



Lake Park Town Commission, Florida

Regular Commission Meeting

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

Wednesday, April 02, 2025 6:30pm

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

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

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

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

SPECIAL PRESENTATION/REPORT:

1. Proclamation declaring April 6-12, 2025 as National Library Week.
2. Proclamation - National Library Workers Day - April 8, 2025
3. Proclamation - Declaring April 10, 2025 as Gopher Tortoise Day
4. Proclamation - 2025 National Arbor Day
5. Palm Beach County Commission on Ethics - Annual Presentation

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.

6. Regular Commission Meeting Minutes - March 19, 2025
7. Library Board Appointment – Ms. Sally Brockhoff.
8. Planning & Zoning Board Appointment – Ms. Karen Lau
9. Ratification of Settlement -- Florida Municipal Insurance Trust (FMIT) (Leone)
10. Town Grantmaking Program Application - Imagination Library - FY 2025 (\$7,500)

QUASI-JUDICIAL PUBLIC HEARING (RESOLUTION): NONE

NEW BUSINESS:

- [11.](#) Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

REQUEST FOR FUTURE AGENDA ITEMS:

ADJOURNMENT:

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on April 16, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Library

Agenda Title: Proclamation - National Library Week - April 6-12, 2025

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Proclamation

Please initial one:

_____ Yes I have notified everyone

JKC Not applicable in this case

Summary Explanation/Background:

During the March 5, 2025, the Town Commission provided direction to approve the reading of a proclamation declaring April 6th – 12th, 2025 as National Library Week during the Commission's Regular Meeting on the April 2, 2025.

This proclamation is an opportunity to recognize and celebrate the invaluable contributions that our public Library provides to our community and how the Library enrich people's lives every day.

Representatives from the Lake Park Library as well as members of the Lake Park community are expected to accept the proclamation.

Recommended Motion:

I move to proclaim April 6-12, 2025 as National Library Week.

National Library Week 2025 Proclamation

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities; and

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning; and

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive; and

WHEREAS, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community; and

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success; and

WHEREAS, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime; and

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression; and

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme “**Drawn to the Library**”;

NOW, THEREFORE, be it resolved that I, Roger Michaud, Mayor, proclaim April 6–12, 2025, as National **Library Week**. During this week, I encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library draws us together as a community.

***IN WITNESS WHEREOF**, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 2nd day of April, 2025.*

BY:

ATTEST:

Mayor Roger Michaud

Vivian Mendez, Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Library

Agenda Title: Proclamation - National Library Workers Day - April 8, 2025

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Proclamation

Please initial one:

_____ Yes I have notified everyone

JKC Not applicable in this case

Summary Explanation/Background:

During the March 5, 2025, the Town Commission provided direction to approve the reading of a proclamation declaring April 8, 2025 as National Library Workers Day during the Commission's Regular Meeting on the April 2, 2025.

This proclamation is an opportunity to recognize and celebrate the invaluable contributions of public library workers who make a lasting difference in the lives of their patrons every day.

Representatives from the Lake Park Library as well as members of the Lake Park community are expected to accept the proclamation.

Recommended Motion:

I move to proclaim April 8, 2025 as National Library Workers Day.

Proclamation Declaring April 8, 2025 as National Library Workers Day

WHEREAS, public libraries serve as vital centers of knowledge, connection, and opportunity, providing free access to books, technology, educational programs, and essential resources for people of all ages and backgrounds; and

WHEREAS, the dedicated workers in public libraries—including librarians, assistants, technicians, and support staff—play an essential role in ensuring these resources are accessible, fostering literacy, lifelong learning, and community engagement; and

WHEREAS, the 2025 National Library Week theme, "*Drawn to the Library*," highlights the inspiration, creativity, and sense of belonging that public libraries bring to individuals and families; and

WHEREAS, public library workers are committed to serving their communities by promoting reading, supporting digital inclusion, preserving local history, and creating welcoming spaces for discovery and innovation; and

WHEREAS, their expertise, dedication, and passion make public libraries indispensable institutions that strengthen neighborhoods, empower individuals, and bridge the gap between knowledge and opportunity; and

WHEREAS, National Library Workers Day is an opportunity to recognize and celebrate the invaluable contributions of public library workers who make a lasting difference in the lives of their patrons every day;

NOW, THEREFORE, I, Roger Michaud, Mayor, do hereby proclaim April 8, 2025, as **National Library Workers Day** and encourage all members of our community to express their appreciation for the hardworking and committed public library workers who enrich our lives and strengthen our communities.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 2nd day of April, 2025.

BY:

Mayor Roger Michaud

ATTEST:

Vivian Mendez, Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Town Clerk

Agenda Title: Proclamation - Declaring April 10, 2025 as Gopher Tortoise Day

Agenda Category (i.e., Consent, New Business, etc.): Special Presentation/Report

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

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

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

Advertised:

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

Attachments: Proclamation

Please initial one:

VM Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

During the March 5, 2025, the Town Commission provided direction to approve the reading of a proclamation declaring April 10, 2025 as Gopher Tortoise Day during the Commission's Regular Meeting on the April 2, 2025.

Representatives from the Palm Beach County Environmental Resource Management (ERM) Department as well as members of the Lake Park community are expected to accept the proclamation.

Recommended Motion:

I move to approve April 10, 2025 as Gopher Tortoise Day.

Gopher Tortoise Day Proclamation

WHEREAS, Gopher Tortoise Day was adopted in 2016 by the Gopher Tortoise Council to increase appreciation and conservation support for the species, and

WHEREAS, Gopher Tortoise Day will be observed annually in the Town of Lake Park, Florida on April 10th, and

WHEREAS, the Gopher Tortoise has been living on earth for 500,000 to 2 million years, and

WHEREAS, the Gopher Tortoise today is the official tortoise of the state of Florida and is protected in Florida as a Threatened species, and

WHEREAS, the Gopher Tortoise is considered a keystone species, and

WHEREAS, the Gopher Tortoise's burrow protects more than 350 species, some of which are also listed as Threatened, and

WHEREAS, the Gopher Tortoise's habitat needs protection, and

WHEREAS, the Gopher Tortoise habitat at the Lake Park Scrub Natural Area, which is managed by Palm Beach County Environmental Resources Management, help to sustain the area ecology and provide residents and visitors an opportunity to observe this rare species in its native habitat and provide a source of joy and appreciation for nature.

NOW THEREFORE, I, Roger Michaud, Mayor of The Town of Lake Park, do hereby proclaim April 10th as:

GOPHER TORTOISE DAY

in the Town of Lake Park Florida and urge all citizens to protect this species by doing and learning more about them.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of The Town of Lake Park, Florida to be affixed the 2nd day of April, 2025.

Mayor Roger Michaud

Town Clerk Vivian Mendez



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Special Events

Agenda Title: Proclamation - 2025 National Arbor Day

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

Cost of Item: _____ **Funding Source:** _____

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 2025 National Arbor Day Proclamation

2025 Arbor Day Ceremony Flyer

Please initial one:

 X Yes I have notified everyone

____ Not applicable in this case

Summary Explanation/Background:

Each year, the Town of Lake Park celebrates National Arbor Day and its Tree City USA designation by hosting a ceremony to plant a new Florida native species tree and recognize the importance of trees to our environment.

This year's event will be held on Friday, April 25, 2025 at 10:00 AM in Kelsey Park and the ceremony will feature special presentations from Lake Park Elementary, Palm Beach Christian Academy and University Preparatory Academy.

Note: In addition to our residential and business community, members of the Tree Board and staff are invited to attend this community event.

The proposed proclamation, if approved, would reaffirm the Town's strong commitment to a healthier, happier and more livable community.

Recommended Motion:

I move to proclaim April 25, 2025 as National Arbor Day within the Town of Lake Park.

PROCLAMATION IN HONOR OF NATIONAL ARBOR DAY

WHEREAS, in 1871 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world. Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource which provides the materials necessary to produce paper, construct our homes, fuel our fires and manufacture countless other wood products, and

WHEREAS, trees increase property values, enhance the economic vitality of business areas and improve the overall aesthetic appeal of our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, efforts to protect our trees and woodlands by planting trees to promote the well-being of this and future generations should be supported by all persons,

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I, Roger Michaud, Mayor of the Town of Lake Park, Florida do hereby recognize April 25, 2025 as National Arbor Day.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 2nd day of April, 2025.

BY:

ATTEST:

Mayor Roger Michaud

Vivian Mendez, Town Clerk

TOWN OF LAKE PARK

Item 4.



ARBOR DAY CEREMONY

Committed to making Lake Park healthier, happier and more livable!

FRIDAY, APRIL 25, 2025

10:00 AM - 11:00 AM

KELSEY PARK

601 US HIGHWAY 1

LAKE PARK, FL 33403



TREE CITY USA®
An Arbor Day Foundation Program

**TOWN OF LAKE PARK
TREE BOARD**



Arbor Day Foundation®

FOR MORE INFORMATION CONTACT THE SPECIAL EVENTS DEPARTMENT
AT 561-840-0160 OR SPECIALEVENTS@LAKEPARKFLORIDA.GOV



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Clerk's Office

Agenda Title: Palm Beach County Commission on Ethics - Annual Presentation

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

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

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

Advertised:

Date: NA **Newspaper:** _____

Attachments: None

Please initial one:

_____Yes I have notified everyone

LW _____ Not applicable in this case

Summary Explanation/Background:

Ms. Gina Levesque with the Palm Beach County Commission on Ethics has requested to provide the Town Commission with a short presentation.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Town Clerk

Agenda Title: Regular Commission Meeting Minutes - March 19, 2025

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

Cost of Item: NA **Funding Source:** _____

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

Advertised:

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibit A, Comment Cards

Please initial one:

_____Yes I have notified everyone

LW _____ Not applicable in this case

Summary Explanation/Background:

NA

Recommended Motion:

I move to approve the March 19, 2025 Regular Commission Meeting Minutes.



Lake Park Town Commission, Florida

Regular Commission Meeting Minutes

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

Wednesday March 19, 2025 6:30pm

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

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contract the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:35pm

PRESENT

Mayor Roger Michaud

Commissioner Judith Thomas

Commissioner Michael Hensley

Commissioner Elect John Linden

Commissioner Elect Michael O'Rourke

Vice Mayor Kimberly Glas-Castro

Commissioner Mary Beth Taylor

PLEDGE OF ALLEGIANCE

The Pledge was led by Mayor Michaud

APPROVAL OF AGENDA:

Motion to approve modified agenda to include a presentation by Fire Chief Rowley made by Vice Mayor Glas-Castro. Seconded by Commissioner Hensley. Voting aye: All. The presentation will be heard after the swearing in ceremony.

SPECIAL PRESENTATION/REPORT:

1. Resolution 08-03-25 - Accept Certified Election Results - March 11, 2025 General Municipal Election.

Motion to approve Resolution 08-03-25 made by Commissioner Thomas, Seconded by Commissioner Hensley.

Voting Yea: Mayor Michaud, Commissioner Thomas, Commissioner Hensley, Commissioner Taylor and Vice Mayor Glas-Castro.

SPECIAL PRESENTATION/REPORT:

2. Proclamation - Honoring Commissioner Mary Beth Taylor.
3. Proclamation - Honoring Vice-Mayor Kimberly Glas-Castro.

Mayor Michaud presented the proclamations.

A five minute recess was taken at 6:47pm at the request of Mayor Michaud.

The Regular Commission Meeting reconvened at 6:50pm.

SPECIAL PRESENTATION/REPORT:

4. Town Commissioner's Swearing - In Ceremony
Commissioners Hensley, Thomas, O'Rourke and Linden were sworn in by Deputy Town Clerk Laura Weidgans as Commissioners of the Town of Lake Park, Florida.

5. Selection of a Vice-Mayor.

Commissioner Linden nominated Commissioner Hensley to serve as Vice Mayor. Seconded by Commissioner Thomas. Voting aye: all.

Palm Beach County Fire Rescue District Chief William Rowley presented the Commission with the Town of Lake Park annual report (Exhibit A).

The Commission thanked Chief Rowley.

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.

-Susan LaFontaine stated that high rises should not be considered in Town when taking the Town's objectives into account.

-Kara Rosa introduced herself as an attorney residing in Town and offered free legal services to the Town. She spoke about wanting to be involved and the poor voter turnout in Town.

-Kervens Jean-Baptiste congratulated recently elected commissioners. He spoke about a potential 16 story high rise on 10th Street creating privacy concerns.

-Recess taken at 7:35pm

-Meeting reconvened at 7:50pm

James Sullivan spoke about how parents in Town need to make kids wear helmets on their bikes.

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.

6. March 5, 2025 Regular Commission Meeting Minutes

7. Proclamation Commemorating Harry S. Kelsey, Founder of Kelsey City.
8. Replacement Front End Loader Dumpster Purchase.
9. Fiscal Year 2024 Lake Park CRA Annual Report – Accept & Submit to Appropriate and Required Taxing Authorities.
10. Ratification of Insurance Settlement – Preferred Governmental Claims Solutions (Kelly).
11. Approval to Terminate Current Town Pension Program - Proposed Termination Letter - Corebridge Financial Institutional Services.

Motion made to approve the consent agenda by Commissioner Thomas, Seconded by Commissioner Linden.

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

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

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

12. Ordinance 01-2025 - Authorizing Participation in the Florida Retirement System for All Town Employees - Effective July 1, 2025.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE FLORIDA RETIREMENT SYSTEM FOR GENERAL EMPLOYEES AND ELECTED OFFICIALS; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion made to approve Ordinance 01-2025 by Commissioner Thomas, Seconded by Vice-Mayor Hensley.

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

Town Attorney Baird read the Ordinance by title only.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird notified the Commission that the lawsuit, Hammer vs the Town, has been dismissed with prejudice as a result of the settlement agreement.

Town Manager Reade stated that the Commission will be receiving a request for budget priorities via email in the next day or so.

Town Manager Reade made the following announcements:

- Free tax aid is still available at the Library.

- On April 1st a new art exhibit will open with an opening reception on April 5th from 2:15pm to 3:45 pm.

- The Town is hosting an annual bike tour in honor of Florida Bicycle Month on Saturday March 22nd. The tour will begin at Town Hall at 1:45 pm

Town Manager Reade provided an update on 754 Park Avenue. He stated that all County impact fees have not been paid, and the master permit has not been issued. The property owners advised that once the permits are issued, the work would take approximately 5 months to complete. He also stated that the existing code violation is accruing \$150.00 daily and the total amount due as of this day is \$60,569.69 which includes fees and costs, but there will be additional interest that will accrue. Town Manager Reade stated that staff recommends foreclosure and requests direction from the Commission and the Town Attorney.

Motion to move forward with foreclosure made by Commissioner O'Rourke, seconded by Vice Mayor Hensley. Voting aye all.

Town Attorney Baird stated that according to Florida Statute 162, the matter would have to go before the Magistrate for authorization prior to taking action.

Town Manager Reade expressed gratitude towards former Commissioner Taylor and Former Vice Mayor Glas-Castro for their service to the Town. He extended congratulations to the newly elected and re-elected officials.

Commissioner O'Rourke thanked residents of Lake Park. He stated that it is an honor to serve in this position and serve the Town. He spoke about Former Vice Mayor Glas-Castro, her many achievements and service to the Town. He also expressed gratitude to former Commissioner Taylor for the service she brought to the community.

Commissioner Thomas thanked family, friends, volunteers, voters, members on the dais and business partners. She spoke about her gratitude and humility to be the first black female to serve in an all-male Commission. She spoke about Ms. Dorothy Taylor Williams paving the path. She stated she is committed to bringing varying perspective to the Commission and building a better community.

Commissioner Linden thanked residents and enjoyed campaigning. He announced that the Historic Society meets the fourth Monday of every month. One March 24, they are having a tribute to Burt Reynolds. They will also be having a birthday party for Harry Kelsey on the same night. Commissioner Linden also announced the passing of Sue Duchene who was an active member of the community.

Vice Mayor Hensley thanked residents for believing in him and will continue to do good work. He welcomed the new Commissioners to the dais and looks forward to working with them. He also expressed gratitude for former Vice Mayor Glas-Castro for her contributions to the Town and to former Commissioner Taylor who will continue to fight for the residents. Vice Mayor Hensley thanked the Town Manager for keeping them updated on 754 Park Avenue.

Mayor Michaud thanked Commissioner Linden for providing the information about Ms. Duchene and he spoke about her achievements in Town. The Mayor welcomed the new Commissioners to the dais. He also spoke about former Vice Mayor Glas-Castro and former Commissioner Taylor who were both passionate Commissioners that care about the community. Mayor Michaud announced the Tour de Lake Park this Saturday.

REQUEST FOR FUTURE AGENDA ITEMS:

Commissioner Linden spoke about sign regulations in other municipalities. He proposed reviewing the Town's sign regulations due to there being so many improperly placed signs during this election cycle.

Vice Mayor Hensley recommended staff creating a presentation for the education of the younger generation regarding helmet safety.

Town Manager Reade stated it would be a good opportunity to add this item to the Town's new video library that is being implemented.

Commissioner O'Rourke would like to review the Town's election process. He suggested a Town wide referendum for a new voting process with 2 voting districts.

Mayor Michaud requests a revisit of the gravel driveways time-table to consider allowing more time for compliance due to the struggles within the current economic climate.

ADJOURNMENT:

Motion to adjourn made by Commissioner O'Rourke, Seconded by Vice Mayor Hensley.

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

Meeting adjourned 8:25 pm

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on April 2, 2025.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025



Exhibit A

PALM BEACH COUNTY FIRE RESCUE

TOWN OF LAKE PARK ANNUAL REPORT



OCTOBER 1, 2023 – SEPTEMBER 30, 2024

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MISSION

We are committed to providing safe and secure communities by mitigating all hazards through excellence in public service.

VISION

Excellence Today. Improving Tomorrow.

CORE VALUES:

INTEGRITY



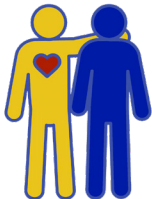
Possessing a strong moral character to be trusted to do the right thing even when no one is watching.

UNITY



Recognizing the value that inclusivity holds and how it produces effective teamwork through the coming together as one.

COMPASSION



The will and action of helping others with empathy, dignity, and understanding.

ACCOUNTABILITY



The obligation to account for your actions, accept responsibility, and operate with transparency.

DEDICATION



A continuous commitment to exceptional service to the community and each other.



MESSAGE FROM THE FIRE CHIEF

Item 6.



Firefighters take an oath of office to put others before themselves, protect and serve, and make sacrifices along the way to save lives, sometimes risking their own. Every year, I am inspired by our firefighters' actions, their success stories, and their unconditional compassion for others. The people of Palm Beach County Fire Rescue (PBCFR) love what they do, and it shows. Their efforts continue to improve our community year after year. Fiscal year 2024 saw remarkable growth and achievements as we celebrated our 40th year of delivering excellence in emergency services to nearly one million residents!

This year, our lifesaving stories touched home in ways we never expected. Our firefighters saved one of our employees from cardiac arrest. Our crews also saved the life of one of our Chief's young daughters by delivering a whole blood transfusion on-scene before transporting her to the hospital.

None of these outcomes happen by accident. Our firefighters/paramedics spend hours training and honing their skills with the most advanced and innovative science in emergency medicine. We are proud to deliver emergency services that exceed national standards. The national survival rate for patients who suffer a cardiac arrest is 9.7%, but at PBCFR, our cardiac arrest survival rate for patients is 14.4%. We are the first fire department in Palm Beach County to offer whole blood transfusions on-scene. This life-saving initiative has proven invaluable for more than one hundred local patients as we lead the way for others. Our firefighters continue to raise the bar for every benchmark, answering more than 157,000 calls in our service areas while earning a 99% patient satisfaction rate. Our 911 Communications Center dispatches for 13 other municipalities beyond our areas, totaling over 236,000 calls this year.

This past year, we finalized the training and implementation of our PBCFR Swiftwater Rescue Team. The team embarked on its maiden mission to assist on the west coast of Florida after Hurricane Helene's flooding. The PBCFR Urban Search and Rescue (US&R) Team was also staffed and trained this past year. They are ready to be deployed here at home and in other areas. Numerous employees traveled to North Carolina to assist after the historic floods. Rest assured, we have some of the best people and resources trained in disaster mitigation and management right here in our Department.

Your safety is our number one priority. I am proud to say 2024 was an outstanding year, and I am forever grateful for the support we have received from the community.

Patrick J. Kennedy

Fire Chief

MESSAGE FROM THE DISTRICT CHIEF



WILLIAM ROWLEY

Battalion 1

Dear Lake Park Community,

As Palm Beach County Fire Rescue's District Chief for Battalion 1, I am happy to serve Jupiter, Juno Beach, Lake Park, and the surrounding unincorporated communities. For those of you who may not know, I am a third-generation firefighter and have been in the fire service for 40 years. I started as a firefighter with Okeechobee County, then went to Royal Palm Beach, which later consolidated with Palm Beach County. The communities we serve are a top priority. If you have any questions or concerns regarding PBCFR, please email me at WRowley@pbc.gov.

PBCFR is determined to provide the best patient care to the communities served. Therefore, PBCFR collaborated with Baldrige Group, a performance excellence consulting firm, to launch a customer service initiative. In FY 2024, PBCFR asked their patients several questions about the care provided by PBCFR. The results are below:

LAKE PARK SURVEY RESULTS OCTOBER 2023 - SEPTEMBER 2024



Patients said they would tell friends and family about the positive experience they had with PBCFR.

92.3 %



Patients said they were 'Satisfied' or 'Very Satisfied' with the 911 Center's ability to confirm their location and nature of their problem.

95.7 %



Patients were 'Satisfied' or 'Very Satisfied' with the Dispatcher's instructions regarding their emergency.

95.7 %



Patients told us they were 'Satisfied' or 'Very Satisfied' with the prompt arrival of PBCFR firefighters and paramedics.

95.8 %



The professionalism of PBCFR firefighters and paramedics left patients feeling 'Satisfied' or 'Very Satisfied' with the care they received.

96.2 %



Patients felt 'Satisfied' or 'Very Satisfied' with the level of compassion shown to them and their families by PBCFR firefighters and paramedics.

96.2 %



Patients said they were 'Satisfied' or 'Very Satisfied' with the paramedics' explanation of any procedures they performed.

96.0 %



Patients reported they were 'Satisfied' or 'Very Satisfied' with the paramedics' attempts to treat their condition.

95.8 %

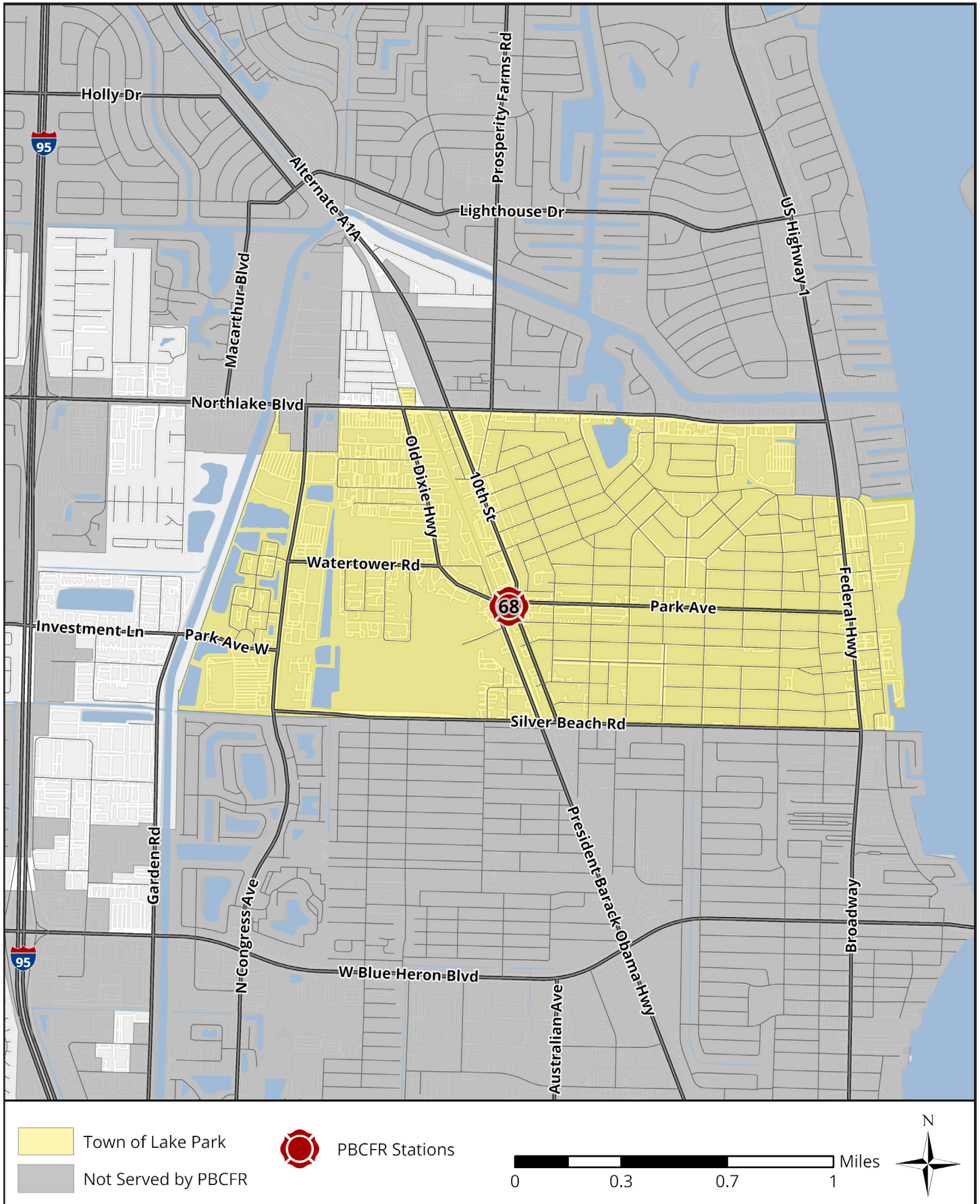
Percentages are calculated from 26 respondents.

This survey continues to affirm the excellent level of service that the men and women of PBCFR provide daily to the citizens and visitors of PBC.

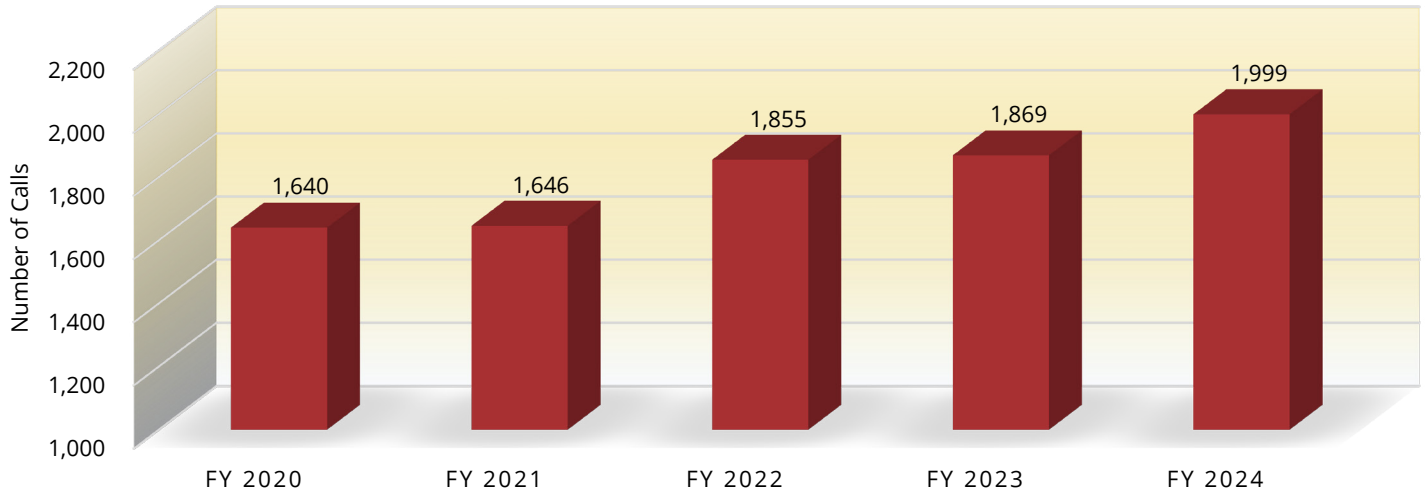
95.9%
**OVERALL
SATISFACTION**

LAKE PARK SERVICE AREA

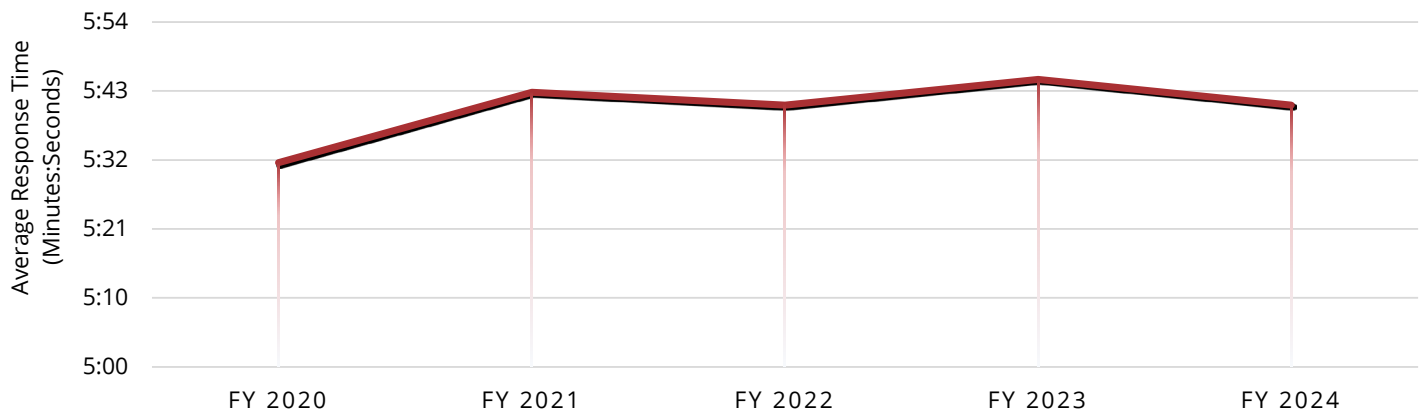
Item 6.



TOTAL NUMBER OF CALLS

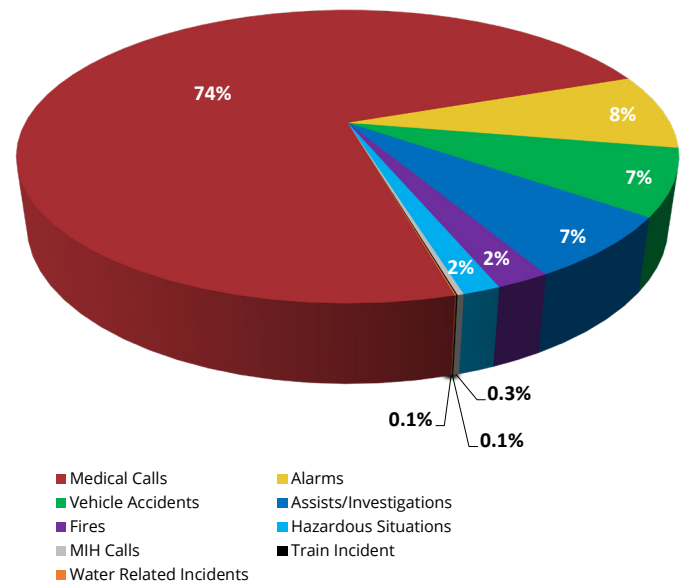


AVERAGE RESPONSE TIME



CALLS BY SITUATION DISPATCHED

SITUATION DISPATCHED	NUMBER OF INCIDENTS
Medical Calls	1,471
Alarms	167
Vehicle Accidents	145
Assists/Investigations	136
Fires	43
Hazardous Situations	30
MIH Calls	5
Train Incident	1
Water Related Incidents	1
Total	1,999



The Town of Lake Park is primarily served by station 68. The service area is part of a regional system and is immediately backed up by surrounding stations with resources and equipment.

PRIMARY RESOURCES ASSIGNED TO THE TOWN OF LAKE PARK

STATION	APPARATUS	STAFFING (number of personnel)
Station 68 1000 Park Avenue, Lake Park, FL 33403	ALS Rescue (1)	3
	ALS Engine (1)	3

ADDITIONAL RESOURCES IN THE SURROUNDING AREA

STATION	APPARATUS	STAFFING (number of personnel)
Station 15 12870 US Highway 1, Juno Beach, FL 33408	ALS Rescue (1)	3
	ALS Ladder (1)	4
	4WD Brush Truck (1)	(cross-staffed with ALS Ladder)
Station 17 8130 N. Jog Road West Palm Beach, FL 33412	ALS Engine (1)	4
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)
Station 19 322 N. Central Blvd., Jupiter, FL 33458	ALS Rescue (1)	3
	ALS Squad (1)	3
	Special Operations (1)	2
	EMS Captain Command (1)	1
	Battalion Chief Command (1)	1
	District Chief Command (1)	1
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)

STATION 68



The Whole Blood Transfusion Program was implemented to improve the survival rate of bleeding patients. PBCFR is one of the few agencies nationwide that is capable of delivering this advanced level of service. Research shows two critical actions can improve the survival odds of a bleeding trauma patient. First, stop the bleeding and second, replace lost blood. Based on the latest medical research, PBCFR includes Tranexamic Acid and calcium chloride in the protocol which helps decrease the mortality rate of a traumatic incident. The Medical Services team has shared whole blood transfusion best practices all around the United States.

Training at Elmendorf Air Force Base



Over the summer, PBCFR participated in a two-day Selective Prehospital Advanced Resuscitative Care (SPARC) course at Elmendorf Air Force Base in Anchorage, Alaska. This course focused on the latest evidence-based practices in prehospital trauma care. PBCFR highlighted its whole blood program, sharing clinical best methods and case studies.

Training at Nellis Air Force Base



On September 11, 2024, PBCFR was honored to provide training and education at Nellis Air Force Base located in Nevada, sharing expertise and lessons learned with base hospital staff, firefighters, and contracted personnel. Topics included field administration of whole blood, the use of ultrasound by first responders, and Pit Crew CPR. The opportunity to collaborate with those dedicated to our nation's safety was deeply meaningful, and the training was both well-received and appreciated by all in attendance. PBCFR stands proudly by our Armed Forces.

Whole Blood Saved Her Life

Izzy's surgical wounds began bleeding after being home for six days following a routine tonsillectomy. Her father, PBCFR's District Chief Neal Niemczyk, stopped the bleeding the previous night using cotton balls but overnight the bleeding returned. By morning, Izzy had lost more blood than her body could tolerate and almost collapsed. While the Chief held his daughter, he saw her slip into unconsciousness as her heart rate increased and her blood pressure dropped. They called 911 and told the dispatcher that Izzy was bleeding out. Chief Niemczyk's heart sank as he realized his six-year old daughter might be going into cardiac arrest. Thankfully, that was not the case and he knew his daughter needed whole blood, which is carried in PBCFR's EMS vehicles.

Once the familiar faces of PBCFR's crew arrived at the Chief's house, he handed Izzy over to them for her care. Two EMS Captains administered whole blood, and within 30 seconds, Izzy opened her eyes and looked at her mom. Chief Niemczyk later said, "You never suspect that we train for our own family and our own loved ones. To know that my team, my fire department, saved my daughter's life, how do you get any better than that?" PBCFR's Whole Blood Program had a significant impact on Izzy's recovery almost immediately. Receiving whole blood before arriving at the hospital allowed her to avoid more invasive procedures later on.

Izzy's story caught the attention of producers at NBC Nightly News with Lester Holt. They aired a special report on the life-saving value of whole blood in the prehospital setting and included this touching story of a Fire Rescue Chief whose little girl has now made history.



Scan the QR Code to
view this Story



911 for Kids Heroes Awards



Congratulations to Communicators' Kayla Schubart, Nicole Mckessy (pictured), and Dawn Collura for being recognized at the 2024 National 911 for Kids Heroes Awards Ceremony for their heroic efforts handling 911 emergency calls involving "kid" callers.

Golden Palm Award Recipients



The Golden Palm Award is County Administrator Verdenia Baker's highest level of recognition for accomplishment, where County employees are recognized for going above and beyond. This award was presented to PBCFR's Administrative Assistant III Wendi Mason, Senior Planner Nancy Burdett, EMS Captain Troy Dichard, Captain Karen Derogatis, and Lieutenant Sebastian Garay for their efforts with launching and managing the PBCFR Whole Blood Transfusion Program to improve the survivability of patients suffering from a traumatic injury.

PBCFR Investigators Receive Honors

PBCFR Fire Investigators have been recognized by the Organization of Scientific Area Committees for Forensic Science (OSAC) for meeting the highest forensic standards for fire, arson, and explosion investigations.



PBCFR closes and convicts more arson investigations than state or national averages. PBCFR's arson lab is one of only 16 based in Florida recognized by OSAC. PBCFR is the only Fire Department in the Nation that meets OSAC Implementer Standards.

EMS Providers Award



Congratulations to two exceptional PBCFR Firefighter-Paramedics: Lieutenants Andrew Lombardo and Brian Uzzo. Lombardo was named "Paramedic of the Year," and Uzzo was given the "Exceptional Service Award" by the EMS Providers of Palm Beach County.

MIH Provider Hero Award



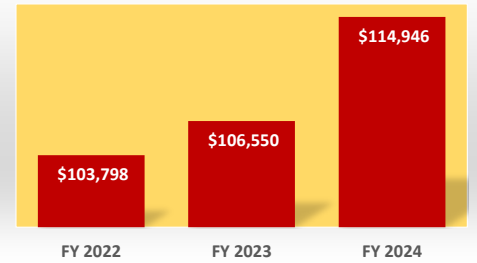
Heroes from behind the scenes were honored at this year's Heroes in Medicine Luncheon. PBCFR's Mobile Integrated Healthcare (MIH) Team was awarded the Healthcare Provider Hero Award from the PBC Medical Society.

Muscular Dystrophy Association Boot Drive

PBCFR and Local 2928 have been proud partners with the Muscular Dystrophy Association (MDA) for over 37 years. Through this partnership, thousands of dollars have been donated to assist in transforming the lives of people with muscular dystrophy, ALS (Lou Gehrig's disease), and related neuromuscular diseases. Over Labor Day weekend, crews were stationed at local grocery stores throughout PBC and petitioned the public to "Fill the Boot" for MDA and raised \$114,946. The C-shift crew at Station 15 won the "Golden Boot" for raising an outstanding \$2,827, the most in a single day. The funds will support children attending MDA summer camp, helping them achieve milestones that years ago seemed unattainable.



MDA Funds Raised



Lake Park Community Fair



The Operations Division is responsible for providing emergency services to the community. Operations is the largest division of PBCFR and divided geographically into eight Battalions. PBCFR operates 51 fire stations throughout the County, with minimum daily staffing of 347 personnel on duty at all times. PBCFR is an “all-hazards” department capable of responding to everything from a minor medical call to a regional natural disaster. All personnel are cross-trained in firefighting and EMS, ensuring efficient fire suppression delivery, technical rescue, vehicle extrication, and emergency medical care.

Personal Rescue Watercraft

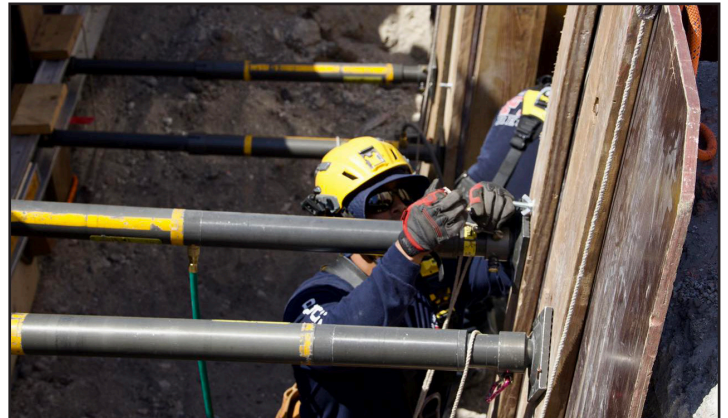
Four Personal Rescue Watercrafts (PRWC) are available to assist land-based crews during incidents such as drownings and other open water emergencies. These units are strategically stationed at inlets in PBC; two PRWCs are assigned to Station 18 (near Jupiter Inlet) and two at Station 37 in Lantana (near Boynton Beach Inlet). PBCFR prepares personnel to be proficient PRWC operators and skilled rescue swimmers during intense training taught in and on the water.

Trauma Hawk – Air Rescue

In partnership with the Palm Beach County Health Care District, PBCFR paramedics and flight nurses rapidly transport ill and injured patients from the scene of an incident or transport critical patients from one facility to another to reduce travel time and increase survival rates. Critical patients may be transported by one of two Trauma Hawk helicopters. PBC is home to two Level 1 Trauma Centers. A Level 1 Trauma Center is capable of providing total care for every aspect of injury - from prevention through rehabilitation.

Aircraft Rescue & Firefighting

PBCFR provides Aircraft Rescue and Firefighting (ARFF) and EMS services for Palm Beach International Airport (PBI) from Station 81. During the past fiscal year, PBI’s number of passengers was over 8.2 million. The crews at Station 81 are trained for emergencies in the airport terminals, airfield, and both commercial and general aviation aircraft. This station is equipped with four specialized vehicles, also known as “Crash Trucks” or “Dragons,” capable of delivering high volumes of water and foam in an emergency landing of an aircraft.



PBCFR maintains two strategically located Special Operations teams, currently assigned to Stations 19 and 34, that respond to emergencies throughout Palm Beach County. Special Operations technicians receive continual training to maintain readiness in several specialized disciplines.

Hazardous Materials Response



PBCFR's two HazMat Teams are skilled in the detection and mitigation of chemical, biological, radiological, nuclear, explosive (CBRNE) emergencies and accidental releases. The HazMat Teams acquire expertise and complete training that exceeds the National Fire Protection Association (NFPA), FEMA, and the State Specialized Emergency Response Program's standards. PBCFR maintains high levels of safety on HazMat incidents by utilizing up-to-date equipment and training.

Dark Water Dive Rescue



PBCFR maintains four dive teams skilled in underwater rescue, capable of responding during extreme conditions such as zero visibility and night dives. Dive teams are equipped with dry suits and advanced communication systems to facilitate quick and safe rescues. PBCFR divers are trained to the highest nationally recognized levels and capable of deploying quickly underwater within minutes.

Explosive Ordnance Disposal (EOD)

PBCFR works closely with the Palm Beach Sheriff's Office (PBSO) EOD (Bomb Squad) to mitigate potentially explosive or unknown package emergencies. Several of PBCFR's Special Operations teams deploy along with EOD to provide EMS, detection and research of unknown substances. A Rapid Intervention team is also deployed to rescue Bomb Squad technicians if necessary.

Large Animal Rescue

PBCFR's Special Operations teams are capable of rescuing animals of any size, including horses, large dogs, and farm animals. With the proper equipment and training, PBCFR's Special Operations teams can rescue animals from water bodies, mud, or other situations. They can also initiate necessary medical treatment until a veterinarian arrives.

Technical Rescue

PBCFR's two Technical Rescue Teams (TRT) are comprised of 80 members, highly-skilled in response to major vehicle accidents, high angle rescue with rope equipment, confined space rescue, structural collapse, and trench rescue. Each member has achieved the designation of "Rescue Specialist" by completing rigorous training required by Florida's State Fire Marshal's Office. Additionally, PBCFR's TRT has completed necessary training and equipment acquisition to meet the standards to qualify as a State Urban Search and Rescue (US&R) team. US&R Teams can be deployed throughout the state of Florida to assist in mitigation of all types of disasters, such as building collapses and hurricanes.



Urban Search and Rescue

In December 2023, PBCFR launched the first Urban Search and Rescue (US&R) Team in the County, equipped with specialized swiftwater boats to enhance emergency response in high-risk situations requiring technical expertise.

The Medical Services Division oversees all medical care, emergency medical training, and MIH services for PBCFR. The Division ensures personnel are trained and prepared to provide exceptional prehospital care and treatment. PBCFR responds to all emergency incidents, ranging from medical calls to traumatic injuries. The Division collaborates with healthcare experts at the local, state, and national levels to develop innovative, evidence-based medical protocols. Continuous research and evaluation of new medical equipment allow the Division to implement protocols and procedures that enhance patient care.

Medical Directors

To ensure the highest level of care for our citizens, PBCFR has a team of nine Medical Directors who actively participate in training, continuing education, and the advancement of PBCFR's Paramedics and Emergency Medical Technicians (EMTs). These experienced professionals work alongside paramedics and EMTs, responding to emergency calls in the field on a weekly basis. By incorporating evidence-based practices, their vast knowledge and expertise contribute to maintaining exceptional standards in prehospital patient care.

Training and Education

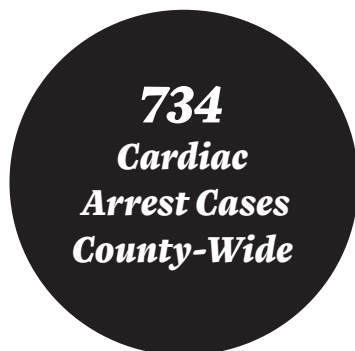
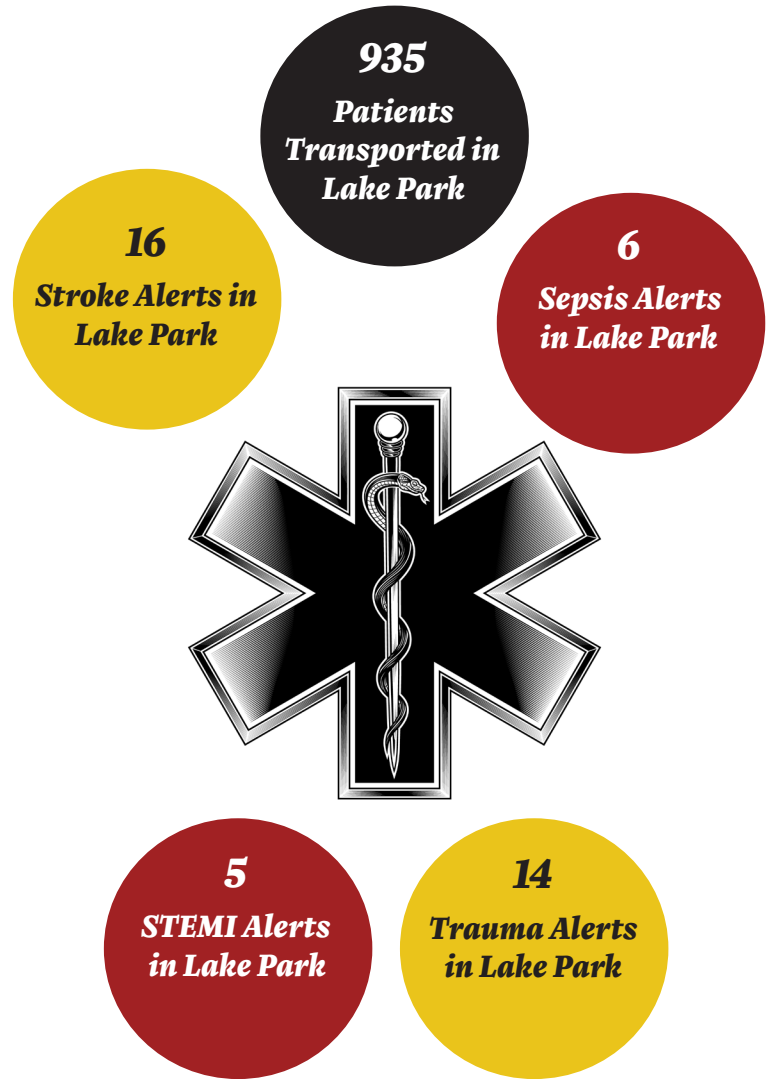
The ongoing development of PBCFR personnel remains a priority of the organization, enabling the achievement and maintenance of the highest levels of patient care. In FY 2024, the Medical Services Division provided EMS training for 95 recruits and hosted three paramedic development courses, transforming 68 state or nationally-certified paramedics into highly trained PBCFR paramedics.



PBCFR has received the American Heart Association's Mission: Lifeline® EMS Gold level achievement award for its commitment to offering rapid and research-based care to people experiencing the most severe form of heart attacks and strokes.

Specific incidences involving strokes, heart attacks, septic shock, or trauma are categorized as an “Alert.” Unique criterion defines and classifies different alert types. When a patient meets alert criteria, trained personnel rapidly treat and expedite transport. While in transit, the receiving emergency care facility is notified of an alert via radio; this allows emergency care providers to prepare for receiving a critical patient.

- **Trauma Alert** - Rapid recognition and notification of severe, potentially life-threatening traumatic injury.
- **STEMI Alert** - Specific criteria indicate a patient suffering from a heart attack or STEMI (ST-Elevation Myocardial Infarction).
- **Sepsis Alert** - Signs and symptoms identified consistent with septic shock, a life-threatening condition caused by a severe infection.
- **Stroke Alert** - Rapid onset of signs and symptoms associated with hemorrhagic strokes (brain-bleeds) and ischemic strokes (vessel occlusion in the brain) identified.



26.0%
of cardiac arrest cases
County-wide regained a
heartbeat

*Florida State average:
24.1%

* Florida Department of Health

14.4%
of cardiac arrest cases
County-wide were discharged
from the hospital alive
(106 patients)

*The Cardiac Arrest Registry to Enhance
Survival (CARES) average is 9.7%

The Medical Services Division prioritizes innovation through continuous research and evaluation of cutting-edge medical equipment, medications, and procedures. This approach empowers the Division to implement protocols and procedures that enhance patient care. Utilizing specialized equipment ensures the delivery of life-saving interventions, particularly for cardiac patients.

Lucas 3

The LUCAS 3 is a mechanical chest compression device that assists in delivering high quality, guideline-consistent chest compressions to sudden cardiac arrest patients. The device was designed for use in the field, en route, and in a hospital. PBCFR has prioritized equipping all engines and rescues with a LUCAS 3 device.



Ultrasound

The ultrasound device is a solution that supports high-resolution imaging of the abdomen, cardiac function, lungs, OB/GYN function, and focused assessment with sonography in trauma. All PBCFR EMS Captain vehicles carry an ultrasound device, which is compatible with smart mobile devices.

Procedures:

- Finger Thoracostomy - used in an emergency setting to decompress a suspected tension pneumothorax or hemothorax
- Double Sequential Defibrillation - used to treat refractory ventricular heart rhythms not responding to traditional electrical therapy
- Delayed Sequence Intubation - designed to slow down the traditional intubation process to prioritize oxygenation and blood pressure stabilization ensuring a safe and secure airway
- Distal Femur Intraosseous Access Site - primarily used to administer medications to pediatric patients in cardiac arrest

Medications:

- Esmolol - used to treat refractory ventricular heart rhythms when a patient is in cardiac arrest
- Rocuronium - paralytic used to facilitate intubation in a critically ill patient
- Cyanokit - used to treat suspected cyanide poisoning secondary to fires in enclosed spaces
- Nitroglycerin Infusion - used to treat acute heart failure with hypertension
- Antibiotics - used to treat sepsis and open fractures on-scene to increase patient survivability
- Whole blood - used to improve the survival rate of bleeding patients



Sensory Kits

All PBCFR rescue units carry "Comfort Kits," designed to lessen anxiety and fear in children experiencing sensory overload during a medical emergency. Each kit includes a clear backpack for easy visualization, noise-canceling headphones to reduce auditory stimulation, fidget spinners to keep busy fingers occupied, and squeezable objects to provide comforting distractions.



PBCFR's MIH program enhances the EMS approach by assisting patients with social services and medical needs after their 911 call. The MIH Team consists of paramedics and medical social workers who support patients and families by empowering them with the proper means to improve their health and wellness. MIH programs include:

High Frequency Utilizer & Chronic Disease Management

Ensures patients receive the care and resources needed to reduce reliance on EMS and enhance their safety, wellness, and quality of life. It provides patients who live with a chronic disease the provision of care coordination, health education, and disease management strategies while supporting the patient adjusting to their health issues.

Addiction

Patients who have recently experienced an addiction-related 911 call and are living with an alcohol or substance use disorder are offered education and connections to either harm-reduction or recovery programs.

Pregnancy Outreach

Connects pregnant teens and women to prenatal care, pregnancy, and childbirth resources.

Cardiac Arrest Survivor Outreach

Provides cardiac arrest survivors and family with emotional support and other resources. Patients are also provided an opportunity to reunite with the EMS crew who cared for them.

Pediatric and Adult Grief Support

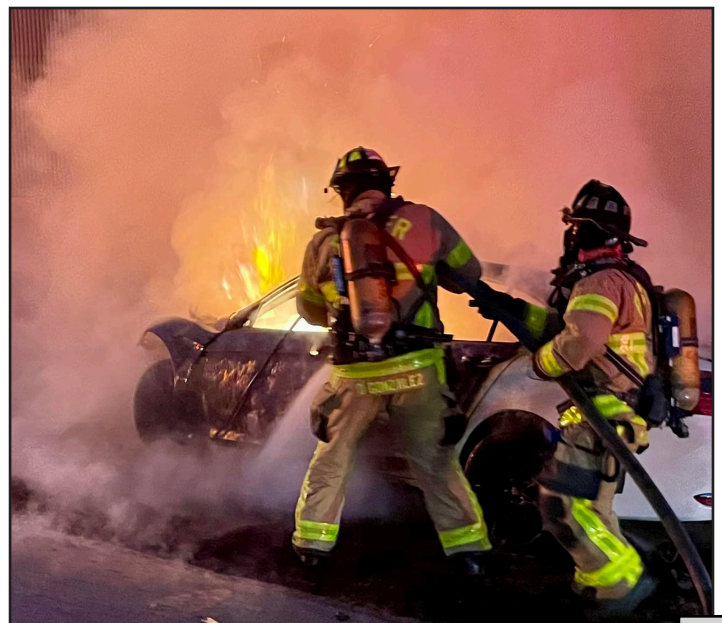
Connects families to grief support and other resources after a loss.

Fall Intervention Program

This program allows patients who are already experiencing falls to increase their independence and safety by reducing the risk of future falls and traumatic injury or death. MIH members reach out to patients within 24 hours of a fall to provide immediate fall intervention support, and can facilitate a home visit if needed. The MIH team provides numerous resources and education on fall prevention, and patients seen in their home receive a fall prevention kit which includes grip socks, to help promote safety. The fall intervention program is active in PBCFR service areas experiencing the highest number of fall calls.



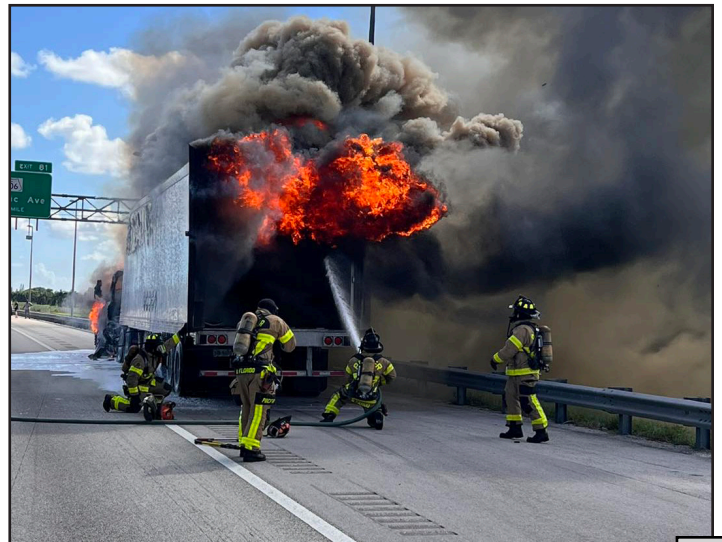
PBCFR responded to 145 vehicle accidents within the Town of Lake Park during FY 2024, seven percent of the total calls dispatched. Accidents that occur on interstates and highways are often more severe than those that occur on roads with lower speed limits and require additional units to respond. They require an additional engine to protect first responders by blocking traffic and many require extrication equipment. Vehicle extrication is the process of removing a vehicle from around a person who has been involved in a motor vehicle collision when conventional means of exit are impossible or inadvisable. Extrication must be approached delicately to minimize injury to the victim. PBCFR equips every engine and aerial truck with the hydraulic rescue tools required to safely extricate patients. Several unique hydraulic rescue tools are often collectively referred to as the "Jaws of Life." Each tool is designed to complete a specific function such as spreading, cutting, pushing, pulling, lifting, or stabilizing. Hydraulic rescue tools use pressurized fluid for high-power operation, force that enables them to manipulate the durable engineered metal alloys vehicles are built with. Stabilization equipment keeps heavy vehicles from moving and rolling. PBCFR's pneumatic stabilizing struts can support over 20,000 pounds each and lift up to 10 tons.



During FY 2024, PBCFR dispatched crews to 43 fires in the Town of Lake Park. This includes structure fires, vehicle or boat fires, brush fires, and trash fires. Structure fires are located inside a building and can be categorized as high-rise, commercial, apartment, or residential. These types of fires have the most potential to threaten life safety and can result in significant property loss. PBCFR is prepared to respond to each type of structure fire call with adequate personnel and equipment to mitigate damage as quickly as possible. Therefore, a working structure fire receives a minimum of ten units and 25 personnel. PBCFR enforces strict adherence to the NFPA 1 and 101 fire prevention code and use of smoke detectors, minimizing human casualties and property loss. PBCFR also administers an outreach program that offers smoke detector installation in homes of those who are unable due to physical or monetary needs.

PBCFR WORKING STRUCTURE FIRE RESPONSE

UNITS DISPATCHED	NUMBER OF PERSONNEL
3 ALS Engines	9
3 ALS Rescues	9
1 ALS Aerial	4
1 EMS Captain	1
1 Battalion Chief	1
1 District Chief	1
10 Total Units	25



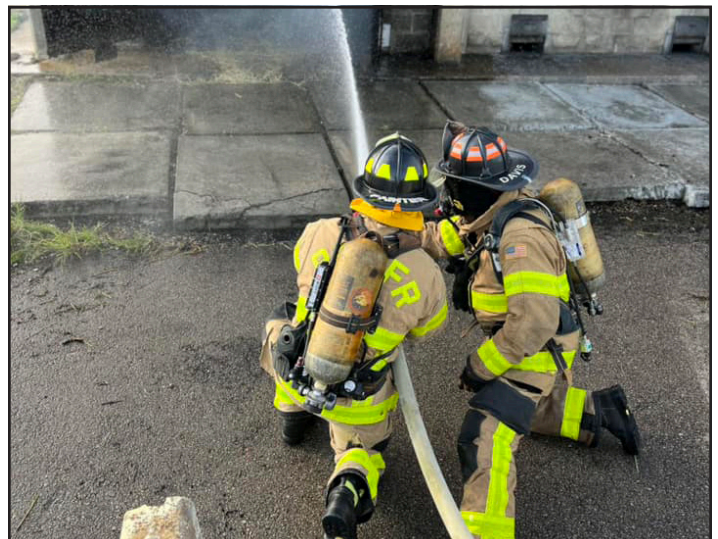


The Training & Safety Division provides instructional opportunities throughout the year to meet the needs of PBCFR operational personnel. This includes training for newly hired employees in the Recruit Academy, state and national training requirements, and other ongoing or specialized training. Operational employees maintain their required technical certifications through the Training & Safety Division. A variety of classes are given at fire stations, or Department Headquarters, located at the Chief Herman W. Brice Fire Rescue Complex. Safety alerts and online training modules are distributed to ensure PBCFR personnel receive essential information promptly.

Requests are processed from operational personnel who wish to pursue higher education at local colleges and state universities. Each year, Officer Development Academies for the ranks of Battalion Chief, EMS Captain, Captain, and Lieutenant are provided.

Training Classes Offered

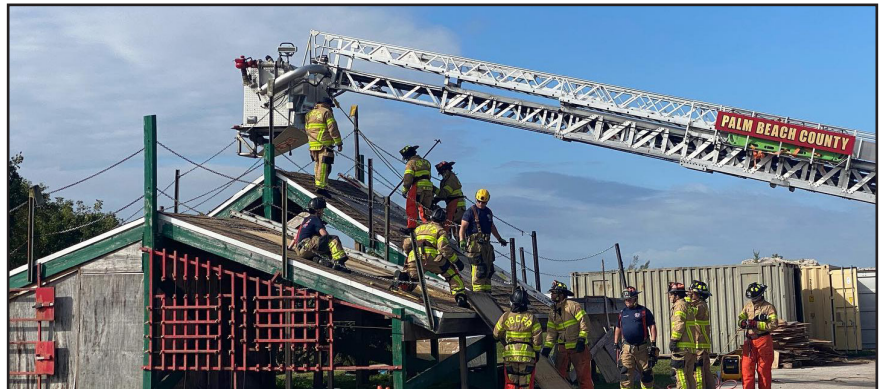
- National Fire Protection Association (NFPA) 1/101 Update
- Incident Command Systems for Expanding Incidents
- All-Hazards Incident Management Team
- Special Operations Candidate School
- Statewide Emergency Response Plan
- Advanced Cardiac Life Support and CPR
- Pediatric Advanced Life Support
- Tactical Emergency Casualty Care
- Florida Urban Search & Rescue classes
 - Structural Collapse
 - Confined Space
 - Trench
 - Rope Rescue
 - Vehicle Machinery Rescue (VMR)
- Florida Fire Inspector Series I
- Live Fire Training Instructor
- Florida Fire Officer Series I
- Florida Fire Officer Series II
- FEMA Strike Team Leader
- Search Culture
- LP Gas Emergencies
- Tesla Electric Vehicle Training
- Elevator Emergencies
- Driver Candidate School
 - Refresher Driver School
 - Emergency Vehicle
- Division of Forestry
- Aerial Operations
 - 100' aerial program
- Dive Rescue
 - Open Water Dive
 - Advanced Water Dive
 - Emergency Response Diver





Training Tower

PBCFR's Training & Safety Division offers personnel education and training at fire stations and primarily at the Chief Herman W. Brice Fire Rescue Complex. Located on 56 acres of land, the Administration building in the Complex consists of offices, classrooms, and a video production studio. The training area includes a seven-story high-rise tower, burn building, fire behavior/flashover training prop, a liquid petroleum gas field, roof prop for vertical ventilation, forcible entry, impact window prop, emergency vehicle operating course, enclosed SCBA confidence course, Florida US&R training course, VMR/extrication pit, medical simulation lab, and more.



Vertical Ventilation Prop



Burn Building

The Emergency Management Division is committed to reducing vulnerability to hazards and minimizing the impact of disasters through preparation, response, and recovery. The Emergency Management Team contributes to various local, state, and federal committees, teams, and work groups in support of Homeland Security and a safer PBC. The Emergency Management Division develops and modifies response plans for the following:

- Severe Weather Events
- Civil Disturbances
- Command Team Activations
- Continuity of Operations Plans
- Incident Action Plans
- Comprehensive Emergency Management Plan

PBCFR's Emergency Management works closely with PBC Directors of Public Safety, Emergency Management, and the Florida Fusion Center to coordinate strategic intelligence and organization collaboration.

Emergency Services Branch

When the PBC Emergency Operation Center (EOC) is activated during emergencies, the Emergency Management Division of PBCFR assumes leadership and oversight of critical functions at Emergency Support Function desks 4 (Firefighting) and 9 (Search and Rescue). Unit leaders are crucial in linking the County's EOC to field operations across various sectors, including schools, shelters, healthcare, EMS, and ensuring coordinated and effective responses to emergencies.

Disaster Deployment Assistance

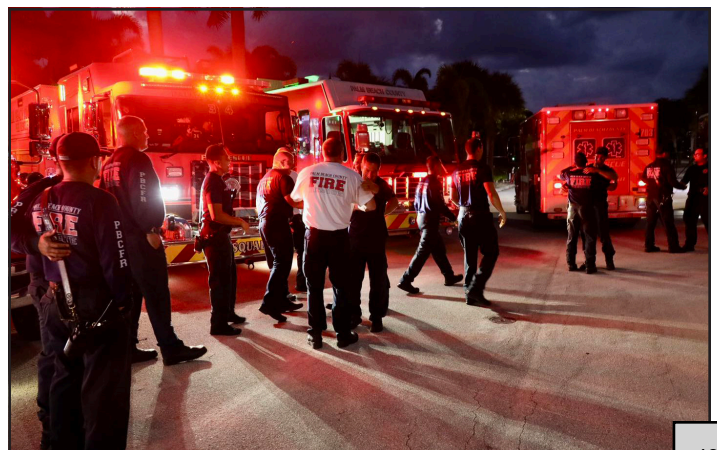
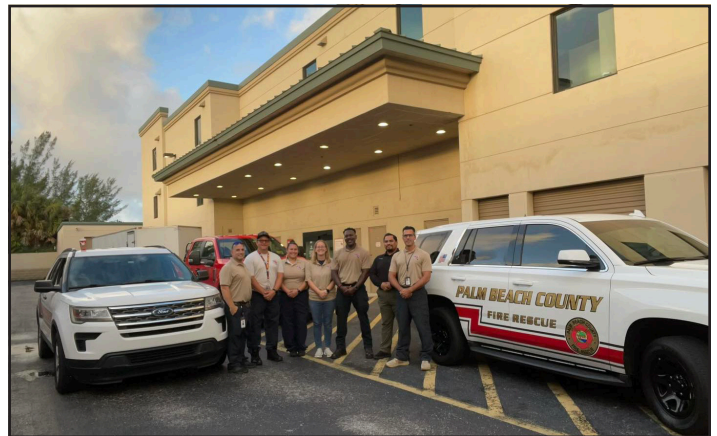
The Emergency Management Coordinator confirms that rosters for disaster deployment are accurate. This ensures that proper training is available and fire rescue personnel are ready to respond to disasters outside PBC. PBCFR is the host agency for the Southeast Florida Regional All-Hazards Incident Management Team (AHIMT), providing administrative, logistical, and financial support. PBCFR also serves as one of the County representatives for the 67 counties participating in the Florida Statewide Emergency Response Plan, ensuring that strike team resources are ready to be deployed in times of need as part of the Statewide Mutual Aid Agreement.

Domestic Security Preparedness

The Florida Department of Law Enforcement oversees seven Regional Domestic Security Task Forces (RDSTFs), which form the backbone of Florida's domestic security. These task forces include members from: fire rescue, emergency management, public health, hospitals, and law enforcement, ensuring that our community is well-prepared and supported during emergencies. The Fire Rescue Emergency Management Division plays a crucial role in the Southeast Florida RDSTF. They conduct regular training exercises, coordinate resource distribution, and develop emergency response plans tailored to the unique needs of the community while ensuring the safety and resilience of our region.

Training and Exercises

Emergency responses to large-scale incidents in PBC require a strong, unified command presence achieved through partnerships between law enforcement and fire rescue officials. PBCFR works with local, state, and federal agencies to ensure everyone is trained to respond to emergencies. This training includes drills conducted at the EOC, response to active shooters, and regional hazardous material incident response.



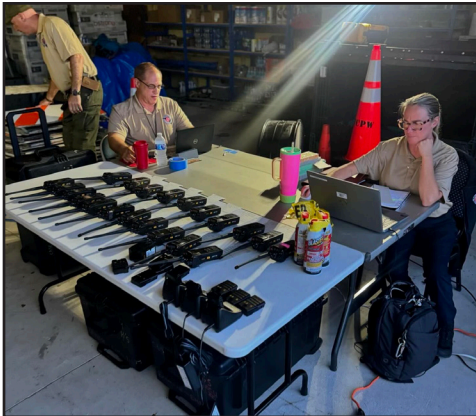
HURRICANE HELENE DEPLOYMENTS

Item 6.

Hurricane Helene was one of the strongest hurricanes to hit Florida's Big Bend area north of Tampa since 1851. It made landfall near Perry late on September 26, 2024, as a Category 4 hurricane with sustained winds of 140 mph. It continued to move through Georgia, South Carolina, and North Carolina as a Category 2, concluding in Tennessee as a tropical storm. It caused catastrophic flooding in Asheville, NC, and destroyed parts of Interstate 40.

To assist in the most impacted areas, PBCFR deployed the following teams:

- 11 Firefighters from the Southeast Florida Regional AHIMT to Taylor County, Pinellas County, and North Carolina
- 16 firefighters from the Swift Water Rescue Team who were staged in Ocala
- A Tactical Communication Unit mobilized with two Communications Technicians and 1 US&R Specialist with Florida Task Force 2



Plan Review and New Construction

The Plan Review and New Construction Branch reviews fire-related construction plans for compliance with the Florida Fire Prevention Code and inspects all construction phases to ensure code adherence. In addition, this branch determines the necessary water supply for firefighting operations and ensures access roads meet conditions necessary for firefighting apparatus.



Investigations

The Investigations Branch determines the origin and cause of fires and also conducts explosion analysis. When the cause of the fire is determined as arson, the Investigations Branch conducts a criminal investigation and presents the case to the State Attorney's Office for prosecution. Each Fire Investigator is certified through the State of Florida, the International Association of Arson Investigators, the National Association of Fire Investigators, and is a sworn law enforcement deputy. Investigators may testify in both Federal and State Courts, hearings, and depositions.

**If you have any information related to any arson case, please contact Crime Stoppers of Palm Beach County at www.crimestopperspbcc.com.*





Existing Inspections

The Existing Inspections Branch conducts inspections to ensure compliance with the Florida Fire Prevention Code and any local amendments implemented by PBC.

Responsibilities:

- Conduct field inspections of new and existing occupancies
- Prepare inspection reports
- Research, apply, and enforce applicable fire codes and standards
- Investigate and resolve complaints
- Participate in legal proceedings with County Code Enforcement and municipalities' special magistrates
- Review Comprehensive Emergency Management Plans
- Conduct annual hurricane safety inspections
- Conduct life safety inspections for special events, fireworks displays, concerts, and food trucks



Drowning Prevention Coalition

The Drowning Prevention Coalition provides complimentary services to educate the public on water safety and basic rescue techniques to reduce drowning and other water-related incidents in PBC.

Services Include:

- Land or virtual-based water safety programs tailored for daycares and Pre-K through high school aged students in private and public schools
- Adult water safety programs for businesses, non-profit organizations, senior groups, etc.
- Educational display at health and safety fairs
- Free or reduced-cost swim lessons to underprivileged and special needs children ages 2 through 12 and their immediate caregivers



Frequently Asked Questions:

What should you do with your old fire extinguisher? Old or used fire extinguishers can be discarded at any Solid Waste Authority home chemical and recycling center and placed in the “compressed cylinder” area. Visit www.swa.org for drop-off locations in PBC or call 866-SWA-INFO.

Does PBCFR inspect or service fire extinguishers? PBCFR does not provide this service. Please call a local fire extinguisher service company in your area or discard it at your nearest household hazardous waste site.

Does PBCFR offer CPR courses for certification? PBCFR does not provide certification for CPR. Please contact a local American Red Cross Chapter or the American Heart Association for conventional CPR certification courses (infant, child, and adult).

What is a Residential Key Lock Box? In emergency situations, a lock box contains keys and access codes to allow emergency responders to quickly gain entry into commercial and residential properties. PBCFR uses the Knox Box key system. Residents can call 561-616-7024 for more information. Using a generic alternative to Knox Box may cause delays with gaining access. Also, the resident must call 561-616-7012 every year to keep the code active in our CAD (computer-aided dispatch) system. Lock boxes should be installed next to the front door so Fire Rescue can access if the situation permits.

Does PBCFR offer free car seats? A new car seat may be provided to eligible children based on availability. If we are unable to match a caregiver with a free car seat for their child, they can call 561-841-3500 to purchase one from Safe Kids Palm Beach County Coalition for a donation fee.

Community Education

The Community Education and Outreach Branch provides intervention strategies to prevent injuries and lives lost due to fire and other hazards.

Educational Courses Offered:

- Babysitter Safety: Hazards in the Home
- Basic First Aid
- Bleeding Control: Stop the Bleed
- CO Poisoning Prevention
- Fall Prevention
- Fire & Emergency Evacuation Training and Fire Extinguisher Training
- Fire Safety
- Fire Station Tours
- Hands-Only CPR and AED
- Hurricane Safety
- Injury Prevention
- Golf Cart Charging Safety
- Lithium Battery Safety

29

**Community
Events in
Lake Park**



2,461

Participants



Services and Programs

Smoke and CO Alarm Installation

The program offers smoke and CO alarm installation to eligible residents. Bedside fire alarm clocks with shaker devices and smoke alarms with strobe lights are also available for individuals who have impaired hearing. For questions about eligibility and installation appointments, residents can call 561-616-7049.

Home Safety Survey

The Community Education and Outreach Branch can help assess and identify fire or slip and fall hazards in the home and offer solutions for mitigation.

Child Passenger Safety

PBCFR's nationally certified Child Passenger Safety Seat Technicians help caregivers properly fit and install car seats. Appointments can be scheduled using the online car seat scheduler at www.pbcfr.org. The information is available in English, Spanish, and Creole. Scan the QR Code for more information.



Youth Firesetter Prevention & Intervention

When a child is setting fires intentionally or showing signs of at-risk firesetter behavior, intervention is crucial. This program consists of an intake interview, fire safety class, and individual and family counseling free of charge with PBC Youth Services. Call 561-616-7033 for more information.

Yellow Dot Program

Provides vehicle owners with a yellow sticker to put on the car window and a form to be completed with personal health information. The sticker alerts EMS and law enforcement that a Yellow Dot pamphlet is in the glove compartment to reference if a patient is unable to speak when medical attention is needed.



Vial of Life

Encourages residents to list their essential medical information on a piece of paper attached to their refrigerator. If 911 is called and the resident is unable to speak, PBCFR can reference the Vial of Life and provide informed medical attention.

Pet Decals

If residents are not home at the time of an emergency, the decal on the front door conveys to emergency responders the number of cats, dogs, and other animals inside the home.



Lake Park Inspection Activity Summary

EXISTING INSPECTION SERVICES	
ACTIVITY	COUNT
Annual	205
Re-inspect	145
3-Year Business/Mercantile	72
Knox Box	46
Annual Business/Mercantile	12
Complaint	11
Other/Misc.	10
AHJ Notification	6
Hurricane Status Check	5
Stop Work Order	1
Station Visit	1



CONSTRUCTION SERVICES	
ACTIVITY	COUNT
Plans Review	231
Fire Framing (Partial)	78
Business Tax Receipt	68
Fire Sprinkler Pressure Test Above (Partial)	54
Fire Department Final (Complete)	39
Fire Alarm Test (Complete)	27
Fire Alarm Final	25
Fire Framing (Complete)	14
Fire Alarm Test (Partial)	13
Fire Sprinkler Pressure Test Above (Complete)	12
Duct Detector Test	12
Fire Sprinkler Final (Complete)	11
Fire Suppression Test	8
Fire Sprinkler Head Relocation (Complete)	6
Fire Sprinkler Head Relocation (Partial)	5
Fire Main Underground Pressure (Complete)	3
Fire Main Underground Pressure (Partial)	3
Access/Access Control	3
Area of Refuge (AOR)	3
Business Tax Receipt - No Access	3
Fire Preliminary Site Inspection	3
Fire Sprinkler Final (Partial)	2
Bi-directional Amplification (BDA)	2
Emergency Management Plans Review	2
Fire Department Final (Partial)	2
Fire Main Underground Flush (Complete)	1
Elevator Recall	1



Your Safety. Our Priority.

Planning & GIS

The Planning Section analyzes data collected from all areas of PBCFR to aid in decision-making and evaluation of service levels. Planning utilizes GIS to produce and maintain the CAD map. GIS and spatial analysis tools provide information to leadership toward solving complex location-oriented issues.

Specific functions of the Planning Section include:

- Plan for future fire stations
- Analyze the impact of land-use changes, development of regional impact, and annexations of fire rescue services
- Provide annual statistics reports for PBCFR and served municipalities
- Produce PBCFR annual report
- Provide the Department cartographic services and spatial analysis for routine and special projects
- Implement improvements to CAD mapping and routing system and troubleshoot reported issues
- Maintain the CAD database which includes dispatch protocols/response plans, emergency service zones (ESZ), station order files, neighborhoods, gate codes, units, special address messages, common place names, road closures, pagers and other notifications
- Analysis of all available data collected by PBCFR to support various divisions within the Department



Finance

The Finance Section strives for transparency and compliance with standard practices and policies while matching resources to PBCFR's rapidly changing needs and priorities.

The Finance Section is responsible for the following:

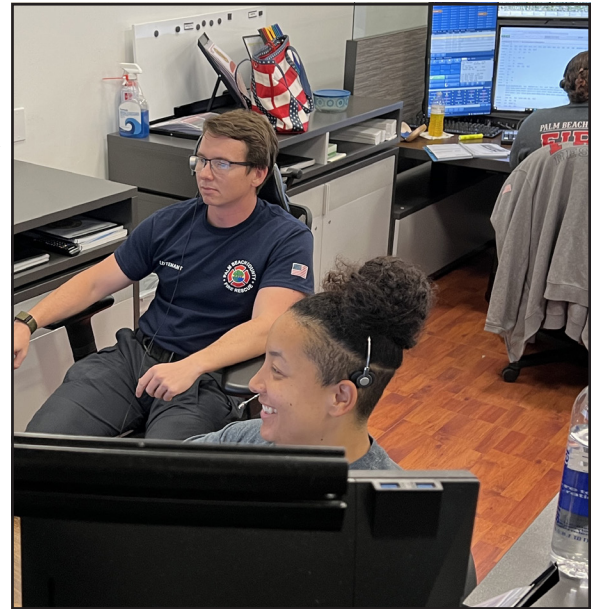
- Preparation, management, budget oversight, expenditures, and revenue collections as guided by Federal, State, and County requirements in support of the operations of the Department
- Procurement of goods and services through responsible use of Department resources while complying with the Purchasing Department's requirements and the Office of Equal Business Opportunity
- Preparing specifications for agreements and contracts for direct services, special events, vehicle maintenance, fire inspections, municipal service agreements, agenda items, and hazardous materials incidents in collaboration with the County Attorney's Office
- Analyzes and reviews every element of an activation and/or deployment to assist the Department in cost recovery



911 Communications Center

PBCFR's Communications Center is the largest secondary Public Safety Answering Point in PBC. The Communications Center is a multi-agency operation that handles fire and medical emergency communications for PBCFR and nine municipal Fire Rescue Departments. PBCFR is an all-hazards fire rescue department, resulting in its Communications Center processing over 400,000 phone calls annually. The Communications Center employs 63 Communicator III's under the supervision of four Communicator Supervisors. The Communications Center Leadership Team includes one Alarm Office Manager, two Quality Assurance Managers, and one Training Supervisor. The Communications Center and Leadership Team report to the Division Chief of Communication and Technology.

PBCFR Communicators are certified by the State of Florida as 911 Public Safety Telecommunicators. They are also nationally certified in CPR, Emergency Medical Dispatch, and Fire Service Communications. This training allows them to locate and provide rapid service to 911 callers, provide them with life-saving instruction when needed, and assist emergency personnel in the field. PBCFR Communicators operate a complex radio system and a CAD system that allows them to dispatch, monitor, and communicate with emergency personnel from local law enforcement, fire rescue agencies, hospitals, and aeromedical teams.



Fire Operations Officer

Fire Operations Officers (FOO) are a crucial link between the Communications Center and the Operations crews in the field. As critical information is received from the Communicators, the FOO may give recommendations to add additional units or change the call type. They monitor calls to aid the on-scene commander with getting additional resources. They communicate daily with Battalion Chiefs to ensure there is proper staffing for each PBCFR station. The FOO's also ensure emergency resources are relocated as needed.



Information Technology Services

Information Technology Services (ITS) delivers cutting-edge technology solutions to PBCFR and its municipal partners. The ITS team oversees a spectrum of essential functions, including application development and assessment, 911 CAD operations, web administration, network security, domain administration, mobile device management, and inventory control of more than 2,000 devices utilized within PBCFR.



Radio Shop



The Radio Shop provides 24-hour on-call support for all radio and other wireless communications equipment to 51 PBCFR stations, 29 additional stations including Palm Beach International Airport (Station 81), Special Operations, the Communications Center, Tactical and Mobile Command Units, and the Palm Beach County Healthcare District's Trauma Hawk. Technical support is provided to surrounding counties and other agencies sharing interoperable emergency communications. The Communications Coordinator and five Electronics Technicians are responsible for:

- Nearly 2,000 radios
- Over 1,000 pagers
- Ten 800 MHz repeater sites
- Eight pager repeater sites
- Two very high frequency repeater sites
- Fire station alerting systems (Locution)
- Mobile Data Computers in vehicles

Public Information & Media Services

The Public Information and Media Services Team ensures community members are informed, engaged, and connected with PBCFR. The Public Information Office is the official line of communication with citizens and the media, delivering information about emergency incidents, public safety, fire rescue services, outreach programs, and more. The goal of the Public Information Office is to get the “right information to the right people at the right time to make the right decisions.” PBCFR’s award-winning Media section is instrumental in producing live and public events, creative media and communications, and virtual training for PBCFR personnel, to ensure firefighters and paramedics are up-to-date on the latest medical science, equipment, and department advancements.

Public Information Office:

- Department publications
- PIO Incident response
- Media interviews
- Press conferences
- Social media content and management
- Internal and external communications
- Department traditions and ceremonies
- Employee and citizen awards program
- Hurricane and activation command team
- Public outreach campaigns



Media Services:

- Video production for training and communications
- Public safety messages
- Social media video content
- Still photography
- Graphic design
- Publications
- Live events
- Virtual and live streaming



Fleet Maintenance

The Fleet Maintenance team budgets, purchases, maintains and repairs over 500 emergency fire apparatus and support vehicles, ensuring compliance with NFPA standards. Additionally, Fleet oversees the maintenance and inspection of more than 750 pieces of support equipment, such as stretchers, extrication tools, and small generators. Operating from two locations, the main shop features 24 bays and is centrally located in the County; while a smaller satellite shop with two bays is situated in the southern region. The Fleet team staffs 20 certified Emergency Vehicle Technicians (EVT), two EVT II certified Foremen, one EVT III certified Superintendent, and one ASE Master certified Fleet Director. On average, Fleet processes over 7,500 work orders annually, including approximately 800 prescheduled preventive maintenance inspections. Fleet Maintenance provides 24/7 support to ensure emergency operation vehicles are ready to respond at a moment's notice, crucial to PBCFR's daily operations.

Warehouse & Logistics

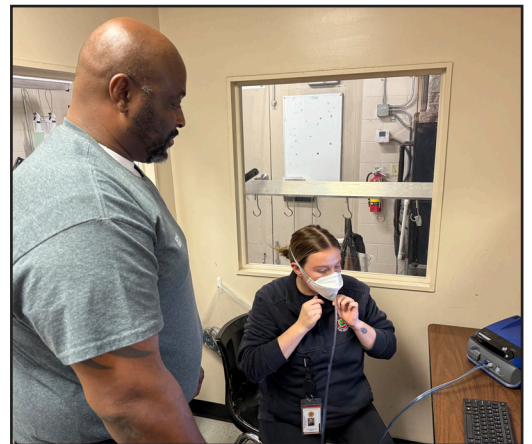
The Warehouse & Logistics section manages and provides firefighting equipment, medical supplies, pharmaceuticals, personal protective equipment, uniform apparel, respiratory safety equipment, radio communications, vehicle parts, and fixed asset inventory. Warehousing includes the procurement, taking inventory of supplies and equipment, and outbound distribution to 51 fire stations. The Warehouse and Logistics staff effectively coordinates distribution of equipment and supplies to operational personnel in need. The Fixed Asset Inventory section monitors over 15,000 items valued at approximately \$125 million.

SCBA Shop

The Respiratory Protection Manager and two Specialists ensure that firefighters are equipped with essential gear including Self-Contained Breathing Apparatus (SCBA), Self-Contained Underwater Breathing Apparatus (SCUBA) equipment, compressed air, portable lighting, and gas detection monitors. Annually, personnel undergo fit testing to guarantee the effectiveness and proper fit of three different types of respirators. The SCBA shop utilizes three stations dedicated to SCBA flow testing, ensuring optimal performance. This section conducts preventive maintenance, inspections, and repairs on inventory including: 665 breathing apparatus, 12 stationary and mobile air compressors, 1,800 cylinders, 1,400 masks, and over 300 gas monitors.

Facilities

The Facilities section coordinates all new construction and remodeling management for PBCFR's Comprehensive Fire Station Capital Improvement Program. There are three main areas of construction-related responsibilities: large capital projects, small capital projects, and preventative maintenance. Large capital projects include new construction and major renovations. Small capital projects consist of existing minor renovations and major repairs. Our Facilities Technicians are tasked with preventive maintenance and perform minor repairs at all 51 fire stations, Fire Rescue Headquarters, and the Communications Center.



The Administrative Services Division works closely with the PBC Human Resources (HR) Department to hire new firefighters and promote current operational employees. HR plays a pivotal role in providing centralized administrative support for civilian and operational employees of PBCFR. The Administrative Services Division consists of: Internal Affairs, Records & Resources Bureau, Recruitment & Retention, Payroll, Staffing, and Wellness & Engagement.



Wellness

PBCFR's Wellness Coordinator and Exercise Physiologist ensure the mental and physical needs of PBCFR's operational employees are met by:

- Evaluating and overseeing the annual fitness assessments of every operational employee
- Directing the daily physical fitness training for every recruit class
- Providing modern equipment and techniques to sustain healthy and capable firefighters
- Facilitating comprehensive care through the Employee Assistance Program (EAP)
- Administering workers' compensation, extended leave, and light duty programs



Recruitment & Retention

Recruitment & Retention directs and manages the hiring, promotion, and recruitment processes for a diverse range of PBCFR personnel. This section actively engages with the public to showcase the various career opportunities available at PBCFR, particularly in the Firefighter EMT/ Paramedic roles. They also participate in various career day events across the County, engaging with individuals of all ages who are interested in pursuing a career in fire rescue.



Records & Resources Bureau

The Records & Resources Bureau acts as the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Officer. The Bureau collaborates with legal entities such as the PBC Attorney's Office and state-level authorities. It handles subpoenas, public records requests, and ensures proper management of department records are in compliance with legal requirements.



Payroll

The Payroll Section processes bi-weekly pay for over 1,800 PBCFR personnel and ensures all promotions, accruals, and schedule changes are completed accurately and promptly. They also oversee the supplemental long-term disability program, computer and coding configuration for database compatibility, and conduct audits to maintain compliance with the Collective Bargaining Agreement.



Staffing

The Staffing Officers oversee multiple aspects of workforce management including unit bidding, scheduling adjustments, promotions, and new hires for over 1,500 Operational PBCFR employees. They ensure compliance with collective Bargaining Agreement requirements and manage all aspects of staffing, including light-duty assignments.





Palm Beach County Fire Rescue

405 Pike Road, West Palm Beach, FL 33411

561-616-7000

www.pbc.gov

Follow us on:



@PBCFireRescue



Palm Beach County Board of County Commissioners

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel G. Flores

Marci Woodward

Maria Sachs

Bobby Powell Jr.

County Administrator

Verdenia C. Baker

Assistant County Administrator

Reginald K. Duren

Palm Beach County Fire Rescue Administrator

Patrick J. Kennedy



Town of Lake Park
PUBLIC COMMENT CARD

Item 6.

CIVILITY AND DECORUM

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

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Meeting Date _____

Cards must be submitted before the item is discussed!!

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

Name: Susan LaFontaine

Address: 545 Evergreen Dr

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

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

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

High rises Contradicted by Master Plan, 3AD Goals

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



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Meeting Date 3/19/25

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

Name: KARA ROSA
Address: 1111 7th St.

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

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

Fire Alarm & Voting

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

Voting & Election / Neighborhood Introduction

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



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

Name: Kervens Jean-Baptiste

Address: 592 W Redwood

If you are interested in receiving Town information through Email, please provide your E-mail address: KJean-Baptiste92@gmail.com

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

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

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Meeting Date 03/19/2025

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

Name: J SULLIVAN
Address: 348 Sullivan Blvd

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):

YES, VIOLATE CONVICTION NOW EXISTING. THIS WILL RESULT IN SERIOUS INJURY AND A QUESTION OF IF IT WOULD

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



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Meeting Date

3/19/2025

Cards must be submitted before the item is discussed!!

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

Name:

Sarah Flynn

Address:

Representing 220 Lake Shore Drive

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):

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Meeting Date 3/19/25

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

Name: William Rowley District Chief PB&FR
Address: _____

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

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

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

PB&FR Annual report

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: April 2, 2025

Originating Department: Clerk's Office

Agenda Title: Library Board Appointment – Ms. Sally Brockhoff

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

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

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

Advertised:

Date: NA **Newspaper:** _____

Attachments: Application, Commission Letter, Nomination

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Summary Explanation/Background:

The Town Clerk's Office received a Board Application for appointment to the Library Board. The Library Board has zero (0) regular positions and two (2) alternate position available.

Ms. Sally Brockhoff has submitted an application for appointment to the Library Board as an Alternate Member and has received a nomination from Commission Taylor.

To formally approve this re-appointment, the Town Commission is requested to provide a second to the nomination and provide a majority vote for the nominee to be re-appointed to the Board.

Recommended Motion:

I second the nomination of Sally Brockhoff to the Library Board as an Alternate Member.



Office of the
Town Clerk

March 11, 2025

Commission-appointed Board Volunteer List:

On August 21, 2013 the Town Commission adopted Ordinance No. 10-2013 Board Nomination Process, which modified the self appointed process for filling vacancies on Commission-appointed boards.

In section 2-2112 (i) "Nomination for action on vacancies" states that the clerk shall prepare a list of volunteers, including members seeking reappointments. Below is the list of volunteers for Commission-appointed boards.

New applicant:

Sally Brockhoff has applied for appointment to the Library Board as an alternate member. The Library Board currently has zero regular memberships and two alternate positions available.

A nomination to fill a vacancy may be made by any member of the Commission. For a nominee to be appointed or reappointed there must be a second and majority vote of the Commission.

If you have any questions regarding the volunteer list please contact me.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3314

www.lakeparkflorida.gov



The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents, and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified when your nomination to be on a board has been made.

Please print the following information:

Name: Brockhoff Sally
 Last First Middle

Address: 326 E Ilex Drive, Lake Park, FL 33403

Birthday: Month: Oct Day: 13

Telephone: home _____ work _____ cell 845.891.6141

E-Mail Address sbrockhoff1@gmail.com

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If so, which one(s): _____

Have you been convicted of a crime ☐ ☒

If so, when? _____ where? _____

Please indicate your preference by number "1" through "3" of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

Active Boards:

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/> _____	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/> _____	Planning & Zoning/ Historic Preservation Board *
<input type="checkbox"/> <u>1</u> _____	Library Board		
<input type="checkbox"/> _____	Stormwater Policy Steering Committee		
<input type="checkbox"/> _____	Floodplain Management Committee	<input type="checkbox"/> _____	Tree Board

Inactive Boards:

Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a).

Your Name: Sally Brockhoff

Please indicate the reason for your interest in your first and second choices:

I love the library - I think that it is an important part of the
community. I love to read and I see its value over watching TV or
other activities that young people are involved in. I also want to
be involved in my community.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)
Bachelor of Business with Florida Atlantic University.

What is/was your profession or occupation: Recruiter / Operations Manager

How long: 12 years

Please indicate employment experience that you feel relates to your desired service on an
advisory board or committee: I have always worked in business operations in any position
that I have held. I have worked to create new ideas to
drive more business or involvement with success.

Please indicate other general experience or community involvement that you feel qualifies you to
serve on the boards you have chosen: I read a lot annually, I love books and what
they can inspire. I am meticulously organized.
I live in this community and moved here
because I saw the tremendous value of this area
and I want to be a part of it.

Feel free to attach additional sheets if necessary. Also, please attach your resume, if available.
Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake
Park, Florida 33403.

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE
TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY
BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature:  Date: 3/3/2025

WORK EXPERIENCE:

CORCORAN, Palm Beach, Florida

Agent Experience Manager

April 2022 – Current

- Developed and implemented strategic recruiting plans to attract high-caliber real estate professionals. Exceeded my recruitment goals by 250% and top recruiter of all corporate offices.
- Managed the full recruitment lifecycle, including job postings, resume screening, interviewing and onboarding. Responsible for all employment contracts and benefits sign up, sign on bonuses and renewals of contacts.
- Specialize in high-level business development strategies directly with regional vice president for market share expansion/trends, annual growth goals, and competition assessment.
- Regional stakeholder for products development team to ensure agents have access to the latest tools and technology to improve efficiency and productivity.
- Provided day to day support to agents, addressing inquiries and resolving issues related to processes, technology, and client interactions. Served as liaison between agents and various departments to help them get the support they needed.
- Implemented initiatives to boost positive work culture, organized team-building activities, recognition and retention programs and regular check ins – resulting in a 98% retention rate.
- Created a resource library for agents with step-by-step training materials and weekly newsletter with happenings, updates and agent recognition.
- Maintained all office and employee records, paid all taxes and scheduled annual office maintenance.

CITY OF PALM BEACH GARDENS, Palm Beach Gardens, Florida

Programmer, Tennis and Pickleball Center

April 2019 - April 2022

- Develops events and programs for the Palm Beach Gardens Tennis and Pickleball Center.
- Organizes and manages room rentals and large events.
- Develops materials to assist in staff training.
- Reviews incoming resumes and manages hiring websites for new potential candidates.
- Processes installment billing for programs and memberships.

TJX COMPANIES, Jacksonville Beach, Florida

Operations Manager

December 2014 - April 2019

- Hired and led a team of 70 associates
- Met sales goals by training and providing feedback, motivation and rewards to employees
- Designated by headquarters as a Subject Matter Expert in operations
- Traveled to several locations upon request to contribute to opening new stores
- Leveraged past experience to on board all new hires and responsible for new employee orientation
- Developed and executed recruitment plans/activities, including job postings, talent sourcing, resumes screening, pre-screen interviews, reference verification and compensation analysis
- Managed payroll systems, confidential information, which included coaching documents and performance action plans
- Performed audits with Human Resources and Loss Prevention to ensure compliance
- Served as Leave of Absence liaison, with the Corporate Office, and ensured all cases in compliance
- Assisted with Employee Benefits enrollment and troubleshooting

EDUCATION | LICENSES:

Bachelors in Business | Florida Atlantic University, Boca Raton, FL | 2025

Associates in Communication Palm Beach State College, Palm Beach Gardens, FL | 2021

Sales Associate Real Estate License | 2024

Notary Public | 2022



Outlook

Re: Nomination needed for Library Board applicant

From Mary Beth Taylor <mtaylor@lakeparkflorida.gov>

Date Mon 3/10/2025 3:49 PM

To Laura Weidgans <lweidgans@lakeparkflorida.gov>

Sent from my iPad

On Mar 6, 2025, at 1:43 PM, Laura Weidgans <lweidgans@lakeparkflorida.gov> wrote:
I nominate Sally Brockhoff to serve on the library board.

Good afternoon,

We received an application from Sally Brockhoff to serve on the Library Board. Since the Board is full at the time, she would be placed as an alternate. Does anyone wish to nominate Ms. Brockhoff? Her application and resume are attached for your review.

Laura Weidgans

Deputy Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
561-881-3311

<Outlook-njcg4dlz.png>

Please Note: Florida has a very broad public records law. Written communications regarding Town business are public records available to the public upon request. Your email communications are therefore subject to public disclosure. If you do not want your email released in response to a public records request, do not send electronic mail to this entity, instead contact this office by telephone. Section 688.6076 F.S.

<20250306135323.pdf>



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025

Originating Department: Town Clerk

Agenda Title: Planning & Zoning Board Appointment – Ms. Karen Lau

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

Cost of Item: NA **Funding Source:** _____

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

Advertised:

Date: NA **Newspaper:** _____

Attachments: Member Application, Resume, Board Member Nomination, Volunteer Applicant Letter

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Summary Explanation/Background:

The Town Clerk's Office received a Board Application for appointment to the Planning & Zoning Board. The Planning & Zoning Board has one (1) regular position and two (2) alternate positions available.

Ms. Karen Lau has submitted an application to for appointment to the Planning & Zoning Board as a Regular Member and has from Commissioner Linden.

To formally approve this appointment, the Town Commission is requested to provide a second to the nomination and provide a majority vote for the nominee to be appointed to the Board.

Recommended Motion:

I second the nomination of Ms. Karen Lau to the Planning & Zoning Board as a Regular Member.



Office of the
Town Clerk

March 26, 2025

Commission-appointed Board Volunteer List:

On August 21, 2013 the Town Commission adopted Ordinance No. 10-2013 Board Nomination Process, which modified the self appointed process for filling vacancies on Commission-appointed boards.

In section 2-2112 (i) "Nomination for action on vacancies" states that the clerk shall prepare a list of volunteers, including members seeking reappointments. Below is the list of volunteers for Commission-appointed boards.

New applicant:

Karen Lau has applied for appointment to the Planning & Zoning Board as a regular member. The Planning & Zoning Board currently has one (1) regular membership and two (2) alternate positions available.

A nomination to fill a vacancy may be made by any member of the Commission. For a nominee to be appointed or reappointed there must be a second and majority vote of the Commission.

If you have any questions regarding the volunteer list please contact me.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3314

www.lakeparkflorida.gov



The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents, and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified when your nomination to be on a board has been made.

Please print the following information:

Name: Lau Karen
Last First Middle

Address: 1521 Crescent Dr, Lake Park FL 33403

Birthday: Month: April Day: 16

Telephone: home 2146359919 work 5614408646 cell 5613604811

E-Mail Address karen@karenlau.com

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If so, which one(s): _____

Have you been convicted of a crime ☐ Yes ☒ No

If so, when? _____ where? _____

Please indicate your preference by number "1" through "3" of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

<u>Active Boards:</u>			
<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input checked="" type="checkbox"/> 2	CRA Board (Community Redevelopment Agency)	<input checked="" type="checkbox"/> 1	Planning & Zoning/ Historic Preservation Board *
<input type="checkbox"/>	Library Board		
<input type="checkbox"/>	Stormwater Policy Steering Committee		
<input checked="" type="checkbox"/> 3	Floodplain Management Committee	<input type="checkbox"/>	Tree Board

<u>Inactive Boards:</u>	
Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

535 Park Avenue, Lake Park, Florida 33403
Lake Park Board Application

(561) 881-3311 Fax: (561) 881-3314

page 2

Your Name: Karen Lau

Please indicate the reason for your interest in your first and second choices:

It is my belief that Lake Park is a jewel located in a very strategic area and it should be managed with a futuristic vision considering residents' interests, community development and social benefits.

Number of Meetings of the above boards you have attended in the past six months: None

Your educational background: (High school, College, Graduate School or other training)

Masters Degree in Behavioral Science

What is/was your profession or occupation: Corporate CEO

How long: 15 Years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: 75% involvement and participation in the construction industry, manager of logistics operation involving Broward, Dade, Palm Beach and Martin county

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: Certified life and business coach

Certified in quality management policies

Certified in Negotiation and Business Management from Harvard Business School

Feel free to attach additional sheets if necessary. Also, please attach your resume, if available. Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403.

I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:

Signature: 

Date: 04/01/2025

KAREN LAU

1521 Crescent Drive, Lake Park, FL 33403 | M: 214 635 9919, E-Mail: karen@karenlau.com

Executive Profile

CEO responsible for making major corporate decisions, managing overall operations and driving the organization's strategic direction. Hold a pivotal role in shaping our company's vision, culture and long-term goals.

Training & Development Expert offering outstanding presentation, communication and cross-cultural team management skills. Life & Business Coach. High-energy, results-oriented leader with an entrepreneurial attitude and demonstrated ability to deliver mission-critical results.

Skill Highlights

Project Management	Public Speaking
Negotiations expert	Event planning and logistics
Customer-oriented	Excellent interpersonal skills
Community development	Culturally sensitive
Creative Problem Solver	Fast learner
Analytical thinker	Fully Bilingual English/Spanish
MS Office Suite expert	Trouble Shooter

Core Accomplishments

- Created a Team Strategy for more than 80 Corporations
- Created an experiential education training for facilitators in Latin America
- Created STARDOM CUSTOMER SERVICE PROGRAM, an upscale training in Customer Service
- Provided Mystery Shopper Services to more than 100 companies, upgrading Customer Service
- Partnered with GERZA, México an exported educational program to Central and South America
- Founded Fire Mind Corporation and Porta Potty To Go with an increase of 1029% in five years
- Taught Quality Management to the Hispanic Community through de Hispanic Chamber of Commerce
- Selected as a trusted service provider to the President of the United States of America at Mar-A-Lago
- Mother of 3 successful young adults
- Board Member for the Office of Small Business at Solid Waste Authority of Palm Beach

Professional Experience

Chief Executive Officer
FIRE MIND CORPORATION
Training, Development and Consulting

Dec 2014 to Date

PORTA POTTY TO GO
High End Restroom Trailers, Job Site Portables
Event Deluxe Portables, Construction Site Supplier

Mar 2017 to Date

Executive Assistant to CEO
BRAMAN MOTORCARS
Management and Operations Assistant

Oct 2014 to Nov 2016

Executive Director
RC SERVICES - Latin America

Jan 2000 to Mar 2012

Initiated as executive assistant and worked my way up through innovative ideas and successful project development.

Created new training programs, opened international accounts, increased company revenue by developing expansion strategies and new products.

Managed team of 20 professionals.

Drafted action plans and led meetings with department executives to review project status and proposed changes.

Education

MSC Florida State University

Life & Business Coach, Certification in Process

ICF -INTERNATIONAL COACH FEDERATION - Lexington, KY, US

Licensee No. Z2CHV7, Profile Expert

BENZIGER BREAKTHROUGH - San Jose, Costa Rica

Benziger Thinking Style Assessment Profile Expert

www.benziger.org

BBA, Human Resources Management

UNIVERSIDAD FRANCISCO MARROQUIN

Human Resources Management, Training & Development Certificate

Master's Degree Behavioral Science

UNIVERSIDAD FRANCISCO MARROQUIN

Graduate certificate in Computer Science and Applied Technology

Certified Experiential Education Trainer, Experiential Education

GERZA - Cuernavaca, Mexico

GERZA (www.gerza.com) Experiential Trainer Certification

John Maxwell Leadership Certification

Harvard School of Business

Affiliations

ASTD (American Society for Trainers & Developers) Active Member

AEE (Association for Experiential Education) Active Member



RE: Planning & Zoning Board Application

From John Linden <jlinden@lakeparkflorida.gov>

Date Wed 3/26/2025 4:01 PM

To Laura Weidgans <lweidgans@lakeparkflorida.gov>

If Karen Lau meets all the requirements for the P&Z board I would gladly nominate her.

John L Linden

Commissioner

Town of Lake Park Florida

535 Park Avenue

Lake Park Florida 33403

561.881.3300

Cell 312.560.0110

jlinden@lakeparkflorida.gov



From: Laura Weidgans <lweidgans@lakeparkflorida.gov>

Sent: Wednesday, March 26, 2025 1:59 PM

To: John Linden <jlinden@lakeparkflorida.gov>; Judith Thomas <jthomas@lakeparkflorida.gov>; Michael Hensley <mhensley@lakeparkflorida.gov>; Michael O'Rourke <morourke@lakeparkflorida.gov>; Roger Michaud <rmichaud@lakeparkflorida.gov>

Cc: Town Clerk <townclerk@lakeparkflorida.gov>

Subject: Planning & Zoning Board Application

Good afternoon Commissioners,

The Town has received an application from Ms. Karen Lau to serve on the Planning & Zoning Board. There is currently one regular membership available. A nomination from the Commission is required in order to move forward. I have attached her application and resume for your review. Please let me know if any of you wishes to nominate her by reply email.

As always, please do not "reply all".

Thank you and have a great afternoon,

Laura Weidgans

Item 8.

Deputy Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
561-881-3311



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Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025
Originating Department: Human Resources
Agenda Title: Ratification of Settlement -- Florida Municipal Insurance Trust (FMIT) (Leone)
Agenda Category: **CONSENT**

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

Cost of Item: \$25,000.00 **Funding Source:** Fund 150
Account Number: 900-49500 **Finance Signature:** *Barbara A. Gould*

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

Attachments: Copy of Signed Release of Claim and Indemnification Agreement

Please initial one:

BMT Yes I have notified everyone
 _____ Not applicable in this case

Summary Explanation/Background:

On November 3, 2023, while operating her personal vehicle and while performing her duties as a Dock Attendant for the Town of Lake Park, Patricia Michelle Sanchez failed to stop at a stop sign at 105 Lake Shore Drive, Lake Park, Florida, and hit Mr. Nicholas Leone.

The Town's current property and casualty, insurer Florida League of Cities and Florida Municipal Insurance Trust (FMIT), has recommended a proposed settlement in the amount of \$75,000.

Note: The Town carries a \$25,000 deductible that, if approved, would be applied to the settlement amount.

The proposed Release of Claim and Indemnification Agreement was prepared by FMIT and agreed to by Mr. Leone. Additionally, the proposed Agreement was reviewed by the Assistant Town Manager/HR Director.

Recommended Motion:

I move to ratify the proposed settlement amount of \$75,000 and payment of the \$25,000 to the Florida League of Cities and Florida Municipal Insurance Trust (FMIT).

**RELEASE OF CLAIM
AND INDEMNIFICATION AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

That **NICHOLAS LEONE**, hereinafter referred to as "first party", for and in consideration of the sum of **SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00)**, (the "Settlement Payment") or other valuable consideration, received from or on behalf of **TOWN OF LAKE PARK, FLORIDA LEAGUE OF CITIES and FLORIDA MUNICIPAL INSURANCE TRUST**, hereinafter referred to as "second parties", the receipt whereof is hereby acknowledged.

First Party HEREBY irrevocably remises, releases, acquits, satisfies, and forever discharges the said second parties, and its commissioners, agents, servants (including Patricia Sanchez), and employees, of and from all, and all manner of action and actions, cause or causes of action, suits, attorney's fees and costs, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever, in law or in equity, which said first party ever had, now has, or which any personal representative, successor, heir or assign of said first party, hereafter can, shall or may have, against said second parties, for, upon or by reason of any matter, cause of thing whatsoever, from the beginning of the world to the day of these presents. This General Release includes but is not limited to any cause of action raised in, that could have been raised in, or arising out of the filing and prosecution of the litigation described as *Lone v. Town of Lake Park*, Case No. 50-2024-CA-007893 arising out of a motor vehicle-to-pedestrian(s) accident that occurred on or about 11/3/23 at or near 105 Lake Shore Drive, Lake Park, Florida.

It is understood and agreed that the settlement memorialized in this Release is the compromise of doubtful and disputed claims, and that the payment made is not to be construed as an admission of liability on the part of second parties, and that the parties being released deny liability and intend merely to avoid litigation and buy their peace.

First party represents that all attorney's fees, medical bills, workers compensation liens, and litigation costs arising out of the incident sued upon in the aforementioned litigation have been or will be paid in full prior to distribution of these settlement funds from the Trust Account of her attorney's law firm, and will indemnify the second parties for any claims made against it arising out of the failure to do so.

First party has carefully read this General Release and understands its terms, operation, and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 21st day
of February, 2025.

Release of Claim
and Indemnification Agreement
Page 2

Signed, sealed and delivered in the presence of:

Nick Leone
NICHOLAS LEONE

Valerie Bayko
WITNESS

STATE OF Florida)
)SS
COUNTY OF Palm Beach)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 21st day of February, 2025, by Nicholas Leone, who is personally known to me, or who has produced _____ as identification.



[Signature]
Notary Public, State of Florida at Large

Printed Name: _____

(NOTARY SEAL)

My commission expires:



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025
Originating Department: Communications and Grants
Agenda Title: Town Grantmaking Program Application - Imagination Library - FY 2025 (\$7,500)

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

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

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

Attachments: Grant Application From Nicholas and Christen Thompson Foundation

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

Summary Explanation/Background:

Within the FY 2025 Budget, the Town of Lake Park Town Commission authorized funding to support the Town's Grantmaking program in an effort to support local business and not-for-profit organizations seeking to provide programming designed to benefit the residents of the Town. The Town Commission approved \$10,000 within the FY 2025 Budget to support the Town's Grantmaking Program.

This year, the Town received one (1) grant application that met the stated funding requirements:

Applicant: Nicholas and Christen Thompson Foundation, which is the local program partner of Dolly Parton's Imagination Library.

Purpose: The Imagination Library mails one free, high quality, age-appropriate book

per month to children up to age five (5) enrolled in the program, regardless of income, at no cost to the family.

Grant Funding Goal:

Promote early childhood literacy and kindergarten readiness. Children enrolled at birth will have a library of 60 books when they reach their fifth birthday. The program currently serves 86 children in Lake Park.

Grant Funding Request:

The applicant is requesting \$7,500 to help host a **Lake Park Literacy Carnival** designed to introduce the program to new families and provide a free, entertaining experience for families that are already enrolled.

Last year's event (supported by a grant from the Town of Lake Park) featured a number of community organizations that provided resources and giveaways to the attendees in addition to the information from the Imagination Library, face painting, and more.

Recommended Motion:

I move to approve Town of Lake Park Grantmaking Program funding in the amount of \$7,500 within the FY 2025 Budget to support the request by the Nicholas and Christen Thompson Foundation's grant application.



TOWN OF LAKE PARK GRANT APPLICATION INSTRUCTIONS AND FORM

I. GRANT PROCESS

The following processes have been established by the Commission of the Town of Lake Park to assist business entities and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). The Grant Program, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50% of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50% via allowable matches). The maximum amount available for the 2024-2025 fiscal year funding round is \$10,000. **No grant applications shall be put forth to the Commission to review for award either on a grant or reimbursement basis unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The required 100% match may be provided in the form of volunteer labor (which is valued at \$33.49 per hour for the purpose of this grant program), donated services, goods/materials, in-kind contributions and/or cash from another organization or business. The match must be substantiated by the submission of a signed Contribution/Match Worksheet as part of the application. **Town resources MAY NOT be used as matching funds. Matching funds are not transferrable to other projects.**

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following must be submitted to the Town:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of canceled checks if vendor was paid by check

All vendors receiving direct payment from the Town must complete a W-9 (and any other required paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited to direct payments to vendors.

Interested applicants may request a one-on-one meeting with the Town's Grant Writer/Chief Public Information Officer by emailing publicinformation@lakeparkflorida.gov. Such meetings must be scheduled and held no later than one week prior to the due date of the application.

All grants are dependent upon the availability of the Town Commission's appropriation of funding. No expenses may be incurred before Town approval of the application. Payments to contractors, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for the arrangement of services made by the applicant. As part of its application, the applicant must demonstrate the ability to complete the proposed project and expend all grant funds no later than August 31, 2025. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.**

II. APPLICATION DEADLINE

Each applicant may submit only one application for funding each fiscal year. There is one funding round per fiscal year. *For FY 2024-2025, the deadline for submittal of all applications is 5:00 PM Eastern Time on Friday, March 14, 2025.* All applications ***must be submitted electronically*** to grantapplication@lakeparkflorida.gov. The Town will receive the time-stamped application and the applicant will receive a time-stamped, auto-generated response as soon as the application is received. This time stamp shall be conclusive as to the timeliness of each submittal. No hard copies of applications will be accepted.

III. ELIGIBILITY CRITERIA

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)3 nonprofit tax-exempt organizations; for-profit businesses; or public entities. Eligible projects must, in the opinion of the Town Commission, directly benefit the citizens of the Town of Lake Park. Grants will not be made to organizations or businesses that have been in existence for less than three (3) years prior to the date of application; 501(c)3 nonprofit tax-exempt organizations that have been in existence for less than three (3) years are eligible to apply. Organizations/entities that are already in the Town's budget to receive project funding are not eligible to apply for additional funding through this grant program.

Examples of projects or programs that are eligible for consideration are as follows (to the extent that such proposed projects or events are consistent with the eligibility criteria set forth above):

- *Beautification*, including community cleanups, landscaping in public rights-of-way, minor park improvements, public art
- *Children/Youth*, including short-term neighborhood-operated programs that would benefit children (after-school/summer program, tutoring, mentoring), neighborhood-based sporting events
- *Communication/Membership* such as websites, newsletters, advertising, membership drives, directories
- *Crime Deterrents* such as signage, newsletters and items associated with neighborhood crime watch operations (video devices may be considered as long as they can be affixed in a secure location)
- *Event Requirements*, including supplies, notices, entertainment, rentals for festivals/celebrations (any and all special events must obtain applicable Town of Lake Park Special Event Permits)
- *Identity Promotion*, such as signage, logo design, membership t-shirts

Eligible projects must comply with the Town's Comprehensive Plan (with regard to economic development projects), as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments, if applicable. Such compliance must be evidenced by a review by the Town's Department of Community Development and the Palm Beach County Fire Inspector; compliance will be noted on the application form by Town staff.

Examples of projects or programs that are **NOT** eligible for funding are as follows:

- Capital items, including any individual item over \$500 that would require tracking by Town property control, excluding signage/surveillance camera equipment
- Computer hardware and/or software, electronic devices and related equipment
- Food and/or provisions for festivals or celebrations
- Ongoing multi-year projects
- Ongoing or operational costs, including salaries or other personnel costs
- Projects or programs already being funded/scheduled to be funded during the fiscal year by the Town or another source, including current operating budgets
- Projects or programs that have already been completed
- Projects typically funded under other sources, such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, religious organizations
- Residential improvements
- Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding, or to pay the Town's rental fees or deposits, or for payment of the Town's special event permit application fee

IV. ADDITIONAL REQUIREMENTS

Applications must be typed or neatly handwritten. All substantiating material (quotes, meeting minutes, match documentation, etc.) must be attached to the application at the time of submittal. All applicants are required to attend a pre-submittal meeting to be held on Tuesday, February 25, at 10:00 AM.



TOWN OF LAKE PARK
APPLICATION FOR GRANT ASSISTANCE
(Please type or print clearly)

SECTION 1: APPLICANT INFORMATION

Legal Name of Applicant: Nicholas and Christen Thompson Foundation ("NCT Foundation")

Address: 5028 Misty Morn Road

City: Palm Beach Gardens State: FL Zip Code: 33418

Telephone Number: 954-729-9731

E-mail Address: info@palmbeachcountyimaginationlibrary.com

Date Organization Was Legally Established: 2020 State: FL

Legal Form of Organization: ☐ Sole Proprietorship ☐ C or S Corporation ☐ Public Entity
☐ Limited Liability Company ☐ Partnership or Limited Partnership ☒ Nonprofit 501(c)3

Name of Principal Officer/Business Owner: Christen Thompson

Title: CEO

Contact Person for This Application: Christen Thompson

Telephone Number (if different from above): _____

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):
local program partner of Dolly Parton's Imagination Library

Palm Beach County Business Tax Receipt Number (if applicable): N/A

Lake Park Business Tax Receipt Number (if applicable): N/A

EIN Number (if applicable): 84-4644229

SECTION 2: DESCRIPTION OF PROPOSED PROJECT

Project/Organization Name: **Palm Beach County Imagination Library**

Address: **529 Park Avenue, Lake Park (www.palmbeachcountyimaginationlibrary.com)**

Detailed Project Description, Including Project Timeline (please attach a separate page if necessary):
Please see attached

Estimated Project Completion Date: **8/31/25**

(Please note that all proposed projects must be consistent with the Town of Lake Park's Comprehensive Plan (with regard to economic development projects) and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances and the Florida Fire Prevention Code with Palm Beach County Amendments. For further information regarding these requirements, please contact the Lake Park Department of Community Development at 561-881-3318).

SECTION 3: FUNDING INFORMATION**Amount requested from Town of Lake Park**\$ 7,500**Compilation of matching funds:****Volunteer labor**

(Calculate at \$33.49 per hour. Volunteer Labor Worksheet must be attached.)

\$ 2,500**Cash**

(Please itemize on Contribution/Match Worksheet.)

\$ _____

Donated professional services

(Not including volunteer labor. Please itemize on Contribution/Match Worksheet.)

\$ 5,000**Donated materials/supplies**

(Please itemize on Contribution/Match Worksheet.)

\$ _____

Other (please describe)

(Matching funds that are not directly related to the project will not be considered.)

\$ _____

Total Matching Funds:\$ 7,500

Please explain how you will complete your project/program if you are awarded 75% of your request; if you are awarded 50% of your request; and if you are awarded less than 50% of your request. Please feel free to attach additional pages if necessary.

The total amount of funding received will go toward Imagination Library books for children in the Town of Lake Park.

SECTION 4: HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA SET FORTH IN SECTION III OF THE APPLICATION INSTRUCTIONS?

(Please attach additional pages if necessary)

The applicant is an eligible 501(c)(3) nonprofit organization that has been in existence for more than three years. The project directly benefits children/youth and families in the Town of Lake Park.

SECTION 5: REQUIRED DOCUMENTATION

The applicant shall submit the following documentation:

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout of corporate information from the Department of State Corporations online public inquiry web page DOES NOT meet this requirement.*
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds
- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

For nonprofit organizations or public entities, in addition to the documentation listed above:

- A copy of the history of the organization, its mission statement and/or goals
- A complete copy of the applicant's Internal Revenue Service 501(c)3 tax-exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services (for nonprofit organizations only)
- A list of the applicant's governing board (Board or Directors or similar) and a brief biography of each officer and member, including corporate/professional affiliation (if any)

SECTION 6: REPORTING AND REIMBURSEMENT

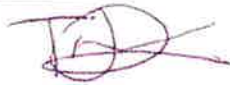


Applicant must submit a project report to the Town Manager within 60 days of completion of the project. The report must include final timeline of project, final costs and final outcomes. Documentation of expenditures to be reimbursed must be attached. If appropriate, photos may be included, but may not be used in lieu of a comprehensive report.

Following Town Manager review and approval of the report, reimbursement of all approved expenses will be processed, and a Request for Disbursement will be approved by the Town Manager and submitted to the Finance Department.

The following must be submitted to the Town in order to receive reimbursement:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of canceled checks if vendor was paid by check

Remainder of page intentionally left blank

VOLUNTEER LABOR WORKSHEET				
All volunteer labor hours must be allocated on or after April 3, 2025. Preparation of the grant application cannot be considered part of the volunteer labor hours)				
Volunteer Information				
Type of Work	Name and Address	Phone Number	Number of Hours	Signature of Volunteer
Imagination Library volunteer	Tanesa Rattanabouyang Library Assistant - Children's	(561) 881-3330	25	
Imagination Library volunteer	Judie Cooper, Library Director 529 Park Ave, Lake Park	(561) 881-3330	25	
Imagination Library volunteer	Dania Batista Paneque Assistant Library Director	(561) 881-3330	25	
TOTAL HOURS			75	Please attach additional Volunteer Labor Worksheets if necessary
RATE			\$33.40 PER HOUR	
TOTAL VOLUNTEER LABOR VALUE			\$ 2,500	

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not including volunteer hours) to be used as part of the grant project. Please make as many copies of this worksheet as necessary in order to include each contribution and/or match.

Grant Project Name: Palm Beach County Imagination Library

Donation Type:

(Check all that apply)

☒ Cash
 ☒ Services
 ☐ In-kind
 ☐ Goods/Materials
☐ Other _____

Donor Information: Nicholas and Christen Thompson Foundation ("NCT Foundation")

Organization/Company/Individual Name

5028 Misty Morn Road, Palm Beach Gardens, FL 33418

Address

City/Zip Code

(561) 975-5526

thompsonfoundationfl@gmail.com

Telephone

Email

Detailed/Itemized Description of Contribution/Match:

Professional services including administration of project and performing marketing and enrollment tasks. Foundation funds will be allocated to purchase books, marketing materials, and supplies. Working as volunteers, the entire value of grant funding will be designated for purchasing Imagination Library books and the expenses of time and organizing volunteers to get the maximum enrollment potential for families in the Town of Lake Park.

Total Value of Contribution/Match: \$ 5,000

(The value of in-kind contributions must be determined by the donor, not the applicant)

Christen Thompson
Authorized Signature of Donor

3/14/25

Date

2025 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N20000001707

Entity Name: NICHOLAS AND CHRISTEN THOMPSON FOUNDATION, INC.**Current Principal Place of Business:**5028 MISTY MORN RD.
PALM BEACH GARDENS, FL 33418**Current Mailing Address:**5028 MISTY MORN RD.
PALM BEACH GARDENS, FL 33418 US**FEI Number:** 84-4644229**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**THOMPSON, CHRISTEN
5028 MISTY MORN RD.
PALM BEACH GARDENS, FL 33418 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:**

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PRESIDENT
Name THOMPSON, NICHOLAS D
Address 5028 MISTY MORN RD
City-State-Zip: PALM BEACH GARDENS FL 33418

Title VP
Name FAY, AUDREY
Address 10424 SE LEATHERBACK TERRACE
City-State-Zip: TEQUESTA FL 33469

Title VP
Name FAY, PAUL V
Address 10424 SE LEATHERBACK TERRACE
City-State-Zip: TEQUESTA FL 33469

Title T
Name WERBLE, STEVEN L CPA
Address 300 NW 70TH AVE SUITE 200
City-State-Zip: PLANTATION FL 33317

Title PRESIDENT
Name THOMPSON, CHRISTEN
Address 5028 MISTY MORN RD
City-State-Zip: PALM BEACH GARDENS FL 33418

Title VP
Name THOMPSON, JUDY
Address 8423 CLUB ESTATES WAY
City-State-Zip: LAKE WORTH FL 33467

Title VP
Name THOMPSON, SCOTT
Address 8423 CLUB ESTATES WAY
City-State-Zip: LAKE WORTH FL 33467

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes, and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: CHRISTEN THOMPSON**DIRECTOR****02/06/2025**

Electronic Signature of Signing Officer/Director Detail

Date

Item 10.



The mission of the Nicholas and Christen Thompson Foundation (“NCT Foundation”) is improving early childhood literacy in Palm Beach County by applying the values of the game of golf. Our motto is Never Cease Trying.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 06 2021**

NICHOLAS AND CHRISTEN THOMPSON
FOUNDATION
5028 MISTY MORN RD
PALM BEACH GARDENS, FL 33418-7824

Employer Identification Number:
84-4644229
DLN:
26053443003490
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
February 10, 2020
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NICHOLAS AND CHRISTEN THOMPSON
FOUNDATION INC
5028 MISTY MORN ROAD
PALM BEACH GARDENS, FL 33418

Date: 02/27/2024
Employer ID number: 84-4644229
Form 990/990EZ/990-N required: Yes
Person to contact:
Name: Micah McDaniels
ID number: 91102
Telephone: 877-829-6670

Dear Applicant:

In your letter dated July 18, 2023, you requested a reclassification of foundation status as a public charity.

Our records indicate you are classified as a private foundation. You claim you're erroneously classified as a private foundation and are requesting correction of the error.

Based on the information you provided, we determined you meet the requirements for classification as a public charity described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi) and updated our records.

Because your tax-exempt status wasn't under consideration, you continue to be classified as an organization exempt from federal income tax under IRC Section 501(c)(3).

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

This letter could help resolve questions on your foundation status. Keep it for your records.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER WILTON SIMPSON

February 28, 2025

Refer To: DTN4044396 CH64491

NICHOLAS AND CHRISTEN THOMPSON FOUNDATION, INC.
5028 MISTY MORN RD
PALM BEACH GARDENS, FL 33418-7824

RE: NICHOLAS AND CHRISTEN THOMPSON FOUNDATION, INC.
REGISTRATION#: CH64491 EXPIRATION DATE: March 4, 2026

Dear Sir or Madam:

The Department has received your application submitted under Chapter 496, Florida Statutes, the Solicitation of Contributions Act. Effective July 1, 2013, qualified charitable organizations are exempt from the fee based registration if they meet the following criteria, but are still required to register annually using form FDACS-10110 which will be mailed to you approximately 35 days before the registration expiration date:

- * The charitable organization or sponsor has less than \$50,000 in total revenue during the preceding fiscal year.
- * The fundraising activities of the charitable organization or sponsor are carried on by volunteers, members, or officers who are not compensated and no part of the assets or income of the organization or sponsor inures to the benefit of or is paid to any officer or member of the above named charitable organization or sponsor.
- * The charitable organization or sponsor does not utilize a professional fundraising consultant, professional solicitor, or commercial co-venturer.

Based on the information provided, it appears your organization is not subject to the fee based registration and has complied with the filing requirements of s. 496.406. An annual registration is still required pursuant to s. 496.406(1)(d), Florida Statutes.

PLEASE NOTE: If you no longer meet one or more of the above listed qualifiers, you must submit a registration application using form FDACS-10100 with all required attachments and fees within 30 days of the qualifying change. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to file under s. 496.406 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

Sincerely,

Jose Llaque
Regulatory Specialist I
850-410-3707
Fax: 850-410-3804
E-mail: jose.llaque@fdacs.gov



NCT Foundation

NICHOLAS AND CHRISTEN THOMPSON FOUNDATION
NEVER CEASE TRYING

2025 BOARD OF DIRECTORS

Mr. Nicholas D. Thompson
President
5 years of service
Affiliations: PGA TOUR

Mrs. Christen Thompson
President
5 years of service
Affiliations: Attorney

Mr. Paul V. Fay
Vice President
5 years of service
Affiliations: Business Consulting

Mrs. Audrey Fay, M. Ed.
Vice President
5 years of service
Affiliations: Literacy

Mr. Scott Thompson
Vice President
5 years of service
Affiliations: Business Management

Mrs. Judith Thompson
Vice President
5 years of service
Affiliations: Gorfinkel Dentistry

Mr. Steven L. Werble, CPA
Treasurer
2 years of service
Affiliations: Werble Consulting Group

Palm Beach County Imagination Library

The project is the Palm Beach County Imagination Library. Dolly Parton started her Imagination Library in 1995 to inspire a love of reading in children, and since then has donated over 270 million books, making it the preeminent book gifting program in the world. The Imagination Library works through local affiliates, who enroll families and pay the monthly cost of books and mailing, while the Dollywood Foundation provides key systems including website, book ordering database, and negotiates the wholesale cost of books with the official publisher of the Imagination Library, Penguin Randomhouse.

Nicholas and Christen Thompson Foundation (“NCT Foundation”), a 501(c)(3) non-profit organization incorporated in 2020 by local PGA TOUR professional Nicholas Thompson and his wife, is the local affiliate of Dolly Parton’s Imagination Library in Palm Beach County. (See Attachment A, Memorandum of Agreement). Nicholas holds a degree in Business Management from Georgia Tech University, where he played golf collegiately. Christen is a member of the Florida Bar. She attended law school at Nova Southeastern University, and previously worked for the law firm Roberts, Reynolds, Bedard and Tuzzio, P.A.

The Imagination Library mails one free, high-quality, age-appropriate book per month to all children under age five enrolled, regardless of income, at no cost to the family. A child enrolled from birth through their fifth birthday will have a library of 60 books when they start kindergarten. The early years of childhood development are fundamental, and according to the National Commission on Reading, the “single most significant factor influencing a child’s early educational success is an introduction to books and being read to at home prior to beginning school.”

A large body of research supports the effectiveness of the Imagination Library in promoting literacy, kindergarten readiness, and future success in school. For example, a study in Tennessee concluded that graduates of the Imagination Library scored higher on standardized testing in both reading and math than non-participants, even when controlling for other factors such as socioeconomic and demographic variability, as well as pre-kindergarten attendance and individual family reading habits. (See Attachment B, Dolly Parton’s Imagination Library Impact Report 2021). The Imagination Library is extremely popular among participants. In 2012, the Imagination Library was recognized in the academic journal *Reading Psychology*, for “Increasing parental reading through book distribution.” The Imagination Library has also received the Best Practices from the Library of Congress Award (2014), the prestigious David E. Rubenstein Prize from the Library of Congress (2021), and the Eric Carle Angel Award (2022).

Imagination Library books are selected annually by a panel of early childhood literacy experts and include two bilingual titles, in English and Spanish, per year. The award-winning “Blue Ribbon Selection Committee” has chosen titles like *Corduroy* by Don Freeman, *Llama Llama Red Pajama* by Anne Dewdney, and many others. The first book every child receives is *The Little Engine That Could*, with a special introduction by Dolly Parton, and the graduation book each child receives is *Look Out Kindergarten, Here I Come!* Each Imagination Library book also

includes reading tips for caregivers to use when reading the books to their children, thereby improving family literacy. Research on family literacy demonstrates that parents, including parents with limited formal education themselves, actively work to support their children's literacy. *Connections between child and adult literacy regarding learning, skill levels and practices*. Prinsloo (2005) (citing Stein and Slonimsky, 2001).

Nearly 50% of third grade students in Palm Beach County read below grade level, as reported by Children's Services Council. By preparing children for kindergarten, the Imagination Library allows families to work proactively toward their child's future success in school. In zip code 33403, which comprises the Town of Lake Park as well as areas of West Palm Beach, poverty levels are higher for those with children under five years at 46.0%, and 59.7% of third grade children tested not on level.

The Imagination Library enrolls families according to age and location; all families with children under the age of five in a town and/or zip code where the Imagination Library is open and available, can enroll. This funding will allow the program to be available to all children under age five in the Town of Lake Park. According to 2020 U.S. Census Data, there are 670 children under the age of five in the Town of Lake Park. Since 2020, the Palm Beach County Imagination Library has served 1,300 children, and 926 are currently enrolled, while 86 of those participating live in Lake Park.

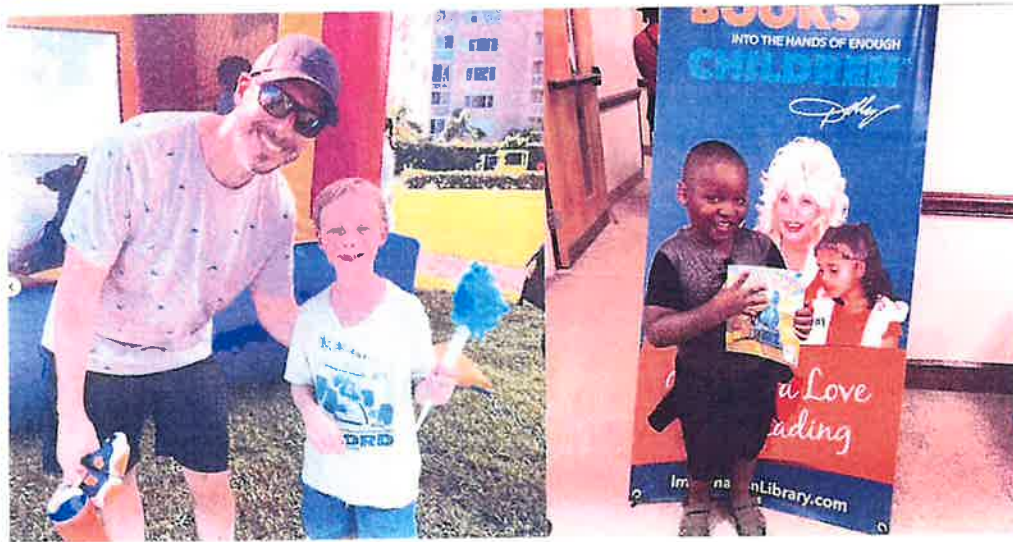
Programs at the Lake Park Library for families to learn about the Imagination Library, receive their first book, and enroll, will be held on: May 17th, June 21st, and September 6th. Due to ongoing construction at the library, these programs will be flexible and able to be held indoors at the library or outside as needed.

The monthly cost of books and mailing is \$1,742 per month, with \$6,968 budgeted for the project timeline.

Lake Park Literacy Carnival

The NCT Foundation was thrilled to receive grant funding from the Town of Lake Park in 2024 to administer Dolly Parton's Imagination Library. The program included a Literacy Carnival in Kelsey Park to celebrate World Literacy Day. Several community organizations volunteered at the event, providing tents, giveaway items and resources to attendees, including Children's Services Council, Lake Park Library, Bridges of Palm Beach County, Healthy Mothers, Healthy Babies Palm Beach County, New Worlds Reading, Boys Town South Florida, 211, and Pediatric Associates. Volunteers from the Junior League of the Palm Beaches and local nonprofit Care Crew also worked at the event.





Project Expenses	Funding Request	Narrative/Explanation
Imagination Library books for families with children in the Town of Lake Park during project timeline: \$6,968	\$6,968	Imagination Library books to be gifted in the Town of Lake Park, one book per month for all children under five
Lake Park Public Library Enrollment Events: \$250/event	\$750	Marketing, including signage and posters, catering including children's snacks, juice, and arts and crafts supplies for story time and enrollment event
Literacy Carnival at Kelsey Park	\$1,557	Bounce house, trackless train, and cotton candy machine rental - \$563 Pizza and refreshments - \$244 Face painter - \$750
"The Little Engine That Could" Imagination Library books	\$410	Copies of introductory Imagination Library book, "The Little Engine That Could" to distribute during events

TOTAL BUDGET: \$9,685

AGREEMENT

THIS AGREEMENT is entered into the 26 day of February, 2024, between **The Dollywood Foundation**, a Tennessee nonprofit corporation (herein the "Foundation") and Nicholas and Christen Thompson Foundation, Inc. [ADD NAME OF LEGAL ENTITY] (herein the "Affiliate").

WITNESSETH:

WHEREAS, the Foundation's mission is to share the life and legacy of Dolly Parton as an inspiration for all children to Dream More, Learn More, Care More and Be More (the "Mission"); and

WHEREAS, as a result of this Mission, the Foundation has created "Dolly Parton's Imagination Library" to assist in the early educational development of children by providing children from birth through the age of five, with monthly, age-appropriate books, free of charge to the families of such children ("Book Gifting Program"); and

WHEREAS, Affiliate is also committed the early educational development of children in Palm Beach County, Florida (the "Geographical Area") and desires to provide "Dolly Parton's Imagination Library" through the Book Gifting Program to the children in the Geographical Area; and

WHEREAS, the Foundation and Affiliate have determined that it is in their mutual interest to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the covenants and promises set forth herein, the parties agree as follows:

1. Affiliate agrees that, with the assistance of the Foundation, it will provide "Dolly Parton's Imagination Library" through the Book Gifting Program in the Geographic Area, in accordance with the terms and conditions set forth herein.
2. Affiliate shall use the Foundation's registration and delivery system to distribute one (1) book per month, free of charge, to each child in the Geographical Area that has been registered in accordance with the guidelines established by the Foundation, which may change from time to time. Additionally, Affiliate shall be or partner with an entity qualified by the United States Postal Service for non-profit mailing rates.
3. Affiliate agrees to use the name "Dolly Parton's Imagination Library" and the official logo, attached hereto and made a part hereof as Addendum A (the "Logo"), in any and all written references to the Book Gifting Program, which shall include, but not be limited to, all brochures, fact sheets, advertisements, digital media, book labels, leaflets, annual reports, prospectuses, and any and all other forms of public written communication about the Book Gifting Program and "Dolly Parton's Imagination Library" (the "Materials"). Prior to utilizing any

Materials, Affiliate agrees to submit draft versions of all such Materials it will use for the Book Gifting Program to the Foundation below for review and approval. Affiliate agrees to only use Materials that have been approved by the Regional Director.

4. Affiliate agrees to make “Dolly Parton’s Imagination Library”, through the Book Gifting Program, available to every child under the age of five in the Geographic Area. Affiliate shall make reasonable efforts to register every child under the age of five and shall accept all pending registrations into “active” status before each monthly book order.

5. Affiliate shall register the home residence of each child for the delivery of the books, through the use of the United States Postal Service.

6. Affiliate agrees that the registration list shall be used solely for activities clearly related to the “Dolly Parton’s Imagination Library”, the Book Gifting Program, and this Agreement and Affiliate will not sell or use the registration list for any other purpose. Additionally, Affiliate agrees not to solicit the parents or guardians of any and all active participants in the Book Gifting Program for fees or donations of any kind. Affiliate agrees to abide by the Data Sharing Agreement attached hereto as Addendum B.

7. Currently, the approximate cost of the books and postage is \$26.00 per child per year, which is subject to change. Affiliate understands that it is responsible for (i) securing adequate funding to purchase the books through the Foundation, (ii) registering children from birth through the age of five (5) in the Geographical Area for the Book Gifting Program; and (iii) carrying out its other obligations as established by this Agreement. Affiliate understands and agrees that the Foundation does not provide any funding to the Affiliate to carry out the obligations set forth in this Agreement.

8. Affiliate shall pay the monthly invoices from the Foundation in full by the due date listed on each invoice. Affiliate shall utilize one of the payment options in accordance with the Foundation’s Payment Policy attached hereto as Addendum C.

9. The name, likeness, and image of Dolly Parton are valuable and irreplaceable, for which Dolly Parton and the Foundation cannot be adequately compensated if damaged or compromised. Therefore, Affiliate shall not have any right to use, except with the prior written consent of the Foundation, or as specifically set forth in Paragraph 3 above, Dolly Parton’s name, likeness or image, implied or otherwise, in conjunction with domain names, posters, signs, advertisements, products, packaging, or any other representation, whether in regard to the Book Gifting Program or otherwise, and whether during or after the Term of this Agreement. Except as is permitted in Paragraph 3 above, it is specifically understood and agreed by Affiliate that this Agreement prohibits the use of the name “Dolly Parton” and any image of Dolly Parton or her personal logos in photographs, written advertisements, and any other manner, without the prior written consent of the Foundation. The provisions of this Paragraph shall survive the termination of this Agreement.

10. Affiliate shall obtain written permission from the Foundation’s Book Publishing Partner to (i) use cover and internal artwork; and/or (ii) perform live dramatic performances, from

the books distributed to Affiliate through the Book Gifting Program. Affiliate agrees to contact the Foundation, in writing, with any requests in regard to (i) and (ii) herein.

11. (a) Affiliate shall not directly or indirectly, for or through itself or any other person or business entity, in any capacity, undertake to replicate or compete with “Dolly Parton’s Imagination Library” or the Book Gifting Program except with the prior written consent of the Foundation (the “Competition Restriction”). This Competition Restriction specifically prohibits the use of the name, publisher, and mail service used by the Foundation, “Dolly Parton’s Imagination Library” and the Book Gifting Program, unless prior written consent by the Foundation is granted. This Competition Restriction applies to the Geographical Area and to any and all other areas or localities, and shall remain in full force and effect for a period of five (5) years from the date of expiration or earlier termination of this Agreement. Affiliate hereby acknowledges and confirms that a breach of this Competition Restriction will cause immediate and irreparable injury, loss, and damage to the Foundation, “Dolly Parton’s Imagination Library” and the Book Gifting Program and that an adequate remedy at law for such injury, loss, or damage may not exist. Therefore, Affiliate agrees that, in the event of any such breach, the Foundation shall be entitled to institute and prosecute proceedings in a court of competent jurisdiction to obtain temporary and permanent injunctive relief to enforce this Competition Restriction, in addition to any other remedies that may be available to the Foundation at law or in equity.

(b) Affiliate shall not directly or indirectly, for or through itself or any other person or business entity, in any capacity, share, utilize, publicize, replicate, or profit from any and all non-public, proprietary information obtained from the Foundation or any entity working with the Foundation, including, but not limited to, the Book Order System, the book and mailing pricing, and the Book Gifting Program.

(c) Neither the Foundation nor Affiliate will make any public disclosure of this Agreement without the prior written consent of the other party hereto.

12. All attachments to this Agreement are deemed to be a part of this Agreement and are incorporated herein by reference.

13. This Agreement may be cancelled by either party by providing one hundred twenty (120) days’ written notice to the other party prior to the end of the Term or Renewal Term, as the case may be, of this Agreement. Additionally, if Affiliate shall breach any of the terms or conditions of this Agreement, the Foundation may terminate this Agreement by written notice delivered in accordance with Paragraph 17 below and this Agreement shall immediately terminate upon the giving of such notice. Upon termination, Affiliate shall (i) immediately return all Materials in Affiliate’s possession to the Foundation, (ii) pay all invoices for book orders placed up to the date of termination, and (iii) cease using any Materials associated with “Dolly Parton’s Imagination Library”, and the Book Gifting Program.

14. The parties agree that Tennessee law shall apply to the terms and conditions of this Agreement and the parties agree to jurisdiction in the courts located in Tennessee.

15. This Agreement may be executed in any number of counterparts, all of which, when taken together, shall constitute one original.

16. Affiliate may not assign this Agreement without the written consent of the Foundation. Upon approval by the Foundation and the assumption of this Agreement by such approved assignee, except for the provisions set forth in Sections 9 and 11 of this Agreement, Affiliate shall be released from all future liability under this Agreement.

17. In the event that notices are required for any reason under the terms of this Agreement, all notices, shall be in writing and given by (a) hand delivery; (b) express overnight delivery service; (c) certified or registered mail, return receipt requested; or (d) electronic mail message, and shall be deemed to have been delivered upon (i) receipt, if hand delivered; (ii) the next Business Day, if delivered by a reputable express overnight delivery service; (iii) the third Business Day following the day of deposit of such notice with the United States Postal Service, if sent by certified or registered mail, return receipt requested; or (iv) confirmation of electronic transmission. Notices shall be provided to the parties and addresses (or facsimile numbers, as applicable) specified below or to such other address or such other person as either party may from time to time hereafter specify to the other party in a notice delivered in the manner provided herein:

If to The Foundation:

The Dollywood Foundation
111 E Main St, 2nd Floor,
Sevierville, TN 37862
Telephone: 865-428-9606
Fax: 865-428-9612
Email:

If to the Affiliate:

Nicholas and Christen Thompson Foundation
5028 Misty Morn Rd
Palm Beach Gardens, FL 33418
Telephone: 954-729-9731
Fax: _____
Email: thompsonfoundationfl@gmail.com

18. Affiliate agrees at all times to indemnify and save harmless the Foundation from and against any and all claims, actions, damages, liabilities and expenses, including, but not limited to, attorneys' and other professional fees and expenses, in connection with loss of life, personal injury and/or damage arising from the use by Affiliate of the Book Gifting Program, or arising from any breach or default in the performance of any obligation on Affiliate's part to be performed under this Agreement, or resulting from or arising out of the act or omission of Affiliate, its agents, employees or invitees.

19. No provision of this Agreement shall be deemed waived or amended except by a written instrument setting forth the matter waived or amended and signed by the party against

which enforcement of such waiver or amendment is sought. Waiver of any matter shall not be deemed a waiver of the same or any other matter on any future occasion.

20. This Agreement constitutes the entire agreement between the Foundation and Affiliate and there are no other representations, warranties or agreements, written or oral, between the Foundation and Affiliate with respect to “Dolly Parton’s Imagination Library”, the Book Distribution Program or this Agreement. Notwithstanding anything in this Agreement to the contrary, upon the execution and delivery of this Agreement by the Foundation and Affiliate (a) this Agreement shall supersede any previous discussions, agreements, term sheets or commitment letters, (b) the terms and conditions of this Agreement shall control notwithstanding that such terms are inconsistent with or vary from those set forth in any of the foregoing agreements, and (c) this Agreement may only be amended by a written agreement executed by the Foundation and Affiliate.

21. This Agreement shall commence on and be effective 2/26/24, and shall expire one (1) year thereafter (the “Term”). The Agreement shall automatically renew each subsequent year (the “Renewal Term”) unless written notification is provided by either party to the other in accordance with the notice and cancellation provisions of Paragraphs 13 and 17 of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month, and year first above written.

THE FOUNDATION:

THE DOLLYWOOD FOUNDATION

By: _____
 Name: _____
 Its: _____
 Date: _____

AFFILIATE: *Christen Thompson*

By: Nicholas and Christen Thompson Foundation
 Name: Christen Thompson
 Its: President
 Date: 2/26/24

ADDENDUM A	Brand Guide Page 20, Logo Usage and Co-branding
ADDENDUM B	Data Sharing Agreement
ADDENDUM C	Payment Policy

Dollywood Foundation

Attn: Operations Department
 111 E MAIN STREET
 2nd FLOOR
 SEVIERVILLE, TN, 37862

Invoice

Date	Invoice	Account #
2024-04-30	2024-14682	*FLPALMBEACH*

E-mail: invoice@dollyfoundation.com

Bill To

Nicholas & Christen Thompson Foundation
 Christen Thompson
 5028 Misty Morn Rd
 Palm Beach Gardens, FL, 33418-7824

**Please Pay
this Amount**

\$ 0.00

Make Check payable to: **Dollywood Foundation**

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

List E-Mail Changes Here: _____
 Additional E-mail: _____

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Dollywood Foundation

111 E MAIN STREET
 2nd FLOOR
 SEVIERVILLE, TN, 37862

P.O. No.

WOO-14682

Account

FLPALMBEACH

Quantity	Item Code	Description	Price Each	Amount
3	LETC Promo.	Carton of Little Engine Books for Promotional Use	97.03	291.09
0	Mailing - Promo	Mailing - Promotional Items/Supplies	131.94	0.00
0			0.00	0.00
0		Payment: card	0.00	0.00

Payments/Credit \$-423.03

Total \$423.03

This invoice is payable within 10 days of the invoice date, and has been calculated in your national currency.

Balance Due \$0.00

Dollywood Foundation

Attn: Operations Department
 111 E MAIN STREET
 2nd FLOOR
 SEVIERVILLE, TN, 37862

Invoice

Date	Invoice	Account #
2024-06-21	2024-14862	*FLPALMBEACH*

E-mail: invoice@dollyfoundation.com

Bill To

Nicholas & Christen Thompson Foundation
 Christen Thompson
 5028 Misty Morn Rd
 Palm Beach Gardens, FL, 33418-7824

**Please Pay
this Amount**

\$ 0.00

Make Check payable to: **Dollywood Foundation**

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

List E-Mail Changes Here: _____
 Additional E-mail: _____

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Dollywood Foundation

111 E MAIN STREET
 2nd FLOOR
 SEVIERVILLE, TN, 37862

P.O. No.

WOO-14862

Account

FLPALMBEACH

Quantity	Item Code	Description	Price Each	Amount
1	Dolly Stand-Up	Dolly Stand-Up (Cut-Out)	165.16	165.16
2	Libraries	Sample Set of Books	46.31	92.62
0	Mailing - Promo	Mailing - Promotional Items/Supplies	104.80	0.00
0			0.00	0.00
0		Payment: credit balance funds	0.00	0.00

Payments/Credit \$-362.58

Total \$362.58

This invoice is payable within 10 days of the invoice date, and has been calculated in your national currency.

Balance Due \$0.00

Business Adv Fundamentals - 3198: Account Activity Transaction Details

Post date: 06/14/2024

Amount: -5,000.00

Type: Transfer

Description: TRANSFER NICHOLAS AND CHRISTE:The
Dollywood Founda Confirmation# 0536461990

Merchant name: NICHOLAS AND CHRISTE:THE DOLLYWOOD
FOUND

**Merchant
information:**

**Transaction
category:** Uncategorized: Uncategorized



Premium Yellow Blue Red Bounce House with hood \$129.00
No Banner attachment

Sat, Sep 7 10:00 am - 1:00 pm

x 1 = \$129.00



Trackless Train \$275.00

Sat, Sep 7 11:00 am - 12:00 pm

x 1 = \$275.00



Cotton Candy (60 Servings Approx. flossugar 3.25lb) \$89.00

Sat, Sep 7 10:00 am - 1:00 pm

x 1 = \$89.00

SubTotal \$493.00

Damage Waiver - Yes \$19.99 \$512.99

Product Set up - Two Units \$25.00 \$537.99

Delivery Fee for Lake Park \$25.00 \$562.99

Tax: 0% \$0.00 \$562.99

Total \$562.99

Min Payment Req'd \$25.00

Due \$562.99



Sparkling Face Art

Sparkle Events and Entertainment | (561) 570-6067 | sparklingfaceart@gmail.com

FL

sparklingfaceartfl.com

This document is ready for review and signature. If you have any questions, just ask!

Client Name: Palm Beach County Imagination Library

Client Email: info@palmbeachcountyimaginationlibrary.com

Event Date: Sat, Sep 7, 2024

Event Time: 10:00am

Location: 601 Federal Hwy, Lake Park, FL 33403, USA

Face Painting for 3 hrs (10am-1pm) -artist1

Face Painting for 3 Hrs 10am-1pm)- artist 2

Total: \$750

Contract

This contract describes the agreement and includes a contractual obligations made between Sparkling Face Art hereinafter referred to as "ARTIST" or "I" or "WE" or "OUR" or "US" and "Palm Beach County Imagination Library" hereinafter referred to as "CLIENT" or "YOU" or "YOUR" and collectively known as the "PARTIES" on ... (Sat, Sep 7, 2024). The Artist and The Client are each referred herein as a "PARTY" and collectively known as the "PARTIES".

Business Adv Fundamentals - 3198: Account Activity Transaction Details

Post date: 09/09/2024

Amount: -243.79

Type: Debit card

Purchaser: CHRISTEN THOMPSON

Description: PAPA JOHN S 573 09/05 PURCHASE
9545689596 FL DEBIT CARD *9020

Merchant category: Fast Food Restaurants

Merchant category code: 5814

Merchant name: PAPA JOHNS PIZZA

Merchant information: 9545689596,FL

Online purchase: Y

Transaction category: Restaurants & Dining: Restaurants/Dining



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 2, 2025
Originating Department: Town Clerk – Vivian Mendez
Agenda Title: Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities.
Agenda Category (i.e., Consent, New Business, etc.): New Business
Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____
Advertised:
Date: N/A **Newspaper:** _____
Attachments: Palm Beach County Voting Delegate Form.

Please initial one:

_____ Yes I have notified everyone
 X _____ Not applicable in this case

Summary Explanation/Background:

In accordance with the Palm Beach County League of Cities Article Four of the League's Bylaws, the League is requesting the Town to update the League's voting delegation form to designate a member(s) of the Town Commission as a voting delegate and alternate(s) to vote on behalf of the Town during any League of Cities general membership meetings, special general membership meetings and/or functions of the general membership. This designation applies only to voting items for the General Membership.

Mayor Michaud and former Vice Mayor Kim Glas-Castro served this past year as the Town's Voting Delegates due to their positions on the Palm Beach League of Cities Board of Directors.

Mayor Michaud has been nominated by the Palm Beach County League of Cities Nominating Committee to continue serving on the Board of Directors for 2025-2026 as an At-Large Director, which is expected

to be ratified during the League Membership Meeting on April 23, 2025 meeting (Installation is planned for May 28, 2025).

The proposed Voting Delegate designation would be for the upcoming 2025-2026 League year.

Recommended Motion:

I move to appoint _____ as the Voting Delegate and _____ as the alternate Voting Delegate representing the Town of Lake Park.



Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities, Inc.

In accordance with Article Four of the Bylaws of the Palm Beach County League of Cities, Inc., as amended January 25, 2017, the governing body of (City, Town, or Village name):

Took the official action and designated the following voting delegate and alternate(s) to vote on behalf of the above named municipality at any League of Cities general membership meeting, special general membership meeting and/or function of the general membership. This designation applies **ONLY** to weighting voting items for the General Membership.

Voting Delegate:

Email:

Alternate(s):

Email:

Alternate(s):

Email:

Alternate(s):

Email:

Alternate(s):

Email:

Alternate(s):

Email:

Alternate(s):

Email:

Action taken this ____ day of _____, 2025

Mayor Signature

Attest:

Clerk Signature (SEAL)

www.palmbeachcountyleagueofcities.org | rradcliffe@pbcgov.org

Tel. 561-355-4484 · Fax 561-355-6545

P.O. Box 1989, Gov. Center, West Palm Beach, FL 33402

Office: Governmental Center, 301 North Olive Ave., West Palm Beach, FL 33401