritized

PUBLIC SAFETY – 200

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Public Safety - 200							
Total Operating Expenditures	\$ 3,197,787	\$ 3,410,785	\$ 3,501,610	\$ 4,034,102	\$ 4,033,023	\$ 4,148,236	102.86%
Public Safety Total Expenditures	\$ 3,197,787	\$ 3,410,785	\$ 3,501,610	\$ 4,034,102	\$ 4,033,023	\$ 4,148,236	102.86%

Operating Expenditures

- American Rescue Plan Funds No Longer Available
- Increased Policing Costs – 3%

EMERGENCY MANAGEMENT – 250

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Emergency Management - 250							
Total Operating Expenditures	\$ 8,840	\$ 1,382	\$ 2,336	\$ 2,226	\$ 3,730	\$ 4,202	112.65%
Emergency Management Total Expenditures	\$ 8,840	\$ 1,382	\$ 2,336	\$ 2,226	\$ 3,730	\$ 4,202	112.65%

Operating Expenditures

- Contractual Services Increased Based Cost

PUBLIC WORKS ADMINISTRATION – 400

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Public Works Administration - 400													
Total Personnel Expenditures	\$	441,552	\$	453,169	\$	467,315	\$	560,042	\$	556,860	\$	694,814	124.77%
Total Operating Expenditures	\$	31,871	\$	24,546	\$	27,163	\$	22,900	\$	22,174	\$	21,123	95.26%
Public Works Admin. Total Expenditures	\$	473,423	\$	477,715	\$	494,479	\$	582,942	\$	579,034	\$	715,937	123.64%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Reallocated Costs from Contractual to Operating for Consistency

GROUND – 406

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Grounds - 406													
Total Personnel Expenditures	\$	342,324	\$	303,902	\$	348,142	\$	451,447	\$	453,602	\$	539,337	118.90%
Total Operating Expenditures	\$	73,485	\$	153,450	\$	143,317	\$	141,027	\$	190,372	\$	198,843	104.45%
Total Capital Outlay	\$	-	\$	-	\$	19,345	\$	-	\$	-	\$	-	0.00%
Grounds Total Expenditures	\$	415,809	\$	457,352	\$	510,804	\$	592,474	\$	643,973	\$	738,180	114.63%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Contractual Services – Increase Bert Bostrom Field/Grounds Maintenance
- Training Increased for Staff to Care for Bert Bostrom Field

FACILITIES – 408

	2021-2022		2022-2023		2023-2024		2024-2025		2024-2025		2025-2026		
	YTD Activity		YTD Activity		YTD Activity		Total Budget		YTD Activity		Total Budget		%
Facilities - 408													
Total Personnel Expenditures	\$	156,505	\$	162,334	\$	178,235	\$	315,272	\$	288,859	\$	330,506	114.42%
Total Operating Expenditures	\$	235,631	\$	290,591	\$	321,941	\$	343,552	\$	365,510	\$	341,003	93.30%
Total Capital Outlay	\$	3,507	\$	-	\$	40,404	\$	-	\$	-	\$	-	0.00%
Facilities Total Expenditures	\$	395,642	\$	452,925	\$	540,580	\$	658,824	\$	654,369	\$	671,509	102.62%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Professional Fee Increase for Pest Removal
- Contractual Services Includes Lower Janitorial & Air Conditioning Expenditures

VEHICLE MAINTENANCE – 410

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Vehicle Maintenance - 410							
Total Personnel Expenditures	\$ 191,904	\$ 208,642	\$ 209,258	\$ 232,729	\$ 229,200	\$ 246,288	107.46%
Total Operating Expenditures	\$ 100,665	\$ 102,197	\$ 170,064	\$ 207,955	\$ 197,285	\$ 176,912	89.67%
Vehicle Maintenance Total Expenditures	\$ 292,570	\$ 310,840	\$ 379,322	\$ 440,684	\$ 426,485	\$ 423,200	99.23%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Reduced Equipment Lease – 1 Code Compliance Lease Transferred to CRA
- Reduced Repair & Maintenance Costs Reflective of Ongoing Expenditures

COMMUNITY DEVELOPMENT – 500

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Community Development – 500							
Total Personnel Expenditures	\$ 618,076	\$ 626,898	\$ 713,988	\$ 754,246	\$ 680,906	\$ 796,926	117.04%
Total Operating Expenditures	\$ 1,704,238	\$ 593,366	\$ 1,093,839	\$ 484,974	\$ 307,000	\$ 645,409	210.23%
Community Development Total Expenditures	\$ 2,322,314	\$ 1,220,264	\$ 1,807,827	\$ 1,239,220	\$ 987,905	\$ 1,442,335	146.00%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Increase Contractual Services for Mobility Plan Update and New Town Impact Fees
- Increase in Building Official/Permitting/Plan Review & Inspection Costs Due to Higher Budgeted Permitting Revenue
- Training Prioritized/Funds Available in Reserve for Building Code Education

SPECIAL EVENTS – 600

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Special Events - 600							
Total Personnel Expenditures	\$ 213,198	\$ 226,643	\$ 299,750	\$ 352,272	\$ 351,550	\$ 395,358	112.46%
Total Operating Expenditures	\$ 106,490	\$ 266,615	\$ 381,083	\$ 283,687	\$ 288,303	\$ 327,294	113.52%
Special Events Total Expenditures	\$ 319,687	\$ 493,258	\$ 680,833	\$ 635,959	\$ 639,853	\$ 722,652	112.94%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Increased Sponsored Event Costs for Haitian Flag Day & Jet Set Summer Soccer Camp
- Reduced Promotional Activity – Lighting for Town Hall Removed
- Funding Available for Chili Cook-Off!

LIBRARY – 700

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Library - 700							
Total Personnel Expenditures	\$ 338,525	\$ 380,472	\$ 458,070	\$ 503,257	\$ 479,998	\$ 571,631	119.09%
Total Operating Expenditures	\$ 77,380	\$ 101,015	\$ 140,430	\$ 148,057	\$ 125,707	\$ 163,468	130.04%
Library Total Expenditures	\$ 415,905	\$ 481,487	\$ 598,500	\$ 651,314	\$ 605,705	\$ 735,099	121.36%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Contractual Services- Reduced Janitorial Costs
- Library Materials – Increase in Potential Grants Included in Revenue

GENERAL GOVERNMENT – 900

General Government - 900	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Total Personnel Expenditures	\$ -	\$ -	\$ -	\$ 315,438	\$ 315,438	\$ -	0.00%
Total Operating Expenditures	\$ 571,151	\$ 700,904	\$ 337,514	\$ 564,756	\$ 411,053	\$ 277,510	67.51%
Total Debt Service	\$ 580,230	\$ 896,009	\$ 278,294	\$ 278,890	\$ 278,891	\$ 590,720	211.81%
Total Other Uses	\$ 1,021,880	\$ 1,224,829	\$ 1,409,684	\$ 2,233,015	\$ 1,871,692	\$ 3,068,458	163.94%
General Government Total Expenditures	\$ 2,173,261	\$ 2,821,742	\$ 2,025,492	\$ 3,392,099	\$ 2,877,073	\$ 3,936,688	136.83%

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Professional Fees Include Indirect Cost Allocation Review, Quarterly Town Newsletters
- Beautification Reserve for Driveway Grants
- Bank of America Loan Early Repayment (2028)
- Transfer to Public Improvement Fund for Reimbursement of Various Marina P3 2021 – 2024 Expenditures

GENERAL FUND TOTAL EXPENDITURES

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Fund 001 - General Fund							
General Fund Total Expenditures	\$ 12,445,275	\$ 12,351,652	\$ 13,357,431	\$ 15,131,863	\$ 14,304,407	\$ 17,159,798	119.96%
Total General Fund Revenues	\$ 15,456,636	\$ 13,310,122	\$ 13,985,532	\$ 15,131,863	\$ 14,902,004	\$ 17,159,798	115.15%

Fund 160 – Public Improvement Fund



PUBLIC IMPROVEMENT FUND – 160

	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Public Improvement Fund - 160							
Total Revenue	\$ 190,140	\$ 274,779	\$ 75,574	\$ -	\$ 9,029	\$ 470,400	5209.88%
Total Operating Expenditures	\$ 636,733	\$ 611,502	\$ 185,200	\$ -	\$ 6,784	\$ 9,893	145.83%
Total Other Uses	\$ 401,935	\$ -	\$ -	\$ -	\$ -	\$ 460,507	---
Public Improvement Fund Total Expenditures	\$ 1,038,668	\$ 611,502	\$ 185,200	\$ -	\$ 6,784	\$ 470,400	6933.96%

Operating Expenditures

- Kelsey Park Master Plan Projects Supplement with US Department of Interior Land & Water Conservation Grant – 50% Match Allowing for \$1,000,000 in Projects

Fund 190 – Streets & Roads Fund



STREETS & ROADS – 190

Streets & Roads Fund - 190	Description	2021-2022 YTD Activity	2022-2023 YTD Activity	2023-2024 YTD Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026 Total Budget	%
Revenue Total:		\$ 384,283	\$ 398,536	\$ 398,732	\$ 581,138	\$ 351,904	\$ 393,752	111.89%
Total Personnel Expenditures		\$ 145,311	\$ 137,508	\$ 116,747	\$ 63,094	\$ 1,565	\$ 71,070	4541.21%
Total Operating Expenditures		\$ 181,203	\$ 207,243	\$ 228,458	\$ 346,887	\$ 185,765	\$ 242,359	130.47%
Total Capital Outlay		\$ 87,088	\$ 1,938	\$ 16,863	\$ 98,137	\$ 97,428	\$ -	0.00%
Total Other Uses		\$ 112,443	\$ 113,673	\$ 132,299	\$ 73,020	\$ 73,021	\$ 80,323	110.00%
Expense Total:		\$ 526,045	\$ 460,363	\$ 494,367	\$ 581,138	\$ 357,778	\$ 393,752	110.05%
Profit/(Loss)		\$ (141,762)	\$ (61,827)	\$ (95,635)	\$ -	\$ (5,874)	\$ -	

STREETS & ROADS – 190

Personnel Expenditures

- No new positions, three (3) existing positions are being repurposed, 49.3 FTE (full-time equivalents)
- Annual COLA & Merit Increase
- Increase in Employee Benefits (i.e., health, dental, vision, life, disability, etc.)
- New FRS Retirement Cost
- Total personnel expenditures increased 8% over FY 2025 budget

Operating Expenditures

- Increased Electric Cost With New Lighting
- Sidewalk Repairs

Fund 301 – Special Projects Fund



SPECIAL PROJECTS FUND – 301

Operating Expenditures

- Current Known Grant Projects
- PBC Discretionary Surtax Funds Sunset December 2025, Reduced Funding for Capital Projects

THANK YOU

QUESTIONS & COMMENTS



Public Comment on Fiscal Year 2025-2026 Budget Considerations

Michael Steinhauer, 435 Greenbriar Dr. pipestone1992@gmail.com 608-332-5547

I want to thank the Commissioners, Town Manager, and Finance Director for their work spent preparing a proposed budget. Concurrently, I sense you are aware of the growing resident resentment specifically around department head salaries and any considered increases in that sector.

Your responsibility is to be **good stewards of taxpayer dollars**. Every dollar we approve for salaries cannot be used for maintaining infrastructure, supporting public safety, or providing essential services. When many residents are facing **rising costs of living**, from groceries to property taxes, it simply feels burdensome to increase spending on already excessive administrative salaries.

Many hardworking families in this community haven't seen raises that keep pace with inflation, yet we're being asked to approve increases upon residents who feel tapped out.

Furthermore, outside of union contracts, salary increases should be tied directly to **individually measurable performance**. Before considering giving every single town employee a merit increase of 3%, across the board, (and how is that action individualized?), we need clear benchmarks showing how a raise will improve efficiency, accountability, or the quality of services delivered. Otherwise, we risk approving spending without evidence of benefit. Something you never do. The excuse about having to pay excessive wages to attract and retain quality people is old and unproven.

Two ideas come to mind. One, to **freeze all town expenses of any kind for a one-year period** and live off the budget we have had this past year. With Forest Development's future lease and tax payments now uncertain, we cannot plan budget projections around this revenue stream. We lived well enough under the current budget terms. And we can better study competitive salary ranges with more accurate and relevant research, than the one D'Agostino used to justify his generosity to earn loyalty.

Second, I could advocate for **no merit or COLA increases for all employees making above \$100,000**. We would witness a substantial savings for the town with a one-year freeze. No employee making over \$100,000 will resign in protest and find better paying employment.

These ideas position us for a stronger fiscal house, with more accurate budget projections, and to have saved money for projects like a mixed use community center, for example.

Thank you.

GROUNDS MAINTENANCE										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Crew Leader / Lead Groundskeeper as of 2021	\$30,368	\$30,971	\$31,595	\$32,885	\$34,050	\$34,824	\$35,672	\$36,379	\$42,186	\$41,600
Maint Wrkr III, then Maint Wrkr II in 2019 and Groundskeeper as of 2021. ?New person in 2021?	\$42,266	\$43,118	\$43,992	\$43,992	\$43,992	\$33,391	\$30,084	\$39,680	\$35,988	\$35,256
Maint Wrkr II / Groundskeeper as of 2021, but ?New personnel in 2021?	\$34,570	\$35,256	\$36,504	\$37,794	\$39,312	\$29,469	\$28,474	\$28,474	\$35,256	
Maint Wrkr II / Groundskeeper as of 2021 but ?New personnel in 2021 since salary dropped \$ to \$33391	\$23,192	\$26,000	\$29,869	\$30,930	\$31,554	\$27,290	\$31,533	\$31,533	\$34,347	\$34,861
Part Time Groundskeeper (vacant 2025)										\$17,174
Part Time Groundskeeper (vacant 2025)										\$17,174
Irrigation Tech II (vacant 2024, 2025)	\$32,552	\$33,862	\$36,067	\$37,523	\$38,854	\$41,039	\$43,326	\$43,326	\$42,077	\$52,000
SANITATION										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Sanit - Equip Op II	\$28,704	\$29,286	\$29,869	\$29,869	\$31,075					
Sanit - Equip Op II	\$30,139	\$30,742	\$32,011	\$32,011	\$32,323					
Sanit - Equip Op III	\$41,974	\$41,974	\$41,974	\$37,523	\$39,832					
Sanit - Equip Op III	\$34,216	\$34,902	\$36,067	\$37,523	\$38,272					
Sanit - Equip Op II	\$28,704	\$29,286	\$29,869	\$31,075	\$31,075					
Sanit - Equip Op II	\$28,704	\$29,286	\$29,869	\$31,075	\$31,075					
Sanit - Equip Op III	\$34,216	\$34,902	\$36,067	\$36,795	\$39,042	\$42,624	\$43,472	\$37,869	\$45,022	\$45,032
Sanit-Truck Op II						\$39,520	\$41,138	\$42,203	\$45,022	\$58,531
Sanit-Truck Op II						\$37,877	\$41,371	\$37,869	\$45,022	\$45,022
Sanit-Truck Op I						\$33,738	\$38,295	\$39,062	\$45,702	\$39,333
Sanit-Truck Op I						\$33,738	\$34,094	\$35,464	\$39,324	\$39,333
Sanit-Truck Op I						\$33,783	\$34,412	\$33,076	\$39,324	\$39,333
Sanit-Truck Op I						\$35,319	\$33,738			\$36,754
Sanit-Truck Op Trainee								\$30,912	\$36,751	
STREETS & ROADS										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Streets & Roads Maintenance Worker	\$42,702	\$43,555	\$44,429	\$33,946	\$35,318	\$37,482	\$38,995	\$33,076	\$41,600	\$39,324
MARINA										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Dock Attendant full time	\$21,382	\$31,824	\$33,114	\$33,114						
Dock Attendant full time	\$22,298	\$31,824	\$33,114	\$33,114						
Dock Attendant full time		\$31,824	\$33,114	\$33,114						
Dock Attendant full time #20					\$35,131		\$40,082	\$33,076 vacant	\$39,324	\$40,123
Dock Attendant full time #30					\$35,131	\$41,413	\$36,712	\$38,189	\$43,770	\$39,324
Dock Attendant full time #40					\$33,779	\$37,024	\$35,834	\$33,076 vacant	\$39,324 vacant	\$39,324 vacant
Dock Attendant full time #50						\$33,777	\$33,738	\$33,738	\$39,324 vacant	\$39,333 vacant
Dock Attendant full time #70						\$33,114	\$33,738			
Marina Maint Worker II				\$29,120	\$31,200	\$35,003	\$35,703	\$41,330	\$48,173	\$48,173

Item 3.

Lake Park Lowest Salaries FY 2016 - 2025 (data from review of final budgets- "Budgeted", Not "Year to Date")
Hard to exactly match up positions with salaries through the years due to position name changes, new hires, etc. Susan LaFontaine, resident

Sept 4 2025 BUDGET Meeting – Salaries of lowest paid employees attached

At the last budget workshop I shared a hand out with you of the monetary and percentage increase in four of the highest salaries over the past five years. I don't know whether those salaries were reasonable and deserved or not. I was just pointing out what residents see, and get alarmed at. Such as 25% salary increases.

You've also brought up the salaries of the lowest-paid employees, and since you have huge amounts of data to review, I went thru the last 10 years' budgets to get you some of that information. I hope you find it useful.

It was difficult to match up salaries through the years due to position title changes, vacancies & new hires. You'll notice that some positions had a large salary drop between some years and a few had a larger than average increase in other years. I can only guess that these were due to people leaving positions or getting promoted, and new hires.

Just fyi

\$18/ hour equals \$37,550, or \$3120 per month.

\$20/ hour equals \$41,600, or \$3467 per month.

\$25 / hour equals \$52,000 , or \$4333 per month

PBC.gov has this income info on people who qualify for the county Work Force Housing Program

2025 PBC Median Family Income: \$111,800 (per HUD)

WHP Income Category		
Low	60 - 80% of MFI	\$67,080 - \$89,440
Moderate 1	>80 -100% of MFI	>\$89,440 - \$111,800
Moderate 2	>100 -120% of MFI	>\$111,800 - \$134,160
Middle	>120 -140% of MFI	>\$134,160 - \$156,520

Susan LaFontaine, 545 Evergreen Dr

GROUNDS MAINTENANCE											
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Crew Leader / Lead Groundskeeper as of 2021	\$30,368	\$30,971	\$31,595	\$32,885	\$34,050	\$34,824	\$35,672	\$36,379	\$42,186	\$41,600	
Maint Wkr II, then Maint Wkr II in 2019 and Groundskeeper as of 2021. ?New person in 2021?	\$42,266	\$43,118	\$43,992	\$43,992	\$43,992	\$33,391	\$30,084	\$39,680	\$35,988	\$35,256	
Maint Wkr II / Groundskeeper as of 2021, but ?New personnel in 2021?	\$34,570	\$35,256	\$36,504	\$37,794	\$39,312	\$29,469	\$28,474	\$28,474	\$35,256		
Maint Wkr II / Groundskeeper as of 2021 but ?New personnel in 2021 since salary dropped \$ to \$33391	\$23,192	\$26,000	\$29,869	\$30,930	\$31,554	\$27,290	\$31,533	\$31,533	\$34,347	\$34,861	
Part Time Groundskeeper (vacant 2025)										\$17,174	
Part Time Groundskeeper (vacant 2025)											
Part Time Groundskeeper (vacant 2025)	\$32,552	\$33,862	\$36,067	\$37,523	\$38,854	\$41,039	\$43,326	\$43,326	\$42,077	\$17,174	
Irrigation Tech II (vacant 2024, 2025)										\$52,000	
SANITATION											
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Sanit - Equip Op II	\$28,704	\$29,286	\$29,869	\$29,869	\$31,075						
Sanit - Equip Op II	\$30,139	\$30,742	\$32,017	\$32,017	\$32,323						
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Sanit - Equip Op II	\$28,704	\$29,286	\$29,869	\$31,075	\$31,075						
Sanit - Equip Op II	\$28,704	\$29,286	\$29,869	\$31,075	\$31,075						
Sanit - Equip Op III	\$34,216	\$34,902	\$36,067	\$36,795	\$39,042						
Sanit-Truck Op II						\$42,624	\$43,472	\$37,869	\$45,022	\$45,032	
Sanit-Truck Op II						\$39,520	\$41,138	\$42,203	\$45,022	\$58,531	
Sanit-Truck Op II						\$37,877	\$41,371	\$37,869	\$45,022	\$45,022	
Sanit-Truck Op I						\$33,738	\$38,295	\$39,062	\$45,702	\$39,333	
Sanit-Truck Op I						\$33,738	\$34,094	\$35,464	\$39,324	\$39,333	
Sanit-Truck Op I						\$33,783	\$34,412	\$33,076	\$39,324	\$39,333	
Sanit-Truck Op I						\$35,319	\$33,738			\$36,754	
Sanit-Truck Op Trainee								\$30,912	\$36,751		
STREETS & ROADS											
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MARINA											
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
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Exhibit E

Item 3.

Comments September 4, 2025
Mary Taylor, 209 Park Ave. LP

Good Evening,

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Exe. Director

George Linley

561 233 3180

g.linley@palmbeachsports.com

PB County Sports Commissioner



Town of Lake Park
PUBLIC COMMENT CARD

Item 3.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

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- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
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Meeting Date 9/4/2025

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Michael Steinhauer
Address: 435 Greenbrier

If you are interested in receiving Town information through Email, please provide your E-mail address: pipestone1992@gmail

I would like to make comments on the following Agenda Item:
general budget comments

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



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Meeting Date

4 Sep 25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name:

Pablo Perhacs

Address:

221 E Kalmia Dr

If you are interested in receiving Town information through Email, please provide your E-mail address: pablo.perhacs@gmail.com

I would like to make comments on the following Agenda Item:

Salaries

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



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Meeting Date

9/4/2025

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***Three (3) minute limitation on all comments

Name:

Susan LaFontaine

Address:

545 Evergreen

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following **Agenda Item**:

Budget - Lowest Paid Employees

I would like to make comments on the following **Non-Agenda Item(s)**:

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Name:

Address:

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I would like to make comments on the following Agenda Item:

ballfield

I would like to make comments on the following Non-Agenda Item(s):

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Comments September 4, 2025
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Exe. Director

George Linley

561 233 3180

glinley@palmbeachsports.com

PB County Sports Commissioner

Sept 4 2025 BUDGET Meeting – Salaries of lowest paid employees attached

At the last budget workshop I shared a hand out with you of the monetary and percentage increase in four of the highest salaries over the past five years. I don't know whether those salaries were reasonable and deserved or not. I was just pointing out what residents see, and get alarmed at. Such as 25% salary increases.

You've also brought up the salaries of the lowest-paid employees, and since you have huge amounts of data to review, I went thru the last 10 years' budgets to get you some of that information. I hope you find it useful.

It was difficult to match up salaries through the years due to position title changes, vacancies & new hires. You'll notice that some positions had a large salary drop between some years and a few had a larger than average increase in other years. I can only guess that these were due to people leaving positions or getting promoted, and new hires.

Just fyi

\$18/ hour equals \$37,550, or \$3120 per month.

\$20/ hour equals \$41,600, or \$3467 per month.

\$25 / hour equals \$52,000 , or \$4333 per month

PBC.gov has this income info on people who qualify for the county Work Force Housing Program

2025 PBC Median Family Income: \$111,800 (per HUD)

WHP Income Category		
Low	60 - 80% of MFI	\$67,080 - \$89,440
Moderate 1	>80 -100% of MFI	>\$89,440 - \$111,800
Moderate 2	>100 -120% of MFI	>\$111,800 - \$134,160
Middle	>120 -140% of MFI	>\$134,160 - \$156,520

Susan LaFontaine, 545 Evergreen Dr

GROUNDS MAINTENANCE		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Crew Leader / Lead Groundskeeper as of 2021		\$30,368	\$30,971	\$31,595	\$32,885	\$34,050	\$34,824	\$35,672	\$36,379	\$42,186	\$41,600
Maint Wkr II, then Maint Wkr II in 2019 and Groundskeeper as of 2021. ?New person in 2021?		\$42,266	\$43,118	\$43,992	\$43,992	\$43,992	\$33,391	\$30,084	\$39,680	\$35,988	\$35,256
Maint Wkr II / Groundskeeper as of 2021, but ?New personnel in 2021?		\$34,570	\$35,256	\$36,504	\$37,794	\$39,312	\$29,469	\$28,474	\$28,474	\$35,256	
Maint Wkr II / Groundskeeper as of 2021 but ?New personnel in 2021 since salary dropped \$ to \$33391		\$23,192	\$26,000	\$29,869	\$30,930	\$31,554	\$27,290	\$31,533	\$31,533	\$34,347	\$34,861
Part Time Groundskeeper (vacant 2025)											\$17,174
Part Time Groundskeeper (vacant 2025)											\$17,174
Irrigation Tech II (vacant 2024, 2025)		\$32,552	\$33,862	\$36,067	\$37,523	\$38,854	\$41,039	\$43,326	\$43,326	\$42,077	\$52,000
SANITATION		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Sanit - Equip Op II		\$28,704	\$29,286	\$29,869	\$29,869	\$31,075					
Sanit - Equip Op II		\$30,139	\$30,742	\$32,017	\$32,017	\$32,323					
Sanit - Equip Op III		\$41,974	\$41,974	\$41,974	\$37,523	\$39,832					
Sanit - Equip Op III		\$34,216	\$34,902	\$36,067	\$37,523	\$38,272					
Sanit - Equip Op II		\$28,704	\$29,286	\$29,869	\$31,075	\$31,075					
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Sanit - Equip Op III		\$34,216	\$34,902	\$36,067	\$36,795	\$39,042					
Sanit-Truck Op II							\$42,624	\$43,472	\$37,869	\$45,022	\$45,032
Sanit-Truck Op II							\$39,520	\$41,138	\$42,203	\$45,022	\$58,531
Sanit-Truck Op II							\$37,877	\$41,371	\$37,869	\$45,022	\$45,022
Sanit-Truck Op I							\$33,738	\$38,295	\$39,062	\$45,702	\$39,333
Sanit-Truck Op I							\$33,738	\$34,094	\$35,464	\$39,324	\$39,333
Sanit-Truck Op I							\$33,783	\$34,412	\$33,076	\$39,324	\$39,333
Sanit-Truck Op I							\$35,319	\$33,738			\$36,754
Sanit-Truck Op Trainee									\$30,912	\$36,751	
STREETS & ROADS		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Streets & Roads Maintenance Worker		\$42,702	\$43,555	\$44,429	\$33,946	\$35,318	\$37,482	\$38,995	\$33,076	\$41,600	\$39,324
MARINA		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Dock Attendant full time		\$21,382	\$31,824	\$33,114	\$33,114						
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Public Comment on Fiscal Year 2025-2026 Budget Considerations

Michael Steinbauer, 435 Greenbriar Dr. pipestone1992@gmail.com 608-332-5547

I want to thank the Commissioners, Town Manager, and Finance Director for their work spent preparing a proposed budget. Concurrently, I sense you are aware of the growing resident resentment specifically around department head salaries and any considered increases in that sector.

Your responsibility is to be **good stewards of taxpayer dollars**. Every dollar we approve for salaries cannot be used for maintaining infrastructure, supporting public safety, or providing essential services. When many residents are facing **rising costs of living**, from groceries to property taxes, it simply feels burdensome to increase spending on already excessive administrative salaries.

Many hardworking families in this community haven't seen raises that keep pace with inflation, yet we're being asked to approve increases upon residents who feel tapped out.

Furthermore, outside of union contracts, salary increases should be tied directly to **individually measurable performance**. Before considering giving every single town employee a merit increase of 3%, across the board, (and how is that action individualized?), we need clear benchmarks showing how a raise will improve efficiency, accountability, or the quality of services delivered. Otherwise, we risk approving spending without evidence of benefit. Something you never do. The excuse about having to pay excessive wages to attract and retain quality people is old and unproven.

Two ideas come to mind. One, to **freeze all town expenses of any kind for a one-year period** and live off the budget we have had this past year. With Forest Development's future lease and tax payments now uncertain, we cannot plan budget projections around this revenue stream. We lived well enough under the current budget terms. And we can better study competitive salary ranges with more accurate and relevant research, than the one D'Agostino used to justify his generosity to earn loyalty.

Second, I could advocate for **no merit or COLA increases for all employees making above \$100,000**. We would witness a substantial savings for the town with a one-year freeze. No employee making over \$100,000 will resign in protest and find better paying employment.

These ideas position us for a stronger fiscal house, with more accurate budget projections, and to have saved money for projects like a mixed use community center, for example.

Thank you.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025 Special Called Commission Meeting

Originating Department: Clerk

Agenda Title: First Public Budget Hearing Minutes - September 8, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibits A-D, Comments Cards

Please initial one:

_____Yes I have notified everyone

LW _____ Not applicable in this case

Recommended Motion:

I move to approve the First Public Budget Hearing Minutes for September 8, 2025.



Lake Park Town Commission, Florida

First Public Budget Hearing Minutes

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
 September 08, 2025 Immediately Following the Special Called
 Community Redevelopment Agency Meeting

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Thomas J. Baird	—	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 contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:30 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner John Linden

ABSENT

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

Conducted at the CRA Meeting

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.

- Michael Steinhauer provided his comments via exhibit A.
- Pablo Perhacs provided his comments via exhibit B.

NEW BUSINESS: OPEN PUBLIC HEARING:

1. Resolution 63-09-25 - Establish Fiscal Year 2025-2026 Millage Rates - Operating (FIRST READING).

Finance Director Barbara Gould presented the millage rate as 5.1 mills. The Commission discussed reducing the millage rate to 5.0 mills. Finance Director Gould distributed the attached (Exhibit C) showing what the reduction would reflect. Commissioner Linden felt the Town was broke and should not lower the millage rate.

Public Comment:

- Pablo Perhacs agreed with the millage rate and suggested getting the \$750,000 back from Forest Development for the expense of additional law enforcement services, even though they have not occupied the building.

Motion to approve Resolution 63-09-25; Seconded by Commissioner Linden.

Voting Aye: All

2. Resolution 64-09-25 – Fiscal Year 2026 Budget – All Funds - Town of Lake Park.

Finance Director Gould presented the budget and explained changes made to clarify the detail (Exhibit D). Town Manager Reade explained all the positions that would not be filled during this fiscal year and the current spending freeze. Commissioner Linden suggested additional reductions in each department budget. Commissioner Thomas suggested filling the Assistant Finance Director and Procurement Specialist and freezing

the Cost of Living Adjustment (COLA). She asked Public Works Director Jaime Morales how many positions were open in Public Works. Public Works Director Morales stated that there were two Stormwater positions, one in Streets & Roads, one Sanitation position, which are Enterprise Fund positions and would not impact the General Fund. There was one position in the Facility Maintenance, which would impact the General Fund. Town Manager Reade recapped the positions that would not be filled, assisting in the cost of the reducing the budget. Commissioner Thomas suggested reviewing the COLA versus merit increases and eliminating one of the two. Town Manager Reade stated that removing the COLA would produce \$32,000 for the .5% increase or \$96,000 for the year. He discussed the changes he would be making to the Employee Evaluation Form. Vice Mayor Hensley expressed concern with the next budget and suggested that everyone proceed carefully to prevent major reduction in the 2026/2027 budget. He stated for the record that if the Town were not better off this year than next year, then he would be in favor of no salary increases. Mayor Michaud does not want to put fear in employees that drastic changes are expected. He felt that the budget should not be based on upcoming projects because there was too many unknown factors to take into consideration. He felt the manager and staff would pull together to get through this budget cycle. Town Manager Reade would work with staff to cut smaller items from the budget right away and there was very little of the operating budget to reduce. He would work with staff during the upcoming year to make additional reductions to the budget. The Commission came to consensus to conduct a salary survey in-house and save the \$10,000 allocated in the budget for a survey. Commissioner Linden suggested removing events that do not offer much to our residents and save the Town funds. Town Manager Reade asked direction from the Commission because the programs that are in the proposed budget were the programs that the Commission wanted included in the budget.

Public Comment:

- Michael Steinhauer expressed confusion about the September 18, 2025 Final Public Budget Hearing if the Commission was making changes to the budget during this meeting. He struggled with the conversation taking place on the Dias this evening regarding the Town being broke. He agreed with taxpayer savings.

Motion to approve Resolution 64-09-25 made by Commissioner Thomas, Seconded by Vice Mayor Hensley.

Vice Mayor Hensley asked Commissioner Linden what he does not support in the proposed budget. Commissioner Linden stated that some of the department budgets have unnecessary expenses that could be reduced. He stated that if the budget were presented the same on September 18, 2025 he would vote against it. He suggested that the departments make more cuts. Vice Mayor Hensley suggested that the Commission give direction to the manager on what to remove or reduce from the budget, so staff could work on reducing the budget and not guessing on the reductions. Commissioner Thomas stated for the record that she agrees with freezing positions that are currently in the budget; continue to fund the Sanitation and Stormwater Enterprise Funds; and wanted the COLA to remain in the budget. Town Manager Reade pointed out that the Collective Bargaining Agreement includes a merit increase. He suggested doing the same for all employees. Mayor Michaud stated for the record that he agreed with freezing positions, agreed with making adjustments during the year. He was in agreement with some of Commissioner Thomas' suggestions.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas

Voting Nay: Commissioner Linden

Close Public Hearing.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird asked if the Commission was still in favor of filing a Complaint against 1100 2nd Court. The Commission agreed. Attorney Baird announced that he would not be in attendance at the September 17th Commission meeting because he would be attending a conference. He asked that the Commission change his contract fees to a lump sum for the administrative cost and separate litigation or special projects on an hourly basis. He requested approval to work with the Finance Director on the Enterprise Funds because he felt that they have not billed efficiently into the Enterprise Funds. He felt they were lumped together with the General Funds.

Town Manager had no comments.

Commissioner Linden said that the Dolly Parton Book Event was well attended.

Commissioner Thomas had no comments.

Vice Mayor Hensley had no comments.

Mayor Michaud had no comments.

ADJOURNMENT:

9:10 P.M.

Motion to adjourn made by Commissioner Thomas; Seconded by Commissioner Linden.

Voting Aye: All

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on September 17, 2025.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025

Initial Public Comments on Lake Park Budget FY '26

Michael Steinhauer, 435 Greenbriar Dr. Pipestone1992@gmail.com 608-332-5547

Thank you for the opportunity to comment on the FY '26 budget. In addition to my suggestions below, and as the budget document is hundreds of pages long, I seek specific information about where in the document the cuts or savings are delineated. Like elective surgery, I seek elective line items that do not necessarily have to be conducted this next year. I'm thinking like the Strategic Vision Plan costing \$20,000 or the Community Center concept study costing over \$100,000. I am against having to secure any more loans or depending on uncertain developer-related income to pay our bills. I seek quantifiable cross-outs demonstrating our capacity to make bold decisions and protect our financial integrity.

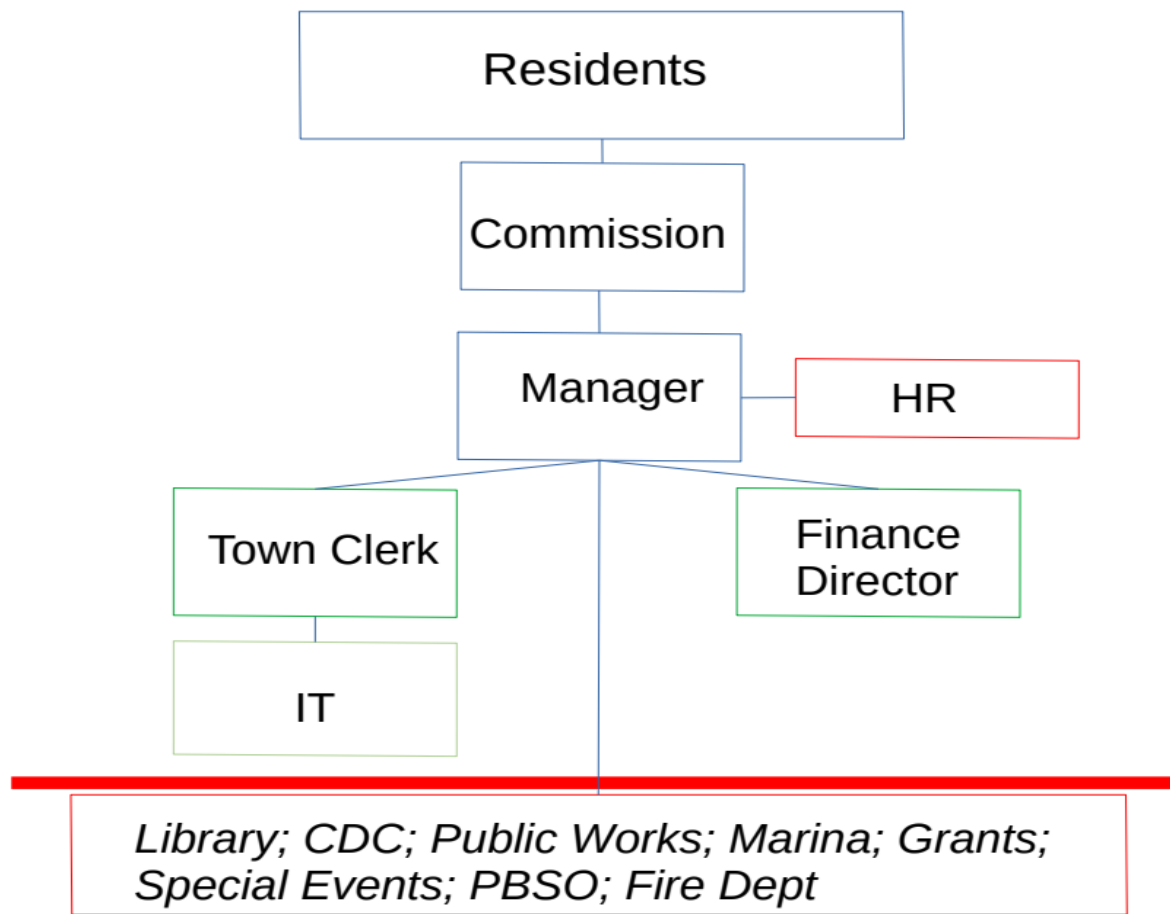
My ideas are quantified below, as simplistic as they may be:

1. Freeze ALL town expenses. Approve a budget neutral one year AUSTERITY plan with exceptions to contractual obligations. Don't budget for something you don't have guaranteed revenue for. There is no certainty about revenues from Forest Development. Manage the town's budget as you would your own family's if you knew you were not getting a raise. No vacations or new stove; thus new expenditures and contracts.
2. ...Or, freeze all wages and salary increases with exception of union contracts, public works staff, the Town Manager, and the Mayor and Commissioners...
3. ...Or, no merit or COLA increases for any staff making over \$100k. That savings would be substantial.
4. Richard has indicated no new positions in the proposed budget. That's a start but far from satisfying the need for cuts in our budget.
5. Meeting after meeting I perceive sanitation expenses out of control. I support no new equipment or staff slots beyond what was previously approved.

Spending taxpayer dollars is very personal. It hits home even more than the feelings related to growth and development. I have supported you in acting boldly around P-3 and the PADD proposals. Similarly, I ask or demand courage to protect our town from further financial erosion and fragility.

Thank you.

Exhibit B



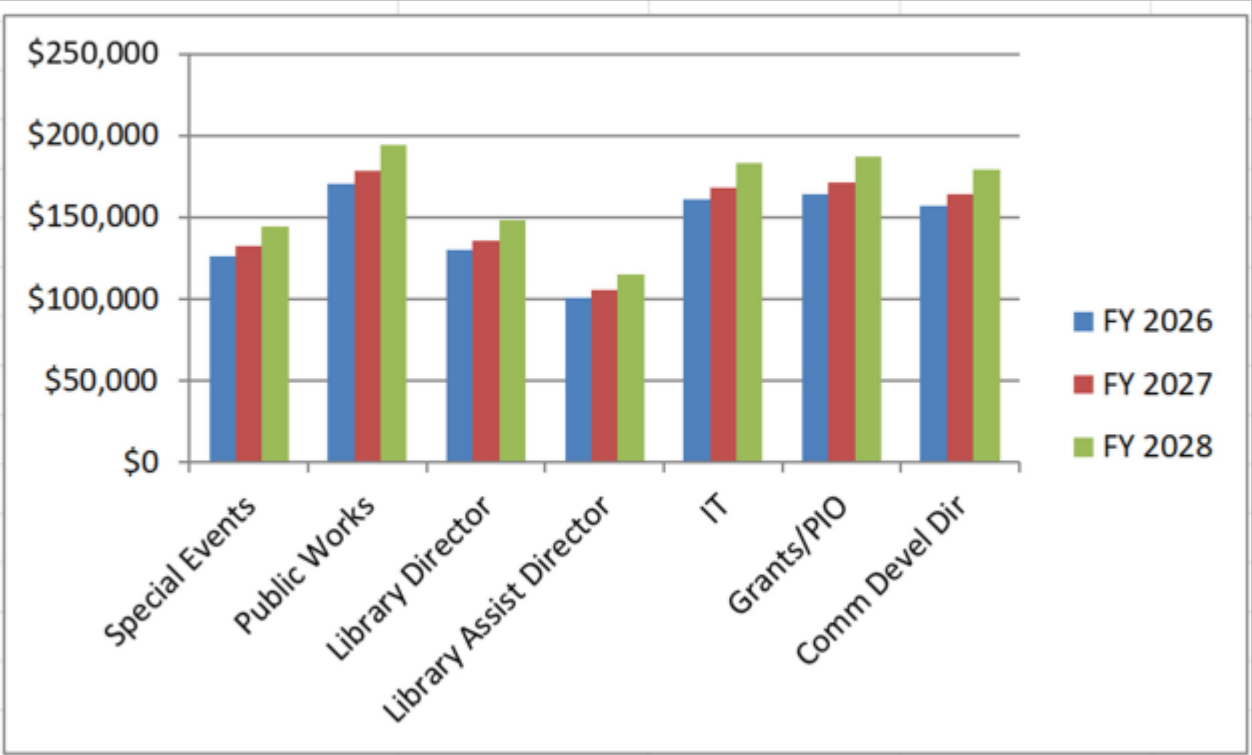


Exhibit C

Item 4.

CURRENT MILLAGE RATE 5.1		ROLLED-BACK RATE 4.1768	MILLAGE RATE OF 4.5	MILLAGE RATE OF 4.8	MILLAGE RATE OF 4.9	MILLAGE RATE OF 5
1,294,041,142	2025/26 Taxable Value	1,294,041,142	1,294,041,142	1,294,041,142	1,294,041,142	1,294,041,142
1,000		1,000	1,000	1,000	1,000	1,000
5.1000	Millage	4.1768	4.5000	4.8000	4.9000	5.0000
95.0%		95.0%	95.0%	95.0%	95.0%	95.0%
6,269,629		5,134,703	5,532,026	5,900,828	6,023,762	6,146,695
(2,012,287)		(1,793,990)	(1,870,413)	(1,941,350)	(1,964,996)	(1,988,641)
4,257,342		3,340,713	3,661,613	3,959,478	4,058,766	4,158,054
248,902,189	2024/25 LP Increment	248,902,189	248,902,189	248,902,189	248,902,189	248,902,189
245,451,571	2024/25 County Increment	245,451,571	245,451,571	245,451,571	245,451,571	245,451,571
4.5000	Palm Beach County Millage	4.5000	4.5000	4.5000	4.5000	4.5000
3.4581	Palm Beach Fire/Rescue	3.4581	3.4581	3.4581	3.4581	3.4581
	CRA					
1,205,931	Town Millage	987,634	1,064,057	1,134,994	1,158,640	1,182,285
806,356	Palm Beach County Fire/Rescue Millage	806,356	806,356	806,356	806,356	806,356
2,012,287	SUB-TOTAL	1,793,990	1,870,413	1,941,350	1,964,996	1,988,641
1,049,305	Palm Beach County Millage	1,049,305	1,049,305	1,049,305	1,049,305	1,049,305
3,061,592	TOTAL	2,843,295	2,919,718	2,990,655	3,014,301	3,037,946
	Town Reduction	916,629	595,729	297,864	198,576	99,288
	CRA Reduction	218,297	141,874	70,937	47,291	23,646

Exhibit D

Item 4.

Town of Lake Park
Payroll Data
FY 2026

Fund	FTE's excluding Town Commission	COLA 1.5%	COLA 1.0%	COLA .5%
General Fund	52.95	\$ 58,294	\$ 38,863	\$ 19,431
Streets & Roads	1	\$ 608	\$ 405	\$ 203
Marina	7	\$ 6,281	\$ 4,187	\$ 2,094
Stormwater	4	\$ 3,198	\$ 2,132	\$ 1,066
Sanitation	9	\$ 6,824	\$ 4,549	\$ 2,275
CRA	2.75	\$ 3,720	\$ 2,480	\$ 1,240
COLA Cost	76.7	\$ 78,925	\$ 52,616	\$ 26,309
FICA Cost		\$ 6,038	\$ 4,025	\$ 2,013
FRS Cost		\$ 11,050	\$ 7,366	\$ 3,683
Total COLA Costs		\$ 96,012	\$ 64,007	\$ 32,005
Savings over 1.5% COLA			\$ 32,005	\$ 64,007



Town of Lake Park Fiscal Year 2025/2026 Budget - Additional Cuts

Please mark your choice with a large "X" to indicate your choice to Maintain or Remove the Listed Cuts from the Budget

Item 4.

All Funds	Position Job Title	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget
All Funds	All Job Titles	COLA Adjustment - Reduce to \$0		All Savings Frozen No Vote Needed	
General Fund	All Job Titles		\$ 63,543		
Streets & Road Fund	All Job Titles		\$ 740		
Marina Fund	All Job Titles		\$ 7,641		
Stormwater Fund	All Job Titles		\$ 3,890		
Sanitation Fund	All Job Titles		\$ 8,301		
CRA	All Job Titles		\$ 4,525		
		Total Reserve Expense - Personnel Savings (includes FICA & FRS costs)	\$ 88,641		
001- General Fund Cost Center	Position Job Title	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget
104 - Town Manager	Assistant Town Manager	Frozen for FY 2025/26 (additional savings of \$33,182 from repurpose of position)	\$ 192,393	All Savings Frozen No Vote Needed	
150 - Finance	Procurement Specialist	Frozen for FY 2025/26 (additional savings of \$23,053 from repurpose of position)	\$ 82,572		
150 - Finance	Assistant Finance Director	Frozen for FY 2025/26 - 1st 6 months	\$ 88,413		
500 - Community Development	Community Development Technician	Frozen for FY 2025/26	\$ 66,667		
700 - Library	Accounting Technician	Frozen for FY 2025/26	\$ 70,107		
		Total Reserve Expense - Personnel Savings (includes salary and all benefit costs)	\$ 500,152		

001- General Fund Cost Center Town Commission	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 4.
001-511-100-48001	Town of Lake Park Grants	Reduce Budget to \$10,000 from \$25,000	\$ 15,000			
		Total Reserve Expense - Operating Savings	\$ 15,000			
001- General Fund Cost Center Town Manager	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-104-40000	Travel & Training	Remove Assistant Town Manager Trainings	\$ 2,037			
001-512-104-48000	Promotional Activity	Reduce Gift Cards to Current Employee & Commission Count	\$ 1,800			
001-512-104-49400	Uniforms & Clothing	Reduce Uniforms to \$200 from \$600	\$ 400			
001-512-104-51000	Office Supplies	Reduce Office Supply Budget to \$400 from \$584	\$ 184			
		Total Reserve Expense - Operating Savings	\$ 4,421			
001- General Fund Cost Center Human Resources	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-105-31000	Professional Services	Remove Proposed Salary Study	\$ 10,000			
		Total Reserve Expense - Operating Savings	\$ 10,000			
001- General Fund Cost Center Town Clerk	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-106-47000	Printing	Reduce Purchase of Commission & Board Nameplates	\$ 282			
001-512-106-47100	Photocopying	Reduce Copy Cost to \$100 from \$722	\$ 622			
001-512-106-49400	Uniforms & Clothing	Cut Uniform Allowance to \$0 from \$136	\$ 136			
001-512-106-54200	Memberships, Dues & Subscriptions	Reduce Participation in Professional Associations to \$680 from \$870	\$ 190			
		Total Reserve Expense - Operating Savings	\$ 1,230			
001- General Fund Cost Center Legal	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-514-108-31101	Professional Svc - Other Legal	Remove SB180 Lawsuit Costs, Proposed Bill Glitch (Resolve Concerns in 2026 Legislative Session)	\$ 10,000			
		Total Reserve Expense - Operating Savings	\$ 10,000			

001- General Fund Cost Center Communications & Grants	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 4.
001-512-109-31000	Professional Services	Remove New Town Website Development & Maintenance	\$ 34,958			
		Total Reserve Expense - Operating Savings	\$ 34,958			
001- General Fund Cost Center Information Technology	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-110-31000	Professional Services	Reduce Consulting IT Vendor Costs Due to New Intern Position	\$ 5,000			
001-512-110-52000	Operating Supplies	Reduce Operating Supplies to \$15,250 from \$18,250	\$ 3,000			
		Total Reserve Expense - Operating Savings	\$ 8,000			
001- General Fund Cost Center Finance	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-513-150-40000	Travel & Training	Reduce Training to \$ \$2,965 from \$4,730	\$ 1,765			
001-513-150-44200	Equipment Leases	Remove Copier/Scanner & Fold, Stuff & Seal Rental (Finance to Share with Community Development)	\$ 5,299			
001-513-150-49400	Uniforms & Clothing	Cut Uniform Allowance to \$200 from \$600	\$ 400			
001-513-150-51000	Office Supplies	Reduce Budget Book Costs (move to electronic versions for Commissioner & staff)	\$ 155			
		Total Reserve Expense - Operating Savings	\$ 7,619			
001- General Fund Cost Center Emergency Management	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-525-250-34050	Other Contract Services	Revised DI Recovery, LLC Agreement (Emergency Mgmt. Services)Vendor to \$1,976 from \$3,952	\$ 1,976			
		Total Reserve Expense - Operating Savings	\$ 1,976			
001- General Fund Cost Center Public Works Administration	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-534-400-52000	Operating Supplies	Reduce Public Notice Costs (i.e., flyers, mailings, etc.)	\$ 2,000			
001-534-400-54200	Memberships, Dues & Subscriptions	Reduce Professional Association Memberships to \$455 from \$1,828	\$ 1,373			
		Total Reserve Expense - Operating Savings	\$ 3,373			

001- General Fund Cost Center Public Works Grounds	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 4.
001-572-406-34000	Contractual Services	Eliminate Landscape Maintenance of Various Town Rights of Way & Lawn Treatment Service at Evergreen House (to be completed by Public Works Grounds Maintenance)	\$ 26,320			
001-572-406-40000	Travel & Training	Reduce Training to \$ 1,400 from \$1,500	\$ 100			
		Total Reserve Expense - Operating Savings	\$ 26,420			
001- General Fund Cost Center Public Works Facilities	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-597-408-34000	Contractual Services	Eliminate Iguana Pest Control Service	\$ 5,880			
001-597-408-40000	Travel & Training	Reduce Professional Certification & Renewal Costs to \$0 from \$500	\$ 500			
001-597-408-46000	Repair & Maintenance	Reduce Town Facilities Lock Repairs, Key Duplication and Planned Rekeying Project	\$ 6,000			
		Total Reserve Expense - Operating Savings	\$ 12,380			
001- General Fund Cost Center Public Works Vehicle Maintenance	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-591-410-40000	Travel & Training	Eliminate Professional Training & Certifications (ASC)	\$ 1,250			
001-591-410-46300	Vehicle Parts & Supplies	Reduce Vehicle Parts Costs (i.e., windshield wipers, relay switches, fuses, etc.)	\$ 3,795			
001-591-410-52000	Operating Supplies	Reduce Mechanic Shop Consumables (Extend Maintenance Schedule to Less Often)	\$ 3,176			
		Total Reserve Expense - Operating Savings	\$ 8,221			
001- General Fund Cost Center Community Development	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-524-500-40000	Travel & Training	Eliminate Professional Training & Certifications (i.e., Code Enforcement, Planning, etc.)	\$ 11,133			
001-524-500-44200	Equipment Leases	Reduce Copier/Scanner Costs (Finance to Share with Community Development)	\$ 1,556			
		Total Reserve Expense - Operating Savings	\$ 12,689			

001- General Fund Cost Center Special Events	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 4.
001-572-600-40000	Travel & Training	Eliminate Professional Training & Certifications	\$ 1,312			
001-572-600-44100	Rentals	Move to Plastic Tablecloths from Cloth for Employee Appreciation Events	\$ 300			
001-572-600-47000	Printing	Eliminate Holiday Calendar, Public Notice Mailer to All Properties in Town	\$ 4,850			
001-572-600-48000	Promotional Activity	Eliminate Participation in Riviera Beach MLK Parade	\$ 2,555			
001-572-600-48010	MLK Day Celebration	Reduce Planned Event Costs to \$10,000 from \$20,000	\$ 10,000			
001-572-600-48045	Red, White & Blue Sunset Celebration	Reduce Fireworks Planned Event Costs to \$49,898 from \$53,898	\$ 4,000			
001-572-600-48057	Veteran's Day Event	Eliminate Participation in PBC Veteran's Day Parade	\$ 2,555			
001-572-600-52100	Gasoline & Diesel Fuel	Cancel Summer Camp (only 3 campers out of 20 are Town residents)	\$ 500			
001-572-600-57220	Program Exp - Summer Camp	Cancel Summer Camp (only 3 campers out of 20 are Town residents) Costs \$8,700 Less Lost Revenues \$13,590)	\$ (4,890)			
001-572-600-57235	Sponsored Event Expense	Eliminate Lake Park Elementary Caroling Event (Light Towers)	\$ 1,000			
001-572-600-57235	Sponsored Event Expense	Eliminate Tour de Lake Park (i.e., Banners, Beverages, Snacks etc.)	\$ 1,140			
001-572-600-57235	Sponsored Event Expense	Reduce Jet Set Summer Soccer Camp to \$5,000 from \$10,000	\$ 5,000			
001-572-600-57235	Sponsored Event Expense	Reduce Haitian Flag Day to \$5,000 from \$10,000	\$ 5,000			
001-572-600-57235	Sponsored Event Expense	Eliminate Santa's Mailbox Event	\$ 200			
001-572-600-57236	Santa's Magic Sleigh Ride	Eliminate Event	\$ 3,200			
001-572-600-57237	Holiday Decorating Contest	Eliminate Event	\$ 600			
001-572-600-13000	Other & Part Time Salaries	Cancel Summer Camp (only 3 campers out of 20 are Town residents)	\$ 21,920			
		Total Reserve Expense - Operating Savings	\$ 59,242			
001- General Fund Cost Center Library	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-571-700-34000	Contractual Services	Eliminate Panic Alarm Monitoring	\$ 300			
001-571-700-40000	Travel & Training	Reduce Professional Training & Certifications	\$ 1,153			
001-571-700-48000	Promotional Activity	Reduce Public Library Outreach Materials (i.e., books, materials, crafts, etc.) & Promotional Materials (i.e., pens, pencils, magnets, coloring books, etc.)	\$ 5,866			
001-571-700-49400	Uniforms & Clothing	Cut Uniform Allowance to \$0 from \$1,002	\$ 1,002			
001-571-700-52000	Operating Supplies	Reduce Programs Offered	\$ 1,400			
001-571-700-54200	Memberships, Dues, & Subscription	Reduce Professional Memberships & Other Public Material/Subscriptions (i.e., New York Times, Wall Street Journal, etc.)	\$ 1,894			
		Total Reserve Expense - Operating Savings	\$ 11,615			



Town of Lake Park
Fiscal Year 2025/2026 Budget - Summary of Additional Cuts

Item 4.

	Total Proposed General Fund Budget Cuts - Personnel (Freeze Salaries, No COLA)	\$	563,695	
	Total Proposed General Fund Budget Cuts - Operating	\$	227,144	
	Total Proposed Streets & Roads Fund Budget Cuts - Personnel COLA Only	\$	740	
	Total Proposed Marina Fund Budget Cuts - Personnel COLA Only	\$	7,641	
	Total Proposed Stormwater Fund Budget Cuts - Personnel COLA Only	\$	3,890	
	Total Proposed Sanitation Fund Budget Cuts - Personnel COLA Only	\$	8,301	
	Total Proposed CRA Fund Budget Cuts - Personnel COLA Only	\$	4,525	
	Total Proposed Town Budget Cuts	\$	815,937	



Town of Lake Park
PUBLIC COMMENT CARD

Item 4.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 8 Sep 25

Cards must be submitted before the item is discussed!!
***Three (3) minute limitation on all comments

Name: Pablo Perhacs
Address: _____

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Regular

Item 4.

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Meeting Date

9/18/25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Michael Greenbaum

Address: 435 greenbarn

If you are interested in receiving Town information through Email, please provide your E-mail address: p.preston1992@gmail

I would like to make comments on the following Agenda Item:

Sept 18th

I would like to make comments on the following Non-Agenda item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Regular Item 4.

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Meeting Date 8 Sep 25

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***Three (3) minute limitation on all comments

Name: Pablo Perhacs
Address: 221 E Kalma

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item: Budget

I would like to make comments on the following Non-Agenda Item(s): _____

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Regular

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- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 9/8/25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Michael Steinhilber

Address: 435 Greenbriar

If you are interested in receiving Town information through Email, please provide your E-mail address: pipestone1992@gmail.com

I would like to make comments on the following Agenda Item:

FY '26 Budget

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Clerk

Agenda Title: Regular Commission Meeting Minutes - September 17, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibits A-B, Comment Cards

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Recommended Motion:

I move to approve the Regular Commission Meeting Minutes for September 17, 2025.



Lake Park Town Commission, Florida

Regular Commission Meeting

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
 September 17, 2025 Immediately Following the Special Called
 Community Redevelopment Agency Meeting

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Brett Lashley	—	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 contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:41 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas arrived at 6:49 P.M.

Commissioner John Linden

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

The pledge was conducted during the Special Called CRA Meeting.

APPROVAL OF AGENDA:

Town Manager Reade announced that earlier today agenda number 8 (Employee Benefits [Health Insurance - Florida Municipal Insurance Trust (FMIT) United Health Care, Dental Insurance - CIGNA, Vision Insurance - Human, Basic Life and Accidental Death & Dismemberment, Supplemental Life, Short Term Disability & Long-Term Disability -The Harford] - Fiscal Year 2026 was added to the agenda.

Commissioner O'Rourke asked that agenda item number 8 be taken before agenda item number 5 under New Business.

Motion to approve and reorganize the agenda made by Commissioner O'Rourke, Seconded by Commissioner Linden.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke

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.

- Dr. Jason Jewell expressed concern regarding traffic safety. He referenced an email he sent to staff. He asked that traffic safety be placed on an upcoming agenda.
- Jesse Vanatta representing Freedom Boat Club spoke of all the sponsorship and partnership opportunities with the Town over the years.
- Kelly Steele spoke positively about Freedom Boat Club. She announced the Community Clean Up taking place on Saturday, October 18, 2025 from 9-11 a.m. The Great American Clean Up is taking place on the same day.

Palm Beach County Sheriff's Office Major Matino announced that Captain Steven Thibodeau has been reassigned to District 3 and his last day in Lake Park would be September 27th. He introduced Captain Terra Sanford as the new commander starting September 27th. Captain Sanford gave her brief professional history. Captain Thibodeau thanked the Commission for their support

throughout the past few months. Commissioner O'Rourke thanked the Captain and shared several stories of how his impact was made in the short amount of time he has been in Lake Park. He wished Captain Thibodeau well and welcomed Captain Sanford. Commissioner Thomas thanked Captain Thibodeau for all he has done for the Town. She stood up to address and honor Captain Sanford as the first female woman of color that would serve Lake Park. Commissioner Linden thanked Captain Thibodeau for all he has done for the Town. Vice Mayor Hensley congratulated Captain Thibodeau and welcomed Captain Sanford.

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.

Motion to approve the Consent Agenda made by Vice Mayor Hensley, Seconded by Commissioner O'Rourke.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke

1. Commission Budget Workshop Minutes - August 28, 2025
2. Regular Commission Meeting Minutes - September 3, 2025
3. Resolution 66-09-25 – Amendment (Renewal) – Law Enforcement Service Agreement – Palm Beach County Sheriff's Office – FY 2026 - \$4,061,845
4. Resolution 67-09-25 - Amendment Number 1 (Renewal) - Marina Landscape Maintenance Services Agreement - Chris Wayne & Associates, Inc. - \$43,810.

PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

NONE

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

NONE

NEW BUSINESS:

8. Resolution 72-09-25 - Employee Benefits [Health Insurance - Florida Municipal Insurance Trust (FMIT) United Health Care, Dental Insurance - CIGNA, Vision Insurance - Human, Basic Life and Accidental Death & Dismemberment, Supplemental Life, Short Term Disability & Long-Term Disability - The Hartford] – Fiscal Year 2026
Town Manager Reade explained the item (see Exhibit A). He introduced Athena Erchard representing Gehring Group who explained the details of the medical plan and rates. Town Manager Reade explained that the one change was to the medical plan where it would be a co-pay plan instead of the very high deductible plan.

Motion to approve Resolution 72-09-25 made by Vice Mayor Hensley, Seconded by Commissioner Linden.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke

5. Request to Waive Conflict of Interest - Certificate of Appropriateness (COA) Petition to Demolish 918 Park Avenue (The Adler) - Locally Designated Historic Building (Proposed Kelsey on Park Project) - REG Architects.

Town Planner Karen Golonka explained the item (see Exhibit B). Commissioner O'Rourke asked for clarification regarding the conflict. Town Planner Golonka explained that they are one of several Professional Consultants working for the Town. They wanted to make the Town aware that they are representing 918 Park Avenue, which was a project moving forward through the Town's process. The Commission discussed their options to of waiving the conflict of interest and terminating the Professional Services contract with REG due to this conflict.

Mr. Manuel Ayala, Vice President of Operations addressed the Commission and explained that REG has been representing The Adler developers. He stated that the Town has another Professional Consulting firm for this project. The Commission expressed their concerns with the project and were against granting the waiver. Town staff provided clarification as it related to the conflict and requested direction. Community Development Director Nadia DiTommaso explained that the Town has been exploring other firms to

represent the Town for this particular application. Town Manager Reade clarified that when this project began REG was representing the developer and was not under Professional Contract with the Town. Since then, REG began a Professional Contract with the Town, which has led to this waiver request. Attorney Lashley requested time to review the termination clause in the contract. He asked the Commission to stick to the agenda item. Commissioner Thomas felt she did not have enough information to vote. Mr. Ayala explained that if the Town did not grant the waiver then he would report that back to his team and his team would need to make a determination on whether to continue working with The Adler or the Town. They could not work for both. Commissioner Thomas expressed her discomfort with how this discussion has evolved. She explained that REG has used the information they gained by working for the Town and used it for their client The Adler. Attorney Lashley recapped that it sounds like there was a four to one vote to not grant the waiver. He stated that REG could then decide if they want to terminate the contract with the Town for Professional Services or drop their client.

Motion to deny the waiver of conflict made by Commissioner O'Rourke; Seconded by Commissioner Linden.

Commissioner O'Rourke felt that the conflict does not relate to something that this firm has done with regards to this Town. The firm was familiar with the property because they have worked before on this property. He felt that losing that familiarity with the building, as an engineering firm would be a loss of valuable information. Commissioner Thomas had no credibility with the firm. Vice Mayor Hensley felt that the Town was taken advantage of.

Voting Yea: Commissioner Linden, Commissioner Thomas, Vice Mayor Hensley, Mayor Michaud.

Voting Nay: Commissioner O'Rourke

6. Resolution 68-09-25 - Town Grant Award - Community Beautification Improvement Fund (CBIF) - 339 Evergreen Drive - \$13,000 (Driveway Replacement).

Community Development Director Nadia DiTommaso explained the item. Commissioner O'Rourke asked where in the budget these funds reside. Finance Director Barbara Gould explained that there is a Beautification Fund that the Town Commission has set aside specifically for this purpose.

Motion to approve Resolution 68-09-25 made by Commissioner Linden, Seconded by Vice Mayor Hensley.

Commissioner Thomas was very glad to see this applicant before the Commission. She asked how much would be left in that budget after this was awarded. Finance Director Gould would provide that figure. Town Manager Reade stated that there were plenty of funds in that account.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke.

Ms. Shelly Travelstead, applicant- introduced herself and explained their family asset. The Commission thanked Ms. Travelstead for reaching out to the Town.

7. Resolution 69-09-25 - Reschedule Town Commission Regular Meetings - October 2025 (2nd & 4th Wednesday of Month).

Town Manager Reade explained the item.

Motion to approve Resolution 69-09-25 made by Commissioner O'Rourke, Seconded by Commissioner Thomas.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke.

Vice Mayor Hensley announced that he would not be available on October 22nd. Town Clerk Mendez announced the dates of the October meetings as October 8 and October 22nd. Commissioner O'Rourke asked if there were many agenda items on October 22nd. Town Clerk Mendez explained that there was a presentation by Ellyn Bogdanoff and a site plan expected that evening.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Attorney Brett Lashley announced the filing of a complaint again 1100 2nd Court.

Town Manager Reade thanked Attorney Lashley for all his assistance in the past few weeks. He congratulated Captain Thibodeau for all he has done for the Town. He explained the Lobbyist presentation scheduled for October 22nd. They are already working on their legislative agenda because the committee meetings are starting in October. He announced the possible scheduling of workshops in October or November for SB180 and P3 PUD Site Plan. The Town Attorney has put together an amendment to the P3 Comprehensive Agreement. All the permits are on hold under further notice. He announced the Multicultural Festival on Saturday, September 20th and Sunset Celebration on Friday, September 26th. He announced a Public Records and Sunshine Law training-taking place on Friday, September 19 in the Commission Chamber. The Commission approved the three proclamations - Voter Education Week; Friends of the Library; and Vote Early Day. He wished Nadia DiTommaso a happy birthday. He thanked Public Works Director Jaime Morales for coming up with a safe alternative for entering the building during Commission meetings. Public Works Director Morales explained that a temporary ramp would be installed at the north entrance doors.

Commissioner O'Rourke had no comments.

Commissioner Thomas had no comments.

Commissioner Linden thanked everyone involved with making the Commission Chamber safer during a meeting. He stated that residents are getting frustrated that no one was responding to residents request either by email or at a Commission Meeting. He suggested that someone should be responding. Town Manager Reade explained that staff would be reaching out to residents in the future. He explained that the resident who spoke earlier this evening sent the email to the wrong address and the Town Clerk forwarded the email to the correct staff members. The resident received responses from the Captain, Public Works and Community Development.

Vice Mayor Hensley stated that he does reply, but does not use reply all. He apologized that he would be late to tomorrow's meeting.

Mayor Michaud shared his Town issued cell phone at 561-718-8989 or email him at rmichaud@lakeparkflorida.gov. He wished his mother a happy birthday.

REQUEST FOR FUTURE AGENDA ITEMS:

NONE

ADJOURNMENT:

8:35 P.M.

Motion to adjourn made by Commissioner O'Rourke, Seconded by Commissioner Linden.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on October 8, 2025.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 17, 2025

Originating Department: Human Resources

Agenda Title: Resolution 72-09-25 - Employee Benefits [Health Insurance - Florida Municipal Insurance Trust (FMIT) United Health Care, Dental Insurance - CIGNA, Vision Insurance - Human, Basic Life and Accidental Death & Dismemberment, Supplemental Life, Short Term Disability & Long-Term Disability - The Hartford] - FY 2026

Agenda Category (i.e., Consent, New Business, etc.):

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$821,780.00 **Funding Source:** Various

Account Number: Various as funded in FY 2026 budget **Finance Signature:** Barbara A. Gould

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Resolution; Exhibit A

Please initial one:

Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

The HR Department has identified a need, along with the Town's Employee Benefits Consultant, Gehring Group/Risk Strategies, to review and renew the Town's employee benefits for Fiscal Year 2026.

Recently, the Town Manager had requested the HR Department and the Gehring Group to review the cost of benefits paid by our employees and to identify options to choose a health plan to that was more functional and cost efficient for our staff. As a result, the Gehring Group issued a Request for Proposals

(RFP's) to the insurance marketplace for medical insurance coverage, and a number of options were received (See Attached).

Medical Insurance:

The current provider of the Town's employee medical insurance is Florida Municipal Insurance Trust (FMIT) United HealthCare Choice Plus HSA Plan 8, which is due for renewal on October 1, 2025 for Fiscal year 2026.

Although the renewal from Florida Municipal Insurance Trust (FMIT) United HealthCare generated an 8.2% (or \$53,250) annual increase to the Town for the upcoming 2025-2026 plan year, the Town requested the Gehring Group to determine if a more affordable (employees' out of pocket costs) plan would be available.

As a result, the Gehring Group issued a Request for Proposal (RFP) for medical insurance and received the following proposals: Florida Blue - excess of 100% premium increase, Cigna - 11.7% premium increase and Curative - 3.5% premium increase. Additionally, the Florida Municipal Insurance Trust (FMIT) provided an alternate plan option to our current plan with a 15.1% increase, which would provide a plan that is based on co-pays rather than an extremely high deductible plan.

Note: The Curative plan, although competitively priced with an attractive plan design, is new to the Palm Beach County and Florida marketplace. However, at this time there is not enough information to move our health benefit to this provider at this time and potentially risk the need for immediate insurance for our staff. However, we will continue to review this option and communicate with organizations that have made the move to this provider to determine if it is a viable option during our next renewal period.

Based upon the evaluation provided by Gehring Group, the Gehring Group recommends that the Town obtain employee medical insurance through the Florida Municipal Insurance Trust (FMIT) United Healthcare Choice Plus Plan 14 for Fiscal Year 2026.

Dental Insurance:

The Town's current dental program is offered through Cigna and there is no proposed change in this provider and/or the cost to the Town and/or the staff. Employees can visit a contracted provider and utilize up to an annual benefit maximum of \$1,500-\$1,800 per person as well as the flexibility to access non-contracted providers. The Cigna program will continue to the current benefit structure as well as provide child orthodontia coverage up to age 19.

Vision:

The Town's current vision program is offered through Human and there is no proposed change in this provider and/or the cost to the Town and/or the staff. Members enrolled in the vision plan receive an exam and lenses every 12 months and frames every 24 months. The frame allowance at a contracted provider's office or retail outlet is up to \$130 with an additional 20% off the remaining balance. Contact lenses are also covered in network up to a \$130 allowance.

Life and Disability:

The Town's current basic life and accidental death & dismemberment benefits are provided through The Hartford and there is no proposed change in the provider and/or the cost to the Town and/or the staff. Employees receive a benefit of 1x annual salary up to \$50,000.

Employee Assistance Program:

Due to low employee utilization and in an effort to save funding, the Town will discontinue its stand-alone employee assistance program (EAP) as of October 1, 2025. The Town will move to offer this important service to our staff through our Life and Disability carrier - The Hartford – which provides three (3) face to face visits per year per occurrence. Additionally, the Town will be able to offer this service through our medical insurance program, which will offer an additional three (3) face-to-face visits.

Recommendation Summary:

Funding to support the proposed increase in medical insurance as well as the Town's other employee benefits, is included within the proposed FY 2026 Budget.

The proposed Employee Benefits have been recommended by the Gehring Group and reviewed by the Town's Human Resource Manager and the Finance Director. Additionally, the Town has notified the Town's representatives with the Federation of Public Employees – National Federation of Public and Private Employees (AFL-CIO) (union) and there is support to move to a health plan that provides co-pay options rather than a high deductible plan option.

The Town has worked with each of the proposed employee benefit providers and we have received good customer service and a good product.

Coverage	Current Carrier	Recommended Carrier	Overall Cost Impact
Medical	FMIT/UHC – Plan 8	FMIT/UHC – Plan 14	15.1% (\$98,000)
Dental	Cigna	Cigna	0%
Vision	Humana	Humana	0%
Life Basic and Voluntary Life	The Hartford	The Hartford	0%
Short- & Long-Term Disability	The Hartford	The Hartford	0%

Recommended Motion:

I move to approve proposed Resolution 72-09-25 - Employee Benefits [Health Insurance - Florida Municipal Insurance Trust (FMIT) United Health Care, Dental Insurance - CIGNA, Vision Insurance - Human, Basic Life and Accidental Death & Dismemberment, Supplemental Life, Short Term Disability & Long-Term Disability - The Hartford] for FY 2026; and authorize the Mayor to execute the agreement with each proposed insurance provider.

STAFF REPORT: COMMUNITY DEVELOPMENT DEPARTMENT**REQUEST BY REG ARCHITECTS FOR THE TOWN COMMISSION
TO WAIVE A CONFLICT OF INTEREST****Request**

Rick Gonzalez is requesting a waiver from the Town Commission on behalf of REG Architects and himself to continue to represent The Adler (developer for Kelsey on Park) in connection with its petition for a certificate of appropriateness (COA) to demolish the locally designated historic building at 918 Park Avenue. Please see Attachment 1 for his request.

The Adler has submitted a new petition to in essence demolish the 918 building, and as such Mr. Gonzalez would continue to advocate for his client, including at the Historic Preservation Board (HPB)) Hearing and any actions beyond.

REG currently has a continuing service contract with the Town, and as such a conflict of interest is created if the firm continues to serve both the Town and The Adler. Under terms of the contract, in **order to represent a client doing business with the Town the REG must ask the Town Commission to waive any conflict of interest with the Town created by representing The Adler.**

The Town Commission may grant or deny the waiver. If the waiver is granted REG can continue to represent and advocate for The Adler, as well as continue under contract with the Town. If the waiver is not granted REG cannot continue to represent both the Town and The Adler. In that instance REG would have to end its contractual association with either the Adler or the Town. If REG decides to end its contractual relationship with The Adler on the petition new supporting documentation will be required from The Adler for their historic preservation board application in order for Staff to be able to process that application (which is concurrently on hold pending the outcome of this conflict waiver request).

Current contract the Town

The Town has continuing services contracts with various consultants to provide expertise in specific areas needed from time to time. The current firms were selected through an RFP process in 2023. Among the requested specialties was Architecture with experience in historic preservation. Three firms were selected: REG Architects, Engenuity (with REG as the architectural sub-consultant) and Kimley-Horn (with Tim Hullihan as the architectural sub-consultant).

Within the executed contracts, the standard language as set out in Section 13. CONFLICTS reads:

“The Town recognizes and acknowledges that the Consultant is engaged in a business which provides consulting services to multiples clients including other governmental entities. Further, the Town recognizes and acknowledges that the Consultant may presently, or may in the future, represent clients who are or may be soing business in or with the Town. The Town agrees that the Consultant may perform services for clients who are or may have matters before the Town Commission, provided Consultant discloses any and all clients it represents who may have any matters which are now or may reasonably be expected to come before the Town Commission for its consideration and, provided further, that the Town Commission waives the actual or potential conflict of interest created by the Consultant's representation of the other client.”

This information was communicated to the Adler in an August letter to their attorney, contained in attachment 3.

Background: REG and Town

As stated above, REG was selected for a continuing services contract regarding architecture with historic preservation experience, and a contract signed in December 2023. REG was also identified by Engenuity as their sub-consultant for architecture in their contract with the Town. REG has previously done work for the Town including the Town Hall interior renovations and reviews of certificates of appropriateness. At the time the continuing services contracts were signed in 2023 REG was already working for The Adler. While REG did not formally disclose this during the selection process, staff was aware.

In August 2023, The Adler had submitted a request for de-designation that included a report from REG. Mr. Gonzalez had also represented his client at the October 2, 2023 Historic Preservation Board meeting, advocating that the 918 building had no historical value and should be demolished.

Evidence was presented by Community Development staff that in 2017 when REG was under contract with the Town to review a request to renovate the 918 building, Mr. Gonzalez concluded “Overall, the existing building retains a moderate degree of historic integrity of location, setting, materials, design, proportion, massing, feeling, and association”

Both the 2017 and 2023 reports described the exact same changes that had occurred to the building over time. However, what was summarized as “**minor changes**” when the consultant for the Town, became “**significant changes**” in the 2023 report for The Adler. (See attachment # 23 for verbiage comparison)

Mr. Gonzalez’s explanation of this inconsistency due to not having read the master file in 2017 is questionable.

The Adler filed an appeal petition before the Town Commission, which was denied. Mr. Gonzalez and REG continued to represent them.

A new application for a certificate of appropriateness proposing demolition of the structure has recently been submitted. Now that REG is under a continuing services contract with the Town, the request for a waiver is required and the conflict must be waived in order for the application to proceed.

Factors for Town Commission to Consider in Decision

The purpose of the waiver clause

From time to time a consultant under contract with the Town may be hired by a private sector applicant with a project before the Town. This may result in a potential conflict of interest, depending on the nature of the work. The waiver clause requires that when this occurs, the consultant must receive the Town Commission's approval to represent both parties.

For example, Kimley-Horn provided engineering consulting services for the Kelsey on Park Project. Subsequently, the Town desired to hire the planning branch of the firm to prepare a planning study on the PADD. The Town Attorney determined there was no need for Kimley-Horn to request a waiver, as the engineering contract for the Kelsey on Park project was completed and Kimley Horn was no longer doing work for the project, nor was the Town contracting with Kimley-Horn for engineering, but for planning for the PADD.

What should be considered in a waiver request?

In representing the Adler, Mr. Gonzalez has taken a position that is clearly adverse to the Town's position and interest, due to not only the report, but also his advocacy at the hearings.

The Adler has refiled its petition to in essence demolish the 918 building, and Mr. Gonzalez desires to continue to advocate for his client, including at the Historic Preservation Board Hearing and any actions beyond. As he is under contract with the Town this presents a conflict of interest. The question is, should the conflict be waived.

Some of the questions that the Commission may consider are:

- Is there a potential or actual conflict of interest?
- Is the representation of the Adler's interests directly adverse to the Town's position?
- Is there is a significant risk that the REG's ability to consider, recommend or carry out an appropriate course of action for the Town would be materially limited by the loyalties to the other client?
- If REG continues to represent The Adler, will theTown lose its confidence in hiring REG for other work?

The Town Commission may feel uncomfortable that a firm they have under contract is arguing against the Town's position to preserve the building. Further, the change in opinions in 2017 and 2023 based on his client at the time may be concerning. If so, the Commission may choose not to waive the conflict.

The Commission may feel that the Firm should not be penalized for zealously representing a client, as they would expect the same. They may have confidence that whatever the outcome of this, REG will represent the Town's interest or provide an unbiased opinion on future COA reviews. If so, the Commission may choose to waive the conflict.

As stated at the beginning of the report, if the waiver is granted REG can continue to represent and advocate for The Adler.

If the waiver is not granted REG cannot continue to represent both the Town and The Adler in its request to demolish the historic building at 918 Park Ave. The firm would need to either end its continuing contract with the Town (and as the architectural sub-consultant under Engenuity) and proceed to represent the Adler, or end its relationship with the Adler and continue to represent the Town.

Should REG decide to end its contract with The Adler, The Adler must resubmit a new application with a new architect of record and a new report so that the application can be processed.

Attach1: Letter from REG

Attach 2: Comparison of Report Summaries REG

Attach 3: Letter from Attorney Baird to Attorney Nason



Town of Lake Park
PUBLIC COMMENT CARD

Item 5.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 9/17/25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Dr. Jason Jewell
Address: 123 DATE PALM Dr.

If you are interested in receiving Town information through Email, please provide your E-mail address: dr.jjewell@gmail.com

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

PARKING SITUATION IN TOWN - Specifically
PARKING AT DOUBLE YELLOW LINES & STOP SIGNS!

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Item 5.

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Meeting Date 9/17/25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: JESSE VANATTA
Address: 603 WILLET AVE, JUPITER, FL

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

TOWN OF LAKE PARK HARBOR MARINA

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park
PUBLIC COMMENT CARD

Item 5.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date Sept. 14

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Kelly Steele
Address: 301 Lake Shore Dr.

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

Community Cleanup

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Clerk

Agenda Title: Second & Final Public Budget Hearing Minutes - September 18, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibits A-C, Comment Cards

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Recommended Motion:

I move to approve the Second & Final Public Budget Hearing Minutes for September 18, 2025.



Lake Park Town Commission, Florida

Final Public Budget Hearing Minutes

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

September 18, 2025 6:30 P.M.

Roger Michaud	—	Mayor
Michael Hensley	—	Vice Mayor
John Linden	—	Commissioner
Michael O'Rourke	—	Commissioner
Judith Thomas	—	Commissioner
Richard J. Reade	—	Town Manager
Thomas J. Baird	—	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 contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:38 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley arrived at 7:30 P.M.

Commissioner Judith Thomas

Commissioner John Linden

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

Mayor Michaud

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.

-Pablo Perhacs suggested changing the budget process by conducting monthly dialog workshops with the community.

NEW BUSINESS - OPEN PUBLIC HEARING:

1. Resolution 70-09-25 - Establish FY 2025-2026 Millage Rates - Operating (SECOND AND FINAL READING).

Town Manager Reade explained the final millage rate (see Exhibit A).

Motion to approve Resolution 70-09-25 made by Commissioner Linden, Seconded by Commissioner Thomas.

Commissioner O'Rourke asked that the millage rate be dropped to 5.0999 mills. The Commission discussed what it would mean to the budget and the residents by dropping the millage rate. Finance Director Gould stated that the millage rate was dropped two-years ago. The Commission discussed the future projects that may assist in building the next fiscal year budget. Commissioner O'Rourke stated for the record that the budget process was a policy process. It tells the residents what was important for the Town Manager and staff to accomplish in the fiscal year. In this budget, it includes \$400,000 for legal fees. He felt it demonstrated to developers that the Town was preparing for projects to not move forward. He was concerned with the projected revenues. Town Manager Reade explained that he would be working on an internal policy of how much they want in the reserve and where to place the funds generated by future revenues. The Commission discussed the benefits of the forthcoming projects and its effect on future budgets.

Voting Yea: Mayor Michaud, Commissioner Thomas, Commissioner Linden,
Commissioner O'Rourke

Absent: Vice Mayor Hensley

2. Resolution 71-09-25 - FY 2026 Budget – All Funds - Town of Lake Park (SECOND AND FINAL READING).

Finance Director Barbara Gould explained the budget. Commissioner O'Rourke apologized for being accosted at time. He did not agree with the proposed budget cuts. The Commission discussed each section of the presentation (see Exhibit B) and decided which items to keep in the budget and which items to remove. Commissioner O'Rourke asked about the pump-out system at the Marina. Marina Director Jason Tenney explained that the pump-out system has not worked in months and the Town has applied for a grant to cover the repair. If the Town pays the cost outright, it would be \$28,000. Commissioner O'Rourke suggested using some of the legal funds budget and move to the Marina. Town Manager Reade explained that the Marina was an Enterprise Fund and funds have been transferred to cover other expenses at the Marina. Marina Director Tenney explained that they do not advocate for boaters to discharge on the Marina property. Commissioner Thomas clarified for the record that the items being cut from the budget had been identified and discussed throughout this evening. The Commission discussed each section that appeared as a split vote and decided keep in the budget.

Public Comment:

- Lesley Berry explained the Haitian Flag Day budget breakdown (see Exhibit C).

Motion to approve Resolution 71-09-25 made by Vice Mayor Hensley; Seconded by Commissioner Thomas.

Voting Aye: All

The Commission thanked Finance Director Gould, Town Manager Reade and staff for getting the budget completed and approved. Town Manager Reade thanked the Commission and staff for their patience during this process.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Commissioner Linden asked when the next budget process would begin. Town Manager Reade explained they would begin discussing the Capital Improvement Projects (CIP) in January/February 2026. He clarified that the budget workshops were the time to discuss in-depth what the Commission envisioned in the budget.

REQUEST FOR FUTURE AGENDA ITEMS:

NONE

ADJOURNMENT:

8:15 P.M.

Motion to adjourn made by Commissioner O'Rourke, Seconded by Commissioner Linden.
Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner Linden, Commissioner O'Rourke

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on October 8, 2025.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025

Exhibit A

Item 6.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 18, 2025

Originating Department: Finance Department

Agenda Title: Resolution 70-09-25 - Establish FY 2025-2026 Millage Rates - Operating (SECOND AND FINAL READING)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$37,468,483 **Funding Source:** Various

Account Number: Various across all Town Funds **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** Via TRIM Notices Mailed by PBC Property Appraiser's Office

Attachments: Resolution 70-09-25

Fiscal Year 2025/2026 Proposed Budget

Please initial one:

_____Yes I have notified everyone

BAG Not applicable in this case

Summary Explanation/Background:

The Town Commission is requested to establish the final operating millage (property tax) rate for the Town of Lake Park for the upcoming Fiscal Year (FY 2026) beginning October 1, 2025 and ending September 30, 2026. Additionally, the Commission is requested to consider certifying the Town's taxable values to the PBC Property Appraiser as well as other related financial information:

- The gross taxable value for all properties within the Town for FY 2026 is \$1,294,041,142 - an increase of \$108,037,571 over FY 2025
- The rolled-back rate is calculated at \$4.1768 per 1,000 of taxable value
- The Town's final FY 2026 operating millage for the General Fund is \$5.1000 per \$1,000 of taxable value or an increase of 22.10% over the rolled-back rate (At 100% collection, the operating millage is expected to generate \$6,599,610 in ad-valorem tax revenue; however, the Town budgets at a 95%

collection ratio; thus, the proposed budgeted revenue is expected to be \$6,269,629)

- The gross taxable increment value for Lake Park Community Redevelopment Agency (CRA) for FY 2026 is \$354,928,978. This is the 29th year that the Lake Park CRA will receive TIF funding from both the Town of Lake Park and Palm Beach County at the Town's approved millage rate - proposed \$5.1 per \$1,000 of taxable value (At 100% collection, the total increment/revenue expected to be generated is \$2,118,197; however, the Town budgets at a 95% collection ratio; thus, the proposed budgeted increment/revenue is expected to be \$2,012,287)
- The proposed operating millage rate of \$5.1000 per \$1,000 of assessed valuation provides for a total millage rate of \$20.8179

As a result, the proposed Resolution establishes the final millage rates for Fiscal Year 2026.

The final FY 2026 operating millage rate resolution will be presented to the Town Commission for consideration on 2nd and final reading on Thursday, September 18, 2025 at 6:30 p.m. in the Town Commission Chambers – Town of Lake Park Town Hall.

Note: Following final approval, staff will submit the required Form DR-420 - Certification of Taxable Value and to the PBC Property Appraiser, PBC Tax Collector and the State of Florida.

Recommended Motion:

I move to approve Resolution 70-09-25 establishing the FY 2025-2026 Millage Rates – Operating; and authorize the Mayor to execute the Resolution.



Exhibit B

Town of Lake Park Fiscal Year 2025/2026 Budget - Additional Cuts

Please mark your choice with a large "X" to indicate your choice to Maintain or Remove the Listed Cuts from the Budget

Item 6.

All Funds	Position Job Title	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget
All Funds	All Job Titles	COLA Adjustment - Reduce to \$0		All Savings Frozen No Vote Needed	
General Fund	All Job Titles		\$ 63,543		
Streets & Road Fund	All Job Titles		\$ 740		
Marina Fund	All Job Titles		\$ 7,641		
Stormwater Fund	All Job Titles		\$ 3,890		
Sanitation Fund	All Job Titles		\$ 8,301		
CRA	All Job Titles		\$ 4,525		
		Total Reserve Expense - Personnel Savings (includes FICA & FRS costs)	\$ 88,641		
001- General Fund Cost Center	Position Job Title	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget
104 - Town Manager	Assistant Town Manager	Frozen for FY 2025/26 (additional savings of \$33,182 from repurpose of position)	\$ 192,393	All Savings Frozen No Vote Needed	
150 - Finance	Procurement Specialist	Frozen for FY 2025/26 (additional savings of \$23,053 from repurpose of position)	\$ 82,572		
150 - Finance	Assistant Finance Director	Frozen for FY 2025/26 - 1st 6 months	\$ 88,413		
500 - Community Develop	Community Development Technician	Frozen for FY 2025/26	\$ 66,667		
700 - Library	Accounting Technician	Frozen for FY 2025/26	\$ 70,107		
		Total Reserve Expense - Personnel Savings (includes salary and all benefit costs)	\$ 500,152		

001- General Fund Cost Center Town Commission	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 6.
001-511-100-48001	Town of Lake Park Grants	Reduce Budget to \$10,000 from \$25,000	\$ 15,000			
		Total Reserve Expense - Operating Savings	\$ 15,000			
001- General Fund Cost Center Town Manager	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-104-40000	Travel & Training	Remove Assistant Town Manager Trainings	\$ 2,037			
001-512-104-48000	Promotional Activity	Reduce Gift Cards to Current Employee & Commission Count	\$ 1,800			
001-512-104-49400	Uniforms & Clothing	Reduce Uniforms to \$200 from \$600	\$ 400			
001-512-104-51000	Office Supplies	Reduce Office Supply Budget to \$400 from \$584	\$ 184			
		Total Reserve Expense - Operating Savings	\$ 4,421			
001- General Fund Cost Center Human Resources	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-105-31000	Professional Services	Remove Proposed Salary Study	\$ 10,000			
		Total Reserve Expense - Operating Savings	\$ 10,000			
001- General Fund Cost Center Town Clerk	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-106-47000	Printing	Reduce Purchase of Commission & Board Nameplates	\$ 282			
001-512-106-47100	Photocopying	Reduce Copy Cost to \$100 from \$722	\$ 622			
001-512-106-49400	Uniforms & Clothing	Cut Uniform Allowance to \$0 from \$136	\$ 136			
001-512-106-54200	Memberships, Dues & Subscriptions	Reduce Participation in Professional Associations to \$680 from \$870	\$ 190			
		Total Reserve Expense - Operating Savings	\$ 1,230			
001- General Fund Cost Center Legal	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-514-108-31101	Professional Svc - Other Legal	Remove SB180 Lawsuit Costs, Proposed Bill Glitch (Resolve Concerns in 2026 Legislative Session)	\$ 10,000			
		Total Reserve Expense - Operating Savings	\$ 10,000			

001- General Fund Cost Center Communications & Grants	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 6.
001-512-109-31000	Professional Services	Remove New Town Website Development & Maintenance	\$ 34,958			
		Total Reserve Expense - Operating Savings	\$ 34,958			
001- General Fund Cost Center Information Technology	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-512-110-31000	Professional Services	Reduce Consulting IT Vendor Costs Due to New Intern Position	\$ 5,000			
001-512-110-52000	Operating Supplies	Reduce Operating Supplies to \$15,250 from \$18,250	\$ 3,000			
		Total Reserve Expense - Operating Savings	\$ 8,000			
001- General Fund Cost Center Finance	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-513-150-40000	Travel & Training	Reduce Training to \$ \$2,965 from \$4,730	\$ 1,765			
001-513-150-44200	Equipment Leases	Remove Copier/Scanner & Fold, Stuff & Seal Rental (Finance to Share with Community Development)	\$ 5,299			
001-513-150-49400	Uniforms & Clothing	Cut Uniform Allowance to \$200 from \$600	\$ 400			
001-513-150-51000	Office Supplies	Reduce Budget Book Costs (move to electronic versions for Commissioner & staff)	\$ 155			
		Total Reserve Expense - Operating Savings	\$ 7,619			
001- General Fund Cost Center Emergency Management	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-525-250-34050	Other Contract Services	Revised DI Recovery, LLC Agreement (Emergency Mgmt. Services)Vendor to \$1,976 from \$3,952	\$ 1,976			
		Total Reserve Expense - Operating Savings	\$ 1,976			
001- General Fund Cost Center Public Works Administration	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-534-400-52000	Operating Supplies	Reduce Public Notice Costs (i.e., flyers, mailings, etc.)	\$ 2,000			
001-534-400-54200	Memberships, Dues & Subscriptions	Reduce Professional Association Memberships to \$455 from \$1,828	\$ 1,373			
		Total Reserve Expense - Operating Savings	\$ 3,373			

001- General Fund Cost Center Public Works Grounds	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 6.
001-572-406-34000	Contractual Services	Eliminate Landscape Maintenance of Various Town Rights of Way & Lawn Treatment Service at Evergreen House (to be completed by Public Works Grounds Maintenance)	\$ 26,320			
001-572-406-40000	Travel & Training	Reduce Training to \$ 1,400 from \$1,500	\$ 100			
		Total Reserve Expense - Operating Savings	\$ 26,420			
001- General Fund Cost Center Public Works Facilities	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-597-408-34000	Contractual Services	Eliminate Iguana Pest Control Service	\$ 5,880			
001-597-408-40000	Travel & Training	Reduce Professional Certification & Renewal Costs to \$0 from \$500	\$ 500			
001-597-408-46000	Repair & Maintenance	Reduce Town Facilities Lock Repairs, Key Duplication and Planned Rekeying Project	\$ 6,000			
		Total Reserve Expense - Operating Savings	\$ 12,380			
001- General Fund Cost Center Public Works Vehicle Maintenance	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-591-410-40000	Travel & Training	Eliminate Professional Training & Certifications (ASC)	\$ 1,250			
001-591-410-46300	Vehicle Parts & Supplies	Reduce Vehicle Parts Costs (i.e., windshield wipers, relay switches, fuses, etc.)	\$ 3,795			
001-591-410-52000	Operating Supplies	Reduce Mechanic Shop Consumables (Extend Maintenance Schedule to Less Often)	\$ 3,176			
		Total Reserve Expense - Operating Savings	\$ 8,221			
001- General Fund Cost Center Community Development	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-524-500-40000	Travel & Training	Eliminate Professional Training & Certifications (i.e., Code Enforcement, Planning, etc.)	\$ 11,133			
001-524-500-44200	Equipment Leases	Reduce Copier/Scanner Costs (Finance to Share with Community Development)	\$ 1,556			
		Total Reserve Expense - Operating Savings	\$ 12,689			

001- General Fund Cost Center Special Events	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	Item 6.
001-572-600-40000	Travel & Training	Eliminate Professional Training & Certifications	\$ 1,312			
001-572-600-44100	Rentals	Move to Plastic Tablecloths from Cloth for Employee Appreciation Events	\$ 300			
001-572-600-47000	Printing	Eliminate Holiday Calendar, Public Notice Mailer to All Properties in Town	\$ 4,850			
001-572-600-48000	Promotional Activity	Eliminate Participation in Riviera Beach MLK Parade	\$ 2,555			
001-572-600-48010	MLK Day Celebration	Reduce Planned Event Costs to \$10,000 from \$20,000	\$ 10,000			
001-572-600-48045	Red, White & Blue Sunset Celebration	Reduce Fireworks Planned Event Costs to \$49,898 from \$53,898	\$ 4,000			
001-572-600-48057	Veteran's Day Event	Eliminate Participation in PBC Veteran's Day Parade	\$ 2,555			
001-572-600-52100	Gasoline & Diesel Fuel	Cancel Summer Camp (only 3 campers out of 20 are Town residents)	\$ 500			
001-572-600-57220	Program Exp - Summer Camp	Cancel Summer Camp (only 3 campers out of 20 are Town residents) Costs \$8,700 Less Lost Revenues \$13,590)	\$ (4,890)			
001-572-600-57235	Sponsored Event Expense	Eliminate Lake Park Elementary Caroling Event (Light Towers)	\$ 1,000			
001-572-600-57235	Sponsored Event Expense	Eliminate Tour de Lake Park (i.e., Banners, Beverages, Snacks etc.)	\$ 1,140			
001-572-600-57235	Sponsored Event Expense	Reduce Jet Set Summer Soccer Camp to \$5,000 from \$10,000	\$ 5,000			
001-572-600-57235	Sponsored Event Expense	Reduce Haitian Flag Day to \$5,000 from \$10,000	\$ 5,000			
001-572-600-57235	Sponsored Event Expense	Eliminate Santa's Mailbox Event	\$ 200			
001-572-600-57236	Santa's Magic Sleigh Ride	Eliminate Event	\$ 3,200			
001-572-600-57237	Holiday Decorating Contest	Eliminate Event	\$ 600			
001-572-600-13000	Other & Part Time Salaries	Cancel Summer Camp (only 3 campers out of 20 are Town residents)	\$ 21,920			
		Total Reserve Expense - Operating Savings	\$ 59,242			
001- General Fund Cost Center Library	Account Name	Description of Change	Savings	Maintain in FY 2026 Budget	Remove from FY 2026 Budget	
001-571-700-34000	Contractual Services	Eliminate Panic Alarm Monitoring	\$ 300			
001-571-700-40000	Travel & Training	Reduce Professional Training & Certifications	\$ 1,153			
001-571-700-48000	Promotional Activity	Reduce Public Library Outreach Materials (i.e., books, materials, crafts, etc.) & Promotional Materials (i.e., pens, pencils, magnets, coloring books, etc.)	\$ 5,866			
001-571-700-49400	Uniforms & Clothing	Cut Uniform Allowance to \$0 from \$1,002	\$ 1,002			
001-571-700-52000	Operating Supplies	Reduce Programs Offered	\$ 1,400			
001-571-700-54200	Memberships, Dues, & Subscription	Reduce Professional Memberships & Other Public Material/Subscriptions (i.e., New York Times, Wall Street Journal, etc.)	\$ 1,894			
		Total Reserve Expense - Operating Savings	\$ 11,615			



Town of Lake Park
Fiscal Year 2025/2026 Budget - Summary of Additional Cuts

	Total Proposed General Fund Budget Cuts - Personnel (Freeze Salaries, No COLA)	\$	563,695	
	Total Proposed General Fund Budget Cuts - Operating	\$	227,144	
	Total Proposed Streets & Roads Fund Budget Cuts - Personnel COLA Only	\$	740	
	Total Proposed Marina Fund Budget Cuts - Personnel COLA Only	\$	7,641	
	Total Proposed Stormwater Fund Budget Cuts - Personnel COLA Only	\$	3,890	
	Total Proposed Sanitation Fund Budget Cuts - Personnel COLA Only	\$	8,301	
	Total Proposed CRA Fund Budget Cuts - Personnel COLA Only	\$	4,525	
	Total Proposed Town Budget Cuts	\$	815,937	

GENERATOR RENTAL

STAGE 20' x 20' RENTAL

STAGE COVER UP TENT RENTAL

SOUND PRODUCER

LIVE BAND

SINGING ARTISTS (3)

MUSICIAN SOLISTS (2)

DANCING GROUPS (2)

SPOT PRODUCER

ADVERTISING/RADIO

SOCCER TEAMS PARTICIPANTS (2)

BASKETBALL TEAMS PARTICIPANTS (2)

SOCCER REFEREES (3)

BASKETBALL REFEREES (2)

MAJOR TROPHIES

MULTIPLE SMALLER TROPHIES

MAJOR GIFT CARDS

SMALLER GIFT CARDS

2-SIDES ADVERTISING SIGN STANDS (2) / Portable Folding Signs

ADVERTISING FLAGS (2)

HUGE BANNERS (2)

BANNERS, POSTERS

REFRESHMENT/JUICE & ICE / FREE

VOLUNTEERING STAFF (10)

TENTS, CHAIRS, TABLES, BOUNCE HOUSE

PHOTOGRAPHER

PORTABLE RESTROOMS (2)

POLES FOR LARGE ADVERTISING FLAGS

PRINTING OF FLYERS

SOCCER FIELD READINESS

DECORATIVE ORNAMENTS

STACKER CONES (6) / CHANNELIZER CONES 45"

NOTA BENE. - ALLOCATION OF PLAQUES/OR AWARDS, GIFTS FOR SPONSORS ARE NOT INCLUDED AS THEY ARE OCCASIONAL. IF WE WERE BUYING EVERYTHING FROM SCRATCH EVERY THE BUDGET WOULD HAVE BEEN HIGHER. WE HAVE DONE A PRETTY GOOD JOB IN SAVING WHAT WE USED LAST YEAR LIKE SOCCER BALLS, BALLS FOR THREE POINT CONTEST WE STOP BUYING & USE WHAT ARE BROUGHT ON SITE BY TEAM

Item 6.

Exhibit C



Town of Lake Park
PUBLIC COMMENT CARD

Item 6.

CIVILITY AND DECORUM

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- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 18 Sep 25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: Pablo Perhals
Address: 221 E Kalmia Dr Lake Park

If you are interested in receiving Town information through Email, please provide your E-mail address: pablo-perhals@gmail.com

I would like to make comments on the following Agenda Item:

Budget Process / Workshop with dialogue

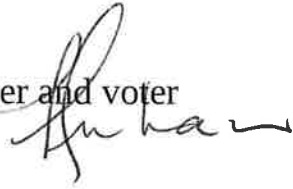
I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.

18Sep25

Pablo Perhacs taxpayer and voter

A few comments:



1. Budget process this year far more transparent than in any of the previous ten years. I expect that the process will continue to improve.

2. In accord with my firm advocacy of participatory democracy, I would like the Town to institute what I call workshops with dialogue.
 - For those who may question why should anyone listen to what I want
 - I speak as one taxpayer on behalf of many
 - it is our money you as Commissioners are spending
 - we therefore have the right to input
 - My concept of a workshop with dialogue is that each resident is given time to present and ask questions, with the commissioners having the right to comment and ask questions in return
 - as recently as last night I heard concerns that residents ask questions with no answers provided
 - So beginning in October I would like to see one Saturday workshop with dialogue every month
 - limited to one topic; there are many
 - the P3 marina
 - whether to build a recreation center
 - starting in January
 - discuss one department per month
 - take a 10 minute break every hour
 - have one of Lake Park's food services cater



Town of Lake Park
PUBLIC COMMENT CARD

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- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 9/18/2025

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name: LESLY BERRY
Address: 1131 DATE PALM DR LAKE PARK

If you are interested in receiving Town information through Email, please provide your E-mail address: SAMR

I would like to make comments on the following Agenda Item:

FLAG DAY EVENT BUDGET

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 08, 2025

Originating Department: Public Works

Agenda Title: Resolution 75-10-25 - Janitorial Services (Town Facilities)(Renewal) - Image Janitorial Services, Inc. - \$98,656.79 (Various Budget Funds)

Approved by Town Manager: _____ **Date:** _____

Cost of Item:	\$67,065.65	Funding Source:	001-597-408-34000
	\$22,521.91		001-571-700-34000
	\$ 6,511.19		401-579-800-34000
	\$ 2,558.04		110-552-520-34000
	408-34000		
	700-34000		
	800-34000		
Account Number:	520-34000	Finance Signature:	<u>Barbara A. Gould</u>

Advertised:

Date: _____ **Newspaper:** _____

Attachments:

First Renewal Amendment to the Agreement

Resolution 75-10-25

Original Agreement (Executed 2022)

Image Janitorial Cost Increase Justification (4% increase)

Please initial one:

Yes, I have notified everyone.

Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified a need to renew the current agreement with Image Janitorial Services, Inc. to provide janitorial services within the Town's buildings and facilities. The current agreement expired on November 2, 2025, and the proposed one-year renewal, if approved, would begin on November 3, 2025, through November 2, 2026, in the amount of \$98,656.79.

Note: The current agreement provides for the option to adjust the cost of the agreement based on the Consumer Price Indices (See below). Thus, the vendor has requested a 4% cost increase to reflect inflationary trends and remains cost-effective compared to market alternatives.

3. COST OF SERVICES

The Town acknowledges the fluctuating nature of prices. Therefore, on the annual anniversary date of the Agreement, the parties hereto agree that the unit prices may be adjusted upward based on the Consumer Price Indices. The value of the adjustment will be determined by the Town.

If approved, the Town Commission will accept Image Janitorial Services, Inc.'s, pricing including all terms, conditions and pricing therein. The proposed Agreement would be for a one (1) year term with one (1), one-year additional option to extend. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this service is available within the approved FY 2026 Budget.

The proposed Renewal Amendment was prepared by the Public Works Director and reviewed by the Town's vendor, Image Janitorial Services, Inc., the Finance Director and the Town Attorney.

The Town has previously worked with Image Janitorial Services, Inc. and they have provided quality service and good customer support.

Recommendation:

I move to approve Resolution 75-10-25 and the renewal of the Janitorial Services Agreement with Image Janitorial Services, Inc., in the amount of \$98,656.79; and authorize the Mayor to execute the proposed Renewal Amendment.

RESOLUTION 75-10-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE FIRST RENEWAL AMENDMENT TO THE AGREEMENT WITH IMAGE JANITORIAL SERVICES, INC. FOR THE PROVISION OF JANITORIAL SERVICES TO TOWN FACILITIES; 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 powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town previously entered into an Agreement with Image Janitorial Services, Inc. on November 2, 2022, for the provision of janitorial services to various Town buildings and facilities (“Agreement”); and

WHEREAS, the Agreement provided for a three-year initial term with two (2) additional one-year renewal options; and

WHEREAS, the Town Commission finds that it is in the best interest of the Town to exercise its first one-year renewal option, extending the Agreement for an additional term commencing on November 2, 2025, and ending November 1, 2026; and.

WHEREAS, the Contractor has proposed, and the Town has agreed to, a revised annual cost in the amount of \$98,656.79, representing a 4% increase consistent with inflationary trends while maintaining competitive market value; and

WHEREAS, the Town Commission desires to formally approve the First Renewal Amendment to the Agreement to ensure continuity of services and maintain contractual authority.

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

Section 1. The foregoing recitals are true and correct and incorporated herein by this reference.

Section 2. The Town Commission hereby approves the First Renewal Amendment to the Agreement with Image Janitorial Services, Inc., for the provision of janitorial services in the annual amount of \$98,656.79.

Section 3. The Mayor is hereby authorized and directed to execute the Renewal Amendment on behalf of the Town.

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

**FIRST RENEWAL AMENDMENT TO THE AGREEMENT
FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS**

THIS FIRST RENEWAL AMENDMENT TO THE AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS ("AMENDMENT") is made and entered into this ____ day of _____, 2025, by and between the Town of Lake Park, Florida, a municipal corporation, located at 535 Park Avenue, Lake Park, FL 33403 ("Town") and Image Janitorial Services, Inc., located at 1750 N. Florida Mango Rd, Suite 103, West Palm Beach, FL 33409 ("Contractor").

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, on November 2, 2022, the Town entered into an Agreement with Contractor for the provision of janitorial services to various Town facilities ("Original Agreement"); and

WHEREAS, the Original Agreement provided for a three (3) year term with two (2) optional one-year renewals; and

WHEREAS, the Town desires to exercise its first one-year renewal option under the terms of the Original Agreement, with a cost adjustment proposed by the Contractor and agreed to by the Town; and

WHEREAS, the Contractor has satisfactorily performed its services under the Original Agreement and remains ready, willing, and able to continue providing janitorial services under this First Renewal Amendment.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.
2. **Term Extension.** The Agreement is hereby renewed for one (1) year, commencing on November 2, 2025, and terminating on November 1, 2026.
3. **Compensation.** The annual cost for services during this renewal term shall be \$98,656.79, representing a 4% increase from the prior rate of \$94,862.30, as detailed in Exhibit A (attached and incorporated herein).
4. **Public Records Compliance.** The Contractor shall comply with Florida's Public Records Law as outlined in Chapter 119, Florida Statutes.

5. **No Further Modifications.** All other terms and conditions of the Original Agreement not modified by this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first above written.

TOWN OF LAKE PARK

By: _____

Name: _____

Title: _____

Date: _____

IMAGE JANITORIAL SERVICES, INC.

By: Tim B. Wilson

Name: Timothy B. Wilson

Title: President

Date: 09-24-2025

Image Janitorial Services Inc							
Janitorial Services for Town Buildings and Restrooms							
RFP 109-2022							
Proposal Form							
1st renewal 1 year term							
						Year 2022	
Item	Description/Specifications		Qty	Unit	Unit Cost	Unit Cost	
1	Town Hall 5 days wk		12	Months	\$ 2,864.32	\$ 34,371.84	
2	PBSO District 10 5 x wk		12	Months	\$ 996.88	\$ 11,962.56	
3	Public Works 3 x wk		12	Months	\$ 469.56	\$ 5,634.72	
4	Library 5 x wk		12	Months	\$ 1,804.64	\$ 21,655.68	
5	800 Park Avenue 1 x wk		12	Months	\$ 204.97	\$ 2,459.64	
6	Evergreen House 2 x month		12	Months	\$ 130.06	\$ 1,560.72	
7	Lake Park Harbor Marina		12	Months	\$ 521.73	\$ 6,260.76	
	Oct 1 - April 30 4 xx wk						
	May 1 - Sept 30 7 x wk						
8	Lake Shore Park Rest 7 x wk		12	Months	\$ 326.08	\$ 3,912.96	
9	Kelsey Park Rest 7 x wk		12	Months	\$ 586.95	\$ 7,043.40	
TOTAL					\$ 7,905.19	\$ 94,862.28	

		Year 2025		Year 2025
	CPI 4%	New Unit Cost		Total Cost
	\$ 114.57	\$ 2,978.89		\$ 35,746.71
	\$ 39.88	\$ 1,036.76		\$ 12,441.06
	\$ 18.78	\$ 488.34		\$ 5,860.11
	\$ 72.19	\$ 1,876.83		\$ 22,521.91
	\$ 8.20	\$ 213.17		\$ 2,558.03
	\$ 5.20	\$ 135.26		\$ 1,623.15
	\$ 20.87	\$ 542.60		\$ 6,511.19
	\$ 13.04	\$ 339.12		\$ 4,069.48
	\$ 23.48	\$ 610.43		\$ 7,325.14
	\$ 316.21	\$ 8,221.40		\$ 98,656.77

RESOLUTION 77-11-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH IMAGE JANITORIAL SERVICES, INC., FOR THE PROVISION OF JANITORIAL 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 is empowered to enter into contractual arrangements with public agencies, private corporations, or other persons; and

WHEREAS, the Town previously determined a need for the provision of janitorial services (the Services) for the following Town buildings: Town Hall, Palm Beach Sheriff's Office District 10, Public Works Department, Library, Lake Park Harbor Marina restrooms and shower facilities, Lake Shore Park restrooms, Kelsey Park restrooms, 800 Park Avenue, and Evergreen House; and

WHEREAS, the Town staff has solicited from contractors the Services via Request for Proposal (RFP) No. 109-2022; and

WHEREAS, in its response to the RFP, Image Janitorial Services, represented that it is qualified, able, and willing to satisfactorily provide the Services solicited in the Town's RFP; and

WHEREAS, the response to the RFP from Image Janitorial Services, Inc. was determined by the Town Manager to be responsive and responsible to all of the requirements included in the RFP; and

WHEREAS, the Town Manager has recommended the Town Commission that it enter into the Agreement with the Image Janitorial Services, Inc., for the Services.

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 agreement between the Town and Image Janitorial Services, Inc., for the Services. A copy of the proposed contract is attached hereto and incorporated herein as Exhibit A.

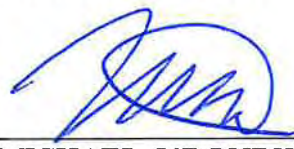
Section 3. This Resolution shall take effect immediately upon its execution.

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>	—
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	—
COMMISSIONER JOHN LINDEN	<u>/</u>	—
COMMISSIONER ROGER MICHAUD	<u>/</u>	—
COMMISSIONER MARY BETH TAYLOR	<u>/</u>	—

The Town Commission thereupon declared the foregoing Resolution No. 77-11-22 duly passed and adopted this 2 day of November, 2022.

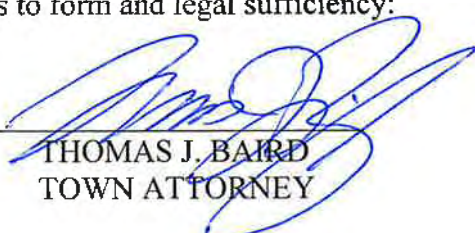
TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY



AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS

THIS AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS (AGREEMENT) is made and entered into this 2 day of November 2022, by and between the Town of Lake Park, a municipal corporation of the State of Florida, having an address of 535 Park Avenue, Lake Park, Florida, 33403 ("Town") and Image Janitorial Services, Inc, having an address of 1750 N. Florida Mango Rd, Suite 103, West Palm Beach, Florida 33409 ("Contractor").

WITNESSETH THAT:

WHEREAS, the Town is a municipality with such powers and authority as is enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

WHEREAS, the Town previously determined a need for janitorial services at the following Town buildings: Town Hall, Palm Beach Sheriff's Office District 10, Public Works Department, Library, Lake Park Harbor Marina restrooms and shower facilities, Lake Shore Park restrooms, Kelsey Park restrooms, 800 Park Avenue, and Evergreen House (the Services); and

WHEREAS, the Town staff solicited janitorial services via Request for Proposal (RFP) No. 109-2022; and

WHEREAS, in its response to the RFP, Image Janitorial Services represented that it is qualified, able, and willing to satisfactorily provide the Services solicited in the RFP; and

WHEREAS, the Contractor's response to the RFP was determined by the Town Manager to be responsive and responsible to all requirements included in the RFP; and

WHEREAS, the Town Manager has recommended to the Town Commission that the Town enter into the Agreement with the Contractor, for the Services.

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, and are incorporated herein.

2. TERM AND OPTIONS

This term of the Agreement shall begin as of the date of execution and continue for a three-year period. The cost for the Services shall be \$94,862.30 annually, making the total cost for the Services during the Term \$284,586.90.

The Town shall have the option of extending the Agreement for two additional one-year terms at the same pricing, terms, and conditions agreed upon herein. Such extension

shall be in the form of a written amendment to the Agreement which must be executed by both parties.

3. COST OF SERVICES

The Town acknowledges the fluctuating nature of prices. Therefore, on the annual anniversary date of the Agreement, the parties hereto agree that the unit prices may be adjusted upward based on the Consumer Price Indices. The value of the adjustment will be determined by the Town.

4. LAWS AND REGULATIONS

The Contractor shall comply with all laws and regulations applicable to provide the goods or services specified in this solicitation. The Contractor shall comply with all federal, state, and local laws in the performance of this Agreement.

5. LICENSES, PERMITS AND FEES

The Contractor shall hold all licenses and/or certifications necessary to perform the Services, and shall obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the Services to be provided. Damages, penalties, and/or fines incurred by or imposed on the Town or Contractor for failure to obtain and maintain any required licenses, certifications, permits, and/or inspections shall be the responsibility of the Contractor.

6. SUBCONTRACTING

The Contractor shall not subcontract any portion of the work required by this Agreement without the prior written consent of the Town. Subcontracting without the prior consent of the Town shall constitute a material breach of the Agreement and may result in termination of the Agreement.

7. ASSIGNMENT

The Contractor shall not assign or transfer the Agreement, including any rights, title, or interest therein, or its power to perform the Services of this Agreement to any person, company, or corporation without the prior written consent of the Town. Assignment without the prior consent of the Town may result in termination of the Agreement.

8. RESPONSIBILITIES AS EMPLOYER

The employees of the Contractor shall be considered to be at all times its employees, and not an employees or agents of the Town. The Contractor shall provide physically competent employees capable of performing the work and licensed or certified as may be necessary to perform the Services. The Town may require the Contractor to remove any employee the Town deems to be unacceptable. All employees of the Contractor shall wear proper identification at all times while on Town properties.

It is the Contractor's responsibility to ensure that all its employees and any approved subcontractors comply with the employment regulations required by the United States Department of Homeland Security. The Town shall have no responsibility to check or verify the legal immigration status of any employee of the Contractor.

9. INDEMNIFICATION AND INSURANCE

The Contractor shall indemnify and hold harmless the Town and its elected and appointed officers, employees, and agents from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the Town or its elected or appointed officers, employees, or agents may incur as a result of any claims, fees, demands suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the Agreement by the Contractor or its employees, agents, servants, partners, principals, or subcontractors. The Contractor shall be responsible for paying all claims and losses, or fees in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature against the Town, for its negligence, act or omission, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit its responsibility to indemnify, keep and save harmless, and defend the Town or its elected and appointed officers, employees, and agents.

The Contractor shall have and maintain during the term insurance coverage is to be issued by an insurance company authorized, licensed, and registered to do business in the state of Florida, with a minimum rating of B+ or better, in accordance with the latest edition of A.M. Best's Insurance Guide. This insurance shall be documented in certificates of insurance which provides that the Town shall be notified at least 30 days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates of insurance, including if requested by the Town policies or copies of policies by the Town or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of the selected Contractor's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the Town.

The selected Contractor must submit a current Certificate of Insurance, naming the Town as an additional insured and listed as such on the insurance certificate. New certificates of insurance are to be provided to the Town upon expiration.

The selected Contractor shall provide insurance coverage as follows:

- a. **WORKERS' COMPENSATION INSURANCE** in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than (\$100,000 for each accident, not less than \$100,000 for each disease, and not less than \$500,000 aggregate.

- b. GENERAL LIABILITY INSURANCE with each occurrence limits of not less than \$1,000,000.
- c. PROFESSIONAL LIABILITY INSURANCE with limits of not less than \$1,000,000 annual aggregate.
- d. HIRED AND NON-HIRED VEHICLES with limits of not less than \$500,000 per claim.

10. MODIFICATION OF AGREEMENT

The Agreement may only be modified by the mutual consent, as evidenced by a written amendment to the Agreement.

11. TERMINATION FOR CONVENIENCE

The Town, at its sole discretion, reserves the right to terminate this Agreement for convenience and without cause upon providing 60 days advance written notice to the Contractor. Upon receipt of such notice, the Contractor shall not continue to provide the Services unless the Town shall have provided written authorization.

12. TERMINATION BY CONTRACTOR

The Contractor may terminate the Agreement before the expiration of the Term provided it gives 90 days written notice of its intention to do so. In the event of termination by Contractor, the Town may procure the required goods and/or services from any source and use any method deemed in its best interest to provide the Services. All re-procurement costs shall be borne by the Contractor.

13. ACCESS AND AUDIT OF RECORDS

The Town reserves the right to require the Contractor to submit to an audit by an auditor of the Town's choosing at the Contractor's expense of its records, which relate directly or indirectly to this Agreement, at its place of business during regular business hours, or at such other places as mutually agreed to by the Town and Contractor.

The Contractor shall retain all records pertaining to this Agreement, and upon request, make them available to the Town for three (3) years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the Town to ensure compliance with applicable accounting and financial standards.

14. OFFICE OF THE INSPECTOR GENERAL

Palm Beach County has established the Office of the Inspector General (OIG), which is authorized and empowered to review past, present, and proposed Town programs, contracts, transactions, accounts, and records. The OIG has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing

projects and programs. The OIG may, on a random basis, perform audits on all Town contracts.

15. BINDING EFFECT

All of the terms and provisions of this Agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and authorized assigns.

16. SEVERABILITY

If any part of this Agreement is contrary to, prohibited by, or deemed invalid under applicable law or regulation, such provision shall be inapplicable and deemed omitted to the extent so contrary, prohibited, or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

17. GOVERNING LAW AND VENUE

The enforcement of this Agreement shall be governed by and enforced in accordance with the laws of the State of Florida without regard to any contrary conflicts of law principle. Venue of all proceedings in connection herewith shall lie exclusively in Palm Beach County, Florida.

18. ATTORNEY'S FEES

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.

19. EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION

The Town complies with all laws of prohibiting discrimination on the basis of age, race, gender, religion, creed, political affiliation, sexual orientation, physical or mental disability, color or national origin, and therefore is committed to assuring equal opportunity in the award of contracts and encourages small, local, minority and female-owned businesses to participate.

During the performance of this Agreement, Contractor shall not discriminate or permit discrimination in its hiring practices or in its performance of the Agreement. The Contractor shall strictly adhere to the equal employment opportunity requirements and any applicable requirements established by the state of Florida, Palm Beach County and the federal government.

The Contractor further acknowledges and agrees to provide the Town with all information and documentation that may be requested by the Town from time to time regarding the solicitation, selection, treatment, and payment of approved subcontractors, suppliers, and vendors in connection with this Agreement.

20. MINIMUM WAGE REQUIREMENTS

The Contractor shall comply with all minimum wage requirements, such as Living Wage requirements, minimum wages based on Federal Law, minimum wages based on the Davis-Bacon Act, and the provisions of any other employment laws, as may be applicable to this Agreement.

21. PUBLIC RECORDS

The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

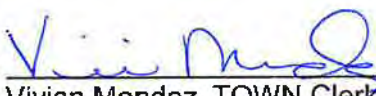
- a. Keep and maintain public records required by the Town to perform the service.
- b. Upon the request of the Town's custodian of public records, provided the Town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
- 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/Vendor 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/Vendor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contractor/Vendor transfers all public records to the Town upon completion of the term of the Agreement, the Contractor/Vendor shall destroy any duplicate public records that are exempt or confidential from public records disclosure. If the Contractor/Vendor keeps and maintains public records upon completion of the term of the Agreement, the Contractor/Vendor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.
- e. IF THE CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONTRACTOR/VENDOR SHOULD CONTACT THE

CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK,
535 Park Avenue, Lake Park, Florida 33403, 561-881-3311,
Townclerk@lakeparkflorida.gov.

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: 

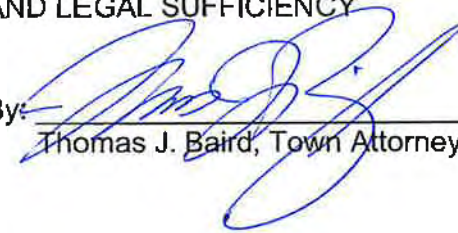
Vivian Mendez, TOWN Clerk

By: 

Michael O'Rourke, Mayor

TOWN OF LAKE PARK
SEAL
FLORIDA

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

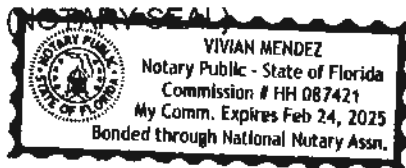
By: 

Thomas J. Baird, Town Attorney

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 2 day of November 2022 by Michael O'Rourke, Chairman of the Town of Lake Park TOWN, and who is personally known to me.



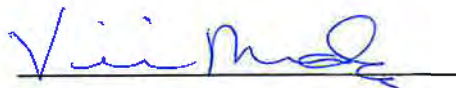

Notary Public, State of Florida

Image Janitorial Services, Inc:

By: Tim B. Wilson

Its: President

Timothy B. Wilson

Printed

P:\DOCS\26508\00001\DOC\26Z7142.DOCX



JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

TOWN OF LAKE PARK

REQUEST FOR PROPOSAL (RFP) 109-2022

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

The Town of Lake Park is accepting sealed proposals from qualified proposers who can perform the work described herein.

The Town of Lake Park, is soliciting proposals from experienced and qualified companies to provide janitorial services to the Town.

The Town **will** provide all equipment, supplies, tools, materials, and all other necessary incidentals required to perform the work described in the Request for Proposals' (RFP) Scope of Work and Scope of Services.

The anticipated contract term resulting from this RFP is for a period of three (3) years, renewable annually for up to two (2) additional one (1) year extensions, for a total potential contract term of five (5) years.

Town Locations to be Serviced

1. **Town Hall** - 535 Park Avenue
2. **PBSO District 10 Substation** - 700 6th Street
3. **Public Works Department** - 640 Old Dixie Highway
4. **Library** - 529 Park Avenue
5. **Recreation** - 800 Park Avenue
6. **Evergreen House** - 601A Federal Highway
7. **Lake Park Harbor Marina (Restrooms and Shower Rooms)** - 103 – 105 Lake Shore Drive
8. **Lake Shore Park Restrooms** - 701 Lake Shore Drive
9. **Kelsey Park Restrooms** - 700 Lake Shore Drive

This Request for Proposal (RFP) is being procured via UrbanLeap, an electronic procurement platform. UrbanLeap shall impose a service fee to the lowest, responsive, responsible bidder equivalent to 1% of the contract value awarded. Service Fees will be coordinated between UrbanLeap and the Offeror.



JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Request for Proposal documents are available beginning September 12, 2022 at 10:00 AM EDT at <https://app.urbanleap.io/form/110793568768891>.

Sealed responses will be accepted digitally via the following Submission Form:

<https://app.urbanleap.io/form/110793568768891> until October 13, 2022 at 2:30 PM EDT.

Proposals will be publicly opened and read aloud at October 13, 2022 at 2:35 PM EDT in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403.

Proposals will not be accepted in any other format other than the specified above. Late proposals will not be accepted.

Information regarding a Pre-Proposal Meeting and Site Visit, if applicable to this solicitation, will be detailed below:

Pre-Bid Meeting: Yes

Date/Time: September 23, 2022 at 10:00 am

Location: Town Hall Commission Chambers

Additional Information: To visit all buildings

Site Visit: Yes - Attendance is Mandatory

Date/Time: September 23, 2022 at 10:00 am

Location: Town Hall Commission Chambers

Additional Information: Mandatory site visit

All Proposers are advised to closely examine the Solicitation package, and to become familiar with the scope of work and services to be performed under this solicitation. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted via this form: https://app.urbanleap.io/questions_form/278913969330542 by September 29, 2022 at 5:00 PM EDT.

Proposers shall demonstrate a satisfactory record of performance for services provided which are similar in the magnitude and scope for the services sought herein and as documented by their Letters of Reference.

The Town of Lake Park reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the resultant contract on such coverage and terms it deems will best serve the interests of the Town. All proposed prices shall be guaranteed firm for a minimum of 90 calendar days after submission of the Proposal.

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property taxes.

All proposers are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or requests for proposals, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes. All proposers are further advised that the Town



**Mandatory
Pre-Proposal Meeting Minutes**

Town of Lake Park, Florida
Request for Proposal 109-2022
Janitorial Services for Town
Buildings and Parks Restrooms

Friday, September 23, 2022, 10:00 A.M.
Commission Chamber, Town Hall, 535 Park Avenue

The pre-proposal meeting was conducted on Friday, September 23, 2022 at 10:00 A.M. Present were Operations Manager Dwayne Bell, General Infrastructure Forman Howard Butts, and Town Clerk Vivian Mendez.

Operations Manager Bell introduced himself and General Infrastructure Forman Butts and welcomed everyone to the meeting. He explained that Mr. Butts would escort everyone to the all of the facilities that were part of the Request for Proposal. He explained that there were nine (9) locations. An Addendum has been issued updating the address of one of the facilities.

The general scope of work was to provide experienced and qualified companies to provide janitorial services to the Town. The Town will provide all equipment, supplies, tools, materials, and all other necessary incidentals required to perform the work described in the Request for Proposal Scope of Work of Services.

The anticipated contract term was for a period of three (3) years, renewable annually for up to two (2) additional one (1) year extensions, for a total potential contract term of five (5) years.

He thanked everyone for coming and Mr. Butts began to escort everyone through the facilities.

ADJOURNMENT:

The mandatory pre-proposal meeting adjourned at 10:04 A.M.

Town Clerk Vivian Mendez



Project # 109-2022

PROJECT: Janitorial Services for Town Buildings and Parks Restrooms

DATE/TIME:

October 13, 2022 2:30 P.M.

Pre-Construction Meeting

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
11	Image Companies Paul Saavedra	1750 N. Florida Mango Rd	861 255 9915	561 844 8986	psaavedra@imagecompanies.com
12	JUAN SARANILLO BOY B&B	3260 NW 23 AVE STE 100E POMPANO BEACH FL 33069	954 600 4419		JUAN.SARANILLO@BOY.COM
13	Crystal Building Maintenance RON WICKS	P.O. Box 18023 WPB 33416 5800 S. SABLE CIR	561-684-5652 954	561-790-6545	crystalblmaint@ciol.com
14	P.C.S PROFESSIONAL CLEANING SERV. TAMMY GRAHAM	20 SW 27th Ave Suite 100 Pompano Beach, FL 33069	954 297-5142 954 650 6928	954 580 0686	info@natchclean.com tgraham@anagofl.com
15	Estrellita Inc. d/b/a Anago of South Florida Stephanie Cetaute	1265 NE 203rd St Miami FL 33179	(305) 725-2355		scetaute@amerpluscleaning.com
16	Amer-Plus Janitorial & Maintenance				
17					
18					
19					
20					



JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

TOWN OF LAKE PARK

REQUEST FOR PROPOSAL (RFP) 109-2022

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

The Town of Lake Park is accepting sealed proposals from qualified proposers who can perform the work described herein.

The Town of Lake Park, is soliciting proposals from experienced and qualified companies to provide janitorial services to the Town.

The Town **will** provide all equipment, supplies, tools, materials, and all other necessary incidentals required to perform the work described in the Request for Proposals' (RFP) Scope of Work and Scope of Services.

The anticipated contract term resulting from this RFP is for a period of three (3) years, renewable annually for up to two (2) additional one (1) year extensions, for a total potential contract term of five (5) years.

Town Locations to be Serviced

1. **Town Hall** - 535 Park Avenue
2. **PBSO District 10 Substation** - 700 6th Street
3. **Public Works Department** - 640 Old Dixie Highway
4. **Library** - 529 Park Avenue
5. **Recreation** - 800 Park Avenue
6. **Evergreen House** - 601A Federal Highway
7. **Lake Park Harbor Marina (Restrooms and Shower Rooms)** - 103 – 105 Lake Shore Drive
8. **Lake Shore Park Restrooms** - 701 Lake Shore Drive
9. **Kelsey Park Restrooms** - 700 Lake Shore Drive

This Request for Proposal (RFP) is being procured via UrbanLeap, an electronic procurement platform. UrbanLeap shall impose a service fee to the lowest, responsive, responsible bidder equivalent to 1% of the contract value awarded. Service Fees will be coordinated between UrbanLeap and the Offeror.



JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Request for Proposal documents are available beginning September 12, 2022 at 10:00 AM EDT at <https://app.urbanleap.io/form/110793568768891>.

Sealed responses will be accepted digitally via the following Submission Form:
<https://app.urbanleap.io/form/110793568768891> until October 13, 2022 at 2:30 PM EDT.
 Proposals will be publicly opened and read aloud at October 13, 2022 at 2:35 PM EDT in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403.

Proposals will not be accepted in any other format other than the specified above. Late proposals will not be accepted.

Information regarding a Pre-Proposal Meeting and Site Visit, if applicable to this solicitation, will be detailed below:

Pre-Bid Meeting: Yes

Date/Time: September 23, 2022 at 10:00 am

Location: Town Hall Commission Chambers

Additional Information: To visit all buildings

Site Visit: Yes - Attendance is Mandatory

Date/Time: September 23, 2022 at 10:00 am

Location: Town Hall Commission Chambers

Additional Information: Mandatory site visit

All Proposers are advised to closely examine the Solicitation package, and to become familiar with the scope of work and services to be performed under this solicitation. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted via this form: https://app.urbanleap.io/questions_form/278913969330542 by September 29, 2022 at 5:00 PM EDT.

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The Town of Lake Park reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the resultant contract on such coverage and terms it deems will best serve the interests of the Town. All proposed prices shall be guaranteed firm for a minimum of 90 calendar days after submission of the Proposal.

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September 14, 2022



Addendum No. 1: RFP 109-2022

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Each recipient of Addendum No. 1 to the RFP who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and become part of the contract documents.

1. CLARIFICATIONS/ADDITIONAL INFORMATION

- a. This Addendum provides the approximate square footage of the service locations included in the Request for Proposal (RFP).
- b. Additionally, this Addendum corrects the address for service location No. 9, Kelsey Park Restrooms, in the RFP. *The correct address is 601 Federal Hwy.*

LOCATION NO.	LOCATION NAME	ADDRESS	APPROX. SQ. FT.
1	Town Hall	535 Park Avenue	15,372
2	PBSO District 10	700 6th Street	5,350
3	Public Works	640 - 650 Old Dixie Hwy	4,200
4	Library	529 Park Avenue	9,685
5	Recreation	800 Park Avenue	2,200
6	Evergreen House	601A Federal Hwy	1,396
7	Lake Harbor Marina Restrooms and Showers	103 -105 Lake Shore Drive	800
8	Lake Shore Park Restrooms	701 Lake Shore Drive	500
9	Kelsey Park Restrooms	601 Federal Hwy	900

DocuSigned by:

F257D4E6AC37405..



Minutes
Town of Lake Park, Florida
Request for Proposal 109-2022 Opening
Janitorial Services for Town Building
and Parks Restrooms
Thursday, October 13, 2022 2:30 P.M.
Commission Chamber, Town Hall, 535 Park Avenue

The Request for Proposal opening was conducted on Thursday, October 13, 2022 at 2:30 P.M. Present were Operations Manager Dwayne Bell and Town Clerk Vivian Mendez.

Operations Manager Bell called the meeting to order announced that six (6) submittals were received.

- 1) Amer-Plus Janitorial & Maintenance LLC., 1265 NE 203rd Street, Miami, FL 33179. The total for a three-year contract is \$419,508.94.
- 2) A Rostant and Sons Janitorial Services, P.O. Box 8387, West Palm Beach, FL 33407. They did not submit a proposal. They provided an invoice for \$1,350.
- 3) Crystal Building Maintenance, 3200 Summit Blvd, West Palm Beach, FL 33416. The total for a three-year contract is \$369,390.
- 4) Estrellita, Inc., d/b/a Anago of South Florida, 20 SW 27th Avenue., Suite 100, Pompano Beach, FL 33069. The total for a three-year contract is \$451,692.
- 5) Image Janitorial Services Inc., A50 N. Florida Mango Road, Suite 103., West Palm Beach, FL 33409. The total for a three-year contract is \$284,586.90.
- 6) PCS Professional Cleaning Services Corp., 5800 S. Sable Circle, Margate, FL 33063. The total for a three-year contract is \$ 386,942.76.

ADJOURNMENT:

The meeting adjourned at 2:46 P.M.

Town Clerk Vivian Mendez



Report Date: 10/18/2022

Bid Open Date: Proposals opened by Vivian Mendez on 10/13/22 at 6:36pm Eastern

Stage: Round 2

Image Janitorial Services, Inc



Image Companies

<http://imagecompanies.com>

Headquarters

West Palm Beach, Florida

Number of employees

1 - 10

Estimated annual revenue

\$1M-\$10M



[linkedin.com/company/image-companies](https://www.linkedin.com/company/image-companies)



twitter.com/ImageTracking

Solution Response

NAICS Code

561,720

Submitter



Timothy Wilson



twilson@imagecompanies.com



+1 561 844 8778

Submitted: 10/12/2022

Profile. Include a statement about the organization, as well as any subcontracted organizations, indicating the number of years, types of relevant experience, and history of working with municipal governments within and outside the state.

Image Janitorial Services was started, as were many other businesses, because there was a lack of quality service providers in Palm Beach County. We began as a small family owned and operated business in 1987 and have grown to the multi- faceted full-service company we are today.

Over the years we have established and refined our business model, taking as our guide the dictionary definition of the Cosmos: " A self-inclusive system characterized by order and harmony amid complexity and detail ".

We constantly re-fine and improve our systems and service by patient observation, rapid response to customer needs, and by remaining open to customer and employee recommendations.

Our goal of complete customer satisfaction has led us to increase our services to meet the ever-expanding needs of our customers.

Floor Refinishing - Carpet Maintenance - Porter Services Water Damage Restoration -Window Washing

Paper Products & Supplies

Image Janitorial responded with certification through:

BSCAI - Building Service Contractors Association International

IICRC - Institute of Inspection Cleaning & Restoration

Certification

USGBC - U.S. Green Building Council

These certifications gave us the knowledge and the tools to respond to our customers' requests with the level of service they have come to expect from our company.

Recently, our customers wanted to streamline office products and common area supplies. Image Companies responded by aggressively pricing your supply needs with next day delivery.

Over the years we have gone from a small family owned business to a full-service corporation offering a wide range of products and services to meet

customer needs. But one thing remains the same, our commitment to the original idea:

Service: Quality Dependable Services.

Why Image Janitorial Services

- Fervently Customer Driven.
- Your property management partner.
- Ready to serve you instantaneously 24/7.

- Utterly devoted to quality.
- Leaders in promoting indoor air quality and disinfection services.
- Locally owned and managed.
- A strongly people-oriented company.

Special Projects

- **Carpet Care:** State of the art equipment and knowledgeable technicians can get your carpets clean, even high traffic areas. We can also Scotch guard your upholstery and carpets to help keep them clean.
- **Floor Refinishing:** Linoleum, Vinyl, Marble, and Terrazzo floors can look their very best with a maintenance program the Image Companies. Providing a clean polished look that protects too.
- **Water Damage Restoration:** Rapid state of the art de-flooder, high velocity air movers, ozone machines, commercial grade dehumidifiers. We are an IICRC - Certified flood restoration firm, which means we are qualified to return your building or office to its pre-loss condition.
- **Paper Products & Janitorial Supplies:** With over 7,000 items in stock it's easy one stop shopping for office, hotel, restaurant and janitorial supplies. We offer fast friendly service with competitive prices to meet your individual needs.
- **Consulting:** With our 20 years of combined experience we can set up an in-house cleaning program for your facility. We can help with technical training of your staff, establish proper labor schedules, increase productivity & help control costs.

Customer Communications

Voice Mail: Your account representatives have dedicated extensions for 24 hour emergency access. Leave a message & a page is sent notifying receipt of your important call.

E-Mail: We are always accessible by e-mail. Your concerns can be handled directly & personally by sending e-mail to your representative.

Website: More information is available on-line. Please visit us on the web at www.imagecompanies.com.

Emergencies: We have satellite phones for key management, so we can respond quickly to your dire needs.

Image Janitorial Services – Staffing

We're your partner in building management. We'll work with you to make sure your building is clean and orderly. Our people are well trained, trust- worthy, and our management is well organized. We'll do the job right, on time, and on budget. We interview and thoroughly screen candidates for ability, character and temperament. We consider only those candidates with proper work credentials based on satisfactory work history of previous and present employers as well as qualifications. We verify all employees through local and statewide background checks via the Florida Department of Law Enforcement, The Division of Motor Vehicles, The Florida Division of Workers Compensation and The Department of Homeland Security and its E- Verification System. We are knowledgeable in matters affecting the hiring of personnel, including naturalization and immigration laws.

We staff a new building from four sources:

- Existing employees working at the building ONLY if they meet the strict standards of Image Janitorial Services, Inc.
- We find this approach minimizes the learning period. The current contractor's employees, whom we may hire after screening, interviewing, testing and evaluating

their performance, will be trained in our techniques and procedures through a required- on site classroom training class.

- Current Image, Janitorial employees at other locations. We know they do a great job already and have the track record to prove it; and
- Most importantly, we often hire based on referrals by Image Janitorial employees.

Training & Continued Education

All new employees receive in depth training to ensure that the high standards expected by Image Janitorial Services, Inc and its clients are maintained.

Image Janitorial Employee Training Program:

Outlines employee training and ensures no steps are omitted thru classroom training, video training, practical applications, chapter quizzes and a final exam. A mini boot camp for all employees.

Classroom Training:

1. Cleaning methods and specifications.
2. Types of and operation of equipment.
3. Chemicals and their safe use including Material Safety Data Sheets (MSDS), Blood Borne Pathogen Programs.
4. Customer relations.
5. Security Procedures

Testing:

After all employees have successfully completed the Classroom training which includes a comprehensive final exam, all employees are then assigned to a jobsite for their continued education.

On-site training: Training Continues...

1. New employees are assigned an area, group or task always with an on-site supervisor.
2. The supervisor on site works with and instructs new employees to meet customer specifications.
3. Inspection and oversight is vital to quality training.

Image Janitorial Policy: All employees are issued a handbook and agree to these tried and true policies which are in place.

Approach. State your understanding of the work to be performed and describe your approach to satisfy the Scope of Work & Requirements. You may include implementation strategies or techniques that you intend to employ in carrying out the work.

Proposed Work Plan and Project Management Strategy

Management of Town of Lake Park begins with the Right hire. Image Companies has an intensive hiring process that begins at the Application process. The application is entered into the Image Applicant Insight Program. This software program unique and proprietary to Image Companies allows us to review each applicant for 15 different factors that we have determined are crucial to a good hire, a long-time employee and ultimately a satisfied client.

The Image Applicant Insight program will allow us to examine and review each applicant experience in the janitorial field, language and writing abilities, work load and time availability, location and traveling ability as well as many other factors. This information which is reviewed for each potential applicant and job opening is invaluable in assisting in making the right hire. Once hired all Image employees have a background check both locally and statewide. And all Image Employees are processed through the Federal Department of Homeland Security. Once each employee has passed our background check and it is verified that the employee is legally authorized to work in the United States through the Department of Homeland Security, a well-informed hire is made.

Once the employee is hired and before any Image employee is placed on any jobsite; Each Image employee must attend Image Academy. Image Academy is classroom training where all employees are trained in the Image way of providing daily services to all Image clients. All Image employees must attend these classes at the beginning of their employment and throughout their tenure with Image. Regularly scheduled classes are mandatory for all Image employees. Topics of Discussion are a) Basic Janitorial Services b) Restroom Care c) Office Cleaning d) Green Cleaning e) Chemical Handling and Usage f) Floor and Carpet Services g) Communications h) Safety, Ladder Safety, Chemical Safety and Blood Born Pathogen Protocol.

Prior to being assigned a permanent jobsite each Image employee must take and pass a 90-question final exam. This examination allows us to review each employee's retention of the material and to determine what may need to be reviewed and also what specific job functions or role each employee may be best suited for. Each employee has been screened and proper trained they are then placed on the jobsite where Image Team Management Software assists all Image employees from Administration to the front-line janitorial staff member to provide the best possible services for each and every Image Client.

The daily cleaning and staffing of the Town of Lake Park will be performed by permanent assigned staff to a designated area. Image Companies Supervisor and Manager will verify that every employee has proper knowledge of the assigned area to be cleaned and under no circumstance employees are authorized to clean other area without prior authorization from Supervisor and Manager. In the event of staff being absent, the On Call staff will be placed in position to cover those specific areas until the assigned permanent employee returns to his/her daily duties.

Additional Quality Control Inspector* Each Image Account is randomly selected for inspection. The Town of Lake Park will have a minimum of 2 days per week of unannounced Quality Control Inspection. All inspections are submitted directly to the Image office for review and processing. All necessary corrections and score reviews are

shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with Image staff for feedback, correction and training.

In addition, Image will staff and train 5 additional staff members for staff coverage due to illness; emergency and or requested days off. With the additional staff Image will be able to meet the not only the staffing requirements but also have staff available for specialty work and or Supervisory requests for additional staff to maintain the Town of Lake Park as necessary.

Quality Control and Correction

The Town of Lake Park staff will be scored for quality daily by the Supervisor and Lead assigned to oversee the daily cleaning. This will ensure quality and consistency. However, Image believes that additional oversight is necessary for the success of Image at the Town of Lake Park. Image will supply the Town of Lake Park with unannounced Quality Control Inspections. All inspections are submitted directly to the Image office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with Image staff for feedback, correction and training. *(Note-Quality Control Inspector is not part of the minimum requirements for Town of Lake Park, this is customary on all Image jobsites and believe this additional step allows Image to provide better services for our clients. Image client retention is 7x the industry average. Industry average is 18 months for Client retention. Image client retention is 7 years) *

The following staff would be directly assigned to the Town of Lake Park

Tim Wilson- 35 Years of Industry Experience, 35 with Image Companies

Member of BSCAI (Building Service Contractors of America

IICRC (Institute of Inspection, Cleaning and Restoration) - Quality Control, Commercial Janitorial Service

20 Years Industry Experience with Green Cleaning

Paul Saavedra- 27 Years of Industry Experience, 26 with Image Companies

Member of BSCAI (Building Service Contractors of America

IICRC (Institute of Inspection, Cleaning and Restoration) - Quality Control, Commercial Janitorial Service

15 Years Industry Experience with Green Cleaning

Bilingual (English & Spanish)

Miguel Gutierrez – 5 Years of Industry Experience, 2 with Image

Quality Control, Commercial Cleaning

Janitorial Service

Bilingual (English & Spanish)

The following Image staff will be working closely with The Town of Lake Park

- Yaneisy Valdes – Human Resources & Payroll
- Yaneisy Valdes – Accounting
- Ray Valentin – Warehouse, Inventory & Equipment
- Alejandro Espinosa – Quality Control Supervisor

What sets your solution apart from competitors?

Communications and Responsiveness

Image Janitorial believes that a successful company is one that responds promptly and efficiently. All service requests, including special service requests, are logged into our specialized ticketing system which then directs on site prompt action. We encourage two-way communication and we have the personnel and systems to facilitate this, so please feel free to email us at service@imagecompanies.com benefits to you are improved communications between you and/or your tenants and Image Janitorial Services, which can increase customer satisfaction.

TeleTeam: A powerful, state of the art, integrated telephone time and attendance system assist your organization and ours to increase operational efficiency by reducing costs and improving communications between our supervisors and employees. TeleTeam is a fully integrated automated telephone timekeeping system that verifies employee presence at job sites.

Caller ID: The system uses Caller ID to identify the location from which the call is made. In the unlikely event a call is made from a number that does not match a valid job site, it flags the call and notifies the supervisor immediately.

Communication: The system provides a link from workers to supervisors with a voice messaging system ensuring your needs are promptly met.

Paging: Our unique paging capabilities ensure fast and efficient communications between staff and supervisors ensuring problems are efficiently identified and solved.

Customer Communications

Voice Mail: Your account representatives have dedicated extensions for 24 hour emergency access. Leave a message & a page is sent notifying receipt of your important call.

E-Mail: We are always accessible by e-mail. Your concerns can be handled directly & personally by sending e-mail to your representative.

Emergencies: We have satellite phones for key management, so we can respond quickly to your dire needs.

Image Janitorial Services – Staffing

We're your partner in building management. We'll work with you to make sure your building is clean and orderly. Our people are well trained, trust-worthy, and our management is well organized. We'll do the job right, on time, and on budget.

We interview and thoroughly screen candidates for ability, character and temperament. We consider only those candidates with proper work credentials based on satisfactory work history of previous and present employers as well as qualifications. We verify all employees through local and statewide background checks via the Florida Department of Law Enforcement, The Division of Motor Vehicles, The Florida Division of Workers Compensation and The Department of Homeland Security and its E- Verification System.

Communications and Responsiveness

Image Janitorial believes that a successful company is one that responds promptly and efficiently. All service requests, including special service requests, are logged into our specialized ticketing system which then directs on site prompt action. We encourage two-way communication and we have the personnel and systems to facilitate this, so please feel free to email us at service@imagecompanies.com benefits to you are improved communications between you and/or your tenants and Image Janitorial Services which can increase customer satisfaction.

To what extent can you meet the outlined requirements?

Entirely

If any requirements cannot be met, please indicate which ones and why?

N/A

Please check all that apply

- Less than 250 employees

If an addendum has been issued, it shall be made available on this form upon refresh. By checking the box here, I acknowledge my responsibility to check this form for addenda prior to responding to the solicitation.

- I acknowledge.

By checking the box below, you and the company or other legal entity you represent confirm that you have read, understood, and agree to UrbanLeap's Terms of Service. In addition, if you enter into a contract with the Town of Lake Park, Florida, you will (i) promptly notify UrbanLeap in writing of such contract; (ii) promptly provide UrbanLeap with a copy of the executed version of such contract; and (iii) pay UrbanLeap (due upon receipt of its invoice, except where prohibited by law) a Service Fee (as defined in the Terms of Service) equivalent to one (1%) percent of any amounts actually paid by the City to the Vendor pursuant to the contract awarded to Vendor hereunder. For the removal of any doubt, UrbanLeap's Service Fee shall apply to all types of municipal arrangements with vendors, including, but not limited to, fixed-price contracts, on-call consultancy and advisory agreements, milestone-triggered payments and so forth, provided in all events that the Vendor has actually received payments from the City. UrbanLeap shall endeavor to issue invoices for its Service Fee concurrently with the City's payment practices, but in no event less than once annually.

- I have read, understand, and agree to UrbanLeap's Terms of Service.

Your Name

Timothy Brooke Wilson

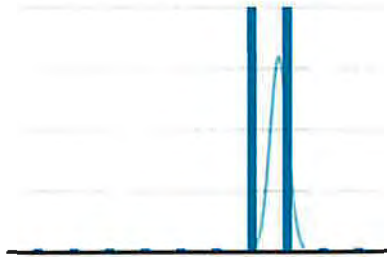
Today's Date

10/12/2022

All attachments

 219667675273388required_forms_completed_pdf

Average Evaluation Scores



Average Score

94 / 120

Total Completed Evaluations

4

Overall Consistency of Evaluations

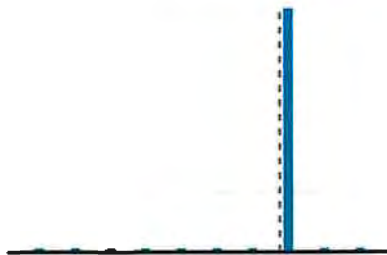
Highly Consistent (evaluators were very aligned)

Breakdown by Category

Category:

PRICE PROPOSAL AND PROPOSAL REQUIREMENTS

- Cost Effectiveness
- Evaluation based on total annual cost of all locations



Relative Score

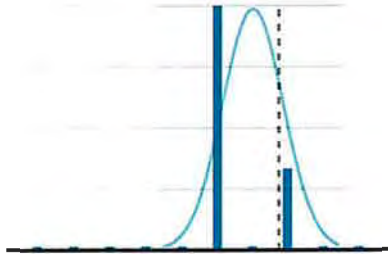
Highest scored category (8% above average)

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: . TECHNICAL APPROACH

- Understanding of the scope of services and scope of work
- Technical soundness of proposal
- Quality and thoroughness of the submitted proposal



Relative Score

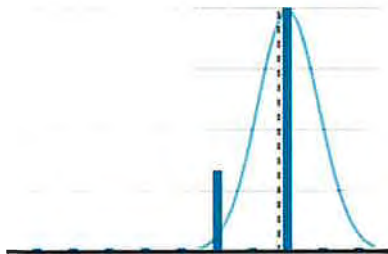
Lowest scored category (8% below average)

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: EXPERIENCE AND QUALIFICATIONS OF COMPANY

- Ability to comply with the full scope of work
- Number of years company has been in business
- References
- Experience conducting similar work
- Governmental experience



Relative Score

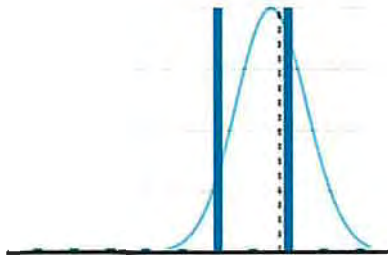
3% above average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: INNOVATIVE/CREATIVE APPROACH

- Measures taken to provide additional efficiencies or increased performance capabilities



Relative Score

3% below average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Individual Evaluation Scores and Comments

Jeffrey Duvall <jduvall@lakeparkflorida.gov>

94

All of the previous government contracts ended. Did not win rebid?

John M Wille <jwille@lakeparkflorida.gov>

88

Dwayne Bell, Sr. <dbell@lakeparkflorida.gov>

96

Roberto Travieso <rtravieso@lakeparkflorida.gov>

98

Annual total cost is 21.75% lower than the average of the three (3) evaluated proposals. Contractor also provides robust internal training program to staff, high levels of responsiveness and customer service, including after hours, strong credentials and municipal/commercial experience and references.



Report Date: 10/18/2022

Bid Open Date: Proposals opened by Vivian Mendez on 10/13/22 at 6:36pm Eastern

Stage: Round 2

P.C.S. Professional Cleaning Services Corp.



pcscleanup.com

<http://pcscleanup.com>

Solution Response

NAICS Code

561,720

Submitter



RW Ron Wicks



ron@neatcleaningserviceusa.com



+1 954 297 5142

Submitted: 10/10/2022

Profile. Include a statement about the organization, as well as any subcontracted organizations, indicating the number of years, types of relevant experience, and history of working with municipal governments within and outside the state.

Dear Committee,

Please accept this letter as a Statement of Qualifications in furtherance of P.C.S.'s submission of its bid proposal with regard to the above reference RFP No. 109-2022.

P.C.S. is a family owned and operated professional janitorial service company operating in the South Florida/Tri-County area. For the past nine years we have had the pleasure of servicing our clients who represent a broad spectrum of business and properties. Our clients include condominiums associations, commercial office buildings, and industrial and construction sites. Our company has been in business for 10 years.

In addition to employing highly qualified and responsible personnel, P.C.S. utilizes the highest quality janitorial supplies, equipment, and environmental or "Green" safe products. We pride ourselves on providing professional, consistent, and responsible janitorial services to all our clients.

Should you require any additional information in support of our bid proposal, please contact our office. On behalf of P.C.S. and its staff, thank you and the Broward County Housing Authority for giving us this opportunity to offer our services.

Sincerely,

Madid Pedraza

P.C.S. Professional Cleaning Services Corp.

5800 S. Sable Circle

Margate, FL 33063

Approach. State your understanding of the work to be performed and describe your approach to satisfy the Scope of Work & Requirements. You may include implementation strategies or techniques that you intend to employ in carrying out the work.

Approach to perform work and Management Strategy

Management of The Town of Lake Park begins with the right hire. PCS has an intensive hiring process that begins at the Application process. The application is entered into the PCS Applicant Insight Program. This software program unique and proprietary to PCS allows us to review each applicant for 15 different factors that we have determined are crucial to a good hire, a long-time employee and ultimately a satisfied client. Each applicant experience in the janitorial field, language and writing abilities, work load and time availability, location and traveling ability as well as many other factors. This information which is reviewed for each potential applicant and job opening is invaluable in assisting in making the right hire.

Once hired all PCS employees have a background check both locally and statewide and all PCS Employees are processed through the Federal Department of Homeland Security. Once each employee has passed our background check and it is verified that the employee is legally authorized to work in the United States through the Department of Homeland Security, a well-informed hire is made. Once the employee is hired and before any PCS employee is placed on any jobsite; Each PCS employee must attend PCS Training. PCS Training is classroom training where all employees are trained in the PCS way of providing daily services to all PCS clients.

All PCS employees must attend these classes at the beginning of their employment and throughout their tenure with PCS. Regularly scheduled classes are mandatory for all PCS employees.

Topics of Discussion are:

- a) Basic Janitorial Services
- b) Restroom Care
- c) Office Cleaning
- d) Green Cleaning
- e) Chemical Handling and Usage
- f) Floor and Carpet Services
- g) Communications
- h) Safety, Ladder Safety, Chemical Safety and Blood Born Pathogen Protocol.

Prior to being assigned a permanent jobsite each PCS employee must take and pass final exam. This examination allows us to review each employee's retention of the material and to determine what may need to be reviewed and also what specific job functions or role each employee may be best suited for. Each employee has been screened and proper trained they are then placed on the jobsite where PCS Team Management Software assists all PCS employees from Administration to the front-line janitorial staff member to provide the best possible services for each and every PCS Client. 1-Time & Attendance is a valuable tool which will allow PCS to provide regular and real-time reports to the Janitorial Services as required by The Town of Lake Park.

In recent years, businesses have been faced with stiff regulations in regard to accurate timekeeping records to document hours worked. Our automated time and attendance solution is a vital to fully document PCS compliance with the requirements of the Janitorial Services as well as Department of Labor standards. PCS Time & Attendance

is a versatile, robust, time and attendance suite that meets the diverse needs of our Clients. It can completely automate timekeeping processes, saving valuable time and providing necessary information easily.

Work Scheduling

After winning new business, how do we ensure that the schedule you committed to in the contract is executed? How do you track one-time tasks and project work? The Work Scheduling program provides a solution for all of these challenges.

- After being awarded new business, information about the new customer flows directly from our Bid Module into the Work Scheduling program for minimal data entry. This information would be updated and verified at the Kick off Meeting if not sooner.
- Tracks periodic and project work for each job to ensure that no task ever gets missed. As tasks and contract responsibilities become due a work ticket and report are generated for each task due. Each work ticket and report are distributed to the PCS employee and supervisor responsible for the completion of the work.
- Work descriptions can be modified and customized. These work descriptions will also print directly on work tickets for Client and employees to review.
- Events can be entered as one time or recurring tasks. Many recurring frequencies are available, including daily, weekly, bi-weekly monthly, quarterly, semi-annually and certain days of the week.
- Billable and non-billable items are tracked.
- After the task is scheduled, the system will remember based on the frequency specified. Work tickets will be generated for employees to complete. If the task is billable, after the work ticket is marked as "Complete," the billing details are available in the Accounts Receivable invoicing module for immediate billing.

This program also contains an interactive calendar for all scheduled work. The calendar has multiple views, including a daily, weekly and monthly view. In addition, multiple filters exist so that you may focus on a particular customer, service location, crew or type of task, to allow for accurate forecasting and planning to manage specific duties easily.

From Account Manager, down to the Supervisor level users can:

- View employee contact information
- Review & approve timekeeping information for payroll
- View & print management reports
- View scheduled work at job sites
- Request additional work on behalf of customers
- Approve requested work from customers
- Complete Work Orders

What sets your solution apart from competitors?

The Account Manager will immediately create a Work Ticket in our Software to document the request or complaint from client. This Work Ticket is delivered via email and in person to the Supervisor. Every ticket is expected to be resolved every night and a follow up call or visit to the property is expected the next morning by the Account Manager / Supervisor. Work Tickets are also sent to the Onsite Supervisors at the jobsite for its completion and every Ticket has to be returned every night to headquarters office with a signature of responsibility from the Supervisor acknowledging completion of the job

To what extent can you meet the outlined requirements?

Entirely

If any requirements cannot be met, please indicate which ones and why?

N/A

Please check all that apply

- Less than 250 employees
- Woman-owned

If an addendum has been issued, it shall be made available on this form upon refresh. By checking the box here, I acknowledge my responsibility to check this form for addenda prior to responding to the solicitation.

- I acknowledge.

By checking the box below, you and the company or other legal entity you represent confirm that you have read, understood, and agree to UrbanLeap's Terms of Service. In addition, if you enter into a contract with the Town of Lake Park, Florida, you will (i) promptly notify UrbanLeap in writing of such contract; (ii) promptly provide UrbanLeap with a copy of the executed version of such contract; and (iii) pay UrbanLeap (due upon receipt of its invoice, except where prohibited by law) a Service Fee (as defined in the Terms of Service) equivalent to one (1%) percent of any amounts actually paid by the City to the Vendor pursuant to the contract awarded to Vendor hereunder. For the removal of any doubt, UrbanLeap's Service Fee shall apply to all types of municipal arrangements with vendors, including, but not limited to, fixed-price contracts, on-call consultancy and advisory agreements, milestone-triggered payments and so forth, provided in all events that the Vendor has actually received payments from the City. UrbanLeap shall endeavor to issue invoices for its Service Fee concurrently with the City's payment practices, but in no event less than once annually.

- I have read, understand, and agree to UrbanLeap's Terms of Service.

Your Name

Ron Wicks

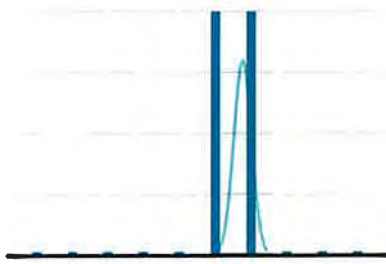
Today's Date

10/10/2022

All attachments

 74931906720302town_of_lake_park_rfp_109_2022_pcs.zip

Average Evaluation Scores



Average Score

84 / 120

Total Completed Evaluations

4

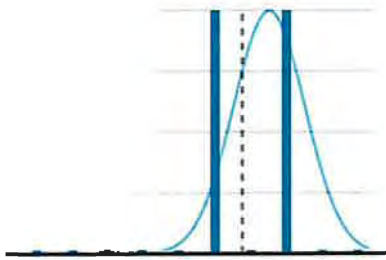
Overall Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Breakdown by Category

Category: INNOVATIVE/CREATIVE APPROACH

- Measures taken to provide additional efficiencies or increased performance capabilities



Relative Score

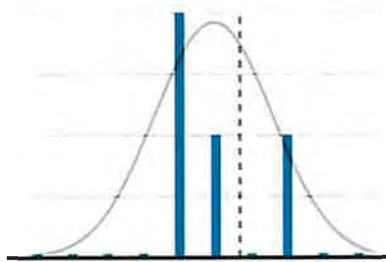
Highest scored category (9% above average)

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: EXPERIENCE AND QUALIFICATIONS OF COMPANY

- Ability to comply with the full scope of work
- Number of years company has been in business
- References
- Experience conducting similar work
- Governmental experience



Relative Score

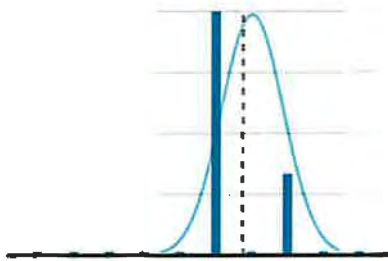
Lowest scored category (9% below average)

Consistency of Evaluations

Consistent (evaluators were mostly aligned)

Category: . TECHNICAL APPROACH

- Understanding of the scope of services and scope of work
- Technical soundness of proposal
- Quality and thoroughness of the submitted proposal



Relative Score

3% above average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category:

PRICE PROPOSAL AND PROPOSAL REQUIREMENTS

- Cost Effectiveness
- Evaluation based on total annual cost of all locations



Relative Score

3% below average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Individual Evaluation Scores and Comments

Jeffrey Duvall <jduvall@lakeparkflorida.gov>

88

John M Wille <jwille@lakeparkflorida.gov>

74

Dwayne Bell, Sr. <dbell@lakeparkflorida.gov>

78

Roberto Travieso <rtravieso@lakeparkflorida.gov>

80

Current service provider for the Town. Annual cost 6.4% higher than average. Provides in-house training to new staff and addresses trouble tickets on a timely manner. In business for 10 years with majority of staff having approx.. 9 years experience. Does not possess extensive experience with municipalities.



Report Date: 10/18/2022

Bid Open Date: Proposals opened by Vivian Mendez on 10/13/22 at 6:36pm Eastern

Stage: Round 2

Amer-Plus Janitorial & Maintenance LLC



Amer Plus Cleaning - Janitorial Cleaning Services

<http://amerpluscleaning.com>

Founded data

1998

Headquarters

Miami, Florida

Number of employees

11 - 50

Estimated annual revenue

\$1M-\$10M



[linkedin.com/company/amerpluscleaning](https://www.linkedin.com/company/amerpluscleaning)

Solution Response

NAICS Code

561,720

Submitter



Stephannie Cetoute



scetoute@amerpluscleaning.com



+1 305 725 2385

Submitted: 10/12/2022

Profile. Include a statement about the organization, as well as any subcontracted organizations, indicating the number of years, types of relevant experience, and history of working with municipal governments within and outside the state.

COMPANY PROFILE

Amer-Plus Janitorial & Maintenance LLC is a seasoned, minority-owned, and small business with a good track record that services the South Florida community and will be responsible for all work of the proposed contract.

Amer-Plus's professional cleaning services include:

- Commercial Cleaning
- Green Cleaning Solutions
- Routine Cleaning
- Carpet & Floor Cleaning
- Stripping & Waxing
- One-time Cleaning
- Pump-Up/Bottles Disinfectant Spraying
- Porter Services

We believe that we have a duty towards our citizens to provide an environment that is clean and safe. That is why for over 20 years Amer-Plus Janitorial & Maintenance LLC has been in the business of providing quality commercial cleaning services. We understand that our customers want to have a pleasurable work environment, a sense of security and peace of mind while providing their guests with the best and safest experience. That is why we approach each job with excellence and a deep understanding of what is expected of us.

LEADERSHIP

Below is a brief business background and experience summary of each of Amer-Plus's key management personnel:

1- Stephannie Cetoute, Managing Director

Stephannie Cetoute has over a decade of experience working in business finance and economics including several years in economic development, where she worked to retain, attract and develop businesses in the South Florida community. Ms. Cetoute has been involved with Amer-Plus Janitorial & Maintenance at various levels since its inception in 1998 and has officially stepped into the role of Managing Director in 2018. She is also the founder of the Amer-Plus Foundation, which on a broader scale, is aligned with Amer-Plus Janitorial & Maintenance mission to promote healthy living through healthy spaces.

Phone: (305) 725-238

Email: scetoute@amerpluscleaning.com

2- Lumodeste Cetoute, Director of Operations

Lumodeste "Lee" Cetoute founded Amer-Plus Janitorial & Maintenance in 1998, after working for nearly two decades as an environmental cleaning technician in the healthcare industry for several major hospitals in the South Florida Community. Lee has over forty (40) years of cleaning industry experience and currently serves as the Director of Operations for Amer-Plus Janitorial & Maintenance. He is an active church leader and provides service to the community through nursing home visits and feeding the homeless.

Phone: (305) 481-9833

Email: lcetoute@amerpluscleaning.com

GOVERNMENTAL EXPERIENCE WITHIN THE LAST FIVE (5) YEARS

Amer-Plus Janitorial & Maintenance LLC has over twenty (20) years of experience in the janitorial industry under its current organizational structure, providing services similar to those specified herein. We have experience serving a variety of industries ranging from government office buildings to hotels and restaurants. While our venues may be different, our goal remains the same; provide quality cleaning service to our customers.

Amer-Plus Janitorial & Maintenance LLC has the full capability to successfully provide the janitorial services required for the Town of Lake Park. We have sufficient financial support, equipment and organization.

Our Managing Director and Director of Operations have a combined total of over fifty (30) years of management experience in janitorial services. Amer-Plus Janitorial has experience in servicing buildings or locations of the same size and volume of the Town's locations listed herein.

Amer-Plus Janitorial has earned a strong reputation as a provider of high-quality custodial services to projects similar to the Town of Lake Park such as services to the City of Aventura Parks, Recreation & Arts & Cultural Center and Florida Fish & Wildlife Conservation Commission (FWCC). We will bring our understanding, experience and stability to the Town of Lake Park's project facilities.

Please see below for a summary of prior work experience and competence in undertaking engagements like that of the Town of Lake Park.

Governmental Experience #1

Contract Name: Florida Fish & Wildlife Conservation Commission, Division of Law Enforcement

Detailed Contract Scope of Work: General Cleaning Services at Port Everglades Location

Duration: 5 years

Governmental Experience #2

Contract Name: City of Aventura Parks, Recreation & Arts & Cultural Center

Detailed Contract Scope of Work: General Cleaning Services

Duration: 2 years with 2 (2) year option to renew

Governmental Experience #3

Contract Name: City of Aventura, Aventura City of Excellence School

Detailed Contract Scope of Work: General Cleaning Services

Duration: 2 years with 2 (2) year option to renew

Governmental Experience #4

Contract Name: Miami Dade County Express Authority

Detailed Contract Scope of Work: General Cleaning Services for headquarter and satellite offices

Duration: 1 year (Ongoing contract)

Governmental Experience #5

Contract Name: USA Engineer District (USACE)

Detailed Contract Scope of Work: General Cleaning Services for Palatka branch

Duration: 5 years

Approach. State your understanding of the work to be performed and describe your approach to satisfy the Scope of Work & Requirements. You may include implementation strategies or techniques that you intend to employ in carrying out the work.

As the Prime Vendor, Amer-Plus Janitorial will provide A+ Janitorial Services to all the 9 locations for the Town of Lake Park so you can have the sense of security and peace of mind necessary to focus on your own productivity. We will not be utilizing any Subcontractors to perform any of the work.

Amer-Plus has carefully reviewed the RFP and have taken note of the services that need to be performed at your facilities, special instructions, the number times and days per week basic and detailed cleaning are required, square footage and buildings/locations that need to be serviced. We have also taken note of the required minimum average monthly service hours proposed and will use it as a guide to ensure we meet your criteria and performance standards. However, we will also be implementing additional measures to ensure we meet the quality specifications described in the RFP. Our custodial staff will perform minimum work tasks outside of normal operating hours wherever possible, so as to reduce interface with normal building activities.

We will employ experienced and sufficiently trained staff so as to perform work safely and expeditiously. All custodial staff will be certified and be given continuous education regarding the safest, up-to-date methods of cleaning, disinfecting and sanitizing with a specific emphasis on the safe handling and storage of cleaning chemicals and hand hygiene. Amer-Plus will also equip our staff with OSHA Compliant Training, appropriate and effective tools, chemicals and equipment to get the job done satisfactorily so as to meet and exceed your expectations.

Amer-Plus is an eco-friendly janitorial company that cares about the environment. We recognize and understand that green cleaning protocols and the protection of health and the environment are issues of great concern to the Town of Lake Park. As such, we propose to use CDC and EPA-Registered and Approved industrial strength disinfectant products with broad spectrum kill claims for each location to eliminate viruses, germs, bacteria and dust to ensure that our cleaning practices have minimal effect on the environment, alleviate waste and are cost-effective.

The Spraying & Treatment methods that Amer-Plus proposes to use to disinfect, clean and sanitize are as follows:

Two (2) Pass System:

First pass is Routine cleaning: This process involves spraying and wiping surfaces with cleaning chemicals that are in compliance with OSHA to remove germs and dirt from surfaces and touch points.

Second pass Disinfecting: This process involves using Pump-up Sprayers to apply disinfectant to surfaces and touch points. The solution will remain wet for 5-10 minutes and will be allowed to dry. This will kill germs on a surface after cleaning, it can further lower the risk of spreading infection.

The implementation of our Green Cleaning Training & Procedures will have the following benefits:

- Reduce and minimize exposure to aggressive and toxic chemicals
- Reduce incidences of asthma attacks caused by dust and chemical allergens
- Improve indoor air quality by reducing airborne dust and chemical gasses

- Improve our training programs by stressing safety and responsibility
- Reduce the amount of dirt/soil entering a building by using appropriately sized walk off mats
- Improve cleaning processes and systems
- Promote increased productivity and learning
- Continuous training of our custodial employees in areas such as hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

Proposed Methodology

Below is the methodology Amer-Plus Janitorial proposes to use to perform the services required of this proposal:

- Pay attention to entryways.

Since people track most pollutants into buildings by simply walking through the entrance, it's important to trap and remove dirt before it enters the building. As such we'll ensure that the entrances and entry mats are being cleaned and vacuumed frequently.

- Minimize airborne particles and chemicals.

We will avoid using dusters that make dust airborne (like feather dusters). Instead, we will use microfiber cleaning cloths, which trap the dust in the cloth.

- Use HEPA filtration vacuums to reduce airborne particles.

Vacuums with filtration systems contain the dust rather than allowing it to spew out into the air again, like conventional cloth bags. We will make sure that vacuum bags are emptied frequently for more efficient operation.

- Use environmentally friendly cleaning products.
- Use chemical management systems for accurate dilution which helps to eliminate waste.
- Use microfiber flat mops to capture and remove soil rather than moving it around with conventional mops.
- Color-code cleaning cloths and other tools to avoid cross contamination.

For example, we will use red cloths for toilets and urinals, green cloths for dusting, and so on. We will also colorize mop buckets and mop handles to ensure chemicals do not get mixed and carried from one area to another.

- Use recycled paper products in restrooms.
- Incorporate our Green Cleaning employee training program to make sure all employees understand the importance of following procedures.
- Use manufacturer's specifications especially in the treatment and care of special floor surfaces.

We will investigate the special requirements for floor care that may be necessary before applying treatment. This will ensure that public areas, specifically with high quality floor surfaces are maintained to expected performance standards.

EXPERIENCE OF INDIVIDUALS WHO WILL BE ASSIGNED TO THIS PROJECT AS PROJECT MANAGER AND/OR PROJECT TEAM

Lumodeste Cetoute - Director of Operations/Project Manager, 25+ years of cleaning industry experience. As a project manager, he will be responsible for coordination of work.

Stephannie Cetoute - Managing Director, 10+ years of project management experience, 7 years of cleaning industry experience.

Fritz Sido - Supervisor, over 13 years cleaning industry experience with 8 years at a Supervisory level.

Additional Staff with over 5 years industry experience:

Appranncon Jose

Kenel Lainy

Ernseau Preseau

What sets your solution apart from competitors?

Amer-Plus Janitorial & Maintenance uses technology to improve the efficacy of our work and to improve the customer experience. We use innovative technology in our business to perform inspections, report issues, communicate with our customers, manage supplies and much more. We also have a quality plan that we use to ensure that our customers get the best services.

AMER-PLUS JANITORIAL & MAINTENANCE QUALITY PLAN

Definition of Quality

At Amer Plus we are committed to providing quality service to our customers. We define quality service by exceeding the expectations of our customers and when they are able to say that we provided a clean site, are cost-effective, efficient, have consistent performance, competent and knowledgeable in our field. Additionally, we look for our staff to be friendly, courteous, respectful, cooperative, flexible, trustworthy, empathetic, professional, neat in appearance, and proud of our work.

Deliverables and Acceptance Criteria

- Contract: Upon signing of the contract, we will select the designated number of staff that provides us the greatest opportunity to successfully meet or exceed the expectations outlined in the contract.
- Equipment: We will select the most appropriate equipment, supplies and Green environmentally safe products in order to meet or exceed the Town of Lake Park's expectation.
- Specifications: The list of specifications will be provided to customers and employees responsible for cleaning the location(s).

Quality Assurance Activities

- We will train our employees on the use of products, equipment and processes we will use to fulfill our obligations to the contract.
- We will introduce our employees to the customers they are providing services to.

Service Monitoring and Control

- Quality control inspections will be scheduled and performed by supervisors to ensure services are performed to expectation.
- We will provide our customers with an inspection form and encourage them to inspect their own premises to ensure we are fulfilling the terms of the contract.
- We will provide our customers with several avenues they may take to share their concerns regarding service failures. We will follow up on all complaints within 24 hours.

- We will share the results of our inspections with our customers and follow up on any service failures.

Improvement Plan

- We will engage our customers to discern how expectations can be better met.
- Employees not performing to quality standards will be placed on a Corrective Action Plan (CAP).
- A tailored performance improvement process will be implemented in conjunction with CAP to ensure employees are continuing to improve.

OUR TECHNOLOGY

We are your complete cleaning service management solution.

From the Swept Janitorial mobile app, you can:

REPORT PROBLEMS

- Send photos and issue descriptions See open issues and when they were opened
- Get notified when issues are resolved and see photos of completed work

SEND MESSAGES

- Send messages knowing the right person will see them
- See a history of what was communicated about each location

VIEW SUPPLIES USAGE

- Receive supply request emails
- View fulfilled supply requests and delivered quantities

From the Swept Janitorial website, you can:

BROWSE THE DASHBOARD

- Review and evaluate activity across all locations

To what extent can you meet the outlined requirements?

Entirely

If any requirements cannot be met, please indicate which ones and why?

Amer-Plus Janitorial & Maintenance LLC will be able to meet all the requirements of this project.

Please check all that apply

- Less than 250 employees
- Minority-owned
- Woman-owned

If an addendum has been issued, it shall be made available on this form upon refresh. By checking the box here, I acknowledge my responsibility to check this form for addenda prior to responding to the solicitation.

- I acknowledge.

By checking the box below, you and the company or other legal entity you represent confirm that you have read, understood, and agree to UrbanLeap's Terms of Service. In addition, if you enter into a contract with the Town of Lake Park, Florida, you will (i) promptly notify UrbanLeap in writing of such contract; (ii) promptly provide UrbanLeap with a copy of the executed version of such contract; and (iii) pay UrbanLeap (due upon receipt of its invoice, except where prohibited by law) a Service Fee (as defined in the Terms of Service) equivalent to one (1%) percent of any amounts actually paid by the City to the Vendor pursuant to the contract awarded to Vendor hereunder. For the removal of any doubt, UrbanLeap's Service Fee shall apply to all types of municipal arrangements with vendors, including, but not limited to, fixed-price contracts, on-call consultancy and advisory agreements, milestone-triggered payments and so forth, provided in all events that the Vendor has actually received payments from the City. UrbanLeap shall endeavor to issue invoices for its Service Fee concurrently with the City's payment practices, but in no event less than once annually.

- I have read, understand, and agree to UrbanLeap's Terms of Service.

Your Name

Stephannie Cetoute

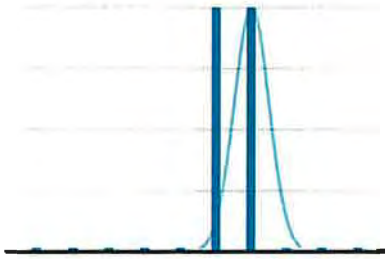
Today's Date

10/12/2022

All attachments

 183251960113169town_of_lake_park_documents.pdf

Average Evaluation Scores



Average Score

83 / 120

Total Completed Evaluations

4

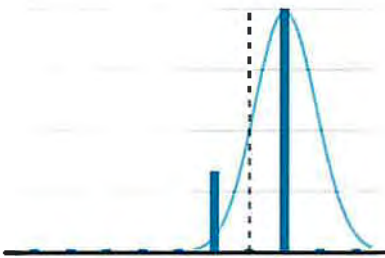
Overall Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Breakdown by Category

Category: INNOVATIVE/CREATIVE APPROACH

- Measures taken to provide additional efficiencies or increased performance capabilities



Relative Score

Highest scored category (12% above average)

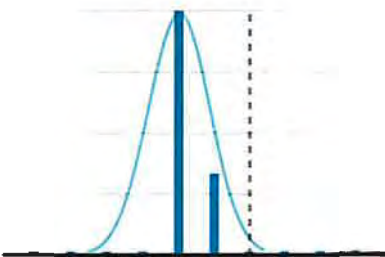
Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category:

PRICE PROPOSAL AND PROPOSAL REQUIREMENTS

- Cost Effectiveness
- Evaluation based on total annual cost of all locations



Relative Score

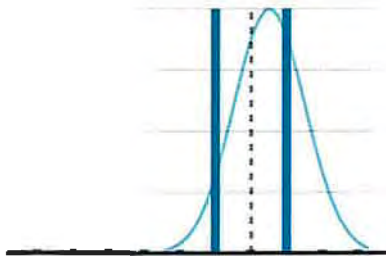
Lowest scored category (24% below average)

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: EXPERIENCE AND QUALIFICATIONS OF COMPANY

- Ability to comply with the full scope of work
- Number of years company has been in business
- References
- Experience conducting similar work
- Governmental experience



Relative Score

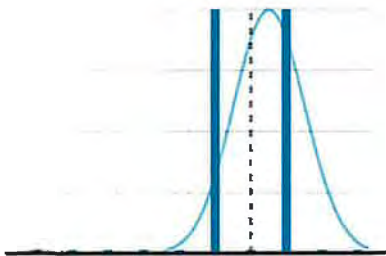
6% above average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: . TECHNICAL APPROACH

- Understanding of the scope of services and scope of work
- Technical soundness of proposal
- Quality and thoroughness of the submitted proposal



Relative Score

6% above average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Individual Evaluation Scores and Comments

Jeffrey Duvall <jduvall@lakeparkflorida.gov>

92

Can not start for 1 month after bid award.

John M Wille <jwille@lakeparkflorida.gov>

76

Dwayne Bell, Sr. <dbell@lakeparkflorida.gov>

76

Roberto Travieso <rtravieso@lakeparkflorida.gov>

88

Offeror has 20+ years industry experience and has served several municipal and state agencies. Provides dashboard for customers to monitor status of work and addresses complaints within 24-hrs. Utilizes two-pass cleaning system and recurring training to staff. Multiple staff with 5+ years work experience.



Public Works
Department

650 Old Dixie Highway
Lake Park, FL 33403
Phone: (561) 881-3345
Fax: (561) 881-3349

www.lakeparkflorida.gov

October 19, 2022

NOTICE OF INTENT TO AWARD

RFP 109-2022 – Janitorial Services for Town Buildings and Parks Restrooms

To All Interested Parties,

Thank you for submitting your response to RFP 109-2022, Janitorial Services for Town Buildings and Parks Restrooms, dated October 13, 2022. The Town received six responses total, with three submittals being fully responsive and responsible bids.

After careful review, the evaluation committee ranked the three proposals. The highest-ranked contractor was Image Janitorial Services, Inc.

The evaluation scores were as follows:

1. Image Janitorial Services, Inc., received a score of **94**
2. Professional Cleaning Services Corp (PCS) received a score of **84**
3. Amer-Plus Janitorial Services, Inc., received a score of **83**

The following Offerors' submittals were **not** fully responsive:

1. Estrellita, Inc. d/b/a Anago of South Florida
2. A-Rostant & Son's Janitorial Service
3. Crystal Building Maintenance

Attached to this notice is a complete bid tabulation, with a responsiveness checklist for the bids received. Accordingly, we announce our intent to award a contract to:

Image Janitorial Services, Inc.
1750 N, Florida Mango Rd, Suite 103
West Palm Beach, FL 33409

Award will be made during an upcoming Regular Town Commission Meeting. We would like to thank each vendor for their time and effort in preparing a response to this solicitation. We appreciate your interest in doing business with the Town of Lake Park.

Sincerely,

ROBERTO F. TRAVIESO, MPA
Director of Public Works

ATTACHED – Bid Tabulation for RFP 109-2022



1750 N. Florida Mango Rd., Ste 103
West Palm Beach, FL 33409
(561) 844-8778 • Fax (561) 844-8986

Janitorial Services meeting your needs, exceeding your expectations

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RFP No. 109-2022

Town of Lake Park

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TAB 1

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated 09-14-22

Addendum #2, Dated 09-27-22

Addendum #3, Dated 09-30-22

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

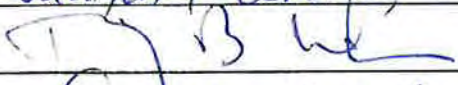
Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

 NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

Firm Name: Image Technical Services, Inc.

Signature: 

Name and title (Print or Type): Giulio B. Wilson - President

Date: 09-30-22

September 14, 2022



Addendum No. 1: RFP 109-2022

JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Each recipient of Addendum No. 1 to the RFP who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and become part of the contract documents.

1. CLARIFICATIONS/ADDITIONAL INFORMATION

- a. This Addendum provides the approximate square footage of the service locations included in the Request for Proposal (RFP).
- b. Additionally, this Addendum corrects the address for service location No. 9, Kelsey Park Restrooms, in the RFP. *The correct address is 601 Federal Hwy.*

LOCATION NO.	LOCATION NAME	ADDRESS	APPROX. SQ. FT.
1	Town Hall	535 Park Avenue	15,372
2	PBSO District 10	700 6th Street	5,350
3	Public Works	640 - 650 Old Dixie Hwy	4,200
4	Library	529 Park Avenue	9,685
5	Recreation	800 Park Avenue	2,200
6	Evergreen House	601A Federal Hwy	1,396
7	Lake Harbor Marina Restrooms and Showers	103 -105 Lake Shore Drive	800
8	Lake Shore Park Restrooms	701 Lake Shore Drive	500
9	Kelsey Park Restrooms	601 Federal Hwy	900

DocuSigned by:

Dwayne Bell

F257D4E6AC37405...

September 27, 2022



Addendum No. 2: RFP 109-2022
JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Each recipient of Addendum No. 2 to the RFP who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and become part of the contract documents.

Vendor Questions

The following question was submitted by Ron Wicks at P.C.C. PROFESSIONAL CLEANING S (info@neatcleanserviceusa.com)

1. What is your budget for janitorial services?

Answer: Vendors should submit a proposal based on the scope of work in the RFP.

561720

The following questions were submitted by Luzmina Geste at (lgeste@amerpluscleaning.com)

1. What is the required wage under Davis-Bacon for this project?

Answer: There is no Davis-Bacon requirement for this project.

2. Is this project subject to any Davis-Bacon reporting? If so, please explain further?

Answer: No this project is not subject to Davis-Bacon reporting.

3. Who is the current vendor?

Answer: The current vendor is Professional Cleaning Services.

4. Why is there a temporary vendor currently being used?

Answer: The previous vendor was no longer able to provide the services to the Town.

5. What is the current monthly invoice amount for each location?

Answer: Vendors should submit a proposal based on the scope of work in the RFP.

6. What are the hours that the public has access to the park restrooms?

September 27, 2022

Answer: The park restrooms are accessible to the public from 8:00 AM to 9:00 PM, seven (7) days per week.

7. What are the current cleaning times that the park restrooms are cleaned twice daily?

Answer: At this time, the restrooms are not cleaned twice per day due to contractor capacity. Per the Scope of Services included in the RFP, the required cleaning times for the park restrooms shall be as follows:

- First cleaning: Between 8:00 AM and 12:00 PM
- Second cleaning: Between 6:00 PM and 9:00 PM

8. What is the projected budget for this project?

Answer: Vendors should submit a proposal based on the scope of work in the RFP.

9. Can we have a notary in the state of Florida that is not from Palm Beach County?

Answer: Yes, you can use a Notary of your choice.

September 30, 2022



Addendum No. 3: RFP 109-2022 JANITORIAL SERVICES FOR TOWN BUILDINGS AND PARKS RESTROOMS

Each recipient of Addendum No. 3 to the RFP who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and become part of the contract documents.

Vendor Questions

The following questions were submitted by Tammy Graham at (tgraham@anagosfl.com)

1. During the walkthrough we were told that the town is responsible for supplies. 2-12 says contractor is responsible. Is the contractor responsible for supplies such as toilet paper, liners, hand soap, etc.? If so, do you have a current supply cost analysis?

Answer: Some of the procedural information included in Paragraphs 1-17 and 2-12 of the Specifications for Services attachment to the RFP is incorrect. The Town will be responsible for purchasing all supplies necessary to perform the services included in the RFP. The contractor will receive an order form that they will have to submit to Public Works via email to receive supplies. All other information included in RFP and its attachments is correct, unless otherwise noted via addendum.

2. Is the contractor responsible for supplying and maintaining cleaning equipment? The intro RFP on Urbanleap says the town is responsible then 1-17 has the contractor responsible for equipment.

Answer: Some of the procedural information included in Paragraphs 1-17 and 2-12 of the Specifications for Services attachment to the RFP is incorrect. The Town will be responsible for purchasing all standard equipment, supplies, tools, materials, and incidentals necessary to perform the services included in the RFP. The Contractor will be responsible for supplying specialized equipment, i.e.: Floor scrubbers, carpet cleaners, pressure washers, etc... All other information included in RFP and its attachments is correct, unless otherwise noted via addendum.

3. Are the cleaners responsible for the interior and exterior windows at the Library? If so, are they responsible for the upper level windows?

Answer: Yes, as indicated in the RFP specifications on page 29, the contractor will be responsible for the interior and exterior windows at the Library. The upper-level windows are to be cleaned on an As-needed basis or and upon request from the Town at an additional cost.

4. The library cleaning spec reads for 5 days a week but also has the cleaning for Monday through Saturday. Is the cleaning for 5 or 6 days a week?

September 30, 2022

Answer: The service frequency included in the Library cleaning specifications on Page 29 are correct (5 days per week); the days of the week in which the services shall be provided for the Library are hereby corrected to Monday through Friday. All other information included in RFP and its attachments is correct, unless otherwise noted via addendum.

5. Is the 1% Urbanleap service fee for the amount of the entire 3 year contract?

Answer: At this time, due to pending changes, Urbanleap will not be invoicing the winning bidder the 1% service fee.

6. Is the carpet cleaning extraction and other floor care on an as needed basis only or should we include it on the total cost on a regular schedule? Such as quarterly?

Answer: Carpet cleaning is on an As-needed basis and should not be included in the total RFP cost. The Marina and Parks restroom floors shall be power scrubbed on a quarterly basis and hosed down on a weekly basis.

The following question was submitted by Paul Saavedra at Image Janitorial Services, Inc (psaavedra@imagecompanies.com)

1. Who is providing all the restroom consumables such as: toilet tissue, hand towels, hand soap, trash liners, toilet seat covers, urinal screens, wax bags etc. Will this be the Town of Lake Park responsibility or the janitorial vendor?

Answer: Please see response to Question No. 1 of this addenda.

DocuSigned by:

F257D4E6AC37405...

TAB 2

PROPOSAL SUBMITTAL SIGNATURE PAGE

Instructions: This form constitutes item 'b' of Part I. Include this form, along with all other forms identified below in your response to this RFP.

In accordance with the plans, specifications, scope of services, and/or scope of work included in this RFP document, the **TOTAL PROPOSED PRICE (Years One - Three)** for this project is:

Two hundred eighty four thousand five hundred eighty six 90/100 - (\$284,586.90)

Required documents attached?

(Checklist)

PART 1

- Acknowledgement of Addenda
- Proposal Submittal Page (signed)
- Proposal Price Form fully completed.
- Proposal Security (LOC or Cashier's Check, 5%)
of BASE proposal price for year one)
- Conflict of Interest Disclosure Form
- Notification of Public Entity Crimes Law
- Drug-Free Workplace
- Non-Collusion Affidavit
- Truth-in-Negotiation Certificate
- List of References
- Anti-Kickback Affidavit
- List of Subcontractors, if applicable

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓

PART 2

- Certificate of Insurance (per specification)
- Statement of prior or pending litigation

✓
✓

PART 3

- Copies of all licenses, certifications, business tax receipts

✓

PART 4 (OPTIONAL)

- Clarifications or Exceptions

✓

NAME OF FIRM: Image Janitorial Services Inc.

ADDRESS: 1750 W Florida Mango Rd Ste 103
West Palm Beach, FL 33409

PHONE #: 561-844-8778 FAX #: 561-844-8986

E-MAIL: twilson@imagecompanies.com

Statement by Proposer: "I HAVE REVIEWED ALL PLANS, MANUALS, SPECIFICATIONS, AND ALL OTHER INFORMATION CONTAINED WITHIN THIS SOLICITATION, AND UNDERSTAND ALL REQUIREMENTS"

AUTHORIZED SIGNATURE: [Signature]

NAME & TITLE (TYPED or PRINTED): Timothy B. Wilson - President.

PROPOSAL SUBMITTAL SIGNATURE PAGE

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the Town, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

Image Janitorial Services Inc.

Street Address:

1750 N. Florida Mango Rd, Ste 103 WPD, FL 33409

Mailing Address (if different from Street Address):

Telephone Number(s): 561-844-8778

Fax Number (s): 561-844-8986

Email Address: twilson@imagecompanies.com

Federal Employer Identification Number: 65-0273834

Signature:

[Signature]

(Signature of authorized agent)

Print Name:

Gregory B. Wilson

Title:

President

Date:

09-30-22

By signing this document, the Proposer agrees to all terms and conditions of this Solicitation and the resulting contract/agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE TOWN MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT THAT UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

TAB 3

JANITORIAL SERVICES FOR TOWN BUILDINGS AND RESTROOMS
RFP 109-2022
PROPOSAL FORM

Please bid the following consistent with the information contained within the "Scope of Services" Section of the RFP:

Item	Description/Specifications	Qty	Unit	Unit Cost	Total Cost
1.	Janitorial Service - Town Hall - 5 days per week	12	Months	\$ 2,864.32	\$ 34,371.79
2.	Janitorial Service - PBSO District 10 - 5 days per week	12	Months	\$ 996.88	\$ 11,962.60
3.	Janitorial Service - Public Works - 3 days per week	12	Months	\$ 469.56	\$ 5,634.72
4.	Janitorial Service - Library - 5 days per week	12	Months	\$ 1,804.64	\$ 21,655.68
5.	Janitorial Service - 800 Park Avenue - 1 day per week	12	Months	\$ 204.97	\$ 2,459.60
6.	Janitorial Service - Evergreen House - 2 times per month	12	Months	\$ 130.06	\$ 1,560.73
7.	Janitorial Service - Lake Park Harbor Marina - October 1 - April 30 (4 days per week)/May 1 - September 30 (7 days per week)	12	Months	\$ 521.73	\$ 6,260.80
8.	Janitorial Service - Lake Shore Park Restrooms - twice-a-day service, 7 days per week	12	Months	\$ 326.08	\$ 3,913.00
9.	Janitorial Service - Kelsey Park Restrooms - twice-a-day service, 7 days per week	12	Months	\$ 586.95	\$ 7,043.40
BASE PRICE of ITEMS 1 - 9				First-year total	\$ 94,862.30
				Total of three-year contract	\$ 284,586.90

Unit Prices (on an "As-Needed" Basis)		
Description of Services	Price	
Power Scrub Ceramic Tile	\$ 0.29	per square foot
Strip and Wax Paver Tile	\$ 0.37	per square foot
Strip and Seal Wood Flooring	\$ 2.50	per square foot
Strip and Wax Vinyl Tile	\$ 0.39	per square foot
Carpet Cleaning	\$ 0.32	per square foot
Window Cleaning (Interior)	\$ 10	(1) large window
	\$ 5	(1) medium window
	\$ 3	(1) small window
Window Cleaning (Exterior)	\$ 12	(1) large window
	\$ 8	(1) medium window
	\$ 5	(1) small window
Hourly Labor Rate - Heavy Cleaning	\$ 23.00	per hour
Hourly Labor Rate - Porter Service	\$ 21.50	per hour

Number of days to start work after receipt of Notice to Proceed: 15

Submitted By: Timothy B. Wilson

Name of Firm: Image Janitorial Services, Inc

Tel. No. 561-844-8778 Fax No. 561-844-8986

Email Address: twilson@imagecompanies.com

THE AWARD OF THE CONTRACT WILL BE BASED ON THE LOWEST RESPONSIVE, RESPONSIBLE BASE BID. CONSIDERATION SHALL BE GIVEN TO UNIT PRICING.

NOTE: Bid Bond amount is to be based on 5% of BASE BID of Year-One pricing.

TAB 4

INSERT COPY OF PROPOSAL SECURITY HERE

1. Proposal Security is required. Proposal security shall be in the form of a Letter of Credit, or a certified cashier's check, and must be equal to at least 5% of the proposed base price for Year-One services, which includes the one-time initial cleaning charges required to bring locations into contract compliance.
2. Proposals that are submitted without the required proposal security shall be rejected.

OC-FL New 9/09 M 7089534-C

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

TD Bank

OFFICIAL CHECK

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

RE: **IMAGE JANITORIAL SERVICES INC** DATE: **10/12/2022**

76830221-2
52-0133
112

PAY TO THE ORDER OF **TOWN LAKE PARK** **\$4,743.12**

Four Thousand Seven Hundred Forty Three AND 12/100

DRAWER: TD BANK, N.A.

Liam Hatchell
AUTHORIZED SIGNATURE

RUB HERE
TO REVEAL SECURITY FEATURES

MP

⑈ 768302212⑈ ⑆ 011201335⑆ 6265069404⑈

TAB 5

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal: the name of any officer, director, or agent who is also an employee of the Town of Lake Park.

Furthermore, all Proposers must disclose the name of any Town employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the Town the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal consideration may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any Town duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:



To the best of my knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for the Proposal.

The undersigned firm, by attachment to this form, submits information that may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Image Janitorial Services, Inc.

Firm Name

Ty B U

Signature

Timothy B. Wilson - President

Name and title (Print or Type)

09-30-22

Date

TAB 6

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Image Territorial Services, Inc.

Firm Name

Jeff B. Wilson

Signature

Jeffrey B. Wilson - President

Name and Title (Print or Type)

09-30-22

Date

TAB 7

DRUG-FREE WORKPLACE

Image Janitorial Services, Inc. is a drug-free workplace and has a
(Company Name)

Substance abuse policy in accordance with and pursuant to Section 440.102, Florida Statutes.

Acknowledged by:

Image Janitorial Services, Inc.

Firm Name

Ty B Wilson

Signature

Timothy B. Wilson - President

Name and title (Print or Type)

09-30-22

Date

TAB 8

NON-COLLUSION AFFIDAVIT

STATE OF Florida
 COUNTY OF Palm Beach

Before me, the undersigned authority personally appeared Timothy B. Wilson, who after being by me first duly sworn, deposes and says of his/her personal knowledge that:

- a. His/her is President of Image Janitorial Services, Inc., the Proposer that has submitted a Proposal to perform work for the following:

RFQ No.: 109-2022 Title: Janitorial Services for Town Buildings and Park Restrooms

- b. His/her is fully informed respecting the preparation and contents of the attached Request for Qualifications, and of all pertinent circumstances respecting such Solicitation.

Such a Proposal is genuine and is not a collusive or sham Proposal.

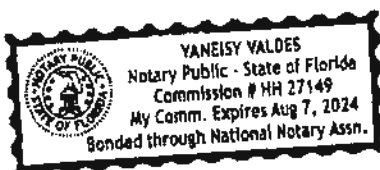
- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.
- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Timothy B. Wilson
 Signature

Subscribed and sworn to (or affirmed) before me this 30 day of September, 2022, by

Timothy B. Wilson, who is personally known to me or who has produced
 _____, as identification.

SEAL



Notary Signature [Signature]
 Notary Name: Yaneisy Valdes
 Notary Public (State): Florida
 My Commission No.: HH27149
 Expires on: August 7th, 2024

TAB 9

TRUTH – IN – NEGOTIATION CERTIFICATE

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreements and (ii) that it has not paid or agreed to pay any person, company, corporation, individual or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determine the compensation provided for in the Agreement are accurate, complete, and current as of the date of the Agreement.

This document must be executed by a Corporate Officer.

By: Gianthly B. Wilson

Title: President

Date: 09-30-22

TAB 10

LIST OF REFERENCES

Following are references from agencies/companies/individuals in which your company has provided similar services within the last 5 years:

REFERENCE #1

Company/Agency Name: Wycliffe Country Club
 Address: 4650 Wycliffe Country Club Blvd
Wellington, FL 33449
 Point of Contact: Daniel Lowe
 Phone Number: 561-964-9200
 Fax Number: -
 E-mail: D.Lowe@wycliffecc.com

REFERENCE #2

Company/Agency Name: Mizner Country Club
 Address: 16104 Mizner Club Dr
Delray Beach, FL 33446
 Point of Contact: Mario Paz
 Phone Number: 561-281-2355
 Fax Number: -
 E-mail: mpaz@miznercc.org

REFERENCE #3

Company/Agency Name: The Plaza of the Palm Beaches
 Address: 525 S. Flagler Dr.
West Palm Beach, FL 33401
 Point of Contact: Daniel Lewinsohn
 Phone Number: 561-727-2352
 Fax Number: 561-655-6274
 E-mail: daniel@theplazacypb.com

TAB 11

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared Timothy B. Wilson
_____, who, after being by me first duly sworn, deposes and says:

(1) I am President of Image Janitorial Svc., the offeror that has submitted a proposal to perform work for the following project:

Contract # 109-2022 Project name: Janitorial Services for Town Building and Parks Restrooms

(2) I, the undersigned, hereby depose and say that no portion of the sum Proposal in connection with the work to be performed at the property identified above will be paid to any employee of the Town of Lake Park as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

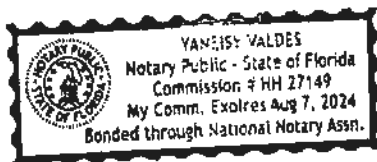
Timothy B. Wilson
Signature

Subscribed and sworn to (or affirmed) before me this 30 day of September 2022
by Timothy B. Wilson, who is personally known to me or who has
produced _____ as identification.

NOTARY SEAL:

Notary Signature: _____

Notary Name: Yanesis Valdes
Notary Public-State of Florida



TAB 12

LIST OF SUBCONTRACTORS AND PRIME VENDORS

The following are the subcontractors and prime vendors anticipated to be used if your company is awarded the Contract. Please note that all changes to this list must first be approved in writing by the TOWN OF LAKE PARK, Project Manager.

<u>NAME OF COMPANY</u>	<u>ADDRESS OF COMPANY</u>	<u>PHONE/CONTACT</u>
1) N/A		
2) N/A		
3) N/A		
4) N/A		
5) N/A		

TAB 13

INCLUDE PROOF OF EXISTING INSURANCE.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. P.O. Box 2412 Daytona Beach FL 32115-2415		CONTACT NAME: Joy Glaug PHONE (A/C, No, Ext): (386) 239-4070 FAX (A/C, No): E-MAIL ADDRESS: Joy.Glaug@bbrown.com															
INSURED IMAGE JANITORIAL SERVICES, INC 1750 N FLORIDA MANGO ROAD STE 103 & 104 WEST PALM BEACH FL 33409		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Greenwich Insurance Company</td> <td>22322</td> </tr> <tr> <td>INSURER B : Auto Insurance Company</td> <td>18988</td> </tr> <tr> <td>INSURER C : Zenith Ins Co</td> <td>13269</td> </tr> <tr> <td>INSURER D : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Greenwich Insurance Company	22322	INSURER B : Auto Insurance Company	18988	INSURER C : Zenith Ins Co	13269	INSURER D : Federal Insurance Company	20281	INSURER E :		INSURER F :	
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INSURER D : Federal Insurance Company	20281																
INSURER E :																	
INSURER F :																	

COVERAGES

CERTIFICATE NUMBER: 22-23

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC OTHER:			NGL- 1005816-00	04/01/2022	04/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			96-982-266-06	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$			7819-61-29	04/01/2022	04/01/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Z137404402	01/01/2022	01/01/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

TOWN OF LAKE PARK 535 PARK AVE LAKE PARK FL 33403	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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TAB 14

INCLUDE STATEMENT OF PRIOR OR PENDING LITIGATION.

N/A

TAB 15

INCLUDE PROOF OF PROPER LICENSING, CERTIFICATIONS, BUSINESS TAX RECEIPTS (AS APPLICABLE TO PERFORM THE REQUIRED SERVICES).



P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

1750 North FLORIDA MANGO RD
Ste 103
WEST PALM BEACH, FL 33409

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
96-0007 CLEANING SERVICE	WILSON TIMOTHY		B22.601000 - 07/11/22	\$236.25	840106637

Receipt is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA
PALM BEACH COUNTY
2022/2023 LOCAL BUSINESS TAX RECEIPT**

**LBTR Number: 200218449
EXPIRES: SEPTEMBER 30, 2023**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

IMAGE JANITORIAL SERVICE INC
IMAGE JANITORIAL SERVICE INC
1750 N FLORIDA MANGO RD STE 103
WEST PALM BCH FL 33409-5230



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Image Janitorial Services, Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1750 N. Florida Mango Road, Suite 103

6 City, state, and ZIP code
West Palm Beach, FL 33409

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

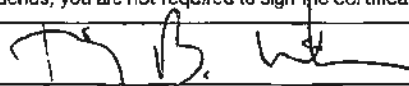
6	5	-	0	2	7	3	8	3	4
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

Sign Here Signature of U.S. person ►  Date ► **4-4-22**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.

TAB 16

CLARIFICATIONS/EXCEPTIONS

Please list any clarifications of your Proposal in this section, as well as any exceptions you may have.

N/A

TAB 17

A



1750 N. Florida Mango Rd, Ste103
West Palm Beach, FL 33409
(561) 844-8778 Fax (561) 844-8986

Janitorial Services meeting your needs, exceeding your expectations

STATEMENT OF QUALIFICATIONS

It is our goal to provide exceptional services to all our clients. We call this goal "The Goal Standard" Image Companies strives to provide customers and employees a unique opportunity; a forward looking company with an emphasis on an old fashion idea: Service.

We strongly believe in mutual respect, high expectations, enthusiasm for life and strong family values. We believe these virtues bring out the best in everyone. Through a strong relationship built on communication and a commitment to these ideals.

Image Janitorial, its customers and employees will reap the benefits of the Gold Standard.

We began as a small family owned operated business in 1987 and have grown to be the multifaceted full service company we are today. Over the years we have established and refined our business model, we constantly refine and improve our systems and service by patient observation, rapid response to customer needs and by remaining open to customer and employee recommendations.

Our goal of complete customer satisfaction has led us to increase our services to meet the ever expanding needs of our customers.

Image Companies responded with certification through:

BOMA – Building Owners and Managers Association
BSCAI - Building Service Contractors Association International
IICRC - Institute of Inspection Cleaning & Restoration Certification

There certifications gave us the knowledge and the tools to respond to our customer's requests with the level of service they have come to expect from our company.

Why Image Janitorial Services?

Fervently Customer Driven

Your Property Management partner

Ready to serve you instantaneously

Utterly devoted to quality

Leaders in promoting indoor air quality and fighting sick building syndrome

Locally owned and managed

A strongly people-oriented company

If we are chosen as your service provider, Image Companies guarantees your facilities spaces will be brought to the highest level possible, this will include implementing a thorough initial cleaning and floor services.

Thank you for your time and consideration. Image Companies looks forward to the opportunity of becoming your facility maintenance partner in the future.



1750 N. Florida Mango Road, Suite 103
West Palm Beach, FL 33409
(561) 844-8778 • Fax (561) 844-8986

Janitorial Services meeting your needs, exceeding your expectations

Dear Procurement Committee,

Ability of Personnel:

- a) **Project Manager: Tim Wilson & Paul Saavedra**
- b) **Site Supervisors: will be locally hired at time of contract award**
- c) **Full time service Crews: will be locally hired at the time of contract award**

Brief Resume of each key employee who will furnish professional and technical support expertise on this account. This should include the following:

d) Management.

Image Companies is located in West Palm Beach, Florida. Client / Prospective Clients Tours of the Image Office are available. Meet the staff and see Operation Center, Inventory Warehouse, Image Academy Training and much more. Image has a 1-hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, specialties, Management, Administrative Support Staff.

Most importantly Image Companies services rest above all else on the staff assigned. The following staff would be directly assigned to the Florida Department of Transportation.

Tim Wilson

- 1. 30 Years Industry Experience, 30 with Image Companies
- 2. Member of BOMA, USGBC, BSCAI, Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control
- 3. 20 Years Industry Experience with Green Cleaning

Paul Saavedra

- 1. 26 Years of Industry Experience, 25 with Image Companies
- 2. Member of BSCAI (Building Service Contractors of America)
- 3. IICRC (Institute of Inspection, Cleaning and Restoration) - Quality Control, Commercial Janitorial Service
- 4. 20 Years Industry Experience with Green Cleaning
- 5. English & Spanish speaking

Yaneisy Valdes

1. 15 Years of Industry Experience, 11 with Image Companies
2. Human Resources / Accounting
3. 6 Years Industry Experience with Green Cleaning

Ray Valentin-

1. 10 Years of Industry Experience, 5 with Image Companies
2. Inventory, Warehouse & Supplies Manager
3. English & Spanish speaking

B



Janitorial Services meeting your
needs, exceeding your expectations

561-844-8778

www.imagecompanies.com

Providing quality dependable
services since 1987



Building
Service
Contractors
Association
International





Why Image Janitorial Services

- **Fervently Customer Driven.**
- **Your property management partner.**
- **Ready to serve you instantaneously 24/7.**
- **Utterly devoted to quality.**
- **Leaders in promoting indoor air quality and **disinfection services**.**
- **Locally owned and managed.**
- **A strongly people-oriented company.**

Special Projects

- **Carpet Care:** State of the art equipment and knowledgeable technicians can get your carpets clean, even high traffic areas. We can also Scotch guard your upholstery and carpets to help keep them clean.
- **Floor Refinishing:** Linoleum, Vinyl, Marble, and Terrazzo floors can look their very best with a maintenance program the Image Companies. Providing a clean polished look that protects too.
- **Water Damage Restoration:** Rapid state of the art de-flooder, high velocity air movers, ozone machines, commercial grade dehumidifiers. We are an IICRC - Certified flood restoration firm, which means we are qualified to return your building or office to its pre-loss condition.
- **Paper Products & Janitorial Supplies:** With over 7,000 items in stock it's easy one stop shopping for office, hotel, restaurant and janitorial supplies. We offer fast friendly service with competitive prices to meet your individual needs.
- **Consulting:** With our 20 years of combined experience we can set up in in-house cleaning program for your facility. We can help with technical training of your staff, establish proper labor schedules, increase productivity & help control costs.



Some of Our Clients

Aberdeen

City of Fort Lauderdale

Parks & Recreation

City of Oakland

City of Sunrise

Douglas Elliman Real Estate

Harbour Ridge Country Club

Jupiter Ocean & Racquet Club

Mizner Country Club

Morganti Group

Palm Beach Polo Golf &
Country Club

Polo Club Boca Raton

Town of Davie

Wycliffe Country Club





1750 North Florida Mango Road
Ste 103
West Palm Beach, Florida 33409
(561) 844-8778 • Fax (561) 844-8986

Item 7.

Janitorial Services meeting your needs, exceeding your expectations

What Is Electrostatic Disinfection?

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at. For awkwardly shaped objects or hard to reach places, cleaning staff only have to point and spray; the nature of the mist allows it to coat surfaces evenly, and envelope objects—even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces. For this reason, electrostatic spray is an excellent solution for germ and contaminant ridden areas.

How Does Electrostatic Disinfection Work?

Electrostatic spray is electrically charged, allowing the appropriate sanitizers or disinfectants for Fungi, Bacteria and Viruses. For disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean. As the chemical exits the electrostatic sprayer, it's given a positive electrical charge. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at. The droplets then become attracted to all negative surfaces, covering the visible area, underside and backside, with the sanitizing agent. For awkwardly shaped objects or hard to reach places, cleaning staff only have to point and spray; the nature of the mist allows it to coat surfaces evenly, and envelope objects—even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces. For this reason, electrostatic spray is an excellent solution for germ and contaminant ridden areas.

Is Electrostatic Spray Disinfection Right For My Business?

- Reduces the time it takes to cover and disinfect all surfaces and hard-to-reach places by 50% compared to conventional methods
- Improves infection control and the spread of viruses such as influenza, MRSA, HIV and SARS-2 many others
- Applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse
- Prevents costly financial burdens associated with contagious healthcare infections

For desktops, floors and walls that need to be absolutely spotless, electrostatic spray cleaning is the best option. The same goes for equipment and hard to reach places; if a piece of equipment is heavily trafficked, electrostatic spray cleaning in the most comprehensive way to remove germs and dirt.

www.cdc.gov/coronavirus/2019-ncov/

Interested in learning more on our Electrostatic Disinfection/Sanitizing Technology and how this and/or other options may benefit your building or homes? Call us. We can help keep your people and loved-ones safe and healthy. As well as minimizing your liability and giving you peace of mind.



Coronavirus [COVID-19] Standard Operating Procedure

Due to the current COVID-19 outbreak, we want to explain what Image Companies, Inc. can provide for property owners.

General Cleaning May Reduce Spread of Pathogens:

There is no way to fully prevent viral infection spread. Although spaces may be cleaned, there are no guarantees on total disinfection. "Preventative" cleaning is not a valid concept but vigilant wash down of touch-prone surfaces is recommended by the CDC and other health authorities. Wetting surfaces with a hospital grade, EPA-certified disinfectant is part of the process. Commonly touched areas are targeted for this cleaning process.

If your property does not have confirmed coronavirus exposure, we may be able to offer these "wet-down/wipedown" procedures. Realize this work can be done by your own staff or regular maintenance staff, however if you do not have enough resources we can help you.

Confirmed or Suspected Infection Case Requires Trauma/Biohazard Team:

If a confirmed case exists in a building then we can provide a highly trained, specialized team that can perform disinfection services. These teams have extensive experience working in contaminated environments and are fit tested and certified to wear the proper protective equipment. The standard operating procedure in a confirmed/suspected infection scenario is similar to general cleaning but is more extensive. The first step is a disinfecting wet down of all touch-prone surfaces. Once complete, a process called SteraMist is applied. This is a hydrogen peroxide based solution known to kill viruses applied with an electrostatic sprayer.

Most commonly treated areas are:

- Entrances and lobbies
- Elevator cabs
- Doors, frames and handles
- Light switches
- Public interior space
- Hallways/Stairways

While availability of crews and resources is constantly changing day by day, please reach out to us if the need arises and we can help you and prioritize needs for the affected property. No restoration company can guarantee 100% eradication of the virus or prevent re-infection of a property. We are following best practices and process as recommended by local and federal health authorities.

Resources:

Below is a list of resources that are available on the subject:

Florida Department of Health's COVID-19 Webpage: <https://floridahealthcovid19.gov/>

Centers for Disease Control and Prevention Webpage: <https://www.cdc.gov/coronavirus/2019-ncov/>

Centers for Disease Control and Prevention Webpage: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Proactive Cleaning to Minimize the Transmission of Emerging Viral Pathogens (including Coronavirus)

This is a general guideline for the proactive cleaning and disinfecting of surfaces to minimize the transmission of emergent viral pathogens including coronavirus disease 2019 (abbreviated “COVID-19”). This guide may be superseded by federal, state and local regulations. It is recommended before commencing any work that you contact your pollution insurance and workers compensation insurance provider to confirm coverage for emerging pathogen type work.

About Coronavirus

According to the U.S. Centers for Disease Control (CDC), coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans. CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China and which has now (as of this publication) been detected in 60 locations internationally, including cases in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).ⁱ The CDC has setup a [Coronavirus Disease 2019 \(COVID-19\) Situation Summary](#) page to provide updated information as it becomes available, in addition to updated guidance.

The CDC has also provided information about how the virus potentially spreads. This is important knowledge for those creating cleanup plans for individual buildings and facilities. According to the CDC, their current understanding about how COVID-19 spreads is largely based on what is known about similar coronaviruses. COVID-19 is a new disease and there is more to learn about how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. The virus is thought to spread mainly from person-to-person. This could be between people who are in close contact with one another (within about 6 feet) or through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.ⁱⁱ

Scope of Cleanup Protocol

This proactive cleanup protocol involves a customer that is requesting facility or structure cleaning and disinfection and the customer states that there is NO active known threat of SARS-CoV-2 contamination or exposure. This would be a proactive cleaning action driven from current, active events. In this scenario, the facility can be cleaned using the general guidelines provided within this document.

Please note that these are general guidelines only. Building and spaces greatly differ. Each location will require individual planning.

The scope of work will be created and agreed upon by the customer and the Image Companies to ensure a set of agreeable expectations. The customer needs to acknowledge that cleaning and disinfecting will only apply to the current state of the structure and contents. This should be documented with the [Request for Proactive Cleaning to Minimize the Transmission of Emerging Viral Pathogens \(including Coronavirus\)](#) form. The structure would not be protected from future SARS-CoV-2 contamination if an infected person was to enter and occupy the building.

Exclusions to Cleanup Protocol

Beyond the scope of this cleanup protocol is a situation involving a Person Under Investigation (PUI). A PUI includes someone who is involved in a quarantine situation or has come in contact with someone who has been in a quarantine situation. Also, beyond the scope of this cleanup protocol is a situation involving a confirmed positive case of SARS-CoV-2. In both these situations, it is advised to not perform any work without contacting the proper governmental agency (CDC, Health Department, etc.). In these situations, the protocol/scope needs to be provided by the presiding governmental agency. Do not perform this work without that oversight in place.

Cleanup Scope of Work and Planning

The CDC encourages cleaning of high touch surfaces such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and tables at a minimum.ⁱⁱⁱ These same surfaces are mentioned in the CDC's guidance for commercial spaces as well.^{iv}

Cleaning removes the soil and dirt that harbors the infectious agents, while disinfecting kills the remaining environmental pathogens.^v Cleaning is a necessary first step in disinfecting a surface. Both cleaning and disinfecting must be a part of your scope of work and plan.

Surfaces to consider for cleaning and/or disinfecting based on porosity would include but are not limited to:

Kitchen/Food Areas	Bathrooms	Classrooms	Offices
• tables and chairs • countertops • cabinets and pulls • doorknobs • floors-hard surfaces/wood • mats • food contact surfaces • light switches • paper towel/napkin dispensers • push doors	• bathroom stalls • countertops • cabinets/vanities and pulls • doorknobs • floors-hard surfaces/wood • handrails • light switches • paper towel/napkin dispenser • sink hardware • sinks • soap dispensers	• book covers and binders • carpets • chairs • computer equipment • countertops • doorknobs • floors- hard surfaces/wood • small hard surface items • light switches • mats	• carpets • chairs • telephones • computer equipment • countertops • doorknobs • floors- hard surfaces/wood • light switches • rugs • shared office equipment • tabletops/desktops • water fountains

- salt and pepper shakers
- sink hardware
- soap dispensers
- tabletops
- toilets
- diaper changing station
- paper towel/napkin dispensers
- rugs
- sink hardware
- sinks
- soap dispensers tabletops/desktops

Retail Space

- shelving
- racking
- displays
- mannequins
- packaged inventory
- carpets
- fitting room stalls
- chairs
- telephones
- computer equipment and registers
- sales counters
- doorknobs
- floors- hard surfaces/wood
- light switches
- rugs
- tables
- water fountains

Hallways

- carpets
- diaper-changing pads
- diaper-changing tables
- doorknobs
- floors- hard surfaces/wood
- handrails
- light switches
- playground equipment
- rugs
- water fountains

Other

- Fitness equipment
- Lamps
- Storage bins
- Shelves and racking
- Lockers
- Stair handrails
- Elevator cars

Some items may need to be pretested to determine if cleaning and disinfecting is possible without causing damage. Be cautious of valuable pieces of art; some cleaning processes could cause damage to these items.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) should be selected and used to maintain worker health and safety.

Doffing procedures should be established and adhered to throughout the cleaning and disinfecting process. Cleanup personnel should don PPE prior to engaging in cleaning and disinfecting surfaces, and/or manipulating contents.

During the cleaning and disinfecting process, cleanup personnel should keep their PPE on while working in the space. Cleanup personnel should avoid touching their face while working to limit dermal exposure.

Doffing procedures should be established and adhered to throughout the cleaning and disinfecting process. When removing PPE and other soiled materials, do not allow the outer surfaces of PPE and other soiled material to contact bare skin. Wash hands with soap and water for at least 20 seconds after exiting the workspace.

Cleanup Procedures

These procedures focus on the critical role cleaning plays in preventing the transmission of viruses. Cleanup procedures may vary depending on the environment, but the general guideline includes [1] cleaning of porous and non-porous surfaces, [2] disinfecting of non-porous surfaces, [3] cleaning and disinfecting of equipment, tools, and/or supplies used for cleanup process, and [4] disposal of waste.

1. Cleaning of Porous and Non-porous Surfaces

The CDC describes cleaning as removing germs, dirt, and impurities from surfaces or objects. Cleaning works by using a detergent and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.^{vi}

Some materials cannot be cleaned with detergent and water without being damaged. For this reason, paper and paper products are not able to be cleaned and/or disinfected. Cleaning methods typically used on water sensitive materials such as vacuuming or dry sponging would not be capable of removing enough soil and residue to be effective.

Porous materials like carpet, area rugs, upholstered items, and draperies that are not water sensitive, can be wet cleaned using a Hot Water Extraction or Deluxe Preconditioner and Rinse method.

Non-porous materials like hard surface floors, cabinets, countertops, doorknobs, and plumbing fixtures can be wet cleaned using a variety of Image Companies hard surface cleaners (general purpose cleaners) and cleaning methods.

2. Disinfecting of Non-porous Surfaces

The CDC describes disinfecting as killing germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty

surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.^{vi}

Not all surfaces can be disinfected. Because of the porosity of some materials, disinfection is not possible. This includes carpet, area rugs, upholstered items, and draperies.

Non-porous materials like hard surface floors, cabinets, countertops, doorknobs, and plumbing fixtures can be disinfected using a variety of disinfectants within the Image Companies' product line.

Currently there are no disinfectants that have been tested specifically for this particular emerging viral pathogen. The CDC recommends usage of a labeled Hospital Grade disinfectant with claims against viruses similar to SARS-CoV-2.

Hospital-grade disinfectant that has demonstrated effectiveness against viruses similar to SARS-CoV-2 on hard, non-porous surfaces. Per the CDC, this product can be used against SARS-CoV-2 when used in accordance with the directions for use against Norovirus Feline Calicivirus and Canine Parvovirus, Strain Cornell-780916, ATCC VR- 2016 on hard, non-porous surfaces. Currently has EPA-approved claims for Feline coronavirus (Strain WSU 79-1683, ATCC VR 989) and Canine coronavirus (Strain 1-71, ATCC VR-809). As with all emerging-type pathogens, proper PPE use is of the utmost importance.

These disinfectants are normally applied using a spray bottle, pump-up sprayer, electric sprayer, or ULV Mister and must dwell on the surface for 10 minutes. Once again, follow label directions for the specific disinfectant being used.

The CDC encourages the use of disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.^{viii}

3. Cleaning and Disinfecting of Equipment, Tools, and/or Supplies Used for Cleanup Process

Any equipment, tools, and/or supplies used for the cleanup process must be cleaned and disinfected using the cleaning methods described in step 1 and 2. This is to ensure that potential contamination is not moved to other parts of the structure.

4. Disposal of Waste

All used gloves and disposable respirators should be bagged within the work area. As of the date of this publication, waste can be disposed within your franchise dumpster. Cleaning towels should be bagged separately and taken back to the franchise location for laundering.

Recommendations for Property Owners

Beyond the cleaning performed by the provider, property owners must understand that persons infected with the SARS-CoV-2 virus and/or COVID-19 that enter their property will potentially infect others and deposit the virus on surfaces.

According to the CDC, the virus is thought to spread mainly from person-to-person. This could be between people who are in close contact with one another (within about 6 feet) or through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.^{ix}

The CDC has setup a webpage titled [Preventing COVID-19 Spread in Communities](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html) which addresses homes, childcare and K-12 schools, colleges and universities, work environments, healthcare settings, and large community events and mass gatherings.

For business purposes, the CDC recommends routine environmental cleaning. This should include routinely cleaning all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs; and provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.^x For structures that utilize an internal or external janitorial crews, it is recommended that they follow proper cleaning protocols established by the CDC.

ⁱ <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

ⁱⁱ <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

ⁱⁱⁱ https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-prevent-spread.html

^{iv} <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

^v <https://www.issa.com/infectionprevention>

^{vi} <https://www.cdc.gov/flu/school/cleaning.htm>

^{vii} <https://www.cdc.gov/flu/school/cleaning.htm>

^{viii} <https://www.cdc.gov/flu/school/cleaning.htm>

^{ix} <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

^x <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>



Janitorial Services meeting your needs, exceeding your expectations

24/7 Emergency Service Licensed and Insured All Work Guaranteed

Timothy B. Wilson
1750 N. Florida Mango Rd.,
Suite 103
West Palm Beach, FL 33409
561-844-8788 Ext. 111
Cell 561-310-1111

C



FREQUENCY DRIVEN PROGRAMS

Image Janitorial Services is not in the business of playing catch up cleaning. We are in the maintenance business. In order to maintain a high level of service we have provided a program which sets frequencies and set days / dates for service items to be addressed. Each frequency driven item will be set up in the Image Work Ticket System. This ticket identifies and directs staff on the who, what, where, when and why a service is to be done. Our Account Managers use these established systems to keep your buildings clean at all times. We do not wait for any specific item to be dirty, we maintain it at all times.

SUPERVISION



The key to a successful janitorial program is supervision. There are many words for it: Trust but verify, inspect what you expect etc. Simply put we check our employees. All programs are set up with a Lead janitor for daily execution and supervision of staff. In addition, there will be a permanently assigned Account Manager who will work with lead and Staff to ensure quality. The Account Manager will also meet with the client on scheduled basis to address client concerns, receive feedback and identify opportunities for service.

All clients will have multiple ways to relay information and requests.

1. Account Manager Cell Phone
2. Account Manager Email
3. Image Corporate Office Operations Clerk - The Operations Clerk works in support of the Account Manager to schedule special services, receive and dispatch client concerns to the Account Manager and ensure clients communications are promptly dealt with.
561-844-8778 Ext 0
4. Clients may also email to correspondence and requests to
operationsclerk@imagecompanies.com or tracking@imagecompanies.com

D

Work Plan and Project Management Strategy

Management of The Town of Lake Park begins with the right hire. Image Companies have an intensive hiring process that begins with the Application process. The application is entered into the Image Applicant Insight Program. This software program unique and proprietary to Image Companies allows us to review each applicant for 15 different factors that we have determined are crucial to a good hire, a long-time employee, and ultimately a satisfied client. The Image Applicant Insight program will allow us to examine and review each applicant's experience in the janitorial field, language and writing abilities, workload and time availability, location and traveling ability as well as many other factors. This information which is reviewed for each potential applicant and job opening is invaluable in assisting in making the right hire.

Once hired all Image employees have a background check both locally and statewide and all Image Employees are processed through the Federal Department of Homeland Security. Once each employee has passed our background check and it is verified that the employee is legally authorized to work in the United States through the Department of Homeland Security, a well-informed hire is made. Once the employee is hired and before any Image employee is placed on any job site; Each Image employee must attend Image Academy. Image Academy is classroom training where all employees are trained in the Image way of providing daily services to all Image clients.

All Image employees must attend these classes at the beginning of their employment and throughout their tenure with Image. Regularly scheduled classes are mandatory for all Image employees.

Topics of Discussion are:

- a) Basic Janitorial Services
- b) Restroom Care
- c) Office Cleaning
- d) Green Cleaning
- e) Chemical Handling and Usage
- f) Floor and Carpet Services
- g) Communications
- h) Safety, Ladder Safety, Chemical Safety, and Blood Born Pathogen Protocol.

Prior to being assigned a permanent Jobsite each Image employee must take and pass a 90-question final exam. This examination allows us to review each employee's retention of the material and to determine what may need to be reviewed and also what specific job functions or roles each employee may be best suited for. Each employee has been screened and properly trained they are then placed on the job site where Image Team Management Software assists all Image employees from Administration to the front-line janitorial staff member to provide the best possible services for each and every Image Client. I-Time & Attendance is a valuable tool that will allow Image to provide regular and real-time reports to the Janitorial Services as required by the EPW.

In recent years, businesses have been faced with stiff regulations in regard to accurate timekeeping records to document hours worked. Our automated time and attendance solution is vital to fully document Image Companies' compliance with the requirements of the Janitorial Services as well as Department of Labor standards. Image Time & Attendance is a versatile, robust, time and attendance suite that meets the diverse needs of our clients. It can completely automate timekeeping processes, saving valuable time and providing necessary information easily.

Telephone Timekeeping

How it Works

When the Image employee arrives at the job site, he/she uses a designated touch tone telephone to call into the Image Time and Attendance number. The system greets the employee, asks for a unique employee number and presents the employee with several options for clocking in or out. The employee is then asked for the job number which he or she is working at. The employee selects the appropriate option and hangs up the phone. The entire process is quick and easy for the employee.

Features & Benefits

Location verification with Caller ID – We know where our employees are clocking in and out from.

- In the job set up, Image is able to enter a valid list of phone numbers from which the employee can check in and out.
- When an employee places a call to Image Time and Attendance system to start or end a shift or check in or out for lunch, the system uses Caller ID to compare the number in the job file to the number on the incoming call.
- If the two numbers do not match, Image Time and Attendance flags this record and alerts the designated supervisor immediately according to preset preferences we have built per the Janitorial Services preferences per the RFP or discussions with Janitorial Services which it determines the most advantageous.

Alert Notifications – We find out about problems at the job 1st and quickly.

- Image Time and Attendance's sophisticated notification system will alert appointed employees in our organization to attendance discrepancies such as tardiness, absences, and caller ID mismatches.
- All supervisors and Acct Managers have the option to be notified via e-mail page or with a message in our individual voice mailbox.
- Notification tolerances are configured based on Janitorial Services Schedule. For example, Image could wait 10 minutes after the shift start time before notifying a supervisor of an absence or it could wait 5 minutes – the options are virtually limitless.
- Settings can vary by job, location, schedule, day, employee, and or client preference as well for ultimate flexibility.

Integrated voice messaging – provides a friendly communication tool for employees and supervisors.

- All employees with access to Image Time and Attendance have their own voicemail box.
- Employees can leave messages for supervisors and vice versa. Bilingual ability – Standard English and Spanish prompts; Voice Verification – Prevent employees from clocking in and out for each other in between travel time between jobs

Work Scheduling

After winning new business, how do we ensure that the schedule you committed to in the contract is executed? How do you track one-time tasks and project work? The Work Scheduling program provides a solution for all of these challenges.

- After being awarded the new business, information about the new customer flows directly from our Bid Module into the Work Scheduling program for minimal data entry. This information would be updated and verified at the Kick-off Meeting if not sooner.
- Tracks periodic and project work for each job to ensure that no task ever gets missed. As tasks and contract responsibilities become due a work ticket and report are generated for each task due. Each work ticket and report are distributed to the Image employee and supervisor responsible for the completion of the work.
- The Win Team software includes over 500 industry-standard tasks with built-in work descriptions. However specific work descriptions can be added or amended to ensure that specific Janitorial Services concerns/requests are executed correctly.
- Work descriptions can be modified and customized. These work descriptions will also print directly on work tickets for the Client and employees to review.
- Events can be entered as one-time or recurring tasks. Many recurring frequencies are available, including daily, weekly, bi-weekly monthly, quarterly, semi-annually, and certain days of the week. Win Team can also specify a custom frequency.
- Billable and non-billable items are tracked.
- After the task is scheduled, Win Team will remember based on the frequency specified. Work tickets will be generated for employees to complete. If the task is billable, after the work ticket is marked as "Complete," the billing details are available in the Accounts Receivable invoicing module for immediate billing.

This program also contains an interactive calendar for all scheduled work. The calendar has multiple views, including daily, weekly, and monthly views. In addition, multiple filters exist so that you may focus on a particular customer, service location, crew, or type of task, to allow for accurate forecasting and planning to manage specific duties easily.

From the Account Manager, down to the Supervisor level users can:

- View employee contact information
- Review & approve timekeeping information for payroll
- View & print management reports
- View scheduled work at job sites
- Request additional work on behalf of customers
- Approve requested work from customers
- Complete Work Orders

In addition to scheduling and tracking all tasks, the Win Team has the ability to budget and track all revenue and expense associated with a particular task or project to analyze the task or project. This is a very powerful tool to help you refine the way extra work or special projects are priced, the way pricing for specific duties is determined and most importantly allow Image to be efficient, and proactive and help The Town of Lake Park save money. In addition, it is extremely effective in tracking and complying with the LEED reporting requirements.

Compliance Tracker:

- Training requirements will also be tracked in the Compliance Tracker of Image Operation Management Software
- Alerts employees and managers of due dates via e-mail

Equipment Tracker

Inventory Management

Inventory supplies are a large cost of doing business. If Image is not effectively monitoring supplies and their associated costs, it is possible that the costs associated with keeping the Janitorial Services would be inflated. Reporting requirements such as chemical and equipment purchases are easily tracked, retrieved, and reported with ease.

The Image Operations Management Software Inventory module allows Image to enter all of the different products used in maintaining your property.

- Each item has its own master file record
- Track warehouse information, quantities on hand, and re-order levels
- You can also store quoted prices from your vendors for each item to have on file
- When an item is sold, used at a job site, or drop-shipped, each step of the transaction is tracked closely
- Details such as who requested the item, who approved the request, the date, the pricing details if needed, the associated service location and the status of the request is tracked.

All material costs are tracked closely at the job level, which gives both Image and the Janitorial Services great insight into the material cost at each job but most importantly it will ensure that both Image and Janitorial Services are in compliance.

E

Staffing and Cleaning Responsibilities

The daily cleaning and staffing for the Town of Lake Park will be performed by permanently assigned staff to a designated area. Image Companies Supervisor and Manager will verify that every employee has proper knowledge of the assigned area to be cleaned and under no circumstance, employees are authorized to clean other areas without prior authorization from Supervisor and Manager. In the event of staff being absent, the on-call staff will be placed in a position to cover those specific areas until the assigned permanent employee returns to his/her daily duties.

Additional Quality Control Inspector* Each Image Account is randomly selected for inspection. The Town of Lake Park will have a minimum of 2 days per week of unannounced Quality Control Inspection. All inspections are submitted directly to the Image office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with Image staff for feedback, correction, and training.

This schedule allows each Image staff to clean a designated area of approximately 15,000 square feet during the 4 Hour shift or approximately 3750 per hour. This allows for the setup and breakdown of supplies and equipment, incidentals, and ultimately a schedule that will allow for proper cleaning per the specifications. In addition, it allows the supervisor to be just a supervisor, ultimately leading to a better-finished product daily.

In addition, Image will staff and train 5 additional staff members for staff coverage due to illness; emergency, and or requested days off. With the additional staff, Image will be able to meet not only the staffing requirements but also have staff available for specialty work and or Supervisory requests for additional staff to maintain the Town of Lake Park as necessary.

All staff will be directed by the Assigned Area Manager in conjunction with the Assigned Supervisor. With the daily work tickets, reports, and recurring service schedule which is dictated by the RFP and built into the Image Operation Management Software both the Area Manager and Supervisor will be able to direct staff to duties and responsibilities per the desired frequency (Daily, Weekly, Monthly, Quarterly, Semi-Annually and Annually). This is at minimum per the RFP but with trained supervision, each Area Manager and Supervisor will have the ability to request additional special services thru the Win Team system to ensure The Town of Lake Park's satisfaction. These regularly scheduled services and any additionally requested services are all available for review by both Image and Town of Lake Park staff.

Quality Control and Correction

The Town of Lake Park cleaning staff will be scored for quality daily by the Supervisor and Lead assigned to oversee the daily cleaning. This will ensure quality and consistency. However, Image believes that additional oversight is necessary for the success of Image at the Town of Lake Park. Image will supply the Town of Lake Park cleaning staff with unannounced Quality Control Inspections. All inspections are submitted directly to the Image office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with Image staff for feedback, correction, and training. *(Note-Quality Control Inspector is not part of the minimum requirements for The Town of Lake Park this is customary on all Image job sites and believe this additional step allows Image to provide better services for our clients. Image client retention is 7x the industry average. The industry average is 18 months for Client retention. Image client retention is 7 years) *

Day Time Porters:

Day Time Porters assigned for The Town of Lake Park will follow all the Cleaning Specifications given by The Town of Lake Park by area and by time.

Day Time Porters placed on the job site will go thru our training class. Routine service during the daytime has a different approach than the services at nighttime. Day Time Porters will be bilingual, and we enforce the dress code.

Management:

Location and Service Area

Image Companies has our Corporate office located in West Palm Beach, Florida. Client / Prospective Clients Tours of the Image Offices are available. Meet the staff and see our Operations Center, Inventory Warehouse, Image Academy Training and much more. Image has 1 hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, Specialties Service Teams. Most importantly Image Companies services rest above all else on the staff assigned.

The following staff would be directly assigned to the Town of Lake Park.

Tim Wilson- 25 Years of Industry Experience, 25 with Image Companies
Member of BOMA, USGBC, BSCAI, Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control, 10 Years of Industry Experience with Green Cleaning

Paul Saavedra- 20 Years of Industry Experience, 20 with Image Companies
Member of BSCAI (Building Service Contractors of America
IICRC (Institute of Inspection, Cleaning, and Restoration) - Quality Control, Commercial Janitorial Service
10 Years of Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

Finally, Image will 100% self-perform the Eco-Friendly Cleaning of the Town of Lake Park. There will be no subcontractor(s) used to provide any services.

F



Image Janitorial Services - Staffing

We're your partner in building management. We'll work with you to make sure your building is clean and orderly. Our people are well trained, trustworthy, and our management is well organized. We'll do the job right, on time, and on budget.

We interview and thoroughly screen candidates for ability, character and temperament. We consider only those candidates with proper work credentials based on satisfactory work history of previous and present employers as well as qualifications. We verify all employees through local and statewide background checks via the Florida Department of Law Enforcement, The Division of Motor Vehicles, The Florida Division of Workers Compensation and The Department of Homeland Security and its E-Verification System. We are knowledgeable in matters affecting the hiring of personnel, including naturalization and immigration laws.



We staff a new building from four sources:

- Existing employees working at the building ONLY if they meet the strict standards of Image Janitorial Services, Inc.
- We find this approach minimizes the learning period. The current contractor's employees, whom we may hire after screening, interviewing testing and evaluating their performance, will be trained in our techniques and procedures through a required on site classroom training class.
- Current Image Janitorial employees at other locations. We know they do a great job already and have the track record to prove it; and
- Most importantly, we often hire based on referrals by Image Janitorial employees.



All staff is required to wear an Image shirt, an ID badge, khaki pants, a black belt and black OSHA approved shoes.

Training & Continued Education

All new employees receive in depth training to ensure that the high standards expected by Image Janitorial Services, Inc and its clients are maintained.



Image Janitorial Employee Training Program

Outlines employee training and ensures no steps are omitted thru classroom training, video training, practical applications, chapter quizzes and a final exam. A mini boot camp for all em-ployees.



Classroom Training:

1. Cleaning methods and specifications.
2. Types of and operation of equipment.
3. Chemicals and their safe use including Material Safety Data Sheets (MSDS), Blood Borne Pathogen Programs.
4. Customer relations.
5. Security Procedures



Testing:

After all employees have successful completed the Classroom training which includes a comprehensive final exam, all employ-ees are then assigned to a jobsite for their continued education.



On site training: Training Continues...

1. New employees are assigned an area, group or task always with an on-site supervisor.
2. The supervisor on site works with and instructs new employees to meet customer specifications.
3. Inspection and oversight is vital to quality training.

G

All Upon Request:

1. Image Policy – Security Procedures & Image Training Manual
2. Image Hurricane Policy & Family Plan
3. Training Environmental Health & Safety
4. Training – Bloodborne Pathogen Training
5. Training – Safety is Everybody's Business

H

Lake Park, Florida 33403



Fax: 561-844-8986

Quality Control ScoreCard Quaterly Walk - Through Report

Jobsite # / Jobsite Name	Inspected Prior to Cleaning	
Date of Evaluation: / / Time : am/pm	Inspected Post Cleaning	
Inspection Performed by: (Print Name)	Client Late Workers	

Area Inspected

- 1) Floors(Vacuum, Mop)
- 2) Carpets
- 3) Recycling Containers
- 4) Trash Cans
- 5) Glass (Doors, Tables, Windws)
- 6) General Dusting (Desks, Workstation)
- 7) Windowsills, Picture Frame
- 8) Chairs, Chair Bases
- 9) AC Vents
- 10) Baseboards (Comers & Edges)
- 11) Finishing

(110)	
	Total Score

Area Inspected _____ (100)

1) Floors		
2) Wall, Partitions		
3) Fixtures (Sink)		
4) Fixtures (Toilet)		Total Score
5) Mirrors		
6) Fans/ AC Vent		
7) Dispensers		
8) Doors and Door Jams		
9) Toilets Bowls, Urinals		
10) Counter tops		

Area Inspected

- 1) Floors (Vacuum, Mop)
- 2) Glass
- 3) Elevator Cabs /Metal
- 4) Elevator Tracks
- 5) Directories
- 6) Dusting
- 7) Doors and Door Jams
- 8) Trash/Cigarette Urn
- 9) Track Off Mats
- 10)Water Fountains
- 11)Stairs and Railings

(110)	
	Total Score

Area Inspected (100)

1) Floors (Kitchen)		
2) Floors (Dining Area)		
3) Floors (Bar Area)		
4) Grill Hoods		Total Score
5) Walls		
6) AC Vents		
7) Metal Work		
8) Vending Areas		
9) Kitchen Mats		
10) Floor Drains		

Area Inspected _____

- 1)Light Fixtures
- 2)Frequency Books
- 3)Equipment
- 4)Janitor Closets
- 5)MSDS Posted
- 6)Specifications Posted
- 7)Job # Posted
- 8) Emergency Office # Posted
- 9)Dumpster
- 10)Employee Uniform / ID Worn

(100)	
	Total Score

Area Inspected (110)

1) Floors(Vacuum, Mop)		Total Score
2) Carpets		
3) Recycling Containers		
4) Trash Cans		
5) Glass (Doors, Tables, Windws)		
6) General Dusting (Desks, Workstation)		
7) Windowsills, Picture Frame		
8) Chairs, Chair Bases		
9) AC Vents		
10) Baseboards (Corners & Edges)		
11) Finishing		

Area Inspected

- 1) VCT Tile
- 2) VCT Tile Corners / Edges/ Baseboards
- 3) Ceramic Tile
- 4) Ceramic Tile Corners/Edges/Baseboards
- 5) Carpet (Full cleaning / Spotting)
- 6) Window Interior
- 7) Window Exterior

(100)	
	Total Score

1) Floor Services

a) Scrub/Recoat	
b) Strip/Wax	
2) Carpet Cleaning	
a) Steam Clean	
3) Restrooms	
a) Steam Clean	
b) Scrub	

List of Deficiencies

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)
- 15)
- 16)
- 17)
- 18)
- 19)
- 20)

1-All Fields must be Filled out.

2- Inspect an Area and Enter the Score

10- Excellent 5-Fair 1-Unacceptable

Total Evaluation Points>>>>>>>>>>

3-Total Evaluation Points and Possible Points.

Divide to Get Quality Control Score

Divided by Total Possible Points>>>>>>

4- Any Score Below 92 is Unacceptable. Direct Staff on Areas which need Improvement. Hand In QC Scorecard for Recording to Operations Clerk.

Equals Performance Percentage>>>>>

Image Companies

Date To Start: All Dates

Review Date: All Dates

Discontinue Date: All Dates



Job File

03/22/16

10:16:53 AM

Job Number	Job Name		Address	City	Supervisor
Region	Branch		Customer Type	SalesPerson	Manager
Days of Service	Square Footage		# of Req Associates	Hrs @ Jobsite	Freq of Inspection
11005	Kitson-Evergreen, LLC	Active: Yes	4500 PGA Boulevard	Palm Beach Gardens	Manager 1/D. Perez
Corporate	Palm Beach Gardens		Balance Sheet	Timothy Wilson	Manager 1
5x/week M-F	5,000 To 10,000 Sq Ft.		2	2.5 Hrs. Per Visit/Assoc.	As Needed
	Contact:			Customer #	
11020	Palm Beach Broadcasting, Llc	Active: Yes	701 North Point Parkway	West Palm Beach	Corporate
Corporate	West Palm Beach		Janitorial	Paul Saavedra	Corporate
On Call	1,500 To 5,000 Sq Ft.		As Needed	Needed	As Needed
	Contact:			Customer #	
11021	Aeg Live	Active: Yes	1800 South Australian Ave. Suite	West Palm Beach	Corporate
Corporate	Palm Beach Gardens		Janitorial	Paul Saavedra	Corporate
1x/week F	1,500 To 5,000 Sq Ft.		As Needed	Needed	As Needed
	Contact:			Customer #	
1120	Ahrens Companies	Active: Yes	1461 Kinetic Road	Lake Park	Manager 1/D. Perez
Region 1	Palm Beach Gardens		Janitorial	Timothy Wilson	Manager 1
2x/Week W/F	1,500 To 5,000 Sq Ft.		1	2 Hrs. Per Visit/Assoc.	1x/month
	Contact:			Customer #	
1130	Palm Beach Shores Resort & Vacat	Active: Yes	181 Ocean Avenue	Palm Beach Shores	Corporate
Region 1	Riviera Beach		Floor Maintenance	Sales Team	Corporate
1x/Month As Scheduled	150,000 To 175,000 Sq Ft		2	4 Hrs. Per Visit/ Assoc.	1x/month
	Contact:			Customer #	
1171	Downtown At The Gardens	Active: Yes	11701 Lake Victoria Gardens Ave	Palm Beach Gardens	Manager 3/A. Rosado
Corporate	Palm Beach Gardens		Multi-Services	Paul Saavedra	Manager 3
7x/Week SU-S	175,000 To 200,000 Sq Ft		6	8 Hrs. Per Visit/ Assoc.	Weekly
	Contact:			Customer #	
12200	Restaurant Programs of America, L	Active: Yes	4500 PGA Boulevard	Palm Beach Gardens	Manager 1/D. Perez
Corporate	Palm Beach Gardens		Janitorial	Timothy Wilson	Manager 1
2x/Week W/F	1,500 To 5,000 Sq Ft.		1	1.5 Hrs. Per Visit/Assoc.	1x/month
	Contact:			Customer #	
1365	Show Turf	Active: Yes	1365 Neptune Drive	Boynton Beach	Manager 4/E. Moya
Balance Sheet	Balance Sheet		Balance Sheet	Paul Saavedra	Manager 4
1x/Week S ONLY	1,500 To 5,000 Sq Ft.		1	3 Hrs. Per Visit/Assoc.	1x/month
	Contact:			Customer #	

Image Companies

Date To Start: All Dates

Review Date: All Dates

Discontinue Date: All Dates



Job File

03/22/16

10:16:53 AM

Job Number	Job Name		Address	City	Supervisor
Region	Branch	Customer Type	SalesPerson	Manager	
Days of Service	Square Footage	# of Req Associates	Hrs @ Jobsite	Freq of Inspection	
1483	Senior Home Care	Active: Yes	2500 Quantum Lakes Drive, Suite	Boynton Beach	Manager 4/E. Moya
Region 1	Palm Beach Gardens	Multi-Services	Timothy Wilson	Manager 4	
5x/week M-F	1,500 To 5,000 Sq Ft.	2	1.5 Hrs. Per Visit/Assoc.	As Needed	
	Contact:		Customer #	1483	Medtech Services o
1500	PGA Joint Venture	Active: Yes	4500 PGA Boulevard	Palm Beach Gardens	Manager 1/D. Perez
Corporate	Palm Beach Gardens	Janitorial	Timothy Wilson	Manager 1	
3x/Week M/W/F	1,500 To 5,000 Sq Ft.	2	2 Hrs. Per Visit/Assoc.	1x/week	
	Contact:		Customer #	1500	PGA Joint Venture
1506	Greenway Professional Center	Active: Yes	4425,4455 And 4925 Military Tr	Jupiter	Corporate
Corporate	Palm Beach Gardens	Porter Service	Timothy Wilson	Manager 1	
4x/week M/T/W/F	1,500 To 5,000 Sq Ft.	1	8 Hrs. Per Visit/ Assoc.	As Needed	
	Contact:		Customer #		
1525	PGA Flyover Corporate Center Con	Active: Yes	4280 Professional Center Dr.	Palm Beach Gardens	Manager 3/A. Rosado
Corporate	Palm Beach Gardens	Multi-Services	Timothy Wilson	Manager 3	
5x/week M-F	50,000 To 60,000 Sq Ft.	2	1 Hr. Per Visit/Assoc	1x/week	
	Contact:		Customer #		
1535	Palms Wellington Surgical Center	Active: Yes	460 State Road 7	Royal Palm Beach	Manager 4/E. Moya
Region 1	Palm Beach Gardens	Janitorial	Timothy Wilson	Manager 4	
5x/week M-F	10,000 To 20,000 Sq Ft.	3	Needed	Weekly	
	Contact:		Customer #	1535	Palms Wellington S
1540	Riverhouse	Active: Yes	2373 PGA Boulevard	Palm Beach Gardens	Manager 1/D. Perez
Region 1	Palm Beach Gardens	Multi-Services	Timothy Wilson	Manager 1	
7x/Week SU-S	5,000 To 10,000 Sq Ft.	2	4 Hrs. Per Visit/ Assoc.	1x/week	
	Contact:		Customer #	1540	Riverhouse
1550	Wiener, Howard J. & Assoc, P. A.	Active: Yes	4500 P G A Boulevard	Palm Beach Gardens	Corporate
Region 1	Palm Beach Gardens	Janitorial	Sales Team	Corporate	
1x/week F	>1,500 Sq Ft.	1	> 1 Hr Per Visit	As Needed	
	Contact:		Customer #		
1560	C E D Financial Group	Active: Yes	4500 P G A Boulevard	Palm Beach Gardens	Corporate
Region 1	Palm Beach Gardens	Janitorial	Corporate	Manager 1	
1x/week F	>1,500 Sq Ft.	1	> 1 Hr Per Visit	1x/month	
	Contact:		Customer #		

Image Companies

Date To Start: All Dates

Review Date: All Dates

Discontinue Date: All Dates



Job File

03/22/16

10:16:53 AM

Job Number	Job Name	Address	City	Supervisor	
Region	Branch	Customer Type	SalesPerson	Manager	
Days of Service	Square Footage	# of Req Associates	Hrs @ Jobsite	Freq of Inspection	
1580	Sawfish Bay Enterprises	Active: Yes	947 Alternate A1A	Jupiter	Manager 1/D. Perez
Corporate	Palm Beach Gardens	Janitorial	Timothy Wilson	Manager 1	
2x/week T/Th	1,500 To 5,000 Sq Ft.	1	1.5 Hrs. Per Visit/Assoc.	As Needed	
	Contact:		Customer #	1580 Sawfish Bay Enterprises	
1707	Martin County Parks And Recreation	Active: Yes	1707 N.E Indian River Drive	Jensen Beach	Manager 6/ T. Wilson
Balance Sheet	Stuart/martin County	Janitorial	Paul Saavedra	Manager 6	
On Call	1,500 To 5,000 Sq Ft.	1	1.5 Hrs. Per Visit/Assoc.	After Provided Service	
	Contact:		Customer #		
1752	Strategic Realty Services/Northlake	Active: Yes	3450 Northlake Blvd.	Palm Beach Gardens	Manager 3/A. Rosado
Balance Sheet	Balance Sheet	Balance Sheet	Balance Sheet	Manager 3	
5x/week M-F	1,500 To 5,000 Sq Ft.	1	2.5 Hrs. Per Visit/Assoc.	As Needed	
	Contact:		Customer #		
1796	Metrostudy	Active: Yes	8895 North Military Trail Suite B-	Palm Beach Gardens	Manager 3/A. Rosado
Corporate	North Palm Beach	Janitorial	Paul Saavedra	Manager 3	
1x/week F	1,500 To 5,000 Sq Ft.	1	> 1 Hr Per Visit	As Needed	
	Contact:		Customer #		
2008	First Republic Bank	Active: Yes	241 Royal Palm Way	Palm Beach	Manager 3/A. Rosado
Corporate	West Palm Beach	Janitorial	Paul Saavedra	Manager 3	
5x/week M-F	1,500 To 5,000 Sq Ft.	2	3 Hrs. Per Visit/Assoc.	Weekly	
	Contact:		Customer #		
205	South Florida Science Museum	Active: Yes	4801 Dreher Trail North	West Palm Beach	Corporate
Region 1	West Palm Beach	Floor Maintenance	Paul Saavedra	Corporate	
Needed	1,500 To 5,000 Sq Ft.	2	2 Hrs. Per Visit/Assoc.	As Needed	
	Contact:		Customer #		
206	Surgery Partners	Active: Yes	7406 Lake Worth Rd	Lake Worth	Corporate
Region 1	Lake Worth	Floor Maintenance	Paul Saavedra	Corporate	
Needed	1,500 To 5,000 Sq Ft.	2	2 Hrs. Per Visit/Assoc.	As Needed	
	Contact:		Customer #		
2064	Two Men And A Truck	Active: Yes	6715 White Dr.	Riviera Beach	Manager 1/D. Perez
Corporate	Corporate	Janitorial	Paul Saavedra	Manager 1	
1x/week F	1,500 To 5,000 Sq Ft.	1	2 Hrs. Per Visit/Assoc.	1x/month	
	Contact:		Customer #		

Image Companies

Date To Start: All Dates

Review Date: All Dates

Discontinue Date: All Dates



Job File

03/22/16 10:16:53 AM

Job Number	Job Name	Address	City	Supervisor	
Region	Branch	Customer Type	SalesPerson	Manager	
Days of Service	Square Footage	# of Req Associates	Hrs @ Jobsite	Freq of Inspection	
207	Palm Beach Outpatient Surgical Ce Active: Yes	2889 10th Ave North Suite G-20	Lake Worth	Corporate	
Corporate	Lake Worth	Floor Maintenance	Operation Manager	Corporate	
Special Schedule Per Request	1,500 To 5,000 Sq Ft.	As Needed	Needed	As Needed	
	Contact:		Customer #		
2130	Global Stick Express Lic. Active: Yes	221 Clematis Street Suite 300	West Palm Beach	Manager 3/A. Rosado	
Balance Sheet	Balance Sheet	Balance Sheet	Paul Saavedra	Manager 3	
2x/week T/F	1,500 To 5,000 Sq Ft.	1	1 Hr. Per Visit/Assoc	1x/week	
	Contact:		Customer #		
215	Collier, Deanna Dr. Active: Yes	2151 S. Alternate A 1 A	Jupiter	Corporate	
Region 1	Jupiter	Floor Maintenance	Corporate	Corporate	
Needed	1,500 To 5,000 Sq Ft.	2	2 Hrs. Per Visit/Assoc.	As Needed	
	Contact:		Customer #		
2200	Farm Credit Of Florida Active: Yes	11903 Southern Blvd, Suite 200	Royal Palm Beach	Manager 4/E. Moya	
Corporate	West Palm Beach	Janitorial	Paul Saavedra	Manager 4	
3x/Week M/W/F	1,500 To 5,000 Sq Ft.	2	5 Hrs. Per Visit/Assoc.	2x/month	
	Contact:		Customer #		
2220	Capital Realty-NL Corp Park Active: Yes	8895 N. Military Trail	Palm Beach Gardens	Manager 3/A. Rosado	
Region 1	Palm Beach Gardens	Janitorial	Timothy Wilson	Manager 3	
5x/week M-F	20,000 To 30,000 Sq Ft	2	5 Hrs. Per Visit/Assoc.	2x/month	
	Contact:		Customer #	2220 Capital Realty Adv	
2229	Representative Patrick Rooney, Jr. Active: Yes	3950 Rca Blvd. Suite 7001	Palm Beach Gardens	Manager 3/A. Rosado	
Corporate	North Palm Beach	Janitorial	Paul Saavedra	Manager 3	
1x/Week TH	1,500 To 5,000 Sq Ft.	1	1 Hr. Per Visit/Assoc	1x/month	
	Contact:		Customer #		
2265	One Home Care Solutions Active: Yes	1700 Parklane South, Suite 4	Jupiter	Manager 1/D. Perez	
Balance Sheet	Balance Sheet	Balance Sheet	Paul Saavedra	Manager 1	
1x/week F	1,500 To 5,000 Sq Ft.	1	2 Hrs. Per Visit/Assoc.	1x/month	
	Contact:		Customer #		
2272	Northern P B County Improvement Active: Yes	359 Hiatt Drive	Palm Beach Gardens	Manager 1/D. Perez	
Corporate	Palm Beach Gardens	Janitorial	Timothy Wilson	Manager 1	
3x/Week T/TH/S	10,000 To 20,000 Sq Ft.	1	4 Hrs. Per Visit/ Assoc.	1x/month	
	Contact:		Customer #		

I



P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

1750 North FLORIDA MANGO RD
Ste 103
WEST PALM BEACH, FL 33409

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
58-0007 CLEANING SERVICE	WILSON TIMOTHY		B22.601000 - 07/11/22	\$236.25	B40108537

Receipt is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA
PALM BEACH COUNTY
2022/2023 LOCAL BUSINESS TAX RECEIPT**

**LBTR Number: 200218449
EXPIRES: SEPTEMBER 30, 2023**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

IMAGE JANITORIAL SERVICE INC
IMAGE JANITORIAL SERVICE INC
1750 N FLORIDA MANGO RD STE 103
WEST PALM BCH FL 33409-5230



6-2212

7

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Image Janitorial Services, Inc

2 Business name/disregarded entity name, if different from above

dba Image Companies

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1750 N. Florida Mango Road, Suite 103

6 City, state, and ZIP code

West Palm Beach, FL 33409

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[] [] [] - [] [] - [] [] [] []

or

Employer identification number
6 5 - 0 2 7 3 8 3 4

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

4-1-21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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*, later.



Public Works
Department

650 Old Dixie Highway
Lake Park, FL 33403
Phone: (561) 881-3345
Fax: (561) 881-3349

www.lakeparkflorida.gov

October 19, 2022

NOTICE OF INTENT TO AWARD

RFP 109-2022 – Janitorial Services for Town Buildings and Parks Restrooms

To All Interested Parties,

Thank you for submitting your response to RFP 109-2022, Janitorial Services for Town Buildings and Parks Restrooms, dated October 13, 2022. The Town received six responses total, with three submittals being fully responsive and responsible bids.

After careful review, the evaluation committee ranked the three proposals. The highest-ranked contractor was Image Janitorial Services, Inc.

The evaluation scores were as follows:

1. Image Janitorial Services, Inc., received a score of **94**
2. Professional Cleaning Services Corp (PCS) received a score of **84**
3. Amer-Plus Janitorial Services, Inc., received a score of **83**

The following Offerors' submittals were **not** fully responsive:

1. Estrellita, Inc. d/b/a Anago of South Florida
2. A-Rostant & Son's Janitorial Service
3. Crystal Building Maintenance

Attached to this notice is a complete bid tabulation, with a responsiveness checklist for the bids received. Accordingly, we announce our intent to award a contract to:

Image Janitorial Services, Inc.

1750 N. Florida Mango Rd, Suite 103
West Palm Beach, FL 33409

Award will be made during an upcoming Regular Town Commission Meeting. We would like to thank each vendor for their time and effort in preparing a response to this solicitation. We appreciate your interest in doing business with the Town of Lake Park.

Sincerely,

Digitally signed by Roberto Travieso
DN: cn=Roberto Travieso, o=Town of Lake
Park, ou=Department of Public Works,
email=travieso@lakeparkflorida.gov, c=US
Date: 2022.10.19 12:31:19 -0400

ROBERTO F. TRAVIESO, MPA
Director of Public Works

ATTACHED – Bid Tabulation for RFP 109-2022



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025
Originating Department: Town Clerk
Agenda Title: Resolution 76-10-2025 Establishing the Qualifying Period for the March 10, 2026 Municipal Election

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$972.46 **Funding Source:** Accounting, Audits, & Elections
Account Number: 106-33000 **Finance Signature:** Barbara A. Gould

Advertised: _____
Date: Twice per publication **Newspaper:** Palm Beach Post, El Latino, Le Floridien

Attachments: Resolution

Please initial one:

VM _____ Yes I have notified everyone
 _____ Not applicable in this case

Summary Explanation/Background:

The Town of Lake Park will conduct a Municipal Election on March 10, 2026. The attached Resolution establishes the qualifying period as Tuesday, November 4, 2025 beginning at noon and continue until Tuesday, November 18, 2025 until noon.

Recommended Motion:

I move to adopt Resolution 76-10-2025 Establishing the Qualifying Period for the March 10, 2026 Municipal Election.

RESOLUTION 76-10-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ESTABLISHING A MUNICIPAL ELECTION WHICH SHALL BE HELD ON TUESDAY, MARCH 10, 2026 FOR THE PURPOSE OF ELECTING ONE MAYOR OF THE TOWN OF LAKE PARK, FLORIDA; ESTABLISHING THE QUALIFYING/FILING PERIOD FOR SUCH MUNICIPAL ELECTION AS BEGINNING AT 12 NOON ON TUESDAY, NOVEMBER 4, 2025 AND CONTINUING DURING THE TOWN'S BUSINESS HOURS ENDING AT 12 NOON TUESDAY, NOVEMBER 18, 2025; PROVIDING FOR SEVERABILITY; 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 of Lake Park ("Town") Town Code Article XVI, Section 18 – Qualification of candidates for Mayor specifies the qualifying period for the Town's Municipal Election; and

WHEREAS, the Town Code Article IV, Section 3 identifies that one Mayoral position is up for Election in March 2026.

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

Section 1. A Municipal Election shall be held in the Town of Lake Park, Palm Beach County, Florida, ("Town") between the hours of 7:00 a.m. and 7:00 p.m. on Tuesday, the 10th day of March, 2026, and if necessary a run-off election would be held on Tuesday, the 24th day of March, 2026, between the hours of 7:00 a.m. and 7:00 p.m. for the purpose of electing the Mayor of the Town of Lake Park.

Section 2. The Town Commission hereby designates Tuesday, November 4, 2025 at 12:00 noon as the opening date for those persons interested in qualifying for a Mayor, for the Municipal Election to be held on Tuesday, March 10, 2026; and establishing 12:00 noon, Tuesday, November 18, 2025 as the closing date for candidates to qualify for Mayor.

Section 3. At least 30 days before Tuesday, November 4, 2025, but not more than 45 days before Tuesday, March 10, 2026, the Town Clerk of the Town shall post in three conspicuous places in the Town, one of which shall be at the front door of Town Hall, 535

Park Avenue, the Notice of the Municipal Election, and the Office of Mayor to be filled in the election.

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



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Harbor Marina

Agenda Title: Resolution 77-10-25 - Marina Management Software (Renewal) - The Wanderlust Group (TWG)(DOCKWA) - \$1,068.32 per month (or \$12,819.84 annually)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$12,819.84 **Funding Source:** Contractual Services

Account Number: 401-579-800-34000 **Finance Signature:** Barbara A. Gould

Advertised: _____

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

Attachments: Wanderlust Group, Inc. (DOCKWA) Renewal Agreement

DOCKWA Original Agreement

Resolution

Please initial one:

JT

Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

The Lake Park Harbor Marina has identified a need to renewing the current agreement with The Wanderlust Group, Inc. (DOCKWA) to provide Marina Management Software at the Marina. The current agreement expired on August 21, 2025 and the proposed one-year renewal, if approved, would be retroactive to begin on August 21, 2025 through August 20, 2026, in the amount of \$1,068.32 per month (or \$12,819.84 annually).

Note: The Town's Marina has utilized the DOCKWA Marina Management software since August 2024 and have recorded savings estimated at nearly \$40,000 in credit card processing fees. Additionally, this software has assisted in streamlining annual dockage renewals and nightly transient contracts while also boosting the Marina's transient customers (utilizing their network of over 300,000 boaters across the U.S.).

If approved, the Town Commission will accept DOCKWA's pricing including all terms, conditions, and pricing therein. The proposed Agreement would be for a one (1) year term with no additional options to

extend. The Town will not expend more than the amount within the approved budget as it may adopted/amended each year for these goods and services over the term of this contract.

Funding to support this service is available within the adopted FY 2026 Budget. The total monthly cost is proposed to be \$1,068.32 (or \$12,819.84 annually).

Note: The Town's Purchasing Code – Section 2-244. Exemptions states:

This division shall not apply to:

14. Proprietary software applications

The proposed Renewal Agreement was prepared by DOCKWA and reviewed by the Marina Director, the IT Director, the Finance Director and the Town Attorney.

The Town has previously worked with DOCKWA and they have provided a quality product and good customer service.

Recommended Motion:

I move to approve Resolution 77-10-25 and the renewal of Marina Management Software with The Wanderlust Group (TWG)(DOCKWA) in the amount of \$1,068.32 per month (or \$12,819.84 annually); and authorize the Mayor to execute the proposed Renewal Agreement.

RESOLUTION 77-10-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A RENEWAL TO THE AGREEMENT WITH DOCKWA FOR THE PROVISION OF MARINA MANAGEMENT SOFTWARE; 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 powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contracts for goods and services necessary to maintain and improve public facilities, infrastructure, and operations; and

WHEREAS, the Town of Lake Park, Florida (“Town”) entered into a One year agreement with Dockwa on AUGUST 20th 2024 to provide Marina Management Software; and

WHEREAS, the renewal agreement includes a month-to-month renewal for up to one year with an option to opt out with 30 days’ notice; and

WHEREAS, the Town finds it in its best interest to exercise the month-to-month renewal option under the same terms and conditions with an annual cost of \$12,819.84; and

WHEREAS, the Contractor has agreed to continue providing the services as specified under the renewal agreement for an additional year commencing August 21st 2025; and

WHEREAS, the Town desires to formally approve the Agreement retroactively starting August 21st 2025 to ensure continuity of services, preserve contractual authority, and maintain compliance with procurement standards;

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 [Renewal/Amendment Number] to the Agreement with Dockwa, attached hereto as Exhibit A.

Section 3. This Resolution shall take effect immediately upon adoption.

DOCKWA CONTRACT FORM

ACCOUNT INFORMATION -

FULL NAME	
MARINA NAME	Lake Park Harbor Marina
TAX STATUS	Subject to sales tax (If applicable)
CONTACT EMAIL(S)	
PHONE NUMBER	
PHYSICAL ADDRESS	
CITY	
STATE	
ZIP	

ENROLLMENT -

Make change at contract renewal

Renewal Date: Aug 21, 2025

ADDITIONAL TERMS -

This is a monthly agreement with option to opt out with 30 days notice. Once the marina knows their long term plans, we can move to upfront billing with long term commitment.

ITEMIZED BREAKDOWN

LINE ITEM	BILLING FREQUENCY	SALES PRICE (USD)
Leads Module	N/A	\$0.00
Transient Module (large)	Monthly	\$242.08
Storage Module (large)	Monthly	\$323.58
C&C Module (large)	Monthly	\$323.58
Fuel Management Module	Monthly	\$179.08

TOTAL DUE AT SIGNING (EXCLUDING SALES TAX):	\$1,068.32
TOTAL CONTRACT VALUE (EXCLUDING SALES TAX):	\$1,068.32
SUBSCRIPTION TERM:	12 Months

CARD PROCESSING FEE -	3.50%
ACH FEE -	1%, \$25 CAP
CARD FIXED FEE -	\$0.15

SOFTWARE SERVICES AGREEMENT

This SaaS Services Agreement ("Agreement") is entered into on this **Aug 21, 2025** (the Effective Date") between The Wanderlust Group, Inc., with a place of business at 449 Thames Street, Newport, RI 02840 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Signed for ("Customer")	Date
Name (Print)	Title
Address	City/State/Zip

Alex Bowen

Signed for The Wanderlust Group, Inc.

Alex Bowen

Name (Print)

8/21/2025

Date

Marina Success Manager

Title

SALES ORDER TERMS AND CONDITIONS

Customer shall pay for the Services set forth in this Sales Order. The Sales Order is governed by the Dockwa SaaS Agreement located at <https://marinas.dockwa.com/saas-terms-of-service> ("Terms"), as modified by any addendum between the Parties, unless otherwise indicated below.

Purchase Orders; No Other Terms. Customer's standard terms of purchase (including purchase order terms), if any, are not applicable

Account Activation. The Wanderlust Group (TWG) will activate Customer's Account upon receipt of the Customer's signed Sales Order and payment information. Enrollment in TWG's automatic payment program is required for Customers who do not pay fees annually in advance. Customers enrolled in AutoPay shall provide a payment method for TWG to maintain on file (either credit card or banking information for ACH draws), and authorization for TWG to collect fees when due.

Fees and Payment. Fees are set forth in this Sales Order. Unless otherwise specified, the pricing set forth in this Sales Order is for the current Subscription Term only. Customer acknowledges that the following do not constitute fee increases: (i) additional fees for any upgrade or an additional service or Professional Service that Customer orders, and (ii) expiration of any discount or incentive programs to which Customer was previously entitled. Unless otherwise specified in writing, (1) TWG will automatically charge Customer's payment information on file for any renewals, upgrades, and additional services purchased; (2) TWG will bill and collect in advance for use of Services; (3) invoices are due upon the date set forth in the invoice.

Renewal. This Agreement shall be automatically renewed for a 12-month term, unless either party requests not to renew at least thirty (30) days prior to the end of the then-current term. The fees for any automatic renewal term will be 4% higher than the term immediately preceding such automatic renewal term.

Payment processing services for Marinas on TWG are provided by Stripe, Inc. ("Stripe") and are subject to the Stripe Connect Account Agreement (currently viewable at <https://stripe.com/us/connect-account/legal>), which includes the Stripe terms of service (currently viewable at <https://stripe.com/us/legal/>) (collectively, the "Stripe Services Agreement"). Marinas using payment processing services through Stripe will not be refunded any payment processing fees paid to Stripe, TWG, and/or Dockwa for a refund, chargeback, returns, or reversal transaction processed by the Marina.

Late Payments; Suspension. TWG may impose, and the customer shall pay, interest on overdue amounts at the rate of 1.5% per month or the maximum rate permitted by law (whichever is lower). TWG may suspend or terminate customer accounts which are greater than thirty (30) days past due.



ACCOUNT # - ywcy9e

Item 9.

DOCKWA CONTRACT FORM

ACCOUNT INFORMATION -

FULL NAME Jason Tenney

MARINA NAME Lake Park Harbor Marina

TAX STATUS Exempt from sales tax, state issued exemption certificate attached

CONTACT EMAIL(S) jtenney@lakeparkflorida.gov

PHONE NUMBER (561) 881-3353

PHYSICAL ADDRESS 105 Lake Shore Dr

CITY Lake Park

STATE FL

ZIP 33403

ENROLLMENT -

Initial subscription

ADDITIONAL TERMS -



ITEMIZED BREAKDOWN

LINE ITEM	BILLING FREQUENCY	SALES PRICE (USD)
C&C Module (large) - Annual	Annually	\$3,314.00
Marinas.com Platinum - Bundle	N/A	\$0.00
Transient Module (large) - Annual	Annually	\$2,228.00
Storage Module (large) - Annual	Annually	\$2,314.00
Fuel Management Module - Annual	Annually	\$1,644.00
Setup Fee (large)	One-time	\$0.00
Leads Module	N/A	\$0.00
TOTAL DUE AT SIGNING (EXCLUDING SALES TAX):		\$9,500.00
TOTAL CONTRACT VALUE (EXCLUDING SALES TAX):		\$9,500.00
SUBSCRIPTION TERM:		12 months
DOCKWA PROCESSING FEE -		3.50%
DOCKWA ACH FEE -		1%, \$25 CAP



SOFTWARE SERVICES AGREEMENT

This SaaS Services Agreement ("Agreement") is entered into on this 2024-07-31 (the Effective Date") between The Wanderlust Group, Inc., with a place of business at 449 Thames Street, Newport, RI 02840 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Signature for ("Customer")

Name (Print)

105 Lake Shore Dr

Address

Date

Title

Lake Park

City/State/Zip

FL 33403

DocuSigned by:

Matthew Minty

038DE77E9F8F4EB

Signed for The Wanderlust Group, Inc.

Mathew Minty

Name (Print)
DocuSigned by:

Chad Wozniak

00B993662BC848F

Manager Approval for The Wanderlust Group, Inc.

7/31/2024

Date

Sales Manager

Title

7/31/2024

Date

SALES ORDER TERMS AND CONDITIONS

Customer shall pay for the Services set forth in this Sales Order. The Sales Order is governed by the Dockwa SaaS Agreement located at <https://marinas.dockwa.com/saas-terms-of-service> ("Terms"), as modified by any addendum between the Parties, unless otherwise indicated below.

Purchase Orders; No Other Terms. Customer's standard terms of purchase (including purchase order terms), if any, are not applicable.

Account Activation. The Wanderlust Group (TWG) will activate Customer's Account upon receipt of the Customer's signed Sales Order and payment information. Enrollment in TWG's automatic payment program is required for Customers who do not pay fees annually in advance. Customers enrolled in AutoPay shall provide a payment method for TWG to maintain on file (either credit card or banking information for ACH draws), and authorization for TWG to collect fees when due.

Fees and Payment. Fees are set forth in this Sales Order. Unless otherwise specified, the pricing set forth in this Sales Order is for the current Subscription Term only. Customer acknowledges that the following do not constitute fee increases: (i) additional fees for any upgrade or an additional service or Professional Service that Customer orders, and (ii) expiration of any discount or incentive programs to which Customer was previously entitled. Unless otherwise specified in writing, (1) TWG will automatically charge Customer's payment information on file for any renewals, upgrades, and additional services purchased; (2) TWG will bill and collect in advance for use of Services; (3) invoices are due upon the date set forth in the invoice.

Payment processing services for Marinas on TWG are provided by Stripe, Inc. ("Stripe") and are subject to the Stripe Connect Account Agreement (currently viewable at <https://stripe.com/us/connect-account/legal>), which includes the Stripe terms of service (currently viewable at <https://stripe.com/us/legal/>) (collectively, the "Stripe Services Agreement"). Marinas using payment processing services through Stripe will not be refunded any payment processing fees paid to Stripe, TWG, and/or Dockwa for a refund, chargeback, returns, or reversal transaction processed by the Marina.

Late Payments; Suspension. TWG may impose, and the customer shall pay, interest on overdue amounts at the rate of 1.5% per month of the maximum rate permitted by law (whichever is lower). TWG may suspend or terminate customer accounts which are greater than thirty (30) days past due.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Special Events

Agenda Title: Resolution 78-10-25 - Florida City Week - October 20-26, 2025

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution: Florida City Week

Please initial one:

_____ Yes I have notified everyone

X Not applicable in this case

Summary Explanation/Background:

The Florida League of Cities recognizes the benefits provided by municipal governments to the citizens of the State of Florida by sponsoring the **Florida City Week** (formerly Florida City Government Week) annually in October.

Municipalities, including the Town of Lake Park, are asked to recognize this occasion with a Resolution supporting the important role that municipal government and their employees play in the lives of their citizens.

This year, Florida City Week will take place October 20-2026, 2024.

The Town of Lake Park is planning to celebrate what makes our Town great.

Recommended Motion:

I move to approve Resolution 78-10-25 recognizing Florida City Week as October 20-26, 2025.

RESOLUTION 78-10-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK RECOGNIZING FLORIDA CITY WEEK, OCTOBER 20 – 26, 2025 AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, municipal government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, municipal government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, *Florida City Week* is a very important time to recognize the important role played by municipal government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, *Florida City Week* offers an important opportunity to convey to all the citizens of Florida that they can shape and influence government through their civic involvement.

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

Section 1. The foregoing recitals are adopted as true and correct findings of the Town Commission.

Section 2. That the Town of Lake Park does encourage all citizens, municipal government officials, and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

Section 3. That the Town of Lake Park does encourage educational partnerships between municipal government and schools.

Section 4. That the Town of Lake Park does support and encourage all municipal governments to actively promote and sponsor *Florida City Week*.

Section 5. This Resolution shall take effect upon adoption.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Public Works

Agenda Title: Resolution No. 79-10-2025 – Annual Generator Maintenance & Service Agreement – Megawattage, LLC – \$6,640.06 Annually

Approved by Town Manager: _____ **Date:** _____

Cost of Item:	<u>\$6,640.06</u>	Funding Source:	<u>Contractual Services</u>
	<u>Annually</u>	Finance	
Account Number:	<u>001-597-408-34000</u>	Signature:	<u>Barbara A. Gould</u>

Advertised:

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

Attachments: Resolution No. 79-10-2025

Agreement for Public Works Generator Annual Maintenance & Service – Megawattage, LLC

RFQ 122-2025 Megawattage, LLC submittal

Please initial one:

_____ Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified a need for a qualified and licensed contractor to provide comprehensive generator maintenance services for Town's three (3) town generators (various locations).

As a result, the Town issued a Request for Quotation (RFQ #122-2025 – August 12, 2025) in accordance with the Town's Procurement Policy. The intent of this RFQ was to select a qualified contractor to complete the work, including all labor, materials, and permits, for a two (2) year term with the option to renew for two (2) additional, one-year terms.

The proposed purchase follows the Town of Lake Park's Procurement Policy – Sec. 2-246, Thresholds for the procurement of goods and services. 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 RFQ.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including RFQ #122-2025 and published addendums, as required.

Staff is recommending that the Town enter into an agreement with Megawattage, LLC, in the amount of \$6,640.06 annually. If approved, the Town Commission would accept Megawattage, LLC's approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 Budget – General Fund – Account #001-597-408-34000 – Contractual Services.

If approved, the agreement with Megawattage, LLC, will commence on October 8, 2025, through October 8, 2027.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Megawattage, LLC, the Finance Director, and the Town Attorney.

The Town has previously worked with Megawattage previously and they have provided excellent service and a quality product.

Recommended Motion:

I move to authorize Resolution 79-10-2025 and approve an Annual Generator Maintenance & Service Agreement with Megawattage, LLC, in the amount of \$6,640.06 Annually; and authorize the Mayor to execute the proposed Agreement with Megawattage, LLC.

RESOLUTION 79-10-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH MEGAWATTAGE, LLC FOR PUBLIC WORKS GENERATOR ANNUAL MAINTENANCE & SERVICE PURSUANT TO RFQ 122-2025; 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 powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contracts for goods and services necessary to maintain and improve public facilities, infrastructure, and operations; and

WHEREAS, the Town has identified the need for a qualified and licensed contractor to provide comprehensive generator maintenance services for three (3) town generators to ensure continued operational effectiveness; and

WHEREAS, the Town issued RFQ 122-2025 seeking competitive quotes for annual generator maintenance services, and Megawattage, LLC, submitted the lowest responsive and responsible quote in the amount of \$6,640.06, inclusive of the pricing, terms, and conditions in the RFQ 122-2025; and

WHEREAS, the Town Commission desires to fund this purchase through the General Fund - Account 001-597-408-34000 - Contractual Services and proceed with the acquisition in accordance with the Town’s Procurement Policy.

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 Megawattage, LLC, attached hereto as Exhibit “A,” for [goods/services] in the amount of \$6,640.06.

Section 3. Funding for this purchase shall be provided from 001-597-408-34000; any future costs associated with maintenance, warranty, or replacements shall be budgeted in subsequent fiscal years as necessary.

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

AGREEMENT FOR THE PROVISION OF PUBLIC WORKS GENERATOR ANNUAL MAINTENANCE & SERVICE

THIS **AGREEMENT** (the "Agreement") is made and entered into this 8 day of October, 2025, 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 Megawattage, LLC, 850 SW 21st Terrace, Ft. Lauderdale, FL 33312 ("Contractor").

WITNESSETH THAT

WHEREAS, the Town of Lake Park, Florida ("Town") issued Request for Quotation RFQ #122-2025 on August 12, 2025 for generator annual maintenance & services; and

WHEREAS, Megawattage, LLC submitted the lowest responsive and responsible quote in the amount of \$6,640.06; and

WHEREAS, the Town Commission finds it in the best interest of the Town to enter into an agreement with Megawattage, LLC for generator annual maintenance & services in accordance with the RFQ and the Vendor's quote; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

Scope of Services/Supply – Contractor shall provide semi-annual preventative maintenance inspections and submit detailed inspection reports in accordance with the specifications outlined in RFQ #122-2025 and Contractor's proposal dated August 21, 2025, both of which are incorporated herein by reference.

Schedule/Delivery – The agreement term with Megawattage, LLC is for (2) two-years, with the option to renew for two (2) additional one-year terms. The agreement will commence on October 8, 2025 through October 8, 2027.

Compensation – The Town shall pay the Contractor a lump sum of \$6,640.06 annually, per the pricing, terms, and conditions in the RFQ #122-2025.

Licenses and Insurance – Contractor shall maintain all required licenses and insurance, including general liability, and workers' compensation, during the term of this Agreement.

Compliance with Laws – Contractor shall perform all obligations in accordance with applicable federal, state, and local laws and regulations.

Termination – The Town may terminate this Agreement for cause or convenience upon written notice.

Public Records – Contractor shall comply with Chapter 119, Florida Statutes, relating to public records.

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

TOWN OF LAKE PARK

By: _____

Name: _____

Title: _____

Date: _____

Megawattage, LLC

By: _____

Name: _____

Title: _____

Date: _____



Generator Maintenance Agreement

This SERVICE "AGREEMENT" is entered into this 8th day of October, 2025 between Megawattage, LLC 850 SW 21st Terrace, Ft. Lauderdale, FL 33312 (MEGAWATTAGE) and Town of Lake Park, 535 Park Avenue, Lake Park, FL 33403 (TLP).

Whereas MEGAWATTAGE is in the business of maintaining generators and providing certain specified services related to those generators to its Clients; and

Whereas, TLP is to retain MEGAWATTAGE to provide the services, specified below, under the terms and conditions of this Agreement; and

Now, therefore, in consideration of the mutual covenants and agreements and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Term:

This Agreement shall be in effect for a term of one year from the Effective Date, and shall be renewed each year thereafter unless terminated by either party at least 30 days prior to the anniversary of the effective date.

2. Consideration:

TLP agrees to pay MEGAWATTAGE **\$6,640.06** a year at the signing of this Agreement, and on the same date each year thereafter for the performance of services as defined below as long as such agreement remains in effect.

3. Services Provided:

During the term of this Agreement, as may be applicable to the applicable Three (3) Generators (*Police Dept 1, Public Works 2, Town Hall*), MEGAWATTAGE agrees to provide all of the following services: *One (1) annual Service (PM, OFC, Transfer Test) and One (1) Annual Inspection Service (PM, Transfer TestI)*. All other change outs would be additional and billed on a time and material basis.

Prior to the provision of any additional services, the party must be in good standing. Megawattage reserves the right to withhold services until all outstanding invoices are paid in full.

SMDO – 182KW

Kohler – 100KW

Katolight – 100KW

As per factory specs, Megawattage will conduct the following inspections:

- Check all filters (*oil, fuel, and air*)
- Check lubricating oil
- Check air inlets and outlets for debris
- Check battery electrolyte level
- Check and record battery voltage
- Check and record battery amperage
- Check battery connection terminals and clean as necessary

- Clean battery posts and terminals
- Check battery charger and adjust float rate (if necessary)
- Check crankcase oil level
- Check crankcase blowby
- Visual inspection of front and rear crankshaft seals and lubrication system gaskets
- Check coolant level
- Visual inspection of *radiator/heat* exchanger
- Inspect radiator cap, gaskets and sealing surfaces
- Visually inspect engine coolant
- Visually inspect water pump and cooling system gaskets
- Inspect engine belts
- Check jacket water heaters
- Check and adjust belt tension
- Inspect hoses
- Check and record engine coolant antifreeze protection
- Check exhaust system, engine mounts and control panel
- Check generator and voltage regulator
- Complete operational checks as per factory specs
- Conduct visual on-site inspections of the generators and tanks

A report will be made available to TLP of any condition that may require additional service from MEGAWATTAGE or that may fall under the manufacturer's warranty (parts and labor are not included). This report will also be kept on file at MEGAWATTAGE for future reference. The parties agree that the list of services to be provided is limited to those set forth in this Agreement. This is a generator maintenance agreement only.

4. Governing Law:

This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of Florida, without regard to the conflicts of law rules thereof.

5. Complete Agreement:

This Agreement represents the entire agreement of the parties.

TOWN OF LAKE PARK

MEGAWATTAGE LLC

Date

9/26/25

Date

President

Title



Exhibit A

RFQ No. 122-2025

KOHLER 100 - Police Dept. 1

ANNUAL SERVICE (OFC, TRANSFER TEST, PM): **\$1517.10**

INSPECTION SERVICE (PM, TRANSFER TEST): **\$640.00**

KATOLIGHT 100 - Public Works 2

ANNUAL SERVICE (OFC, TRANSFER TEST, PM): **\$1601.48**

INSPECTION SERVICE (PM, TRANSFER TEST): **\$640.00**

SDMO 182 - Town Hall

ANNUAL SERVICE (OFC, TRANSFER TEST, PM): **\$1601.48**

INSPECTION SERVICE (PM, TRANSFER TEST): **\$640.00**

RATES:

Hourly service call rate: **\$780.00**

Regular hourly labor rate: **\$195.00**

Overtime hourly labor rate: **\$292.50**

Material markup percentage: **30%**



Generator Maintenance Agreement

This SERVICE "AGREEMENT" is entered into this 1st day of September 2025 between MEGAWATTGE, LLC 850 SW 21st Terrace, Ft. Lauderdale, FL 33312 (MEGAWATTAGE, LLC) Town of Lake Park, 105 Lake Shore Drive, West Palm Beach, FL 33403.

Whereas MEGAWATTAGE, LLC is in the business of maintaining generators and providing certain specified services related to those generators to its clients; and

Whereas Town of Lake Park is to retain MEGAWATTAGE, LLC to provide the services, specified below, under the terms and conditions of this Agreement; and

Now, therefore, in consideration of the mutual covenants and agreements and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Term:

This Agreement shall be in effect for a term of one year from the effective date and shall be renewed each year thereafter unless terminated by either party at least 30 days prior to the anniversary of the effective date.

2. Consideration:

The Town of Lake Park agrees to pay MEGAWATTAGE, LLC **\$6,640.06** a year (**see attached exhibit A for detail pricing**) at the signing of this Agreement and on the same date each year thereafter for the performance of services as defined below as long as such agreement remains in effect.

3. Services Provided:

During the term of this Agreement, as may be applicable to the **Three (3) Generators** (*Police Dept 1, Public Works 2, Town Hall*), MEGAWATTAGE, LLC agrees to provide the following services: **One (1) Annual Service (PM, OFC, Transfer Test) and One (1) Annual Inspection Service (PM, Transfer Test)**. All other change outs would be additional and billed on a time and material basis.

Prior to the provision of any additional services, the party must be in good standing. Megawattage reserves the right to withhold services until all outstanding invoices are paid in full.

As per factory specs, Megawattage, LLC will conduct the following inspections:

- Check all filters (*oil, fuel, and air*)
- Check lubricating oil Check air inlets and outlets for debris.
- Check battery electrolyte level.
- Check and record battery voltage.
- Check and record battery amperage.
- Check battery connection terminals and clean as necessary.



- Clean battery posts and terminals
- Check battery charger and adjust float rate (if necessary)
- Check crankcase oil level.
- Check crankcase blowby.
- Visual inspection of front and rear crankshaft seals and lubrication system gaskets
- Check coolant level.
- Visual inspection of *radiator/heat* exchanger
- Inspect radiator cap, gaskets and sealing surfaces.
- Visually inspect engine coolant
- Visually inspect water pump and cooling system gaskets
- Inspect engine belts.
- Check jacket water heaters.
- Check and adjust belt tension.
- Inspect hoses.
- Check and record engine coolant antifreeze protection.
- Check exhaust system, engine mounts and control panel.
- Check generator and voltage regulator.
- Complete operational checks as per factory specs
- Conduct visual on-site inspections of the generators and tanks.

A report will be made available to Town of Lake Park of any condition that may require additional service from MEGAWATTAGE, LLC or that may fall under the manufacturer's warranty (parts and labor are not included). This report will also be kept on file at MEGAWATTAGE, LLC for future reference. The parties agree that the list of services to be provided is limited to those set forth in this Agreement. This is a generator maintenance agreement only.

4. Governing Law:

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida, without regard to the conflicts of law rules thereof.

5. Complete Agreement:

This Agreement represents the entire agreement of the parties.

Town of Lake Park

Date

MEGAWATTAGE, LLC

Date

Title



Exhibit A

RFQ No. 122-2025

KOHLER 100 - Police Dept. 1

ANNUAL SERVICE (OFC, TRANSFER TEST, PM): **\$1517.10**

INSPECTION SERVICE (PM, TRANSFER TEST): **\$640.00**

KATOLIGHT 100 - Public Works 2

ANNUAL SERVICE (OFC, TRANSFER TEST, PM): **\$1601.48**

INSPECTION SERVICE (PM, TRANSFER TEST): **\$640.00**

SDMO 182 - Town Hall

ANNUAL SERVICE (OFC, TRANSFER TEST, PM): **\$1601.48**

INSPECTION SERVICE (PM, TRANSFER TEST): **\$640.00**

RATES:

Hourly service call rate: **\$780.00**

Regular hourly labor rate: **\$195.00**

Overtime hourly labor rate: **\$292.50**

Material markup percentage: **30%**

REQUEST FOR QUOTES (RFQ No. 122-2025)

Public Works Generator Annual Maintenance & Service Contract Town of Lake Park, Florida

I. Introduction

The Town of Lake Park is seeking sealed quotes from qualified and licensed contractors to provide comprehensive generator maintenance services for a two-year term, with the option to renew for two (2) additional one-year terms. Services are required for the following standby generators:

- **SMDO 182kW Generator** – Town Hall, 535 Park Avenue
- **Kohler 100kW Generator** – PBSO Substation, 700 6th Street
- **Katolight 100kW Generator** – Public Works Facility, 640 Old Dixie Highway

II. Scope of Services

The contractor shall perform semi-annual preventative maintenance inspections and submit detailed inspection reports. Services must comply with factory specifications and include, but are not limited to, the following checkpoints:

- Inspect and replace all filters (oil, fuel, air)
- Check and replenish lubricating oil
- Inspect air inlets/outlets for obstructions
- Test and record battery voltage and amperage
- Inspect battery electrolyte levels, terminals, and charger; clean and adjust as necessary
- Inspect crankcase oil level and blowby
- Visually inspect crankshaft seals, lubrication gaskets
- Inspect coolant level, radiator, radiator cap, and water pump
- Evaluate engine belts, hoses, and jacket water heaters
- Test and adjust belt tension
- Test antifreeze protection levels
- Inspect exhaust system, engine mounts, and control panels
- Test generator and voltage regulator
- Conduct full operational check per factory specifications
- Perform visual inspection of generator housing and fuel tanks
- Inspect Transfer Switch and coordinate with Town staff to execute Load Tests twice annually per generator

Any deficiencies discovered during inspection must be documented. An itemized quote for necessary repairs shall be submitted separately, based on the pricing provided in the quote submission.

All work and components must comply with current Florida Building and Electrical Codes.

III. Quote Submission Requirements

Each quote must be submitted in a sealed envelope or via email and clearly labeled:

Required quote details:

- Cost per unit/location
- Hourly service call rate
- Regular hourly labor rate
- Overtime hourly labor rate
- Material markup percentage

Submit by mail or in person to:

Town Clerk's Office
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
Attn: RFQ No. 122-2025

Or via email to: townclerk@lakeparkflorida.gov

IV. Evaluation Criteria

Submissions will be evaluated based on the following:

- Total cost and value
- Contractor qualifications and certifications
- Quality of materials and services offered
- Warranty coverage and terms
- Availability of service and response time commitments

V. Terms and Conditions

- The Town reserves the right to accept or reject any or all submissions, in part or whole.
- The Town may modify or cancel this RFQ at any time before award.
- The Town may negotiate pricing and scope with the selected respondent in the Town's best interest.

VI. Price Adjustments

In recognition of market fluctuations, annual unit price adjustments may be considered on the anniversary of the contract. Adjustments, if any, shall be based on the Consumer Price Index (CPI) and subject to approval by the Town.

VII. Deadline for Submission

All quotes must be received by 2:00 pm. (EST) on **Thursday, August 21, 2025.**

VIII. Contact Information

Submit written questions or clarifications to: **townclerk@lakeparkflorida.gov**

Laura
Weidgans

Digitally signed by Laura
Weidgans
DN: cn=Laura Weidgans,
o=Town of Lake Park,
ou=Deputy Town Clerk,
email=lweidgans@lakeparkflo
rida.gov, c=US
Date: 2025.08.13 09:53:09
-04'00'



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Library

Agenda Title: Resolution 80-10-25 - 2025-2026 State Aid to Libraries Grant Program - Division of Library and Information Services (DLIS) - \$5,408

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Resolution 80-10-25

Grant Agreement # 26-ST-58

Please initial one:

_____ Yes I have notified everyone

JKC Not applicable in this case

Summary Explanation/Background:

The Town of Lake Park has been awarded a State Aid to Libraries Grant from the Division of Library and Information Services (DLIS) for Fiscal Year 2026, in the amount of \$5,408. The Town has been a recipient of this funding since 2005.

If accepted, the grant (reimbursement) funding would provide needed funding to support various services and offerings within the Lake Park Public Library, including:

- Brainfuse Online Tutoring – Offering live help, test prep, study tools, and academic support
- Mango Languages - Foreign language learning app that features authentic content, interactive features and an algorithmic review activity

If approved, the State Aid to Libraries is expected to be completed by September 30, 2026.

The proposed Grant Agreement was prepared by the State of Florida's Division of Library and Information Services and reviewed by the Library Director, the Finance Director and the Town Attorney.

Recommended Motion:

I move to approve Resolution 80-10-25 accepting the 2025-2026 State Aid to Libraries Grant Agreement from the Florida Department of State, Division of Library and Information Services, to support the Lake Park Public Library, in the amount of \$5,408; and authorize the Mayor to execute the State Aid to Libraries Grant Agreement.

RESOLUTION 80-10-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING THE SUBMISSION AND AUTHORIZING THE MAYOR TO SIGN THE LIBRARY'S ANNUAL STATE AID TO LIBRARIES GRANT AGREEMENT.

WHEREAS, effective July 1, 2003, the Florida Legislature amended Chapter 257 Florida Statutes to allow municipalities to submit applications to the State of Florida, Department of State (the Department) for State Aid to Libraries Grant Funding by municipalities; and

WHEREAS the Town Manager recommends that the commission authorize the submission of an application to the Department seeking funding for the Town of Lake Park; and

WHEREAS, in order to meet the requirements for an application to the Department for State Aid to Libraries Grant Funding, the Town Commission must approve the submission of the application and make certain certifications provided for herein;

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

- Section 1. The Town of Lake Park, Florida (the Town), is an eligible municipal corporation.

- Section 2. The Town is a single library administrative unit.

- Section 3. The Town Commission is the designated governing body to provide library services in the Town.

- Section 4. The Town's Library Director shall be the single administrative head employed by the Town with the authority to manage and coordinate operations of the Town's public library and has an approved job description.

- Section 5. The Library Director has an American Library Association-accredited professional degree, and at least two (2) years of full-time paid professional experience. The Town's Library Director has completed a library education program in a public library that is open to the public for a minimum of forty (40) hours per week.

- Section 6. All funds will be centrally expended by the Library Director as part of the Library's budget.

- Section 7. The Town's library shall extend borrowing privileges without charge to residents of all library service areas in the county that receive State Aid to Libraries Grants.
- Section 8. The Town shall provide free library services.
- Section 9. The Town agrees to make its library available for participation with all public libraries in Palm Beach County that receive State Aid to Libraries Grants and to participate in joint planning and coordination of library services to residents.
- Section 10. The Town shall operate its public library for a minimum of forty (40) hours per week.
- Section 11. Exhibit "A", State Aid to Libraries Grant Agreement between the State of Florida, Department of State, and Town for and on behalf of the Town's Public Library, which is attached hereto and incorporated herein, is hereby approved by the Town Commission.
- Section 13. The Town Commission hereby authorizes and directs that the Mayor and Town Clerk execute the application for the State Aid to Libraries Grant funding.
- Section 14. This Resolution shall become effective immediately upon adoption.

26-ST-58
Lake Park Public Library

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Lake Park Public Library for and on behalf of Lake Park Public Library**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Lake Park Public Library for and on behalf of Lake Park Public Library, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2025-26 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2023 - September 30, 2024.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2023 through June 30, 2026. The Grantee shall:

- o Have a single administrative head employed full time by the library's governing body;
- o Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- o Provide access to materials, information and services for all residents of the area served; and
- o Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task :

Payment will be a fixed price in the amount of 100% of the grant award for the period October 1, 2023 through June 30, 2026. The Grantee will:

- o Have expended funds to provide free library service during the period October 1, 2023 - September 30, 2024;
- o Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2023 - September 30, 2024 only;
- o Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
- o Provide the Certification of Credentials for the Single Administrative Head; and
- o Provide a Certification of Hours, Free Library Service and Access to Materials.

- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

2. **Length of Agreement.** This Agreement covers the period of October 1, 2023 to June 30, 2026, unless terminated in accordance with the provisions of Section 30 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2023) and concludes with the end of the State of Florida's current fiscal year (June 30, 2026).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2023 – September 30, 2024) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications regarding this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Tom Peña, Grant Programs Supervisor
 Florida Department of State
 R.A. Gray Building
 Mail Station # 9D
 500 South Bronough Street
 Tallahassee, FL 32399-0250
 Phone: 850.245.6620
 Email: Thomas.Pena@dos.fl.gov

For the Grantee:

Merrell Angstreich
 Lake Park Public Library
 529 Park Avenue Lake Park Florida 33403
 Phone: 561.882.1819
 Email: mangstreich@lakeparkflorida.gov

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2025-26 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization Form (form number DFS-AI-26E, rev 3/2022), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-ai-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit fivendor.myfloridacfo.com. **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.
9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc., created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, which is administered by the Florida Department of State’s Division of Library and Information Services.”
10. **Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of October 2022), incorporated by reference, which

are available online at myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service's Reference Guide for State Expenditures (as of October 2022) myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2, incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Thomas Peña, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year. Audits must be submitted on the DOS Grants System at dosgrants.com.
15. **Retention of Grant Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the closeout of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
18. **Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of

State (DOS) policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

- 19. Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds.
 - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If the Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.
 - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.
 - d) The name of the account(s) must include the grant award number.
 - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets.
 - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).
- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.

- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- 25. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
- 26. Prohibition of Expenditures to a Library Association.** Expenditure of project funds (grant funds and local match funds) must not be used for an activity related to a library association. This prohibition does not apply to expenditure of project funds related to a library cooperative that receives state moneys under sections 257.40-257.42, *Florida Statutes*. The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable local, state and federal laws and regulations. The Grantee shall during the term of this Agreement be in strict conformity with all applicable local, state and federal laws and regulations.
- 27. Total Compensation Paid to Non-Profit Personnel.** Per Section 216.1366, *Florida Statutes*, all non-profit organizations as defined in Section 215.97(2)(m), *Florida Statutes*, shall complete and return to the division within 30 days of the execution of this grant agreement the "Total Compensation Paid to Non-Profit Personnel Using State Funds" report, incorporated by reference, which shall satisfy the requirement to provide documentation that indicates the amount of state funds:
- a) Allocated to be used during the full term of the agreement for remuneration to any member of the board of directors or an officer of the contractor.
 - b) Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Non-Profit organization grantees shall complete a Total Compensation Paid to Non-Profit report for each required filer for the invoice period covered by the Payment Request.

The grantee shall also post their reports on their website, and the public agency shall make the reports available to the public on the internet.

- 28. No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
- 29. Breach of Agreement.** The Division shall demand the return of grant funds already received, shall withhold subsequent payments and/or shall terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 30. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division shall terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee shall be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
- 31. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
- 32. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 33. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
 - 1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 - 2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
 - b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 must follow all formal procurement processes as outlined in Section 287.057, *Florida Statutes*.

- 34. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 35. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 36. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a) (as of January 2023)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 37. Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 38. Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 ([ada.gov](https://www.ada.gov) (as of January 2024)), incorporated by reference).
- 39. Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.
- 40. Entire Agreement.** The entire Agreement of the parties consists of the following documents:
- a) This Agreement
 - b) Florida Single Audit Act Requirements (Attachment A)
 - c) Fiscal Year 2025-26 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Grantee: **Department of State**

By: _____ By: _____

Chair of Governing Body or Chief Executive Officer

Amy L. Johnson, Director
Division of Library and Information Services
Department of State, State of Florida

Typed name and title

Date

Date

Clerk or Chief Financial Officer

Witness

Date

Date

ATTACHMENT A

FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

Monitoring

In addition to reviews of audits conducted in accordance with 2 *CFR* 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

Audits

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 *CFR* §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 *CFR* 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 *CFR* 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 *CFR* 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 *CFR* 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 *CFR* 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 *CFR* 200, subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.*; Rule Chapter 69I-5 *F.A.C.*, State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.*, and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 *CFR* 200.512, by or on behalf of the recipient directly to each of the following:

A. The Department of State via the DOS Grants System at <https://dosgrants.com>.

B. The Federal Audit Clearinghouse (FAC) as provided in 2 *CFR* 200.6 and section 200.512

The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of State via the DOS Grants System at <https://dosgrants.com>.

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 *CFR* 200.512, section 215.97 *F.S.* and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part IV: Record Retention

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT – 1**FEDERAL RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

Not applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:****MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not applicable.

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Libraries;

CSFA Number. 45.030

Award Amount: See Attachment B.

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

ATTACHMENT B
Fiscal Year 2024-25 State Aid to Libraries Final Grants

Florida Administrative Code

1B-2.011 Library Grant Programs.

(1) This rule provides procedures for library grant programs administered by the Division of Library and Information Services (Division). Each program shall be governed by guidelines which contain information on eligibility requirements, application review procedures, evaluation and funding criteria, grant administration procedures, if applicable, and application forms. All grant awards shall be subject to final approval by the Secretary of State.

(2) Applicants for grants shall meet the eligibility and application requirements as set forth in the following guidelines for each grant program:

(a) State Aid to Libraries Grant Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx, which contain guidelines and instructions; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA01), effective xx-xxxx; Grant Agreement (Form DLIS/SA02), effective xx-xxxx; Annual Statistical Report Form for Public Libraries (Form DLIS/SA03), <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, xx-xxxx; Certification of Hours, Free Library Service and Access to Materials (Form DLIS/SA04), <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx.

(b) Public Library Construction Grants Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx, which contains guidelines and instructions; and Public Library Construction Grant Agreement (Form DLIS/PLC01), <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx.

(c) Library Cooperative Grant Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx, which contains guidelines and instructions; Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG01), effective xx-xxxx; Grant Agreement (Form DLIS/LCG02), <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx; and the Florida Library Information Network Manual <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx.

(d) The Library Services and Technology Act Grant Guidelines, <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx, which contains guidelines and instructions, Library Services and Technology Act Grant Agreement (Form DLIS/LSTA01) <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx, MLS Certification (Form DLIS/LSTA02), <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective xx-xxxx, and Certification Regarding Trafficking in Persons (Form DLIS/LSTA03).

(e) The Community Libraries in Caring Program Application, <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective 04-10-12; which contains instructions and application (Form DLIS/CLIC01), effective 04-10-12; Annual Report (Form DLIS/CLIC02), effective 04-10-12; and Grant Agreement (Form DLIS/CLIC03), <http://www.flrules.org/Gateway/reference.asp?No=Ref-xxxx>, effective 04-10-12.

(3) Guidelines and forms in this rule are incorporated by reference and may be obtained from the Director of the Division, Florida Department of State, Division of Library and Information Services, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250.

(4) The Division of Library and Information Services will waive the financial matching requirements on grants for rural communities that have been designated in accordance with Sections 288.0656 and 288.06561, F.S. Eligible communities applying for Library Services and Technology Act grants and Library Construction grants must request waiver of matching requirements at the time of grant application.

Rulemaking Authority 257.14, 257.191, 257.192, 257.24, 257.41(2) FS. Law Implemented 257.12, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, 257.191, 257.192, 257.195, 257.21, 257.22, 257.23, 257.24, 257.25, 257.40, 257.41, 257.42 FS. History—New 1-25-93, Amended 7-17-96, 4-1-98, 2-14-99, 4-4-00, 12-18-00, 11-20-01, 3-20-02, 1-9-03, 12-28-03, 11-16-04, 2-21-06, 2-21-07, 1-24-08, 4-1-10, 4-21-10, 4-10-12, 12-25-13, 7-8-14, 4-7-15, 7-12-16, 7-6-17, 4-30-18, 11-19-18, 7-1-19, 3-17-20, 2-27-22, 5-4-23, 12-22-24.

Estimated State Aid to Libraries Awards for FY 2025-2026

Item 12.

County/Municipality	Operating Grant	Equalization Grant	Total Grant
Alachua County	\$272,027	\$0	\$272,027
Baker County	\$2,303	\$41,383	\$43,686
Bay County	\$38,587	\$0	\$38,587
Bradford County	\$5,585	\$200,895	\$206,480
Brevard County	\$324,535	\$0	\$324,535
Broward County	\$1,037,392	\$0	\$1,037,392
Calhoun County	\$6,026	\$218,725	\$224,751
Charlotte County	\$75,899	\$0	\$75,899
Citrus County	\$65,477	\$0	\$65,477
Clay County	\$48,338	\$0	\$48,338
Collier County	\$120,354	\$0	\$120,354
Columbia County	\$18,579	\$436,494	\$455,073
Desoto County	\$3,995	\$71,012	\$75,007
Dixie County	\$3,003	\$108,770	\$111,773
Duval County	\$493,625	\$0	\$493,625
Escambia County	\$106,819	\$0	\$106,819
Flagler County	\$23,871	\$0	\$23,871
Franklin County	\$4,839	\$85,394	\$90,233
Gadsden County	\$7,425	\$265,239	\$272,664
Gilchrist County	\$3,532	\$63,616	\$67,148
Glades County	\$1,191	\$21,514	\$22,705
Gulf County	\$2,951	\$51,971	\$54,922
Hamilton County	\$8,113	\$292,646	\$300,759
Hardee County	\$2,151	\$38,241	\$40,392
Hendry County	\$9,081	\$158,485	\$167,566
Hernando County	\$39,924	\$436,494	\$476,418
Highlands County	\$10,438	\$174,745	\$185,183
Hillsborough County	\$691,871	\$0	\$691,871
Holmes County	\$2,186	\$79,387	\$81,573
Indian River County	\$60,413	\$0	\$60,413
Jackson County	\$5,695	\$101,481	\$107,176
Jefferson County	\$5,791	\$209,118	\$214,909
Lafayette County	\$1,510	\$54,968	\$56,478
Lake County	\$145,722	\$0	\$145,722
Lee County	\$421,737	\$0	\$421,737
Leon County	\$93,640	\$0	\$93,640
Levy County	\$3,188	\$56,319	\$59,507
Liberty County	\$1,175	\$42,763	\$43,938
Madison County	\$8,643	\$311,841	\$320,484
Manatee County	\$102,743	\$0	\$102,743
Marion County	\$119,649	\$0	\$119,649
Martin County	\$85,005	\$0	\$85,005
Miami-Dade County	\$1,244,085	\$0	\$1,244,085
Monroe County	\$45,873	\$0	\$45,873
Nassau County	\$23,894	\$0	\$23,894

Estimated State Aid to Libraries Awards for FY 2025-2026

Item 12.

Okaloosa County	\$53,695	\$0	\$53,695
Okeechobee County	\$7,172	\$125,144	\$132,316
Orange County	\$687,560	\$0	\$687,560
Osceola County	\$108,058	\$0	\$108,058
Palm Beach County	\$730,499	\$0	\$730,499
Pasco County	\$150,230	\$0	\$150,230
Pinellas County	\$509,885	\$0	\$509,885
Polk County	\$225,595	\$0	\$225,595
Putnam County	\$11,073	\$187,013	\$198,086
Saint Johns County	\$90,867	\$0	\$90,867
Saint Lucie County	\$75,542	\$0	\$75,542
Santa Rosa County	\$35,405	\$0	\$35,405
Sarasota County	\$182,121	\$0	\$182,121
Seminole County	\$119,684	\$0	\$119,684
Sumter County	\$40,110	\$0	\$40,110
Suwannee County	\$24,796	\$436,494	\$461,290
Taylor County	\$3,377	\$60,423	\$63,800
Union County	\$2,559	\$93,099	\$95,658
Volusia County	\$292,729	\$0	\$292,729
Wakulla County	\$6,359	\$113,287	\$119,646
Walton County	\$14,531	\$0	\$14,531
Washington County	\$7,314	\$263,443	\$270,757
Altamonte Springs	\$6,382		\$6,382
Apalachicola	\$2,109		\$2,109
Boynton Beach	\$37,844		\$37,844
Delray Beach	\$36,068		\$36,068
Fort Myers Beach	\$16,101		\$16,101
Hialeah	\$31,017		\$31,017
Lake Park	\$5,408		\$5,408
Lake Worth Beach	\$6,978		\$6,978
Lantana	\$2,477		\$2,477
Maitland	\$11,057		\$11,057
New Port Richey	\$14,305		\$14,305
North Miami	\$17,354		\$17,354
North Miami Beach	\$23,995		\$23,995
North Palm Beach	\$14,089		\$14,089
Oakland Park	\$12,586		\$12,586
Riviera Beach	\$13,798		\$13,798
Sanibel	\$32,443		\$32,443
West Palm Beach	\$79,852		\$79,852
Wilton Manors	\$11,680		\$11,680
Winter Park	\$45,143		\$45,143
Total	\$9,598,727	\$4,800,404	\$14,399,131
Multicounty Grants			
Heartland Library Cooperative			\$450,000
New River Public Library Cooperative			\$327,624

Estimated State Aid to Libraries Awards for FY 2025-2026

Item 12.

Northwest Regional Library System			\$350,000
PAL Public Library Cooperative			\$350,000
Panhandle Public Library Cooperative System			\$350,000
Suwannee River Regional Library System			\$350,000
Three Rivers Regional Library System			\$377,317
Wilderness Coast Public Libraries			\$350,000
Total			\$2,904,941
Grand Total			\$17,304,072



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025
Originating Department: Human Resources
Agenda Title: Fiscal Year 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Two (2) Positions

Agenda Category (i.e., Consent, New Business, etc.): New Business
Consent

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$(33,182.00) **Funding Source:** Ad Valorem Tax Revenue
\$ 4,616.00 Ad Valorem Tax Revenue
Account Number: 001-331.100 **Finance Signature:** Barbara A. Gould

Advertised:
Date: _____ **Newspaper:** _____

Attachments: FY 2026 Town of Lake Park Pay Grade Chart

Please initial one:

_____ Yes I have notified everyone
 DP _____ Not applicable in this case

Summary Explanation/Background:

The Human Resources Department has identified a need to approve the new FY 2026 Lake Park Pay Grade Chart (No Changes in pay rates proposed – minimum and maximum rates) as well as to amend the proposed Pay Grade Chart to include the requested reclassification of two (2) existing positions:

Assistant Town Manager (Full-Time) – Reclassify an existing funded position (Assistant Town Manager/Human Resources Director) from the Human Resource Department to the Town Manager's Department to support the actual/current needs within the organization to ensure the highest levels of productivity and customer service by our staff. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 180 to Pay Grade 170 within the proposed FY 2026 Pay

Grade Chart. This position is currently vacant and not proposed to be advertised and/or filled until the FY 2027 Budget (Frozen Position).

Human Resources Manager (Full-Time) - Reclassify an existing funded position (Executive Assistant to Assistant Town Manager/Human Resources Director) within the Human Resources Department to support the actual/current needs of the Town's Human Resources Department. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 70 to Pay Grade 120 within the proposed FY 2026 Pay Grade Chart.

Recommended Motion:

I move to approve the proposed FY 2026 Town of Lake Park Pay Grade Chart and the amendment of the pay grades for two (2) positions.

TOWN OF LAKE PARK

POSITION TITLES AND PAY CODES

Item 13.

Grade	E/NE	NON-UNION POSITION TITLES	MINIMUM FY2026		MAXIMUM FY2026	
			PER YEAR	PER HR	PER YEAR	PER HR
		Department: Town Manager				
200	E	Town Manager	Contract Employee		Contract Employee	
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
170	E	Assistant Town Manager	118,452.72	56.95	189,524.36	91.12
		Department: Human Resources				
120	E	Human Resources Manager	73,549.82	35.36	117,679.72	56.58
		Department: Town Clerk				
170	E	Town Clerk	118,452.72	56.95	189,524.36	91.12
90	NE	Deputy Town Clerk	56,808.39	27.31	90,893.42	43.70
		Department: Communications & Grants				
170	E	Grants Writer/Chief Public Information Officer	118,452.72	56.95	189,524.36	91.12
90	NE	Marketing Specialist	56,808.39	27.31	90,893.42	43.70
		Department: Information Technology				
150	E	Director - Information Technology	97,894.81	47.06	156,631.70	75.30
0		Information Technology Intern	-	15.00	-	15.00
		Department: Finance				
170	E	Director - Finance	118,452.72	56.95	189,524.36	91.12
140	E	Assistant Finance Director	88,995.28	42.79	142,392.46	68.46
100	E	Accountant, Senior	60,784.98	29.22	97,255.96	46.76
80	E	Purchasing Specialist	53,091.95	25.52	84,947.12	40.84
50	NE	Accounting Technician	43,338.85	20.84	69,342.16	33.34
	NE	Receptionist/Cashier	-	-	-	-
		Department: Public Works				
170	E	Director - Public Works	118,452.72	56.95	189,524.36	91.12
140	E	Manager - Capital Projects	88,995.28	42.79	142,392.46	68.46
100	E	Operations Manager	60,784.98	29.22	97,255.96	46.76
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
40	NE	Administrative Assistant	40,503.60	19.47	64,805.75	31.16
		Department: Community Development				
170	E	Director - Community Development	118,452.72	56.95	189,524.36	91.12
100	E	Planner	60,784.98	29.22	97,255.96	46.76
70	NE	Code Compliance Officer	49,618.65	23.86	79,389.84	38.17
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
40	NE	Community Development Technician	40,503.60	19.47	64,805.75	31.16
		Department: Special Events				
140	E	Director - Special Events	88,995.28	42.79	142,392.46	68.46
80	E	Recreation Supervisor	53,091.95	25.52	84,947.12	40.84
50	NE	Events Coordinator	43,338.85	20.84	69,342.16	33.34
10	NE	Camp Counselor (Seasonal)	33,063.00	15.90	52,900.80	25.43
		Department: Library				
150	E	Director - Library	97,894.81	47.06	156,631.70	75.30
130	E	Assistant Director - Library	80,904.80	38.90	129,447.69	62.23
80	E	Librarian	53,091.95	25.52	84,947.12	40.84
50	NE	Senior Library Assistant	43,338.85	20.84	69,342.16	33.34
10	NE	Library Assistant	33,063.00	15.90	52,900.80	25.43
606	NE	Library Assistant II	-	-	-	-
50	NE	Accounting Technician	43,338.85	20.84	69,342.16	33.34
		Department: Marina				
110	E	Dockmaster	66,863.47	32.15	106,981.56	51.43
170	E	Director - Marina	118,452.72	56.95	189,524.36	91.12
		Department: CRA				
N/A	E	Community Redevelopment Administrator	Contract Employee		Contract Employee	

120	E	Project/Marketing Coordinator	\$73,549.82	35.36	\$117,679.72	56.58
70	NE	Code Compliance Officer	49,618.65	23.86	79,389.84	Item 13.

TOWN OF LAKE PARK
POSITION TITLES AND PAY CODES

Item 13.

					MINIMUM FY2025		MAXIMUM FY2025	
					PER YEAR	PER HR	PER YEAR	PER HR
Department: Public Works								
40	NE	Facilities Maintenance Worker I	**		40,503.60	19.47	64,805.75	31.16
70	NE	Facilities Maintenance Worker II	**		49,618.65	23.86	79,389.84	38.17
90	NE	Foreman - General Infrastructure	**		56,808.39	27.31	90,893.42	43.70
90	NE	Foreman - Grounds Maintenance	**		56,808.39	27.31	90,893.42	43.70
90	NE	Foreman - Sanitation	**		56,808.39	27.31	90,893.42	43.70
90	NE	Foreman - Vehicle Maintenance	**		56,808.39	27.31	90,893.42	43.70
20	NE	Groundskeeper	**		35,377.41	17.01	56,603.86	27.21
40	NE	Groundskeeper, Lead	**		40,503.60	19.47	64,805.75	31.16
50	NE	Irrigation Technician	**		43,338.85	20.84	69,342.16	33.34
40	NE	Maintenance Worker	**		40,503.60	19.47	64,805.75	31.16
60	NE	Mechanic	**		46,372.57	22.29	74,196.11	35.67
30	NE	Sanitation Truck Operator Trainee	**		37,853.83	18.20	60,566.13	29.12
40	NE	Sanitation Truck Operator I	**		40,503.60	19.47	64,805.75	31.16
60	NE	Sanitation Truck Operator II	**		46,372.57	22.29	74,196.11	35.67
60	NE	Stormwater Infrastructure Manager	**		46,372.57	22.29	74,196.11	35.67
40	NE	Stormwater Technician I	**		40,503.60	19.47	64,805.75	31.16
60	NE	Stormwater Technician II	**		46,372.57	22.29	74,196.11	35.67
Department: Marina								
40	NE	Dock Attendant	**		40,503.60	19.47	64,805.75	31.16
40	NE	Marina Maintenance Worker	*		40,503.60	19.47	64,805.75	31.16

E = Exempt Position
NE = Non-exempt Position
** = Bargaining Unit Position



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025
Originating Department: Public Works
Agenda Title: Emergency Equipment Rental (Extension) – Automated Side Loader – Big Truck Rental – \$20,600

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$20,600 (Two
Account Number: Month Rental) **Funding Source:** Rentals
001-408-597 404-534-404-
44100 **Finance Signature:** Barbara A. Gould

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Agenda Request Form

Please initial one:
 _____ Yes, I have notified everyone.
 _____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department has a need to extend the use of a leased/rented Automated Side Loader (ASL) sanitation truck to ensure continued collection of residential sanitation waste collection throughout the Town, which has resulted due to the Town's two (2) automated side loader (ASL) sanitation trucks - Unit #72 and Unit #51 – facing unforeseen mechanical issues.

As a result, the Public Works Department has requested the Town Manager to authorize an emergency purchase/rental in accordance with the Town's Purchasing Code, Sec. 2-249. Alternative Source Selection:

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.

Note: The proposed emergency purchase/rental will extend the current lease/rental truck to ensure the continued and immediate collection of residential solid waste and related operations utilizing the Town's current vendor, Big Truck Rental, LLC, for an additional two (2) months, in an amount totaling \$20,600.

If approved, the emergency purchase/rental assistance will be extended until October 24, 2025.

Funding for this emergency purchase was obtained from the following sources:

- \$10,300 - FY 2025 Budget – Sanitation Fund - Rentals - Account 404-534-404-44100
- \$10,300 - FY 2026 Budget – Sanitation Fund - Rentals - Account 404-534-404-44100

Although this purchase is being requested to be approved as an Emergency Purchase under the Town's Purchasing Code, staff will continue to ensure that the proposed purchase will meet all requirements (as available) as provided within Sec. 2-246. Thresholds for the procurement of goods and services.

1. For goods and services with a value greater \$10,000, but less than \$35,000 (including posting on the Town's website, etc.).

The proposed Emergency Purchase has been prepared by the vendor and reviewed by the Public Works Director, the Finance Director and the Town Attorney.

The Town has previously worked with the proposed vendor and they have provided a quality product and good customer service.

Recommendation:

I move to approve the Emergency Purchase and authorize the Town Manager to execute an emergency purchase agreement with Big Truck Rental, LLC to provide an ASL vehicle for immediate rental in the amount of \$20,600 under the Town's Purchasing Code, Sec. 2-249. Alternative Source Selection – Emergency Purchase.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Public Works

Agenda Title: Resolution 81-10-25 - Water Treatment Services (Town Irrigation Systems) - Rust Tech Service, LLC - \$12,503.28

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$12,503.28 **Funding Source:** Repair & Maintenance

Account Number: 001-572-406-

001-408-597 34000 **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Agenda Request Form

Resolution No. 81-10-25

Exhibit A - Agreement Between the Town and Rust Tech Services LLC

Rust Tech RFQ No. 124-2025 Proposal

Please initial one:

_____ Yes, I have notified everyone.

_____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified a need to provide, install and maintain rust inhibitor systems at various locations within the Town, including parks and parking lots.

As a result, the Town issued a Request for Quotation RFQ No. 124-2025 – August 19, 2025 in accordance with the Town’s Procurement Policy. The intent of this RFQ was to find a qualified vendor to provide, install, and maintain rust inhibitor systems at various locations within the town, including parks and parking lots.

The proposed purchase follows the Town of Lake Park’s Procurement Policy – Sec. 2-246, Thresholds for the procurement of goods and services. 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 RFQ.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, the solicitation notice, final scoring matrix, RFQ No. 124-2025, and published addenda, and the RFQ advertisement, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into an agreement with Rust Tech Service, LLC, in the amount of \$12,503.28. If approved, the Town Commission would accept Rust Tech Service, LLC's approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 Budget – general fund - available balance \$129,380. This funding is generally provided by the Town's general fund (grounds maintenance) contractual services.

If approved, the water treatment services for the Town's irrigation systems are expected to be performed for three (3) years commencing on October 1, 2025 and terminating October 1, 2028, with two (2), one-year renewal options.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Rust Tech Service, LLC, the Operations Manager, the Finance Director and the Town Attorney.

The Town has previously worked with the proposed vendor and they have provided a quality product and good customer service.

Recommendation:

I move to authorize Resolution 81-10-25 for Water Treatment Services for Town Irrigation Systems with Rust Tech Service, LLC in the amount of \$12,503.28; and to authorize the Mayor to execute the proposed Agreement with Rust Tech Service, LLC.

RESOLUTION NO. 81-10-2025

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH RUST TECH SERVICES, LLC, FOR WATER TREATMENT SERVICES FOR TOWN IRRIGATION SYSTEMS PURSUANT TO RFQ NO. 124-2025; 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 powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contracts for goods and services necessary to maintain and improve public facilities, infrastructure, and operations; and

WHEREAS, the Town has identified the need for a vendor to provide, install, and maintain rust inhibitor systems at various locations within the town, including parks and parking lots; and

WHEREAS, the Town issued RFQ No. 124-2025 seeking competitive quotes for water treatment services for town irrigation systems, and Rust Tech Service, LLC submitted the lowest responsive and responsible quote in the amount of \$12,503.28, inclusive of all required labor, materials, delivery, permits, and applicable taxes; and

WHEREAS, the Town Commission desires to fund this purchase through the general fund (grounds maintenance) contractual services account no. 001-572-406-34000, and proceed with the acquisition in accordance with the Town's Procurement Policy.

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 Rust Tech Service, LLC, attached hereto as Exhibit "A," for water treatment services for town irrigation systems in the amount of \$12,503.28.

Section 3. Funding for this purchase shall be provided from general fund (grounds maintenance) contractual services account no. 001-572-406-34000; any future costs associated with maintenance, warranty, or replacements shall be budgeted in subsequent fiscal years as necessary.

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

AGREEMENT FOR THE PROVISION OF WATER TREATMENT SERVICES FOR TOWN IRRIGATION SYSTEMS

THIS **AGREEMENT** (the "Agreement") is made and entered into this 1st day of October, 2025, 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 Rust Tech Service, LLC, P.O. Box 2288, Jupiter, FL 33468 ("Contractor").

WITNESSETH THAT

WHEREAS, the Town of Lake Park, Florida ("Town") issued Request for Quotation RFQ No. 124-2025 on August 19, 2025, for a vendor to provide, install, and maintain rust inhibitor systems at various locations within the town, including parks and parking lots; and

WHEREAS, Rust Tech Service, LLC submitted the only responsive and responsible quote in the amount of \$12,503.28; and

WHEREAS, the Town Commission finds it in the best interest of the Town to enter into an agreement with Rust Tech Service, LLC for water treatment services for town irrigation systems in accordance with the RFQ and the Vendor's quote; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

Scope of Services/Supply – Contractor furnish, install, and maintain rust inhibitor systems at the following Town locations:

- CRA Parking Lot – 8th Street & Foresteria Drive
- Bert Bostrom Park – 6th Street
- Blakely Park – 2nd Street & Jasmine Drive
- Lake Shore Park – 701 Lake Shore Drive
- Kelsey Park – 601 Federal Highway

The specific services include the initial cleaning and removal of rust stains, as well as monthly maintenance of the chemical dispensing systems. The service agreement covers all necessary labor and chemicals for these tasks in accordance with the specifications outlined in RFQ No. 124-2025 and Contractor's proposal dated August 27, 2025, both of which are incorporated herein by reference.

Term – This Agreement shall be for three (3) years commencing on October 1, 2025 and terminating October 1, 2028, with two one-year renewal options as set forth herein.

Compensation – The Town shall pay the Contractor equal monthly payments of \$1,041.94, inclusive of all labor, materials, delivery, permits, taxes, and associated costs.

Licenses and Insurance – Contractor shall maintain all required licenses and insurance, including general liability, workers' compensation, during the term of this Agreement.

Compliance with Laws – Contractor shall perform all obligations in accordance with applicable federal, state, and local laws and regulations.

Termination – The Town may terminate this Agreement for cause or convenience upon written notice.

Public Records – Contractor shall comply with Chapter 119, Florida Statutes, relating to public records.

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

TOWN OF LAKE PARK

Rust Tech Service, LLC

By: _____

By: Cynthia Haines

Name: _____

Name: Cynthia Haines

Title: _____

Title: Office Manager

Date: _____

Date: 9/8/25



Services, LLC

P.O. Box 2288
Jupiter, Florida 33468-2288
(561) 744-1225
(866) 771-RUST (7878)
info@rusttechservices.com
www.rusttechservices.com

RUST TECH SERVICES PROVIDES A WATER TREATMENT ADDITIVE FOR WELL WATER IRRIGATION SYSTEMS TO CONTROL STAINING. THE SOLUTION IS A FOOD GRADE COMPLEX POLYPHOSPHATE LIQUID CONCENTRATE ADDITIVE WHICH WILL REDUCE CLOGGING IN SPRINKLER HEADS, VALVES AND LINES.

Date: 8/27/25

This agreement ensures Rust Tech Services will supply, install and maintain a rust inhibitor system for: Town of Lake Park, 535 Park Avenue , Lake Park, FL 33403

RFP 124-2025 - Water Treatment Services for Town Irrigation Systems

Attn: Town Clerk/Vivian Mendez

townclerk@lakeparkflorida.gov

This agreement includes:

Existing well water stains will be removed at no charge.

Rust Tech Services technicians service the property, maintain the rust inhibitor equipment and fill the chemical tank every two weeks.

All labor and chemicals included.

You will only be billed for service, never a delivery charge.

The monthly price is based on irrigating 3-4 days per week. Any additional irrigating will be billed accordingly.

Our service technicians will remove any reoccurring rust stains at no charge.

The 2025-2028 monthly cost of Rust Tech Services is based on irrigating 3-4 days per week:

CRA Parking Lot, 8 th St & Foresteria Dr	\$189.26
Blakely Park, 2 nd St & Jasmine	\$156.82
Lake Shore Park, Lake Shore Dr (East side)	\$210.89
Kelsey Park, Lake Shore Dr (West side)	\$264.97
Bert Bostrom Park, 6 th Street	\$220.00

Rust Tech Services, LLC requires either party's thirty-day cancellation notice. In the event of a service agreement, invoices submitted are due within 30 days of invoice date. Delinquent accounts of 60 days or more are subject to a 1.5% monthly finance charge. If delinquent accounts are referred for collection or legal action, the customer agrees to pay all reasonable costs for collection including reasonable attorney fees.

Any fees associated with electronic payment network companies, vendor management companies, insurance management companies, permits and all other outside fees will be invoiced to the customer.

Proposals are valid for 90 days.

Cynthia Haines
Cynthia Haines

Rust Tech Services Representative

Customer Signature

IN RUST WE TRUST!



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Public Works

Agenda Title: Discussion - Proposed Building Preservation & Compliance Improvements - Lake Park Town Hall

Approved by Town Manager: _____ **Date:** _____

Cost of Item: NA **Funding Source:** N/a

Account Number: _____ **Finance Signature:** Barbara A. Gould

Advertised: Project Procurement Advertised

Date: 06/01/25 **Newspaper:** Palm Beach Post

Attachments: Project Architectural Plans

Please initial one:

Yes, I have notified everyone.

N/A Not applicable in this case

Summary Explanation/Background:

The Public Works Department is requesting the Town Commission to consider, discuss and provide input/direction on the proposed architectural plans that have been developed for the Building Preservation and Compliance Improvements to Lake Park Town Hall.

The Town's contracted architecture firm, TFH Architects, will provide the Commission with a presentation on the scope of work (as approved by the State of Florida's Division of Historical Resources) related to this project.

Recommendation:

The Town Commission consider, discuss and provide input/direction on the proposed architectural plans that have been developed for the Building Preservation and Compliance Improvements to Lake Park Town Hall.

Hardening and Accessibility Improvements

Item 16.



535 Park Avenue, Lake Park, Florida

Historic Town Hall: Limited Exterior Modifications

*Presentation to the Town Council
October 01, 2025*



Item 16.



Item 16.



Item 16.



Item 16.



Hardening and Accessibility Improvements

Item 16.



535 Park Avenue, Lake Park, Florida

Historic Town Hall: Limited Exterior Modifications

*Presentation to the Town Council
October 01, 2025*



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025
Originating Department: Library
Agenda Title: Discussion - Educational Advisory Committee - Town of Lake Park Library

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Ordinance 9-2001
Email from Commissioner Judith Thomas
Email from Town Attorney

Please initial one:

JKC

Yes, I have notified everyone.
Not applicable in this case

Summary Explanation/Background:

The Library is requesting the Town Commission to consider, discuss and provide input/direction on proceeding with the creation of an Educational Advisory Committee, as requested by Commissioner Judith Thomas during the July 2, 2025 Regular Commission Meeting.

Recently, the Town Clerk provided the Town Commission with information that the Town had previously established an Education Committee (Resolution 3-1993), which was later renamed as the Educational Advisory Board in 2001 (Ordinance 9-2001).

The purpose of this committee would be to partner with the local schools attended by students in our community, to assist with foundational skills (e.g., reading, writing, math, field trips, etc.).

Recommendation:

The Town Commission consider, discuss and provide input/direction on proceeding with an Educational Advisory Board within the Town's Library.

ORDINANCE 9, 2001

AN ORDINANCE OF THE TOWN OF LAKE PARK, FLORIDA, CREATING CHAPTER 2, (ADMINISTRATION), ARTICLE IV, "BOARDS AND COMMITTEES", DIVISION 2, SECTION 2-63 TO 2- 66, RENAMING THE DIVISION "EDUCATION ADVISORY BOARD", PROVIDING FOR THE CREATION BY ORDINANCE OF A BOARD WHICH WAS CREATED BY RESOLUTION 3, 1993; PROVIDING FOR THE PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE BOARD; PROVIDING FOR QUALIFICATIONS FOR MEMBERSHIP ON THE BOARD; PROVIDING FOR TERMS OF BOARD MEMBERS; PROVIDING FOR COMPLIANCE WITH SECTION 2-56 AND 2-57 OF THE LAKE PARK CODE OF ORDINANCES; PROVIDING FOR ELECTION OF BOARD OFFICERS, QUORUM AND COMPLIANCE WITH FLORIDA'S "SUNSHINE LAW"; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 1993, the Town of Lake Park adopted Resolution 3, 1993, creating an "Education Committee"; and

WHEREAS, that committee was formed primarily to assist the town in fulfilling its obligations and commitments to the school board as defined in an interlocal agreement dated December 18, 1991, which was passed for the purposes of maintaining racial balance with the primary and secondary school age population of the Town; and

WHEREAS, that committee has served the Town since 1993 in various capacities; and

WHEREAS, the commission now desires to have that committee codified as the "Education Advisory Board"; and

WHEREAS, the education of the children of Lake Park is an issue of great importance to the future of our community:

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

SECTION I

CHAPTER 2, ARTICLE IV, DIVISION 2, IS HEREBY AMENDED, AND SHALL READ AS FOLLOWS:

DIVISION 2. BEAUTIFICATION COMMITTEE EDUCATION ADVISORY BOARD.

Sec. 2-63. Declaration of Legislative Intent, Purpose

It is the intent of this division to promote the awareness and participation of the citizens of Lake Park with the education of the children of Lake Park. Further, it is the intent of the commission to encourage the cooperation of the citizens of Lake Park through their volunteer efforts within the school and the community, with the Palm Beach County School Board and the private schools in Lake Park to enhance the efforts of the schools in educating our children.

Sec 2-64. Duties and Responsibilities

The duties and responsibilities of the Education Advisory Board shall be as follows:

- (1) To solicit input from parents, students and the community to clearly understand their educational expectations and concerns so that the board may actively address these issues.
- (2) To improve the individual schools through active participation in each school's School Advisory Council (SAC)
- (3) To periodically meet with area superintendents, area school board members and the school superintendent to express the wants and needs expressed by the town commission and to receive feedback from the school system regarding same.
- (4) To address the school board on specific issues when requested to do so by the town commission
- (5) To provide the town commission with a yearly "State of the Schools" report.
- (6) To monitor school board activities and report to the town commission any items of interest or concern.
- (7) To serve as a liaison between the county school board and the town commission.
- (8) To participate in an information exchange via school newsletters and principal's office with the administration of each town school as well as with schools outside of the township that serve Lake Park students.
- (9) To contact local businesses within the township for professional skills, materials, financial or educational support for schools. Any such solicitation shall first be approved by the town commission.
- (10) To coordinate the activities of the town with those activities of the schools, colleges and universities in order to enhance educational opportunities for residents

of the town.

(11) To coordinate with the towns' Recreation/Community Affairs Department for pre-and post-school activities.

(12) Such other duties as may be assigned by the town commission.

Sec. 2- 65 Qualification and terms of office of the Board.

(A) The town commission shall appoint an uneven number, but no more than eleven (11) members, and up to four (4), but not less than two (2) alternate members to the Education Advisory Board. The members shall meet at least one of the following criteria by being either:

(1) An administrator, teacher, or staff member of one of the schools (pre-school, elementary, secondary or post-secondary) serving the citizens of Lake Park,

(2) A person who is a registered Lake Park voter,

(3) A business owner in a Lake Park business, or

(4) A member of the Lake Park Library staff.

(5) The town commission may appoint up to three (3) students of indefinite terms as "student members" of the board. Students appointed pursuant to this section shall not be counted as board members for the purpose of meeting quorum requirements and shall not be entitled to make motions or cast votes; however, appointed students may participate in the discussion of matters being considered by the board and may bring suggestions for action to the board. When an appointee ceases to be a student, his or her membership on the board shall terminate automatically.

(B) In order that the terms of office of all members will not expire at the same time, the initial appointments to the Education Advisory Board shall be as follows:

(1) Six (6) members shall be appointed for a term of one year.

(2) Five (5) members shall be appointed for a term of two (2) years.

(C) Thereafter, all appointments shall be made for a term of two (2) years. No member may serve more than three (3) consecutive two year terms. Any member may be reappointed upon approval of the commission. An appointment to fill any vacancy on the Education Advisory Board shall be for the remainder of the unexpired term of office.

(D) Except as provided herein, members shall serve in accordance with the Lake Park Code, Section 2-56 and 2-57.

Section 2-66. Election of board officers, Quorum, Compliance with "Sunshine Law"

(A) The board shall elect, at a regular meeting to be conducted in January of every year, from its membership, a chairperson and a vice-chairperson. The chairperson and the vice-chairperson shall serve as a regular member of a School Advisory Council (SAC) at one of the schools serving Lake Park students. This includes but is not limited to Lake Park Elementary, H.L. Watkins Middle School, Suncoast High School and Palm Beach Gardens High School. Further, the board shall elect from its membership a secretary who shall record the proceedings of each meeting.

(B) A quorum of the board shall be deemed present if a majority of the membership of the board is present. The affirmative vote of a majority of members present at a meeting at which a quorum is present is required for the board to take formal action. If a quorum is not present within 15 minutes after the designated start time of the meeting the meeting will be rescheduled.

(C) Members of the Education Advisory Board shall comply with the provisions of chapters 286 and 119, Florida Statutes.

SECTION 2

That should any section or provision of this Ordinance or any portion thereof, any sentence, paragraph, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof as a whole or part thereof other than the part to be declared invalid.

SECTION 3

The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Lake Park, Florida. The Sections of this Ordinance may be renumbered or relettered to accomplish such, and the word "Ordinance" may be changed to "Section", "Article", or other appropriate word.

SECTION 4

All ordinances of the Town of Lake Park, Florida in conflict with any provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5

This Ordinance shall take effect immediately upon passage.

Upon First Reading this 25th day of July, 2001, the foregoing ORDINANCE was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Otterson, and upon being put to a vote, the result was as follows:

	AYE	NAY
MAYOR PAUL CASTRO	<u>X</u>	<u> </u>
VICE MAYOR G. CHUCK BALIUS	<u>X</u>	<u> </u>
COMMISSIONER PAUL GARRETSON	<u>X</u>	<u> </u>
COMMISSIONER JEANINE LONGTIN	<u>X</u>	<u> </u>
COMMISSIONER BILL OTTERSON	<u>X</u>	<u> </u>

PUBLISHED IN THE PALM BEACH POST THIS 5th DAY OF August, 2001

Upon Second Reading, this 15th day of August, 2001, the foregoing ORDINANCE was offered by Commissioner Garretson, who moved its adoption. The motion was seconded by Commissioner Balius, and upon being put to a vote, the result was as follows:

	AYE	NAY
MAYOR PAUL CASTRO	<u>X</u>	<u> </u>
VICE MAYOR G. CHUCK BALIUS	<u>X</u>	<u> </u>
COMMISSIONER PAUL GARRETSON	<u>X</u>	<u> </u>
COMMISSIONER JEANINE LONGTIN	<u>X</u>	<u> </u>
COMMISSIONER BILL OTTERSON	<u>X</u>	<u> </u>

The Mayor thereupon declared Ordinance 9, 2001 duly passed and adopted this 15th day of August, 2001.

TOWN OF LAKE PARK, FLORIDA

BY:

Paul Castro
Paul Castro, Mayor

ATTEST



Bonnie L. Goralski
Bonnie L. Goralski, Town Clerk

(Town Seal)

Betty Resch
BETTY RESCH, Town Attorney
Approved as to form and legal sufficiency

THE PALM BEACH POST

Published Daily and Sunday
West Palm Beach, Palm Beach County, Florida

PROOF OF PUBLICATION

STATE OF FLORIDA COUNTY OF PALM BEACH

Before the undersigned authority personally appeared **Tyler Dixon**, who on oath says that she is **Classified Advertising Manager, Inside Sales** of **The Palm Beach Post**, a daily and Sunday newspaper published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising, being **Notice** in the matter of **Proposed Ordinance Adoption** in the --- Court, was published in said newspaper in the issues of **August 5, 2001**.

Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/he has neither paid nor promised any person, firm or corporation any discount rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before this 5th day of August, A.D. 2001

Personally known **XX** or Produced Identification _____
Type of Identification Produced _____



NO. 953858
LEGAL NOTICE OF PROPOSED
ORDINANCE ADOPTION
TOWN OF LAKE PARK
PLEASE TAKE NOTICE THAT ON
Wednesday, August 15, 2001,
at 7:30 p.m., the Commission
of the Town of Lake Park,
Florida, in regular session to
be held at the City Station,
E.O.C. 1000 Park Avenue,
Lake Park, Florida, will consid-
er the following Ordinances in
second reading and proposed
passage thereof:
ORDINANCE 9, 2001
AN ORDINANCE OF THE TOWN
OF LAKE PARK, FLORIDA,
CREATING CHAPTER 3, (AD-
MINISTRATION), ARTICLE IV,
"BOARDS" AND COMMIT-
TEES, DIVISION 2, SECTION
2-43 TO 2-49, REMAINING THE
DIVISION, REPEALING ADVI-
SORY, AND PROVIDING FOR
THE CREATION BY ORDI-
NANCE OF A BOARD WHICH
WAS CREATED BY RESOLU-
TION 3, 1995, PROVIDING FOR
THE PURPOSE, DUTIES, AND
RESPONSIBILITIES OF THE
BOARD, PROVIDING FOR
QUALIFICATIONS FOR MEM-
BERSHIP ON THE BOARD,
PROVIDING FOR TERMS OF
BOARD MEMBERS, PROVIDING
FOR COMPLIANCE WITH SEC-
TION 245 AND 247 OF THE
LAKE PARK CODE OF ORDI-
NANCES, PROVIDING FOR
ELECTION OF BOARD OFFI-
CERS, QUORUM AND COMPLI-
ANCE WITH FLORIDA'S "SUN-
SHINE LAW", PROVIDING A
SAVINGS CLAUSE, PROVIDING
FOR THE REPEAL OF ORDI-
NANCES IN CONFLICT, PRO-
VIDING FOR CODIFICATION,
PROVIDING AN EFFECTIVE
DATE.
ORDINANCE 10, 2001
AN ORDINANCE OF THE TOWN
OF LAKE PARK, FLORIDA,
AMENDING ARTICLE VII,
CHAPTER 28 (ADMINISTRA-
TION), SUBCHAPTER 28-1
OWNED PROPERTY, ALLOW-
ING FOR THE USE OF LI-
CENSED REAL ESTATE
AGENTS TO REPRESENT THE
TOWN IN THE SALE OF TOWN
OWNED PROPERTY, PRO-
VIDING FOR TOWN COMMISSION
DETERMINATION OF A PER-
CENTAGE TO BE PAID TO
SUCH AGENT, GIVING PRE-
FERENCE IN CHOICE OF REAL
ESTATE AGENTS WHO LIVE
ON OWN BUSINESSES IN
LAKE PARK, PROVIDING FOR
THE SPECIFIC WAIVER OF
CERTAIN PROVISIONS OF THE
PROCESS BY THE COMMS-
SION IN OPEN MEETING, PRO-
VIDING FOR SEVERABILITY,
PROVIDING A CODIFICATION
CLAUSE, PROVIDING FOR THE
REPEAL OF ORDINANCES IN
CONFLICT, PROVIDING AN EF-
FECTIVE DATE.
ORDINANCE 11, 2001
AN ORDINANCE OF THE TOWN
OF LAKE PARK, FLORIDA,
AMENDING CHAPTER 3, (AD-
MINISTRATION), ARTICLE IV,
"BOARDS" AND COMMIT-
TEES, DIVISION 3, SECTION
2-52 TO 2-58, REMAINING THE
"CODE ENFORCEMENT
BOARD" TO THE "CODE COM-
PLIANCE BOARD", PROVIDING
A SAVINGS CLAUSE, PROVID-
ING FOR THE REPEAL OF OR-
DINANCES IN CONFLICT, PRO-
VIDING FOR CODIFICATION,
PROVIDING AN EFFECTIVE
DATE.
If a person desires to appeal
any decision made by the
Town Commission with re-
spect to any hearing, they will
need a record of the proceed-
ings and for such purpose
may need to ensure that a ver-
batim record of the proceed-
ings is made, which record in-
cludes the testimony and
evidence upon which the ap-
pel is to be based.
Bonnie L. Gorecki
Town Clerk
Town of Lake Park
PUBLISH: PALM BEACH POST
SUNDAY, August 5, 2001

From: [Judith Thomas](#)
To: [Vivian Mendez](#)
Subject: Re: Education Committee
Date: Monday, July 21, 2025 3:01:02 PM

Hello Vivian:

My intention for the Education Committee/Board is to partner with the local schools in our community to assist with foundational skills (reading, writing, math, field trips, etc). I do not see our role as curriculum advisors. However, the EC will be like any other advisory board of the town where FL Sunshine Law will prevail. That is the only legislation that from my point of view that needs to be adhered to.

Thank you for reaching out.
Sent from my iPad

On Jul 18, 2025, at 4:00 PM, Vivian Mendez <vmendez@lakeparkflorida.gov> wrote:

Good afternoon Commissioner Thomas and Vice Mayor Hensley.

When you both have an opportunity, can you please share with me the guidelines in which you both referenced at the Commission meeting regarding the Education Committee. I recall you each stating that there are or will be legislation pertaining to advisory boards or committee that municipalities will need to follow. I am unsure of what was meant.

As I work on language pertaining to an Education Committee, I would like to include any information you each may be aware of that I would have little to no awareness of, as I am not an educator.

Please do not hit "Relay All" to this message.

Thank you in advance for your assistance.

Sincerely,

Vivian Mendez, MMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3314 (fax)
vmendez@lakeparkflorida.gov
<image002.jpg>

* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your email communications are therefore subject to public disclosure. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity, instead contact this office by phone. Florida State Statute Section 668.6076.

From: [Baird, Thomas J.](#)
To: [Vivian Mendez](#); [Green, Marilyn R.](#)
Cc: [Lashley, Brett T.](#)
Subject: RE: Education Board
Date: Wednesday, July 30, 2025 3:53:35 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Ok

Thomas J. Baird

Florida Bar Board Certified City, County and Local Government Attorney

J O N E S F O S T E R

D 561 650 8233 O 561 659 3000

TBaird@jonesfoster.com



4741 Military Trail, Suite 200, Jupiter, FL 33458

jonesfoster.com

This email is to the named recipient(s) and may be privileged and confidential. If you are not the intended recipient, any review, dissemination, or copying of this email is prohibited. Please immediately notify us by email and delete the message.

From: Vivian Mendez <vmendez@lakeparkflorida.gov>
Sent: Wednesday, July 30, 2025 11:48 AM
To: Baird, Thomas J. <TBaird@jonesfoster.com>; Green, Marilyn R. <MGreen@jonesfoster.com>
Subject: Education Board

Good afternoon,

I hope all is well with the both of you.

At several Commission meetings, Commissioner Thomas has requested that the Town create an Education Board. I am reaching out to both of you to create such an Ordinance creating the Education Board. The Board will fall under all the same Sunshine Laws as all other Boards. The Town Commission Chamber would be used to conduct the meetings, once a month, starting any time after 5 p.m.

I was able to locate the Town Education Board Ordinance from 2001 (see attached). I asked Commissioner Thomas for some feedback on how she envisioned the Education Board to be comprised. Attached is our email string.

This item has not been assigned to a Commission Meeting agenda, so when you have an opportunity to complete this Ordinance please let me know. Please let me know if you have any follow-up questions. Thank you.

Sincerely,

Vivian Mendez, MMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3314 (fax)
vmendez@lakeparkflorida.gov



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Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Special Events

Agenda Title: Special Event Request - 2025 Vets Day Car Show – Co-Sponsor Event & Waiving of Various Town Special Event Fees (Direct Costs - \$715 & Indirect Costs - \$2,692)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$715 – Direct Costs and \$2,692 – Indirect Costs **Funding Source:** Special Event Dept Budget

Account Number: 600-52000 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 2025 Vets Day Car Show Facility Rental Application

2025 Vets Day Car Show Special Event Permit Application

Please initial one:

X Yes I have notified everyone

____ Not applicable in this case

Summary Explanation/Background:

The Special Events Department received a special event permit application from Stefanie Scott as the organizer of the Vets Day Car Show. The permit application is proposing the annual event to be held in Kelsey Park on Sunday, November 9, 2025, from 9:00 am – 3:00 pm.

Note: Ms. Scott is the wife of the original Vets Day Car Show organizer, Mike Scott who passed away in 2022.

The annual event is open to all early and late model vehicles and requires a \$20.00 registration fee. Trophies will be awarded for 20 classes, including the Mike Scott Memorial Award. Admission and parking are free to all attendees.

Ms. Scott is requesting that the Town Co-Sponsor this event and for the Town to provide the following:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL Item 18.
Marketing Assistance • Event flyer and information posted on the Town of Lake Park website (Special Events Department page and Town calendar) • Event flyer and information posted on the Town of Lake Park social media accounts	No monetary value	N/A
Certificate of Insurance The organizer would like the Town to waive the requested Certificate of Insurance requirement for special event permits. This waiver would require the Town of Lake Park to take on the liability for the event.	No monetary value unless a claim is received	No monetary value unless a claim is received
Security Deposit The organizer would like to have the Refundable Security Deposit Fee waived.	\$2,000.00	\$2,000.00 (Indirect Cost)
Rental Fee The organizer would like to have the Kelsey Park Rental Fee waived.	\$600.00 flat rate rental fee \$42.00 tax	\$642.00 (Indirect Cost)
Application Fee The organizer would like to have the Special Event Permit Application Fee waived.	\$50.00	\$50.00 (Indirect Cost)
Staff Fee The organizer would like to have the Staff Fee waived.	\$40.00 per hour	\$400.00 (Direct Cost)
Public Works Department The organizer would like to have the Sanitation Service Fee from the Public Works Department waived. Sanitation Service – Delivery of (6) 95 gallon cans, with after-event emptying and disposal. (3) hours at \$35.00 per hour.	\$35.00 per hour	\$105.00 (Direct Cost)
Public Works Department The organizer would like to have the Special Event Parking Set Up Fee from the Public Works Department waived.	\$210.00 flat rate special event parking set up fee	\$210.00 (Direct Cost)
<u>TOTAL WAIVERS REQUESTED</u> Direct Costs - \$715.00 Indirect Costs - \$2,692.00		

Recommended Motion:

I move to approve the Town as a Co-Sponsor of the 2025 Vets Day Car Show and to waive various Town

Special Event Fees in the amount of \$715 in Direct Costs and \$2,692 in Indirect Costs.

Item 18.



**TOWN OF LAKE PARK
SPECIAL EVENTS DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Special Events Director at least 60 days in advance of your event by calling 561-840-0160.

This Application must be completed and submitted by the Event Organizer ("Applicant")

If this Event requires a Town facility rental, please contact our Special Events Department at 561-840-0160 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Instructions:

This **completed** Special Event Permit Application and **all** relevant attachments must be submitted to the Special Events Department not less than thirty **(30) calendar days** prior to the date of the proposed Event, For events being proposed wholly or partially on Town Property, the deadline to submit is sixty **(60) calendar days** prior to the date of the proposed Event, **(45) calendar days** if applying for Block Party Grant.

Application Fee Due and Payable Upon Submittal: \$100.00 (\$50.00 for individuals or Non-profit organizations). Note: Application Fees are Non-Refundable.

Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):

(If applicable)

Name of Applicant (i.e. Event Organizer):

Stefanie Scott

Name of Event:

2025 Vets Day Car Show

Address/Location of Event:

Kelsey Park - 601 US Highway 1, Lake Park, FL 33403

Are you interested in sponsorship from the Town of Lake Park? Yes ☒ No ☐

Dates/Times of the event (as applicable):

	Date	Day	Begin Time	End Time
Event Day 1	November 9	Sunday	7:00 (X) AM () PM	5:00 () AM (X) PM
Event Day 2	_____	_____	() AM () PM	() AM () PM
Event Day 3	_____	_____	() AM () PM	() AM () PM
Event Day 4	_____	_____	() AM () PM	() AM () PM
Event Day 5	_____	_____	() AM () PM	() AM () PM
Event Day 6	_____	_____	() AM () PM	() AM () PM

Additional Applicant Information:

Name: Stefanie Scott

Address: 11411 SE Federal Highway, #118

State/Zip Hobe Sound, FL 33455

CONTACT PHONE: 772-834-8028

Alternate Phone # _____

Fax: _____

E-mail: notthetypicallady@yahoo.com

Description and Purpose of the Event

Annual Vets Day Car Show held in Lake Park. Originally organized by the late Mike Scott.

Event requires a \$20.00 registration fee which is open to all early and late model vehicles.

Trophies will be awarded for 20 classes, including the Mike Scott Memorial Award.

Estimated number of participants? 500

Has this event ever occurred in the Town of Lake Park? Yes x No _____Has this site had a Special Event Permit this calendar year? Yes _____ No xWill there be an admission fee for the Event? If yes, how much? Yes _____ (\$____) No x

535 PARK AVENUE, LAKE PARK, FLORIDA • Phone 561-881-3318 • Fax 561-881-3323

Special Event Permit Application

Revised: January 2025

Previous Editions Obsolete

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure?

Yes ☒ No ☐

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____

(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- ☒ Road closure (See above)
- ☒ Electric service hook-up required
- ☒ Water service hook-up required
- ☐ Sidewalks blocked
- ☒ Municipal park(s) prepared
- ☒ Booths or other temporary structures
- ☐ Parking lots to be partially or completely closed
- ☐ Food Vendors (Liquid Propane Gas Log)
- ☐ Town litter pick-up or street sweeping
- ☒ Tents (if yes, describe type and size _____)
- ☐ Barricades ordered
- ☐ Alcohol served
- ☐ Security/Law Enforcement
- ☒ Music, bands, DJ
- ☐ Rides or other amusements
- ☐ Animals
- ☐ Fireworks
- ☐ Bleachers
- ☐ Designated parking area
- ☒ Town Restroom (if yes, please describe Kelsey Park _____)
- ☐ Portable Restrooms (if yes, please describe _____)
- ☒ Dumpsters/Trash Receptacles
- ☐ Portable stage
- ☐ Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES (identify which ones are food trucks)

_____	_____
_____	_____
_____	_____
_____	_____

Will the event require the use of electricity? Yes x No

Will the event require water hook-up? Yes x No

*Will food and/or beverages be served? Yes No x

*Will the event have vendors or concession sales, including food? Yes No x

****If the answer to the above question is YES, the Applicant/Event Organizer is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.***

WILL THE EVENT INCLUDE FOOD TRUCKS? Yes No x

****If the answer to the above question is YES, all food trucks must have the proper State license, PBC Business Tax Receipt, and a current PBC Fire Rescue Safety Inspection Report. Copies of these documents must be provided to the Town no later than fourteen (14) calendar days prior to the event.***

For events on Town property, the Liquid Propane Gas tanks will be inspected the day of the event for leaks prior to operating any gas appliances. Applicants must provide staff with their LPG Log at each event to ensure proper safety measures have been followed.

For events on Town property, Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

 SS

(Applicant initial to acknowledge statement)

The Applicant holds full responsibility and liability for its vendors.

(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes No x

*****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.***

***Are you proposing signage? Yes No x

******If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

Will the event have an official “Flyer” and/or promotional materials? Yes X No
If yes, please provide a copy of the “Flyer”.

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

SEE ATTACHED SITE PLAN

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:

MAXIMUM ALLOWABLE TENT SIZE IS 35’ X 45’.

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.

(All requirements imposed by any of the reviewing entities below, will be communicated to the Applicant early-on and must be secured no later than 14 calendar days in advance of the event, with verification provided to the Town prior to the issuance of the Special Events permit)

(FOR OFFICE USE ONLY)
SIGNATURES/APPROVALS:

Please Sign and Date

SPECIAL EVENTS DIRECTOR:

_____ DATE: _____

PUBLIC WORKS DIRECTOR:

_____ DATE: _____

PALM BEACH COUNTY SHERIFF:

_____ DATE: _____

PALM BEACH COUNTY FIRE-RESCUE:

_____ DATE: _____

RISK MANAGEMENT: *(If applicable)*

_____ DATE: _____

CRA ADMINISTRATOR: *(If applicable)*

_____ DATE: _____

COMMUNITY DEVELOPMENT DIRECTOR: **A copy will be provided to the Staff Member and/or Code Officer if on duty.**

_____ DATE: _____

Additional Comments (reviewers may include attachments):

ADA Requirements
 Insurance Requirements

APPLICANT SIGNATURE: Stefanie Scott

APPLICANT PRINTED NAME: Stefanie Scott DATE: 10/1/25

PROPERTY OWNER: *(If Property Owner is not the Applicant)*

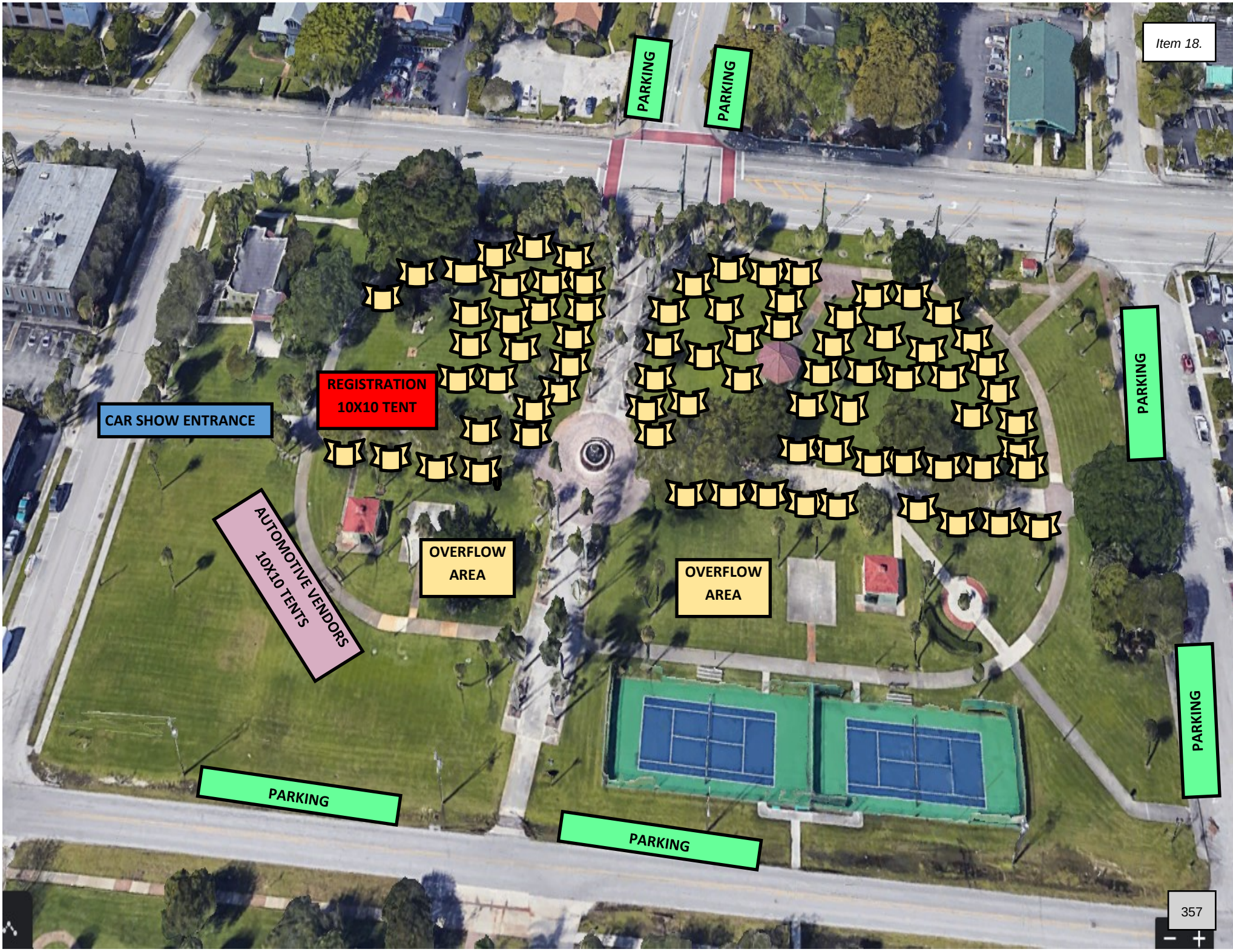
Riunite Franks - On behalf of the Town of Lake Park

DATE: 10/1/25

PROPERTY OWNER PRINTED NAME:

Riunite Franks - On behalf of the Town of Lake Park

DATE: 10/1/25



CAR SHOW ENTRANCE

REGISTRATION
10X10 TENT

AUTOMOTIVE VENDORS
10X10 TENTS

OVERFLOW
AREA

OVERFLOW
AREA

PARKING

PARKING

PARKING

PARKING

PARKING

PARKING



In Memory of "The Striper"

Mike Scott

**Sunday, November 9, 2025
9 AM - 3 PM**

**Kelsey 601 US Highway 1
Park Lake Park, FL**

**\$20 Registration CASH ONLY
No Pre Registration
Open to all early and late model vehicles**

**TOP 20 TROPHIES
Mike Scott Memorial Award**

**50/50 Drawing, Give Aways & More
FREE FOR SPECTATORS**

**For more info contact Stefanie Scott
772-834-8028 VetsDayShow@gmail.com**

**2025 VETS DAY CAR SHOW
NOVEMBER 9, 2025
EVENT REQUESTS**

1. The organizers of the Vets Day Car Show would like to request the following items from the Town of Lake Park Public Works Department:
 - Pick up and deliver 95 gallon garbage cans (round trips)
 - Empty extra 95 gallon garbage cans (after event)
 - Closure of outside lanes on Park Avenue to be used as parking for event attendees
2. The organizers of the Vets Day Car Show would like to request that the Town of Lake Park once again join the event as a Co-Sponsor that would allow for Town-related advertising. This includes the ability to advertise on the Town website, social media pages and to utilize the Town logo on event advertisements.
3. The organizers of the Vets Day Car Show would like to request that the Town of Lake Park waive the following fees:
 - Park Rental Refundable Security Deposit - \$2,000.00
 - Park Rental Fee - \$642.00
 - Park Rental Staff Fee - \$400.00
 - Special Event Permit Application Fee - \$50.00
 - Signage Permit Application Fee - \$100.00
 - Barricade, Sanitation and Lane Closure Fees from Public Works



Town of Lake Park Facility Rental Application

Date of Event: November 9, 2025

Time of Event: 9:00 AM to 3:00 PM

Set-up Time: 7:00 AM to 9:00 AM

Breakdown Time: 3:00 PM to 5:00 PM

Rental Facility

Town Hall: --- Mirror Ballroom

W. Ilex Park: --- Picnic Pavilion

Kelsey Park (West): X Entire Park (Requires Special Events Permit) --- Gazebo

Kelsey Park (East): --- Entire Park (Requires Special Events Permit) --- Indoor Pavilion

Kelsey Park (East): --- Picnic Pavilions (North, South, Playground)

Purpose of Rental:

Annual Vets Day Car Show in Kelsey Park

Requests: --- Alcoholic Beverages --- Bounce House
X Special Events Permit Required

Contact Information:

Name: Stefanie Scott

Organization: _____

Address: 1411 SE Federal Highway, #118

Hobe Sound, FL 33455

Home: (____) _____ - _____ Cell: (772) 834 _____ - 8028

Work: (____) _____ - _____ E-mail: _____

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THE FACILITY RENTAL POLICY AGREEMENT.

Renter: X _____ **Date** _____

Lake Park Staff: X _____ **Date** _____



Facility Usage Agreement

This agreement, made the 1st day of October, 2025, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and Stefanie Scott (Renter).

Premises: Town leases to Renter and Renter leases from Town the Kelsey Park (west) (Facility Name)

Term: The hours of rental are from 7:00 AM until 5:00 PM on November 9, 2025 (Day/Date).

Security Deposit: Event organizer shall deposit with Town the sum of \$ 2,000.00 as security for the full and faithful performance by event organizer of all of event organizers obligations hereunder. The deposit shall be made at the time the reservation for the premise is made with Town. No interest shall be paid upon the security deposit nor shall Town be required to maintain said deposit in a segregated account. The security deposit shall not be considered prepaid rent. In the event that the event organizer shall default in the full and faithful performance of any of the terms hereof, then Town may, without notice, either retain the security deposit as liquidated damages, or Town may retain the same and apply it toward actual damages sustained by Town by reason of the default of the event organizer. If the event organizer fully and faithfully complies with all of the terms hereof, the security deposit or any balance thereof shall be returned to the event organizer within one month of the event.

Rental Rate: Event Organizer shall pay Town the rental sum of \$ _____, fourteen (14) business days prior to the event. Any payment made to the Town after the 14 days must be paid in cash only.

Leases and Assignments: Event Organizer shall not have the right to assign this agreement to any other person or entity.

Rules and Regulations: The rules and regulations included hereto shall be incorporated into and made a part of this agreement.

Indemnification: Renter shall, during the term of this agreement, fully protect, indemnify and hold Town harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorney's fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, his employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, his employees, agents, licensees or invitees.

General Provisions:

Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.

Joint and Several Obligations: If event organizer consists of more than one person or entity, the obligation of all such persons is joint and several.

Situs: The agreement shall be constructed and interpreted according to the laws of the State of Florida.

In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THIS RENTAL AGREEMENT POLICY.

EVENT ORGANIZER: _____
(PRINT)

(SIGNATURE)

DATE: _____ / _____ / _____