Lake Park Town Commission, Florida

Regular Commission Meeting Agenda

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
Wednesday December 02, 2026 6:30 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**

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. Presentation and Discussion of 60% Design Plans – Ilex Court and 8th Street Green Infrastructure and Stormwater Improvements; and 2nd Street Green Infrastructure and Stormwater Improvements

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.

2. Minutes of the November 18, 2026 Regular Commission Meeting
3. Resolution 120-12-26 - Final Budget Adjustment - Fiscal Year 2025/2026
4. Resolution 121-12-26 Authorizing the Mayor to Execute an Agreement with Jumep Multy Services, LLC, for the Provision of Janitorial Services for Town Buildings and Public Facilities, per the Pricing, Terms, and Conditions of the Town's ITB 130-2026.

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

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

NEW BUSINESS:

5. Accepting the Voluntary Resignation in Accordance with Section 14C of the Agreement Between Richard Reade and the Town of Lake Park for the Position of Town Manager.
6. Authorize the Mayor to Sign the Memorandum of Understanding Between the Town of Lake Park, Florida and Town Clerk Vivian Mendez to Serve as Interim Town Manager.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

REQUEST FOR FUTURE AGENDA ITEMS:

ADJOURNMENT:

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on December 16, 2026.

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date:	December 2, 2026
Originating Department:	Public Works
Agenda Title:	Presentation and Discussion of 60% Design Plans – Ilex Court and 8th Street Green Infrastructure and Stormwater Improvements; and 2nd Street Green Infrastructure and Stormwater Improvements

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

Cost of Item:	N/A – Presentation and discussion only	**Funding Source:**	FDEP Planning Grants 26PLN60 ($99,373) and 26PLN62 ($297,938); previously approved
Account Number:	N/A	**Finance Signature:**	
Advertised:			
Date:	N/A	**Newspaper:**	N/A
Attachments:	60% Design Plans – Ilex Court and 8th Street; 2nd Street Phase II Commission Presentation Materials		

Please initial one:

_____	Yes, I have notified everyone.
√	Not applicable in this case

Summary Explanation/Background:

The Town's Stormwater Master Plan identified inadequate drainage capacity and recurring localized flooding affecting several areas of the community. The Town has advanced a green infrastructure and stormwater improvement program to address identified deficiencies, reduce localized flooding, and strengthen stormwater system performance.

The Town previously implemented roadside bioswales at 2nd Street near Foresteria Drive and Evergreen Drive. The current projects continue this program through two separately authorized design efforts, supported by Florida Department of Environmental Protection (FDEP) planning grants.

This item presents the approximately 60% design plans for (1) Ilex Court and 8th Street Green Infrastructure and Stormwater Improvements and (2) 2nd Street Green Infrastructure and Stormwater

Improvements, Phase II. The presentation is intended to obtain Town Commission input before the plans advance toward final engineering design.

Project Scope and Design Status:
Water Resource Management Associates, Inc. (WRMA), a professional engineering consultant under the Town's existing CCNA agreement, is the authorized design consultant for both projects. The Town Commission approved separate professional services proposals for Ilex Court and 8th Street ($99,373) and 2nd Street, Phase II ($297,938), under Resolutions 55-07-2026 and 54-07-2026, respectively. Purchase Orders 00449 and 00450 were subsequently issued for the corresponding work.

The Ilex Court project addresses stormwater and green infrastructure improvements along Ilex Court and the 8th Street corridor. The 2nd Street, Phase II project addresses additional drainage and green infrastructure improvements along the 2nd Street corridor, including areas associated with Lake Park Elementary School and adjacent park connections. Both projects are at approximately a 60% plan-review milestone; these are not final, construction- or permit-ready documents.

The 60% review provides an opportunity to discuss proposed drainage features, roadway and pedestrian accommodations, landscape treatments, utility coordination, long-term maintenance responsibilities, and potential effects on adjacent properties and public facilities. Staff will evaluate Commission feedback with WRMA as the design progresses toward the grant-supported deliverables and applicable permitting requirements.

The design services include engineering and associated activities described in the approved proposals and FDEP grant work plans. Construction procurement, award, and expenditure authority are not requested through this item and will require separate Commission consideration, as applicable.

Stakeholder Coordination:
Preliminary plans were presented during stakeholder coordination on June 6, 2026. Topics raised included the proposed 10-foot multimodal pathway and pedestrian crossings, on-street parking opportunities, street lighting, and the selection and maintenance of bioswale and grass-swale plant materials. Coordination with Seacoast Utility Authority is also relevant to the 2nd Street plans and will be addressed as design advances.

Fiscal and Contractual Impact:
No additional appropriation, contract amendment, or authorization to proceed with construction is requested at this meeting.

Following Commission discussion, staff and WRMA will continue design development within the approved contractual and grant scopes. Before authorizing any subsequent construction, staff will provide updated opinions of probable construction cost, anticipated permitting and utility requirements, project schedules, funding opportunities and available sources, and expected long-term operations and maintenance implications.

Recommendation:
Staff recommends that the Town Commission receive and discuss the approximately 60% design plans for the Ilex Court and 8th Street Green Infrastructure and Stormwater Improvements and the 2nd Street Green Infrastructure and Stormwater Improvements, Phase II; provide comments and direction to staff regarding the proposed design elements; and direct staff to continue design development within the previously approved agreements and available grant funding. No additional expenditure or construction authorization is requested. No motion is necessary at this time.

2ND STREET GREEN INFRASTRUCTURE (PHASE 2) AND ILEX COURT STORMWATER IMPROVEMENTS

Town of Lake Park Public Works Department and

Water Resources Management Associates

December 2, 2026

2020 STORMWATER MASTERPLAN UPDATE
FRAMEWORK

- Performing Vulnerability, Risk and Adaptability assessment for use in stormwater master planning
- Implementing Green Stormwater Infrastructure (GSI) Best Management Practices (BMPs) for stormwater management town-wide
- Development of a 20-year Capital Improvement Implementation Plan
  - Recommending the use of stormwater utility fees for Operations & Maintenance (O&M) sewer rehabilitation costs
  - Recommending the use of state and federal grant funding for major project capital improvements

2020 STORMWATER MASTERPLAN UPDATE

FIVE YEAR CAPITAL IMPROVEMENT PLAN (2021-2026)

- Implement Southern Outfall Watershed CIP Projects
  - Phase I - 72" CAP Outfall Replacement with Dual 60"RCP Outfall
  - Phase II – Bostrom Park Underground Storage Filtration Facility Project
  - Phase III – 10th Street South Corridor Green Stormwater Infrastructure Project
- Implement 2nd Street Phase I Corridor Bioswales Project
  - South Corridor Segment Between Foresteria and Evergreen Drive



2020 STORMWATER MASTERPLAN UPDATE

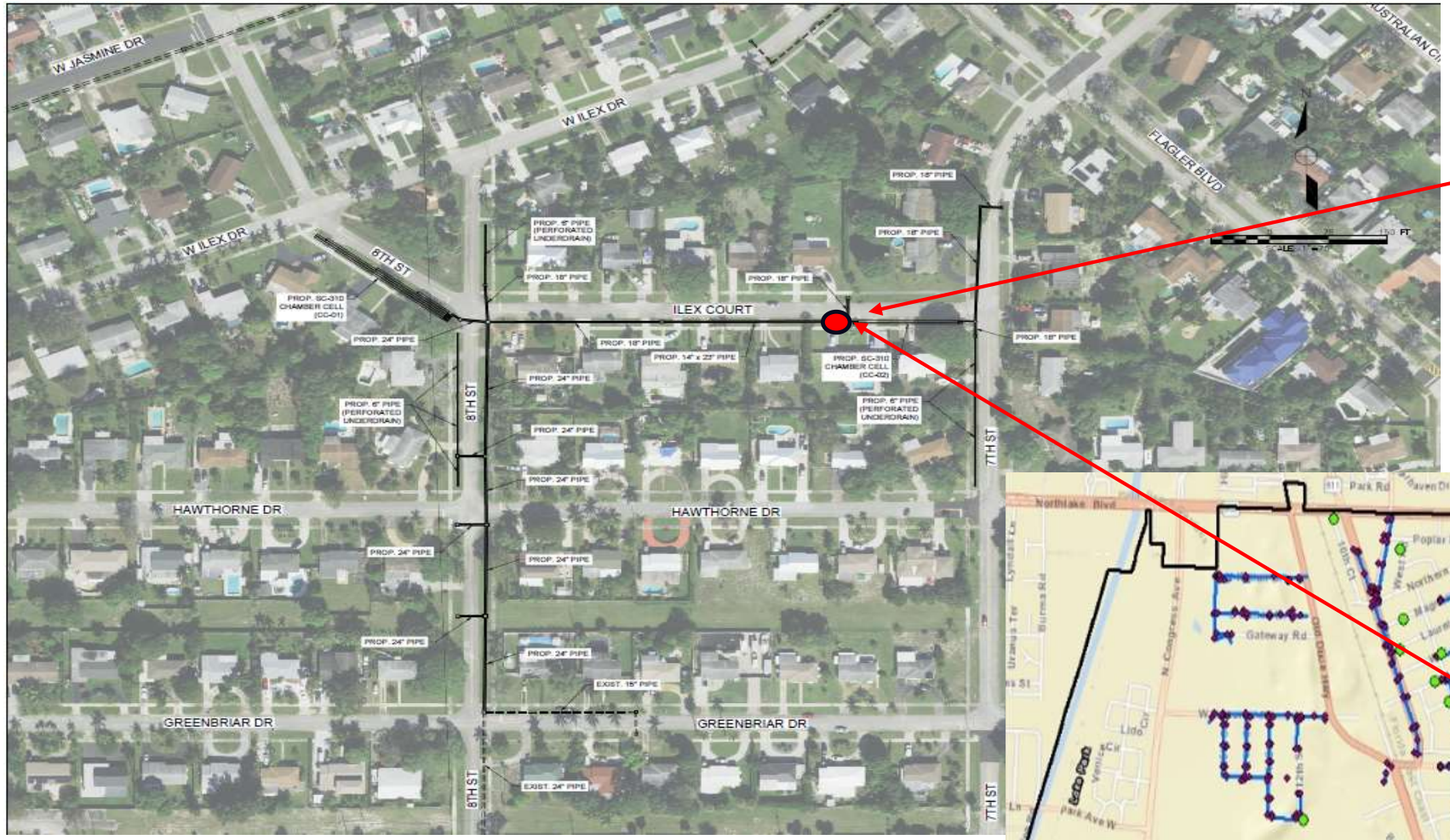
SECOND FIVE YEAR CAPITAL IMPROVEMENT PLAN (2027-2031)

- Implement Ilex Court Surcharge Bioswales and Stormsewer Upgrade Project
  - Along Ilex Court
  - Along 8th Stret

- Implement Phase II 2nd Street Corridor Bioswales Project
  - South Corridor Segment Between Foresteria and Date Palm Drive
  - North Corridor Segment Between Park Avenue and Kalmia Drive

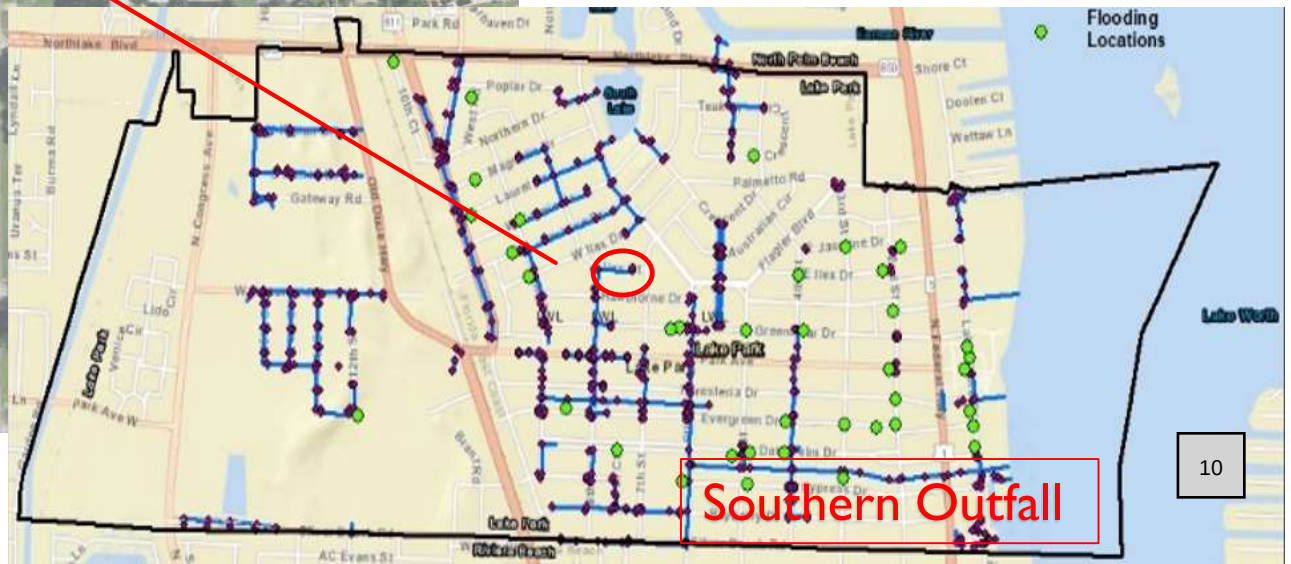
ILEX COURT SURCHARGE FLOODING

STORMSEWER UPSIZING & UNDERGROUND STORM CHAMBERS





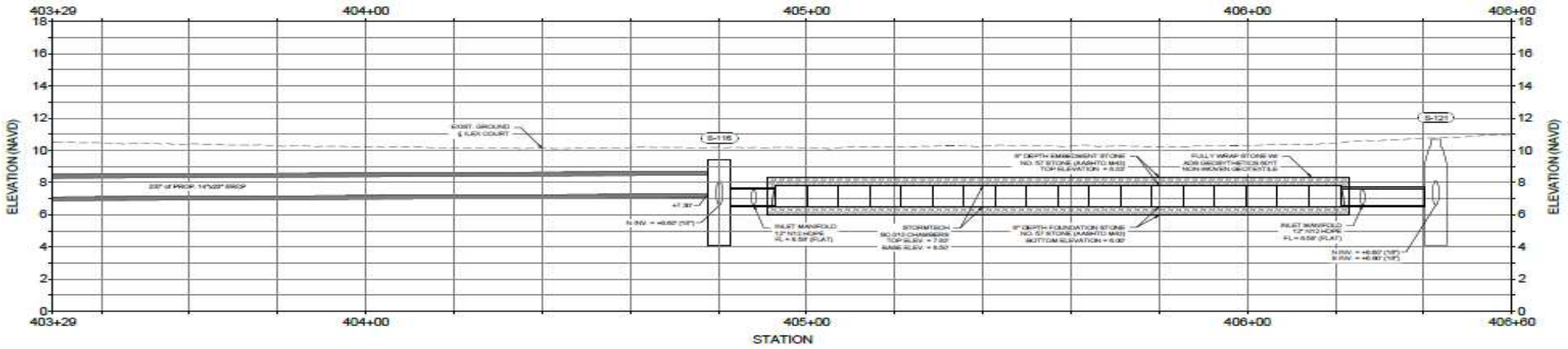
Ilex Court
Inlet Surcharge Flooding



ILEX COURT SURCHARGE FLOODING

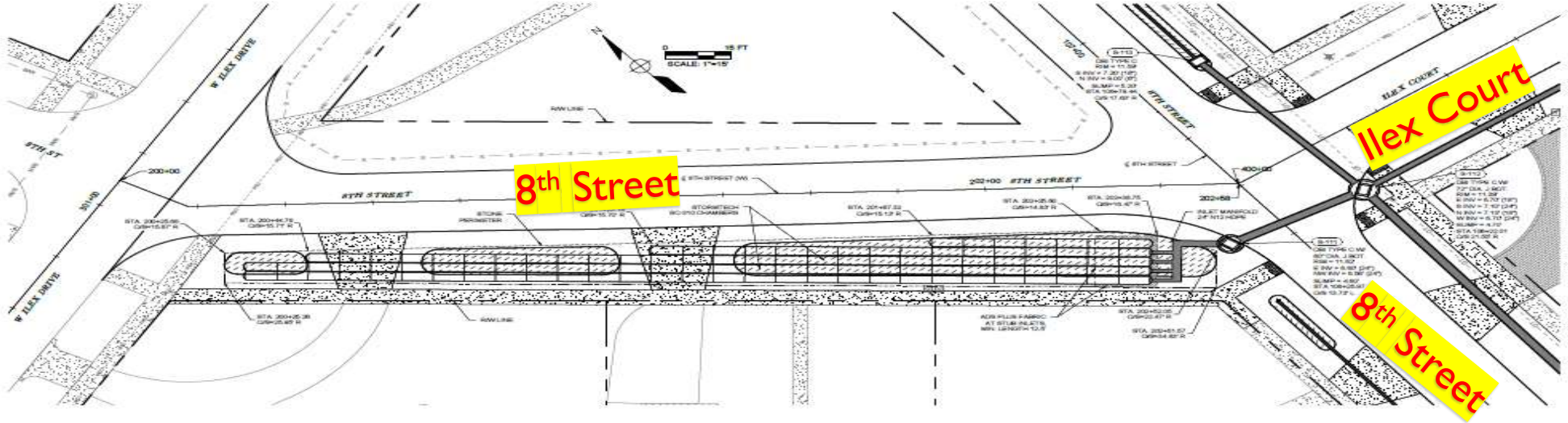
STORMSEWER UPSIZING & UNDERGROUND STORM CHAMBERS

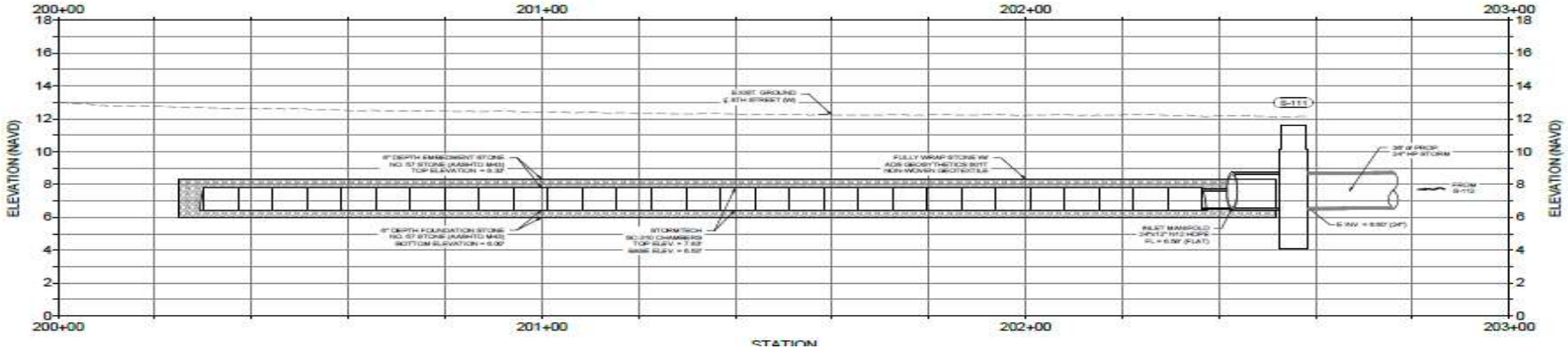




ILEX COURT SURCHARGE FLOODING

STORMSEWER UPSIZING & UNDERGROUND STORM CHAMBERS





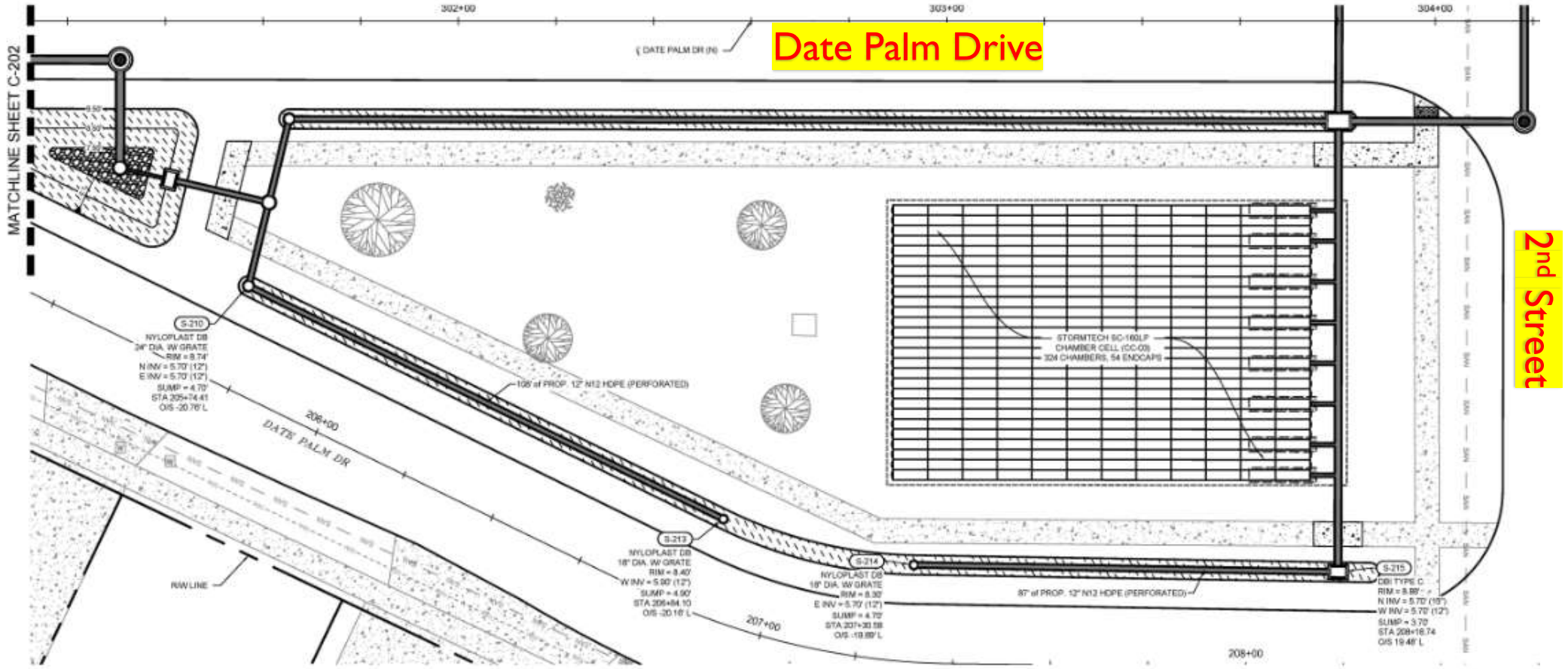
2ND STREET PHASE II NORTH & SOUTH

STORMSEWER UPSIZING & UNDERGROUND STORM CHAMBERS



2ND STREET PHASE II SOUTH

LOTTI MAY MILLER PARK UNDERGROUND STORAGE



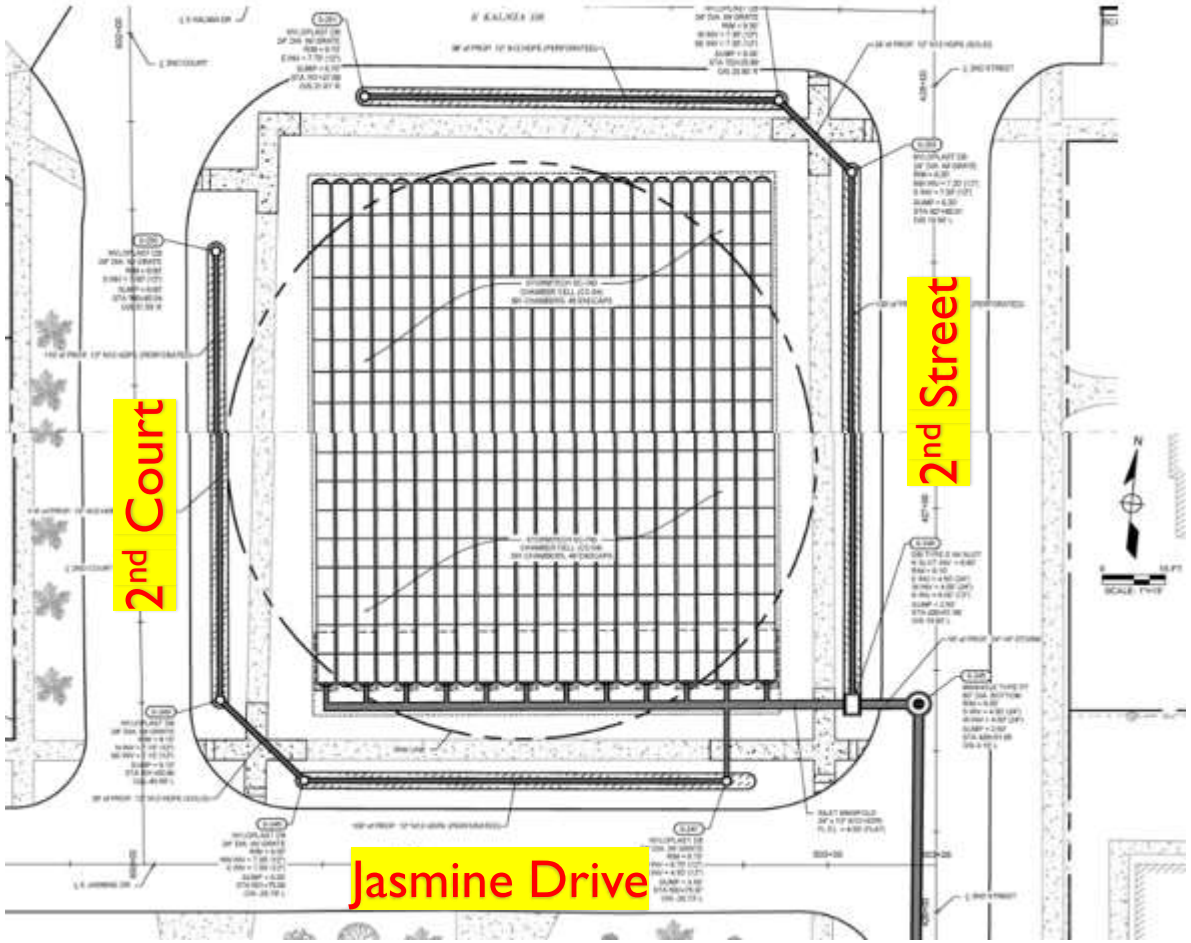
2ND STREET PHASE II NORTH

STORMSEWER UPSIZING & UNDERGROUND STORM CHAMBERS



2ND STREET PHASE II NORTH & SOUTH

BLAKELEY PARK UNDERGROUND STORAGE



PRELIMINARY ENGINEER'S OPINION OF PROBABLE COST

- Second St Stormwater Drainage Improvements & Green Infrastructure
  Estimated Construction Cost: $4,697,918

- Ilex Court and 8th St Stormwater Drainage Improvements & Green Infrastructure
  Estimated Construction Cost: $1,671,392

- Construction Funding Potential Sources
  - ❖ Coastal Partnership Initiative (CPI) Grant
  - ❖ Resilient Florida Grant
  - ❖ FDEP 319k Grant
  - ❖ FEMA HMGP Grant

FUNDING UPDATE

Green Infrastructure BMP's For Stormwater Masterplaning in the Town of Lake Park Has Been A Resounding Success

The Town Has Received Since 2020 Over $18.9 Million In Funding For Stormwater CIP Project Design And Implementation

- Coastal Partnership Initiative Grant (CPI): $105,000 (Sea Level Rise Vulnerability Study & Bioswale Design)
- Resilient Florida Grant: $553,758 (Bioswale Construction)
- Rebuild Florida Mitigation General Infrastructure Program: One Project with 3 phases ($12.8 Million)
  - Phase 1 - Southern Outfall Priority Rehabilitation SWMP Project 100% plans ($3.2 Million)
  - Phase 2 - Bostrom Park Underground Storage Chambers – 60, 90, 100% plans ($5.2 Million)
  - Phase 3 - 10th Street South GSI Water Quality Drainage Pilot Project 60, 90, 100% plans ($4.4 Million)
- FEMA/HMGP: $5.5 Million (Two Sea level Rise Pumps along Lake Shore Drive)

Allows the Town of Lake Park to Meet Long-term Climate Change Sustainability Goals

Town of Lake Park: 2nd Street & Ilex Court Green Infrastructure

Cotleur & Hearing
Landscape Architects | Land Planners | Environmental Consultants
www.cotleurhearing.com

TOWN OF LAKE PARK, FLORIDA

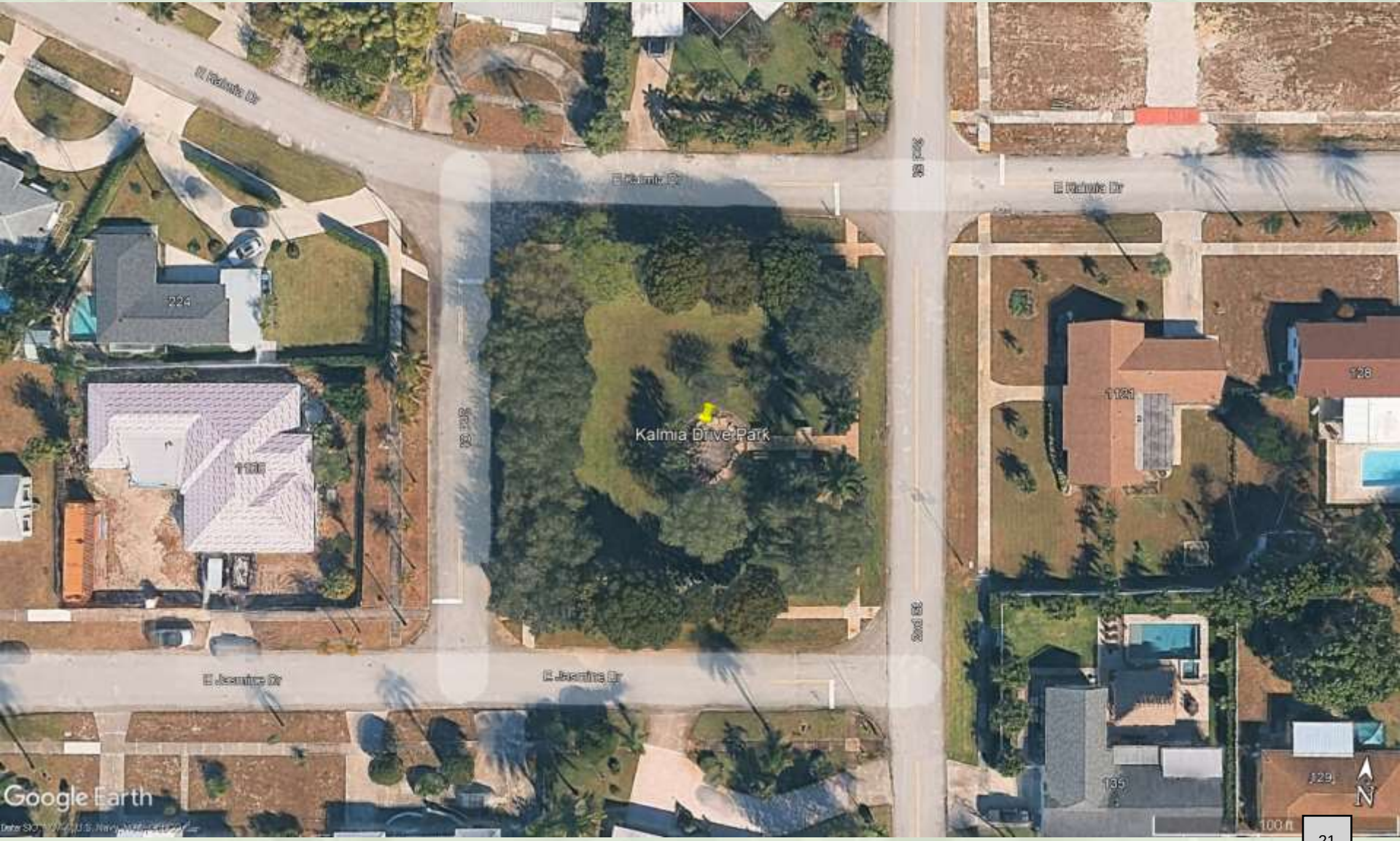
WRMA

December 2, 2026

Park Sites


Kalmia Drive Park
Kalmia Dr Park
Lottie Mae Miller Park
Lake Park
Kelsey Park
Harbor Freight
Brass Ring Pub
Publix Super Market at Northlake...
Earl Stewart Toyota
Southern Kitchen
Collection Realm
Lake Park Elemen...
Seahawk Prime by David Burke
Poplar Dr
Teak Dr
Northern Dr
Magnolia Dr
Flagler Blvd
W Jasmine Dr
W Kalmia Dr
E Kalmia Dr
E Jasmine Dr
Palmetto Dr
Australian Ct
Ilex Ct
W Ilex Dr
Hawthorne Dr
Park Ave
Foresteria Dr
Date Palm Dr
Cypress Dr
Bayberry Dr
Silver Beach Rd
Old Dixie Hwy
Castlewood Dr
Rte 1
6th St
7th St
8th St
9th St
10th St
4th St
5th St

Park Site: Kalmia Drive Park



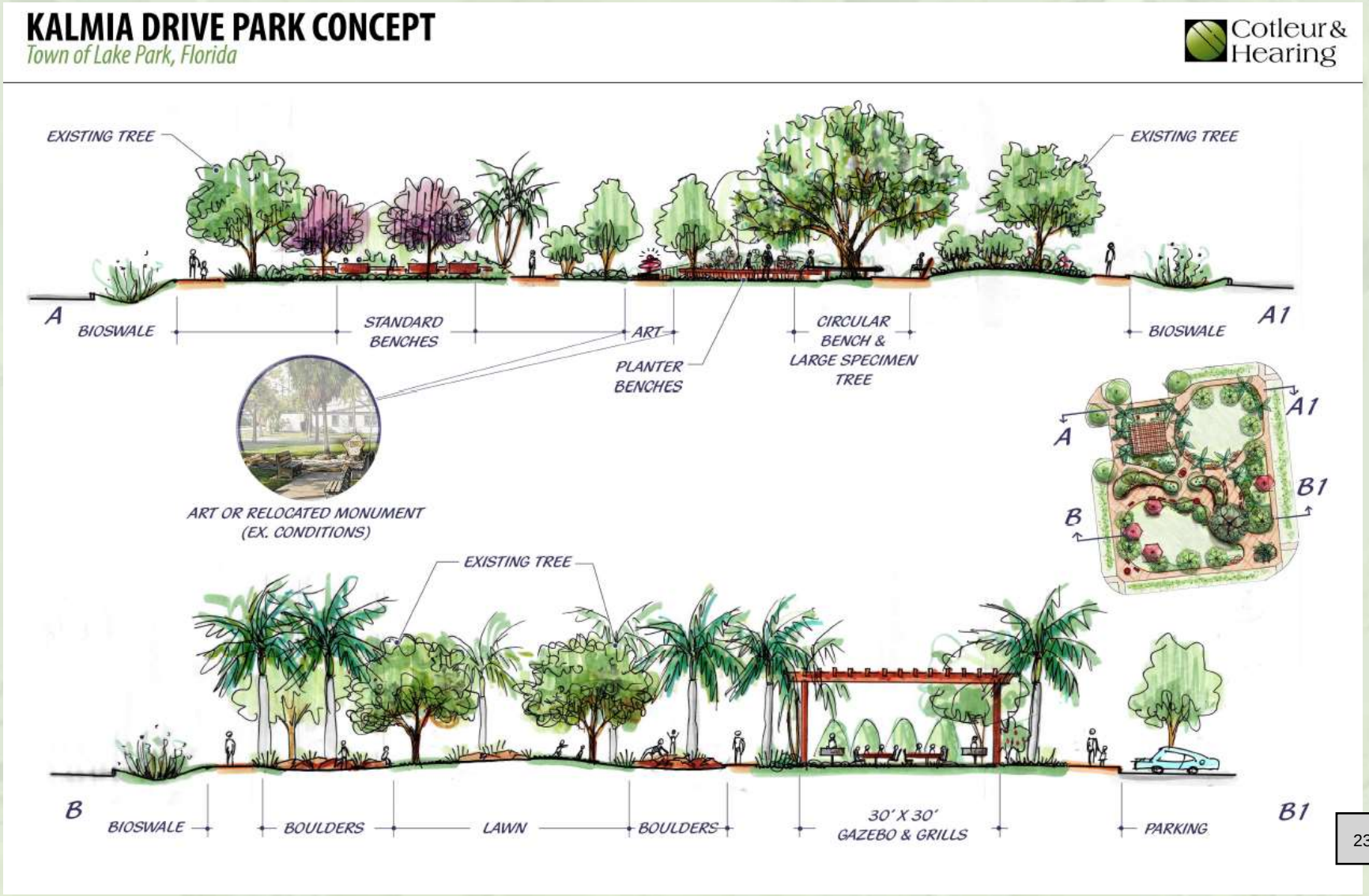
Concepts – Kalmia Drive Park

Kalmia Drive Park Concept 1 - Master Plan



Concepts – Kalmia Drive Park

Kalmia Drive Park Concept 1 - Cross Section



Concepts – Kalmia Drive Park

Kalmia Drive Park Concept 1 – Park Rendering

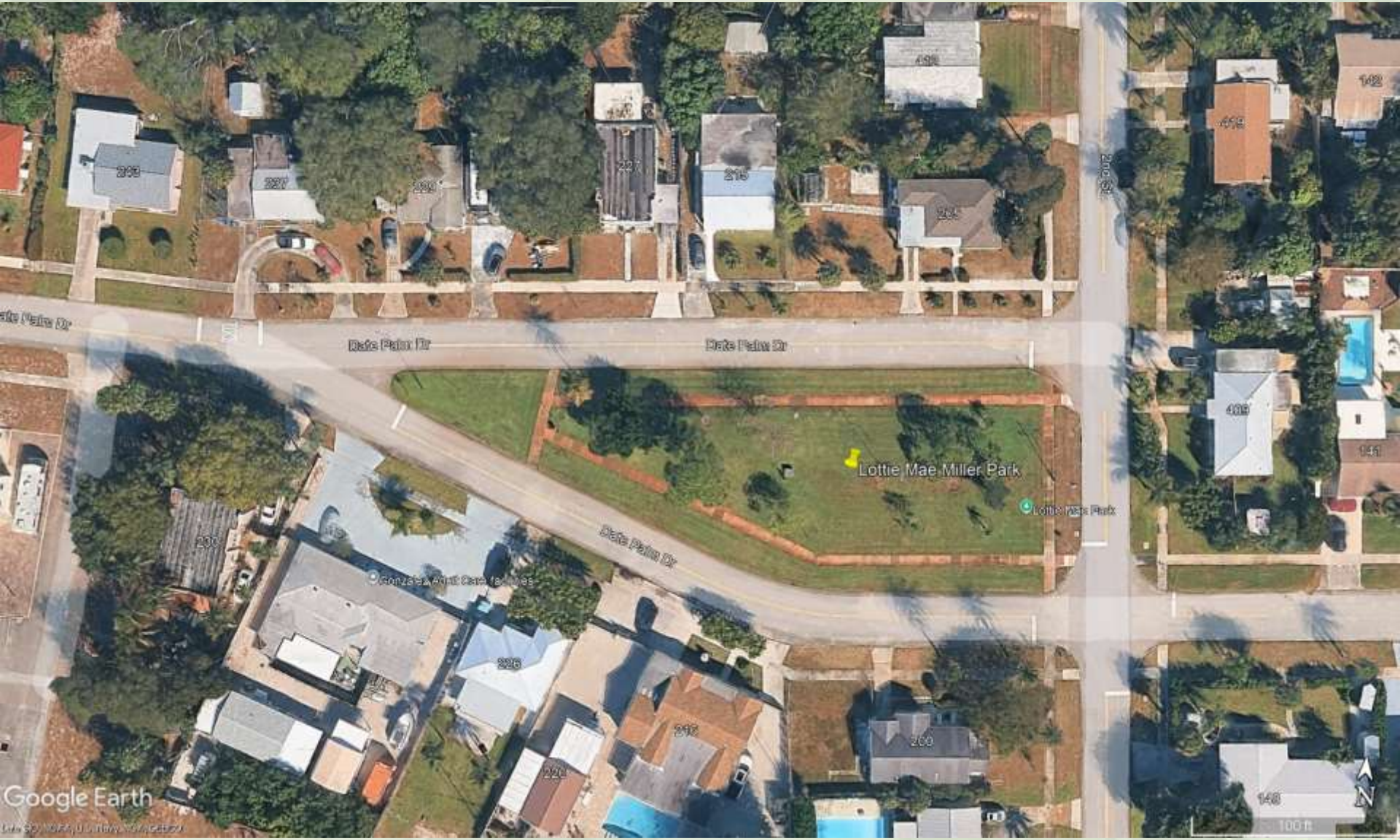


Concepts – Kalmia Drive Park

Kalmia Drive Park Concept 2 (Revised) – Park Master Plan



Park Site: Lottie Mae Miller Park



Concepts – Lottie Mae Miller Park

Lottie Mae Miller Park Concept 1 – Master Plan & Cross Section



Concepts – Lottie Mae Miller Park

Lottie Mae Miller Park Concept 1 – Park Rendering



Concepts – Lottie Mae Miller Park

Lottie Mae Miller Park Concept 2 (Revised) – Master Plan & Section



Site Furnishings

CIRCULAR TREE RING BENCHES





SHADE STRUCTURES





LINEAR PLANK PAVERS









PICNIC AREA





ORGANIC SEATING





Thank you

Cotleur & Hearing

WRMA

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 2, 2026
Originating Department: Clerk
Agenda Title: Minutes of the November 18, 2026 Regular Commission Meeting
Agenda Category: Consent
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 minutes of the November 18, 2026 Regular Commission Meeting.

Lake Park Town Commission, Florida

Regular Commission Meeting Minutes

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403
Wednesday November 18, 2026
Immediately Following the CRA 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

8:12 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner John Linden

Commissioner Michael O'Rourke

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was bypassed.

APPROVAL OF AGENDA:

Mayor Michaud explained that there was a correction to the meeting minutes from November 4, 2026, which are on the consent agenda for tonight.

Motion to approve the agenda with the modification to the meeting minutes made by Vice Mayor Hensley, Seconded by Commissioner Linden.

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

SPECIAL PRESENTATION/REPORT:

1. Presentation - Palm Beach Sheriff's Office (PBSO) District 10 Drone First Responders Program Trial

   PBSO Captain Terria Sanford explained the item and introduced Mr. Jason Welch with the PBSO Drone Unit, Drone First Responder Program (DFR). He explained that the Town of Lake Park was part of the trial program with the DFR program. He explained how the DFR process works and he gave a few examples of how the trial went and how many subjects they were able to apprehend as a result of the program. Commissioner Linden asked why the drones do not have facial recognition. Mr. Welch explained that it is not currently an available function from the manufacturer.

   Town Manager Reade explained that Captain Sanford would be attending a Federal Bureau of Investigation (FBI) National Leadership program in Virginia and Captain Thibodeau would be here during her absence.

2. Presentation, Discussion & Direction – Various Projects – Seacoast Utility Authority (SUA)

   Mayor Michaud introduced Seacoast Utility Authority staff. Mr. Keith Webber gave a presentation (Exhibit A).

3. Presentation, Discussion & Direction – FDOT US-1 Median Landscaping and Irrigation Options, Maintenance Levels, and Maintenance Commitment (Landscape-Only Will Not Include Roadway Access Points and Construction Improvements) – FM 450677-1-52-01

Public Works Director Jaime Morales explained that this item is to present FDOT's evaluation, options and to have the Commission sign a letter of intent for landscape maintenance. FDOT Engineer, Mr. Anson Sonnett explained the landscaping of the medians and that they need a letter of intent to commit to maintenance of the landscaping from the Town before they can begin the process. Mayor Michaud asked when the Town would be expected to begin maintaining the medians. Public Works Director Morales explained that there is a two-year warrantee period and the Town can expect to take over those responsibilities by 2030. Commissioner Thomas asked when they would be deciding the landscaping options. Public Works Director Morales explained that he would be bringing all the options back before them for selection prior to signing a landscaping agreement.

Motion to sign a letter of intent made by Commissioner Thomas, Seconded by Commissioner O'Rourke.

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

Voting Nay: Vice Mayor Hensley.

4. Presentation, Discussion & Direction - Various Roadway Initiatives - Palm Beach County Board of County Commissioners

   Mr. David Ricks, Palm Beach County Engineer and Director of Engineering & Public Works presented (Exhibit B). Commissioner O'Rourke expressed a concern with the extension interfering with the nature preserve. Mr. Ricks stated that they have coordinated with the County which addresses that and other key issues. Commissioner Thomas expressed concern with the design of the Old Dixie round-about creating traffic issues and did not see a purpose for the round-about south of Old Dixie. She stated that a turn would be cheaper and serve the same purpose. Mayor Michaud agreed that the traffic circle doesn't really have a function. Mr. Ricks stated that they would like to have direction from the Commission by January or February 2027.

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.

-Andres Torrens provided information about an event and their program.
-Patricia Leduc spoke about a change in legislation regarding funding. She wished the Town Manager well.

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

5. Regular Commission Meeting Minutes - November 4, 2026

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

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

6. Ordinance #10-2026 - Amendment - Town's Comprehensive Plan - Capital Improvements Element - Five-Year Capital Improvements Schedule Update (2nd Reading).

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE OF THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE

REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Community Development Director Nadia DiTommaso explained that the Ordinance has not had any changes since first reading.

Motion to approve Ordinance 10-2026 made by Commissioner O'Rourke, Seconded by Commissioner Thomas.

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

Town Attorney Baird read the Ordinance by title only.

NEW BUSINESS:

7. Discussion - Town Manager Selection Process

   Mayor Michaud explained that Town Manager Reade submitted his resignation effective through January 15, 2027. Town Attorney Baird read from Town Manager Reade's contract.

   Commissioner Thomas suggested immediate separation from the Town. Town Attorney Baird explained the language of the resignation and contract, which stated that the Commission could have the Town Manager cease his duties but they would still need to pay him.

   The Commission discussed the contract and how to move forward. Vice Mayor Hensley asked how much it would cost to search for a new town manager. Town Attorney Baird estimated it would cost between $20-30K to contract and search for a new manager and that it would take approximately six months to hire a new manager.

   Commissioner Linden suggested keeping the Town Manager until January 15th and select an interim. He said it is a simple process.

   Mayor Michaud stated that they would need to select an interim town manager.

   Commissioner Thomas suggested that the Town separate from the Town Manager immediately.

   Commissioner Linden stated that the Town Manager has served the Town well and that he should stay until the date on the resignation letter.

Mayor Michaud suggested that the Town Manager remain until the end of the month, giving the interim time to work with him.

Mayor Michaud suggested appointing Town Clerk Vivian Mendez as the interim town manager. Town Clerk Mendez stated that she is willing to explore the possibility of becoming the interim town manager.

Commissioner O'Rourke suggested Bambi Turner as a backup in case Town Clerk Mendez does not accept the appointment.

Town Attorney Baird suggested that Ms. Turner would not be a good choice as she is currently in an adversarial position against the Town. He suggested the item come back before the Commission during the next meeting on December 2nd to finalize the appointment of an interim and when they should start working.

Motion to accept the Town Manager's resignation made by Commissioner O'Rourke. Seconded by Commissioner Linden.

Commissioner Thomas expressed an interest in having the Town Manager leave sooner rather than later. Vice Mayor Hensley stated he does not want to pay the Town Manager to stay home.

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

Voting Nay: Commissioner Thomas.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

-Town Attorney Baird spoke about the need for a workshop for the Lake Park Harbor Marina plan presented by the Treasure Coast Regional Planning Council.

Motion to hold the workshop on Wednesday December 9th at 6pm made by Commissioner O'Rourke. Seconded by Commissioner Linden.

Voting Aye: All.

-Town Manager Reade announced upcoming deadlines for the Angel Tree wish list and the Holiday Celebration on December 4th. He also announced the holiday decorating contest open through December 8th. Special Events Director Riunite Franks announced the Board Appreciation luncheon taking place Saturday December 12th.

-Commissioner Linden thanked Assistant Library Director Dania Batista for giving assistance with a train set for the tree at the Library. He also requested having CRA meetings on a separate night from the Commission meetings.
-Vice Mayor Hensley announced Bingo with the Vice Mayor at the Library Saturday November 21st and wished everyone a Happy Thanksgiving.
-Commissioner Thomas requested project updates from all departments so they have a good understanding of what is needed.
-Commissioner O'Rourke spoke about receiving a holiday donation from Forest Development.
-Mayor Michaud read a letter from Ms. Dobbs who is expecting a baby boy.

REQUEST FOR FUTURE AGENDA ITEMS: NONE

ADJOURNMENT:

Motion to adjourn made by Vice Mayor Hensley. Seconded by Commissioner Linden.
Voting Aye: All.
Meeting adjourned 10:18pm

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on December 2, 2026.

_____
Mayor Roger D. Michaud

Town Seal

_____
Town Clerk, Vivian Mendez, MMC

_____
Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2026

Exhibit A

Lake Park Utility Infrastructure Improvement Program

Capital Improvement Program Overview & Project Updates

Presented to the Town of Lake Park Commission

November 18, 2026

Seacoast Utility Authority | Overview

Serving approximately 100,000 residents in northern Palm Beach County

History

- Established August 17, 1988
- Operations began December 20, 1988
- Not-for-profit governmental utility formed by interlocal agreement

Member Governments

- **Town of Lake Park**
- Village of North Palm Beach
- Town of Juno Beach
- City of Palm Beach Gardens
- Palm Beach County (Unincorporated)

Governance

- Five-member Board, one seat per member government
- Lake Park seat: Town Manager Richard Reade

Seacoast Utility Authority | System Overview

Serving 65 square miles of northern Palm Beach County

	SUA System-Wide	Town of Lake Park	
Water Main Miles	529	39.5	7.5% of SUA
Water Service Connections Residential & Commercial	41,506	2,451	5.9% of SUA
Gravity Sewer Main Miles	323	26.0	8.0% of SUA
Sewer Service Connections Residential & Commercial	35,486	~2,300	6.5% of SUA

30.5 MGD Hood Road Water Treatment Plant

12.0 MGD PGA Wastewater Treatment Plant

Treatment plants serve the entire SUA system, including the Town of Lake Park.

Lake Park | Downtown Sewer Capacity

Park Avenue Downtown District (PADD): uncommitted capacity for redevelopment

PERMITTED WATER SUPPLY CAPACITY AVAILABLE

1.94 MGD

5,545 ERC system-wide

Distribution system adequate for demand and fire flow

PERMITTED WASTEWATER TREATMENT CAPACITY AVAILABLE

3.86 MGD

14,034 ERC system-wide

Treatment and disposal capacity in place

PADD SEWER COLLECTION CAPACITY AVAILABLE

229 ERC

About 250 housing units

Limiting factor for PADD redevelopment

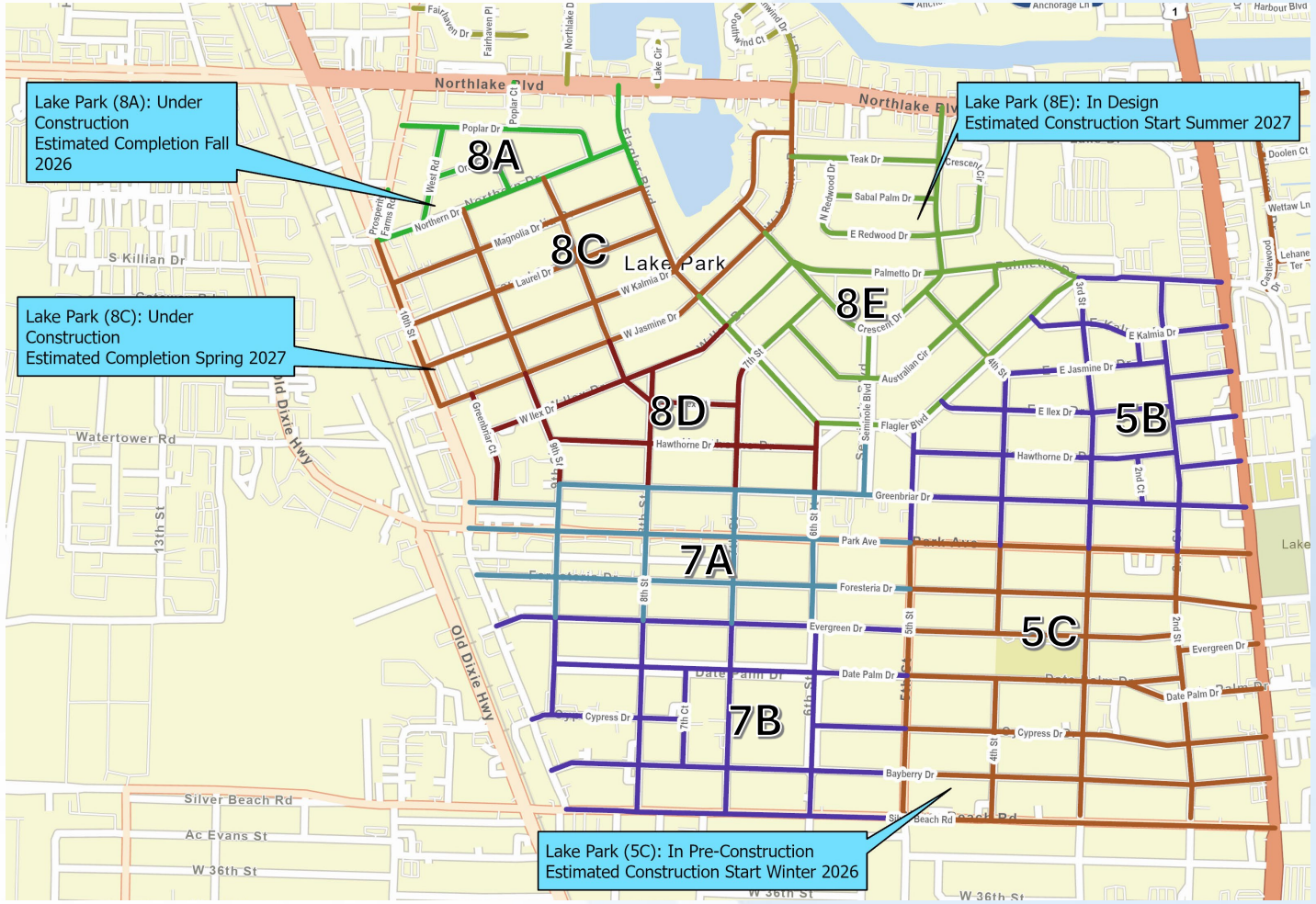
- **Plant capacity is not the constraint.** The local gravity collection and pumping system serving the core PADD area is.
- **No capacity problems today.** No history of failures, backups, or pumping issues, and no upgrade is currently planned.
- **If PADD development needs more,** SUA will work with the Town on expansion. This may require additional lift stations, force mains, or an upgraded gravity system.

ERC = Equivalent Residential Connection (275 gpd wastewater). Multifamily unit = 0.91 sewer ERC. Capacity as of February 18, 2026.

Lake Park | Infrastructure Improvement Program

Why Infrastructure Improvements Are Needed

- Much of Lake Park's water system was installed between 1956 and 1960 using Transite water mains, a cement-based pipe.
- Transite mains typically last 65 to 100 years depending on pipe size. Lake Park's mains are approaching 70 years of service.
- Approximately 24 miles of water main to be replaced within the Town
- Approximately 2,451 residential and commercial water service connections within the Town



Lake Park 8A | Neighborhood Improvements

ACTIVE CONSTRUCTION

LOCATION

Prosperity Farms Road, Poplar Drive, Poplar Court, West Road, Orange Drive, Northern Drive, and Flagler Boulevard

PROJECT DESCRIPTION

Replacement of Transite water mains installed around 1960 with new ductile iron pipe, plus additional sanitary sewer service cleanouts to improve maintenance access.

PROJECT STATUS

- Construction in Progress
- Water Main Installation Complete
- Water Service Switchover in Progress

SCHEDULE

- Construction Start: December 2025
- Anticipated Substantial Completion: November 2026
- Anticipated Final Restoration: December 2026

CONTRACTOR

Centerline Utilities, Inc.





Sidewalk and Roadway Restoration



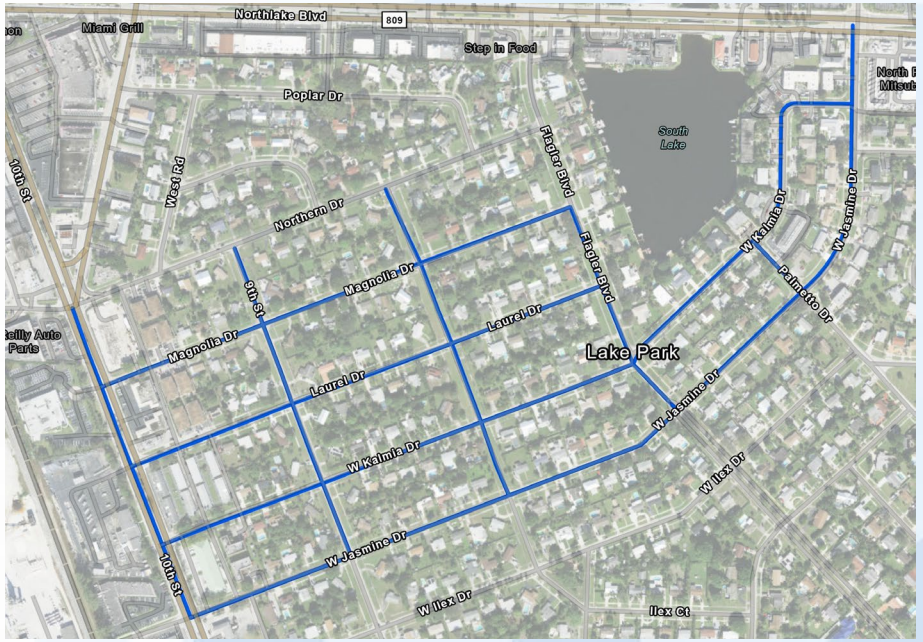
Sanitary Sewer Service Cleanout



Water Main Installation

Lake Park 8C | Neighborhood Improvements

ACTIVE CONSTRUCTION



LOCATION

Magnolia Drive, Laurel Drive, Kalmia Drive, Jasmine Drive, Flagler Boulevard, Palmetto Drive, and 8th Street through 10th Street

PROJECT DESCRIPTION

Replacement of Transite water mains installed around 1960 with new ductile iron pipe, plus additional sanitary sewer service cleanouts to improve maintenance access.

PROJECT STATUS

- Construction in Progress
- Water Main Installation in Progress
- Water Service Installation in Progress

SCHEDULE

- Construction Start: April 2026
- Anticipated Substantial Completion: March 2027
- Anticipated Final Restoration: April 2027

CONTRACTOR

Centerline Utilities, Inc.



Sidewalk Restoration



Fire Hydrant Installation



Water Main Installation

Lake Park 5C | Neighborhood Improvements

PRE-CONSTRUCTION

LOCATION

Bayberry Drive, Cypress Drive, Date Palm Drive, Evergreen Drive, Foresteria Drive, Silver Beach Road, and 2nd Street through 5th Street

PROJECT DESCRIPTION

Replacement of Transite water mains installed around 1957 with new ductile iron pipe, plus additional sanitary sewer service cleanouts to improve maintenance access.

PROJECT STATUS

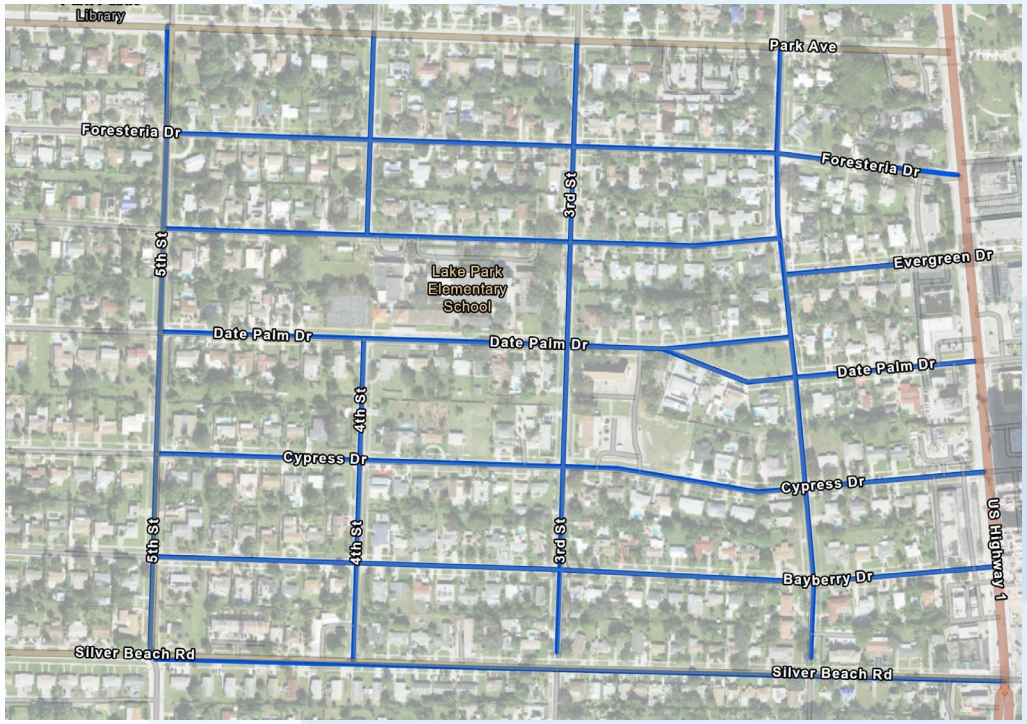
- Construction Authorization Issued to Contractor
- Contractor Obtaining Maintenance of Traffic (MOT) Permits

SCHEDULE

- Anticipated Construction Start: January 2027
- Anticipated Substantial Completion: December 2027
- Anticipated Final Restoration: January 2028

CONTRACTOR

Centerline Utilities, Inc.



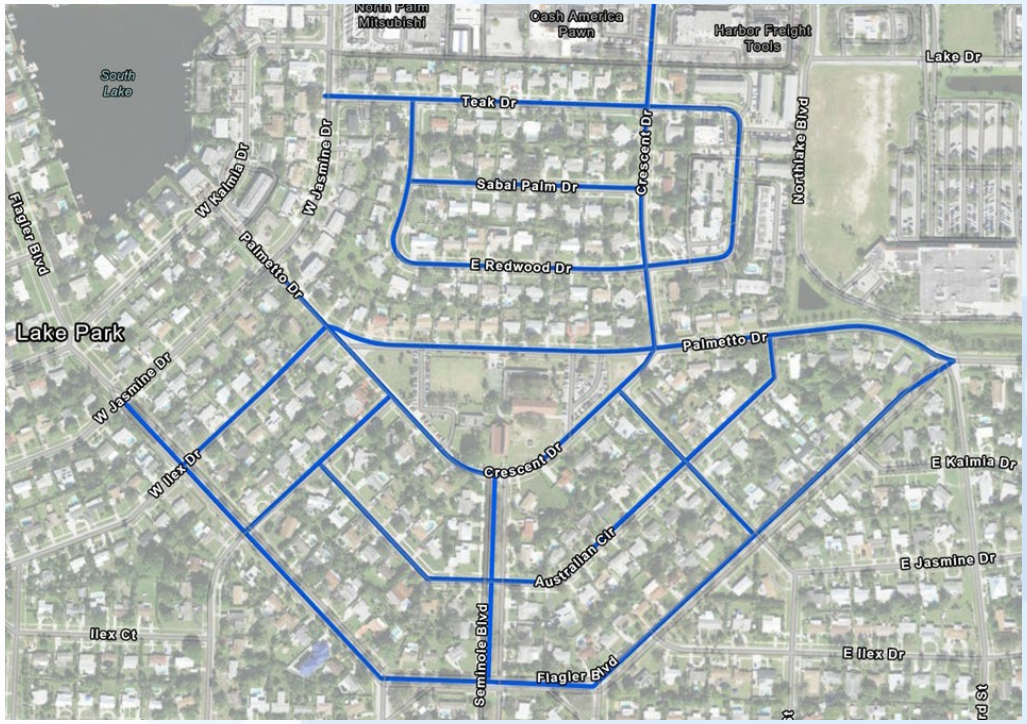
Lake Park 8E | Neighborhood Improvements
DESIGN

LOCATION
Flagler Boulevard, Australian Circle, Crescent Drive, Palmetto Drive, Redwood Drive, Sabal Palm Drive, Teak Drive, Seminole Boulevard, Ilex Drive, 4th Street, and 7th Street

PROJECT DESCRIPTION
Replacement of Transite water mains installed around 1957 with new ductile iron pipe, plus additional sanitary sewer service cleanouts to improve maintenance access.

PROJECT STATUS
- 60% Design Plans Reviewed by SUA
- 90% Design Plans in Progress
- Permit Applications in Preparation

SCHEDULE
- Anticipated Design Completion: January 2027
- Anticipated Construction Bidding: March 2027
- Anticipated Construction Start: Summer 2027



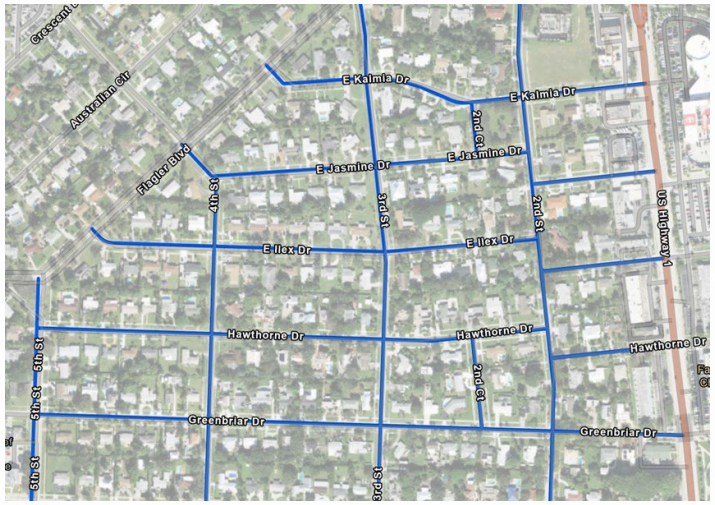
Lake Park | Near-Term Improvements

PROJECTS 5B & 7B

5B PLANNED IMPROVEMENTS

LOCATION

Palmetto Drive
Kalmia Drive
Jasmine Drive
Ilex Drive
Hawthorne Drive
Greenbriar Drive
2nd-5th Streets



PROJECT STATUS

- Design Authorized October 2026

SCHEDULE

- Anticipated Design Completion: September 2027
- Anticipated Construction Bidding: October 2027
- Anticipated Construction Start: Spring 2028

7B PLANNED IMPROVEMENTS

LOCATION

Evergreen Drive
Date Palm Drive
Cypress Drive
Bayberry Drive
Silver Beach Road
6th-8th Streets



PROJECT STATUS

- Design Authorization Pending Board Approval

SCHEDULE

- Anticipated Design Completion: October 2027
- Anticipated Construction Bidding: December 2027
- Anticipated Construction Start: Summer 2028

Anticipated schedules are preliminary and subject to design authorization, funding availability, and budget approval.

Lake Park | Future Improvements
PROJECTS 8D & 7A

8D PLANNED IMPROVEMENTS



LOCATION
Ilex Drive, Ilex Court, Hawthorne Drive, and 6th-9th Streets

PROJECT STATUS
- Design Not Yet Authorized
- Budgetary Cost Analysis Complete

SCHEDULE
- Anticipated Design Completion: September 2028
- Anticipated Construction Start: Spring 2029

7A PLANNED IMPROVEMENTS



LOCATION
Greenbriar Drive, Greenbriar Court, Foresteria Drive, and 6th-9th Street

PROJECT STATUS
- Design Not Yet Authorized
- Budgetary Cost Analysis Complete

SCHEDULE
- Anticipated Design Completion: Fall 2029
- Anticipated Construction Start: Summer 2030

Anticipated schedules are preliminary and subject to design authorization, funding availability, and budget approval.

Lake Park | Utility Infrastructure Investments

CURRENT AND PROJECTED INVESTMENT

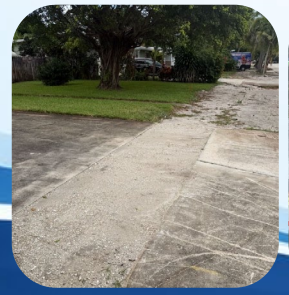
Project Name	Engineering & Inspection Cost	Construction Cost	Total Investment
Lake Park 8A	$388,565	$2,195,600	$2,584,165
Lake Park 8C	$569,362	$3,994,900	$4,564,262
Lake Park 5C	$613,115	$5,397,600	$6,010,715
Lake Park 8E	$754,169	$4,035,000*	$4,789,169*
Total Authorized Project Investment			$17,948,311*
Lake Park 5B	$585,000*	$5,627,000*	$6,212,000*
Lake Park 7B	$750,000*	$5,919,000*	$6,669,000*
Lake Park 8D	$600,000*	$3,756,000*	$4,356,000*
Lake Park 7A	$650,000*	$4,278,000*	$4,928,000*
Planned Projected Total Investment by 2032			$40,113,311*

Current project investments reflect authorized contract values. Estimated costs (*) are based on preliminary budgetary analyses and are subject to design development, funding availability, and final contract authorization.

Lake Park | Construction & Coordination

Construction Impacts

- Temporary lane, roadway, and sidewalk closures as needed
- Access to homes, businesses, and emergency services maintained
- Maintenance of Traffic (MOT) plans in place as required
- Affected residents notified ahead of work and access restrictions


Restoration

- Sidewalks, driveways, roads, and landscaping restored
- Final restoration follows pipe installation
- Timing varies by project





Town Coordination

- Align construction with the Town's paving and microresurfacing program
- Identify conflicts with planned roadway work
- Coordinate closures and traffic impacts with Town staff




Lake Park Program | Project Contacts

Keith Webber, P.E., PMP, ENV SP
Chief Operating Officer
Seacoast Utility Authority
kwebber@sua.com

Scott Serra, P.E.
Engineering Manager
Seacoast Utility Authority
sserra@sua.com

Brian Keilty
Capital Projects Construction Coordinator
Seacoast Utility Authority
bkeilty@sua.com

Kelley Conboy, P.E.
Resident Engineer
Holtz Consulting Engineers
Kelley.Conboy@holtzconsulting.com

Tri-City Industrial Park | Septic to Sewer

Project information provided by the Town of Lake Park and its engineer, Engenuity Group

BACKGROUND (TOWN OF LAKE PARK)

- **42 properties on septic:** Tri-City Industrial Park (29), Public Works area (6), and north section (7)
- **Why convert:** groundwater protection, tightening septic regulations, and limits on redevelopment
- **Recommended system:** Engenuity recommended gravity sewer in Tri-City and low-pressure sewer in the other areas. Low-pressure sewer could also serve the entire project area.
- **Status:** conceptual design plans completed; on hold pending funding and Town direction

TOWN OF LAKE PARK

- Engineering, cost estimates, and assessment options
- Adopt and collect special assessment
- Require properties to connect
- Secure funding; bid and award construction
- Convey completed system to Seacoast

SEACOAST

- Review design at all stages for compliance with Seacoast Engineering Standards and Specifications
- Oversee and inspect construction of the utility improvements
- Own, operate, maintain, and replace the system once it is complete and accepted

$4.74M
2022 conceptual estimate (Engenuity)

$6.01M
January 2026 conceptual estimate (Engenuity)

Cost estimates were prepared by the Town of Lake Park's engineer, not Seacoast Utility Authority. They are preliminary, may not reflect current construction costs, and are subject to change based on final design and Seacoast review comments.

Tri-City Industrial Park | Seacoast's Limitations

SEACOAST CANNOT

Levy or collect assessments

Seacoast was created by interlocal agreement. It isn't a chartered subdivision of the State or a special district with assessment power, and it has no access to the tax roll.

SEACOAST CANNOT

Require properties to connect

Under Florida law (s. 381.00655, F.S.), septic owners must connect within 365 days. That clock starts only when the Town notifies property owners that the sewer is complete and ready for connection. FDEP regulates septic systems. Seacoast has no enforcement authority.

SEACOAST CANNOT

Fund installation without Board approval

Staff has no policy or precedent to fund the project; any request must go to the Seacoast Board. Capital improvements and replacements are paid through rates by existing customers, for the infrastructure that serves them.

TOWN FUNDING OPTIONS eligibility varies

- Special assessment on benefiting properties, collected on the tax bill
- FDEP Clean Water State Revolving Fund (SRF) low-interest loans
- FDEP wastewater grants for septic-to-sewer conversion
- State appropriations or federal community project funding
- Town financing repaid through the assessment

RECOMMENDED PATH FORWARD

1. Town's engineer updates plans and costs
2. Estimate the minimum assessment per property
3. Commission decides on an assessment plan and funding
4. Town confirms funding sources
5. Project goes to bid and construction begins

Questions & Discussion

Lake Park Utility Infrastructure Improvement Program

Exhibit B

Lake Park Updates

Park Avenue Oval-a-Bout Signal Timing



November 18, 2026

Park Avenue Extension Location Map



PALM BEACH COUNTY FLORIDA

#PBCGOV | pbc.gov

Park Avenue Extension History

- Alignment study completed in 2007
- 4 Alternatives and No Build Option considered
- Alternative A chosen by the BCC
  - Lowest estimated construction cost
  - Consists of segments 1 and 2
  - Traverses undeveloped upland area
  - Least commercial/business impacts
  - Minimal utility impacts
  - Lowest estimated right-of-way acquisition costs

Approved Alignment: Segment 1



Park Avenue Segment 2: Alternate A



Segment 2 – Alternate A

- Roundabout 500 LF south of Old Dixie Highway
- T-Intersection at Old Dixie Highway – New Traffic Signal
- Additional turn lanes and widening on Old Dixie Highway
- Estimated construction cost: $3.8 million
- Right of Way acquisition required

Segment 2: Alternate A Detail



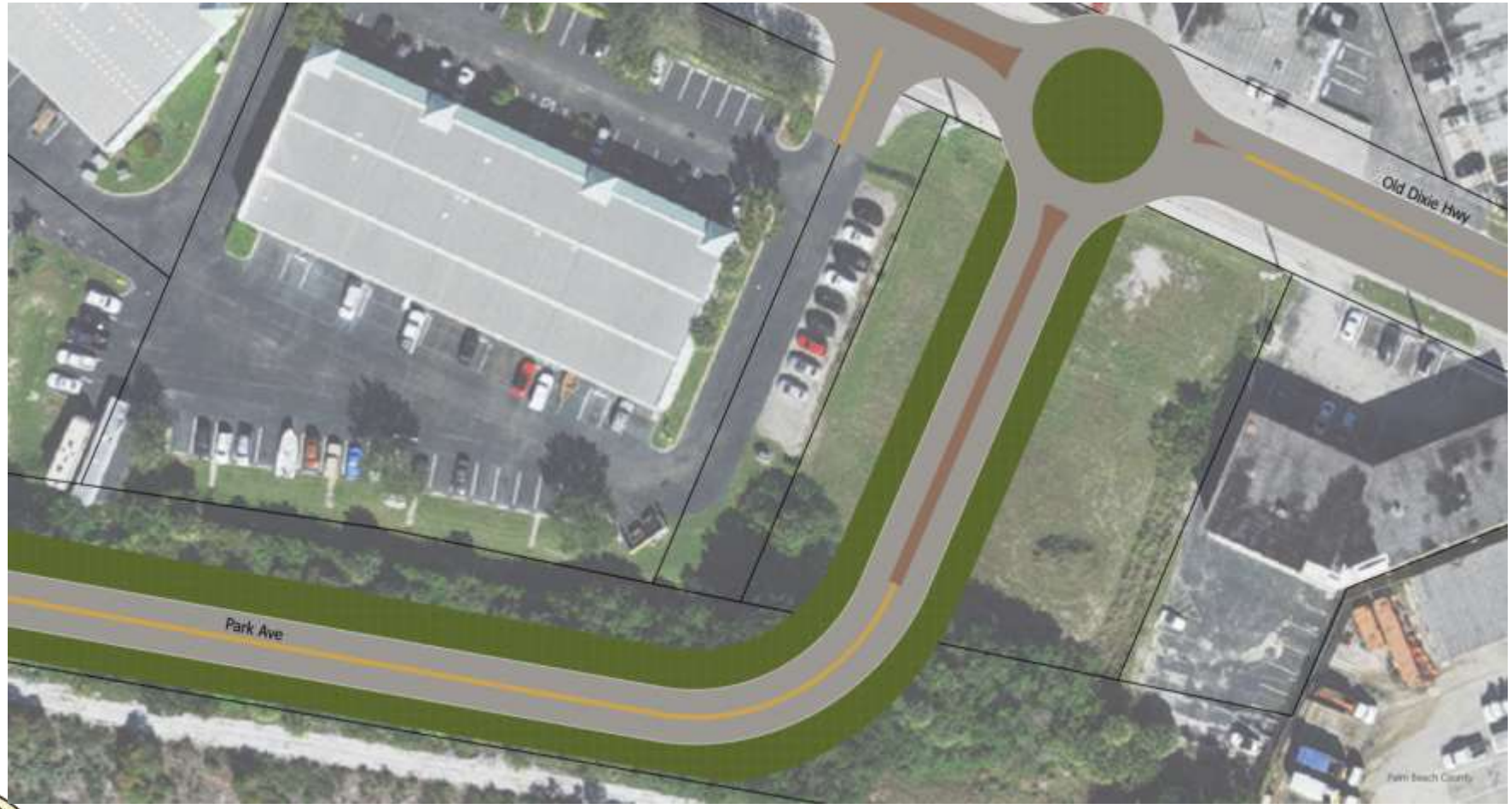
Park Avenue Segment 2: Alternate A1



Segment 2 – Alternate A1

- Roundabout Connection at Old Dixie Highway
- Sweeping curve 500 LF south of Old Dixie Highway
- Estimated construction cost: $3.2 million
- Right of Way acquisition required

Segment 2: Alternate A1 Detail



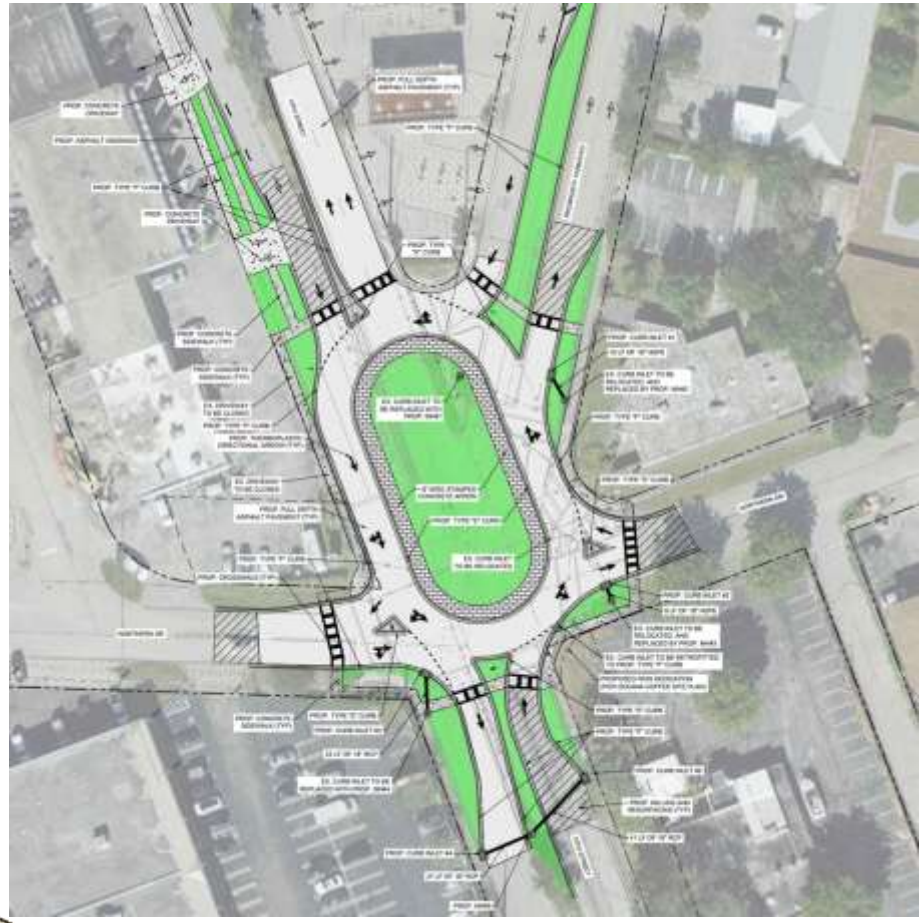
Park Avenue Interlocal Agreement

- County to fund and administer design and construction
- Town to acquire/fund acquisition of any additional right-of-way necessary to construct
- Town to be co-permittee on all permits
- Town to own and maintain Park Avenue upon construction completion

Anticipated Schedule

- Spring 2027: Execute Interlocal Agreement
- Summer 2027: RFP Advertisement
- Summer 2028: Award Design Contract and Begin Work
- Summer 2031: Complete Permitting and Design
- Fall 2031: Advertise and Open Bids
- Spring 2032: Begin Construction

Oval-a-Bout Update



- Original assumption was County owned most right of way for intersection and would be able to commit to fund
- After ownership confirmation County staff committed to ask Board of County Commissioners for 20% contribution
- Next Steps would be for Town staff to confirm funding options for remaining 80% and work on draft Interlocal Agreement with County

Signal Timing Updates

- Few isolated detection issues were found and corrected along Park Ave and Silver Beach Rd
- The signal system/controller operate as designed and no operational issues were found
- To help County engineers identify and fix signal operational concerns, please provide details about location, direction of travel, time of day, and whether during train preemption

Park Avenue Signals

- Signal operation is not optimal due geometry and inability to allow opposing left turns
- Frequent train preemptions disrupt coordination along this segment
- Signals at 10th Street and Old Dixie Hwy signal are coordinated



THANK YOU!

Questions/Comments

Provide Feedback

Engineering Action Center
561-684-4012
ENG-ActionCenter@pbc.gov

Palm Beach County
Engineering and Public Works Department
www.pbc.gov/epw

Comm

Meeting Date 10/19/2024

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

Name: Andres Torrens
Address: 122 Casa Grande Ct PBG, 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)*:**
Trustbridge Hospice of PBC + upcoming bereavement event taking place on 12/3/2026.

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.*

11

Meeting Date 11-18-24

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

Name: Patricia Leduc
Address: 409 2nd Street

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)*:**
SB 1134 DEI 2027 Town Manager Resignation.

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: December 2, 2026

Originating Department: Finance Department

Agenda Title: Resolution 120-12-26 - Final Budget Adjustment - Fiscal Year 2025/2026

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

Cost of Item: $0.00 **Funding Source:** Various

Account Number: Various **Finance Signature:** Barbara A. Gould

Advertised:

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

Attachments: Resolution 120-12-26
Attachment "A"

Please initial one:

_____ Yes I have notified everyone

X Not applicable in this case

Summary Explanation/Background:

In accordance with state law, the proposed Resolution __-12-26 establishes increases and/or decreases to the Fiscal Year (FY) 2025/2026 Town Budget (All Funds), which was originally adopted by the Town Commission (Resolution 71-09-25 - September 18, 2025).

The year end 2025/2026 budget is proposed to be amended to include additional revenue and/or expenditures that were experienced throughout the fiscal year, including:

Fund	Increase	Decrease
General Fund		$1,200,000
Public Improvement Fund	$9,400	
Marina Fund		$750,000
Sanitation Fund	$137,000	

This proposed Resolution was prepared by the Finance Director and reviewed by the Town's contracted, independent auditors, CBIZ CPAs P.C, and the Town Attorney.

Recommended Motion:

I move to approve Resolution 120-12-26 adopting the Town of Lake Park's FY 2025/2026 Final Budget Adjustment; and authorize the Mayor to execute the Resolution.

RESOLUTION 120-12-26

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2025-2026 AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 71-09-25; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, the Town Commission has previously established the budget for the Town of Lake Park for the fiscal year beginning October 1, 2025 and ending September 30, 2026; and

WHEREAS, at the time of its adoption, the budget properly reflected expected revenues and appropriations; and

WHEREAS, to implement this budget, the Town Commission adopted and levied by Resolution No. 70-09-25 a final millage rate for the Fiscal Year 2025-2026; and

WHEREAS, the Town Commission deems it necessary and advisable to amend the budget for the Town of Lake Park for Fiscal Year 2025-2026, which was adopted by Resolution No. 70-09-25.

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

Section 1. The whereas clauses are true and correct and are supported herein.

Section 2. An amended budget of the Town of Lake Park General Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Community Redevelopment Agency (CRA) Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Public Improvement Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget of the Town of Lake Park Marina Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Stormwater Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Sanitation Fund is hereby approved and adopted as set forth in the attached Attachment "A".

Section 3. The Annual Budget establishes limitations on expenditures by fund and by department within funds, and the total appropriation of each fund may not be increased or decreased without specific authorization by a duly enacted resolution effecting such amendment or transfer. However, specific activity and department amounts may be exceeded upon authorization of the Town Manager so long as excesses exist in other activities within said fund budget. Notwithstanding the forgoing, the Town Commission shall approve by resolution the transfer of all appropriations in excess of $10,000 and all transfers from the Town's Unassigned Fund Balance Account or the Town's Contingency Account.

Section 4. If any section, subsection, sentence, clause, phase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 5. This resolution shall take effect immediately upon adoption.

Town of Lake Park
Fiscal Year 2025/2026 Final Budget Adjustment

Account Number	Description	Increase Revenue Budget	Decrease Revenue Budget	Increase Expense Budget	Decrease Expense Budget
Fund: 001 - General Fund					
Revenue					
001-381.401	Transfer in Marina		$ 1,200,000		
001-323.700	Franchise Fees - Solid Waste		$ 103,000		
001-314.100	Utility Tax - Electric	$ 93,000			
001-314.300	Utility Tax - Water	$ 10,000			
001-361.100	Interest Earnings	$ 100,000			
001-315.100	Communications Service Tax		$ 35,000		
001-335.180	Half Cent Sales Tax		$ 65,000		
Expense					
001-589-900-99901	Contingency				$ 100,000
001-589-900-99902	Reserve				$ 730,000
001-589-900-99905	Coningency Commission				$ 260,000
001-589-900-91190	Transfer out Streets & Roads				$ 30,000
001-589-900-58000	Beautification Reserve Expense				$ 26,000
001-511-100-40000	Travel & Training				$ 10,000
001-572-406-34000	Contractual Services				$ 48,000
001-512-106-47100	Advertising			$ 2,600	
001-512-110-52000	Operating Supplies				$ 2,600
001-519-115-31000	Professional Fees			$ 12,000	
001-513-150-51000	Office Supplies				$ 4,000
001-591-410-44200	Equipment Leases			$ 16,000	
001-524-500-34200	Contractual Services				$ 20,000
Fund: 110 - CRA Fund					
Expense					
110-552-520-31000	Professional Services				$ 20,000
110-552-520-34000	Contractual Services			$ 20,000	
Fund: 160 - Public Improvement Fund					
Revenue					
160-361.100	Interest Income	$ 9,400			
Expense					
160-559-160-63000	Improvments Other Than Bldg			$ 85,000	
160-559-160-63808	Splash Pad Kelsey Park			$ 71,000	

160-559-160-64100	Machinery & Equipment			$ 51,000	
160-559-160-99901	Contingency - Future Kelsey Park Impr.				$ 197,600
Fund: 401 - Marina Fund					
Revenue					
401-369.100	Miscellaneous Revenue		$ 1,200,000		
401-347.512	Wet Slips - Annual	$ 150,000			
401-379.200	Gasoline Sales	$ 200,000			
401-379.201	Diesel Sales	$ 100,000			
Expense					
401-579-800-99110	Transfer to General Fund				$ 1,200,000
401-579-800-52120	Gasoline Sales			$ 225,000	
401-579-800-52200	Diesel Sales			$ 150,000	
401-579-800-31100	Professional Svc. - Town Attorney			$ 48,000	
401-579-800-49600	Bank Charges			$ 27,000	
Fund: 402 - Stormwater Fund					
Expense					
402-538-402-63010	Improvements - Drainage Grant #26PLN60			$ 28,000	
402-538-402-63011	improvements - Drainage Grant #26PLN62			$ 18,000	
402-538-402-46080	Repairs & Maintenance Lines				$ 46,000
Fund: 404 - Sanitation Fund					
Revenue					
404-343.420	Commercial User Fees	$ 39,000			
404-343.500	Resdential Assessments - SWA	$ 98,000			
Expense					
404-534-404-99902	Reserve			$ 137,000	
		$ 799,400	$ 2,603,000	$ 890,600	$ 2,694,200

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date:	December 2, 2026
Originating Department:	Public Works
Agenda Title:	Resolution 121-12-26 Authorizing the Mayor to Execute an Agreement with Jumep Multy Services, LLC, for the Provision of Janitorial Services for Town Buildings and Public Facilities, per the Pricing, Terms, and Conditions of the Town's ITB 130-2026.
Agenda Category:	New Business
Approved by Town Manager:	**Date:**

Cost of Item:	$72,775.43	**Funding Source:**	Contract Services
Account Number:	Multiple Funds	**Finance Signature:**	Barbara Gould
Advertised:			
Date:	9/2/2026	**Newspaper:**	N/A

Attachments:

1. Resolution
2. Town and Jumep Agreement
3. Jumep Janitorial Bid
4. Notice of Award Letter
5. ITB 130-2026 - Janitorial Services for Town Buildings and Public Facilities

Please initial one:

DB Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department identified the need to provide janitorial services for designated Town buildings and public facilities. The proposed services cover Town Hall, the Palm Beach County Sheriff's Office (PBSO) District 10 Substation, Public Works Department, Public Library, Community Redevelopment Agency (CRA) Building, Lake Park Harbor Marina restrooms and shower rooms, Kelsey Park East and West restrooms, Kelsey Park Indoor Pavilion, Bert Bostrom Park restrooms, and

Evergreen House, as identified in the proposed Agreement.

Accordingly, the Town issued Invitation to Bid (ITB) No. 130-2026 on September 2, 2026, seeking competitive bids for janitorial services. The proposed Agreement provides for an initial three (3) year term beginning January 12, 2027, through January 12, 2030, and two (2) optional one-year extensions by written amendment.
Bids submissions were received and publicly opened on Friday, October 2, 2026 at 2:00 p.m. Nineteen (19) submittals were received, and seventeen (17) were found fully responsive.

Bid	Bidder	3-Year Bid
1	**Jumep Multy Services LLC**	**$218,326.29**
2	Precision Capital FL LLC	$250,799.78
3	Green Facility, Inc.	$264,335.40
4	United Services, Inc.	$295,738.43
5	Clean Space LLC	$303,554.03
6	Image Companies / Image Janitorial	$307,966.98
7	GBC Facility Service / GBC Facility Service	$320,605.00
8	Apex Supply USA / GBC Facility Service	$320,605.00
9	Over Time Building Maintenance, Inc.	$323,305.00
10	Boro Building & Property Maintenance, Inc.	$325,058.00
11	Nieves Cleaning Service	$381,000.00
12	American Janitorial Incorporated	$386,358.66
13	Chi-Ada Corporation	$405,691.03
14	Dammel Cleaning Enterprises, Inc.	$406,982.55
15	SCSI / Southern Cleaning Service, Inc.	$428,929.27
16	CR Cleaning Services LLC	$480,548.00
17	Property Works / Battalion Enterprises	$805,090.00
18	Exec Property	No bid
19	Federal Government Advisors	No bid

Based upon the bids received, Jumep Multy Services LLC submitted the lowest responsive bid of $218,326.29 ($72,775.43 per year, firm for Years 1–3). The Public Works Department therefore recommends that the Town agree with Jumep Multy Services, LLC for the janitorial services contract in that amount.

The proposed award follows the Town of Lake Park's Procurement Policy – Sec. 2-246, Thresholds for the procurement of goods and services.

> "The town commission hereby establishes $35,000 as the threshold at which a formal competitive solicitation process shall be used, unless otherwise provided for herein. A formal competitive solicitation process shall be employed for all invitations to bid, requests for proposals, requests for qualifications, or requests for information. When employing these formal competitive solicitations, the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of Inspector General."

Note: Various documents related to this ITB process are either attached and/or available for review by

contacting the Town Clerk's Office, including ITB #130-2026 and the published addenda, as required.

If approved, the Town Commission would accept the pricing submitted by Jumep Multy Services, LLC, together with the terms and conditions outlined in its bid proposal and the final agreement documents. The Town shall not expend more than the amount budgeted and approved for this service.

If approved, the vendor would begin services at the eleven Town facilities on the Notice to Proceed, scheduled to follow the end of services under the Image Janitorial Services, Inc. agreement so that there is no gap in service.

The proposed agreement was prepared by the Public Works Operations Manager and the Public Works Director, and reviewed by Jumep Multy Services, LLC, Finance Director, Town Manager, and Town Attorney.

The Town has not previously contracted with Jumep Multy Services, LLC; however, the firm was determined to be the lowest responsive bidder through the Town's formal competitive procurement process. Additionally, Town Staff conducted reference checks and confirmed that the company has provided comparable janitorial services to other clients, including the Town of Juno Beach, with positive feedback received regarding its performance and service delivery. Additionally, the company reported approximately eighteen (18) years of business experience, identified three (3) comparable clients, and indicated that it has not experienced any contract terminations for cause within the past five (5) years.

Recommended Motion:
I move to approve Resolution 121-12-26, authorizing the Mayor to enter into Agreement with Jumep Multy Services, LLC, for janitorial services.

RESOLUTION 121-12-26

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH JUMEP MULTY SERVICES, LLC, FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS AND PUBLIC FACILITIES; 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, PBSO District 10 Substation, Public Works Department, Library Public Library, CRA Building, Lake Park Harbor Marina restrooms and shower rooms, Kelsey Park East and West restrooms, Kelsey Park Indoor Pavilion, Bert Bostrom Park Restrooms, and Evergreen House; and

WHEREAS, the Town staff solicited from contractors the Services via Invitation to Bid (ITB) 130-2026; and

WHEREAS, in its response to the ITB**,** Jumep Multy Services, LLC, represented that it is qualified, able, and willing to satisfactorily provide the Services solicited in the Town's ITB; and

WHEREAS, the response to the ITB from Jumep Multy Services, LLC, was determined to be fully responsive and responsible to all of the requirements included in the ITB; and

WHEREAS, the Town Manager has recommended the Town Commission that it enter into the Agreement with the Jumep Multy Services, LLC, 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 Jumep Multy Services, LLC, 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.

P:\DOCS\26508\00001\DOC\26Z7098.DOCX

AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS AND PUBLIC FACILITIES

THIS AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR TOWN BUILDINGS AND PUBLIC FACILITIES (AGREEMENT) is made and entered into this _____ day of _____, 2026, 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 Jumep Multy Services, LLC, having an address of 1913 W. 23 Street, Riviera Beach, FL 33404 ("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 determined a need for janitorial services at the following Town buildings: Town Hall, PBSO District 10 Substation, Public Works Department, Library Public Library, CRA Building, Lake Park Harbor Marina restrooms and shower rooms, Kelsey Park East and West restrooms, Kelsey Park Indoor Pavilion, Bert Bostrom Park Restrooms, and Evergreen House (the Services); and

WHEREAS, the Town staff solicited janitorial services via Invitation to Bid (ITB) 130-2026; and

WHEREAS, in its response to the ITB, Jumep Multy Services, LLC (Contractor) represented that it is qualified, able, and willing to satisfactorily provide the Services solicited in the ITB; and

WHEREAS, the Contractor's response to the ITB was determined by the Town Manager to be responsive and responsible to all requirements included in the ITB; 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 be effective January 12, 2027, through January 12, 2030. The cost for the Services shall be $72,775.43 annually, making the total cost for the Services during the Term $218,326.29.

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, acot 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 Contactor/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 Contactor/Vendor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contactor/Vendor transfers all public records to the Town upon completion of the term of the Agreement, the Consultant/Vendor shall destroy any duplicate public records that are exempt of 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 Towns 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 CONTACTOR/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:

By: _____
Vivian Mendez, Town Clerk

TOWN OF LAKE PARK

By: _____
Rodger Michaud, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Thomas J. Baird, Town Attorney

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this ____ day of _____ 2026 by Rodger Michaud, Mayor of the Town of Lake Park TOWN, and who is personally known to me.

(NOTARY SEAL)

_____
Notary Public, State of Florida

Jumep Multy Services, LLC:

By: _____

Its: _____

_____

Printed

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

Public Works Department

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

www.lakeparkflorida.gov

October 23, 2026

NOTICE OF INTENT TO AWARD
ITB 130-2026 - Janitorial Services for Town Buildings and Public Facilities

To All Interested Parties,

Thank you for submitting your response to ITB 130-2026, Janitorial Services for Town Buildings and Public Facilities, dated September 2, 2026. The Town received nineteen responses, with seventeen submittals being completely responsive and responsible bids.

Upon review, the following bidders were found to have submitted **fully responsive bids:**

1. American Janitorial
2. Apex Supply
3. Boro Building & Property
4. Chi-Ada Corp
5. Clean Space LLC
6. CR Cleaning
7. Dammel Cleaning
8. GBC Facility
9. Green Facility
10. Image Companies
11. Jumep Multy Services
12. Nieves Cleaning
13. Over Time Building Maintenance
14. Precision Capital
15. Property Works
16. SCSI
17. United Services

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

1. Exec Property
2. Federal Government Advisors

The Town of Lake Park intends to award the Janitorial Services for Town Buildings and Public Facilities to:

Jumep Multy Services
1913 W. 23 Street
Riviera Beach, FL 33404

This Notice is subject to approval by the Lake Park Town Commission.

Sincerely,

Town of Lake Park, Public Works Department

Dwayne Bell, Sr.
Public Works Operations Manager

Issued by: Town of Lake Park, Office of the Town Clerk

Town Clerk Vivian Mendez
Deputy Town Clerk Laura Weidgans

Signed By: Laura Weidgans

Digitally signed by Laura Weidgans
DN: cn=Laura Weidgans, o=Town of Lake Park, ou=Deputy Town Clerk, email=lweidgans@lakeparkflorida.gov, c=US
Date: 2026.10.23 10:16:57 -04'00'

Public Works Department

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

www.lakeparkflorida.gov

ITB-130-2026 Janitorial Services - Ranking Metric				
Bid	**Bidder Name**	**3-Year Bid**	**Responsiveness**	**Rank**
1	**Jumep Multy Services LLC**	**$218,326.29**	**PASS***	**1**
2	Precision Capital FL LLC	$250,799.78	**FAIL**	
3	**Green Facility, Inc.**	**$264,335.40**	**PASS***	**2**
4	**United Services, Inc.**	**$295,738.43**	**PASS***	**3**
5	Clean Space LLC	$303,554.03	**FAIL**	
6	Image Companies / Image Janitorial	$307,966.98	**FAIL**	
7	**GBC Facility Service/GBC Facility Service**	**$320,605.00**	**PASS***	**4**
8	**Apex Supply USA/GBC Facility Service**	**$320,605.00**	**PASS***	**5**
9	**Over Time Building Maintenance, Inc.**	**$323,305.00**	**Conditional Pass***	**6**
10	**Boro Building & Property Maintenance, Inc.**	**$325,058.00**	**PASS***	**7**
11	Nieves Cleaning Service	$381,000.00	**FAIL**	
12	**American Janitorial Incorporated**	**$386,358.66**	**PASS**	**8**
13	Chi-Ada Corporation	$405,691.03	**FAIL**	
14	**Dammel Cleaning Enterprises, Inc.**	**$406,982.55**	**PASS***	**9**
15	SCSI / Southern Cleaning Service, Inc.	$428,929.27	**FAIL**	
16	CR Cleaning Services LLC	$480,548.00	**FAIL**	
17	**Property Works / Battalion Enterprises,**	**$805,090.00**	**PASS**	**10**
18	Exec Property		No bid	
19	Federal Government Advisors		No bid	

ATTACHMENT A - BID SUBMISSION CHECKLIST

- ☑ Electronic bid submitted before deadline
- ☑ Bid Form / Price Schedule complete and signed
- ☑ All three initial contract-year prices entered for each location
- ☑ Optional unit rates entered
- ☑ Bidder information and references complete
- ☑ Staffing / quality-control plan complete
- ☑ Non-collusion / conflict certification signed
- ☑ Public entity crimes certification signed
- ☑ E-Verify certification signed
- ☑ Human trafficking form acknowledged/signed as applicable
- ☑ Mandatory pre-bid and site-visit certifications signed
- ☑ Insurance evidence included
- ☑ All addenda acknowledged

N/A ☐ Exceptions/deviations, if any, clearly identified

Bidder Name: Jumep Multy Services LLC

Authorized Representative: Emmanuel Lataillade Date: 09/20/2026

ATTACHMENT B - BID FORM AND PRICE SCHEDULE

The undersigned Bidder offers to provide all services required by ITB 130-2026 in accordance with the solicitation, addenda, and the prices stated below. Annual prices for Contract Years 1 through 3 are firm for the stated contract year, subject only to the extraordinary-market provisions of Section 13. Renewal Years 4 and 5 are optional and are not priced at bid opening. If exercised, renewal pricing will be based on the then-current approved contract prices and may be adjusted only as provided in Section 13. Routine monthly invoice values equal the applicable annual location price divided by twelve and are billable in arrears after the service month is completed.

Bidder Legal Name: Jumep Multy Services LLC

Address: 1913 W. 23 Street Riviera Beach FL 33404

Contact / Title: Emmanuel Lataillade/ Operations Manager **Phone:** 561-221-0019

Email: JUMEPSERVICES@GMAIL.COM

Facility	Year 1	Year 2	Year 3
Town Hall	$27,738.95	$27,738.95	$ 27,738.95
PBSO District 10 Substation	$9,630.00	$ 9,630.00	$ 9,630.00
Public Works Department	$4,536.00	$ 4,536.00	$4,536.00
Lake Park Public Library	$17,433.00	$17,433.00	$ 17,433.00
CRA Building	$ 792.00	$ 792.00	$ 792.00
Evergreen House	$335.04	$ 335.04	$335.04
Lake Park Harbor Marina - Restrooms and Shower Rooms	$ 2,688.00	$ 2,688.00	$2,688.00
Kelsey Park East Public Restrooms	$ 6,048.00	$6,048.00	$6,048.00
Kelsey Park West Public Restrooms	$2,646.00	$ 2,646.00	$ 2,646.00
Bert Bostrom Park Sanitation Facility Restrooms	$ 414.00	$ 414.00	$414.00
Kelsey Park Indoor Pavilion and Pro Shop	$ 514.44	$ 514.44	$514.44
ANNUAL TOTAL	$72,775.43	$72,775.43	$72,775.43

TOTAL EVALUATED BID - INITIAL THREE-YEAR TERM (Years 1 + 2 + 3): $ 218,326.29

RENEWAL YEARS 4 AND 5: Not included in the Total Evaluated Bid. If the Town exercises a renewal option, pricing shall be determined from the then-current approved contract prices in accordance with Section 13, including the CPI methodology, documentation requirements, Town approval and five-percent (5%) aggregate annual escalation cap.

Optional Unit Rates - not included in Total Evaluated Bid unless stated by addendum:

Optional Service	Unit	Rate
Additional routine building cleaning visit - Locations 1-6 or 11, per facility	Each	$ 75
Additional park restroom cleaning visit - one park	Each	$ 75

Optional Service	Unit	Rate
Additional marina restroom/shower cleaning visit	Each	$ 75
Emergency cleaning labor	Per person-hour	$ 16.75
Supervisor/specialty response labor	Per hour	$ 18.75

Bidder acknowledges that all routine contract costs required to perform the base scope during the initial three-year term are included in the annual location prices and optional unit rates. No unlisted surcharge will be invoiced. Any economic price adjustment must comply with Section 13 and receive the Town's prior written approval.

Authorized Signature: _____ **Date:** 09/21/2026

Printed Name / Title: EMMANUEL LATAILLADE / OPERATIONS MANAGER

ATTACHMENT C - BIDDER EXPERIENCE AND REFERENCES

Years in business under current legal name: **18 Years**

Florida business registration/document number: L08000100021

Primary office serving this contract: **Riviera Beach Office: 1913 W. 23 Street Riviera Beach Fl 33404 Phone: 561-221-0019**

Number of janitorial employees available in Palm Beach County / local service area: **15**

Proposed Contract Manager: **JUDE LATAILLADE** Years experience: **10**

Proposed Field Supervisor: **EMMANUEL LATAILLADE** Years supervisory experience: **10**

List at least three comparable clients. Attach additional pages if necessary.

#	Client / Agency	Scope / Locations	Contract Value	Contact / Phone
1	Lego Construction co Palm Beach County School Projects	Nightly cleaning/ strip & waxing Final CLeaning	$90,000 per year	Vrajesh Pravin Devi 217-721-6370
2	Concurrent Real TIme Solutions	Nightly Janitorial Cleaning Floor Care	$45,600 per year	Darrin Penharlow 954.304.3027
3	The Town of Juno Beach	Daily Cleaning Janitorial Services	$25,200 per year	Tim Hannon 561-441-4378

Contract terminations for cause, default or material performance disputes within the past five years (if none, state “None”):

NONE

ATTACHMENT D - STAFFING AND QUALITY-CONTROL PLAN

This attachment is a responsibility requirement. Responses may be concise but must be specific to this contract.

1. Describe the proposed staffing model by facility/service window, including how twice-daily park restroom coverage and seasonal marina coverage will be maintained.
We will assign trained cleaning personnel by facility and required service window , with a Field Supervisor overseeing all routes. Evening crews (2-3 person crews) will service Town Hall, PBSO, Public Works, Library, CRA, and Evergreen House. Dedicated route personnel will service the park facilities and marina. Kelsey Park East and West will receive two separate daily visits, seven days per week, between 11:00 a.m. and 9:00 p.m., at least four hours apart. Marina coverage will be staffed four days per week October–April and seven days per week May–September.
2. Describe backup staffing for call-outs, vacancies, holidays and emergency conditions.
Cross-trained relief personnel will be maintained for building, park, and marina routes. For call-outs or vacancies, the Field Supervisor will immediately reassign qualified backup staff to maintain the required service schedule. Holiday staffing will be scheduled in advance, with priority given to seven-day public restroom and marina services. Emergency coverage will be provided by available relief personnel under the direction of the Field Supervisor.
3. Describe supervisor inspection frequency, service log method and monthly quality reporting.
Employees will record arrival, departure, and completion of required tasks for every service visit. Night manager will complete nightly inspections and submitted completed task forms to field supervisor. The Field Supervisor will review service logs weekly and conduct at least one documented inspection each week using a rotating sample of facilities. Monthly quality-control reports will identify missed services, complaints, corrective actions, staffing changes, and completion of required monthly and quarterly tasks.
4. Describe training for restroom sanitation, chemical/SDS safety, specialty floors, security and public interaction.
Employees will be trained before assignment in restroom cleaning and disinfection, proper chemical use, SDS requirements, PPE and wet-floor safety, and prevention of cross-contamination. Staff will also receive facility-specific training for specialty floors, including the Town Hall Mirror Ballroom wood floor, as well as key/access control, PBSO security requirements, incident reporting, and professional interaction with Town employees and the public.
5. Describe how the Contractor will respond to a missed service or urgent sanitation complaint within the required correction times.
Upon notification, the Field Supervisor will immediately contact or dispatch the assigned employee or qualified relief staff and document the corrective action. Missed park/restroom services and urgent sanitation or depleted-consumable conditions will be corrected within two hours of notice. Materially incomplete municipal-building service will be corrected within four hours or before the next facility opening, whichever is earlier. The Field Supervisor will verify completion and report resolution to the Town. Please be aware Jumep's Corporate office is 5-10 minutes from all locations, there will be available staffing at all times to reduce chances of missed service to zero. These staffing will be crossed trained to be able to cover, this includes Field Supervisor.

ATTACHMENT E - NON-COLLUSION AND CONFLICT DISCLOSURE

The undersigned certifies, under penalty of perjury to the extent applicable, that the bid is genuine and not collusive; that the Bidder has not agreed with another bidder to fix prices, suppress competition, submit a sham bid or refrain from bidding; and that no person has been improperly offered anything of value to influence this procurement.

The Bidder further discloses any officer, director, owner, employee or agent with an actual or potential financial or familial conflict involving a Town official or employee in connection with this procurement. If none, state "None."

NONE

Bidder: **Jumep Multy Services LLC**

By: **Emmanuel Lataillade** Title: **Operations Manager** Date: **9/21/2026**

ATTACHMENT F - PUBLIC ENTITY CRIMES CERTIFICATION

The Bidder acknowledges the restrictions in section 287.133, Florida Statutes, concerning persons or affiliates placed on the convicted vendor list following a public entity crime.

The Bidder certifies that it is legally eligible to submit this bid and, if awarded, to transact business with the Town. The Bidder will notify the Town immediately if its eligibility changes before or during the contract term.

Bidder: **JUMEP MULTY SERVICES LLC**

By: **Emmanuel Lataillade**  Title: **Operations Manager** Date: **09/21/2026**

ATTACHMENT G - E-VERIFY CERTIFICATION

The Bidder certifies that, if awarded, it will comply with section 448.095, Florida Statutes, including registration with and use of the E-Verify system as required for public agency contracting, and will require approved subcontractors to comply. The Contractor will obtain and retain subcontractor affidavits required by law.

Bidder: **JUMEP MULTY SERVICES LLC**

E-Verify Company ID / Client Company ID (if available): **JLAT2B87**

By: **Emmanuel Lataillade** Title: **Operations Manager** Date: **9/21/2026**

ATTACHMENT H - HUMAN TRAFFICKING AFFIDAVIT

Pursuant to section 787.06(14), Florida Statutes, when the contract is executed, renewed or extended, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or representative under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined by section 787.06, Florida Statutes.

I, **Emmanuel Lataillade**, as **Operations Manager** of **Jumep Multy Services LLC**, am authorized to execute this affidavit on behalf of the entity. Under penalty of perjury, I attest that the entity does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Signature: _____ Date: **09/21/2026**

Printed Name: **EMMANUEL LATAILLADE** Title: **Operations Manager**

ATTACHMENT I - MANDATORY PRE-BID AND SITE VISIT CERTIFICATION

The mandatory pre-bid meeting and mandatory site visit may occur on the same day or on separate dates established by the Town. Both requirements must be completed by an authorized Bidder representative. Completion of this certification does not waive the Bidder's right to rely on written solicitation requirements and addenda.

A. MANDATORY PRE-BID MEETING ATTENDANCE

Bidder: Jumep Multy services llc

Representative Attending: Emmanuel Lataillade

Date of Pre-Bid Meeting: 9-10-26

Signature: _____ Town Verification: _____

B. MANDATORY SITE VISIT ATTENDANCE

Bidder: Jumep Multy services llc

Representative Attending: Emmanuel Lataillade

Date of Site Visit: 9-10-26

Signature: _____ Town Verification: _____

The undersigned certifies that the authorized representative reviewed the facilities made available by the Town and had the opportunity to identify visible conditions affecting the work, including serviceable areas, approximate square footage, floor types, fixture counts, specialty surfaces, access restrictions and service windows.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/09/2026

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	CONTACT NAME: Paychex Insurance Agency Inc	
PAYCHEX INSURANCE AGENCY, INC. 225 KENNETH DRIVE ROCHESTER, NY 14623	PHONE (A/C, No, Ext): 877-266-6850	FAX (A/C, No): 585-389-7426
	E-MAIL ADDRESS: certs@paychex.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Property and Casualty Insurance Company of Hartford	
INSURED Jumep Multy Services LLC 1913 West 23rd Street West Palm Beach FL 33404	INSURER B : Technology Insurance Company, Inc	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **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 ☐ PRO-JECT ☐ LOC ☐ OTHER:	✔	✔	76SBUCB8CJ5	05/02/2026	05/02/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ✘ HIRED AUTOS ONLY ✘ NON-OWNED AUTOS ONLY	✔	✔	76SBUCB8CJ5	05/02/2026	05/02/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	☐ UMBRELLA LIAB ☐ OCCUR ✘ EXCESS LIAB ☐ CLAIMS-MADE DED ✘ RETENTION $ 10,000	✔	✔	76SBUCB8CJ5	05/02/2026	05/02/2027	EACH OCCURRENCE AGGREGATE $	$ 2,000,000 $ 2,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	✔	TWC4765550	02/09/2026	02/09/2027	✘ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Employment Practices Liability Insurance	X	X	76SBUCB8CJ5	05/02/2026	05/02/2027	Each Claim Limit Annual Aggregate Limit	$25,000 $25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

CANCELLATION

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 Mary P Stoble

© 1988-2016 ACORD CORPORATION. All rights reserved.

Jumep Multy Services LLC acknowledges receipt and review of the following documents issued by the Town in connection with this solicitation:

1. Questions and Answers Nos. 1 through 8;
2. Amended Attachment B; and
3. The historical document issued by the Town.

The bidder acknowledges that these documents have been considered in preparing its bid.

Bidder name: Jumep Multy Services LLC

Authorized bidder representative: Emmanuel Lataillade

Title: Operations Manager

Signature: 

Date: 09/28/2026

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 2, 2026

Originating Department: Town Attorney

Agenda Title: Accepting the Voluntary Resignation in Accordance with Section 14C of the Agreement Between Richard Reade and the Town of Lake Park for the Position of Town Manager.

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

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

Cost of Item: $0.00 **Funding Source:** Town Manager

Account Number: 104-11000 **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Letter from Jones Foster

Please initial one:

TB Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

At the November 18, 2026 Regular Commission meeting, the Commission accepted Town Manager Richard Reade's resignation effective January 15, 2027.

According to Section 14C of the Town Manager agreement, as part of the voluntary resignation, the Commission is authorized, in its sole discretion to have Mr. Reade cease performing the office and the performance of his duties regarding Town matters. Also, in accordance with Section 14C, the Commission is exercising its discretion and advising Mr. Reade that upon the appointment of an Acting Town Manager, the Town will continue to pay Mr. Reade his salary and all benefits as outlined within the agreement until January 15, 2027. The Town will pay any accrued and unused Personal Leave within 15 days of January 15, 2027, or by January 30, 2027.

Given that Mr. Reade will continue to be compensated through January 15, 2027, it is expected that Mr. Reade will make himself available to the Acting Town Manager, Town Attorney, and Mayor as necessary to address town business.

SECTION 14: Termination and Severance Pay

C. Voluntary Resignation. In the event that the Town Manager voluntarily resigns, the Town Manager shall provide the Commission 30 calendar day's advance written notice of the same. During the interval of time, the Town Commission in its sole discretion may elect to have the Town Manger cease performing the office and the performance of his duties regarding Town matters. In such cases, the Commission may appoint an Acting Town Manger to assume these duties. The Town Manager shall not be entitled to severance pay; however, the Town Manager shall be entitled to receive accrued unused Personal Leave pursuant to this Agreement.

Recommended Motion:

Suggested motions as follows:

I move to have Mr. Reade cease performing the office and the performance of his duties regarding Town matters effective _____.

OR

I move to have Mr. Reade continue performing his regular duties as Town Manager through the close of business effective January 15, 2027.

November 24, 2026

VIA EMAIL: rreade@lakeparkflorida.gov

Richard J. Reade. Town Manager
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

Dear Mr. Reade:

On Wednesday, November 18, 2026, the Lake Park Town Commission (Commission) accepted your voluntary resignation in accordance with Section 14C of the agreement between yourself and the Town for the position of Town Manager. Your last day of employment in this capacity will be January 15, 2027.

According to Section 14C of the agreement, as part of your voluntary resignation, the Commission is authorized, in its sole discretion to have you cease performing the office and the performance of your duties regarding Town matters. Also, in accordance with Section 14 C, the Commission is exercising its discretion and advising you that upon the appointment of an Acting Town Manager, the Town will continue to pay your salary and all benefits as outlined within the agreement until January 15, 2027. The Town will pay any accrued and unused Personal Leave within 15 days of January 15, 2027, or by January 30, 2027.

Given that you will continue to be compensated through January 15, 2027, it is expected that you will make yourself available to the Acting Town Manager, Town Attorney, and Mayor as necessary to address town business. Thank you for your service to the Town and I wish you success in your future endeavors.

Very truly yours,

JONES FOSTER P.A.

Thomas J. Baird
Florida Bar Board Certified City, County and Local Government Attorney

TJB:MRG
Cc: Mayor and Town Commission
Ms. Vivian Mendez, Town Clerk

8285302 # v1 26508-00001

EST. 1924

Thomas J. Baird
D 561 650 8233 O 561 659 3000
tbaird@jonesfoster.com

4741 Military Trail, Suite 200, Jupiter, FL 33458
jonesfoster.com

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 2, 2026

Originating Department: Town Clerk

Agenda Title: Authorize the Mayor to sign the Memorandum of Understanding between the Town of Lake Park, Florida and Town Clerk Vivian Mendez to serve as Interim Town Manager

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

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

Cost of Item: $0.00 **Funding Source:** Town Manager Dept 104

Account Number: Various **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Memorandum of Understanding

Please initial one:

VM Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

As part of the November 18, 2026 Regular Commission Meeting agenda packet, Town Manager Richard Reade provided his letter of resignation, effective January 15, 2027. The Town Commission accepted the letter of resignation effective January 15, 2027.

The Town Commission discussed appointing an Interim Town Manager effective on Mr. Reade's last day. Mayor Michaud suggested Town Clerk Vivian Mendez as Interim Town Manager until a permanent manager is hired. Town Clerk Mendez stated that she would like to explore the possibility of the Interim Town Manager position.

The purpose of this agenda item is memorializing the understanding between the Town of Lake Park and Town Clerk Mendez to fill the position of Interim Town Manager until a permanent manger is hired.

Recommended Motion:

I move to authorize the Mayor to sign the Memorandum of Understanding between the Town of Lake Park, Florida and Vivian Mendez.

DRAFT

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into effective [Effective Date], by and between the Town of Lake Park, Florida, a Florida municipal corporation ("Town"), and Vivian Mendez, the Town Clerk ("Employee").

1. Purpose

The purpose of this MOU is to establish the terms under which Employee will temporarily serve as Interim Town Manager, subject to applicable Florida law, the Town Charter, Town ordinances and policies, and the direction of the Town Commission.

2. Appointment and Term

The Town appoints Employee to serve as Interim Town Manager beginning [Start Date].

The appointment is temporary and will continue until the earliest of:

- The date a permanent Town Manager assumes office;
- The Town Commission's termination of the interim appointment;
- Employee's resignation from the interim assignment upon 15 (fifteen) business days' written notice; or
- Any other event that ends the appointment under applicable Florida law or the Town Charter.

The Town Commission may modify or end the interim appointment at any time, subject to applicable Florida law.

3. Duties and Authority

While serving as Interim Town Manager, Employee will perform the duties and exercise the authority assigned to the Town Manager under the Town Charter, Town ordinances and resolutions, applicable Florida law, and lawful directives of the Town Commission.

Employee will:

- Direct and supervise the Town's administrative operations;
- Implement policies and directives adopted by the Town Commission;
- Administer the Town's budget and oversee Town finances;
- Supervise Town departments and personnel to the extent authorized by law;
- Execute contracts and other documents within delegated authority;

DRAFT

DRAFT

- Keep the Town Commission reasonably informed concerning Town operations and significant matters; and
- Perform other duties customarily associated with the office of Town Manager.

Employee will not exercise powers reserved to the Town Commission or another Town officer by Florida law or the Town Charter.

4. Town Clerk Responsibilities

Unless otherwise directed by the Town Commission, the Deputy Town Clerk will perform the statutory and charter responsibilities of Town Clerk during the interim appointment.

The Interim Town Manager may assign additional personnel, designate an Acting Town Clerk, or redistribute administrative duties to support Employee and preserve the proper separation, continuity, and integrity of both offices.

5. Compensation

Beginning on the effective date of the interim appointment, Employee will receive:

- Her regular compensation and benefits as Town Clerk, and;
- Additional interim compensation of $1,758.00 payable biweekly.

Unless expressly approved in writing by the Town Commission, the interim compensation will not be included in the calculation of any payout, severance, leave conversion, or other benefit. Treatment of the additional compensation for retirement purposes will be governed by the applicable retirement plan and law.

Interim compensation will cease when the interim appointment ends.

6. Benefits and Employment Status

Except as expressly modified by this MOU, Employee's existing benefits, leave accruals, retirement participation, and other employment terms will remain in effect.

This MOU does not create a fixed term of employment, guarantee appointment as permanent Town Manager, or alter any employment status established by the Town Charter, Town Code, applicable law, or Employee's existing employment agreement, if any.

7. Hours and Availability

Employee acknowledges that the Interim Town Manager position may require work outside normal business hours, attendance at public meetings, emergency availability, and additional time necessary to fulfill the responsibilities of the office. Any entitlement to compensatory time will be determined under applicable law and Town policy.

DRAFT

DRAFT

8. Ethics, Public Records, and Confidentiality

Employee will comply with all applicable requirements concerning:

- Florida's Code of Ethics for Public Officers and Employees;
- Public meetings and public records;
- Records retention;
- Financial disclosure;
- Procurement and contracting;
- Confidential or exempt information; and
- Conflicts of interest.

Nothing in this MOU requires or authorizes Employee to withhold a public record or information that must be disclosed under Florida law.

9. Indemnification and Insurance

To the extent permitted by Florida law, the Town will provide Employee with the same defense, indemnification, liability coverage, and workers' compensation protections available to other Town officers and employees for acts performed within the course and scope of her authorized duties.

Nothing in this MOU waives or expands the Town's sovereign immunity or liability beyond the limits established by Florida law.

10. Evaluation and Reporting

Employee will report to the Town Commission while serving as Interim Town Manager. The Town Commission may establish goals, reporting requirements, performance measures, or evaluation procedures for the interim assignment.

11. Return to Town Clerk Position

Upon conclusion of the interim appointment, Employee will return to serving solely as Town Clerk under the compensation and employment terms applicable to that position, unless the parties enter into a separate written agreement approved by the Town Commission.

Completion or termination of the interim assignment will not, by itself, constitute termination of Employee's employment as Town Clerk.

12. No Permanent Appointment or Severance

Service under this MOU does not confer a right nor preference to be selected as permanent Town Manager. Unless separately approved in writing by the Town Commission, Employee will not be entitled to severance arising solely from the termination of the interim appointment.

DRAFT

DRAFT

13. Governing Law and Venue

This MOU will be governed by the laws of the State of Florida. Venue for any proceeding relating to this MOU will lie in Palm Beach County, Florida, to the extent permitted by law.

14. Entire Understanding; Amendments

This MOU represents the parties' entire understanding concerning the interim appointment and supersedes prior oral or written understandings on that subject. Any amendment must be in writing and approved by the Town Commission and Employee.

If this MOU conflicts with applicable law, the Town Charter, or a controlling ordinance, the controlling authority will govern, and the remaining provisions will continue to the extent legally permissible.

15. Town Commission Approval

This MOU is contingent upon approval by the Town Commission at a duly noticed public meeting and will not become effective until approved and executed by the authorized parties.

16. Counterparts and Electronic Signatures

This MOU may be executed in counterparts and by electronic signature. Each counterpart will be deemed an original, and all counterparts together will constitute one instrument.

Signatures

DRAFT

TOWN OF LAKE PARK, FLORIDA

By: _____

Roger Michaud, Mayor

N/A

Date: _____

Attest:

N/A

By: _____

Laura Weidgans, Deputy Town Clerk

Date: _____

N/A

Approved as to form and legal sufficiency:

By: _____

Thomas J. Baird, Town Attorney

DRAFT

Date: _____

EMPLOYEE

N/A

By: _____

Vivian Mendez

Date: _____

TM	$114,671 @ 67%	$171,150.74
	+ car allowance	5,226.00
		$176,376.74
VM	$130,668.00	$130,668.00
Difference		$45,708.74
		÷ 26
		$1758.03

Sec. 2-82. - Powers and duties of the town manager.

The town manager shall be the chief administrative officer of the municipal government under the general supervision of the town commission. The town manager shall abide by the policies established by the town commission through ordinances, resolutions, and specific motions. The town manager shall:

(1) Appoint, hire, discipline, and remove all employees and department heads of the town, in accordance with the town's established employee policies and procedures.

(2) Direct and supervise the administration of all departments, and provide staffing for the appointed boards, committees, and agencies of the town, as necessary or directed by the commission. The town manager shall direct all department heads to file monthly reports with the office of town manager. The town manager's office shall collect and forward these reports to the town commission without correction of modification. The town manager may issue comments regarding any of these reports.

(3) Prepare, with the assistance of the finance director an annual budget, and present same to the town commission with a message describing the important features, and be responsible for its administration after adoption.

(4) Prepare and submit to the town commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the town commission.

(5) Keep the town commission advised of the financial condition and future needs of the town, and make such recommendations as may be desirable on a timely basis. The town manager shall actively seek out potential grant monies that may be available to support town projects.

(6) Recommend to the town commission a standard schedule of pay for all town positions, including minimum and maximum rates of pay. Recommend in consultation with the town attorney appropriate action with respect to negotiation, approval, and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the commission in proper sessions.

(7) Recommend to the town commission, from time to time, adoption of such ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.

(8) Organize, reorganize, consolidate, combine or abolish positions, offices, department divisions or departments of the town with the approval of the town commission.

(9) Attend meetings of the town commission, town committees and boards, and other town meetings, as the town manager deems necessary, or as directed by the town commission. At such meetings, the town manager shall have the right to take part in the discussion, but without

having a vote.

(10) Serve as purchasing agent for the town, responsible for overseeing the purchase of equipment and supplies; with the exception of attorneys, recommend to the commission the retention of such engineering, consulting and other professionals to provide contractual services for the town; and the disposal of surplus personal property. The purchase of any goods or services exceeding $10,000.00 requires approval of the town commission.

(11) Provide staff support services for the mayor and commission members. These services are limited to those necessary in support of town activities.

(12) In consultation with the town attorney, be responsible for ensuring enforcement of the town's laws and ordinances.

(13) Investigate the affairs of the town, or complaints regarding any department or division; investigate all complaints in relation to matters concerning administration; investigate complaints regarding service maintained by public utilities, and see that all terms and conditions imposed in favor of the town in any franchise, contract or agreement are faithfully observed.

(14) Devote all working time to the discharge of official duties.

(15) Perform such other duties as may be required by the commission not inconsistent with the town Charter, state law or applicable ordinances.

(Code 1978, § 2-41; Ord. No. 17-1989, § 1, 9-6-1989; Ord. No. 19-1991, §§ 1, 2, 11-20-1991; Ord. No. 17-1994, §§ I, IV, V, 12-14-1994; Ord. No. 06-2007, § 2, 3-7-2007; Ord. No. 10-2007, § 2, 7-18-2007; Ord. No. 05-2012, § 2, 5-2-2012; Ord. No. 02-2014, § 2, 2-19-2014)

Charter reference— Provisions concerning town manager under the commission-manager form of government, Art. VI.

Sec. 2-83. - Town manager's control over administrative service.

The town manager is an appointed official serving the town as its administrative head. The town manager shall be guided by the Charter, Codes and policy decisions of the town commission. The town manager's interpretation of these, reinforced by the town attorney, shall determine day-to-day activities. The town commission, by majority vote, may redirect the town manager efforts on a matter of policy.

(Code 1978, § 2-42; Ord. No. 17-1994, §§ I, VI, 12-14-1994)