



Lake Park Town Commission, Florida

Regular Commission Meeting

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

November 19, 2025 6:30 P.M.

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

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

CIVILITY AND DECORUM

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

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

SPECIAL PRESENTATION/REPORT:

1. Presentation - Introduction of PBC League of Cities Executive Director - Amelia N. Jadoo.

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

CONSENT AGENDA:

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

2. Minutes - Regular Commission Meeting - November 5, 2025.
3. Resolution 92-11-25 – Kelsey Park Pro-Shop Windows and Doors Replacement – Mueller Construction & Management Company – \$23,418.95.
4. Resolution 93-11-25 – Lake Park Library South End Front Door Replacement – Mueller Construction & Management Company – \$27,293.70.
5. Resolution 94-11-25- Cancel Regular Commission Meeting - December 3, 2025.
6. Resolution 95-11-25 - Final Budget Adjustment - Fiscal Year 2024/2025.
7. Resolution 96-11-25 – First Renewal – WebTMA Annual Software Subscription and Support – TMA Systems.

BOARD MEMBER NOMINATION:

- [8.](#) Appointment - Tree Board - Ms. Mary Beth Taylor.

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

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

- [9.](#) Ordinance No. 05-2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (2nd Reading).

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE OF THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NEW BUSINESS:

- [10.](#) FY 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Four (4) Positions.
- [11.](#) Discussion - Town Manager Annual Performance Evaluation.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

REQUEST FOR FUTURE AGENDA ITEMS:

ADJOURNMENT:

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



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Town Manager

Presentation - Introduction of PBC League of Cities Executive Director

Agenda Title: - Amelia N. Jadoo

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

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

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

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

Advertised:

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

On September 30, 2025, the Palm Beach County (PBC) League of Cities selected Ms. Amelia N. Jadoo to serve as the League’s new Executive Director.

Ms. Jadoo is an accomplished attorney with nearly twenty (20) years of experience representing government entities and private organizations, including serving as a municipal attorney for several municipalities in South Florida and as an Assistant County Attorney for eight (8) years.

Ms. Jadoo will be in attendance to introduce herself to the Town Commission and discuss plans for moving the League forward and working with municipalities, including the Town of Lake Park, and Palm Beach County.

Recommended Motion:

N/A



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025 Regular Commission Meeting

Originating Department: Clerk

Agenda Title: Minutes - Regular Commission Meeting - November 5, 2025

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

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

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

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

Attachments: Minutes, Exhibits A-D, Comment Cards

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Recommended Motion:

I move to approve the minutes of the November 5, 2025 Regular Commission Meeting.



Lake Park Town Commission, Florida

Regular Commission Meeting Minutes

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

Wednesday November 05, 2025

Immediately Following the Community Redevelopment Agency (CRA) Meeting

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

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CALL TO ORDER/ROLL CALL

6:47 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner Michael O'Rourke

ABSENT

Commissioner John Linden

PLEDGE OF ALLEGIANCE

Conducted during CRA Meeting.

APPROVAL OF AGENDA:

The following items were pulled – item number 1 and number 6. Item number 11 was moved to consent; item number 10 was moved after consent.

Motion to pull items 1 and 6; move item number 11 to consent; move item 10 after consent made by Commissioner O'Rourke, Seconded by Vice Mayor Hensley.

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

SPECIAL PRESENTATION/REPORT:

Item was pulled from the agenda.

1. Proclamation - Twiggs Academy

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.

-James Sullivan spoke about accidents in other areas with electric bikes. He feels that an Ordinance in the Town is warranted. He also spoke about property values going up and quality of life in Town has gone down.

-Michael Steinhauer provided comments via Exhibit A.

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.

Item number 6 was pulled.

Item number 11 was added to the consent agenda.

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

Town Manager Reade explained item number 5. He stated that Walter Duke and Partners are very familiar with municipal marinas and they will determine the recommended numbers to submit to Forest Development as a part of the revision and that it will be about a three-month process. Town Manager Reade stated that he and Town Attorney Baird looked into the matter and were able to determine that there would be no conflicts moving forward with Walter Duke.

Motion to pull item number 3 from the consent agenda made by Commissioner O'Rourke, seconded by Commissioner Thomas. Voting Aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

Motion to approve amended consent agenda made by Vice Mayor Hensley, Seconded by Commissioner O'Rourke. Voting aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

2. Special Called Town Commission Meeting Minutes - October 22, 2025
4. Resolution 87-11-25 – Approval of Evaluation Committee Ranking and Authorization to Negotiate – RFQ #115-2025 – Professional Engineering & Design Services for the 10th Street Road and Green Infrastructure Improvements Project
5. Resolution 88-11-25 – Agreement - Real Estate Appraisal Services – Walter Duke + Partners - Marina P3 Project - \$17,000
7. Resolution 90-11-25 – Agreement (Piggyback) - Streetlight Maintenance Services – C.R. Dunn, Inc.
11. Resolution 91-11-25 - Agreement - Medium & Heavy Truck Washing Services – FW Fleet Clean, LLC – \$13,000

Item number 3 pulled from consent agenda

3. Resolution 86-11-25 Security Services (Harbor Marina)(Renewal) – United K9 Special Patrol - \$63,336

Commissioner Thomas requested clarification about the roles of the two security guards, one of which is paid directly by Forest Development and one that is paid by the Marina.

Marina Director Jason Tenney stated that the Forest Development guard patrols the facility, not just the barge. Commissioner Thomas stated that she wants to ensure that the Town is

not receiving a benefit from Forest Development without an agreement. Town Manager Reade stated that they would be sure to confirm that with the security company. Mayor Michaud asked them to also find out if their security is in relation to the Nautilus project, Winn Dixie or the Dunkin Donuts. Vice Mayor Hensley asked if the Town is charging Forest Development for the use of the golf carts for their advertising. Marina Director Tenney explained that while they are not charging for that, the Town is still collecting for the dockage where the barge used to be. Vice Mayor Hensley stated that there needs to be a conversation about them receiving free marketing and free storage. Town Manager Reade stated that they are currently addressing that with the boat clubs and they need to include Forest Development in that as well. Commissioner O'Rourke stated that the Town needs to back off on the war with the developer and that there needs to be a resolution with the agreement and the reverter approvals and he spoke about why the boat clubs have been issued slips. Town Manager Reade stated that the Town was notified a year and a half ago that we were in violation of the deed restrictions because there was no full public access to the Marina and the Town was in danger of losing the Marina. He stated that the boat clubs were asked to move because of this. He stated that because there were members of our community that were using the boat clubs, they granted fifteen slips to the boat clubs so that these community members would still have access to the Marina. Town Manager Reade provided a time-line for completion of the project and the steps involved. Commissioner O'Rourke asked that this topic be brought up at another time. Commissioner Thomas stated that she is not at war with anyone on the dais, that she was only looking for clarification on the agenda item.

Motion to approve item number 3 made by Vice Mayor Hensley, seconded by Commissioner Thomas. Voting Aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

Item number 6 was pulled from the agenda.

6. Resolution 89-11-25 – Agreement – Annual Pest Control Services - Town Facilities – Northwest Exterminating Co., LLC - \$14,508.00

PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

8. Ordinance No. 05 -2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (1st Reading).

Town Planner Karen Golonka explained the item (Exhibit C).

Town Manager Reade explained that this process will create more efficiency. Commissioner Thomas stated that she did not see Blakely Park improvement for storm water storage and other improvements. Public Works Director Jaime Morales explained that the Town is still in the design phase with the consultant and then it will be brought before the Commission and the public for input. Commissioner Thomas asked if there is a roadway improvement schedule or estimated cost for other roads that need improvement. Public Works Director Morales stated that yes, there is a cost estimate for a majority of the roadway network and this can be posted to the website, but the funds are not available to start work this year. They have identified areas to improve within the Community Redevelopment area. Commissioner Thomas asked about sidewalks and the Park Avenue road diet. Public Works Director Morales stated that the funds are not available to move forward with the road diet.

Motion to approve Ordinance 05-2025 made by Vice Mayor Hensley, Seconded by Commissioner Thomas.

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

Town Attorney Lashley read the Ordinance by title only.

PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

9. Ordinance No. 04-2025 - Amendment - Comprehensive Plan - Future Land Use and Intergovernmental Coordination Elements (Remove Bioscience Overlay)(2nd and Final Reading)

Town Planner Golonka explained the item (Exhibit D).

Motion to approve Ordinance 04-2025 made by Commissioner O'Rourke, Seconded by Vice Mayor Hensley.

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

Town Attorney Lashley read the Ordinance by title only.

NEW BUSINESS:

10. Town of Lake Park Fiscal Year 2024 Annual Financial Statements (Audit)

Mr. Brandon Lopez of CBIZ thanked Finance Director Barbara Gould and her staff for their assistance with this process. He explained the audit (Exhibit B).

Mr. Lopez went over the awards that were spent and received during the year and stated that no issues were identified. He stated that there was a compliance issue with the deadline for completion of the audit. Commissioner O'Rourke asked about proprietary funds and where marina deficit funds come from. Mr. Lopez explained that the marina is essentially breaking even when taking depreciation into account.

Motion to approve Town of Lake Park Fiscal Year 2024 Annual Financial Statements (Audit) made by Commissioner Thomas, seconded by Vice Mayor Hensley.

Voting Aye; Mayor Michaud, Vice Mayor Hensley, Commissioner Thomas, Commissioner O'Rourke.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

-Town Attorney Lashley had no comments.

-Town Manager Reade stated that the PADD report is still in draft form and it will be shared with everyone as soon as it is received. He provided a time-line and process for potential final approval in March 2026. Town Manager Reade thanked all Veteran's for their service and all Town offices will be closed in honor of Veteran's Day. He announced the top-out event at the new Avalon property on Friday November 7th from 12-3pm. He announced the upcoming holiday celebration at the Town Green on Friday December 5th from 6-8pm. He announced the holiday decorating contest sign ups close on Tuesday, December 9th and there will be one winner per category. Town Manager Reade stated that the Florida League of Cities legislative conference in December will overlap with the next Commission meeting in December. Motion to cancel the December 3rd regular commission meeting and move the December 17th meeting to December 10th made by Commissioner O'Rourke, seconded by Vice Mayor Hensley. Voting Aye; All. Town Manager Reade mentioned some recent Human Resources initiatives in order to fill current vacancies.

-Commissioner O'Rourke spoke about his frustrations regarding plans that were made while he was Mayor not coming to fruition and the comment he made earlier about being at war was not directed to anyone personally but is borne out of his frustration with what is going on right now. He stated that he disagrees with the statement made that the boat clubs are servicing members of our community and he stressed the need for the Town and the developer to figure this out. He also spoke about a Veteran's car show happening this Sunday.

-Vice Mayor Hensley wished all Veteran's a happy Veteran's Day. He spoke about how great the Sunset Celebration and chili cook-off was.

-Mayor Michaud stated that he believes these issues will work themselves out. He spoke about the Seacoast presentation the previous evening and also the Nautilus lift station.

-Motion to amend previous motion to cancel the meeting on December 3rd and keep the meeting on the 17th made by Commissioner O'Rourke, seconded by Vice Mayor Hensley. Voting Aye; All.

-Commissioner Thomas expressed a desire for Park Avenue to look pristine for the upcoming holiday events. She spoke about a letter received from a resident and also spoke about the personal and official codes of conduct she is held to as a Commissioner. She addressed specific accusations that were stated in the letter and provided rebuttals that demonstrated no violation of the code of conduct on her part. She stated that she takes her job very seriously and takes this as a personal attack on her as a Commissioner. She stated that she conducts herself with integrity and treats other with the utmost respect. Mayor Michaud and Commissioner O'Rourke also clarified that the Commission always acts with integrity because they love their Town.

REQUEST FOR FUTURE AGENDA ITEMS:

Commissioner O'Rourke requested a future discussion on the current P3 situation.

Commissioner Thomas requested a future agenda item for the Town Manager's evaluation with the potential inclusion of Smart Goals.

ADJOURNMENT:

Motion to adjourn made by Commissioner O'Rourke, seconded by Commissioner Thomas.

Voting Aye; All.

Meeting Adjourned 8:35 P.M.

FUTURE MEETING DATE: Next Scheduled Regular Commission Meeting will be held on November 19, 2025.

Mayor Roger D. Michaud

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2025

Written Testimony for the Lake Park, FL Commission

Regarding the PADD Project and Kimley-Horn Report Over-Due

FOR THE PUBLIC RECORD

November 5, 2025 Michael Steinhauer, 435 Greenbriar Dr., Lake Park.

Pipestone1992@gmail.com 608-332-5547

Good evening, Mayor and Commissioners.

I'm speaking on behalf of the nonprofit **Lake Park Society for the Advancement of Civic Engagement**.

At the June 2nd Commission meeting we were presented with a final draft of the consultant's report about the downtown district. The Mayor then asked for a simple addition of creating another scenario. At the October 8th meeting, the **Town Attorney stated clearly that the Kimley-Horn Park Avenue Downtown District report was complete and no further meetings were appropriate**. Yet, another month has gone by! To my knowledge, no one has seen anything final. What is this almost half a year's delay all about??

This report was paid for with **public funds** including **specified contractual timelines**. It directly addresses information about the future of our town — our downtown character, building heights, traffic, parking, code compliance and waivers, and the balance between growth and livability. It seems our contract monitoring and management oversight skills have been sidelined.

Residents participated in workshops, wrote letters, attended meetings, and were told their input mattered. Some are left with the impression that decisions may be made behind closed doors or that the findings are being altered before release.

So tonight, I respectfully ask the Commission to:

1. **Direct staff to immediately demand and release the final Kimley-Horn report** to the public.
2. **Clarify whether any changes have been made** since the June 2nd version was presented or from October 6th reassurances. And
3. **Reaffirm the Town's commitment to open, transparent communication** with the residents who care deeply about Lake Park's future.

Explain this situation to us following this testimony. Lake Park thrives when residents, businesses, and leaders share the same information and work together in the open. Restore the transparency this process deserves.

Thank you.

October 30, 2025

To the Honorable Mayor and Members of the Town Commission
Town of Lake Park, Florida

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Lark Park, Florida (the “Town”) as of and for the fiscal year ended September 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, OMB Uniform Guidance and Chapter 10.550, Rules of the Auditor General of the State of Florida, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, the Uniform Guidance and Chapter 10.550, Rules of the Auditor General of the State of Florida

As stated in our engagement letter dated March 25, 2024, our responsibility, as described by professional standards, was to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Town’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Town’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the Town’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs, for the purpose of expressing an opinion on the Town’s compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Town’s compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, the Budgetary Comparison Schedules, the applicable Pension Trust Fund Schedules, and the Schedule of Changes in the Town's Total OPEB Liability, which supplement the basic financial statements, was to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI is not audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we did not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining Fund Financial Statements and the Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on introductory section and statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information is not audited, and we do not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified management override of controls as a significant risk of material misstatement as part of our audit planning.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during September 30, 2024, with the exception of the implementation of Governmental Accounting Standards Board (“GASB”) Statement No. 100, *Accounting Changes and Error Corrections*. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town’s financial statements were:

Management’s estimate of the net pension liability and related deferred outflows/inflows in accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* (GASB 68) and the Total OPEB Liability and related deferred inflows/outflows in accordance with GASB Statement No. 75, *Accounting and Reporting for Postemployment Benefits other than Pensions* (GASB 75) are based on actuarial methods and assumptions used by the actuaries for the development of the funding valuations as well as the accounting valuations. The key factors impacting the assumptions, such as inflation, salary changes, market conditions, ad hoc postemployment benefit changes (including ad hoc cost-of-living adjustments [COLAs]), and inputs to the discount rate, as well as certain information about mortality assumptions and the dates of experience studies, are subject to change on an annual basis and therefore can have a significant impact on this estimate. We evaluated the key factors and assumptions used to develop these estimates described above, in determining that it is reasonable in relation to the financial statements as a whole.

Management’s estimate of the allowance for uncollectible receivables is based on aging of receivables, historic loss levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements were:

The disclosures related to the Town’s defined benefit pension plan in Note 11 to the Financial Statements.

The disclosures related to the Town’s OPEB plan in Note 12 to the Financial Statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

Aside from delays in obtaining the Town's final reconciled trial balance, we did not encounter any significant difficulties in working with management during the performance and completion of our audit.

Independence

For the fiscal year ended September 30, 2024, we were engaged to provide nonaudit/nonattest services mainly related to the assistance of preparation of financial statements and related notes, the Data Collection Form as required by the Federal Single Audit Clearinghouse, and assistance with the preparation of the GASB 68, 75 and 87 journal entries. We evaluated the nature and objective of the requested work, the role of the nonaudit/nonattest responsibilities and management's role and determined that our independence would not be impaired, in fact or appearance.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 30, 2025.

Significant Unusual Transactions

For purposes of this letter, professional standards define *significant unusual transactions* as transactions that are outside the normal course of business for the Town or that otherwise appear to be unusual due to their timing, size or nature. We did not identify any significant unusual transactions during our audit.

Related Party Relationships and Transactions

As part of our audit, we evaluated the Town's identification of, accounting for, and disclosures of the Town's relationships and transactions with related parties as required by professional standards. We did not identify any related parties or related party relationships or transactions that were previously undisclosed to us; significant related party transactions that have not been approved in accordance with the Town's policies or procedures or for which exceptions to the Town's policies or procedures were granted; or significant related party transactions that appeared to lack a business purpose.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The schedule of findings and questioned costs (the “Schedule”) which includes our audit findings is included in the reporting section of the Town’s Financial Statements. The Schedule includes two (2) significant deficiencies along with management’s responses to correct/improve (corrective action plan) these reported matters.

Other Matters

We applied certain limited procedures to management’s discussion and analysis, the schedule of changes in the net pension liability and related ratios, the schedules of employer contributions, and the schedule of changes in total OPEB liability and related ratios, and the budgetary comparison schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules, as listed in the table of contents, and the schedule of expenditures of federal awards, as required by the Uniform Guidance, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it. We did read the other information and considered whether a material inconsistency exists between the other information and the financial statements. We did not note any material inconsistencies.

Town of Lake Park, Florida
October 30, 2025
Page 6

Restriction on Use

This information is intended solely for the information and use of the Honorable Mayor, Town Commission, Town Manager and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

CBIZ CPAs P.C.

CBIZ CPAs P.C.
West Palm Beach, FL



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 5, 2025

Originating Department: Community Development

Agenda Title: Ordinance No. 05 -2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (1st Reading)

Agenda Category (i.e., Consent, New Business, etc.): Ordinance on 1st Reading

Approved by Town Manager: Date:

Cost of Item: To be billed Funding Source: General Fund - Legal

001-514-108-

Account Number: 31100 Finance Signature: Barbara A. Gould

Advertised: Newspaper:

Attachments: Ordinance 05-2025

Please initial one:

Yes I have notified everyone

KJG Not applicable in this case

Summary Explanation/Background:

The Community Development Department is requesting the Town Commission to amending the Town’s Comprehensive Plan to update the Capital Improvement Schedule within the Capital Improvements Element in accordance with state law.

Note: State Statute 163.3177 (3) (a) (4) requires that municipalities annually update their Capital Improvements Element of their Comprehensive Plan to reflect their latest adopted Five Year Capital Improvements Schedule.

The Town’s Capital Improvement Plan (CIP) schedule was last adopted on Sept 18, 2025 as part of the FY 2026 Budget. Thus, the proposed amendment to the Town’s Comprehensive Plan, if approved, would meet the requirements outlined within state law.

Note: Unlike other amendments to the Comprehensive Plan, the update of the Five Year Capital Improvements Schedule is not required to be reviewed by the State's planning agency and will become effective upon 2nd and Final reading.

Additionally, as a budget-related ordinance, per statute, a business impact estimate statement is not required.

The proposed Ordinance is being presented for consideration by the Town Commission on 1st reading and is expected to be considered on 2nd and Final Reading during the November 19, 2025 Regular Town Commission Meeting.

The proposed Ordinance was prepared by the Community Development staff and reviewed by the Town Attorney.

Recommended Motion:

I move to approve Ordinance 05-2025 on 1st reading to amend the Town's Comprehensive Plan by updating the Town's Five Year Capital Improvements Schedule within the Capital Improvements Element.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 5, 2023

Originating Department: Community Development

Ordinance No. 04-2025 - Amendment - Comprehensive Plan - Future Land Use and Intergovernmental Coordination Elements (Remove Bioscience

Agenda Title: Overlay)(2nd and Final Reading)

Agenda Category: PUBLIC HEARING-ORDINANCE ON 2nd AND FINAL READING

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

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

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

Advertised: _____

Newspaper: _____

Attachments: Background Summary, Ordinance #04-2025

Please initial one:

_____ Yes I have notified everyone

x _____ Not applicable in this case

Summary Explanation:

The Community Development Department is requesting that the Town Commission consider adopting Ordinance No. 04- 2025 amending the Comprehensive Plan of Lake Park by:

1) Repealing all objectives and policies related to the Bioscience Research Protection Overlay (BRPO) contained in the Future Land Use Element and the Intergovernmental Coordination Element; and

2) Removing the Bioscience Research Protection Overlay (BRPO) from the Future Land Use Map (FLUM)

The recommended amendments to the Comprehensive Plan are basically “housekeeping items” as the Bioscience Research Protection Overlay (BRPO), established by an Interlocal Agreement (IA) in 2008 between five (5) north county municipalities and the County, as part of the initiative to bring The Scripps Research Institute to a site in Jupiter/Palm Beach Gardens. However, this initiative is no longer in existence.

The purpose of the Town's original amendments was to encourage bioscience uses in the Town by adopting a Bioscience Research Protection Overlay for industrial land uses, discourage rezoning to districts that would not include bioscience uses, and to coordinate with north county jurisdictions.

Note: Removal of the Overlay does not constitute a more restrictive action as prohibited under SB 180, as removal of the Overlay does not change permitted uses and removal of objectives and policies will not prohibit or discourage bioscience uses in the industrial districts. Removal of the Overlay reduces a potential barrier that would have made it more difficult to change the land use designation.

The Planning and Zoning Board, sitting as the Local Planning Agency (LPA), held a Public Hearing on August 4, 2025 and voted unanimously to recommend removal of the Bioscience Overlay and approval of the proposed Ordinance to the Town Commission. No public input was received at the meeting.

Following approval on 1st reading (September 3, 2025 Town Commission Regular Meeting), the proposed amendments were transmitted to the state's Office of Economic Opportunity, which serves as the state planning agency, for review. The required thirty (30) day period for review has now expired and the Town received responses stating "no comments" or did not receive any response. Thus, the Town may proceed to adopt the amendments as submitted.

The proposed Ordinance was approved on 1st reading on September 3, 2025 by the Town Commission and is being presented for 2nd and final reading. If approved, the proposed Ordinance would be effective immediately.

The proposed Ordinance was prepared by the Community Development staff and reviewed by the Town Attorney.

Recommended Motion:

I move to approve Ordinance No. 04-2025 on 2nd and final reading to amend the Comprehensive Plan of the Town of Lake Park by repealing all objectives and policies related to the Bioscience Research Protection Overlay contained in the Future Land Use Element and the Intergovernmental Coordination Element and to remove the Bioscience Research Protection Overlay from the Future Land Use Map.



CIVILITY AND DECORUM

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

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

Meeting Date 11/10/2025

Cards must be submitted before the item is discussed!!

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

Name: James Sullivan
Address: 548 Kessler 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):

Impoverished

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



Town of Lake Park
PUBLIC COMMENT CARD

Commission Item 2.

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Meeting Date 11/05/2024

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

Name: James Sullivan
Address: 1348 Filigree 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):
A MATTER LIFE & DEATH MATTER

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.

Time needed to present



Town of Lake Park
PUBLIC COMMENT CARD

Commission

Item 2.

CIVILITY AND DECORUM

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- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date 11/5/25

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

Name: Michael Steinhauer
Address: on file

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

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

TAD Consultants Report

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

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

Written Testimony for the Lake Park, FL Commission

Regarding the PADD Project and Kimley-Horn Report Over-Due

FOR THE PUBLIC RECORD

November 5, 2025 Michael Steinhauer, 435 Greenbriar Dr., Lake Park.

Pipestone1992@gmail.com 608-332-5547

Good evening, Mayor and Commissioners.

I'm speaking on behalf of the nonprofit **Lake Park Society for the Advancement of Civic Engagement**.

At the June 2nd Commission meeting we were presented with a final draft of the consultant's report about the downtown district. The Mayor then asked for a simple addition of creating another scenario. At the October 8th meeting, the **Town Attorney stated clearly that the Kimley-Horn Park Avenue Downtown District report was complete and no further meetings were appropriate**. Yet, another month has gone by! To my knowledge, no one has seen anything final. What is this almost half a year's delay all about??

This report was paid for with **public funds** including **specified contractual timelines**. It directly addresses information about the future of our town — our downtown character, building heights, traffic, parking, code compliance and waivers, and the balance between growth and livability. It seems our contract monitoring and management oversight skills have been sidelined.

Residents participated in workshops, wrote letters, attended meetings, and were told their input mattered. Some are left with the impression that decisions may be made behind closed doors or that the findings are being altered before release.

So tonight, I respectfully ask the Commission to:

1. **Direct staff to immediately demand and release the final Kimley-Horn report** to the public.
2. **Clarify whether any changes have been made** since the June 2nd version was presented or from October 6th reassurances. And
3. **Reaffirm the Town's commitment to open, transparent communication** with the residents who care deeply about Lake Park's future.

Explain this situation to us following this testimony. Lake Park thrives when residents, businesses, and leaders share the same information and work together in the open. Restore the transparency this process deserves.

Thank you.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Public Works

Agenda Title: Resolution 92-11-25 – Kelsey Park Pro-Shop Windows and Doors Replacement – Mueller Construction & Management Company – \$23,418.95

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

Cost of Item: \$23,418.95 **Funding Source:** PBC Discretionary Surtax Projects

Account Number: 301-521-301-001-408-597 **Finance Signature:** Barbara A. Gould

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

Attachments: RFQ No. 129-2025
Resolution
Agreement
Vendor's Proposal / RFQ Response
Proof of License and Insurance

Please initial one:
 X Yes, I have notified everyone.
_____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified the need to replace the existing windows and doors at the Kelsey Park Pro-Shop to meet current hurricane-impact standards and improve energy efficiency and safety for Town staff and park visitors.

As a result, the Town issued a Request for Quotation (RFQ) for professional construction services (RFQ #129-2025) on October 06, 2025, in accordance with the Town’s Procurement Policy. The intent of this RFQ is to select a qualified contractor to complete all work (i.e., labor,

materials, permitting, construction/restoration, etc.) to replace the existing windows and doors at the Kelsey Park Pro-Shop, in accordance with Florida Building Code standards.

The proposed purchase would follow the Town of Lake Park's Procurement Policy - Sec. 2-246. Thresholds for the procurement of goods and services.

1. For goods and services with a value greater than \$10,000, but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including RFQ 129-2025 and published addenda, as required.

To ensure the lowest possible price, staff recommends that the Town enter into an agreement with Mueller Construction & Management Company in the amount of \$23,418.95.

If approved, the Town Commission would accept Mueller Construction & Management Company's approved proposal, including all terms, conditions, and pricing therein. The Town will not expend more than the amount within the approved budget, as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 budget under the Special Projects – Discretionary Surtax Fund.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Mueller Construction & Management Company, the Special Events Director, the Finance Director and the Town Attorney.

The Town has not previously contracted with Mueller Construction & Management Company; however, reference checks with governmental entities listed in the firm's proposal confirmed a positive performance history and satisfactory customer service.

Recommendation:

I move to approve Resolution 92-11-25 and authorize an Agreement with Mueller Construction & Management Company, in the amount of \$23,418.95; and authorize the Mayor to execute the proposed Agreement.

AGREEMENT FOR THE REPLACEMENT OF WINDOWS AND DOORS AT KELSEY PARK PRO-SHOP

THIS **AGREEMENT** (the “Agreement”) is made and entered into this ___ day of _____, 2025, by and between the **Town of Lake Park**, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida 33403 (“Town”), and **Mueller Construction & Management Company**, 1557 Cypress Drive, Unit 1, Jupiter, FL 33469 (“Contractor”).

WITNESSETH THAT

WHEREAS, the Town of Lake Park, Florida (“Town”) issued a Request for Proposal (**RFQ No. 129-2025**) for the replacement of windows and doors at the Kelsey Park Pro-Shop; and

WHEREAS, Mueller Construction & Management Company submitted a proposal in response; and

WHEREAS, following evaluation, Mueller Construction & Management Company was determined to be the most responsive and responsible proposer; and

WHEREAS, the Town desires to enter into an agreement with Mueller Construction & Management Company;

NOW THEREFORE, the Town and the Contractor, in consideration of the mutual promises contained herein, agree as follows:

Scope of Services – The Contractor shall provide all labor, materials, equipment, components, transportation, disposal services, supervision, permitting, and incidentals necessary to complete the **Replacement of Windows and Doors at the Kelsey Park Pro-Shop** in accordance with **RFQ No. 129-2025** and the Contractor’s submitted proposal. Work shall include, but is not limited to, the following:

1. **Site Protection and Preparation**
 - Secure and barricade the work area for safety and public access control.
 - Protect all existing structures, utilities, interior surfaces, and landscape features.
2. **Removal and Disposal**
 - Remove and properly dispose of existing windows, door units, frames, hardware, sealants, and damaged materials.
 - Remove old fasteners, anchors, adhesive residue, and deteriorated substrate as required.
3. **Supply and Installation of New Units**
 - Furnish and install **hurricane-rated, impact-resistant windows and doors** meeting the **2023 Florida Building Code (FBC)** and **Miami-Dade or State of Florida Product Approval** specifications.

- Install associated framing, reinforcement, mullions, anchoring systems, and hardware.
- Verify all dimensions in the field prior to fabrication.
- 4. **Weatherproofing and Sealing**
 - Apply appropriate waterproofing membranes, backing rods, sealants, and flashing systems.
 - Ensure final installations are watertight and wind-load compliant.
- 5. **Surface and Finish Restoration**
 - Repair stucco, drywall, or related finishes affected by removal and installation activities.
 - Patch, texture, and repaint areas to achieve a uniform match with existing building conditions.
- 6. **Testing and Compliance Verification**
 - Perform operational and seal integrity testing of all installed windows and doors.
 - Confirm compliance with the Florida Building Code and Town specifications.
- 7. **Site Cleanup and Delivery**
 - Remove and dispose of all construction debris off-site.
 - Restore the site to clean, safe, and usable condition.
- 8. **Permitting**
 - Obtain and close all necessary building permits.
 - Pay associated permit fees unless waived.

Term – This Agreement shall commence on November 19, 2025, and work shall be completed within **60 calendar days** from the Town’s issuance of the Notice to Proceed.

Compensation – The Town shall pay the Contractor \$23,418.95.

Public Records Compliance – The Contractor shall comply with Florida’s Public Records Law as outlined in Chapter 119, Florida Statutes.

Entire Agreement – This Agreement, including all exhibits, constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements.

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

TOWN OF LAKE PARK

By: _____
 Name: _____
 Title: _____
 Date: _____

MUELLER CONSTRUCTION & MANAGEMENT COMPANY

By: _____

Name: _____

Title: _____

Date: _____

RESOLUTION 92-11-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH MUELLER CONSTRUCTION & MANAGEMENT COMPANY FOR THE PROVISION OF REPLACEMENT OF WINDOWS AND DOORS AT THE KELSEY PARK PRO-SHOP; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (“Town”) is a municipal corporation of the State of Florida with such powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contracts for goods and services necessary to maintain and improve public facilities, infrastructure, and operations; and

WHEREAS, the Town of Lake Park, Florida (“Town”) issued a Request for Quotes (RFQ # 129-2025) on October 06, 2025, for the replacement of windows and doors at the Kelsey Park Pro-Shop; and

WHEREAS, only one proposals were received and evaluated in accordance with the published RFQ criteria; and

WHEREAS, Mueller Construction & Management Company was determined to be the most qualified proposer; and

WHEREAS, the Town finds it in its best interest to award the agreement to Mueller Construction & Management Company for an amount not to exceed \$23,418.95;

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute the Agreement with Mueller Construction & Management Company, attached hereto as Exhibit A.

Section 3. This Resolution shall take effect immediately upon adoption.

Town of Lake Park Request for Quotes (RFQ) RFQ No. 129-2025 – Replacement of Windows and Doors at the Kelsey Park Pro-Shop

Introduction

The Town of Lake Park is soliciting quotes from qualified and licensed contractors for the replacement of windows and doors at the Kelsey Park Pro Shop, located in the vicinity of the Kelsey Park Pavilion. This project intends to enhance the building's hurricane resilience, security, and energy efficiency by installing **Florida Building Code (FBC)–compliant, impact-resistant systems**.

Project Scope

The scope of work shall include, but not be limited to:

- Removal and proper disposal of existing windows, doors, frames, and related hardware.
- Supply and installation of **hurricane-rated, impact-resistant windows and doors** in accordance with the current **Florida Building Code (FBC)** and **Miami-Dade or Florida Product Approval** standards.
- Proper sealing, caulking, and weatherproofing of all installed components to ensure long-term durability.
- Replacement of damaged stucco, drywall, and surrounding finishes, followed by repainting to match existing conditions.
- Testing and verification of the installed units to confirm compliance with the Town's specifications and FBC standards.
- Cleanup and disposal of debris and site restoration to its original condition.
- Securing the work area during construction to ensure public safety.
- Obtaining all necessary **permits** and paying applicable fees.

Specifications

- **Windows:** Impact-resistant, hurricane-rated glass and framing systems meeting FBC wind load and impact requirements.
- **Doors:** Hurricane-rated, reinforced frame systems with impact-resistant glass and hardware.
- All installations must comply with the **2023 Florida Building Code** and applicable **Miami-Dade or State of Florida product approvals**.

Submission Requirements

Vendors must submit their quotes electronically to townclerk@lakeparkflorida.gov with the subject line as follows:

“Submittal for RFQ 129-2025 – Replacement of Windows and Doors at Kelsey Park Pro-Shop.”

Each submission must include:

- 1. **Detailed cost breakdown** for materials, labor, permits, and associated services.
- 2. **Technical specifications and certifications** for all proposed window and door systems.
- 3. **Vendor experience** summary, including at least two similar projects completed within the past three years.
- 4. **Warranty information** for materials and workmanship.
- 5. **Proposed project schedule**, including anticipated start and completion dates.

Item	Type/Location	Quantity	Cost
Windows			
Doors			

Evaluation Criteria

Quotes will be evaluated based on the following criteria:

- Total project cost and overall value.
- Contractor’s qualifications and experience with similar work.
- Quality, certification, and compliance of proposed materials.
- Proposed timeline for completion.
- Warranty and post-installation support services.

Terms and Conditions

The Town of Lake Park reserves the right to:

- Accept or reject any or all quotes received.
- Modify or cancel this RFQ at any time before contract award.
- Negotiate with the selected vendor regarding project scope, pricing, and contract terms.

Windows and Doors Inventory (Estimated Measurements)

Kelsey Park Pro-Shop

- South Elevation: Two windows (approx. 37” x 60”)
- East Elevation: One two-panel window (approx. 72” x 60”)
- North Elevation: One four-panel window (approx. 142” x 60”)
- West Elevation: One double French-type door (approx. 76” x 97”)

Note: Contractors are responsible for verifying all dimensions on site before submitting quotes.

Submission Deadline

All submissions must be received **no later than 10:00 A.M., Tuesday, October 29, 2025**, and may be submitted either:

- **Electronically:** townclerk@lakeparkflorida.gov
- **By hand delivery:**
Town Clerk – Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
Attn: **RFQ No. 129-2025 – Replacement of Windows and Doors at the Kelsey Park Pro-Shop**

Contact:
Vivian Mendez
Town Clerk
Town of Lake Park

**Vivian
Mendez**

Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town
of Lake Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.
gov, c=US
Date: 2025.10.06 15:01:08 -04'00'

**Town of Lake Park
Request for Quotes (RFQ)
RFQ No. 129-2025 – Replacement of Windows and Doors at the Kelsey
Park Pro-Shop**

Introduction

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Project Scope

The scope of work shall include, but not be limited to:

- Removal and proper disposal of existing windows, doors, frames, and related hardware.
- Supply and installation of **hurricane-rated, impact-resistant windows and doors** in accordance with the current **Florida Building Code (FBC)** and **Miami-Dade or Florida Product Approval** standards.
- Proper sealing, caulking, and weatherproofing of all installed components to ensure long-term durability.
- Replacement of damaged stucco, drywall, and surrounding finishes, followed by repainting to match existing conditions.
- Testing and verification of the installed units to confirm compliance with the Town's specifications and FBC standards.
- Cleanup and disposal of debris and site restoration to its original condition.
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- Obtaining all necessary **permits** and paying applicable fees.

Specifications

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3. **Vendor experience** summary, including at least two similar projects completed within the past three years.
4. **Warranty information** for materials and workmanship.
5. **Proposed project schedule**, including anticipated start and completion dates.

Item	Type/Location	Quantity	Cost
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Doors			

Evaluation Criteria

Quotes will be evaluated based on the following criteria:

- Total project cost and overall value.
- Contractor’s qualifications and experience with similar work.
- Quality, certification, and compliance of proposed materials.
- Proposed timeline for completion.
- Warranty and post-installation support services.

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Submission Deadline

All submissions must be received **no later than 10:00 A.M., Tuesday, October 29, 2025**, and may be submitted either:

- **Electronically:** townclerk@lakeparkflorida.gov
- **By hand delivery:**
Town Clerk – Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
Attn: **RFQ No. 129-2025 – Replacement of Windows and Doors at the Kelsey Park Pro-Shop**

Contact:

Vivian Mendez
Town Clerk
Town of Lake Park

**Vivian
Mendez**

Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town
of Lake Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.
gov, c=US
Date: 2025.10.06 15:01:08 -04'00'

MUELLER CONSTRUCTION AND
MANAGEMENT COMPANY
1557 Cypress Dr|Ste 5
Jupiter, FL 33469-3181
8153883263
info@muellerconstructioncompany.com



Estimate

ADDRESS

Mrs. Vivian Mendez
Town of Lake Park
535 Park Ave
Lake Park, FL 33403

ESTIMATE # 2848

DATE 10/20/2025

EXPIRATION DATE 12/22/2025

PROJECT NAME

RFQ No. 129-2025 Window/Door

ACTIVITY	QTY	RATE	AMOUNT
Labor Remove and dispose of existing windows, doors, frames, and associated hardware. Supply and install hurricane-rated impact-resistant windows and doors.	1	10,221.00	10,221.00
Material One (1) double door and eight (8) windows with associated mullions and hardware.	1	12,057.95	12,057.95
Permitting Fees Actual permit fees TBD by Building Department and/or waived.	1	1,140.00	1,140.00
TOTAL			\$23,418.95

Accepted By

Accepted Date



Letter of Intent

Re: RFQ No. 129-2025 – Replacement of Windows and Doors at the Kelsey Park Pro-Shop

October 20, 2025

Mrs. Vivian Mendez
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mrs. Mendez,,

On behalf of Mueller Construction & Management Company, I am pleased to submit our response for RFQ No. 129-2025 – Replacement of Windows and Doors at the Kelsey Park Pro-Shop. As a Small Business Enterprise (SBE) certified by multiple agencies, our family-owned firm brings over 20 years of experience delivering high-quality, compliant, and timely construction services for municipal infrastructure and historic renovations. We are eager to provide as-directed/as-needed services to the Town of Lake Park, ensuring completion by specified deadlines. **The proposed timeline for the above-referenced project will be approximately three (3) weeks.**

Project Approach

We are fully equipped to execute the scope of services outlined in the Proposer's Qualifications, leveraging our experience in similar projects to deliver:

- Window and Door Replacement: Installed accurate, hurricane impact, energy efficient windows and doors for Palm Beach County and Palm Beach Gardens term contracts, ensuring compliance with the Florida Building Code standards for wind load resistance and public safety.

1557 Cypress Drive, Unit #5, Jupiter, FL 33469
561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



- Stucco Repair (approx. 5,500 sq ft): Restored over 10,000 sq ft of facades across Palm Beach County, using durable, code-compliant materials.
- Roof Replacement (approx. 4,500 sq ft): Completed roof replacements for multiple Sea Oats Condominiums reconfiguring the original roof structure because of structural and engineering inadequacies.
- Soffit and Bracket Repair: Repaired decorative soffits on historic Chicago buildings, maintaining architectural integrity.
- Concrete Walkways, Ramps, and Handrail Installation: Dyson Senior Buildings guardrail replacement, stucco restoration. Palm Beach County Housing Authority
- Electrical Conduit and Wiring Cover Replacement: Upgraded electrical systems at the Lake Worth Water Treatment Plant for safety and efficiency.
- Ceiling Tile Replacements: Fulton Holland- Ceiling Grid Repair, The School District of Palm Beach County.
- Compliance with Florida Building Code and ADA Standards: Consistently met regulatory requirements across all projects, with a focus on accessibility and safety.
- Multiple Office Renovations for The Town of Jupiter, The City of Palm Beach Gardens, and Palm Beach County Offices.
- Bathroom Renovations for The School District of Palm Beach County.

Team and Capacity

Our team, headquartered in Jupiter, Florida, ensures rapid response and personalized service.

Key personnel include:

- Jacob Mueller, Senior Project Manager: 20+ years in construction, with Florida Certified Building Contractor License (CBC1262650), OSHA 30-Hour, and former Mold Assessor/Remediator License (MRSR4001/MRSA3781). Oversees project planning and execution.

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 561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



- Jack Mueller, Construction Supervisor: 40 years in mechanical and structural installations, with certifications in OSHA 40-Hour, CPR/First Aid, and Mold & Asbestos. Manages on-site operations.
- Brian Bajorski, Project Manager: 15 years managing municipal renovations, with expertise in stucco and roofing (OSHA 30-Hour).
- Connor Uriarte, Lead Carpenter: 8 years in historic window and door installations, with Aerial Lift and Scaffolding certifications.
- Harold Keahey, Safety Coordinator: 5 years ensuring compliance with safety and environmental standards, with OSHA 10-Hour, Confined Space Entry, and Storm Water Pollution Prevention certifications.
- Natasha Bresilier, Assistant Project Manager Intern: 4 years in ground-up infrastructure projects, including electrical installations in ADA municipal projects.

Supported by three office staff, we ensure prompt communication, accurate documentation, and transparent project management. Our firm has successfully managed multiple concurrent projects, including term contracts with Palm Beach Gardens, Palm Beach County School District, and Palm Beach County, demonstrating our capacity to deliver on time and within budget.

Attached, please find detailed qualifications, resumes, a portfolio of 7 relevant projects, and references.

Thank you for considering Mueller Construction. We look forward to discussing our qualifications further and contributing to the Town of Lake Park's vision. Please contact me at 561-222-6408 or jacob@mueller.works with any questions.

Sincerely,

Jacob Mueller
President/Owner
Mueller Construction & Management Company

1557 Cypress Drive, Unit #5, Jupiter, FL 33469
561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



Professional Qualifications and Project Experience

Firm Qualifications

Based in Jupiter, Florida, Mueller Construction is a licensed Florida Certified Building Contractor (CBC1262650) specializing in municipal infrastructure and historic renovations. Our team has served clients like the City of Palm Beach Gardens, Palm Beach County School District, and Palm Beach County, achieving a 100% on-time completion rate across 50+ projects while meeting Florida Building Code, ADA, and preservation standards. Jacob Mueller's prior mold assessor/remediator licenses (MRSR4001, MRSA3781) inform our proactive environmental risk management, ensuring project safety and efficiency.

Key Personnel

1. Jacob Mueller, Senior Project Manager
 - Role: Primary point of contact, overall project oversight.
 - Experience: 20+ years in historic renovations and municipal construction, including City of Chicago historic restorations.
 - Certifications: Florida Certified Building Contractor (CBC1262650), OSHA 30-Hour, former Mold Assessor/Remediator (MRSR4001, MRSA3751), Confined Space Entry.
2. Jack Mueller, Construction Supervisor
 - Role: On-site construction oversight and coordination.
 - Experience: 40 years in mechanical and structural installations in commercial and municipal projects.
 - Certifications: OSHA 40-Hour, HAZWOPER, CPR/First Aid, Mold & Asbestos, Trenching and Excavating, Scaffolding, Aerial Lift.
3. Brian Bajorski, Project Manager
 - Role: Manages project scheduling and subcontractor coordination.
 - Experience: 15 years in municipal renovations, specializing in stucco and roofing.
 - Certifications: OSHA 30-Hour, Storm Water Pollution Prevention.



4. Connor Uriarte, Lead Carpenter
 - Role: Oversees window, door, and carpentry work.
 - Experience: 8 years in historic window and door installations.
 - Certifications: Aerial Lift, Scaffolding, STP Supervisory Training.
5. Harold Keahey, Safety Coordinator
 - Role: Ensures compliance with safety and environmental standards.
 - Experience: 5 years in construction safety for municipal projects.
 - Certifications: OSHA 10-Hour, Confined Space Entry, Storm Water Pollution Prevention, CPR/First Aid.
6. Natasha Bresilier, Assistant Project Manager Intern
 - Role: Assistant Project Manager, Safety, and ADA requirements.
 - Experience: 4 years in ground-up infrastructure projects, including electrical installations in ADA municipal projects. Construction safety for municipal projects, as well as scheduling and coordinating project activities.
 - Certifications: Public Safety Telecommunications Certificate, OSHA 10-Hour, BLS Certification.

Relevant Project Experience:

- Jupiter Water Treatment Plant (2019, 2023-2024)
 - Scope: Office renovation, chemical door installation, window replacements.
 - Value: \$125,000.
 - Reference: Steven Montmeyer, Senior Utilities Manager, 561-741-2710, StevenM@jupiter.fl.us.
 - Outcome: Enhanced facility resilience and compliance with water treatment standards.



- Lake Worth Water Treatment Plant (2022)
 - Scope: Door and window installations, electrical conduit upgrades.
 - Value: \$20,000.
 - Reference: Erica Hill, Maintenance Supervisor, 561-493-6229, ehill@pbewater.com.
 - Outcome: Improved safety and operational efficiency.
- Palm Beach County Housing Authority (2022)
 - Scope: Dyson Senior Buildings guardrail replacement, stucco restoration.
 - Value: \$64,000.
 - Reference: Kimberly Dellastatious, 561-582-5622, kimdell@mindspring.com.
 - Outcome: Enhanced accessibility and aesthetic integrity.
- Palm Beach International Airport (2025)
 - Scope: Terminal door replacement, ceiling tile adjustments.
 - Value: \$387,000.
 - Reference: Narumi Vargas, 561-616-6839, nvargas@pbc.gov.
 - Outcome: Improved passenger safety and facility functionality.
- Palm Beach County (2021-to present)
 - Scope: Window replacements, stucco repairs at Southern Region Water Treatment Plant.
 - Value: \$415,000.
 - Reference: Jamie Bostrom, Trades Crew Chief, 561-276-1358, jbostrom@pbc.gov.
 - Outcome: Strengthened infrastructure resilience.



- Palm Beach County Schools (2021-to present)
 - Scope: ADA-compliant walkways, ramps, and handrail installations across multiple schools.
 - Value: \$1,064,000 (combined).
 - Reference: Dan Hughes, Senior Project Administrator, 561-662-4865, dan.hughes@palmbeachschools.org.
 - Outcome: Enhanced accessibility and safety.
- City of Palm Beach Gardens (2020-to present)
 - Scope: Multiple renovation projects, including roofing and concrete work.
 - Value: \$775,000 (combined).
 - Reference: Jake McCarty, Director of Public Works, 561-804-7027, jmccarty@pbgfl.com.
 - Outcome: Delivered durable, high-quality municipal infrastructure.

Conclusion

Mueller Construction is well-prepared to deliver high-quality, as-needed construction services for the Town of Lake Park. We look forward to discussing our qualifications and contributing to your vision for a sustainable, accessible community. Please contact me at 561-222-6408 or jacob@mueller.works to schedule a meeting or clarify any details.

Sincerely,

A handwritten signature in blue ink, appearing to read "JAM", is written over a long, thin blue horizontal line.

Jacob Mueller
President/Owner



Warranty Form

*Sample
(1) one year
warranty
upon completion
of project.*

PROJECT: _____
LOCATION: _____
OWNER: _____

We, Mueller Construction & Management Company, the contractor for the above-referenced project hereby warrant that all labor and materials furnished, and work performed is in compliance with contract documents and authorized modifications thereto and will be free from defects due to defective materials or workmanship for a period of 1 year from the date of completion.

This Warranty commences on _____.
This Warranty expires on _____.

Should any defect develop during the warranty period due to improper materials, workmanship, or arrangement, the same, including adjacent work displaced, shall be made good by undersigned at no expense to the owner.

The owner will give the contractor a written notice of defective work. Nothing in the above shall be deemed to apply to work that has been abused or neglected by the owner.

By: [Signature]
Title: President/Owner
Date: _____

Ron DeSantis, Governor



Melanie S. Griffin, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



MUELLER, JACOB RYAN
MUELLER CONSTRUCTION COMPANY
1557 CYPRESS DRIVE UNIT 1
JUPITER FL 33469

LICENSE NUMBER: CBC1262650

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com



ISSUED: 08/17/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



MUELCON-01

MMIT

Item 3.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Venture Insurance Partners, Inc 1003 W Indiantown Road Suite 215 Jupiter, FL 33458	CONTACT NAME: PHONE (A/C, No, Ext): (561) 746-4514	FAX (A/C, No): (561) 746-6566
	E-MAIL ADDRESS:	
INSURED Mueller Construction and Management Company 1557 Cypress Drive Unit 1 Jupiter, FL 33469	INSURER(S) AFFORDING COVERAGE	
	INSURER A : GOTHAM INSURANCE COMPANY	
	INSURER B : GEICO INSURANCE COMPANY	
	INSURER C : Retail First Insurance Co.	
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL202500016561	7/27/2025	7/27/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			9300221224	10/14/2025	10/14/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below			520-63958	3/28/2025	3/28/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER Mueller Construction and Management Company 1557 South Cypress Drive Unit 1 Jupiter, FL 33469	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

Engineering Evaluation Report # 4100-052125-01

Item 3.

Prepared by:

A. Lynn Miller, P.E.
1070 Technology Dr.
N. Venice, FL 34275
(941) 480-1600
Florida Registration: #29296

Manufacturer:

CGI Windows and Doors
3780 W 104th St.
Hialeah, FL 33018

Product Description:

SH4100A Series Impact-resistant Aluminum Single Hung Window, (LM & SM), FL-23358

Compliance:

The above mentioned product has been evaluated for compliance with the requirements of the Florida Department of Business and Professional Regulation for Statewide Acceptance per Rule 61 G20-3.005 method 1(d). The product listed herein complies with requirements of the current Florida Building Code.

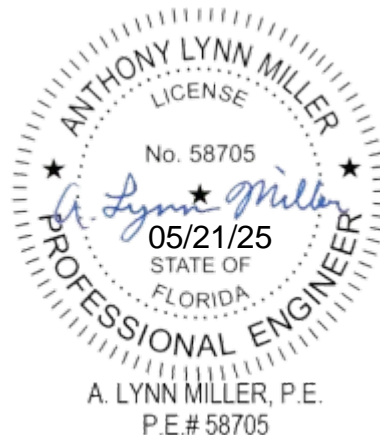
This product has been evaluated and is in compliance with the current Florida Building Code, including the "High Velocity Hurricane Zone" (HVHZ).

Supporting Technical Documentation:

1. Approval document: drawing number SH4100FLPA Rev E, signed and sealed by A. Lynn Miller, P.E.
2. Test Report(s) No. FTL 17-7382, 18-8281 & 20-2108.1-6, signed and sealed by Idalmis Ortega, P.E.
Fenestration Testing Laboratories, Nokomis, FL 34275
TAS 201-94 Large Missile Impact Test
TAS 202-94 Uniform Static Air Pressure Test
TAS 203-94 Cyclic Pressure Loading Test
3. Anchor calculations, signed and sealed by A. Lynn Miller, P.E., dated 9/25/18 & 8/27/20.
4. Miami-Dade RER Product Control Section NOA's; PVB Interlayer by Kuraray America, Inc and Saflex PVB Interlayer by Eastman Chemical Company

Limitations and Conditions of use:

- Maximum Design Pressure: +55.0/-65.0 psf
- Maximum Overall Buck Size: 52-1/8" x 77"
- Maximum DLO: 48-13/16" x 35-1/8"
- Units must be glazed per ASTM E1300-09, refer to approval document for glazing details.
- This product is rated to be used in the HVHZ.
- This product is impact resistant and does not require impact protection in wind borne debris regions.
- Frame and sash material to be extruded Aluminum.
- Units must be installed in accordance with approval document, SH4100FLPA.



Engineering Evaluation Report # 4100-052125-01

Prepared by:

A. Lynn Miller, P.E.
1070 Technology Dr.
N. Venice, FL 34275
(941) 480-1600
Florida Registration: #29296

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- This product is rated to be used in the HVHZ.
- This product is impact resistant and does not require impact protection in wind borne debris regions.
- Frame and sash material to be extruded Aluminum.
- Units must be installed in accordance with approval document, SH4100FLPA.



SERIES SH4100A IMPACT RESISTANT SINGLE HUNG WINDOW

1) THIS PRODUCT HAS BEEN DESIGNED & TESTED TO COMPLY WITH THE REQUIREMENTS OF THE FLORIDA BUILDING CODE, INCLUDING THE HIGH VELOCITY HURRICANE ZONE (HVHZ).

2) SHUTTERS ARE NOT REQUIRED WHEN USED IN WIND-BORNE DEBRIS REGIONS.

3) MASONRY ANCHORS MAY BE USED INTO WOOD AS PER TABLE 2. ALL WOOD BUCKS LESS THAN 1-1/2" THICK ARE TO BE CONSIDERED 1X INSTALLATIONS. 1X WOOD BUCKS ARE OPTIONAL IF UNIT IS INSTALLED DIRECTLY TO SUBSTRATE. WOOD BUCKS DEPICTED AS 2X ARE 1-1/2" THICK OR GREATER. 1X AND 2X BUCKS (WHEN USED) SHALL BE DESIGNED TO PROPERLY TRANSFER LOADS TO THE STRUCTURE. WOOD BUCK DESIGN AND INSTALLATION IS THE RESPONSIBILITY OF THE ENGINEER OR ARCHITECT OF RECORD.

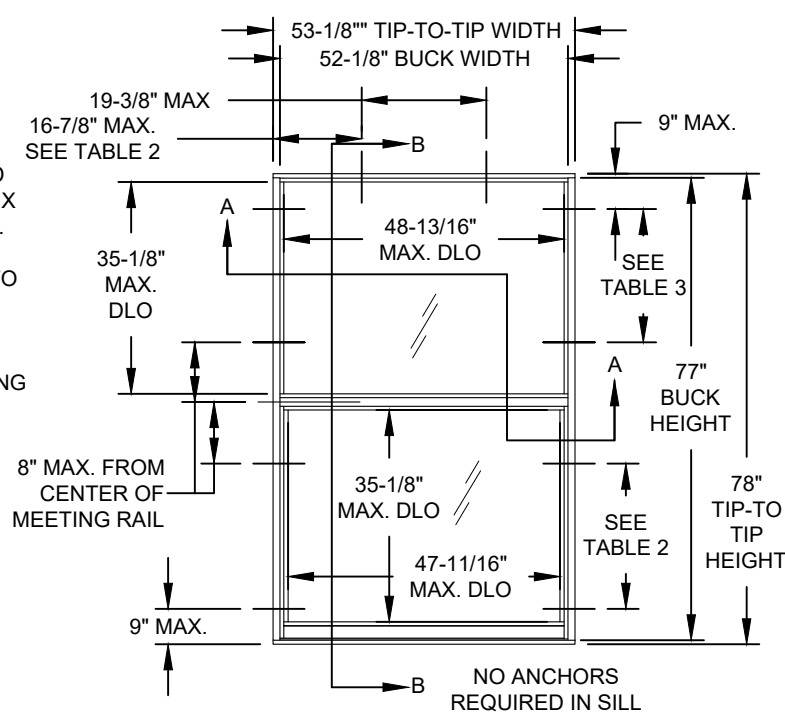
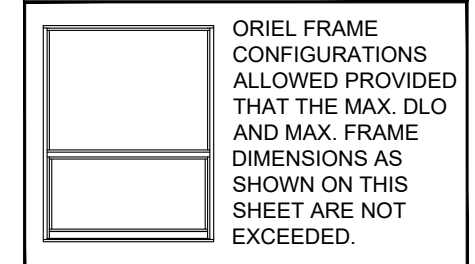
4) ANCHOR EMBEDMENT TO BASE MATERIAL SHALL BE BEYOND WALL DRESSING OR STUCCO. USE ANCHORS OF SUFFICIENT LENGTH. OVERALL SEALING & FLASHING STRATEGY FOR WATER RESISTANCE OF INSTALLATION SHALL BE DONE BY OTHERS AND IS BEYOND THE SCOPE OF THESE INSTRUCTIONS.

5) SHIMS ARE REQUIRED AT EACH FLANGE ANCHOR LOCATION WHERE THE PRODUCT IS NOT FLUSH TO THE SUBSTRATE. USE SHIMS CAPABLE OF TRANSFERRING APPLIED LOADS. WOOD BUCKS, BY OTHERS, MUST BE SUFFICIENTLY ANCHORED TO RESIST LOADS IMPOSED ON THEM BY THE WINDOW.

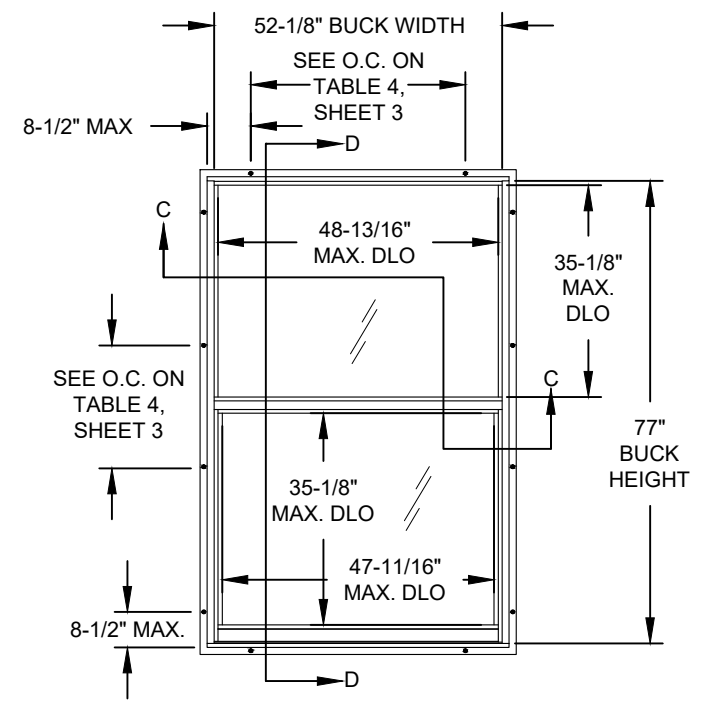
6) THE ANCHORAGE METHODS SHOWN HAVE BEEN DESIGNED TO RESIST THE WIND LOADS CORRESPONDING TO THE REQUIRED DESIGN PRESSURE. THE 33-1/3% STRESS INCREASE HAS NOT BEEN USED IN THE DESIGN OF THIS PRODUCT. THE 1.6 LOAD DURATION FACTOR WAS USED FOR THE EVALUATION OF ANCHORS INTO WOOD. ANCHORS THAT COME INTO CONTACT WITH OTHER DISSIMILAR MATERIALS SHALL MEET THE REQUIREMENTS OF THE FLORIDA BUILDING CODE FOR CORROSION RESISTANCE.

DESIGN PRESSURE RATING	IMPACT RATING
+55/-65 PSF	RATED FOR LARGE & SMALL MISSILE IMPACT RESISTANCE

Rev.#	05/21/25
Date	
ADD TABLE 2. - AM	



TYP. FLANGE FRAME ANCHOR LOCATIONS @ MAX. SIZE



TYP. INTEGRAL FIN FRAME ANCHOR LOCATIONS @ MAX. SIZE (INSTALLED WITH SCREWS)

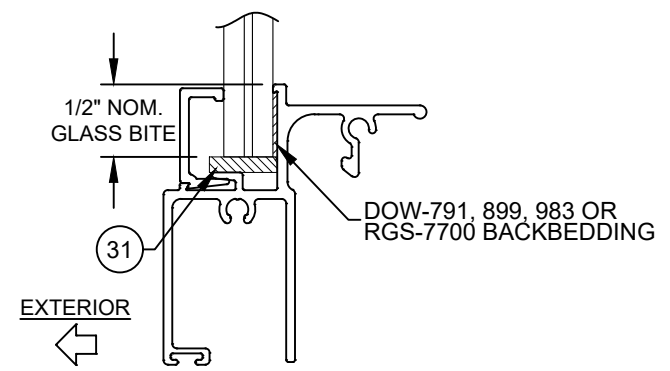
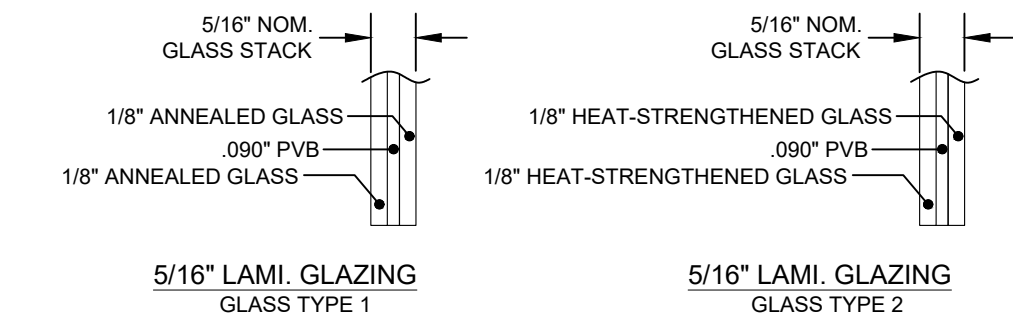
TABLE 1:

Laminated Glass Types	
1	1/8" Annealed, 0.090" PVB, 1/8" Annealed
2	1/8" Heat-strengthened, 0.090" PVB, 1/8" Heat-strengthened

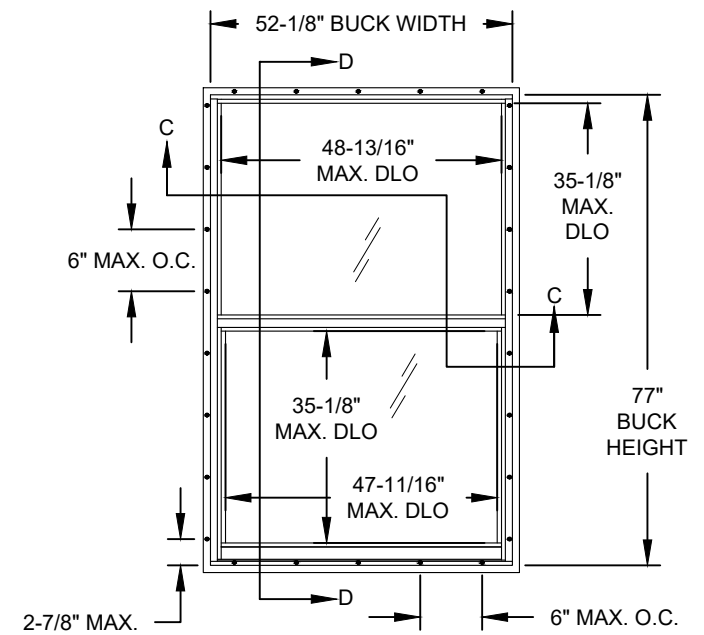
INTERLAYER MAY BE SAFLEX PVB OR TROSIFOL PVB

TABLE 2:

Window Width (Tip-to-Tip)	Header Anchor Hole Locations
Up to 33.75"	Qty 1 @ Center Line
33.812" thru 42.125"	Qty 2 @ 12.375" from each end
42.188 thru 53.125"	Qty 2 @ 16.875" from each end



TYP. GLAZING DETAIL



TYP. INTEGRAL FIN FRAME ANCHOR LOCATIONS @ MAX. SIZE (INSTALLED WITH NAILS)

PREPARED BY A. LYNN MILLER
1070 TECHNOLOGY DRIVE
N. VENICE, FL 34275
(941) 480-1600

REGISTRATION #29296
CGI WINDOWS AND DOORS
COPYRIGHT © 2024 CGI WINDOWS & DOORS
LIMITED LICENSE TO MAKE COPIES FOR PERMITTING.

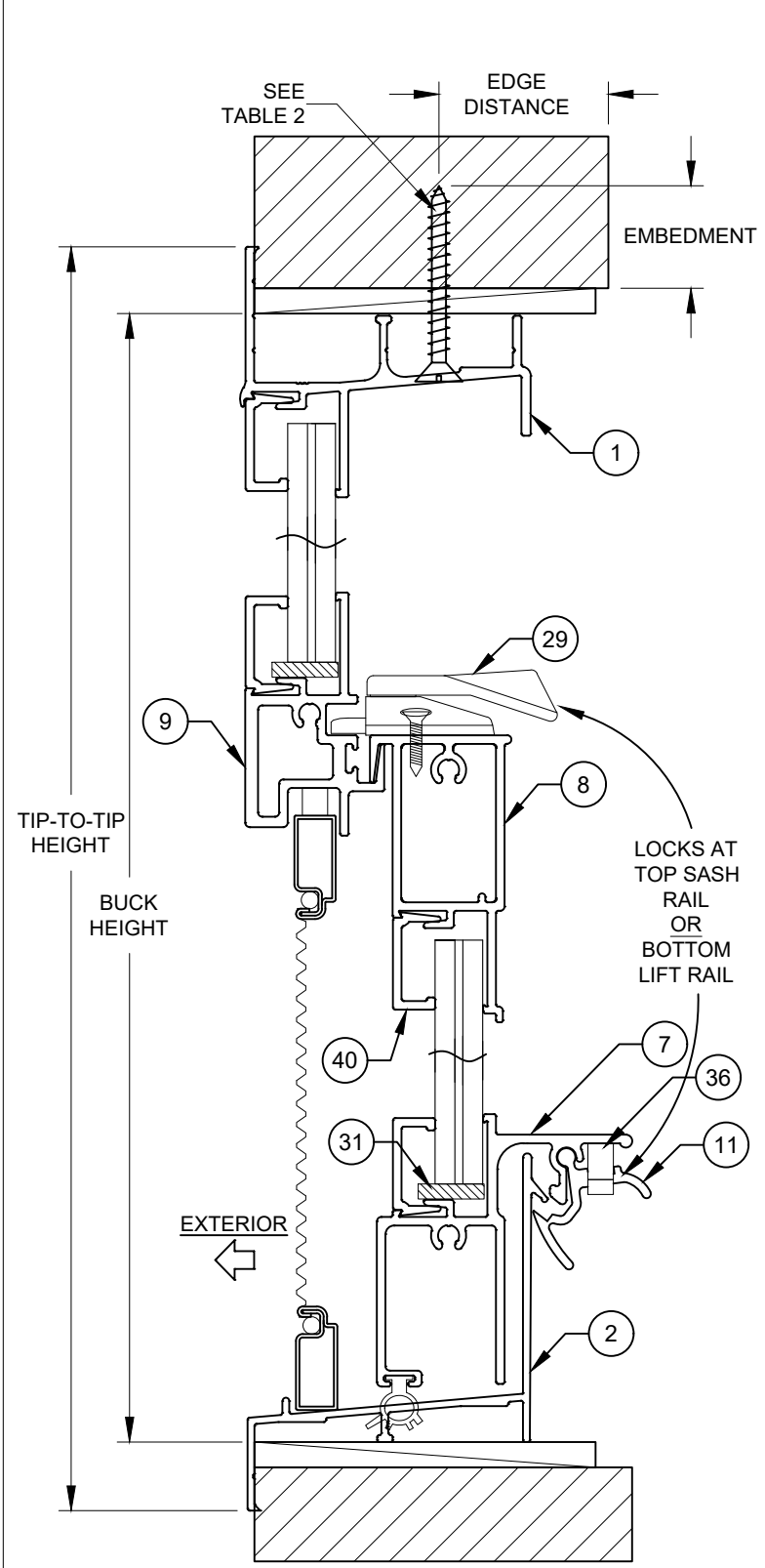
CGI WINDOWS AND DOORS
3780 W. 104TH STREET
HIALEAH, FL 33018

09/20/17
By: A MORLESIN
Date: 09/20/17

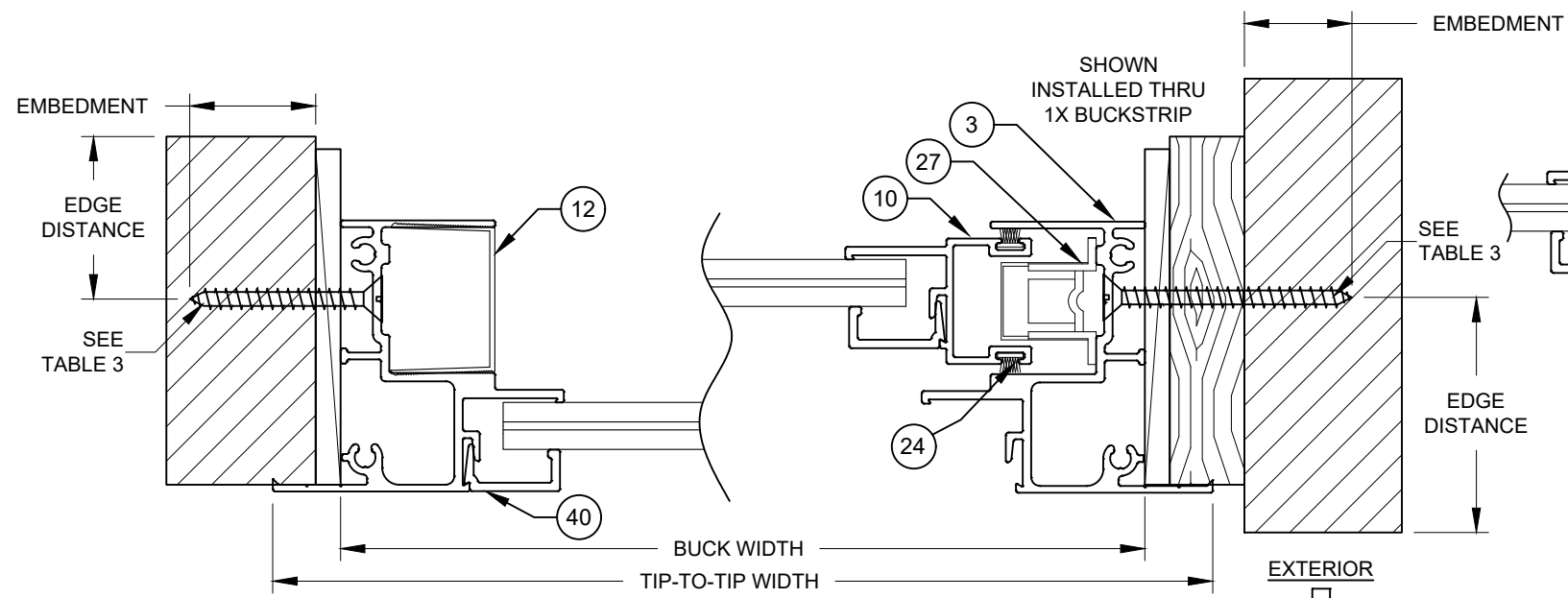
SH WINDOW INSTALLATION (LM)
ELEVATION & GENERAL NOTES
SH4100A
1 OF 4
SH4100FLPA

Impact Resistant Windows & Doors

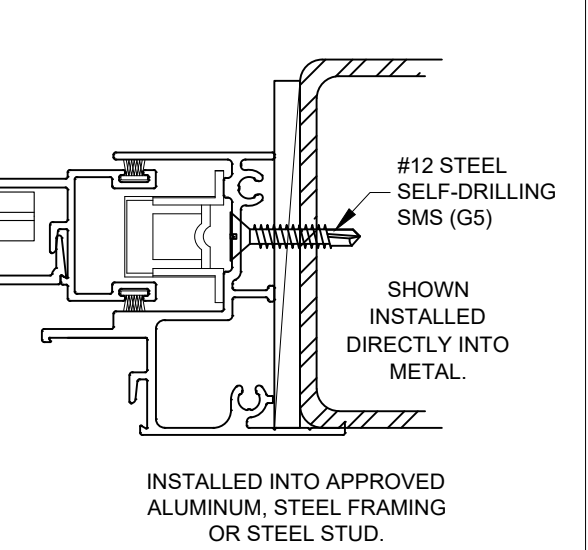
ANTHONY LYNN MILLER
LICENSE
No. 58705
05/21/25
STATE OF FLORIDA
PROFESSIONAL ENGINEER
A. LYNN MILLER, P.E.
P.E.# 58705



VERTICAL SECTION B-B



HORIZONTAL SECTION A-A



MULLION SECTION
APPROVED MULLION, MAY BE VERTICAL OR HORIZONTAL.

TABLE 3: THROUGH-FRAME ANCHORS

Anchor	Substrate	Minimum Edge Distance	Minimum Embedment	Max. O.C. (Above / Below Meeting Rail)
#12 Steel SMS Screw (G5)	P.T. Southern Pine (SG = .55)	9/16"	1-3/8"	21" / 23"
	Aluminum, 6063-T5 min.	3/8"	0.078"	21" / 23"
	Steel Stud, Gr. 33 min.	3/8"	0.045" (20 Ga)	21" / 23"
	A36 Steel	3/8"	0.050"	21" / 23"
1/4" Steel Ultracon+	P.T. Southern Pine (SG = .55)	1"	1-3/8"	21" / 23"
	Concrete (min. 3.0 ksi)	1-7/8"	1-3/8"	21" / 23"
	Grouted CMU, (ASTM C-90)	2-1/2"	1-3/4"	21" / 23"
1/4" 410 SS CreteFlex	Ungrouted CMU, (ASTM C-90)	1"	1-1/4"	12-1/4" / 12-1/4"
	P.T. Southern Pine (SG = .55)	1"	1-3/8"	21" / 23"
	Concrete (min. 3.35 ksi)	1"	1-3/4"	21" / 23"
1/4" 410 SS CreteFlex	Concrete (min. 3.35 ksi)	2-1/2"	1"	21" / 23"
	Ungrouted CMU, (ASTM C-90)	1-3/4"	1-1/4"	21" / 23"

- ANCHOR MUST EXTEND A MINIMUM OF 3 THREADS BEYOND ANY METAL SUBSTRATE.
- "UNGROUTED CMU" VALUES MAY BE USED FOR GROUTED CMU APPLICATIONS.
- ALL ANCHOR HEAD TYPES ARE ALLOWED.

NOTES

- USE ONLY SUBSTRATE APPROPRIATE ANCHORS LISTED IN TABLE 3. FOLLOW EMBEDMENT AND EDGE DISTANCE LIMITS. ANY INSTALLATION OPTION SHOWN MAY BE USED ON ANY SIDE OF THE WINDOW.
- MASONRY ANCHORS MAY BE USED INTO WOOD AS PER TABLE 3. ALL WOOD BUCKS LESS THAN 1-1/2" THICK ARE TO BE CONSIDERED 1X INSTALLATIONS. 1X WOOD BUCKS ARE OPTIONAL IF UNIT IS INSTALLED DIRECTLY TO SUBSTRATE. WOOD BUCKS DEPICTED AS 2X ARE 1-1/2" THICK OR GREATER. 1X AND 2X BUCKS (WHEN USED) SHALL BE DESIGNED TO PROPERLY TRANSFER LOADS TO THE STRUCTURE. WOOD BUCK DESIGN AND INSTALLATION IS THE RESPONSIBILITY OF THE ENGINEER OR ARCHITECT OF RECORD.
- SEE SHEET 1 & TABLE 3 FOR SPACING REQUIREMENTS.
- MAX. SHIM THICKNESS TO BE 1/4".
- GLASS SHOWN IS FOR ILLUSTRATIVE PURPOSES ONLY AND MAY DIFFER TO MEET DESIGN REQUIREMENTS.

PREPARED BY A. LYNN MILLER
1070 TECHNOLOGY DRIVE
N. VENICE, FL 34275
(941) 480-1600

REGISTRATION #29296
CGI WINDOWS AND DOORS
3780 W. 104TH STREET
HIALEAH, FL 33018

DATE: 09/20/17
DRAWN BY: A MORLESIN
ANCHOR INFORMATION, CROSS SECTION

SH WINDOW INSTALLATION (LM)

SH4100A 2 OF 4 SH4100FLPA

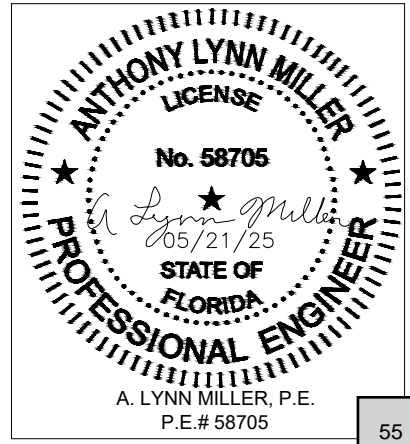
Impact Resistant Windows & Doors

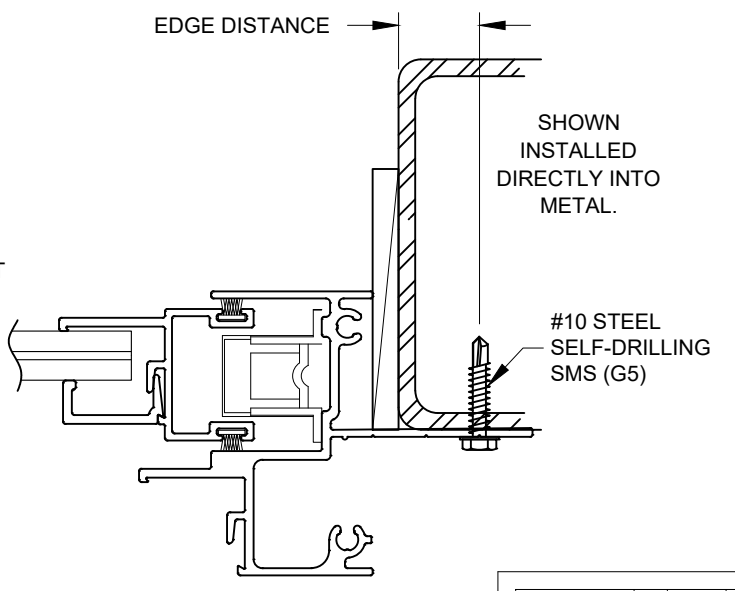
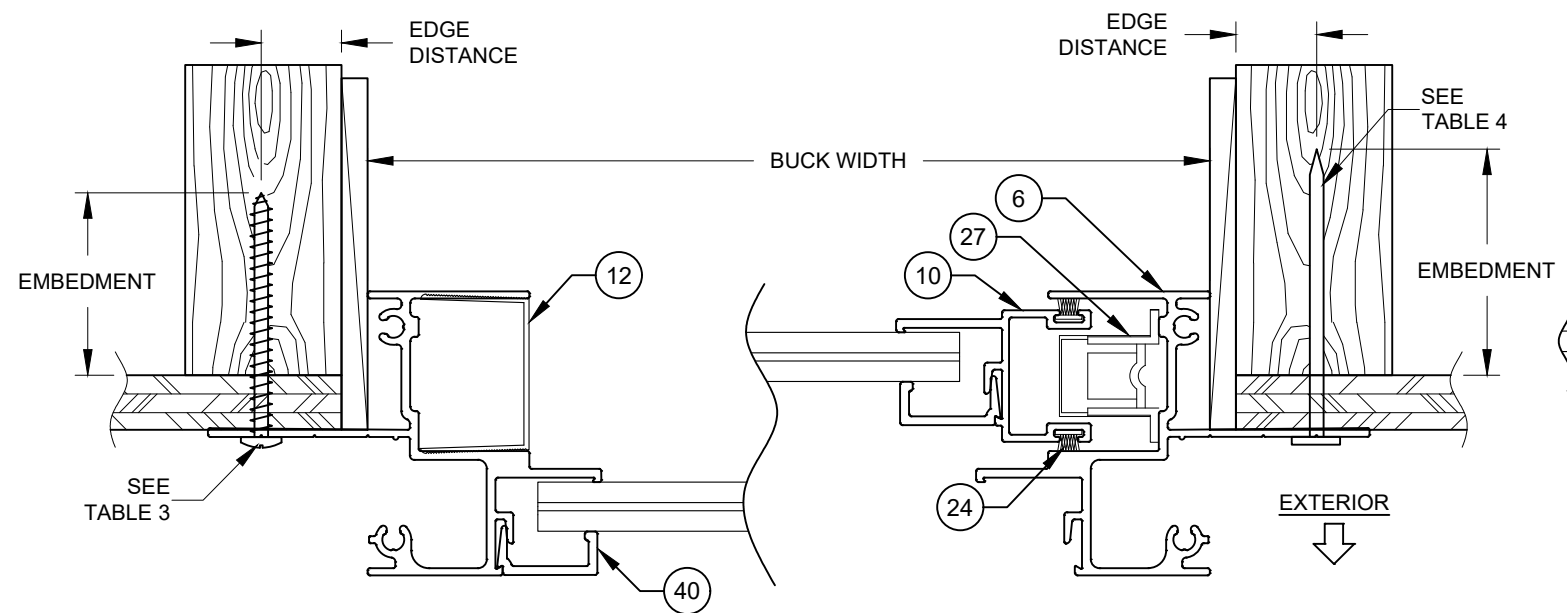
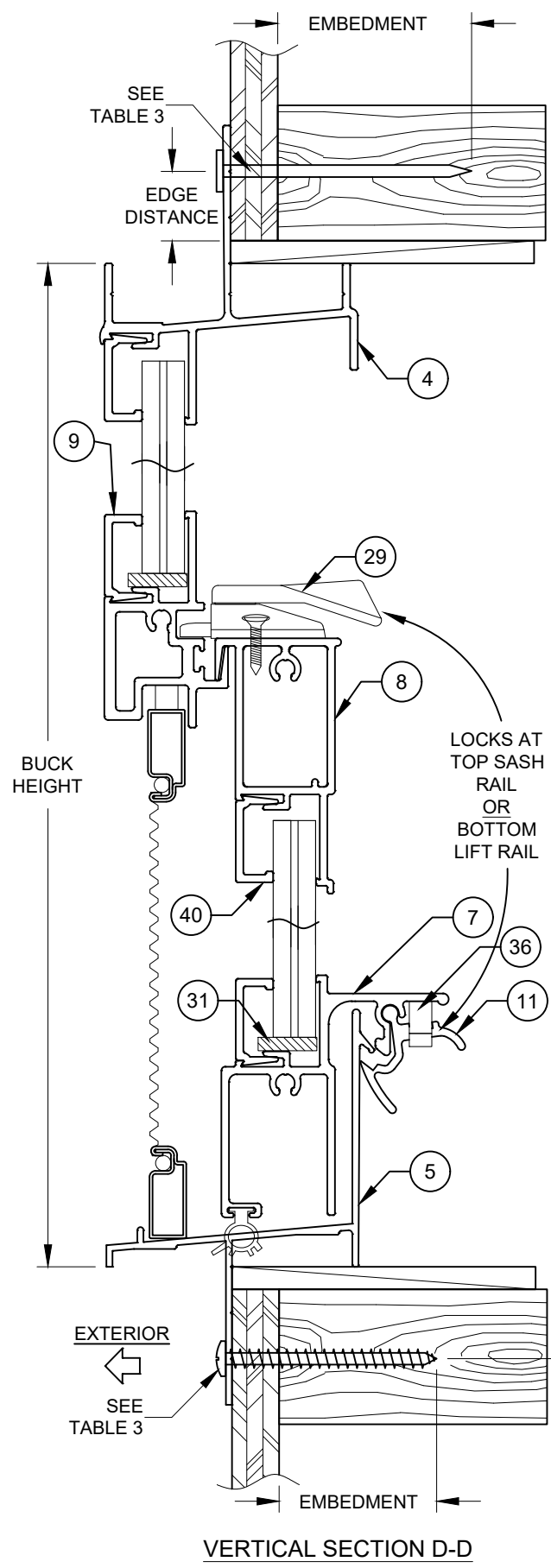
CGI WINDOWS AND DOORS
3780 W. 104TH STREET
HIALEAH, FL 33018

SH WINDOW INSTALLATION (LM)

ANCHOR INFORMATION, CROSS SECTION

SH4100A 2 OF 4 SH4100FLPA





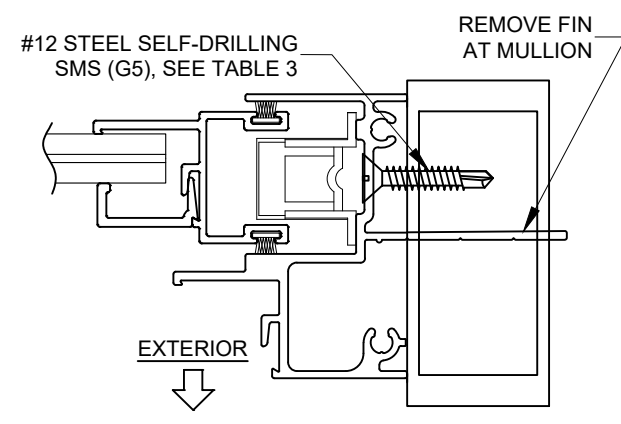
HORIZONTAL SECTION C-C

APPROVED ALUMINUM, STEEL FRAMING OR STEEL STUD.

TABLE 4: THOUGH-FIN ANCHORS

Anchor	Substrate	Min. Embedment or Metal Thickness	Min. Edge Distance	Max. On-center Distance, O.C.	Max. Corner Distance
2-1/2" x .113" Box Nail	P.T. Southern Pine (SG = .55)	-	3/8"	6" @ Head/Sill 6" @ Jamb	2-7/8"
2-1/2" x .131" Common Nail	P.T. Southern Pine (SG = .55)	-	3/8"		
2-1/2" x .145" Roofing Nail	P.T. Southern Pine (SG = .55)	-	3/8"		
#10 Steel SMS Screw (G5)	P.T. Southern Pine (SG = .55)	1-3/8"	1/2"	17-9/16" @ Head/Sill 15" @ Jamb	8-1/2"
	Aluminum, 6063-T5 min.	0.100"	3/8"		
	Steel Stud, Gr. 33 min.	0.057"	3/8"		
#12 Steel SMS Screw (G5)	P.T. Southern Pine (SG = .55)	1-3/8"	9/16"	17-9/16" @ Head/Sill 20" @ Jamb	8-1/2"
	Aluminum, 6063-T5 min.	0.125"	7/16"		
	Steel Stud, Gr. 33 min.	0.071"	7/16"		
#12 Steel SMS Screw (G5)	Steel Stud, Gr. 33 min.	0.071"	7/16"	20" @ Jamb	8-1/2"
	A36 Steel	0.050"	3/8"		

- ANCHOR MUST EXTEND A MINIMUM OF 3 THREADS BEYOND ANY METAL SUBSTRATE.
- ALL HEAD TYPES ARE ACCEPTABLE FOR #10 SCREWS.
- USE ONLY PAN OR HEX HEAD TYPES FOR #12 SCREWS WHEN INSTALLING THROUGH THE FIN.



MULLION SECTION
APPROVED MULLION, MAY BE VERTICAL OR HORIZONTAL.

NOTES

- USE ONLY SUBSTRATE APPROPRIATE ANCHORS LISTED IN TABLE 4. FOLLOW EMBEDMENT AND EDGE DISTANCE LIMITS. ANY INSTALLATION OPTION SHOWN MAY BE USED ON ANY SIDE OF THE WINDOW.
- 2X WOOD FRAMING OR BUCK, 1-1/2" THICK OR GREATER.
- SEE SHEET 1 & TABLE 4 FOR SPACING REQUIREMENTS.
- MAX. SHIM THICKNESS TO BE 1/4".
- GLASS SHOWN IS FOR ILLUSTRATIVE PURPOSES ONLY AND MAY DIFFER TO MEET DESIGN REQUIREMENTS.

Prepared by A. LYNN MILLER
1070 TECHNOLOGY DRIVE
N. VENICE, FL 34275
(941) 480-1600

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CGI WINDOWS AND DOORS
3780 W. 104TH STREET
HIALEAH, FL 33018

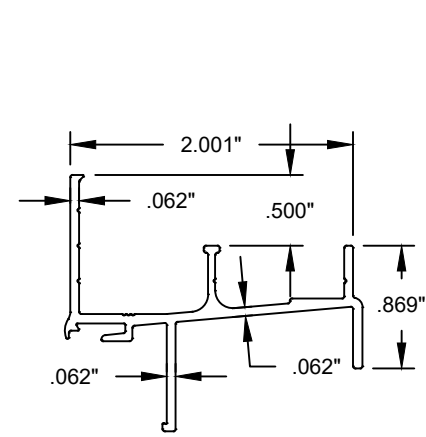
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ANCHOR INFORMATION,
CROSS SECTION

09/20/17
A MORLESIN
SH4100A 3 OF 4 SH4100FLPA

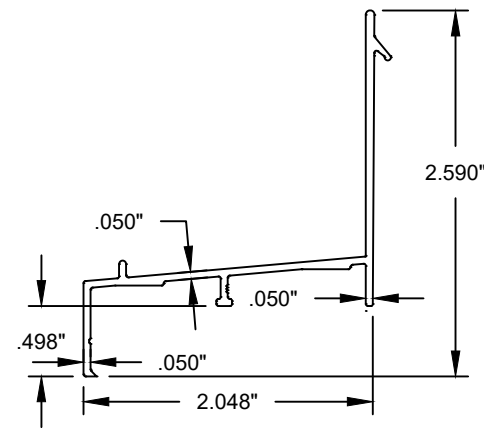
ANTHONY LYNN MILLER
LICENSE
No. 58705
05/21/25
STATE OF FLORIDA
PROFESSIONAL ENGINEER
A. LYNN MILLER, P.E.
P.E.# 58705

TABLE 5:

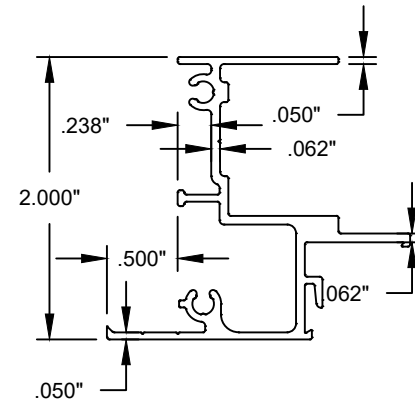
Item #	Description
1	Flange Frame Head
2	Flange Frame Sill
3	Flange Frame Jamb
4	Integral Fin Frame Head
5	Integral Fin Frame Sill
6	Integral Fin Frame Jamb
7	Sash Bottom Rail
8	Sash Top Rail
9	HD Fixed Meeting Rail
10	Sash Side Rail
11	Sash Bottom Lock
12	Vinyl Sash Stop
20	Vinyl Bulb, Flex PVC 70
21	Frame Corner Gasket, Polyethelyne, opt.
22	Sash Corner Gasket, Polyethelyne, opt
23	Fixed Meeting Rail Plug, Rigid PVC
24	Wstp., 187" X .230" Fin Seal
25	Frame/Sash Corner Sealant, opt.
26	Balance Take-out Clip
27	Balance
28	Sash Cam, Nylon
29	Sweep Latch, Zinc
30	#6 X 5/8" Ph. Fl. SMS Latch Screws
31	Setting Block 1/8" x 1/2" x 1", EPDM
36	Sash Bottom Lock Spring
38	Glazing Sealant
40	Vinyl Glass Bead



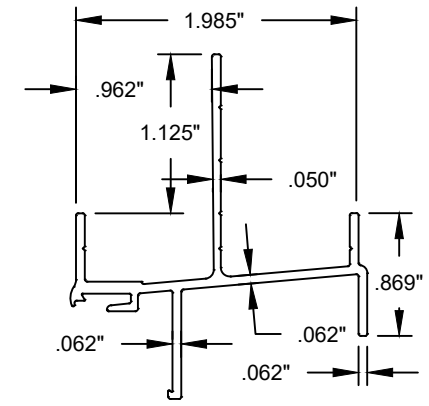
1 FLANGE FRAME HEAD
6063-T6 ALUMINUM



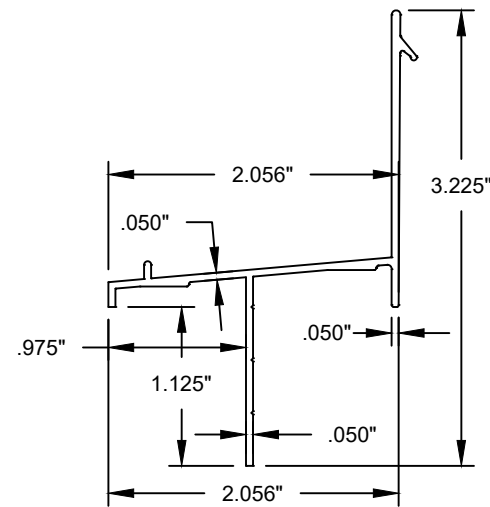
2 FLANGE FRAME SILL
6063-T6 ALUMINUM



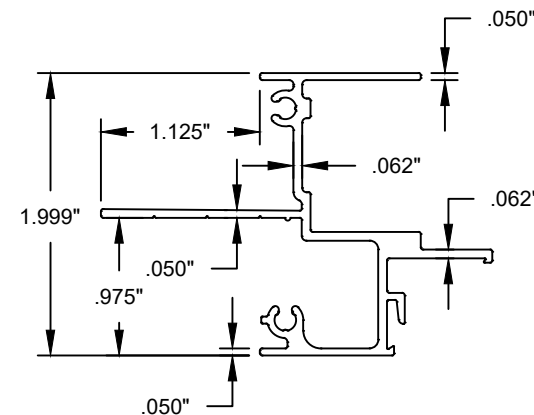
3 FLANGE FRAME JAMB
6063-T6 ALUMINUM



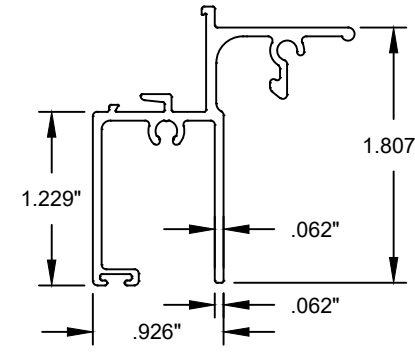
4 INTEGRAL FIN FRAME HEAD
6063-T5 ALUMINUM



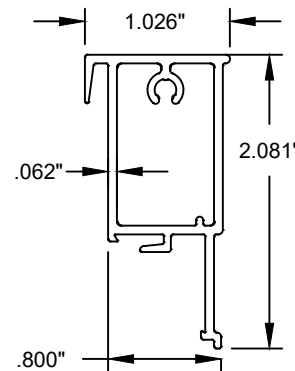
5 INTEGRAL FIN FRAME SILL
6063-T6 ALUMINUM



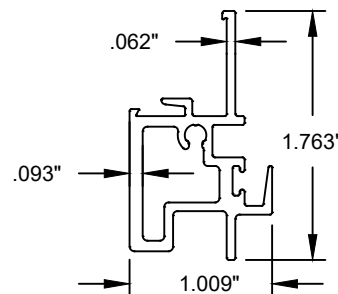
6 INTEGRAL FIN FRAME JAMB
6063-T6 ALUMINUM



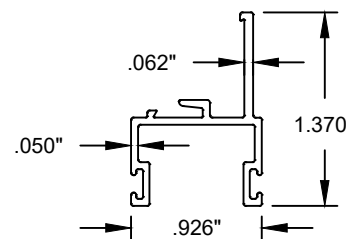
7 SASH BOTTOM RAIL
6063-T6 ALUMINUM



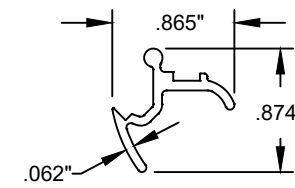
8 SASH TOP RAIL
6063-T6 ALUMINUM



9 HD FIXED MEETING RAIL
6063-T6 ALUMINUM



10 SASH SIDE RAIL
6063-T6 ALUMINUM



11 SASH BOTTOM LOCK RAIL
6063-T6 ALUMINUM

Item 3.

Rev.#	05/21/25
Date	
Rev.	RENUMBER TABLE 5 - AM.

Impact Resistant Windows & Doors PREPARED BY A. LYNN MILLER 1070 TECHNOLOGY DRIVE N. VENICE, FL 34275 (941) 480-1600	REGISTRATION #29296 COPYRIGHT © 2024 CGI WINDOWS & DOORS LIMITED LICENSE TO MAKE COPIES FOR PERMITTING.	Date 09/20/17	Drawn By A MORLESIN	No. SH4100FLPA
	CGI WINDOWS AND DOORS 3780 W. 104TH STREET HIALEAH, FL 33018	Title SH WINDOW INSTALLATION (LM)		

ANTHONY LYNN MILLER
 LICENSE
 No. 58705
A. Lynn Miller
 05/21/25
 STATE OF FLORIDA
PROFESSIONAL ENGINEER
 A. LYNN MILLER, P.E.
 P.E.# 58705



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Public Works

Agenda Title: Resolution 93-11-25 – Lake Park Library South End Front Door Replacement – Mueller Construction & Management Company – \$27,293.70

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

Cost of Item: \$27,293.70 **Funding Source:** PBC Discretionary Surtax Projects

Account Number: 301-521-301-001-408-597 **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments: RFQ No. 128-2025

Resolution 93-11-25

Agreement

Vendor's Proposal / RFQ Response

Proof of License and Insurance

Please initial one:

 X Yes, I have notified everyone.

_____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified the need to replace the South End Front Door at the Lake Park Library to meet Americans with Disabilities Act (ADA) and the Florida Building Code accessibility and safety standards. This improvement is essential to ensure public access compliance and maintain the structural and operational integrity of this important public facility.

As a result, the Town issued a Request for Quotation (RFQ) for professional construction services (RFQ #128-2025 – October 2025) in accordance with the Town’s Procurement Policy. The intent of this RFQ was to select a qualified contractor to complete all work (i.e., labor,

materials, permitting, construction/restoration, etc.) to replace the Library's south end front door, in accordance with the ADA and the Florida Building Code standards.

The proposed purchase would follow the Town of Lake Park's Procurement Policy - Sec. 2-246. Thresholds for the procurement of goods and services.

1. For goods and services with a value greater than \$10,000, but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including RFQ 128-2025 and published addendums, as required.

To ensure the lowest possible price, staff recommends that the Town enter into an agreement with Mueller Construction & Management Company in the amount of \$27,293.70.

If approved, the Town Commission would accept Mueller Construction & Management Company's approved proposal, including all terms, conditions, and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 Budget – Special Projects – Discretionary Surtax Fund.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Mueller Construction & Management Company, the Library Director, the Finance Director and the Town Attorney.

The Town has not previously contracted with Mueller Construction & Management Company; however, reference checks with governmental entities listed in the firm's proposal confirmed a positive performance history and satisfactory customer service.

Recommendation:

I move to approve Resolution 93-11-25 and authorize an Agreement with Mueller Construction & Management Company, in the amount of \$27,293.70; and authorize the Mayor to execute the proposed Agreement.

Town of Lake Park Request for Quotes (RFQ) RFQ No. 128-2025 – Replacement of South End Front Door at the Lake Park Library

Introduction

The Town of Lake Park is requesting written quotes from qualified contractors for the **replacement of the South End Front Door at the Town Library**, located at 529 Park Avenue, Lake Park, Florida.

This project aims to ensure full **compliance with the Americans with Disabilities Act (ADA)** and the **Florida Building Code (FBC)** by providing improved accessibility and modernized entry systems.

Project Scope

The work under this RFQ includes, but is not limited to:

- Removal and disposal of the existing front door, frame, and hardware.
- Supply and installation of a new **ADA-compliant commercial door system**, including frame, threshold, closers, handles, and all necessary accessories.
- Installation of an **automatic door opener system** with low-energy or touchless activation to enhance accessibility.
- All necessary **electrical wiring, conduit, and integration** with the existing electrical system to support the automatic door opener.
- Restoration of adjacent finishes (stucco, drywall, paint, etc.) impacted during installation.
- Site cleanup and proper disposal of removed materials.
- Securing the work area with appropriate barricades and signage to ensure public safety throughout construction.
- Obtaining all **required permits** and paying associated fees.

Specifications

- All materials and installations must comply with the **latest ADA Standards for Accessible Design** and **Florida Building Code (2023 Edition)**.
- Door dimensions, swing clearance, and threshold height must meet or exceed ADA requirements.
- Automatic operators must comply with **ANSI/BHMA A156.19** standards for low-energy power-operated doors.
- All work shall be performed by licensed professionals and inspected before acceptance.

Submission Requirements

All quotes must include the following information:

1. **Detailed cost breakdown** for labor, materials, permits, and any other associated expenses.
2. **Technical specifications** and manufacturer data sheets for the proposed door and automatic opener system.
3. **Proof of experience** with at least two similar ADA door installation projects within the past three years.
4. **Warranty information** covering materials, workmanship, and automatic opener systems.
5. **Proposed timeline** indicating estimated start and completion dates.

Asset	Specification	Cost
Door		
Automatic Door Opener System		

Evaluation Criteria

Submissions will be evaluated based on:

- Total cost and overall value.
- Contractor’s relevant experience and qualifications.
- Quality and certification of proposed materials and equipment.
- Proposed project timeline.
- Warranty and after-installation support.

Terms and Conditions

The Town of Lake Park reserves the right to:

- Accept or reject any or all quotes.
- Modify or cancel this RFQ at any time before award.
- Negotiate scope, cost, or other terms with the selected vendor.

Door Inventory (Estimated Measurement)

- **South End Front Door** – Single or double entry system, approximately *[insert field-verified dimensions]*.
Note: Contractors are responsible for verifying all dimensions before submitting a quote.

Submission Deadline

All quotes must be submitted **no later than 10:00 A.M., Tuesday, October 22, 2025**, either:

- **Electronically:** townclerk@lakeparkflorida.gov
- **By mail or hand-delivery:**
Town Clerk – Town of Lake Park
535 Park Avenue, Lake Park, FL 33403
Attn: **RFQ No. 128-2025 – Replacement of South End Front Door at the Library**

Contact:

Vivian Mendez
Town Clerk
Town of Lake Park

**Vivian
Mendez**

 Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town of
Lake Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.g
ov, c=US
Date: 2025.10.06 10:26:42 -04'00'

**Town of Lake Park
Request for Quotes (RFQ)
RFQ No. 128-2025 – Replacement of South End Front Door at the Lake
Park Library**

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4. **Warranty information** covering materials, workmanship, and automatic opener systems.
5. **Proposed timeline** indicating estimated start and completion dates.

	Asset	Specification	Cost
Door			
Automatic Door Opener System			

Evaluation Criteria

Submissions will be evaluated based on:

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- Contractor’s relevant experience and qualifications.
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- Proposed project timeline.
- Warranty and after-installation support.

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- **By mail or hand-delivery:**
Town Clerk – Town of Lake Park
535 Park Avenue, Lake Park, FL 33403
Attn: **RFQ No. 128-2025 – Replacement of South End Front Door at the Library**

Contact:

Vivian Mendez
Town Clerk
Town of Lake Park

**Vivian
Mendez**

Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town of Lake Park, ou=Town Clerk, email=vmendez@lakeparkflorida.gov, c=US
Date: 2025.10.06 10:26:42 -04'00'

MUELLER CONSTRUCTION AND MANAGEMENT COMPANY
 1557 Cypress Dr|Ste 5
 Jupiter, FL 33469-3181
 8153883263
 info@muellerconstructioncompany.com



Estimate

ADDRESS

Mrs. Vivian Mendez
 Town of Lake Park
 535 Park Ave
 Lake Park, FL 33403

ESTIMATE # 2847

DATE 10/20/2025

EXPIRATION DATE 12/20/2025

PROJECT NAME

RFQ No. 128-2025 Library Door

ACTIVITY	QTY	RATE	AMOUNT
Labor Remove existing door and install new doors and hardware. Includes disposal of debris.	1	6,366.00	6,366.00
Material New doors and hardware: Butt hinges, bottom nail 10", standard locks, and push/pull handles.	1	11,240.00	11,240.00
Labor Provide power to new door system from closets 110-volt circuit for auto closer. Provide low voltage raceway for new auto closer. Install new auto closer.	1	4,826.00	4,826.00
Material New auto closer, wiring for 110-volt circuit and conduit for new low voltage raceways.	1	3,721.70	3,721.70
Permitting Fees Actual permit fees TBD by Building Department and/or waived.	1	1,140.00	1,140.00
TOTAL			\$27,293.70

Accepted By

Accepted Date



Letter of Intent

Re: RFQ No. 128-2025 – Replacement of South End Front Door at the Lake Park Library

October 20, 2025

Mrs. Vivian Mendez
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mrs. Mendez,,

On behalf of Mueller Construction & Management Company, I am pleased to submit our response for RFQ No. 128-2025 – Replacement of South End Front Door at the Lake Park Library. As a Small Business Enterprise (SBE) certified by multiple agencies, our family-owned firm brings over 20 years of experience delivering high-quality, compliant, and timely construction services for municipal infrastructure and historic renovations. We are eager to provide as-directed/as-needed services to the Town of Lake Park, ensuring completion by specified deadlines. **The proposed timeline for the above-referenced project will be approximately two (2) weeks.**

Project Approach

We are fully equipped to execute the scope of services outlined in the Proposer's Qualifications, leveraging our experience in similar projects to deliver:

- Window and Door Replacement: Installed accurate, hurricane impact, energy efficient windows and doors for Palm Beach County and Palm Beach Gardens term contracts, ensuring compliance with the Florida Building Code standards for wind load resistance and public safety.

1557 Cypress Drive, Unit #5, Jupiter, FL 33469
561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



- Stucco Repair (approx. 5,500 sq ft): Restored over 10,000 sq ft of facades across Palm Beach County, using durable, code-compliant materials.
- Roof Replacement (approx. 4,500 sq ft): Completed roof replacements for multiple Sea Oats Condominiums reconfiguring the original roof structure because of structural and engineering inadequacies.
- Soffit and Bracket Repair: Repaired decorative soffits on historic Chicago buildings, maintaining architectural integrity.
- Concrete Walkways, Ramps, and Handrail Installation: Dyson Senior Buildings guardrail replacement, stucco restoration. Palm Beach County Housing Authority
- Electrical Conduit and Wiring Cover Replacement: Upgraded electrical systems at the Lake Worth Water Treatment Plant for safety and efficiency.
- Ceiling Tile Replacements: Fulton Holland- Ceiling Grid Repair, The School District of Palm Beach County.
- Compliance with Florida Building Code and ADA Standards: Consistently met regulatory requirements across all projects, with a focus on accessibility and safety.
- Multiple Office Renovations for The Town of Jupiter, The City of Palm Beach Gardens, and Palm Beach County Offices.
- Bathroom Renovations for The School District of Palm Beach County.

Team and Capacity

Our team, headquartered in Jupiter, Florida, ensures rapid response and personalized service.

Key personnel include:

- Jacob Mueller, Senior Project Manager: 20+ years in construction, with Florida Certified Building Contractor License (CBC1262650), OSHA 30-Hour, and former Mold Assessor/Remediator License (MRSR4001/MRSA3781). Oversees project planning and execution.

1557 Cypress Drive, Unit #5, Jupiter, FL 33469
 561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



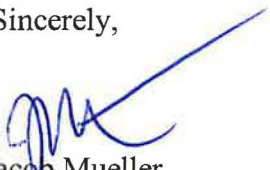
- Jack Mueller, Construction Supervisor: 40 years in mechanical and structural installations, with certifications in OSHA 40-Hour, CPR/First Aid, and Mold & Asbestos. Manages on-site operations.
- Brian Bajorski, Project Manager: 15 years managing municipal renovations, with expertise in stucco and roofing (OSHA 30-Hour).
- Connor Uriarte, Lead Carpenter: 8 years in historic window and door installations, with Aerial Lift and Scaffolding certifications.
- Harold Keahey, Safety Coordinator: 5 years ensuring compliance with safety and environmental standards, with OSHA 10-Hour, Confined Space Entry, and Storm Water Pollution Prevention certifications.
- Natasha Bresilier, Assistant Project Manager Intern: 4 years in ground-up infrastructure projects, including electrical installations in ADA municipal projects.

Supported by three office staff, we ensure prompt communication, accurate documentation, and transparent project management. Our firm has successfully managed multiple concurrent projects, including term contracts with Palm Beach Gardens, Palm Beach County School District, and Palm Beach County, demonstrating our capacity to deliver on time and within budget.

Attached, please find detailed qualifications, resumes, a portfolio of 7 relevant projects, and references.

Thank you for considering Mueller Construction. We look forward to discussing our qualifications further and contributing to the Town of Lake Park's vision. Please contact me at 561-222-6408 or jacob@mueller.works with any questions.

Sincerely,



Jacob Mueller
President/Owner

Mueller Construction & Management Company

1557 Cypress Drive, Unit #5, Jupiter, FL 33469
561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



Professional Qualifications and Project Experience

Firm Qualifications

Based in Jupiter, Florida, Mueller Construction is a licensed Florida Certified Building Contractor (CBC1262650) specializing in municipal infrastructure and historic renovations. Our team has served clients like the City of Palm Beach Gardens, Palm Beach County School District, and Palm Beach County, achieving a 100% on-time completion rate across 50+ projects while meeting Florida Building Code, ADA, and preservation standards. Jacob Mueller's prior mold assessor/remediator licenses (MRSR4001, MRSA3781) inform our proactive environmental risk management, ensuring project safety and efficiency.

Key Personnel

1. Jacob Mueller, Senior Project Manager
 - Role: Primary point of contact, overall project oversight.
 - Experience: 20+ years in historic renovations and municipal construction, including City of Chicago historic restorations.
 - Certifications: Florida Certified Building Contractor (CBC1262650), OSHA 30-Hour, former Mold Assessor/Remediator (MRSR4001, MRSA3751), Confined Space Entry.
2. Jack Mueller, Construction Supervisor
 - Role: On-site construction oversight and coordination.
 - Experience: 40 years in mechanical and structural installations in commercial and municipal projects.
 - Certifications: OSHA 40-Hour, HAZWOPER, CPR/First Aid, Mold & Asbestos, Trenching and Excavating, Scaffolding, Aerial Lift.
3. Brian Bajorski, Project Manager
 - Role: Manages project scheduling and subcontractor coordination.
 - Experience: 15 years in municipal renovations, specializing in stucco and roofing.
 - Certifications: OSHA 30-Hour, Storm Water Pollution Prevention.



4. Connor Uriarte, Lead Carpenter
 - Role: Oversees window, door, and carpentry work.
 - Experience: 8 years in historic window and door installations.
 - Certifications: Aerial Lift, Scaffolding, STP Supervisory Training.
5. Harold Keahey, Safety Coordinator
 - Role: Ensures compliance with safety and environmental standards.
 - Experience: 5 years in construction safety for municipal projects.
 - Certifications: OSHA 10-Hour, Confined Space Entry, Storm Water Pollution Prevention, CPR/First Aid.
6. Natasha Bresilier, Assistant Project Manager Intern
 - Role: Assistant Project Manager, Safety, and ADA requirements.
 - Experience: 4 years in ground-up infrastructure projects, including electrical installations in ADA municipal projects. Construction safety for municipal projects, as well as scheduling and coordinating project activities.
 - Certifications: Public Safety Telecommunications Certificate, OSHA 10-Hour, BLS Certification.

Relevant Project Experience:

- Jupiter Water Treatment Plant (2019, 2023-2024)
 - Scope: Office renovation, chemical door installation, window replacements.
 - Value: \$125,000.
 - Reference: Steven Montmeyer, Senior Utilities Manager, 561-741-2710, StevenM@jupiter.fl.us.
 - Outcome: Enhanced facility resilience and compliance with water treatment standards.



- Lake Worth Water Treatment Plant (2022)
 - Scope: Door and window installations, electrical conduit upgrades.
 - Value: \$20,000.
 - Reference: Erica Hill, Maintenance Supervisor, 561-493-6229, ehill@pbewater.com.
 - Outcome: Improved safety and operational efficiency.
- Palm Beach County Housing Authority (2022)
 - Scope: Dyson Senior Buildings guardrail replacement, stucco restoration.
 - Value: \$64,000.
 - Reference: Kimberly Dellastatious, 561-582-5622, kimdell@mindspring.com.
 - Outcome: Enhanced accessibility and aesthetic integrity.
- Palm Beach International Airport (2025)
 - Scope: Terminal door replacement, ceiling tile adjustments.
 - Value: \$387,000.
 - Reference: Narumi Vargas, 561-616-6839, nvargas@pbc.gov.
 - Outcome: Improved passenger safety and facility functionality.
- Palm Beach County (2021-to present)
 - Scope: Window replacements, stucco repairs at Southern Region Water Treatment Plant.
 - Value: \$415,000.
 - Reference: Jamie Bostrom, Trades Crew Chief, 561-276-1358, jbostrom@pbc.gov.
 - Outcome: Strengthened infrastructure resilience.



- Palm Beach County Schools (2021-to present)
 - Scope: ADA-compliant walkways, ramps, and handrail installations across multiple schools.
 - Value: \$1,064,000 (combined).
 - Reference: Dan Hughes, Senior Project Administrator, 561-662-4865, dan.hughes@palmbeachschools.org.
 - Outcome: Enhanced accessibility and safety.
- City of Palm Beach Gardens (2020-to present)
 - Scope: Multiple renovation projects, including roofing and concrete work.
 - Value: \$775,000 (combined).
 - Reference: Jake McCarty, Director of Public Works, 561-804-7027, jmccarty@pbgfl.com.
 - Outcome: Delivered durable, high-quality municipal infrastructure.

Conclusion

Mueller Construction is well-prepared to deliver high-quality, as-needed construction services for the Town of Lake Park. We look forward to discussing our qualifications and contributing to your vision for a sustainable, accessible community. Please contact me at 561-222-6408 or jacob@mueller.works to schedule a meeting or clarify any details.

Sincerely,



Jacob Mueller
President/Owner

1557 Cypress Drive, Unit #5, Jupiter, FL 33469
561-222-6408 jacob@mueller.works
www.muellerconstructioncompany.com



Warranty Form

*Sample
(1) one year
warranty
upon completion
of project.*

PROJECT: _____
LOCATION: _____
OWNER: _____

We, Mueller Construction & Management Company, the contractor for the above-referenced project hereby warrant that all labor and materials furnished, and work performed is in compliance with contract documents and authorized modifications thereto and will be free from defects due to defective materials or workmanship for a period of 1 year from the date of completion.

This Warranty commences on _____.
This Warranty expires on _____.

Should any defect develop during the warranty period due to improper materials, workmanship, or arrangement, the same, including adjacent work displaced, shall be made good by undersigned at no expense to the owner.

The owner will give the contractor a written notice of defective work. Nothing in the above shall be deemed to apply to work that has been abused or neglected by the owner.

By: JAM
Title: President/Owner
Date: _____

AGREEMENT FOR THE REPLACEMENT OF THE SOUTH END FRONT DOOR AT THE LAKE PARK LIBRARY

THIS **AGREEMENT** (the “Agreement”) is made and entered into this ___ day of _____, 2025, by and between the **Town of Lake Park**, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida 33403 (“Town”), and **Mueller Construction & Management Company**, 1557 Cypress Drive, Unit 1, Jupiter, FL 33469 (“Contractor”).

WITNESSETH THAT

WHEREAS, the Town of Lake Park, Florida (“Town”) issued a Request for Proposal (**RFQ No. 128-2025**) for the replacement of the South End Front Door at the Lake Park Library; and

WHEREAS, Mueller Construction & Management Company submitted a proposal in response; and

WHEREAS, following evaluation, Mueller Construction & Management Company was determined to be the most responsive and responsible proposer; and

WHEREAS, the Town desires to enter into an agreement with Mueller Construction & Management Company;

NOW THEREFORE, the Town and the Contractor, in consideration of the mutual promises contained herein, agree as follows:

Scope of Services – The Contractor shall furnish all labor, materials, equipment, and services necessary to replace the South End Front Door at the Lake Park Library in accordance with RFQ No. 128-2025 and Contractor’s proposal, including:

- Removal/disposal of existing door and frame
- Installation of new ADA-compliant commercial door system
- Installation of automatic door opener and required wiring
- Restoration of adjacent finishes
- Final site cleanup.

Term – This Agreement shall commence on November 19, 2025, and work shall be completed within **60 calendar days** from the Town’s issuance of the Notice to Proceed.

Compensation – The Town shall pay the Contractor \$27,293.70.

Public Records Compliance – The Contractor shall comply with Florida’s Public Records Law as outlined in Chapter 119, Florida Statutes.

Entire Agreement – This Agreement, including all exhibits, constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements.

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

TOWN OF LAKE PARK

By: _____
Name: _____
Title: _____
Date: _____

MUELLER CONSTRUCTION & MANAGEMENT COMPANY

By: _____
Name: _____
Title: _____
Date: _____

RESOLUTION 93-11-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH MUELLER CONSTRUCTION & MANAGEMENT COMPANY FOR THE REPLACEMENT OF THE SOUTH END FRONT DOOR AT THE LAKE PARK LIBRARY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (“Town”) is a municipal corporation of the State of Florida with such powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contracts for goods and services necessary to maintain and improve public facilities, infrastructure, and operations; and

WHEREAS, the Town of Lake Park, Florida (“Town”) issued a Request for Quotes (RFQ # 128-2025) on October 06, 2025, for the replacement of the South End Front Door of the Town’s Library; and

WHEREAS, only one proposals were received and evaluated in accordance with the published RFQ criteria; and

WHEREAS, Mueller Construction & Management Company was determined to be the most qualified proposer; and

WHEREAS, the Town finds it in its best interest to award the agreement to Mueller Construction & Management Company for an amount not to exceed \$27,293.70;

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute the Agreement with Mueller Construction & Management Company, attached hereto as Exhibit A.

Section 3. This Resolution shall take effect immediately upon adoption.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Town Clerk

Agenda Title: Resolution 94-11-25- Cancel Regular Commission Meeting - December 3, 2025

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

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

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

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

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

Attachments: Resolution 94-11-25

Please initial one:

VM

Yes I have notified everyone
Not applicable in this case

Summary Explanation/Background:

In accordance with the Town of Lake Park’s Town Code, the Town Commission’s Regular Meetings are scheduled to be held on the 1st and 3rd Wednesday of the month (Town Code – Section 2-51 – Schedule.).

However, the Town Commission has voted (4 to 0 - November 5, 2025) to cancel the Regular Town Commission Meeting scheduled for December 3, 2025 due to members of the Town Commission and the Town staff attending the Florida League of Cities Annual Legislative Conference in Orlando on December 4th to 5th, 2025.

The Town’s Code provides the following:

Sec. 2-51. - Schedule. – All meetings of the town commission shall be scheduled as follows:

- (1) Regular meetings of the town commission shall be conducted on the first and third Wednesdays of each month commencing at 6:30 p.m.
- (6) The town commission may, by resolution adopted at any regular meeting, cancel or reschedule any subsequent regular meeting.

Recommended Motion:

I move to approve Resolution 94-11-25 to cancel the Regular Town Commission Meeting scheduled for December 3, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Town Clerk

Agenda Title: Resolution 94-11-25 - Cancel Regular Commission Meeting -
December 3, 2025

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

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

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

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

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

Attachments: Resolution

Please initial one:

VM

Yes I have notified everyone
Not applicable in this case

Summary Explanation/Background:

In accordance with the Town of Lake Park’s Town Code, the Town Commission’s Regular Meetings are scheduled to be held on the 1st and 3rd Wednesday of the month (Town Code – Section 2-51 – Schedule.).

However, the Town Commission has voted (4 to 0 - November 5, 2025) to cancel the Regular Town Commission Meeting scheduled for December 3, 2025 due to members of the Town Commission and the Town staff attending the Florida League of Cities Annual Legislative Conference in Orlando on December 4th to 5th, 2025.

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- (6) The town commission may, by resolution adopted at any regular meeting, cancel or reschedule any subsequent regular meeting.

Recommended Motion:

I move to approve Resolution 94-11-25 to cancel the Regular Town Commission Meeting scheduled for December 3, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025
Originating Department: Finance Department
Agenda Title: Resolution 95-11-25 - Final Budget Adjustment - Fiscal Year 2024/2025

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

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

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

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

Attachments: Resolution 95-11-25
Attachment "A"

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

Summary Explanation/Background:

In accordance with state law, the proposed Resolution 95-11-25 establishes increases and/or decreases to the Fiscal Year (FY) 2024/2025 Town Budget (All Funds), which was originally adopted by the Town Commission (Resolution 69-09-24 - September 18, 2024).

The year end 2024/2025 budget is proposed to be amended to include additional revenue and/or expenditures that were experienced throughout the fiscal year, including:

Fund	Increase	Decrease
General Fund		\$148,325
Insurance Fund	\$5,000	
Public Improvement Fund	\$10,700	
Streets & Roads Fund		\$161,648
Marina Fund	\$218,000	
Stormwater Fund	\$10,108	

Sanitation Fund	\$69,000
-----------------	----------

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

Recommended Motion:

I move to approve Resolution 95-11-25 adopting the Town of Lake Park's FY 2024/2025 Final Budget Adjustment; and authorize the Mayor to execute the Resolution.



Town of Lake Park
Fiscal Year 2024/2025 Final Budget Adjustment

Account Number	Description	Increase Revenue Budget	Decrease Revenue Budget	Increase Expense Budget	Decrease Expense Budget
Fund: 001 - General Fund					
Revenue					
001-314.300	Utility Tax - Water 10%	\$ 18,000			
001-335.120	State Revenue Sharing	\$ 19,000			
001-361.130	Interest on Code Liens	\$ 20,000			
001-329.110	Reinspect/Reinstmnt Fees	\$ 30,000			
001-324.320	Mobility Fee - Commercial	\$ 280,000			
001-322.110	Building Permits \$2,500 - \$250,000		\$ 45,000		
001-354.135	Parking - Code Violations		\$ 48,000		
001-381.500	Transfer in Beautification Fund		\$ 89,000		
001-314.100	Utility Tax - Electric 10%		\$ 94,000		
001-399.999	Balance Brought Forward		\$ 99,325		
001-322.101	Building Permits Over \$250,000		\$ 140,000		
Expense					
001-511-100-22000	Retirement - FRS Town			\$ 7,700	
001-511-100-41200	Postage & Shipping				\$ 7,700
001-512-104-12000	Regular Salaries			\$ 4,300	
001-512-104-22000	Retirement - FRS Town			\$ 26,600	
001-512-104-23100	Health Insurance				\$ 16,000
001-512-104-23150	Opt-Out Payment			\$ 4,200	
001-512-104-31000	Professional Services			\$ 9,000	
001-512-104-40000	Travel & Training			\$ 3,000	
001-512-105-11000	Executive Salaries			\$ 10,000	
001-512-105-12000	Regular Salaries			\$ 3,500	
001-512-105-22100	Town Retirement Matching				\$ 5,000
001-512-105-23100	Health Insurance			\$ 11,000	
001-512-105-34000	Contractual Services				\$ 19,500
001-512-106-11000	Executive Salaries			\$ 8,000	
001-512-106-12000	Regular Salaries			\$ 7,300	
001-512-106-22000	Retirement - FRS Town			\$ 2,700	
001-512-106-23100	Health Insurance				\$ 9,000
001-512-106-23150	Opt-Out Payments			\$ 4,000	
001-512-109-11000	Executive Salaries			\$ 9,000	
001-512-109-12000	Regular Salaries			\$ 6,900	
001-512-109-22000	Retirement - FRS Town			\$ 5,900	
001-512-109-48000	Promotional Activity			\$ 4,310	
001-512-110-11000	Executive Salaries			\$ 9,000	
001-512-110-13000	Other & Part Time Salaries				\$ 15,000
001-512-110-22000	Retirement - FRS Town			\$ 3,000	
001-512-110-23100	Health Insurance				\$ 6,000
001-512-110-41100	Telephone			\$ 11,000	
001-512-110-49303	Software - Administration				\$ 9,000
001-513-150-11000	Executive Salaries				\$ 43,000
001-513-150-12000	Regular Salaries				\$ 72,000
001-513-150-21000	FICA				\$ 10,000

001-513-150-22000	Retirement - FRS Town			\$ 10,000
001-513-150-22100	Town Retirement Matching			\$ 10,000
001-513-150-23100	Health Insurance			\$ 11,000
001-513-150-33000	Accounting & Auditing		\$ 43,675	
001-513-150-34000	Contractual Services		\$ 80,000	
001-514-108-31100	Professional Services - Town Attorney		\$ 25,000	
001-514-108-31101	Professional Services - Other Legal		\$ 12,000	
001-519-115-31000	Professional Fees		\$ 8,700	
001-519-115-31102	Legal Fees - Marina P3 Project (Reimbursement)		\$ 73,000	
001-519-115-34000	Contractual Services		\$ 3,600	
001-521-200-34000	Contract PBC Sheriff			\$ 220,769
001-521-200-52700	American Rescue Plan Expense		\$ 220,769	
001-524-500-11000	Executive Salaries		\$ 10,000	
001-524-500-12000	Regular Salaries			\$ 57,000
001-524-500-22000	Retirement - FRS Town			\$ 10,000
001-524-500-22100	Town Retirement Matching			\$ 10,000
001-524-500-23100	Health Insurance			\$ 26,000
001-524-500-34200	Contractual Professional Services - Cost Recovery			\$ 24,000
001-525-250-34050	Other Contract Services		\$ 1,500	
001-525-250-52000	Operating Supplies		\$ 500	
001-530-400-11000	Executive Salaries		\$ 8,000	
001-530-400-12000	Regular Salaries			\$ 10,000
001-530-400-13000	Other & Part Time Salaries		\$ 19,000	
001-530-400-22000	Retirement - FRS Town		\$ 11,000	
001-530-400-23100	Health Insurance			\$ 10,000
001-571-700-11000	Executive Salaries		\$ 8,000	
001-571-700-12000	Regular Salaries			\$ 10,000
001-571-700-22000	Retirement - FRS Town			\$ 6,500
001-571-700-34000	Contractual Services			\$ 10,000
001-571-700-56000	Library Materials			\$ 15,000
001-572-406-12000	Regular Salaries		\$ 16,000	
001-572-406-22000	Retirement - FRS Town			\$ 4,800
001-572-406-34000	Contractual Services			\$ 11,200
001-572-600-11000	Executive Salaries		\$ 7,000	
001-572-600-12000	Regular Salaries		\$ 14,000	
001-572-600-13000	Other & Part Time Salaries			\$ 7,000
001-572-600-14000	Overtime Salaries			\$ 4,400
001-572-600-22000	Retirement - FRS Town			\$ 4,800
001-572-600-23100	Health Insurance			\$ 9,000
001-572-600-23150	Opt-Out Payment		\$ 4,300	
001-572-600-43000	Utilities			\$ 19,000
001-572-600-48000	Promotional Activity			\$ 9,000
001-572-600-48005	Promotional - Tree Lighting		\$ 7,000	
001-572-600-48045	Red, White & Blue Sunset Celebration			\$ 4,500
001-572-600-48046	Sunset Celebration		\$ 23,500	
001-572-600-57237	Holiday Decorating Contest			\$ 1,100
001-572-600-57245	Back to School Extravaganza		\$ 6,100	
001-572-600-57250	After School - Youth Activities Program			\$ 2,500
001-589-900-12600	Wage Adjustment 1			\$ 87,610
001-589-900-58000	Beautification Reserve Expense			\$ 89,000
001-591-410-12000	Regular Salaries		\$ 5,000	
001-591-410-15000	Special Pay			\$ 4,000
001-591-410-21000	FICA			\$ 1,000
001-597-408-12000	Regular Salaries			\$ 10,000
001-597-408-23100	Health Insurance			\$ 4,000
001-597-408-43000	Utilities		\$ 5,000	
001-597-408-52000	Operating Supplies		\$ 11,000	
001-597-408-52100	Gasoline & Diesel Fuel		\$ 3,000	

Fund: 150 - Insurance Fund				
Revenue				
150-341.190	Contributed Revenue - Strts & Roads	\$	5,000	
Expense				
150-589-900-24000	Workers Compensation Insurance			\$ 40,000
150-589-900-45000	Insurance Expense - Prop/Liab			\$ 70,000
150-589-900-49500	Insurance Claim Deductibles			\$ 35,000
Fund: 160 - Public Improvement Fund				
Revenue				
160-361.100	Interest Income	\$	10,700	
Expense				
160-559-160-63000	Improvements Other Than Building			\$ 10,700
Fund: 190 - Streets & Roads Fund				
Revenue				
190-399.999	Balance Carryforward	\$	161,648	
Expense				
190-541-190-31000	Professional Services			\$ 78,411
190-541-190-44200	Equipment Leases			\$ 8,900
190-541-190-63050	Improvements - Sidewalks			\$ 92,137
Fund: 401 - Marina Fund				
Revenue				
401-347.512	Wet Slips - Annual	\$	120,000	
401-379.200	Gasoline Sales	\$	70,000	
401-379.201	Diesel	\$	28,000	
Expense				
401-579-800-11000	Executive Salaries			\$ 12,000
401-579-800-14000	Overtime Salaries			\$ 2,000
401-579-800-24000	Workers Compensation Insurance			\$ 2,000
401-579-800-31100	Professional Svc. - Town Attorney			\$ 2,000
401-579-800-34911	Merchandise			\$ 4,000
401-579-800-43000	Utilities			\$ 23,000
401-579-800-43250	Garbage & Trash			\$ 9,000
401-579-800-45000	Insurance			\$ 9,000
401-579-800-49600	Bank Charges / Admin Fees			\$ 20,000
401-579-800-52110	Gasoline			\$ 95,000
401-579-800-52120	Diesel Fuel			\$ 40,000
Fund: 402 - Stormwater Fund				
Revenue				
402-399.999	Balance Brought Forward	\$	10,108	
Expense				
402-538-402-46080	Repairs & Maintenance - Lines			\$ 10,108

Fund: 404 - Sanitation Fund					
Revenue					
404-343.420	Commercial User Fees - TLP	\$	69,000		
Expense					
404-534-404-15000	Special Pay			\$	1,000
404-534-404-24000	Worker's Compensation Insurance			\$	8,000
404-534-404-34000	Contractual Services			\$	8,000
404-534-404-34310	Disposal Fees - Garbage			\$	42,000
404-534-404-45000	Insurance			\$	10,000
		\$	669,700	\$	687,081
				\$	1,158,654
				\$	1,176,035

RESOLUTION 95-11-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2024-2025 AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 69-09-24; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, the Town Commission has previously established the budget for the Town of Lake Park for the fiscal year beginning October 1, 2024 and ending September 30, 2025; and

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

WHEREAS, to implement this budget, the Town Commission adopted and levied by Resolution No. 68-09-24 a final millage rate for the Fiscal Year 2024-2025; and

WHEREAS, the Town Commission deems it necessary and advisable to amend the budget for the Town of Lake Park for Fiscal Year 2024-2025, which was adopted by Resolution No. 69-09-24.

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

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

Section 2. An amended budget of the Town of Lake Park General Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Insurance Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Public Improvement Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget of the Town of Lake Park Streets & Roads Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget of the Town of Lake Park Marina Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Stormwater Fund is hereby approved and adopted as set forth in the attached Attachment "A". An amended budget for the Town of Lake Park Sanitation Fund is hereby approved and adopted as set forth in the attached Attachment "A".

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

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

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



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Public Works

Agenda Title: Resolution 96-11-25 – First Renewal – WebTMA Annual Software Subscription and Support – TMA Systems

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

Cost of Item: Year 1 (2026): \$18,636.00

Year 2 (2027): \$19,569.00

Year 3 (2028): \$20,550.00

Funding Source: Contractual Services

400-34000 \$2,886

406-34000 \$2,625

408-34000 \$2,625

410-34000 \$2,625

190-34000 \$2,625

402-34000 \$2,625

404-34000 \$2,625

Account Number: \$2,625 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Original Agreement

Renewal Agreement

Vendor Renewal Quote (Q-24321)

License & Support Schedule

Resolution

Resolution 96-11-25

Please initial one:

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

Summary Explanation/Background:

The Public Works Department has identified the need to renew the Town’s existing WebTMA Software Subscription and Support Agreement with TMA Systems, LLC to ensure continued use of the Town’s core work order and asset management system. The original agreement, authorized by Resolution No. 12-03-22, was executed on March 2, 2022, following the competitive bidding process under ITB No. 106-2021.

The Subscription Agreement was structured initially with annual renewals, requiring a separate review and approval each year. This recurring process has proven to be administratively inefficient for a system that is continuously used and integral to daily operations, maintenance tracking, and asset management.

To streamline administrative processes and improve long-term planning, staff recommends approval of a three-year renewal term, effective January 1, 2026, through December 31, 2028. This renewal will ensure uninterrupted system access, cost predictability, and operational continuity across all Public Works divisions.

If approved, the Town Commission would accept TMA Systems, LLC’s renewal pricing and associated terms as outlined in the Vendor Quote (Q-24321), including software support, updates, and license maintenance. The Town will not expend more than the amounts within the approved budgets as adopted or amended each year for these services throughout the contract term.

Funding to support this service is available within the FY 2026 budget, specifically in the Contractual Services across the respective departmental accounts listed above.

The proposed First Renewal Agreement was prepared by the Public Works Director and reviewed by TMA Systems, the IT Director, the Finance Director, and the Town Attorney.

The Town has previously worked with TMA Systems, LLC, and their performance and support have consistently met expectations.

Recommendation:

I move to approve Resolution 96-11-25 and the 1st Renewal to the WebTMA Software Subscription and Support Agreement with TMA Systems, LLC; and authorize the Mayor to execute the proposed Renewal Agreement.



TMA Systems
 7645 East 63rd Street, Suite 110
 Tulsa, Oklahoma 74133
 800.862.1130

Client Information Town of Lake Park Office of the Town Clerk, 535 Park Avenue Lake Park, FL 33403	Order Date: 11-03-2025 Quote Expires On: 12-03-2025 Quote Number: Q-24321 Client Number: 11023
--	---

SALESPERSON	EMAIL	PAYMENT TERMS	CURRENCY
Laura Zinter	laura.zinter@tmasystems.com	Net 30	USD

Year 1 - Subscription Period: 01-01-2026 - 12-31-2026

DESCRIPTION	Quantity	Unit Price	USD
WebTMA Users - Subscription	7	\$ 1,643.00	\$ 11,501.00
mobileTMA GO - Subscription - Per bundle of 5 named users	3	\$ 924.00	\$ 2,772.00
Executive Dashboard - Subscription	1	\$ 2,495.00	\$ 2,495.00
WebTMA - Subscription	1	\$ 943.00	\$ 943.00
Service Request - Subscription - Up to 750 Users	1	\$ 925.00	\$ 925.00
Gold Support - Subscription	1	\$ 0.00	\$ 0.00
Year Total:			\$18,636.00

Year 1: **Annual Total: \$ 18,636.00**

Total 1 Year License Fee **\$ 18,636.00**



Year 2 - Subscription Period: 01-01-2027 - 12-31-2027

DESCRIPTION	Quantity	Unit Price	USD
WebTMA Users - Subscription	7	\$ 1,725.00	\$ 12,075.00
mobileTMA GO - Subscription - Per bundle of 5 named users	3	\$ 971.00	\$ 2,913.00
Executive Dashboard - Subscription	1	\$ 2,620.00	\$ 2,620.00
WebTMA - Subscription	1	\$ 990.00	\$ 990.00
Service Request - Subscription - Up to 750 Users	1	\$ 972.00	\$ 972.00
Gold Support - Subscription	1	\$ 0.00	\$ 0.00

Year Total: \$19,569.00

Year 2:

Annual Total: \$19,569.00

Year 3 - Subscription Period: 01-01-2028 - 12-31-2028

DESCRIPTION	Quantity	Unit Price	USD
WebTMA Users - Subscription	7	\$ 1,811.00	\$ 12,677.00
mobileTMA GO - Subscription - Per bundle of 5 named users	3	\$ 1,020.00	\$ 3,060.00
Executive Dashboard - Subscription	1	\$ 2,753.00	\$ 2,753.00
WebTMA - Subscription	1	\$ 1,040.00	\$ 1,040.00
Service Request - Subscription - Up to 750 Users	1	\$ 1,020.00	\$ 1,020.00
Gold Support - Subscription	1	\$ 0.00	\$ 0.00

Year Total: \$20,550.00

Year 3:

Annual Total: \$20,550.00



TERMS AND CONDITIONS

Order Date is the date of execution and the date on which the Agreement becomes effective. Unless Client and TMA have entered into a separate agreement, use of the Services or Software is governed by the Service Terms and Conditions (the "Terms") posted at <https://www.tmasystems.com/terms-conditions>.

For add-on purchases for existing clients, service start date is effective on order form signature. First year fees will be prorated for the remainder of the current service year. For example, if service is added with 6 months remaining in the service year, client will be invoiced for 50% of the annual value of the service.

Town of Lake Park

Signature: _____ Title: _____

Name (Print): _____ Date: _____

TMA Systems, LLC.

Signature: _____ Title: _____

Name (Print): _____ Date: _____



A RESOLUTION OF THE TOWN OF TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE TWO CONTRACTS WITH TMA SYSTEMS, LLC, FOR THE PROVISION OF PROFESSIONAL SERVICES ASSOCIATED WITH A SOFTWARE SUBSCRIPTION SERVICE FOR THE TOWN'S DEPARTMENT OF PUBLIC WORKS; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town provides public services and owns, operates and maintains multiple publicly owned facilities and infrastructure; and

WHEREAS, the Town Manager has previously identified the need for a contractor to provide the Town with work orders, asset management professional services, and software subscription service (the Services); and

WHEREAS, on September 27, 2021, the Town solicited proposals from firms via an Invitation to Bid for the Services; and

WHEREAS, the Town received six responsive bids in response to its solicitation; and

WHEREAS, the Town has determined that the bid submitted by TMA Systems, LLC, was the highest scoring proposal to furnish the Services; and

WHEREAS, Town Manager has recommended to the Town Commission that it is in the best interest of the Town to enter into two (2) contracts with TMA Systems, LLC, for the Services.

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute the two (2) Contracts with the Contractor for the provision of work orders, asset management professional services, and software subscription service, copies of which are attached hereto and incorporated herein as Exhibits "A" and "B".


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

The foregoing Resolution was offered by Vice-Mayor Glas-Castro, who moved its adoption. The motion was seconded by Commissioner Flaherty and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	— / —	—
VICE-MAYOR KIMBERLY GLAS-CASTRO	— / —	—
COMMISSIONER ERIN FLAHERTY	— / —	—
COMMISSIONER JOHN LINDEN	— / —	—
COMMISSIONER ROGER MICHAUD	— / —	—

The Town Commission thereupon declared the foregoing Resolution No. 12-03-22 duly passed and adopted this 2 day of March, 2022.

TOWN OF LAKE PARK, FLORIDA

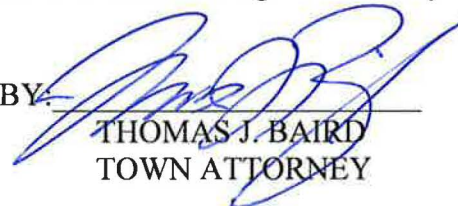
BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

Professional Services Agreement

This Professional Service Agreement is entered into this 2 day of March, 2022 between TMA Systems, LLC (“the Company”) and the Town of Lake Park, Florida (the “Town”).

The Company agrees to provide the Town a Quotation for a Subscription (the “Quotation”) for the use of certain of the Company’s software and certain professional services (“Professional Services”) based on the following terms and conditions:

1. **Professional Services:** The Company shall provide to the Town the Professional Services described on the Quotation, a copy of which is attached hereto and incorporated herein.
2. **Town Provided Resources:** The Town shall provide or make available to the Company reasonable resources to facilitate the delivery of the Professional Services.
3. **Fees and Reimbursable Expenses:**
 - A. The fees and reimbursable expenses for the Professional Services are listed on the Quotation.
 - B. The Company may invoice the Town for the fees and reimbursable expenses on a monthly basis, as the Professional Services are rendered.
 - C. The Town shall pay the invoices for Professional Service fees and reimbursable expenses within thirty days from receipt.
4. **Manner of Providing Professional Services:** The Company shall provide the Professional Services to the Town:
 - A. In accordance with industry standards;
 - B. In accordance with any specifications listed in the Quotation; and
 - C. As an independent contractor to the Town.
5. **Intellectual Property:**
 - A. To the extent that the Professional Services result in any customization of any of the Company’s software products previously licensed for the Town’s use (“the Software Customization”), the Software Customization shall be deemed to be included within the Town’s license for the software product; provided, however, that the Company shall own and retain all other rights with respect to the Software Modification.

- B. To the extent that the Professional Services consist of the development of intellectual property unrelated to the Company's software products ("Independent Intellectual Property"), the Professional Services shall be deemed work made for hire, and the Town shall own and retain all rights to the Independent Intellectual Property.

6. **Data:**

- A. The Town warrants that as of the date of this Agreement, none of the databases associated with the Professional Services contain protected health information as that term is defined in the Health Insurance Portability and Accountability Act ("PHI").
 - B. Following the execution of this Agreement, the Town shall not enter PHI into any of the databases associated with the Professional Services.
 - C. The Town shall review and validate the accuracy and completeness of data resulting from the performance of Professional Services by the Company.
 - D. The Company disclaims any representation, warranty, or guaranty as to the reliability, timeliness, quality, suitability, truth, availability, accuracy or completeness of the data and content resulting from the performance of its services.
7. **Non-Hire:** From the commencement of the Professional Services through one year from the completion of the Professional Services, neither party shall hire any employee of the other party.
8. **Limitation of Liability:** The liability of the Company to the Town arising from the Professional Services shall be limited as follows:
- A. The Company shall not be liable for indirect, special, incidental, or consequential damages.
 - B. The aggregate liability shall not exceed the amount the Town paid the Company for the Professional Services.
9. **Notices:** Notices regarding this Agreement to the Company shall be made via email to notifications@tmasytems.com. Notices to the Town shall be emailed to Town Manager, townmanager@lakeparkflorida.gov with a copy to the Department of Public Works, publicworks@lakeparkflorida.gov.


10. **Litigation:** With respect to any litigation arising from this Agreement:

- A. This Agreement shall be governed by the laws of the state of Florida. Venue for any cause of action arising out of this Agreement shall lie in the 15th Judicial District in and for Palm Beach County, Florida, for any state actions, and in the United States District Court for the Southern District of Florida for any federal actions.
- B. This Agreement shall be interpreted in accordance with the laws of the State of Florida.
- C. In the event of litigation arising from this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees.

11. **Entire Agreement:** This Agreement constitutes the entire agreement between the Company and the Town with respect to this Agreement, and may be modified only in writing and signed by both parties.

Dated: 3/2/2022

TMA Systems, LLC

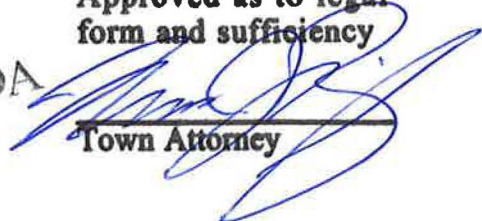

 By: John Smith
 Director of Sales

Town of Lake Park


 By: Michael O'Rourke, Mayor



Approved as to legal form and sufficiency


 Town Attorney

Subscription Agreement

This Subscription Agreement is entered into this ___ day of March between TMA Systems, LLC (“the Company”) and the Town of Lake Park, Florida (the “Town”).

The Company and the Town agree to the following terms and conditions for the Town’s use of the Company’s Software as described in the Quotation (the “Subscription”):

1. Term:

- A. The initial term of this Agreement is one year commencing 30 days from the date the Company provides the Town with the log-in credentials to the Software.
- B. This Agreement shall automatically renew for successive one-year Renewal Terms unless one of the parties hereto provides written notice to terminate the Agreement to the other party 30 days prior to the expiration of the initial term or any Renewal Term.

2. Subscription Services: During the term of this Agreement, the Company shall provide the following Subscription Services to the Town:

- A. Access to the use of the Software via internet connection, provided that the Town meets the Company’s current system requirements.
- B. Database storage and number of users set forth on the Quotation.
- C. Uptime service level for the use of the Software by the Town as described on the attached Exhibit A.
- D. Updates to the Software that are released during the initial term or any Renewal Term, when the updates become available.
- E. Support for the use of the Software as follows:
 - (1) The support shall be provided at the level set forth in the Quotation.
 - (2) The support shall only be utilized by those Town personnel who have been fully trained on the Software (“Trained Personnel”).
 - (3) The support may be provided via telephone, email, fax, or online.

F. Correction of material errors of the Software as follows:

- (1) An error or malfunction shall be deemed material if it causes the Software to conflict with the Software documentation.
- (2) Material errors:
 - a. Shall only be reported by Trained Personnel;
 - b. Shall be reported to the Company by email at support@tmasystems.com; and
 - c. The information required shall include sufficient details to enable the Company to identify the error.
- (3) The Company shall use commercially reasonable efforts to correct the error within eight business hours from receipt of the error report.

3. Use of the Software:

- A. The Software may only be used to manage the operations of the locations described on the Quotation, or later added with the agreement of the Company.
- B. The use of the Software is limited to the number of concurrent users or named users listed on the Quotation, or later purchased by the Town.
- C. The Town shall not use the Software as a call center or service bureau, or otherwise permit the use of the Software by any third party without the prior express written consent of the Company.

4. Annual Fees: The Town shall pay annual fees for the Subscription Services as follows:

- A. The annual fee for the initial term shall be the amount set forth in the Quotation, and shall be paid in accordance with the Quotation.
- B. Upon written notice at least 60 days prior to the expiration of any term, the Company may increase the annual fee for the Renewal Term by an amount not to exceed 5% of the Annual Fee for the current term.
- C. Annual fees shall also be increased based on the Town purchases of additional users, Locations, and / or modules.
- D. The amount of the Annual Fees is based upon a continuous Subscription Service between the Company and the Town, and if Town discontinues this Service and later requests Service, additional fees may be required.

- E. Annual fees for Renewal Terms shall be due and payable 30 days prior to the commencement of the Renewal Term.
- F. Annual fees not paid when due shall bear interest at the rate of 1% per month from the due date, and if payment is not made by the due date:
 - (1) The Company may notify town of the delinquency; and
 - (2) If the Town fails to pay the annual fees within 30 days from the date of the delinquency notice, the Company may suspend the provisioning of the Subscription Services, or terminate this Agreement.

5. Protection of Intellectual Property Rights:

- A. Except for the use of the Software as provided in this Agreement, the Company retains the ownership of all copyrights and other intellectual property rights associated with the Software.
- B. The Town shall not modify, translate, reverse engineer, decompile or disassemble the Software provided as a service.
- C. The Town shall not provide access to the Software service to any person other than the Town's employees and agents.
- D. The Town shall use commercially reasonable efforts to prevent access to the Software service by any person other than the Customer's employees and agents.

6. Data:

- A. The Company shall take commercially reasonable precautions to prevent unauthorized access to the Town's data and to maintain the confidentiality of the Town's Data.
- B. The Town warrants that as of the date of this Agreement, none of the databases associated with the Subscription Services contain protected health information as that term is defined in the Health Insurance Portability and Accountability Act ("PHI").
- C. Following the execution of this Agreement, the Town shall not enter PHI into any of the databases associated with the Subscription Services.
- D. The Town shall review and validate the accuracy and completeness of the data resulting from the Town's use of the Subscription Services.

- E. The Company disclaims any representation, warranty, or guaranty as to the reliability, timeliness, quality, suitability, truth, availability, accuracy or completeness of the data and content resulting from Town's use of the Subscription Services.
7. **Indemnification:** The Town shall indemnify and hold the Company harmless from any claims or causes of action that arise from or are associated with the content of the Town's database.
8. **Company Warranties:** The Company makes the following warranties and disclaimers to the Town:
- A. The Company has developed and is the owner of the Software, and has the right to provide Subscription Services to the Town.
 - B. The functionality of the Software reasonably conforms to the standards set forth in the documentation supplied with the Software.
 - C. The Company disclaims all other warranties, express or implied, including merchantability and fitness for use of the Software.
9. **The Town's Warranties:** The Town makes the following warranties to the Company:
- A. The Town has conducted such investigations as to the functionality of the Software as the Customer deemed appropriate.
 - B. The Town has determined that the Software is suitable for the intended uses of the Town.
10. **Return of Customer Data:** Upon the termination of this Agreement by non-renewal or by the Company:
- A. Provided that the Town is not in default of any term of this Agreement, the Company shall provide the Town with a copy of the Town's data.
 - B. If the Town requires the data in a format other than the format provided, the Company may charge the Town a fee to convert the data to the different format at the then current rate charged by the Company for professional services.
 - C. The Company shall have no obligation to archive the Town's data for any period following the termination of this Agreement.
11. **Notices:** Notices regarding this Agreement to the Company shall be made via email to notifications@tmasytems.com. Notices to the Town shall be emailed to Town Manager, townmanager@lakeparkflorida.gov with a copy to the Department of Public Works, publicworks@lakeparkflorida.gov.
12. **Limitation of Liability:** The liability of the Company to the Customer arising from the Customer's use of the Software or the Company's breach of this Agreement shall be limited as

follows:

- A. The Company shall not be liable for indirect, special, incidental, or consequential damages.
- B. The aggregate liability shall not exceed the amount the Customer paid the Company for the Subscription services in the year the damage occurred.

13. Conflicting Terms and Conditions:

- A. In the event of a conflict between the terms of the Quotation and this Agreement, the terms of this Agreement shall control.
- B. In the event of a conflict between the terms of this Agreement and a Purchase Order, the terms of this Agreement shall control.

14. Litigation: With respect to any litigation arising from this Agreement:

- A. This Agreement shall be governed by the laws of the state of Florida. Venue for any cause of action arising out of this Agreement shall lie in the 15th Judicial District in and for Palm Beach County, Florida, for any state actions, and in the United States District Court for the Southern District of Florida for any federal actions.
- B. This Agreement shall be interpreted in accordance with the Laws of the State of Florida.
- C. The prevailing party shall be entitled to recover all costs, including reasonable attorney fees.

15. Entire Agreement: This Agreement constitutes the entire agreement between the Company and the Customer with respect to the Subscription, and may be modified only in writing and signed by both parties.

Dated: 3/2/2022

TMA Systems, LLC

By: *John Swallow*
Director of Sales

Town of Lake Park

Michael O'Rourke
 By: Michael O'Rourke, Mayor
 SEAL

Approved as to legal form and sufficiency.
[Signature]
 Town Attorney

Exhibit A – Uptime Service Level

The Company expects the Software to be available for the Customer's use 99.8% of the time during the term of this Agreement, on a twenty-four hour per day, seven day per week basis ("the Uptime Service Level").

The following service interruptions shall be excluded from the calculation of Uptime Service Level:

1. **Scheduled Maintenance:** Interruptions for maintenance of the Software, hardware, network and other service components, provided that:
 - A. The Company shall provide the Customer at least twenty-four hours prior notice of the scheduled maintenance period.
 - B. The Company shall not schedule maintenance on Monday through Friday from 8:00 AM through 5:00 PM Central Time.
2. **Force Majeure:** Interruptions caused by forces outside the control of the Company, including interruptions caused by the Customer.
3. **Minor Interruptions:** Interruptions for less than sixty minutes duration.



Town of Lake Park

Submitted for consideration to:

Roberto Travieso
Director of Public Works
Town of Lake Park
640 Old Dixie Highway
Lake Park, FL 33403
(561) 881-3345, Ext. 648
rtravieso@lakeparkflorida.gov

**Proposal for
WebTMA SaaS Solution
ITB No. 106-2021**

Proposal Number JB-44588-NC-SaaS-1

Proposal Valid Through:

March 16, 2022

Submitted By:

John Burke
Senior Account Executive
TMA Systems
1876 Utica Square, Third Floor
Tulsa, Oklahoma 74114
(918) 858-6681 - office
(918) 858-6655 - fax
john.burke@tmasystems.com



TMA Systems
 1876 Utica Square, Third Floor
 Tulsa, Oklahoma 74114
 800.862.1130
 918.858.6655 fax
 www.tmasystems.com

Submitted to:
 Roberto Travieso
 Director of Public Works
 Town of Lake Park
 640 Old Dixie Highway
 Lake Park, FL 33403
 (561) 881-3345, Ext. 648
 rtravieso@lakeparkflorida.gov

Date January 27, 2022
Valid Until March 16, 2022
Quote Number JB-44588-NC-SaaS
Client Number NC

WebTMA AS A SUBSCRIPTION SERVICE (SaaS)

Item	Description	Quantity	US Dollars
WebTMA	WebTMA - 6 Concurrent User System	1 \$	8,835.00
Additional Modules			
• Executive Dashboard	Executive Dashboard Module	1 \$	2,050.00
• mobileTMA GO	mobileTMA GO Interface - Per 5 Named User Bundle	3 \$	2,265.00
• Service Request	Service Request Module	1 \$	755.00
Annual Subtotal - WebTMA SaaS Software		\$	13,905.00

PROFESSIONAL SERVICES

Item	Description	Quantity	US Dollars
Remote Consulting Services	Allocation of service days finalized upon review with client. Remote service days at \$1,500/day. The following allocation has been estimated. 3 - day(s) of Implementation Services 4 - day(s) of Data Import/Conversion Services 1 - day(s) of Custom Documentation 2 - day(s) of Consulting Services (Needs Assessment for current process and exploratory discussion for Phase II functionality)	10 \$	15,000.00
Additional Services			
• Remote Training	3 - day(s) of Training Services	3 \$	4,500.00
• On-Site Services	3 - day(s) of On-Site Services - Post implementation site visit as a follow up thirty (30) days following the Go Live date (Travel expenses not included)	3 \$	5,250.00
• Not to Exceed Travel Expenses	Estimated Trip(s) at \$2,500/trip - actual travel expenses billed	1 \$	2,500.00
Subtotal - Professional Services		\$	27,250.00
TOTAL - Subscription, Professional Services		\$	41,155.00
TOTAL - Each Additional Year Cost (Subscription)		\$	13,905.00

Note:

- TMA professional services to be performed remotely through web services (TMA iPortal, Internet, etc.). TMA consultant will prepare a project schedule identifying necessary allocation of service days upon review with client.
- TMA Consultant will have one half day of travel time allocated for every 5 days of onsite services.
- Travel expenses are not included in the cost of services and are the responsibility of the client.

TERMS AND CONDITIONS

- Software is subject to TMA Systems, LLC Subscription Agreement for the following location(s):
Town of Lake Park, 640 Old Dixie Highway, Lake Park, FL 33403
- Interface upgrades and compatibility are subject to continued support of associated vendors.
- Travel, shipping and handling expenses not included.
- Payment is due net 30 days after receipt of software.
- Past due invoices will be charged 1% per month.
- These prices do not include applicable sales tax.
- Third party software not included.
- Software is compatible with systems meeting the requirements outlined on the Systems Requirement attachment.
- Additional fees may apply for using client contracts versus TMA Systems' standard agreements.
- WebTMA SaaS includes Gold level support.

TMA Systems, LLC



John Burke
 Senior Account Executive
 (918) 858-6681 - office
 (918) 858-6655 - fax
 john.burke@tmasystems.com

Town of Lake Park



Name
 Mayor
 Title
 March 2, 2022
 Date

FIRST RENEWAL TO THE AGREEMENTS FOR THE PROVISION OF WORK ORDER, ASSET MANAGEMENT PROFESSIONAL SERVICES, AND SOFTWARE SUBSCRIPTION SERVICE

THIS FIRST RENEWAL TO THE AGREEMENT is made and entered into this ____ day of _____, 2025, by and between the Town of Lake Park, 535 Park Avenue, Lake Park, Florida 33403 (“Town”), and TMA Systems, 7645 East 63rd Street, Suite 110, Tulsa, Oklahoma 74133 (“Contractor”)

WITNESSETH THAT

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

WHEREAS, the Town is empowered to enter into contracts with private corporations for services; and

WHEREAS, on March 2, 2022, the Town entered into agreements with the Contractor to provide work order and asset management professional services and subscription software service, following competitive procurement under ITB No. 106-2021 (“Original Agreement”); and

WHEREAS, the professional services portion of the agreement has been completed, and the Town continues to use the WebTMA software subscription for daily operational needs; and

WHEREAS, the Town desires to establish a three-year renewal term to streamline administration, ensure continuity of service, and support long-term planning; and

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

Recitals – The above recitals are true and correct and are incorporated herein.

Term – The Agreements are renewed for a three-year term, effective January 1, 2026, through December 31, 2028.

Compensation – The Town shall pay the Contractor the following annual subscription fees:

- \$18,636.00 for **Year 1** (2026)
- \$19,569.00 for **Year 2** (2027)
- \$20,550.00 for **Year 3** (2028).

Public Records Compliance – The Contractor shall comply with Florida’s Public Records Law as outlined in Chapter 119, Florida Statutes.

No Further Modifications – All other terms and conditions of the Original Agreement not modified herein remain in full force and effect.

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

TOWN OF LAKE PARK

TMA SYSTEMS, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

RESOLUTION 96-11-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE FIRST RENEWAL TO THE AGREEMENTS WITH TMA SYSTEMS, LLC, TO ESTABLISH A THREE-YEAR TERM FOR WEBTMA SOFTWARE SUBSCRIPTION AND SUPPORT SERVICES, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (“Town”) is a municipal corporation of the State of Florida with such powers as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contracts for goods and services necessary to maintain and improve public facilities, infrastructure, and operations; and

WHEREAS, on March 2, 2022, the Town entered into agreements with TMA Systems, LLC for work order and asset management professional services and subscription-based software service, following competitive bidding under ITB No. 106-2021; and

WHEREAS, the Town has continued to use the WebTMA subscription platform to support daily operational needs; and

WHEREAS, establishing a three-year renewal term will reduce recurring annual administrative requirements, ensure continuity of service, and support long-term operational and budget planning; and

WHEREAS, the Contractor has agreed to the renewal term and annual pricing commencing on January 01, 2026, through December 31, 2028; and

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Mayor is authorized to execute the First Renewal to the Agreements with TMA Systems, LLC, attached as Exhibit “A.”.

Section 3. This Resolution shall take effect immediately upon adoption.

TMA Systems, LLC.
7645 East 63rd Street, Suite 110,
Tulsa, OK 74133

Phone: 918 918-4550
Tax ID: 73-1554384
[TMA Systems W-9](#)

Invoice #	INV-14632
Invoice Date	12 Nov 2025
Payment Terms	Net 30
Due Date	12 Dec 2025
Total Due	\$18,636.00
Currency	USD

Bill To: Accounts Payable
Town of Lake Park
Office of the Town Clerk, 535 Park Avenue
Lake Park, FL 33403

Ship To: Accounts Payable
Town of Lake Park
Office of the Town Clerk, 535 Park Avenue
Lake Park, FL 33403

Purchase Order No.	Client ID	Sales Contact Information		
Invoice required for PO	11023	Laura Zinter laura.zinter@tmasystems.com		
Invoice Comments				
Subscription Period: 01-01-2026 -12-31-2026				
Description	Unit Price	Qty.	Ext. Price	
Executive Dashboard - Subscription	\$2,495.00	1	\$2,495.00	
Gold Support - Subscription	\$0.00	1	\$0.00	
mobileTMA GO - Subscription - Per bundle of 5 named users	\$924.00	3	\$2,772.00	
Service Request - Subscription - Up to 750 Users	\$925.00	1	\$925.00	
WebTMA - Subscription	\$943.00	1	\$943.00	
WebTMA Users - Subscription	\$1,643.00	7	\$11,501.00	
Subtotal			\$18,636.00	
Tax			\$0.00	
Credits			-\$0.00	
Payments			\$0.00	
Invoice Balance			\$18,636.00	
Account Balance			\$18,636.00	

Remit Instructions:

For ACH/WIRE Payments:
TMA Systems, LLC.
Bank Name: Busey Bank
Account Number: 201952612
Routing Number: 071102568
SWIFT Code: BUYEUS44

For Credit Card Payments (under \$10k):
[Click this Link](#)

For Check Payments:
TMA Systems, LLC.
PO Box 410355
Kansas City, MO 64141-0355

TMA Systems, LLC.
7645 East 63rd Street, Suite 110,
Tulsa, OK 74133

Phone: 918 918-4550
Tax ID: 73-1554384
[TMA Systems W-9](#)

Invoice #	INV-14632
Invoice Date	12 Nov 2025
Payment Terms	Net 30
Due Date	12 Dec 2025
Total Due	\$18,636.00
Currency	USD

Any reference to a purchase order in this invoice or any associated Order Form is solely for your convenience in record keeping, and no such reference or any delivery of services to you following receipt of any purchase order shall be deemed an acknowledgement of or agreement to any terms or conditions associated with any such purchase order or in any way be deemed to modify, alter, supersede or supplement the Service Terms and Conditions Agreement ("Agreement") as defined at <https://www.tmasystems.com/terms-conditions> in your Order Form, or, if you and TMA Systems are parties to a separate agreement governing your access to and use of a Service (as defined in the Agreement) that is evidenced in a written agreement mutually executed and delivered by you and TMA Systems, the terms and conditions of such separate agreement). The terms and conditions of the Agreement are the exclusive agreement of the parties with respect to subject matter of the Terms, and no other terms or conditions shall be binding upon TMA Systems or otherwise have any force or effect.

The terms and conditions of the Agreement (as currently in effect) for any Service (as defined in the Agreement) is between you and TMA Systems. Any current Order Form (as defined in the Agreement) shall exclusively govern the relationship and agreement between the parties related to your subscription to any Services and supersede any other agreement/purported terms of any type among you and TMA Systems, including any purchase order attached hereto or referenced herein. No modification of this invoice by you or any terms or conditions of any purchase order or other similar document shall have any force or effect regardless of any statement to the contrary in such modification, purchase order or other document.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025 Regular Commission Meeting

Originating Department: Clerk's Office

Agenda Title: Appointment - Tree Board - Ms. Mary Beth Taylor

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 from Ms. Mary Beth Taylor for appointment as a regular member on the Tree Board. The Tree Board has one (1) regular position and two (2) alternate position available.

Ms. Taylor has previously served as a Town Commissioner and is passionate about trees and landscaping within the Town and has received a nomination to serve from Commissioner Linden.

To formally approve this re-appointment, the Town Commission is requested to provide a majority vote to re-appoint the nominee to the Tree Board.

Ms. Taylor will be in attendance at the meeting should the Commission have any questions and/or require additional information regarding her request to serve.

Recommended Motion:

I move to appoint Ms. Mary Beth Taylor as a Regular Member to the Town of Lake Park's Tree Board.



Office of the
Town Clerk

November 6, 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:

Mary Beth Taylor has applied for appointment to the Tree Board as a regular member. The Tree Board currently has one regular membership 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.

Sincerely,

Laura Weidgans
Digitally signed by Laura Weidgans
DN: cn=Laura Weidgans, o=Town of Lake Park,
ou=Deputy Town Clerk,
email=lweidgans@lakeparkflorida.gov, c=US
Date: 2025.11.12 13:02:00 -0500

Laura Weidgans
Deputy Town Clerk

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

www.lakeparkflorida.gov

RECEIVED

NOV 3 2025

Town Clerk's Office
TOWN OF LAKE PARK

The Town of Lake Park



Item 8.

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: Taylor Mary Beth
Last First Middle

Address: 209 Park Ave, Lake Park FL, 33403

Birthday: Month: 12 Day: 26

Telephone: home 561 845 2601 work — cell 561 845 2601

E-Mail Address m.b.popp1945@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 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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>
<u>3</u>	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/>	Planning & Zoning/ Historic Preservation Board *
<u>2</u>	Library Board		
<input type="checkbox"/>	Stormwater Policy Steering Committee		
<input type="checkbox"/>	Floodplain Management Committee	<input checked="" type="checkbox"/>	Tree Board

<u>Inactive Boards:</u>	
Code Compliance <input checked="" type="checkbox"/>	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)

Your Name: Mary Taylor

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

Tree Board - I love trees, and the town needs to be aware of their importance to the health and welfare of its citizens. I like books also.

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)

Master of Education Degree

What is/was your profession or occupation: retired

How long: 12 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: certified Media specialist.

previous town commissioner

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: town volunteer and English

teacher of life skills for 13 yrs.

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: Mary Beth Taylor

Date: 10-18-2025



Re: Tree Board Member Application

From John Linden <jlinden@lakeparkflorida.gov>
Date Mon 11/3/2025 11:59 AM
To Laura Weidgans <lweidgans@lakeparkflorida.gov>

Hi Laura,
If no one has done so I would be honored to nominate Mary to the tree board

John L. Linden
Commissioner
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
Work: [\(561\) 881-3300](tel:5618813300)
Cell: [312-560-0110](tel:3125600110)
jlinden@lakeparkflorida.gov



* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your email communications are therefore subject to public disclosure. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity, instead contact this office by phone. Florida State Statute Section 668.6076.

From: Laura Weidgans <lweidgans@lakeparkflorida.gov>
Sent: Monday, November 3, 2025 11:31:21 AM
To: Commission <Commission@lakeparkflorida.gov>
Cc: Town Clerk <townclerk@lakeparkflorida.gov>
Subject: Tree Board Member Application

Good morning Mayor, Vice-Mayor and members of the Commission,

The Town Clerk's Office received a volunteer board member application. Ms. Mary Taylor would like an opportunity to serve on the Tree Board. Her application is attached for your review.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Community Development
Ordinance No. 05-2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (2nd Reading)

Agenda Title: _____

Agenda Category (i.e., Consent, New Business, etc.): Ordinance on 2nd Reading

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

Cost of Item: To be billed **Funding Source:** General Fund - Legal
001-514-108-

Account Number: 31100 **Finance Signature:** _____

Advertised: _____ **Newspaper:** _____

Attachments: Ordinance # 05-2025, Legal Ad

Please initial one:

_____ Yes I have notified everyone

KJG Not applicable in this case

Summary Explanation/Background:

The Community Development Department is requesting that the Town Commission to amend the Town’s Comprehensive Plan to update the Capital Improvement Schedule within the Capital Improvements Element in accordance with state law.

Note: State Statute 163.3177 (3) (a) (4) requires that municipalities annually update their Capital Improvements Element of their Comprehensive Plan to reflect their latest adopted Five-Year Capital Improvements Schedule.

The Town’s Capital Improvement’s Plan (CIP) was last adopted on Sept 18, 2025 as part of the FY 2026 Budget. Thus, the proposed amendment to the Town’s Comprehensive Plan, if approved, would meet the requirements outlined within state law.

Note: Unlike other amendments to the Comprehensive Plan the update of the Capital Improvements Schedule is not required to be reviewed by the state's Office of Economic Opportunity, which serves as the state planning agency, and will become effective upon 2nd reading.

The proposed Ordinance was approved on 1st reading on November 4, 2025 by the Town Commission and is being presented for 2nd and final reading. If approved, the proposed Ordinance would be effective immediately.

The proposed Ordinance was prepared by the Community Development staff and reviewed by the Finance Director and the Town Attorney.

Recommended Motion:

Motion to approve Ordinance 05-2025 on 2nd reading to amend the Comprehensive Plan of the Town of Lake Park by updating the Town's Five-Year Capital Improvements Schedule within the Capital Improvements Element.

ORDINANCE NO. 05 -2025

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE OF THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature originally required all local governments to annually amend their Comprehensive Plans to update the Capital Improvements Element, including the Five Year Schedule of Capital Improvements contained therein; and

WHEREAS, pursuant to House Bill 7207 the Florida Legislature repealed the requirement that local government annually amend their Comprehensive Plans to update Five Year Capital Improvements Schedules; and

WHEREAS, local governments are now only required to review their Capital Improvements Element and adopt any update thereto pursuant to an ordinance which is not subject to review by the state land planning agency; and

WHEREAS, the Town staff has prepared an ordinance which amends the schedule in the Capital Improvements Element of the Town's Comprehensive Plan; and

WHEREAS, the Town Commission of the Town of Lake Park has held the duly required public hearings to adopt this ordinance.

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

Section 1: The whereas clauses are incorporated herein as the legislative findings of the Town Commission.

Section 2: "Exhibit A" which is attached hereto and incorporated herein contains the text of Policy 1.11 which is contained in the Town's Comprehensive Plan to amend Capital Improvement Schedule by replacing the 2020 to 2024 with the 2025/26 Capital Improvements Element's Five Year Capital Improvement Schedule.

Section 3: Policy 1.8 and Policy 5.56 of the Capital Improvements Element shall be amended as shown in “**Exhibit B**” to be consistent with the new Capital Improvements Schedule.

Section 4 **Repeal of Laws in Conflict.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5 **Severability.** Should any section or provision of this ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this ordinance.

Section 6. **Effective Date.** The ordinance shall become effective upon adoption.

#7118522 v1 26508-00001

FIVE YEAR CAPITAL IMPROVEMENTS PLAN

(Source: Town Budget adopted September 18, 2025 Res. # 71-09-25)

GENERAL FUND

GENERAL FUND EXPENDITURES								
*c o d e	Dept./ Project Description	Funding Source	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
PUBLIC WORKS –Grounds, Streets/roads, Veh. Maintenance.								
3	Trailer Replacement (2)	General Fund Revenue		\$ 17,000				\$ 17,000
3	Utility Vehicle	General Fund Revenue		\$ 19,250				\$ 19,250
3	Compact Lift (Streetlights)	TBD		\$40,000				\$40,00
3	Forklift (5,000 lb. Capacity)	TBD		\$65,000				\$65,000
3	PW Fuel Dispensing System Replacement	TBD		\$70,000				\$70,000
3	PW Diesel Fuel Tank Replacement	TBD		\$110,000				\$110,000
3	PW Gate Control System Replacement	TBD		\$38,000				\$38,000
3	Clock Tower Public Sound System	TBD		\$10,000				\$10,000
3	Town-wide Park Bench Replacement			\$15,705				\$15,705
2	Traffic Control Devices/Traffic Calming	Mobility Fees		\$200,000				\$200,000
2	Southern Outfall - Final Phase	Grant funding/ Special Assmt.	\$2,500,000					\$2,500,000
3	Park Avenue Lane Reduction	Grant Funding		\$3,500,000				\$3,500,000
3	Road Improvements - Various Location	General Fund		\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
3	Sidewalks - Various Locations	General Fund		\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
2	Septic to Sewer Conversion Project- Generally West of Old Dixie Hwy	Grant Funding/ Special Assmt.		\$5,810,000				\$5,810,000
INFORMATION TECHNOLOGY								
3	Computer/Laptop Replacements	TBD		\$87,400	\$19,000	\$19,000	\$19,000	\$144,000

	Dept./ Project Description	Funding Source	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
	TOWN CLERK							
3	Records Retention	General Fund Revenue		\$8,000				\$8,000
	TOWN COMMISSION							
3	Security Improvements to the Commission Chambers	General Fund Revenue		\$100,000				\$100,000
3	Town Hall Preservation Improvement Project - Commission Chambers	Discretionary Surtax/Grant Funding		\$ 200,000				\$ 2 00,000
	LIBRARY							
3	Library South Doors - ADA Compliant	Discretionary Surtax	\$ 28,750					\$ 2 8,750
	SPECIAL EVENTS							
3	Pro Shop Pavilion Doors & Windows	Discretionary Surtax	\$ 41,000					\$ 4 1,000
3	Bert Bostrom Community Center	TBD		\$ 15,000,000				1 5,000,000
3	Town Bus (used)	TBD		\$100,000				\$100,000
2	Kelsey Park Master Plan Projects	Public Improvement Fund/Grant	\$940,800					\$ 9 40,800
	TOTAL EXPENDITURES		\$ 3,710,550	\$ 26,190,355	\$ 1,019,000	\$ 1,019,000	\$ 1,019,000	\$ 32,957,905

GENERAL FUND REVENUE							
Funding Source	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total	
General Fund Revenue		1,144,250	1,019,000	1,019,900	1,019,900	4,201,250	
Discretionary Surtax	169,750					169,750	
Mobility Fees		200,000				200,000	
Public Improvement Fund	470,400					470,400	
Special Assessment		\$ 1,110,000				\$ 1,110,000	
Grant Funding	3,070,400	8,200,000				\$ 11,270,400	
TBD		\$15,536,105				\$ 15,536,105	
TOTAL FUNDING	\$ 3,710,550	\$ 26,190,355	\$ 1,019,000	\$ 1,019,000	\$ 1,019,000	\$ 32,957,905	

SANITATION FUND – Includes six years

SANITATION FUND									
Expenditures									
* c o d e	Dept./ Project Description	Funding Source	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Total
2	Side Loader Truck (Replace #51)	Loan-Financed	\$393,889						\$393,889
2	Front End Loader Truck (Replace #44)	Loan-Financed	\$376,065						\$376,065
2	Grapple Truck (Replace #66)	Loan-Financed		\$250,000					\$250,000
2	Rear Loader Truck (Replace #42)	Loan-Financed		\$308,700					\$308,700
2	Front End Loader Truck (Replace #56)	San Assess + Invest Inc.	\$123,338	\$127,338	\$127,339				\$382,015
2	Side Loader Truck (Replace #58)	Loan-Financed			\$413,908				\$413,908
2	Grapple Truck (Replace #67)	San Assess + Invest Inc.	\$83,333	\$83,333	\$83,334				\$250,000
2	Truck (Replacement)	San Assess + Invest Inc.					\$66,666	\$66,666	\$133,332
2	Side Loader Truck (Replacement)	San Assess + Invest Inc.					\$137,705	\$137,705	\$275,410
2	Front End Loader Truck (Replacement)	San Assess + Invest Inc.					\$152,111	\$152,111	\$304,222
	TOTAL		\$980,625	\$769,371	\$624,581	-	\$356,482	\$356,482	\$3,087,541
Revenue – Funding									
	Sanitation Assessments		-	-	\$210,673	-	\$356,482	\$356,482	\$923,637
	Loan- Financed		\$769,954	\$558,700	\$413,908	-	-	-	\$1,742,562
	Investment Income Proceeds		\$210,671	\$210,671	-	-	-	-	\$41,342
	TOTAL		\$980,625	\$769,371	\$624,581	-	356,482	356,482	\$3,087,541

STORMWATER FUND

STORMWATER FUND								
Expenditures								
* c o d e	Dept./ Project Description	Funding Source	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
	VAC Truck (Replace #52)	Stormwater Assessments	\$635,740					\$635,740
2	Mason Dump Truck	Stormwater Assessments			\$95,000			\$95,000
2	Dump Truck (Replace #59)	Stormwater Assessments		\$175,000				\$175,000
2	Street Sweeper (Replace #16)	Stormwater Assessments			\$278,000			\$278,000
	Backhoe Loader (Replace #46)	Stormwater Assessments						\$155,000
2	MADVAC	Stormwater Assessments	\$120,000					\$120,000
3	Quick View Camera	Stormwater Assessments	\$30,000					\$30,000
3	Trailer	Stormwater Assessments	\$35,000					\$35,000
3	Commercial Steel Building	Stormwater Assessments	\$50,000					\$50,000
	TOTAL		\$870,000	\$330,000	\$337,000	-	-	\$1,573,740
Revenue – Funding								
	Stormwater Assessments		\$870,000	\$330,000	\$337,000			\$1,573,740
	TOTAL		\$870,000	\$330,000	\$337,000			\$1,573,740

**FIVE YEAR CAPITAL IMPROVEMENTS PLAN –
PROJECTS WITHIN CRA DISTRICT**

*code	Project Description	Funding Source	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
2	10 th Street Oval - About	Mobility fees, PBC Grant, CRA		\$ 1,300,000	\$ 700,000			\$2,000,000
3	10 th Street Streetscape	CRA		\$1,000,000				\$1,000,000
2	Park Avenue Extension	PBC Impact fees, CRA				\$500,000		\$500,000
2,3	Road Improvements- Various locations in CRA District	CRA	\$500,000					\$500,000
3	Sidewalks – CRA District	CRA	\$200,000					\$200,000
	TOTAL EXPENDITURES		\$700,000	\$2,300,000	\$700,000	\$500,000		\$4,200,000
	FUNDING							
		Mobility Fees		\$200,000				\$200,000
		PBC Funding		\$400,000				\$400,000
		CRA	\$700,000	\$1,700,000	\$700,000	\$500,000		\$3,600,000
	TOTAL FUNDING		\$700,000	\$2,300,000	\$700,000	\$500,000		\$4,200,000

*Project Category Codes

- 1 – Project necessary to achieve Level of Service
- 2 – Project will enhance ability to continue to meet Level of Service
- 3 – Project will further the achievement of Comprehensive Plan goals, objectives and policies.

¹ Note: The Town's ability to implement certain projects in accordance with this schedule is contingent upon the receipt of grant funds as identified in "Funding Source" column

EXHIBIT BPolicy 1.8:

~~On or before the statutory deadline, t~~ The Comprehensive Plan shall ~~be amended to~~ include a financially feasible Five-Year Capital Improvements Schedule that documents all projects necessary to achieve and/or maintain the Level of Service Standard or that otherwise implement the Comprehensive Plan. The schedule shall be updated annually by ordinance in accordance with FS 163.3177(3)(a)(4). ~~through the Comprehensive Plan amendment process.~~ In addition to Town projects, the Capital Improvements Schedule shall include projects to be implemented by other agencies that impact its ability to achieve or maintain the adopted Level of Service Standards, including transportation projects that may be implemented in whole or in part through proportionate fair share mitigation options.

Policy 5.6:

The Town shall incorporate capital improvements affecting Town levels of service by referencing the Capital Improvements Schedules of Palm Beach County, state agencies, regional water supply authorities and other units of government providing services but not having regulatory authority over the use of land into its 5-Year Schedule of Capital Improvements. The Town Capital Improvement Element Schedule shall be maintained and updated annually and shall demonstrate that level of service standards will be maintained during the next five-year ~~(2019/2020 through 2024/2025)~~ (2025/26 through 2029/30) planning period.

LEGAL NOTICE OF PROPOSED
ORDINANCE
TOWN OF LAKE PARK

Please take notice that on Wednesday, November 19, 2025 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida to be held at 535 Park Avenue, Lake Park, Florida 33403 will consider the following Ordinances on second reading and proposed adoption thereof:

ORDINANCE 05-2025

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE OF THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311. Vivian Mendez, MMC, Town Clerk Town of Lake Park, Florida
PUB: November 9, 2025
- The Palm Beach Post
November 9 2025
LSAR0402731



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Human Resources

Agenda Title: FY 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Four (4) Positions

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

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

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Job Descriptions for Facilities Maintenance Worker Trainee, Stormwater Technician Trainee, and Accounting Technician.

Please initial one:

_____ Yes, I have notified everyone.

DMP _____ Not applicable in this case

Summary Explanation/Background:

The Human Resources Department has identified a need to amend the approved FY 2026 Lake Park Pay Grade Chart to include the reclassification of four (4) existing positions – Facility Maintenance Worker II to reclassify to a Facilities Maintenance Worker Trainee, Stormwater I & Stormwater II to Stormwater Trainee (2 Positions) and Cashier/Receptionist to Accounting Technician.

Reclassification of each of these skilled and/or certification-required positions are recommended by their respective Department Director (Public Works Director and Finance Director) as well as the Human Resources Manager and are expected to attract a larger pool of candidates that would be able to be hired and gain on-the-job training/experience that would then enable the

Town to provide a pathway to promotional opportunities for those selected to serve in these positions.

Facilities Maintenance Worker Trainee (Full-Time) – Temporarily reclassify an existing funded position (Facilities Maintenance Worker II) to support the actual/current needs with the organization to ensure the highest levels of productivity and customer service by our staff. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 70 to Pay Grade 30 within the proposed FY 2026 Pay Grade Chart.

This position is currently vacant and, if approved to be reclassified, would be a temporary position (underfilled) to provide on-the-job training/experience that would enable the Town to provide a pathway to promotional opportunities for the candidate selected to serve in this position.

Note: The proposed pay grade for this temporary, reclassified position would be consistent with the current Sanitation Truck Operator Trainee position. Additionally, this position will remain as a temporary position until the selected employee demonstrates and meets certification or experience requirements.

This position would be responsible for performing entry-level work assisting with the maintenance, repair, and improvement of Town facilities. This position provides on-the-job training across multiple trades, including carpentry, plumbing, painting, and basic electrical work. The role is designed to prepare employees for advancement to the Facilities Maintenance Worker I level upon successful completion of the training period and demonstration of required skills and competencies.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meets the needs outlined within the proposed job description.

Stormwater Technician Trainee – 2 Positions (Full-Time) – Temporarily reclassify two (2) existing funded positions (Stormwater Technician I and Stormwater Technician II) to support the actual/current needs with the organization to ensure the highest levels of productivity and customer service by our staff. The annual salary range (or pay grade) for the reclassified positions are proposed to be moved from Pay Grade 40 (Stormwater Technician I) and 60 (Stormwater Technician II) to Pay Grade 30 within the proposed FY 2026 Pay Grade Chart.

These positions are currently vacant and, if approved to be reclassified, would be temporary positions (underfilled) to provide on-the-job training/experience that would enable the Town to provide a pathway to promotional opportunities for the candidates selected to serve in these positions.

Note: The proposed pay grades for these temporary, reclassified positions would be consistent with the current Sanitation Truck Operator Trainee position. Additionally, these positions will remain as temporary positions until the selected employees demonstrates and meets certification or experience requirements.

This position would be responsible for performing entry-level work assisting in the maintenance and repair of the Town's Stormwater infrastructure. This position is designed to provide on-the-job training in the drainage operations, equipment handling, and safety procedures, to advance to the Stormwater Technician I level with six (6) to twelve (12) months.

Note: These position titles are currently being developed/finalized to ensure that the Town attracts the best possible candidates and meets the needs outlined within the proposed job description.

Accounting Technician (Full Time) - Reclassify an existing (funded) position within the Finance Department (Receptionist/Cashier) to Accounting Technician to support the actual/current needs within the department to ensure the highest levels of productivity and to ensure proper financial payments/receivables and oversight. The annual salary range (or pay grade) for the reclassified positions are proposed to be moved from Pay Grade 40 to Pay Grade 50 within the proposed FY 2026 Pay Grade Chart.

This position will be responsible for performing a variety of accounting related functions including accounts payable, accounts receivable, cashiering, lien searches, business tax licensing, reconciliation and posting and purchase orders.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meets the needs outlined within the proposed job description.

Recommendation:

I move to approve the proposed FY 2026 Town of Lake Park Pay Grade Chart and the amendment of pay grades for four (4) positions.

TOWN OF LAKE PARK
FY 2026 POSITION TITLES AND PAY CODES
REVISED - NOVEMBER 19, 2025

Item 10.

Grade	E/NE	NON-UNION POSITION TITLES	MINIMUM FY2026		MAXIMUM FY2026	
			PER YEAR	PER HR	PER YEAR	PER HR
Department: Town Manager						
200	E	Town Manager	Contract Employee		Contract Employee	
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
170	E	Assistant Town Manager	118,452.72	56.95	189,524.36	91.12
Department: Human Resources						
120	E	Human Resources Manager	73,549.82	35.36	117,679.72	56.58
Department: Town Clerk						
170	E	Town Clerk	118,452.72	56.95	189,524.36	91.12
90	NE	Deputy Town Clerk	56,808.39	27.31	90,893.42	43.70
Department: Communications & Grants						
170	E	Grants Writer/Chief Public Information Officer	118,452.72	56.95	189,524.36	91.12
90	NE	Marketing Specialist	56,808.39	27.31	90,893.42	43.70
Department: Information Technology						
150	E	Director - Information Technology	97,894.81	47.06	156,631.70	75.30
0		Information Technology Intern	-	15.00	-	15.00
Department: Finance						
170	E	Director - Finance	118,452.72	56.95	189,524.36	91.12
140	E	Assistant Finance Director	88,995.28	42.79	142,392.46	68.46
100	E	Accountant, Senior	60,784.98	29.22	97,255.96	46.76
80	E	Purchasing Specialist	53,091.95	25.52	84,947.12	40.84
50	NE	Accounting Technician	43,338.85	20.84	69,342.16	33.34
40	NE	Receptionist/Cashier	40,503.60	19.47	64,805.75	31.16
Department: Public Works						
170	E	Director - Public Works	118,452.72	56.95	189,524.36	91.12
140	E	Manager - Capital Projects	88,995.28	42.79	142,392.46	68.46
100	E	Operations Manager	60,784.98	29.22	97,255.96	46.76
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
40	NE	Administrative Assistant	40,503.60	19.47	64,805.75	31.16
Department: Community Development						
170	E	Director - Community Development	118,452.72	56.95	189,524.36	91.12
100	E	Planner	60,784.98	29.22	97,255.96	46.76
70	NE	Code Compliance Officer	49,618.65	23.86	79,389.84	38.17
70	NE	Executive Assistant	49,618.65	23.86	79,389.84	38.17
40	NE	Community Development Technician	40,503.60	19.47	64,805.75	31.16
Department: Special Events						
140	E	Director - Special Events	88,995.28	42.79	142,392.46	68.46
80	E	Recreation Supervisor	53,091.95	25.52	84,947.12	40.84
50	NE	Events Coordinator	43,338.85	20.84	69,342.16	33.34
10	NE	Camp Counselor (Seasonal)	33,063.00	15.90	52,900.80	25.43
Department: Library						
150	E	Director - Library	97,894.81	47.06	156,631.70	75.30
130	E	Assistant Director - Library	80,904.80	38.90	129,447.69	62.23
80	E	Librarian	53,091.95	25.52	84,947.12	40.84
50	NE	Senior Library Assistant	43,338.85	20.84	69,342.16	33.34
10	NE	Library Assistant	33,063.00	15.90	52,900.80	25.43
606	NE	Library Assistant II	-	-	-	-
50	NE	Accounting Technician	43,338.85	20.84	69,342.16	33.34
Department: Marina						
110	E	Dockmaster	66,863.47	32.15	106,981.56	51.43
170	E	Director - Marina	118,452.72	56.95	189,524.36	91.12
Department: CRA						
N/A	E	Community Redevelopment Administrator	Contract Employee		Contract Employee	
120	E	Project/Marketing Coordinator	\$73,549.82	35.36	\$117,679.72	56.58

Item 10.

TOWN OF LAKE PARK
POSITION TITLES AND PAY CODES
REVISED - NOVEMBER 19, 2025

Item 10.

			MINIMUM FY2025		MAXIMUM FY2025		
			PER YEAR	PER HR	PER YEAR	PER HR	
Department: Public Works							
40	NE	Facilities Maintenance Worker I	**	40,503.60	19.47	64,805.75	31.16
70	NE	Facilities Maintenance Worker II	**	49,618.65	23.86	79,389.84	38.17
30	NE	Facilities Maintenance Worker Trainee		37,853.83	18.20	60,566.13	29.12
90	NE	Foreman - General Infrastructure	**	56,808.39	27.31	90,893.42	43.70
90	NE	Foreman - Grounds Maintenance	**	56,808.39	27.31	90,893.42	43.70
90	NE	Foreman - Sanitation	**	56,808.39	27.31	90,893.42	43.70
90	NE	Foreman - Vehicle Maintenance	**	56,808.39	27.31	90,893.42	43.70
20	NE	Groundskeeper	**	35,377.41	17.01	56,603.86	27.21
40	NE	Groundskeeper, Lead	**	40,503.60	19.47	64,805.75	31.16
50	NE	Irrigation Technician	**	43,338.85	20.84	69,342.16	33.34
40	NE	Maintenance Worker	**	40,503.60	19.47	64,805.75	31.16
60	NE	Mechanic	**	46,372.57	22.29	74,196.11	35.67
30	NE	Sanitation Truck Operator Trainee	**	37,853.83	18.20	60,566.13	29.12
40	NE	Sanitation Truck Operator I	**	40,503.60	19.47	64,805.75	31.16
60	NE	Sanitation Truck Operator II	**	46,372.57	22.29	74,196.11	35.67
60	NE	Stormwater Infrastructure Manager	**	46,372.57	22.29	74,196.11	35.67
40	NE	Stormwater Technician I	**	40,503.60	19.47	64,805.75	31.16
60	NE	Stormwater Technician II	**	46,372.57	22.29	74,196.11	35.67
30	NE	Stormwater Technician Trainee		37,853.83	18.20	60,566.13	29.12
Department: Marina							
40	NE	Dock Attendant	**	40,503.60	19.47	64,805.75	31.16
40	NE	Marina Maintenance Worker	**	40,503.60	19.47	64,805.75	31.16

E = Exempt Position
NE = Non-exempt Position
**** = Bargaining Unit Position**



Town of Lake Park

JOB DESCRIPTIONS

Position: Facilities Maintenance Worker Trainee

Department: Public Works

Pay Grade: 45

FLSA Status: Non-Exempt

Job Summary:

Under the direct supervision of the Foreman or a Facilities Maintenance Worker II, the Facilities Maintenance Trainee performs entry-level work assisting with the maintenance, repair, and improvement of Town facilities. This position provides on-the-job training across multiple trades, including carpentry, plumbing, painting, and basic electrical work. The role is designed to prepare employees for advancement to the Facilities Maintenance Worker I level upon successful completion of the training period and demonstration of required skills and competencies.

Essential Job Functions:

- Assist in performing general building maintenance, including basic plumbing, painting, carpentry, and lighting repair.
- Support staff in replacing ceiling tiles, repairing door hardware, and patching drywall.
- Learn to operate hand and power tools under supervision safely.
- Help maintain Town facilities, parks, buildings, and related infrastructure.
- Assist with furniture assembly, fixture installations, and material handling.
- Perform basic custodial and cleanup duties to maintain a safe and organized work environment.
- Maintain and organize tools, supplies, and maintenance equipment.
- Learn to document work activities and complete maintenance forms accurately.
- Adhere to all Town safety policies and procedures.
- Perform other related duties as assigned.

Qualifications:

- **Education and Experience:**
 - High school diploma or equivalent required.
 - No prior experience necessary; on-the-job training will be provided.
 - Experience in construction, maintenance, or public works preferred.
- **Certifications:**
 - Valid Florida Driver's License required.
 - Ability to obtain a **Class B Commercial Driver's License (CDL)** within 12 months of employment preferred.
 - Safety or technical training certifications preferred but not required.
 - No loss of driving privileges due to revocation, suspension, or denial of license within the past 36 months.

Knowledge, Skills, and Abilities:

- Willingness to learn building maintenance and repair practices.
- Ability to follow detailed verbal and written instructions.
- Basic mechanical aptitude and interest in facility maintenance trades.
- Strong teamwork and communication skills.
- Ability to perform manual labor safely and efficiently.
- Commitment to developing skills in electrical, plumbing, and carpentry trades.

Physical Demands:

- Medium work requiring exertion of up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly.
- Required physical abilities include balancing, climbing, crawling, crouching, grasping, handling, hearing, lifting, pulling, pushing, standing, stooping, talking, and walking.

Work Environment:

- Work performed in indoor and outdoor environments, sometimes under adverse conditions including heat, humidity, dust, and noise.
- Exposure to power tools, machinery, and cleaning agents.
- Compliance with all Town safety standards and use of appropriate personal protective equipment (PPE) required.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information, or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation, and training.



Town of Lake Park

JOB DESCRIPTIONS

Position: Stormwater Technician Trainee

Department: Public Works

Pay Grade: 40

FLSA Status: Non-Exempt

Job Summary:

Under the direct supervision of the Stormwater Infrastructure Foreman or a higher-level Stormwater Technician, the Stormwater Technician Trainee performs entry-level work assisting in the maintenance and repair of the Town's stormwater infrastructure. This position is designed to provide on-the-job training in drainage operations, equipment handling, and safety procedures, to advance to the Stormwater Technician I level within 6 to 12 months.

Essential Job Functions:

- Assist in the repair and maintenance of the Town's stormwater conveyance system, including catch basins, swales, structures, and other related components.
- Support debris removal from water bodies, drainage basins, and other stormwater structures.
- Restore affected areas, including road surfaces, concrete, asphalt, and landscaping.
- Learn to operate trucks and light construction equipment under supervision safely; conduct equipment inspections for safe operation.
- Participate in training sessions and skill development activities as assigned to gain proficiency in stormwater operations.
- Install street barricades and traffic control measures in compliance with Maintenance of Traffic (MOT) standards.
- Maintain accurate records and reports using computerized tracking systems.
- Respond to emergency call-ins, including storm-related and other urgent events.
- Adhere to all safety protocols, operational policies, and standard procedures.
- Perform other related duties as assigned.

Qualifications:

- **Education and Experience:**
 - High school diploma or equivalent preferred.
 - No prior experience required; training will be provided.
 - Experience in construction, public works, or maintenance preferred.
- **Certifications:**

- Valid Florida Driver's License required. Must obtain a Florida Class B Commercial Driver's License (CDL) with air brake endorsement within 12 months of employment.
- No loss of driving privileges due to revocation, suspension, or denial of license within the past 24 months.

Knowledge, Skills, and Abilities:

- Willingness to learn and apply occupational safety rules and practices.
- Ability to operate and maintain various stormwater-related equipment and tools.
- Competence in reading and interpreting simple plans and sketches.
- Effective communication and teamwork skills.
- Ability to perform physically demanding tasks for extended periods.
- Ability to follow detailed instructions and retain technical information.
- Demonstrated ability to learn, retain instruction, and develop proficiency in equipment operation.

Physical Demands:

- Heavy work requiring exertion of up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly.
- Physical abilities required include climbing, crouching, grasping, handling, hearing, lifting, pulling, pushing, standing, stooping, talking, and walking.

Work Environment:

- Work is performed outdoors in varying weather conditions and near heavy equipment, requiring adherence to all Town safety procedures and personal protective equipment (PPE) policies.
- Compliance with all Town safety regulations is required.
- Exposure to adverse weather conditions, heavy equipment, noise, and hazardous materials.

Note: *This position serves as a developmental role. Successful performance and completion of the training period may qualify the employee for promotion to Stormwater Technician I, subject to supervisor recommendation and demonstrated competency.*

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information, or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation, and training.

Town of Lake Park



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ACCOUNTING TECHNICIAN

Department: Finance Pay Grade: 50

FLSA Status: Non-Exempt

JOB SUMMARY

The position of Accounting Technician is responsible for performing a variety of accounting related functions including accounts payables, cashiering, reception, account receivables, lien searches, business tax licensing and purchase orders. Work is performed under the general supervision of the Finance Director with technical support from the Assistant Finance Director with limited use of independent judgment and discretion in the performance of the work.

ESSENTIAL JOB FUNCTIONS

- Responsible for the Purchase Order System including timely receipt of requests to purchase, tracking budget availability, issue approved purchase orders, and tracking according to established Town policies & procedures.
- Process payments and cash receipts from the public, other agencies, and other departments.
- .
- Accounts Payable System including receipt and tracking of all invoices, processing approved invoices for payment, paying invoices, correspondence with vendors, maintaining accounts payable files according to established Town policies and procedures.
- Orders supplies for the department.
- Provide customer service and answers calls at front desk for the department.
- .

- Accounts Receivable System including invoicing of cost recovery, residential sanitation, rent, grant, nuisance abatements, fuel and other miscellaneous invoicing..
- Complete lien searches as back up for Sanitation.
- Business Tax Licenses including set up of approved new/revised applications, payment posting, issuing licenses, customer concerns, renewals, pre-magistrate collection calls
- Town fuel reconciliation and posting
- Postage reconciliation and posting
- Petty Cash Reconciliation
- Reconciles and closes daily cash drawer
- Reviews and reconciles accounts payable and receivable through available reports.
- Maintains Town credit cards including issuance, and closing of cards
- Completes accounts payable credit applications as needed
- Provides W-9's to customers requesting form
- Maintains vendors in accounts payable system, verifying W-9's received, changing status to inactive where appropriate. Properly vets requests for change in mailing and remittance addresses, emails & contact information.

#20-013 on 12/17/2020

Accounting Technician

Page 2

- Perform other related job duties as assigned.

QUALIFICATIONS

Education and

Experience:

- Associate's degree or equivalent in a related field required; and/or
- Two years of experience in accounting, finance, cashiering, or related field

Knowledge, Skills and Abilities:

- Ability to prepare basic financial reports using advanced computer techniques and software programs such as Microsoft Excel and Word
- Ability to establish and maintain working relationships with other employees, Town officials, customers, and the general public
- Ability to work independently with direction from others
- Ability to perform multiple tasks simultaneously

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: balancing, fingering, grasping, handling, hearing, lifting, mental acuity, reaching, repetitive motions, speaking, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed primarily indoors without exposure to adverse environmental conditions (dirt, cold, rain, fumes). Work involves extended periods of time at a computer screen.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Human Resources

Agenda Title: Discussion - Town Manager Annual Performance Evaluation

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

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

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: SMART Goal performance evaluation and EMNIU performance evaluation (draft)

Please initial one:

_____ Yes, I have notified everyone.

DP Not applicable in this case

Summary Explanation/Background:

The Town Commission is requested to consider, discuss and provide input/direction on proceeding with the upcoming evaluation for the Town Manager (January 9, 2025 to January 8, 2026).

Two (2) evaluation options have been developed utilizing evaluations from a number of Florida municipalities and counties (i.e., Lauderhill, Long Boat Key, Palm Beach County, North Palm Beach, Coral Springs, Pembroke Pines, Tequesta, etc.). Both options would require the joint development of S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Timing) Goals (Mayor and Commission with the Town Manager) for the upcoming performance year.

Note: S.M.A.R.T. Goals provide a clear framework for setting and achieving goals effectively. Additionally, this method helps ensure that goals are structured and attainable, making it easier

to track progress and stay accountable. Please see attached S.M.A.R.T. Goals Guide Sheet for additional information on developing Goals under this method.

Recommendation:

The Town Commission consider, discuss and provide input/direction on proceeding with the Town Manager's Annual Performance Evaluation.



Town Manager Annual Performance Evaluation

PERFORMANCE EVALUATION GUIDE FOR STAFF RATINGS ON WORKSHEET

The following information is a guide for your consideration to assist in scoring the Town Manager's performance. It is not absolute; it is simply a guide.

OVERALL RATING: The overall rating will be based on composite score from the 23 ratings listed below. Please rate section item by:

Exceeds rating
Meets rating
NI Needs Improvement
Unsatisfactory

Mayor and Town Commission: For each category, you are requested to select one of the ratings [i.e., Exceeds (E), Meets (M), Needs Improvement (NI) or Unsatisfactory (U)].

Additionally, you are requested to provide a S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Timing) Goals for the upcoming performance year.

S.M.A.R.T. Goals provide a clear framework for setting and achieving goals effectively. Additionally, this method helps ensure that goals are structured and attainable, making it easier to track progress and stay accountable. Please see attached S.M.A.R.T. Goals Guide Sheet for additional information on developing Goals under this method.

All fully completed and signed performance evaluations are requested to be provided to the Town Manager's Office by Wednesday, December 31, 2025 or Wednesday, January 14, 2025.

JOB PERFORMANCE

1. **Quality of Work:** Consider completed work effort, assignments completed relative to job requirement, accuracy, neatness, and thoroughness of work and pride in the work completed.
 - E: Consistently produces work that is thorough, neat and organized. Performs in an exemplary way that is a model for others to follow, exceeding standards and expectations.
 - M: Produces an acceptable quality of work as defined by the job description. The work is satisfactory, neat and is generally organized.
 - NI: Requires a medium level of supervision; often produces work with errors and/or omissions, makes frequent or recurrent errors. Work assignments are not always completed timely.

U: Requires a high level of supervision; frequently produces work with errors and/or omissions. Work product appears rushed through; sloppy with no attention to detail.

SMART GOAL:

2. Job Knowledge: Consider job knowledge and understanding of every aspect pertinent to the job (methods, equipment, etc.). The blending of job-related education, skills, best practices and experience.

E: Consistently displays in-depth knowledge and skills. Uses professional experience perspectives relevant to the job and knowledge of best practices to make the job more efficient. Actively seeks to enhance job knowledge and understanding.

M: Displays an acceptable level of job knowledge and skills and uses it appropriately to accomplish work tasks. Seeks out supervision as necessary to complete the job properly. Displays a willingness to learn. Attends all mandatory training and additional training opportunities.

NI: Displays gaps in basic job knowledge and skills. Requires additional supervision or help to complete the job properly. May occasionally display resistance to learning.

U: Displays a lack of basic job knowledge and skills. Requires frequent assistance from the Mayor and Commission routine job requirements. Unwilling or unable to learn job fundamentals.

SMART GOALS:

3. Care of Town Assets and/or Equipment: Care of Town Assets and/or equipment and maintenance of equipment and tools. Follows policies and procedures in the care, use and handling of Town property and equipment.

E: Little to no loss or damage to assets, tools or equipment due to carelessness or negligence.

M: Proper use and care of assets, tools and equipment.

NI: Little regard for tools, assets or equipment. Has to be reminded occasionally to clean and maintain tools.

U: No regard for assets, tools or equipment. Failure to use safety guards.

SMART GOALS:

4. Accepts Job Instructions / Compliance: Ability to grasp instructions, completes the job according to Town Commission instruction, and quickly understands new information and situations. Is compliant with laws, policies, rules and regulations.

- E: Adapts to new methods and works through obstacles when encountered. Is always compliant. Provides suggestions for procedure enhancements or process reengineering. Understands instructions on complex assignments.
- M: Understands and accepts instructions, new ideas and developments without much explanation. Is compliant with laws, policies, rules and regulations.
- NI: Often needs extra instruction, does not follow instructions, and is not compliant.
- U: Consistently needs instruction. Does not follow instructions and is not compliant.

SMART GOALS:

5. Productivity and Organization: The utilization of available working hours to complete assignments on schedule and in a neat and organized fashion.

- E: Completes assignments on or ahead of schedule. Plans, prioritizes and organizes projects or work load. Extra work is accomplished due to the development and use of new efficient work methods.
- M: Assignments are consistently produced within established deadlines. Town Manager is organized. Work is neat and complete.
- NI: Occasionally work is not finished within the time requested and/or work occasionally shows signs of being rushed. Employee is not organized.
- U: Frequently does not complete assignments and work is inaccurate or unacceptable. Needs to develop efficient work habits and organizational skills to ensure that work is completed within time expected.

SMART GOALS:

6. Initiative: Consider Town Manager's ability to act on own responsibility to accomplish needed work. Voluntarily starts projects. Attempts non-routine jobs and tasks. Willingness to approach difficult, unusual, and new assignments.

- E: Consistently identifies new projects. Works independently with virtually no oversight. Never misses a deadline and tends to complete tasks early. Very adaptable to new tasks and challenges.
- M: Does what is assigned and is generally a self-starter. No additional oversight needed. Rarely misses deadlines. Generally willing and able to accept and enact changes and new tasks. Voluntarily attempts to solve non-routine job problems as they occur.
- NI: Sometimes requires supervisory push. Requires more oversight than expected from supervisor. Occasionally misses deadlines. Sometimes unable or unwilling to carry out new tasks and accept change. Never or seldom volunteers. Sticks only to job routine.
- U: Lacks initiative. Needs constant prodding and oversight from supervisor to complete tasks and/or resistance to new tasks, refuses to learn new tasks or accept changes.

SMART GOALS:

7. Reports and Records: The ability to produce accurate reports and to maintain records.

- E: Reports are accurate and timely. Consistently streamlines processes and/or recommends methods for streamlining processes.
- M: Handles records properly; reports are accurate and timely.
- NI: Reports are poorly thought out; sloppy record keeping. Reports and files sometimes misplaced, not always properly kept, or employee has to be reminded to produce required reports.
- U: Inaccurate reports and/or fails to produce required reports.

SMART GOALS:

8. Reliability: Dependability and trustworthiness to complete tasks in a timely and efficient manner. Consider employee’s ability to follow through on assignments. Participates and completes all required meetings and training.

- E: Vacation/days off are always prearranged to eliminate impact on work unit. Always reports to work after scheduled holidays or days off. Employee is always dependable and trustworthy.
- M: Takes appropriate leave. Vacation/days off are prearranged. Employee is dependable. Seldom, if ever, tardy.
- NI: Leave usage is considerable and demonstrates patterns (e.g. Mondays/Fridays). Vacation/days off are often not prearranged and impacts work unit. Frequently tardy.
- U: Documented leave abuse. Frequent failure to get approved of vacation or days off, consistently tardy or absent following scheduled leave or holidays.

SMART GOALS

INDIVIDUAL CHARACTERISTICS

9. Cooperative: The ability to work well with the Town Commission, County, Lake Park community and stakeholders and staff. Views the success of the organization and team as more important than individual needs and desires. Contributes and promotes teamwork in a cooperative work environment (considerate, helpful, etc.).

- E: Extremely successful in working with others. Demonstrates exceptional skill in handling difficult people. Creates a harmonious working environment. Demonstrates respect for team members and actively supports team decisions.
- M: Cooperative and willing to help. Works well in a team environment. Displays tact in dealing with difficult people. Professional and helpful. Displays respect for others the majority of the time.
- NI: Occasionally has difficulty getting along with others and/or working in a team environment. Does not provide adequate assistance to co-workers or is disruptive to team.
- U: Ineffective in working with others individually and/or in a team environment. Displays behavior that others perceive as rude or unhelpful. Clear lack of respect for all team members.

SMART GOALS

10. Accountability: Consider Town Manager's ability to take responsibility and ownership for decisions, actions and results. Accountable for both how and what is accomplished. Is accountable to the team.

- E: Plans proactively and seeks out appropriate resources to achieve results. Admits mistakes, takes corrective actions and helps others learn from any mistake. Is highly responsible. Shares information freely. Recommends and implements solutions.
- M: Takes responsibility for how and what results are achieved. Recognizes and admits mistakes. Takes corrective action or provides solutions.
- NI: Sometimes misses the mark to deliver results or meets deadlines. Occasionally blames others for fails to keep others informed. Does not immediately address issues or sometimes ignores what needs to be addressed.
- U: Does not deliver results, meets deadlines or admit mistakes. Blames others for shortcomings. Does not keep others informed and/or allows issues to go unaddressed.

SMART GOALS

11. Stress Tolerance: Even temperament. Acceptance of unavoidable tension and pressure. Demonstrates the ability to adapt to unexpected work pressures in a constructive/positive manner. Is open to constructive criticism or suggestions and take direction willingly.

- E: Uses skills and knowledge to deal with the cause of stress. Proactively addresses situations to try and resolve stressful events. Evaluates resources to relieve or reduce stressful situations. Keeps composed and focused on task at hand when dealing with high demand tension/pressure.
- M: Absorbs routine pressure of job.
- NI: Creates situations invoking stress of others.
- U: Disrupts work environment; inconsistent personality.

SMART GOALS

12. Shows Respect to Colleagues: Open to discussion in a courteous, polite and kind manner. Actively seeks Commission input for additional information or other perspectives about issues.

- E: Exceptional enthusiasm with others, creates goodwill. Is courteous, polite and kind. Open to discussion and accepts varying opinions and weighs advice before coming to conclusion.
- M: Builds rapport by demonstrating respect for others and their opinions. Is courteous, polite and kind.
- NI: Sometimes has negative effect on others, dismissing opinions on occasion. Is not courteous, polite or kind.
- U: Uncooperative, unfriendly, ridicules others or their ideas.

SMART GOALS

13. Actively Communicates: Demonstrates verbal and/or written skills necessary to perform the job. Consider Town Manager’s ability to convey information and present ideas clearly, concisely and professionally throughout the organization and with outside contacts. Readily shares necessary/pertinent information with Town Commission and responds with appropriate feedback. Listens.

- E: Communications are always clear, concise and timely. In addition, goes out of his/her way to clarify the meaning of messages or to help others understand messages. Actively listens and asks questions.
- M: Communications are recorded and conveyed appropriately, timely and are consistently clear and concise. Employee listens.
- NI: Occasionally messages are lost, misinterpreted, conveyed inaccurately or inappropriately. Information is sometimes withheld. Cannot clearly express ideas. Body language is inappropriate or dismissive. Occasionally listens.
- U: Communications are inconsistent in clarity. Messages conveyed inaccurately or inappropriately. Information is withheld. Tone and intention behind the message is inappropriate. Body language is inappropriate or dismissive. Does not listen.

SMART GOALS

PROFESSIONAL DEVELOPMENT

14. Completes Mandatory Training/Sough Additional Training: Takes all required mandatory training. Develops skills and seeks formal training that will enhance their personal development and add to the overall expertise of the organization.

- E: Completes all mandatory training. Seeks to increase value to organization and takes advantage and actively participates in training and development opportunities to complete assignments in more efficient ways. Expertly applies new training concepts.
- M: Completes all mandatory training. Takes advantage of pertinent training and resources and seeks to develop skills continuing education. Attends workshops and or conferences that are job specific.
- NI: May attend training but does not willingly participate and fails to implement new processes learned on the job.
- U: Does not complete mandatory training. Does not seek or dismiss training opportunities to improve current skills and/or develop new skills.

SMART GOAL

15. Demonstrates Leadership Skills: The ability to positively communicate, lead, influence and inspire work effort through others. Assists, coaches to improve other team members' work or skills and is available when called upon, to engage, help solve problems, motivate others and provide feedback.

- E: Inspires a high level of loyalty of employees evidenced by their commitment and motivation; considered an organizational leader and mentor; serves as a mentor in guiding employees to develop their job-related skills or guidance on projects.
- M: Solid team player. Effective in bonding team together. Generates positive measurable outcomes as a result of teamwork. Possess strong goal orientation.
- NI: Sometimes has a negative attitude. Has minimal concern for teamwork. Does not consistently assist others or assist with projects.
- U: Engages in behaviors that splinter cohesiveness. Makes no effort to be part of the team, assist others or assist with projects. Focuses only on own needs.

SMART GOAL

16. Receptive to Coaching, Constructive Criticism and Advice: Open to learning, growth and development both personally and professionally for optimum performance through coaching and constructive feedback. Provides timely and consistent coaching, praise, constructive criticism, advice and feedback on job performance to direct reports.

- E: Accepts the delivery of construction criticism, advice, praise and feedback with a sense of goodwill and appreciation for the learning opportunity. Asks clarifying questions, applies concepts and seeks additional training. (For Managers, Supervisors and Crew Leaders, provides frequent and timely coaching, feedback and praise to direct reports in a respectful and kind manner.)
- M: Is open to learning and growth through coaching, feedback or advice and applies concepts. (For Managers, Supervisors and Crew Leaders, provides coaching, praise and feedback opportunities on job performance to direct reports consistently and timely.)
- NI: May attend coaching sessions but is disrespectful. Does not heed advice or apply concepts. (For Managers, Supervisors and Crew Leaders, rarely provides coaching/feedback opportunities to direct reports. Does not provide feedback with tact or kindness. Does not praise employees for job well done.)
- U: Rejects, ignores or is disrespectful and/or not open to coaching, constructive criticism, praise, advice or feedback on job performance. (For Managers, Supervisors and Crew Leaders, never provides coaching or feedback opportunities to direct reports.)

SMART GOALS

TOWN VALUES

17. Practices Stewardship: Responsible for understanding and managing their impacts on the Town, finding sustainable practices to save money or resources, sustaining Town Values.

- E: Fully engaged, motivated, and committed to the careful and responsible management of the Town’s resources and assets. Upholds Town values, saves money and Town resources.
- M: Demonstrates a commitment to environmental stewardship, sustainable practices, money saving efforts, Town values and wellbeing. Shows effort in achieving Town’s goals.
- NI: Lacks commitment to responsibly use Town resources and assets. Has “buy-in” to “Vision Statement” but actions/work products do not tally reflect full participation in reaching the Town’s goals.
- U: Does not responsibly use Town resources and assets. Has no regard for the environment or sustainable practices. Wastes time, resources and money.

SMART GOALS

18. Committed to Excellence: “Good Will Ambassador” who displays pride and dignity of the highest caliber in the performance of their duties. Embraces Town values and goals and is committed to the best organization possible.

- E: Fully engaged, motivated, and committed to achieving and advancing the Town’s goals and work objectives in a measurable way. All work products are exceptional quality.
- M: Takes action to achieve Town goals. Consistently takes pride in work. Produces solid work product.
- NI: Has “buy-in” to the Town’s vision and mission but actions do not totally reflect full participation in reaching the Town’s goals. Work product is marginal.
- U: Lacks energy and persistence towards achieving Town goals. Work product is unacceptable.

SMART GOALS

19. Acts ethically and with integrity at all times: All employee shall comply with the Code of Ethics for Public Officers and Employees under the Florida State Statutes 112, as well as the Town ordinances and policies. Accepts responsibility/accountability for their actions and decisions. Recognizes and does not contribute to gossip, disrespectful, or unprofessional behaviors, workplace harassment, or bullying. Reports to appropriate supervisory level actions and suspected activity that would be considered unethical.

- E: Widely respected for their honesty, is the go-to person for honest answers, opinions, and role model for other employees. Reports suspected unethical behavior.
- M: Person of their word, gives credit where credit is due, uses honest facts to support conclusions and/or admits when mistakes are made and attempts to correct them. Reports suspected unethical behavior.
- NI: Takes credit for work done by others/or attempts to shift blame to others.
- U: Frequently caught in lies, basic lack of honesty.

SMART GOALS

20. Judgement: Ability to think through situations, weigh factors involved and make sound decisions. Capacity to make reasonable decisions.

- E: Priorities are determined so that objectives are consistently met. Problems are recognized and solved, including those which are complex and sensitive. In addition, problems may be changed into positive opportunities and outcomes.
- M: Almost always exercise sound judgement. Most problems are recognized and solved, including some which are complex or sensitive.
- NI: Priorities are determined so that most of the objectives are met. Frequently requires assistance with those problems which are complex or sensitive.
- U: Objectives are not consistently met. Solutions do not identify the nature of the problem and/or do not eliminate the problem.

SMART GOALS

CUSTOMER SERVICE

21. Is Responsive: Ability to interact positively with the public and promote public input and transparency. Demonstrates a clear understanding of customer needs (internal and external) and responds in a timely manner.

- E: Positively interacts with internal and external customers. Goes above and beyond. Quickly resolve issues and makes recommendations for improvements.
- M: Agreeable, pleasant, and willing to help. Reliable and consistent response time.
- NI: Takes too long to respond. Is blunt, discourteous, antagonists or sometimes tactless. Use poor communication skills, is impatient or rude.
- U: Ignores customer inquiries and does not respond.

SMART GOALS

22. Offers Solutions and Follows Through: Ability to develop appropriate solutions and responses to issues, problems or concerns. Able to identify resources to resolve concerns. Resolves issues.

- E: Researches issues in-depth, analyzes solutions, identifies resources, and resolves concerns.
- M: Develops appropriate solutions and follows through.
- NI: Periodically offers solutions. Periodically follows through.
- U: Offers no solutions. Does not follow through.

SMART GOALS

[Empty box for SMART GOALS]

23. Is Respectful to Customers. Listens:

- E: Goes above and beyond. Gives undivided attention to customers, actively listens, always responds calmly and kindly.
- M: Is respectful to customers and actively listens.
- NI: Is occasionally disrespectful or does not listen.
- U: Is disrespectful and does not listen. Is blunt, impatient and rude.

SMART GOALS

[Empty box for SMART GOALS]

ADDITIONAL COMMENTS &/OR S.M.A.R.T. GOALS:

1 . S.M.A.R.T. Goals/Objectives results for this Review Year (Develop jointly with Town Manager:

Note: Write the results of the three - three goals established last year. Primary importance is the employee’s ability to see how their performance expectations and goals are linked to the Town of Lake Park’s Core Values. Goals should be reviewed with the Town Manager during the One-on-One Meeting.

2. **Other Town Manager Accomplishments:**

3. **Jointly Developed S.M.A.R.T. Goals/Objectives for Upcoming Year:**

4. **Opportunities for Improvement (Town Manager may provide comment in this section):**

5. **What can I as your one of your supervisors (Mayor and Commission) do to assist you in accomplishing your objectives or assist you with? Town Manager comments and emphasizes what their supervisor can assist with to help them accomplish their job.**

Setting S.M.A.R.T. Goals – use the S.M.A.R.T. formula:

- S**-Specific
- M**-Measurable
- A**-Attainable
- R**-Relevant
- T**-Trackable

Specific – Precise Terms – Targeted

The goal should define specific results and provide concrete details on what is to be achieved.

Measurable – How much of what and by when – Means for tracking

When writing the goal, define how you and your manager can measure its success. There are several ways to measure goals:

- a. Behavior: Observable change in an employee's actions.
- b. Quantity: A numerical increase or decrease.
- c. Quality: How well the result meets the criteria set in a goal.
- d. Cycle time: Time from request to completion: processing time.
- e. Efficiency: Resources (time, budget) applied to achieve the result.

Attainable – Achievable

Goals should be challenging and go beyond your day-to-day duties and at the same time be achievable.

Relevant – Links to results – Results Based

When writing, state the results to be achieved rather than the activity or work processes leading to those results. Focus on what you are responsible for accomplishing.

Trackable – timeframe for action or completion dates (long- or short-term goal)

Establish a time limit. State the date which results must happen or for ongoing expectations, specify how often the goal or expectations must be met as well as how often it will be reviewed.

Example SMART Goals

- To reconcile the department financial reports by the fifteenth of every month with no increase or a decrease in reconciliation
- To lead the assessment and redesign of the department's webpage in order to create a professional and resident-focused website. Develop, revise, and design by September 2019.
- To reduce overtime in the department from 150 hours per month to 50 hours per month by the end of the fiscal year.

Performance Goals

Performance Goals are the "what" you are working to accomplish. They are tied to departmental and organizational strategic priorities. Below is an example of a performance goal:

- Implement an enhanced billing management process through web-based technology by April 30. Develop a master design document, and creating stakeholder buy-in and awareness. Ensure functionality of system and new form. Develop the communication and implementation plan for the new process by the end of September. Ready for delivery in mid-October.

Development/Personal Goals:

Development/Personal goals focus on an area you want to develop in order to grow in your job or advance in your career. Below is an example of a development goal:

- To increase my effectiveness in giving presentations I will join Toastmasters by March 31 and attend at least 6 monthly meetings by end of the year. I will ask for feedback using the Toastmasters format on my presentations after each staff meeting during the year.

ONE-ON-ONE MEETING – Town Mayor and Commissioners are encouraged to meet directly with the Town Manager to review and finalize review and discuss identified S.M.A.R.T. Goals that are recommended for the next performance year.

Town Manager Signature

Date

Evaluator's (Mayor & Commission) Signature

Date



**Town Manager
Annual Performance Evaluation
DRAFT**

Employee Name & Title: Richard J. Reade, Town Manager

**Evaluator's Name
(Mayor & Commission):**

Evaluation Date:

Evaluation Period: January 9, 2025 to January 8, 2026

Evaluation Instructions:

This annual performance evaluation form contains ___ categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, please utilize the rating scale provided below to indicate your rating of the Town Manager's performance for the evaluation period identified above. All scores will be totaled to determine a final performance evaluation score on the last page of the evaluation document.

- 5 - Excellent** (consistently exceeds expectations and performs at a very high standard)
- 4 - Above Average** (generally exceeds performance expectations)
- 3 - Satisfactory** (meets performance expectations)
- 2 - Below average** (generally does not meet performance expectations)
- 1 - Unsatisfactory** (consistently fails to meet minimum performance expectations)

This annual performance evaluation form also contains an opportunity for the Mayor and Commission to include narrative comments and/or Specific, Measurable, Achievable, Realistic and Timing S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Timing) Goals for the upcoming performance year.

S.M.A.R.T. Goals provide a clear framework for setting and achieving goals effectively. Additionally, this method helps ensure that goals are structured and attainable, making it easier to track progress and stay accountable. Please see attached S.M.A.R.T. Goals Guide Sheet for additional information on developing Goals under this method.

Please type all scores within the area provided and type all comments and/or S.M.A.R.T. Goals within the section provided. If additional space is needed, please attach within the additional page(s) provided.

All fully completed and signed performance evaluations are requested to be provided to the Town Manager's Office by Wednesday, December 31, 2025 or Wednesday, January 14, 2026.

SECTION 1. - ETHICS, JUDGEMENT AND DECISION MAKING:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Diligent and thorough in the discharge of duties, "self-starter"						0
• Exercise good judgement						0
• Displays enthusiasm, cooperation, and willingness to adapt						0
• Mental and physical stamina appropriate for the position						0
• Exhibits composure, appearance and attitude appropriate for the executive position						0
• Makes decisions that are well thought out and in the best interest of the Town; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner						0
Total Section 1 Performance Evaluation Review Score (30 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 2. - JOB SKILLS, KNOWLEDGE, COMMUNICATION, PUBLIC RELATIONS:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Maintains knowledge of current development affecting the practice of local						0
• Demonstrates a capacity for innovation and creativity						0
• Anticipates and analyzes problems to develop effective approaches for solving them						0
• Willing to try new ideas proposed by governing body members and/or staff						0
• Sets a professional example by handling affairs of the public office in a fair and impartial manner						0
Total Section 2 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 3. - RELATIONS WITH RESPONSIVENESS WITH TOWN COMMISSIONERS:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Openly communicates with members of the Commission promptly and properly responds to requests; keeps Commission informed of current issues						0
• Carries out directives of the Town's elected body as a whole as opposed to those of any one member or minority group						0
• Sets meeting agendas that reflect the guidance of the governing body						0
• Disseminates complete and accurate information equally to all members in a timely manner						0
• Assists by facilitating Town Commission policy decision making						0
• Responds well to requests, advice and constructive criticism						0
Total Section 3 Performance Evaluation Review Score (30 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 4. - POLICY EXECUTION:

Item 11.

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Implements governing body actions in accordance with the intent of the Commission						0
• Supports the actions of the governing body after a decision has been reached						0
• Understands, supports and enforces local government's laws, policies and Ordinances						0
• Reviews Ordinance and policy procedures periodically to suggest improvements to their effectiveness						0
• Offers workable alternatives to the governing body for changes in law or policy when an existing policy or Ordinance is no longer practical						0
Total Section 4 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 5. - REPORTING:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Provides regular information and reports to the governing body concerning matters of importance						0
• Responds in a timely manner to requests from the government body						0
• Takes the initiative to provide information, advice and recommendations to the governing body of matters that are non-routine and not administrative in nature						0
• Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience						0
• Produces and handles reports in a way to convey the message that the efforts and services of the Town are transparent						0
Total Section 5 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 6. CITIZEN RELATIONS:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Responsive to request from citizens concerning matters of importance						0
• Demonstrates a dedication to service to the community and its citizens						0
• Maintains a nonpartisan approach in dealing with the news media						0
• Meets with and listens to members of the community to discuss their concerns and strives to understand their interests						0
• Gives an appropriate effort to maintain citizen satisfaction with Town Services						0
Total Section 6 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 7. STAFFING & RECRUITING:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Recruits and retains competent personnel (including reviewing and amending the hiring process to bring in the best available candidates and reduce costs)						0
Professionally manages the compensation and benefit plans						0
Stays accurately informed and appropriately concerned about employee relations						0
• Motivates and develops personnel through leadership and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public						0
Total Section 7 Performance Evaluation Review Score (20 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 8. SUPERVISION:

Item 11.

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Encourages department directors to make professional-driven decisions within their department						0
• Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring Town operations						0
• Develops and maintains a friendly and informal relationship with the staff and the workforce						0
• Encourages teamwork, communication, innovation and effective problem solving among staff members						0
• Treats all Town personnel in a fair and equitable manner and applies an appropriate level of supervision (including assessing progress and providing feedback, coaching/mentoring, establishing goals, disciplinary actions, etc.) to improve any areas of substandard performance						0
Total Section 8 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 9. BUDGET & FISCAL MANAGEMENT:

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Prepares/Presents a balanced annual Town budget in a practical, intelligent, transparent (provides numerous opportunities for community input) and accessible format that ensures Town service levels as directed by the Town Commission						0
• Ensures the Town's budget reflects an appropriate level of department responsibility for financial planning and accountability						0
• Makes the best possible use of available funds, while remaining conscious of the need to operate the local government efficiently and effectively (i.e., judicious/economical utilization of funding to support needed manpower, material(s) and equipment, etc.)						0
• Appropriately monitors and manages fiscal activities of the Town throughout the budget year						0
• Provide staff procurement and budget training to ensure proper oversight of funding for capital projects/equipment, personnel operations						0
Total Section 9 Performance Evaluation Review Score(25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 10. COMMUNITY & CUSTOMER SERVICE:						
	5	4	3	2	1	
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	Total
• Ability to interact and communicate positively with the public and promote public input and transparency						0
• Demonstrates a clear understanding of customer needs (internal and external) and responds in a timely manner						0
• Handling of disputes and/or complaints involving citizens and/or stakeholders in an effective, equitable and timely manner						0
• Demonstrates sensitivity to the opinions and concerns of others in an outside of the Town organization						0
• Presenting Council policies and positions on issues to the citizens and/or stakeholders accurately, equitably and effectively						0
Total Section 10 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 11.PLANNING & ECONOMIC DEVELOPMENT:

	5	4	3	2	1	
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	Total
• Planning and execution of the short and long-term goals and objectives of the Town Commission						0
• Organizes a process of planning in anticipation of future needs and issues						0
• Participates in the establishing reasonable goals and objectives of the Town and its departments						0
• Assists in coordinates/directs the implementation of Town projects to effectively achieve desired results						0
• Works along side staff, the Town Attorney and the Town Commission to develop effective working relationships with development professionals and property owners to ensure that new development within the Town provides the highest opportunity to improve the community's quality of life and financial security						0
• Promotes/Develops ideas to increase the visibility of the Town						0
Total Section 11 Performance Evaluation Review Score (30 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 12. INTERGOVERNMENTAL:

Item 11.

	5	4	3	2	1	Total
	Excellent	Above average	Satisfactory	Below average	Unsatisfactory	
• Effectively works/cooperates with other regional, state, federal governmental agencies at all levels in representing the Town of Lake Park						0
• Developing and administrating cooperative interlocal agreements and contracts when appropriate						0
• Staying abreast of issues, concerns and trends affecting the Town of Lake Park as well as other local municipalities						0
• Advise the Commission on relevant legislation and developments that may impact the quality of life within the Town of Lake Park						0
Total Section 12 Performance Evaluation Review Score (20 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

Total Annual Performance Evaluation Review Score - All Sections: 0

Total Available Points - All Sections 305

Town Manager Signature

Date

Evaluator's (Mayor & Commission) Signature

Date