



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 1, 2019, 6:30 P.M.
Lake Park Town Hall
535 Park Avenue

Michael O'Rourke	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
.....		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	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.*

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. SPECIAL PRESENTATIONS/REPORTS
 - 1. 1909 Accelerator Program Presentation

Tab 1

D. 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.

E. 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. Proclamations for Water Conservation and Reuse Week Tab 2

F. **BOARD MEMBERSHIP:**

3. Nomination for the Appointment of Eddy Viera as a Regular Member to the Tree Board. Tab 3

4. Nomination for the Appointment of Cynthia Grey as a Regular Member to the Tree Board Tab 4

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

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

I. **QUASI-JUDICIAL - PUBLIC HEARING(S) – RESOLUTION(S):**

*****OPEN PUBLIC HEARING *****

5. Resolution No. 40-05-19 Approving a Site Plan Amendment for a 2,374 Square Foot Building Addition to the Previously Approved Special Exception Use of an Aldi Grocery Store within the Congress Business Park Planned Unit Development Tab 5

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AMENDMENT FOR A 2,374 SQUARE FOOT BUILDING ADDITION TO THE PREVIOUSLY APPROVED SPECIAL EXCEPTION USE OF AN ALDI GROCERY STORE WITHIN THE CONGRESS BUSINESS PARK PLANNED UNIT DEVELOPMENT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE SITE PLAN AMENDMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

***** CLOSE PUBLIC HEARINGS*****

J. **OLD BUSINESS:**

6. Review of Applications Submitted to the Town Grant Making Program by the Brewhouse Gallery, JETSETV F.C., Inc, and Kelsey Cares. Tab 6

K. **NEW BUSINESS:**

7. Review of the Town Manager’s Annual Performance Evaluation for the Period of May 1, 2018 to May 1, 2019 Tab 7

L. **PUBLIC COMMENT:**

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M. **TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

N. **REQUEST FOR FUTURE AGENDA ITEMS:**

O. **ADJOURNMENT:**

Next Scheduled Regular Commission Meeting will be held on Wednesday, May 15, 2019

**Special
Presentations
/Reports**

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. *Tab 1*

Agenda Title: 1909 Accelerator Program Presentation

- SPECIAL PRESENTATION/REPORTS CONSENT AGENDA
- BOARD APPOINTMENT OLD BUSINESS
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS
- OTHER: WORKSHOP _____

Approved by Town Manager *[Signature]* **Date:** *4-23-19*

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • Budget Discription of Program 2018-2019 from the CRA Budget.
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on the agenda.	Yes I have notified everyone OR Not applicable in this case <u>JOD</u> Please initial one.

Summary Explanation/Background: The 1909 Accelerator program is designed to support entrepreneurs and startup companies doing business in Lake Park. The CRA has budgeted \$25,000 for the 1909 Accelerator Program. The program will be in the CRA Park Avenue Downtown District. 1909's Executive Director Joe Russo will be on hand to present the 1909 Accelerator Program to the Town Commission. The program is expected to start in June of 2019.

1909 is specifically working with the music and arts industry to identify participants to add to the cultural impact of the community. The idea is to integrate digital media & technology with music & arts for young cultural entrepreneurs to establish themselves in

Lake Park. The concentration of young professional on the cutting edge to start new and innovative companies in Lake Park's Downtown District will complement the vision for the Downtown area.

If the Commission so desires, we can also place the agenda item on the CRA meeting in June. Palm Beach Tech Association desires to start the program in May or June of this year. During the budget process for the CRA, the Board of Directors were informed and discussed the Accelerator Program voting to approve the \$25,000 expenditure from CRA funds.

Recommended Motion: Move to approve the 1909 Accelerator Program for the Downtown District of the CRA

BUDGET DESCRIPTION OF ACCELERATOR PROGRAM 2018-2019 APPROVED
BUDGET

The 1909 Accelerator Program. This program will work with local entrepreneurs in the area to grow a concept or idea into a business. The accelerator program provides 6 months helping entrepreneurs bring their ideas to reality through education, mentorship and micro financing. The First stage is two months focusing on a weekly education course using the Co-Starters curriculum. Fifty-six organizations throughout North America adopted this curriculum. The cohort-based program equips all students with the resources they need to turn an idea into action. The second stage is 4 months of direct mentoring using the UNION Software platform developed by 1776 accelerator and used by global organizations like 500 startups. Utilizing current mentors from Palm Beach Tech and FAU, the program will scale their network group of successful local entrepreneurs to meet the demands of the program. Finally, the Third stage is a pitch competition of all qualified graduates with a wide variety of winners receiving cash and in-kind grants sourced from the Community. The program works with financial institutions such as TD Bank, JP Morgan, and First Bank of Palm Beach. Service providers to the program include Locke Lord, Gunster and Dazkal Bolton. The program's goal is to guide 100 local students, community members and aspiring entrepreneurs in four cohorts annually. The expenditure from the CRA budget of \$25,000 will assist 25 students from Lake Park. The goal is to guide cohorts of Twenty-Five members in curated programs for specific industry verticals, depending on funding and community partners. The CRA envisions blending technology and art into a vertical program for the CRA.

The Following Communities are participating in the Entrepreneurial Program: Boca Raton, City of Boynton Beach, City of Del Ray, and the Town of Lake Park. Each community will have a different focus and cohort.

Cost is \$25,000

1909

START NOW.

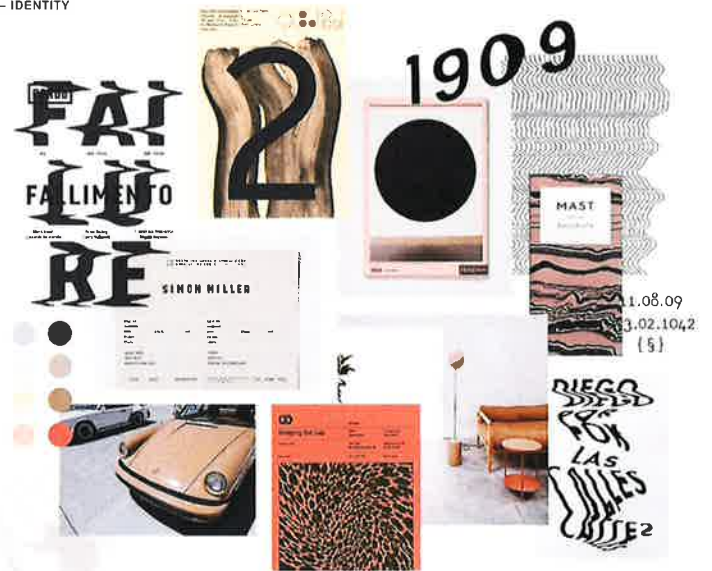
Palm Beach County was founded in the year 1909.

...and we believe that right now everyone can be the founder of something great. Of a new business...or art project...or social initiative...or way of life for yourself or your community.

Presenting 1909...the non-profit dedicated to Palm Beach County's exponential growth in startup businesses, the creative industries and our own cultural significance. Whatever you want to start... now is the time, and we are here to help you turn your ideas into reality.

We offer a community space for creation and collaboration; a mentorship platform to connect you with advisors and expanders; a startup accelerator open to any and all industries; and a series of community gatherings for art, technology, wellness, and music innovators.

1909 — IDENTITY





Program Pillars & Gaps

*These **program pillars** serve as our primary operational capacities, but also our organization's pillars where all activities are oriented to serve.*

- **Coworking**
- **Mentorship**
- **Acceleration**

The Kauffman Foundation has named South Florida the #1 for Startup Activity for three consecutive years. Nonetheless, there's still **gaps** to startup growth in our community:

- **Affordable Workspace**
- **Consistent Mentorship**
- **Business Education**
- **Access to Capital**



Our Team



Joe Russo
Executive Director



Danielle Casey
Creative Director



Shana Ostrovitz
Accelerator Director



Ryan Walden
Education Director



Jared Fishman
Happiness Director



Our Partners



1909

Coworking.

Coworking

Our downtown space is three blocks from the waterfront on the 2nd floor of the historic Halsey Place.

All members have 24/7 access to the space, and whether you choose to grind 12 hours a day, meet with clients twice a week, or brainstorm once a month, if you're here, you're family.

- **Total Members:** 176
- **Hosted Events:** 100+

OUR GOAL:

Palm Beach Tech Space will expand membership & will be rebranded as 1909.



Our Network

We've identified current partners and potential local government interest to expand...

Current Partnerships:

- Delray Beach | The KTCHN
- Lake Worth | Social House
- Boca Raton | Flamingo House
- WPB | Smpl.Co Studio
- WPB | Elizabeth Ave Station

Potential Expansion Partnerships:

- Town of Lake Park
- City of Boynton Beach
- City of Riviera Beach
- City of Delray Beach / Delray Chamber



1909

MENTORSHIP.

Mentorship

The **1909 Mentorship** is accessible to any member, at anytime.

We intend to assemble a complete countywide, with collaborative partners, including Florida Atlantic University.

- **Business Plans**
- **Team Building**
- **Marketing**
- **Raising Capital**
- **Software Development**
- **and more...**

OUR GOAL:

Have **100+ mentors** provide everyone in need a brain to pick, an ear to listen & a push to turn **their idea into a reality**. One hour minimum each month.



Software Platform

Union *by* 1776

UNION by 1776 streamlines startup program operations for incubators, accelerators, and investment groups while simultaneously connecting them to the startups, mentors, resources, and events.

Companies Receive:

- Platform Access, Mentor Scheduling, Event Update, & Metric Tracking



UNION Home Calendar Discuss Learn Community Groups Q

August 2017

Class

The Power Of Business Credit & Funding

Class Overview: This workshop is important for emerging and seasoned Entrepreneurs to understand the process of securing business credit and funding for their business, with the use of their EIN number rather than their SS number. Attendees will learn the difference between business credit and consumer credit, they will learn how business credit is reported to all three credit bureaus and the name and responsibility of each bureau. **Objectives:**

Students shall be informed and encouraged to secure the proper funding for their business by obtaining business credit and funding for the security of their business

Prerequisites: None required Entrepreneurs of all levels are encouraged to attend.

Class Materials: Note-taking materials

FILTER BY

- Topic
- Industry

1909

ACCELERATOR.

Accelerator

A six (6) month idea stage program, partnering with the FAU Adams Center for Entrepreneurship

This is a precursor to FAU Tech Runway and other later stage accelerators, providing three core resources:

- **Curriculum** | 2 Months
- **Mentorship** | 4 Months
- **Coworking** | 6 Months

OUR GOAL:

Support the launch of **100 companies** in 5 cohorts Annually.



Curriculum

CO.STARTERS™

CO.STARTERS is a nine-week cohort based program that equips aspiring entrepreneurs with the insights, relationships, and tools needed to turn ideas into action and turn a passion into a sustainable and thriving endeavor.

Companies Receive:

- Weekly Classes for 2 Months
- All Study and Work Materials



Micro Grant Fund

Supporting existing and accelerator graduation pitch events, providing cash & services to needing local startups.

By leveraging community engagement from banks and service providers:

- **Cash Grants**
- **Professional Services**
- **Coworking Workspace**

OUR GOAL:

Create a community **sustained nonprofit** fund for startup support.



1909

Funding + Partnerships.

Potential Funding Partners



Partnership Requests

- \$25,000 per 25 person cohort
- Focused on Economic Development
- Job & Business Facilitation KPI's
- Specific Tracks (*Arts, Social Impact, etc*)

Key Performance Indicators (*selected*)

- Total Paying Customers
- Total FTE's (*Full Time Equivalent*)
- Total Revenue Generated
- Capital Raised to Date
- Cash on Hand

**Disclaimer: Not all confirmed*

Based on conversations, budgetary requests and potential organizational formalities

Next Stage Partners

Accelerators:



Venture Funding:



Business Expansion:

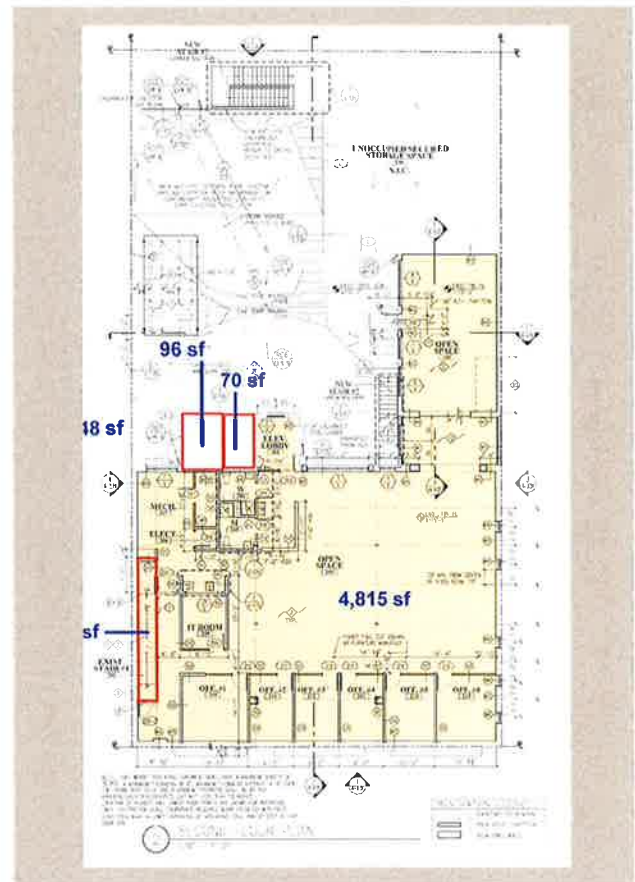


Follow along
@weare1909

Our Space

Through this expansion, we will provide new benefits and additional space to entrepreneurs and self-motivators in need in West Palm Beach.

- 5,000 Sq Feet (Appx)
- 9 Offices & 2 Conference Rooms
- Ample Sunlight & Noise Reduction
- Mentorship Platform Access
- Accelerator Program Option
- Access to events (classes, workshops, social gatherings, etc.)



Consent Agenda

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. *Tab 2*

Agenda Title: Proclamations for Water Conservation and Water Reuse

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

Approved by Town Manager _____

Date: 4-18-19

Vivian Mendez – Town Clerk

Name/Title

<p>Originating Department: Town Clerk</p>	<p>Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____</p>	<p>Attachments: . Email request from Laura Corry . Proclamation for Water Conservation . Proclamation for Water Reuse</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ OR Not applicable in this case <i>VM</i> Please initial one.</p>

Summary Explanation/Background:

The month of April is Water Conservation and Reuse month in the State of Florida. Most municipalities or Water Districts have or will submit the enclosed proclamations.

Recommended Motion: I move to support the Water Conservation and Reuse proclamations.

Vivian Mendez

From: Corry, Laura <lcorry@sfwmd.gov>
Sent: Wednesday, February 6, 2019 2:07 PM
To: Corry, Laura
Subject: FW: Water Conservation Month, Water Reuse Week and Water Conservation Expo and Vendor Fair
Attachments: Water Conservation Month FSAWWA_AWCM_Sample_Proclamation-1.doc; Water Reuse Week_2019_sample_proclamation.doc; WaterConservationExpo_2019.pdf

Dear Local Government and Utility Partners:

As in previous years, the South Florida Water Management District in partnership with the State of Florida and the Florida Section of the American Water Works Association will be highlighting **April as Water Conservation Month**. Water conservation is an important component of a dependable water supply. The District and its Governing Board support this initiative, and we invite our local government and utility partners to adopt their own version of the attached proclamation. Please notify us of your participation by contacting me at 561-682-6012 or via email at lcorry@sfwmd.gov with your adoption date(s) or if you have any questions.

I have also attached a template for **Water Reuse Week**. WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of May 19-26, 2019 as Florida Water Reuse Week.

I have also attached a flyer for the South Florida Water Management District Water Conservation Expo and Vendor Fair, scheduled for March 15th. It is a great event that you or your staff may want to attend.

Thank you for your consideration.

Laura R. H. Corry
Regional Representative
South Florida Water Management District
3301 Gun Club Road
West Palm Beach, FL 33406
Office: (561) 682-6012
Cell: (561) 906-4641

Proclamation

Town of Lake Park, Florida

WHEREAS, safe, clean and sustainable water resources are essential to Florida's environment, economy, citizens, and visitors; and

WHEREAS, although Florida's water supplies are finite, the state's population and need for water resources continue to increase; and

WHEREAS, water reuse provides a means for conserving and augmenting Florida's precious water resources and is key to the state's sustainable water future; and

WHEREAS, Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes, and

WHEREAS, Florida has risen to be the national leader in water reuse -- reusing 813 million gallons of reclaimed water per day to conserve freshwater supplies and replenish our rivers, streams, lakes, and aquifers; and

WHEREAS, Florida's permitted reuse capacity is over 1.6 billion gallons per day (approximately 71 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

WHEREAS, WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of May 19-26, 2019 as Florida Water Reuse Week; and

WHEREAS, (your city/county/utility) has joined with WaterReuse Florida, the Florida Department of Environmental Protection, and the South Florida Water Management District in encouraging and promoting water reuse and conservation; and

WHEREAS, (your city/county/utility) has implemented a water reuse program and encourages efficient and effective use of reclaimed water; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the Town of Lake Park hereby supports WaterReuse Florida and proclaims May 19-26, 2019, as

WATER REUSE WEEK

in the State of Florida. Town of Lake Park, Florida is calling upon each citizen and business to help protect our precious water resources by practicing efficient and effective use reclaimed water.

Michael O'Rourke, Mayor

Vivian Mendez, Town Clerk

Board Membership

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. *Tab 3*

Agenda Title: Nomination of Eddy Viera for Appointment to the Tree Board as a regular member.

- SPECIAL PRESENTATION/REPORTS
- BOARD MEMBERSHIP**
- PUBLIC HEARING ORDINANCE ON ____ READING
- NEW BUSINESS
- OTHER:

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager _____

Date: 4-23-19

Vivian Mendez, Town Clerk, CMC

Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • Nomination by Commissioner John Linden • Town Board Volunteer Memo • Board Membership Application
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>VM</i> Please initial one.

Summary Explanation/Background: The Town Clerk's Office received a Board Application for membership on the Tree Board. There are five (5) regular membership positions on the Tree Board and two (2) alternate membership positions that are available.

Commissioner John Linden nominated Eddy Viera for appointment to the Tree Board as a regular member.

Recommended Motion: In order for the nomination to go forward, there must be a second to the nomination and a majority vote of the Commission for the nominee at the Commission meeting.

Shaquita Edwards

From: John Linden
Sent: Thursday, April 18, 2019 6:51 PM
To: Shaquita Edwards
Subject: Re: Board Membership Application

If no one has already nominated Mr. Viera, I would be glad to,
John Linden

Sent from my iPad

On Apr 17, 2019, at 9:10 AM, Shaquita Edwards <sedwards@lakeparkflorida.gov> wrote:

Good Morning Mayor, Vice-Mayor, and Commissioners.

The Town Clerk's Office is in receipt of a Board Membership application to become a member of the Tree Board as a regular member. In order to move this application to a Commission meeting agenda, a nomination from the Commission would need to be received by the Town Clerk's Office. Please do not "reply all". Please send me an email directly if you wish to nominate the applicant.

The Board application can be found in the Commission Dropbox – Board Applications – or attached for your convenience.

Thank you in advance for your attention to this matter.

Sincerely,

Shaquita Edwards, MPA, CMC
Deputy Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
561-881-3311
561-881-3314(Fax)
sedwards@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.

<Viera-Tree Board Application.pdf>



Office of the
Town Clerk

April 17, 2019

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:

Eddy Viera has applied for appointment to the Tree Board as a regular member. The Tree Board currently has five (5) regular membership positions available and two (2) alternate positions available.

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

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

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

www.lakeparkflorida.gov



The Town of Lake Park

Application to Serve on Town Boards and Committees

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

Please print the following information:

Name: Viera Eddy Thomas
Last First Middle

Address: 604 N. Redwood Drive

Birthday: Month: July Day: 16

Telephone: home _____ work _____ cell 361-293-0611

E-Mail Address Edward.viera1983@gmail.com

Are you a resident of Lake Park

Yes No

Are you a non-resident business owner in Lake Park No

Are you a registered voter (Response to this question is not mandatory) yes

Do you currently serve on a Town Board or Committee No

If so, which one(s): _____

Have you been convicted of a crime No

If so, when? _____ where? _____

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

<u>Active Boards:</u>			
<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
_____	CRA Board (Community Redevelopment Agency)	_____	Planning & Zoning/Historic Preservation Board *
_____	Library Board		

<u>Inactive Boards:</u>	
Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	<u>Tree Board #1</u>

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: Eddy Vicca

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

Horticulture has been my passion & profession for the past 13 years.

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

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

Bachelor degree in Horticultural Science from UF

What is/was your profession or occupation: Landscape Manager

How long: 5 years

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

I manage the majority of all the landscaping for a developer on the East coast of FL.

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

Charity work for multiple gardens & educational programs related to horticulture.

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: Eddy Vicca Date: 3/29/19

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. *Tab 4*

Agenda Title: Nomination of Cynthia Grey for Appointment to the Tree Board as a regular member.

- SPECIAL PRESENTATION/REPORTS
 - BOARD MEMBERSHIP**
 - PUBLIC HEARING ORDINANCE ON _____ READING
 - NEW BUSINESS
 - OTHER:
- CONSENT AGENDA
 - OLD BUSINESS

Approved by Town Manager _____

Date: 4-23-19

Vivian Mendez, Town Clerk, CMC
Name/Title

<p>Originating Department:</p> <p>Town Clerk</p>	<p>Costs: \$ 0.00</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> • Nomination by Commissioner John Linden • Town Board Volunteer Memo • Board Membership Application
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <i>ML</i></p> <p>Please initial one.</p>

Summary Explanation/Background: The Town Clerk's Office received a Board Application for membership on the Tree Board. There are five (5) regular membership positions on the Tree Board and two (2) alternate membership positions that are available.

Commissioner John Linden nominated Cynthia Grey for appointment to the Tree Board as a regular member.

Recommended Motion: In order for the nomination to go forward, there must be a second to the nomination and a majority vote of the Commission for the nominee at the Commission meeting.

Vivian Mendez

From: John Linden
Sent: Monday, April 22, 2019 9:52 AM
To: Vivian Mendez
Subject: Re: Board Membership Application

Good morning Vivian,
If no one has nominated Ms Grey to the Tree Board I would be glad to.
John...

Sent from my iPad

On Apr 15, 2019, at 3:35 PM, Vivian Mendez <vmendez@lakeparkflorida.gov> wrote:

Good afternoon Mayor, Vice-Mayor, and Commissioners.

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Sincerely,

Vivian Mendez, MMC
Town Clerk
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403
561-881-3311
561-881-3314 (fax)
vmendez@lakeparkflorida.gov

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<volunteer applicants April 2019 Tree.pdf>



Office of the
Town Clerk

April 15, 2019

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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:

Cynthia Grey has applied for appointment to the Tree Board as a regular member. The Tree Board currently has five (5) regular membership positions available and two (2) alternate positions available.

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

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

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

www.lakeparkflorida.gov



• *The Town of Lake Park*

Application to Serve on Town Boards and Committees

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

Please print the following information:

Name: Grey Cynthia
Last First Middle

Address: 503 Sabal Palm Dr

Birthday: Month: 10 Day: 27

Telephone: home _____ work _____ cell 561-312-8342

E-Mail Address CYNPOZIUMINC@Me.com

	Yes	No
Are you a resident of Lake Park	x	
Are you a non-resident business owner in Lake Park		x
Are you a registered voter (Response to this question is not mandatory)	x	
Do you currently serve on a Town Board or Committee		x
If so, which one(s): _____		
Have you been convicted of a crime		x
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>
_____	CRA Board (Community Redevelopment Agency)	_____	Planning & Zoning/Historic Preservation Board *
_____	Library Board		

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

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: Cynthia Grey

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

My only choice is the tree committee because
without trees humans cannot live.

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

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

Music + Art H.S - Pratt/Syracuse Univ

What is/was your profession or occupation: Photographer/Film Producer

How long: 40 yrs

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

I have a Photographic Album of Trees
+ have planted many Trees

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

I was on the library board +
ten for commissioners

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: Cynthia Grey Date: 4-10-19

**Public
Hearing
Quasi-
Judicial**

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. *Tab 5*

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AMENDMENT FOR A 2,374 SQAURE FOOT BUILDING ADDITION TO THE PREVIOUSLY APPROVED SPECIAL EXCEPTION USE OF AN ALDI GROCERY STORE WITHIN THE CONGRESS BUSINESS PARK PLANNED UNIT DEVELOPMENT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE SITE PLAN AMENDMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE
- NEW BUSINESS – DISCUSSION ITEM
- OTHER: QUASI-JUDICIAL PUBLIC HEARING RESOLUTION
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *4-27-19*

Nadia Di Tommaso / Community Development Director *ND*
Name/Title

<p>Originating Department:</p> <p style="text-align: center;">Community Development</p>	<p>Costs: \$ Legal Review and Legal Ad</p> <p>Funding Source: #5041 (escrow account)</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <i>40</i>-05-19 → Applicant Application and Backup → Legal Ad → Certified Letter <p>**PLANS are located in the Dropbox**</p>
<p>Advertised:</p> <p>Date: 03/22/19</p> <p>Paper: Palm Beach Post</p> <p><input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u><i>ND</i></u></p> <p>OR</p> <p>Not applicable in this case</p> <p>Please initial one.</p>

Summary Explanation/Background:

Please refer to the Staff Report.

Recommended Motion: I move to “APPROVE” Resolution __-05-19 with the conditions of approval proposed by Staff.



**TOWN LAKE OF PARK
TOWN COMMISSION
MEETING DATE: May 1, 2019**

APPLICATION: SITE PLAN AMENDMENT PROPOSING AN ADDITIONAL 2,374 SQUARE FEET FOR THE PREVIOUSLY APPROVED SPECIAL EXCEPTION USE OF AN ALDI GROCERY STORE

SUMMARY OF APPLICANT'S REQUEST: On behalf of AI Fund III, LLC ("Property Owner"), Jordan Ford ("Applicant") and Brandon Ulmer of the Thomas Engineering Group ("Agent") are requesting site plan approval for a 2,374 square foot building expansion (for a total building size of 19,392 SF), with minor parking and landscaping reconfigurations and additional site elements, to the existing ALDI grocery store (previously approved special exception use) located at 220 North Congress Avenue. The site is approximately 2.38 acres (PCN: 36-43-42-19-25-006-0000), and is generally located on the northeast corner of Park Avenue West and Congress Avenue within the Congress Business Park PUD ("Subject Property"). The Site has a "Commercial/Light Industrial" land use designation and is within the previously approved Congress Business Park Planned Unit Development (PUD) Zoning District with an underlying Commercial-2 Business District (C-2) zoning designation.

The site plan and special exception use were previously approved pursuant to Resolution 33-10-14 (copy is enclosed).

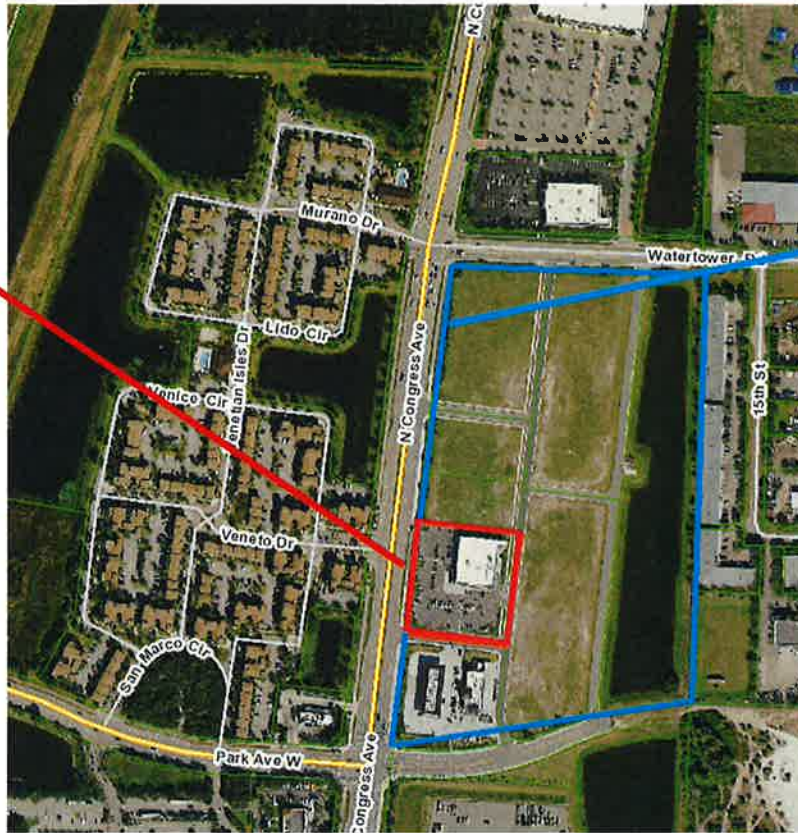
Planning & Zoning Board Meeting (April 1, 2019): The Board recommended approval with staff's proposed conditions of approval and an added condition that prior to the Town Commission meeting, the Site Plan (Plan Sheet C-3) is updated to include an additional crosswalk on the south side to connect the ADA spaces to the main entrance. The site plan has been updated and included with the Town Commission's agenda packet.

BACKGROUND:

Applicant(s):	Jordan Ford
Agent:	Brandon Ulmer of the Thomas Engineering Group
Owner(s):	AI Fund III, LLC
Address/Location:	North Congress Avenue
Net Acreage:	2.38 acres
Legal Description:	19-42-43, PT OF SE 1/4 LYG BET WATER TOWER RD R/W & PB21P3 & E OF & ADJ TO CONGRESS AVE R/W (LESS SLY 728.69 FT & PT K/A
Existing Zoning:	Planned Unit Development (PUD) Commercial 2 (C-2) Business District
Future Land Use:	Commercial/Light Industrial

Figure 1: Aerial View of Site (image not to scale; for visual purposes only) and Existing Site Photos

Proposed
ALDI
location



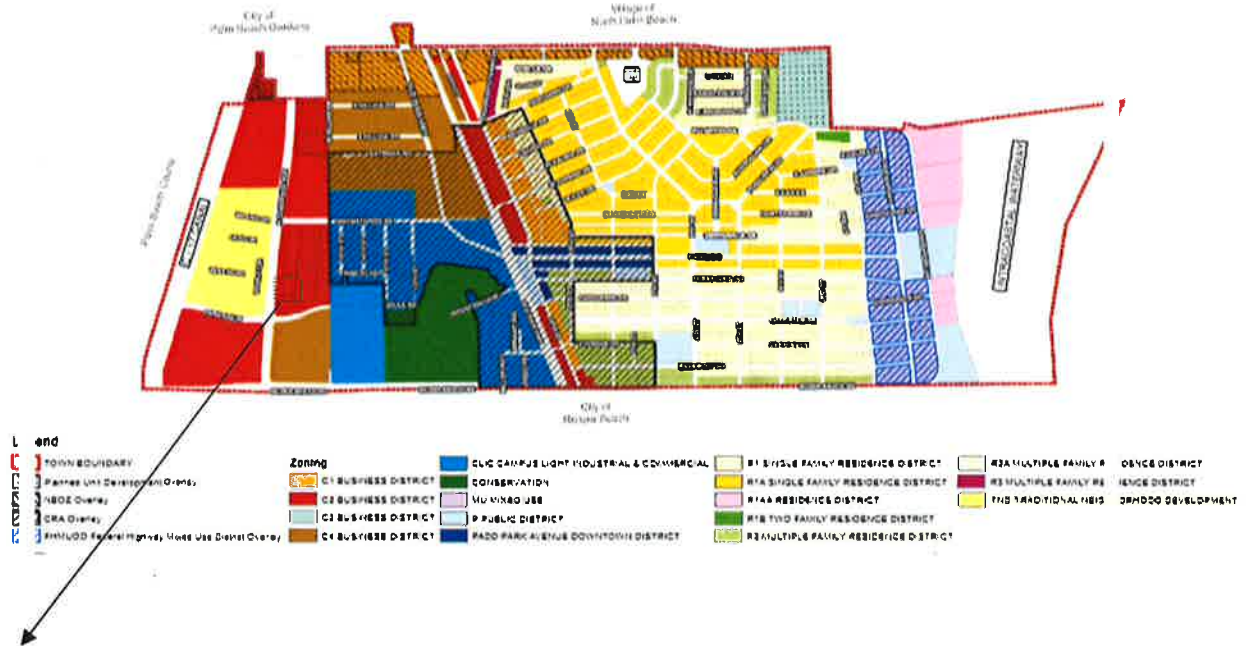
Boundary of
Congress
Business Park
PUD
(additional lots
have since
been
developed)



LAKE PARK ZONING MAP



Lake Park Zoning Map



Subject Site

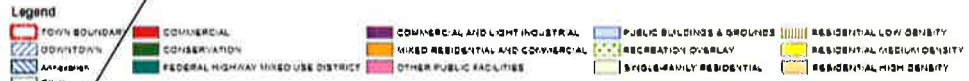
Adjacent Zoning

North: Planned Unit Development (PUD) / Commercial 2 (C-2)
 South: Planned Unit Development (PUD) / Commercial 2 (C-2)
 East: Planned Unit Development (PUD) / Commercial 2 (C-2)
 West: Traditional Neighborhood District (TND)

LAKE PARK FUTURE LAND USE MAP



Lake Park Future Land Use Map



Subject Site

Adjacent Existing Land Use

North: Commercial Light Industrial
 South: Commercial Light Industrial
 East: Commercial Light Industrial
 West: Commercial/Residential

PART I: SITE PLAN AMENDMENT APPLICATION

The Site Plan has been reviewed by the Town's Engineer, Landscape Architect, and Community Development Department. Based upon this review, the Staff finds that the Site Plan meets the Land Development Regulations of the Town Code, and is consistent with the PUD's established Signage Guidelines, Architectural Guidelines, and Landscaping Plan.

SITE PLAN PROJECT DETAILS:

Building Site: The Site is a parcel within a Master Plan associated with a PUD. The PUD's underlying zoning designation is C-2. The Site was previously developed as a general grocery store with a building size of 17,098 square feet. The special exception use of a grocery store was also previously approved. **This application proposes an additional 2,374 square feet of interior floor area and certain parking and foundation landscaping modifications to accommodate the additional building footprint.**

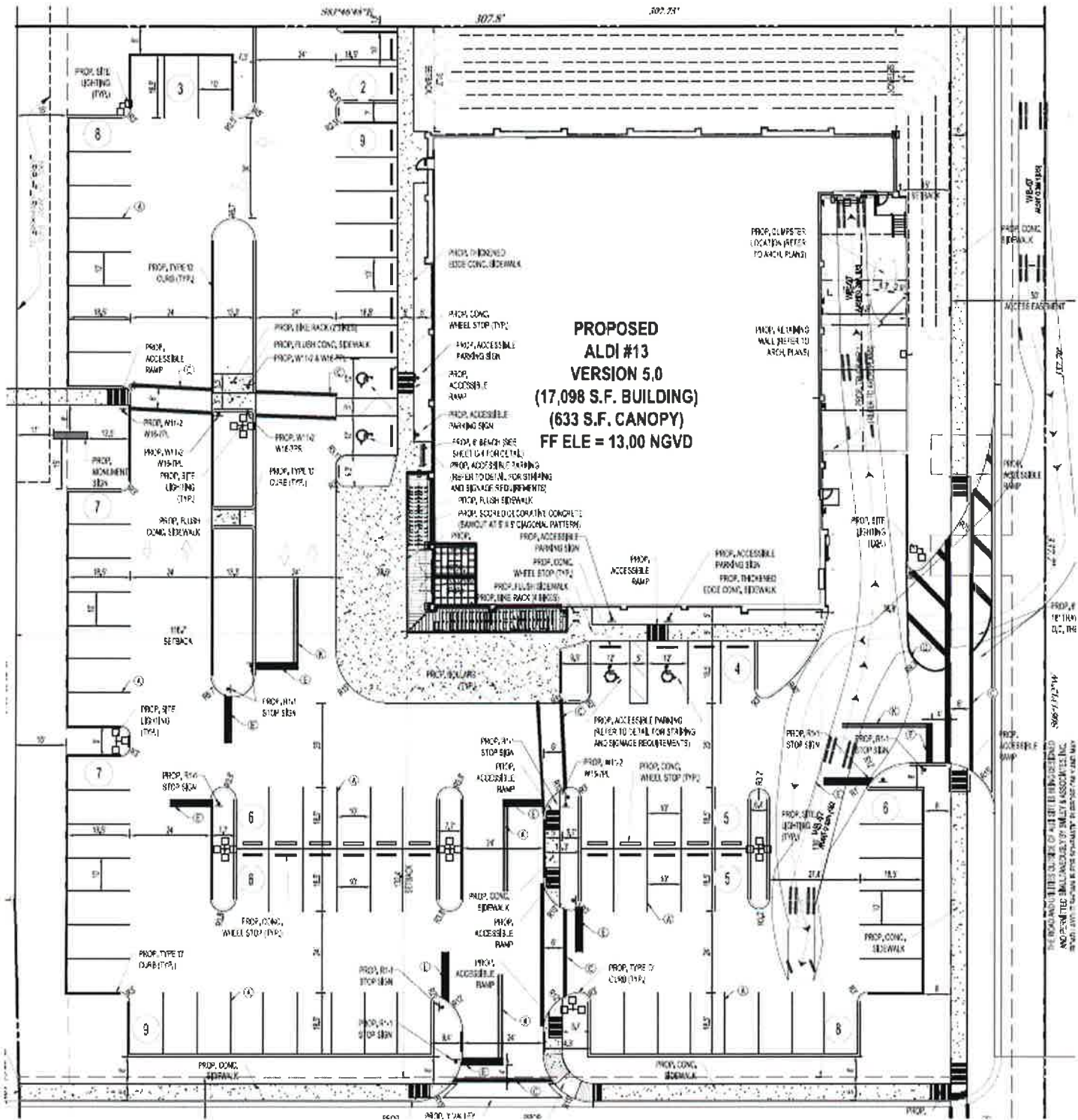
Site Access: The Site has two entrances. One entrance is on the west side of the Site and the other is on the south side, both of which are accessible by the PUD's interior roads. The interior roads can be accessed by using the Park Avenue West Extension road which is currently under construction. **The site access remains unchanged from the original approval and development of the site.**

Traffic: The Applicant received a Traffic Performance Standard (TPS) concurrency letter from Palm Beach County's Traffic Division which confirms that there is adequate capacity on the roadways which serve the Site.

Landscaping: The Landscaping modifications have been deemed satisfactory by the Town's consulting Landscape Architect. The modifications are minimal and are simply required to accommodate the revised foundation plantings around the main facades and the parking island landscaping given the proposed addition that will extend the building footprint to the south.

(COMPARISON PLANS ON THE FOLLOWING PAGES)

ORIGINALLY APPROVED SITE PLAN (full version also enclosed):



THE ROAD AND UTILITIES CENTER OF ALBERTA INC. ENGINEERS
 AND ARCHITECTS 2000 UNIVERSITY AVENUE S.W. CALGARY, ALBERTA T2C 1S7 CANADA
 403.271.7271

ORIGINALLY APPROVED ELEVATIONS (full versions also enclosed):



- ALUMINUM
CORRAL PANEL
W/ STAINLESS
STEEL
- ALUMINUM
CORRAL PANEL
W/ STAINLESS
STEEL
- ALUMINUM
CORRAL PANEL
W/ STAINLESS
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CORRAL PANEL
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STEEL

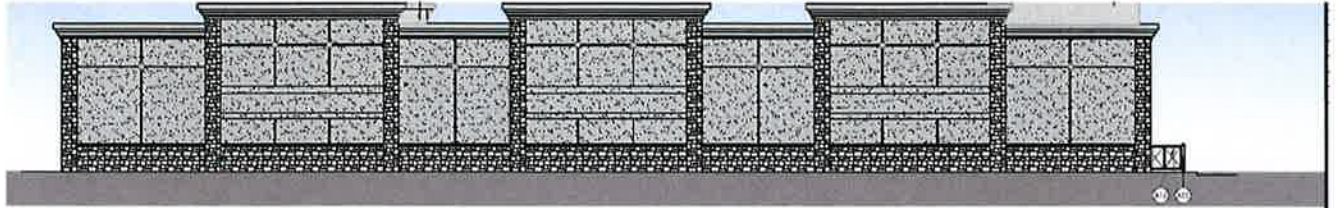


- ALUMINUM
CORRAL PANEL
W/ STAINLESS
STEEL
- ALUMINUM
CORRAL PANEL
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CORRAL PANEL
W/ STAINLESS
STEEL

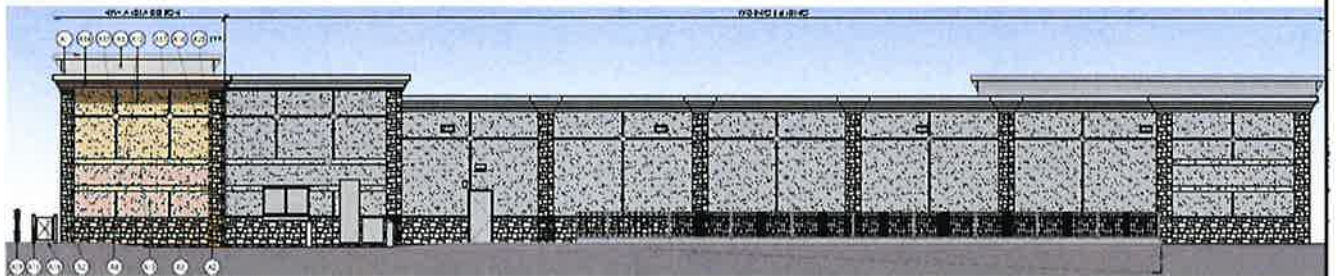


PROPOSED ELEVATIONS (full versions also enclosed):

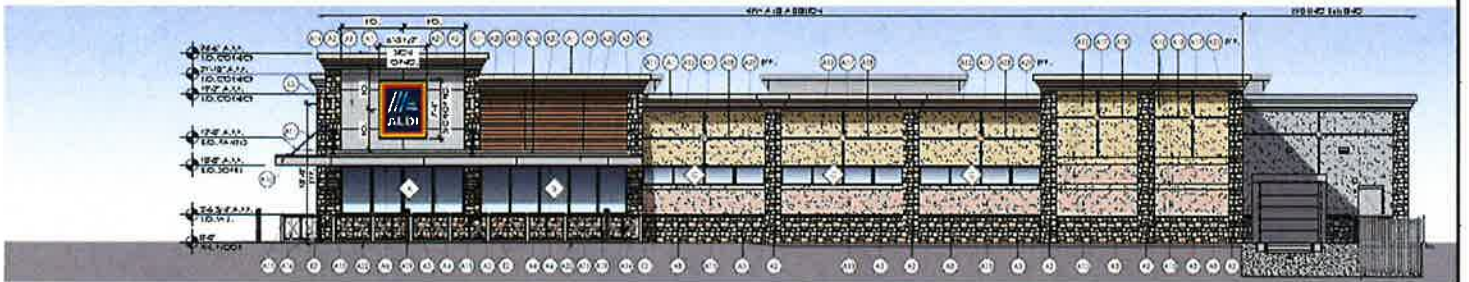
(areas in Gray are not being altered – the wall colors are NOT changing, they are simply shaded to highlight the addition area)



4 North Elevation



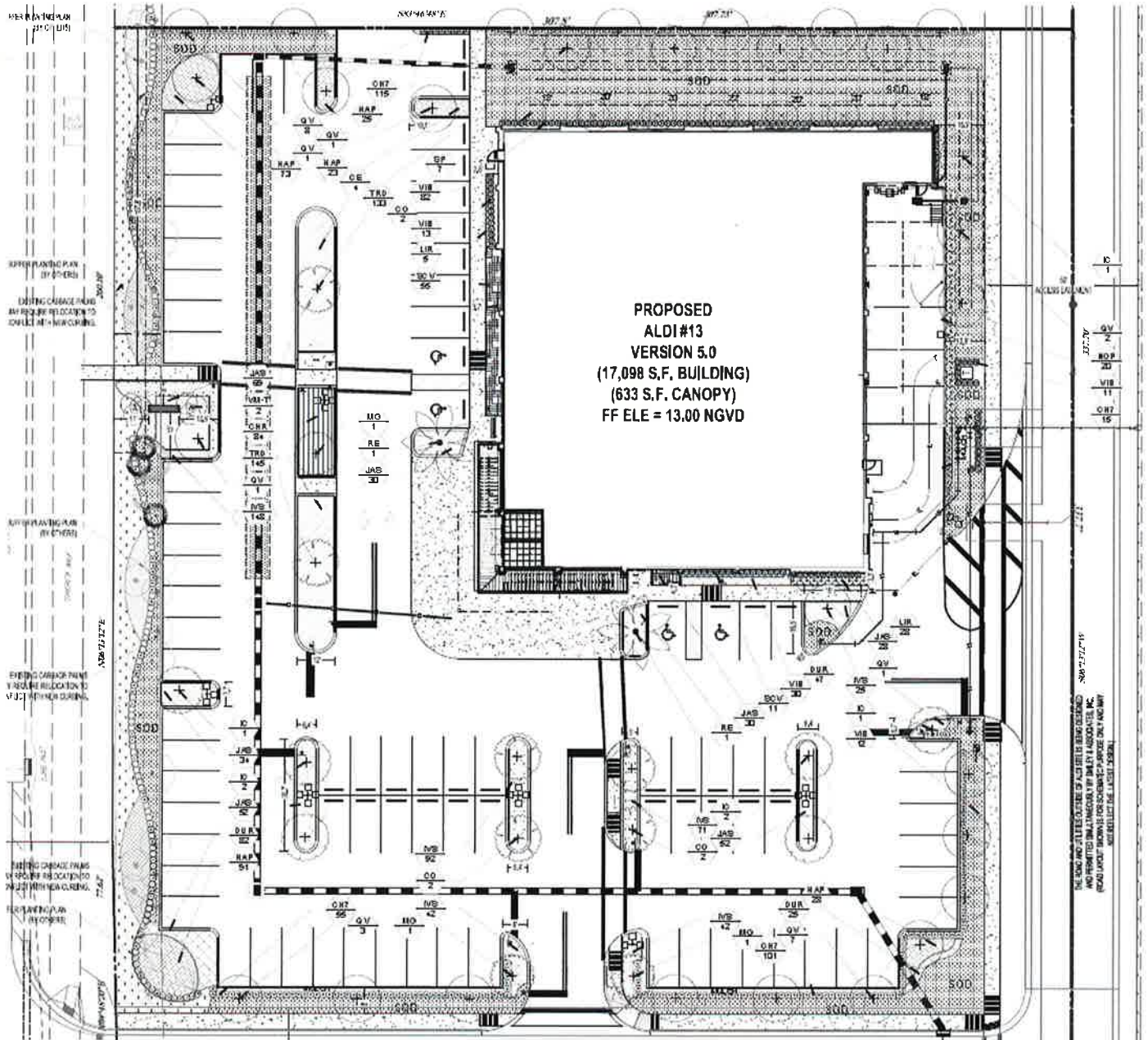
3 East Elevation



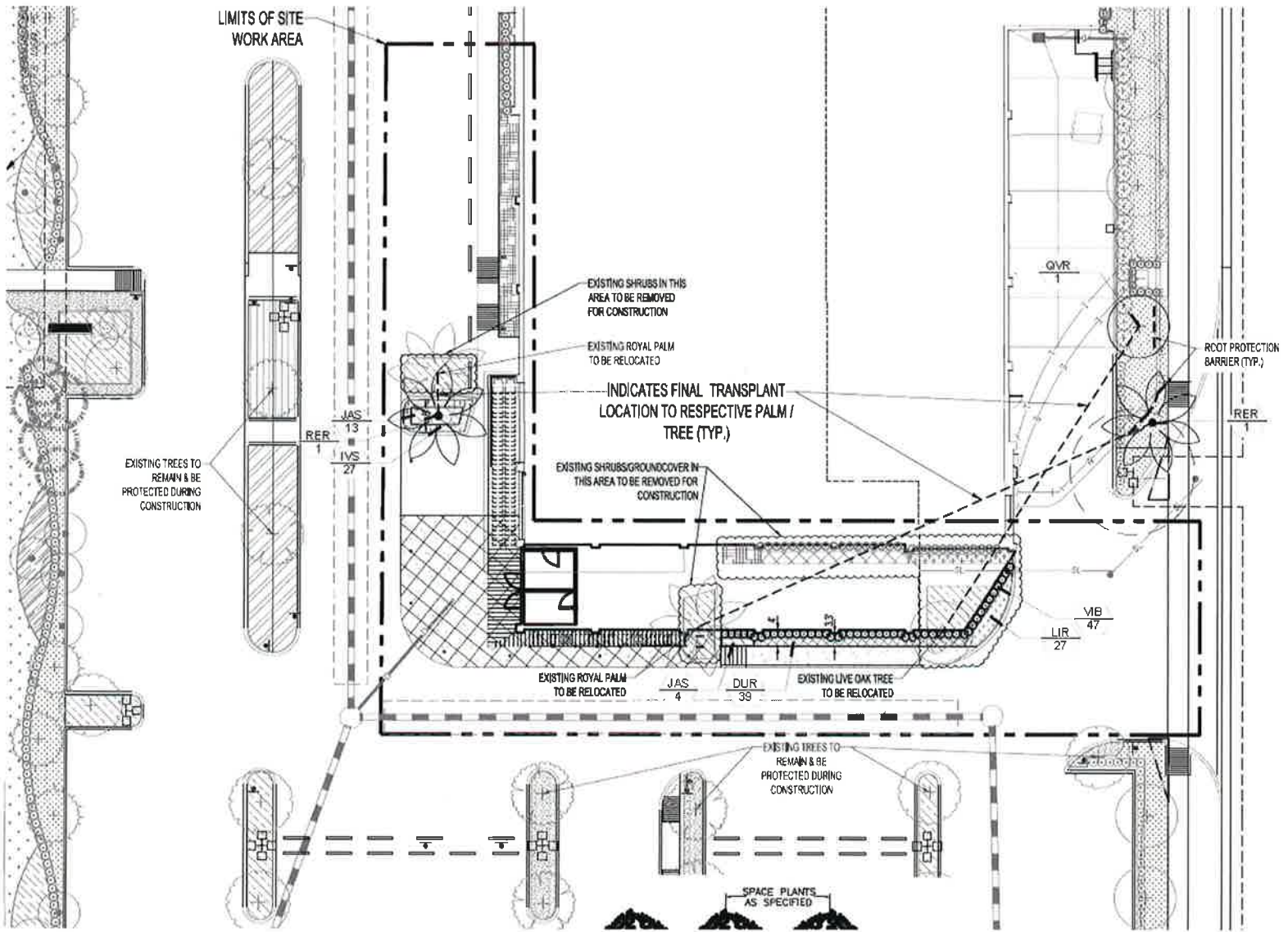
2 South Elevation



ORIGINALLY APPROVED LANDSCAPE PLAN (full version also enclosed):



PROPOSED LANDSCAPE PLAN (full version also enclosed):



Drainage: The Town's Engineer has reviewed the Applicant's Paving and Drainage Plan and has determined that it meets the engineering requirements for Site Plan review.

Parking: The Town's Parking Code requires 5 spaces per 1,000 square feet of gross floor customer service area. For a newly proposed building footprint of 19,392 with 13,444 square feet of customer service area and 5,948 square feet of storage area, a total of 75 parking spaces are required (67 for the retail component, plus 8 for employees at maximum shift). The Applicant is proposing 81 parking spaces, which keeps the 4 required handicap parking spaces. The parking requirement is exceeded.

Signage: The signage exists today and will remain unchanged. It will need to be removed during construction and then reinstalled.

Zoning: The special exception use of a grocery store was previously granted special exception approval. The nature and overall operation of the use that is analyzed as part of the special exception review process remains unchanged.

Water/Sewer: Previously reviewed and is already in place. Seacoast will review the renovation plans at the building permit stage.

Design: The Applicant's proposed Elevations are in line with the originally approved elevations. All design features will remain the same.

Fire: Given the simplistic nature of this application, PBC Fire did not have any comments at this time, but will review at the building permit stage.

PBSO: The Crime Prevention Through Environmental Design (CPTED) review was performed with the original site plan approval. PBSO does not have any additional comments for this review.

PART II: STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the Site Plan Amendment for a 2,374 square foot building expansion (for a total building size of 19,392 SF), with minor parking and landscaping reconfigurations and additional site elements, to the existing ALDI grocery store (previously approved special exception use) located at 220 North Congress Avenue, subject to the following conditions:

1. The Applicant shall develop the Site consistent with the following Plans:
 - a. Site Plan, Site Plan Details, Demolition Plan, Construction Plans, Photometric Plans and Landscape Plans, referenced as Sheets C-01, C-02 and C-04 through C-08, L-01 and L-02; signed and sealed February 19, 2019 and for C-03 on March 20, 2019 (and received on March 21, 2019); and Sheet C-03 signed and sealed April 2, 2019 (and received on April 23, 2019). All plans sheets are prepared by Thomas Engineering Group.
 - b. Operations Plan and Exterior Elevations, referenced as Sheets CFP-5 and CEE-1, dated May 10, 2018 and received and dated by the Community Development Department on March 26, 2019.
2. Construction is permitted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, except holidays, unless otherwise approved in writing by the Community Development Director.
3. Any proposed disruption to the normal flow of traffic within the rights of way of North Congress Avenue or the Park Avenue West Extension during the construction of the Site, shall be subject to the review and approval of the Community Development Director (the Director).
4. Should any disruption to the normal flow of traffic occur during construction of the Site, the construction shall immediately cease until the Directors of the Town's Public Works Department and Community Development Departments have reviewed the situation and given the Applicant written approval to proceed.
5. Should any disruption to the surrounding entrance/exit streets and parking areas along North Congress Avenue or the Park Avenue West Extension occur such that the daily operation of nearby businesses is adversely impacted, the construction activities shall cease until the Applicant has secured the written approval of the Director.
6. All landscaping shown on the Site Plan and the Landscaping Plan shall be continuously maintained from the date of the issuance of the Certificate of Occupancy by the Town. The Owner/Applicant shall replace any and all dead or dying landscaping materials so as to maintain the quantity and quality of the landscaping shown on the approved Site Plan and Landscaping Plan.

7. The hedge material for the Site shall be maintained at five feet unless otherwise noted on the approved plans for the Site or the PUD.
8. Safe and adequate pedestrian passage shall be maintained along the Site's entrances.
9. The Applicant shall ensure that any and all contractors use commonly accepted practices to reduce airborne dust and particulates during construction of the Site.
10. The dumpster shall be screened as noted on the Site Plan and kept closed at all times. All dumpsters shall be acquired from the approved franchise supplier for the Town.
11. Prior to issuance of the Certificate of Completion, the Applicant shall provide certification from the Landscape Architect of record that the plant installations on the Site are in accordance with the approved Site Plan and the Landscaping Plan.
12. Prior to the issuance of any building permits, the Applicant shall submit copies of any permits required by other agencies, including but not limited to Palm Beach County Health Department, Palm Beach County Land Development Division, South Florida Water Management Division and the State of Florida Department of Environmental Protection.
13. Any revisions to the approved Site Plan, Landscape Plan, architectural elevations, signs, statement of use, photometric plan, or other detail submitted as part of the Application, including, but not limited to, the location of the proposed improvements or additional, revised, or deleted colors, materials, or structures, shall be submitted to the Department, and shall be subject to its review and approval.
14. Continuous access shall be maintained between all parcels in accordance with the PUD Master Plan and Section 78-144 of the Town Code.
15. The Owner or Applicant shall initiate bona fide and continuous development of the Site within 18 months from the effective date of this Development Order. Failure to do so shall render the Development Order void. Once initiated, the development of the Site shall be completed within 18 months.
16. **Cost Recovery.** All fees and costs, including legal fees incurred by the Town in reviewing the Application and billed to the Owner shall be paid to the Town within 10 days of receipt of an invoice from the Town. Failure by an Owner or an Applicant to reimburse the Town within the 10 day time period may result in the suspension of any further review of plans or building activities, and may result in the revocation of the approved Development Order.

RESOLUTION NO. 40-05-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AMENDMENT FOR A 2,374 SQUARE FOOT BUILDING ADDITION TO THE PREVIOUSLY APPROVED SPECIAL EXCEPTION USE OF AN ALDI GROCERY STORE WITHIN THE CONGRESS BUSINESS PARK PLANNED UNIT DEVELOPMENT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE SITE PLAN AMENDMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Jordan Ford, (“Applicant”) and the Thomas Engineering Group (“Agent”) are jointly proposing to develop a 2,374 square foot building addition to the previously approved special exception use of the “ALDI” grocery store located on Parcel A of the Congress Business Park Planned Unit Development Zoning District (the Site) and previously approved by Resolution 33-10-14; and

WHEREAS, the Site is currently owned by AI Fund III, LLC (“Owner”); and

WHEREAS, Applicant has submitted an application for a Site Plan Amendment (“Application”); and

WHEREAS, the Site has a future land use designation of “Commercial/Light Industrial”; and

WHEREAS, the Site is within the previously approved Congress Business Park Planned Unit Development (PUD); and

WHEREAS, the zoning of the Site is PUD with its underlying zoning designation being Commercial-2 Business District (C-2);

WHEREAS, the uses permitted in the PUD include those uses permitted in the C-2 Zoning District and additional uses by special exception if approved by the Commission; and

WHEREAS, the special exception use of a Grocery Store was previously granted special exception approval by Resolution 33-10-14; and

WHEREAS, the Town’s Planning and Zoning Board has reviewed the Application and has recommended to the Town Commission that it approve the Application with certain conditions; and

WHEREAS, the Town Commission has conducted a quasi-judicial hearing to consider the Application; and

WHEREAS, at this hearing, the Town Council considered the evidence presented by the Town Staff, the Applicant, and other interested parties and members of the public, regarding the Application.

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

Section 1: The whereas clauses are incorporated herein as the findings of fact and conclusions of law of the Town Commission.

Section 2. The Town Commission hereby approves a Site Plan Amendment for the 2,374 square foot addition to the ALDI grocery store subject to the following conditions:

1. The Applicant shall develop the Site consistent with the following Plans:
 - a. Site Plan, Site Plan Details, Demolition Plan, Construction Plans, Photometric Plans and Landscape Plans, referenced as Sheets C-01, C-02 and C-04 through C-08, L-01 and L-02; signed and sealed February 19, 2019 and for C-03 on March 20, 2019 (and received on March 21, 2019); and Sheet C-03 signed and sealed April 2, 2019 (and received on April 23, 2019). All plans sheets are prepared by Thomas Engineering Group.
 - b. Operations Plan and Exterior Elevations, referenced as Sheets CFP-5 and CEE-1, dated May 10, 2018 and received and dated by the Community Development Department on March 26, 2019.
2. Construction is permitted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, except holidays, unless otherwise approved in writing by the Community Development Director.
3. Any proposed disruption to the normal flow of traffic within the rights of way of North Congress Avenue or the Park Avenue West Extension during the construction of the Site, shall be subject to the review and approval of the Community Development Director (the Director).
4. Should any disruption to the normal flow of traffic occur during construction of the Site, the construction shall immediately cease until the Directors of the Town's Public Works Department and Community Development Departments have reviewed the situation and given the Applicant written approval to proceed.
5. Should any disruption to the surrounding entrance/exit streets and parking areas along North Congress Avenue or the Park Avenue West Extension occur such that the daily operation of nearby businesses is adversely impacted, the construction activities shall cease until the Applicant has secured the written approval of the Director.
6. All landscaping shown on the Site Plan and the Landscaping Plan shall be continuously maintained from the date of the issuance of the Certificate of Occupancy by the Town. The Owner/Applicant shall replace any and all dead or dying landscaping materials so as to

maintain the quantity and quality of the landscaping shown on the approved Site Plan and Landscaping Plan.

7. The hedge material for the Site shall be maintained at five feet unless otherwise noted on the approved plans for the Site or the PUD.
8. Safe and adequate pedestrian passage shall be maintained along the Site's entrances.
9. The Applicant shall ensure that any and all contractors use commonly accepted practices to reduce airborne dust and particulates during construction of the Site.
10. The dumpster shall be screened as noted on the Site Plan and kept closed at all times. All dumpsters shall be acquired from the approved franchise supplier for the Town.
11. Prior to issuance of the Certificate of Completion, the Applicant shall provide certification from the Landscape Architect of record that the plant installations on the Site are in accordance with the approved Site Plan and the Landscaping Plan.
12. Prior to the issuance of any building permits, the Applicant shall submit copies of any permits required by other agencies, including but not limited to Palm Beach County Health Department, Palm Beach County Land Development Division, South Florida Water Management Division and the State of Florida Department of Environmental Protection.
13. Any revisions to the approved Site Plan, Landscape Plan, architectural elevations, signs, statement of use, photometric plan, or other detail submitted as part of the Application, including, but not limited to, the location of the proposed improvements or additional, revised, or deleted colors, materials, or structures, shall be submitted to the Department, and shall be subject to its review and approval.
14. Continuous access shall be maintained between all parcels in accordance with the PUD Master Plan and Section 78-144 of the Town Code.
15. The Owner or Applicant shall initiate bona fide and continuous development of the Site within 18 months from the effective date of this Development Order. Failure to do so shall render the Development Order void. Once initiated, the development of the Site shall be completed within 18 months.
16. **Cost Recovery.** All fees and costs, including legal fees incurred by the Town in reviewing the Application and billed to the Owner shall be paid to the Town within 10 days of receipt of an invoice from the Town. Failure by an Owner or an Applicant to reimburse the Town within the 10 day time period may result in the suspension of any further review of plans or building activities, and may result in the revocation of the approved Development Order.

Section 3: The Owner, Applicant and their successors and assigns shall be subject to the conditions of approval.

Section 4. This Resolution shall become effective upon adoption.



TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SITE PLAN REVIEW OR AMENDMENT

Please call (561)881-3319 for submittal fees

****For Planned Unit Development (PUD) applications, please refer to Section 78-77 of the Town Code of Ordinances for additional requirements****

Project Name: ALDI - LAKE PARK

Project Address: 220 N CONGRESS AVE, LAKE PARK, FL 33403

Property Owner: AI FUND III LLC PO BOX 460049 DEPT 501
HOUSTON TX 77056 8049

APPLICANT INFORMATION:

Applicant Name: JORDAN FORD

Applicant Address: 1171 N. STATE ROAD 7

Phone: 1(561)640-8000ex124 Fax: 1(561)640-8001 E-Mail: _____

SITE INFORMATION:

General Location: Parcel of Land on East side of North Congress Avenue between Water Tower Road and Park Avenue West

Address: 220 N CONGRESS AVE, LAKE PARK, FL 33403

Zoning District: C-2 Future Land Use: Comm_Industrial (City) Acreage: 2.38
Business District

Property Control Number (PCN): 36-43-42-19-25-006-0000

ADJACENT PROPERTY:

DIRECTION	ZONING	BUSINESS NAME	USE
North	C2	Vacant	Vacant Commercial
East	C2	Vacant	Vacant Commercial
South	C2	Vacant	Vacant Commercial
West	TND	Residential	Residential

JUSTIFICATION:

Information concerning all requests (attach additional sheets if needed)

1. Please explain the nature of the request:

Proposed 2,266 SF Expansion of Existing Building (ALDI grocery store).

2. What will be the impact of the proposed change to the surrounding area?

The proposed site is within a commercial business area so the proposed project should not have an adverse impact to surrounding projects.

3. How does the proposed Project comply with the Town of Lake Park's zoning requirements?

Proposed commercial business use complies with the current zoning and future land use designation.

LEGAL DESCRIPTION:

The subject property is located approximately _____ mile(s) from the intersection of _____, on the _____ north, X east, _____ south, _____ west side of the North Congress Avenue (street/road).

Legal Description: See attached legal description

I hereby certify that I am the owner(s) of record of the above described property or that I/we have written permission from the owner(s) of record to request this action.


OWNER/APPLICANT Signature

12/3/18
Date

CONSENT FORM
FROM PROPERTY OWNER AND DESIGNATION OF AUTHORIZED AGENT:

Before me, the undersigned authority, personally appeared _____,
who, being by me first duly sworn, on Oath deposed and says:

1. That he/she is the fee simple title owner of the property described in the attached Legal Description;
2. That he/she is requesting _____ in the Town of Lake Park, Florida;
3. That he/she is appointed Brandon Ulmer / Thomas Engineering Group to act as authorized on his/her behalf to accomplish the above Project.

Property Owner Name: AI FUND III LLC

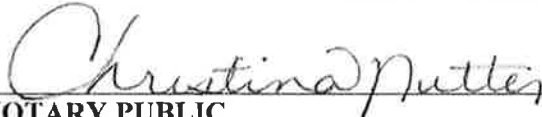
 _____
Property Owner Signature By: Name/Title

PO BOX 460049 DEPT 501 _____
Street Address City, State, Zip Code

Telephone Number Fax Number

E-Mail Address

Sworn and Subscribed before me on this 5 day of December, 20 18,


NOTARY PUBLIC

MY COMMISSION EXPIRES:
12-30-19






PLEASE DO NOT DETACH FROM APPLICATION.

SIGNATURE REQUIRED BELOW.

Please be advised that Section 51-6 of the *Town of Lake Park Code of Ordinances* provides for the Town to be reimbursed, in addition to any application or administrative fees, for any supplementary fees and costs the Town incurs in processing development review requests.

These costs may include, but are not limited to, advertising and public notice costs, legal fees, consultant fees, additional Staff time, cost of reports and studies, NPDES stormwater review and inspection costs, and any additional costs associated with the building permit and the development review process.

For further information and questions, please contact the Community Development Department at 561-881-3318.

I, <u>AI FUND III LLC</u> , have read and understand the regulations above regarding cost recovery.	
 _____ Property Owner Signature	<u>12/5/18</u> _____ Date

PAPA Banner

Location Address 220 N CONGRESS AVE

Municipality LAKE PARK

Parcel Control Number 36-43-42-19-25-006-0000

Subdivision CONGRESS BUSINESS PARK PUD

Official Records Book 27676 **Page** 1775

Sale Date JUL-2015

Legal Description CONGRESS BUSINESS PARK PUD TR F K/A FUTURE DEVELOPMENT

Mailing address

RYAN TAX COMPLIANCE SERVS LLC C/O
PO BOX 460049
DEPT 501
HOUSTON TX 77056 8049

Owners

AI FUND III LLC

Sales Date	Price	OR Book/Page	Sale Type	Owner
JUL-2015	\$10	27676 / 01775	QUIT CLAIM	AI FUND III LLC
APR-2015	\$1,549,600	27501 / 01558	WARRANTY DEED	ALDI FLORIDA LLC

No Exemption Information Available.

Number of Units ***Total Square Feet** 16934 **Acres** 2.3842
Use Code 1400 - SUPERMARKET/DRUG STORE **Zoning -**

Tax Year	2018	2017	2016
Improvement Value	\$1,918,721	\$1,865,250	\$1,730,214
Land Value	\$1,373,988	\$1,308,560	\$1,246,248
Total Market Value	\$3,292,709	\$3,173,810	\$2,976,462

All values are as of January 1st each year

Tax Year	2018	2017	2016
Assessed Value	\$3,292,709	\$3,173,810	\$2,976,462
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$3,292,709	\$3,173,810	\$2,976,462

Tax Year	2018	2017	2016
Ad Valorem	\$72,333	\$72,763	\$71,920
Non Ad Valorem	\$26,763	\$27,189	\$25,594
Total tax	\$99,096	\$99,952	\$97,514

Consideration: \$10.00

PREPARED BY AND RETURN TO:
Kayne Law Group
Attn: Nathan J. Miller, Esq.
312 Park Street, Suite 100
Columbus, Ohio 43215

File No.: NCS-669188-TAM

QUIT CLAIM DEED

The name of each person who executed, witnessed, or notarized this document must legibly be printed, typewritten or stamped immediately beneath the signature of such person.

QUIT CLAIM DEED MADE 14th day of July, 2015, from:

ALDI (FLORIDA) L.L.C., a Florida limited liability company

Whose mailing address is: 1171 N. State Road 7, Royal Palm Beach, Florida 33411

Party of the first part, to:

AI FUND III LLC, a Delaware limited liability company

Whose mailing address is: c/o Aldi Inc., 1200 N. Kirk Road, Batavia, Illinois 60510

Party of the second part,

WITNESSETH, that the said party of the first part, for and in consideration of the sum of \$10.00 and other valuable consideration in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, has remised, released and quit claimed unto the said party of the second part all the right, title, interest, claim and demand, which the said party of the first part has in and to the following described land, situate in the County of Palm Beach, State of Florida, to wit:

See Schedule "A" attached hereto and by this reference made a part hereof.

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest and claim whatsoever of the said party of the first part, either in law or equity, to the only proper use, benefit and behoof of the said party of the second part.

PARCEL IDENTIFICATION NUMBER(S): 36-43-42-19-00-000-5040

RETURN TO: 669188
First American Title Ins. Co.
3031 N Rocky Point Dr. W, Suite 550
Tampa, FL 33607

Quit Claim Deed
Page 2

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand and seal the day and year first above written.

Signed and Sealed in Our Presence:

ALDI (FLORIDA) L.L.C.,
a Florida limited liability company

Witness:

By: Aldi Inc. (Pennsylvania)
a Pennsylvania corporation
Its: Sole Member

[Signature]
witness signature

By: [Signature]
Chris Hewitt, Vice President

Sorden Food
type or print witness name

(Corporate Seal)

[Signature]
witness signature

Jack Williams
type or print witness name

State of Florida

County of Palm Beach

The foregoing instrument was acknowledged before me this 14th day of July, 2015, by Chris Hewitt, Vice President of Aldi Inc. (Pennsylvania), a Pennsylvania corporation, the Sole Member of Aldi (Florida) L.L.C., a Florida limited liability company, on behalf of said corporation and company. He is personally known to me and did not take an oath.

NOTARY PUBLIC

[Signature]
Print: Jodi Gurewitz

My Commission expires: May 27, 2017



EXHIBIT A

The land referred to herein below is situated in the County of Palm Beach, State of Florida, and described as follows:

Tract "F" of Congress Business Park, a P.U.D., according to the plat thereof, as recorded in Plat Book 119, Page 35, of the public records of Palm Beach County, Florida

This is not a certified copy



Engineering & Planning, Inc.

1172 SW 30th Street • Palm City • Florida • 34990

(772) 286-8030 • www.MackenzieEngineeringInc.com

March 8, 2018

Mr. Jason Gunther, P.E.
Thomas Engineering Group
125 West Indiantown Road, Suite 206
Jupiter, FL 33458

Re: Aldi Congress Business Park PUD
Project #:160414
Development within Previous Concurrency Approval

Dear Mr. Gunther:

MacKenzie Engineering and Planning, Inc. is submitting this updated Traffic Impact Statement for the proposed expansion to an existing Aldi Food Market within the approved Congress Business Park PUD. The project is located at 220 North Congress Avenue in Lake Park, Florida (PCN 36-43-42-19-25-006-0000). The site currently consists of an existing 17,098 SF Aldi Food Market. The applicant proposes a 2,266 SF increase, which will increase the total square footage to 19,364 SF.

The Congress Business Park PUD was approved with the Land Uses and intensities as shown in Table 1. No change in use is proposed. The project will utilize 2,266 SF of the existing general commercial use. After construction of the Aldi Expansion, 38,819 SF of general commercial (retail) and 201,600 SF of mini-warehouse/self-storage use remain.

Table 1. Approved Land Uses and Intensity

Land Use	ITE Code	Approved		Used		Remaining Use	
Gas Station	944	20	Pump	20	Pump	-	Pump
Gen. Commercial	820	65,555	SF	26,736	SF	38,819	SF
Autozone				7,372			
Aldi				17,098			
Proposed Aldi Expansion				2,266			
Convenience Store	851	5,928	SF	5,928	SF	-	SF
Mini-Warehouse/SS	151	201,600	SF		SF	201,600	SF
Fast Food Restaurant w/ DT	934	4,638	SF	4,638	SF	-	SF
Light Industrial	110	73,000	SF	73,000	SF	-	SF

TRIP GENERATION THE SHOPS AT UNIVERSITY PARK			
Scenario	Trip Generation (trips)		
	Daily	AM Peak Hour (in/out)	PM Peak Hour (in/out)
TPS Approval	10,638	493 (275/220)	898 (419/480)
Proposed Development	155	6 (3/3)	13 (7/6)

Because the proposed expansion already has TPS approval, no additional analysis is necessary and the project meets concurrency.



Shaun G. MacKenzie P.E.
Florida License No. 61751

009028
© MacKenzie Engineering and Planning, Inc.
CA 29013

3/8/18

EXHIBIT 1
Aldi Congress Business Park
Trip Generation

Land Use	Intensity	Daily Trips	AM Peak Hour			PM Peak Hour		
			Total	In	Out	Total	In	Out
Proposed Site Traffic								
Supermarket	2.266 1000 SF	242	9	5	4	21	11	10
Pass-By Traffic								
Supermarket	36%	87	3	2	1	8	4	4
Subtotal		87	3	2	1	8	4	4
NET PROPOSED TRIPS		155	6	3	3	13	7	6
Total Proposed Driveway Volumes		242	9	5	4	21	11	10
NET CHANGE IN TRIPS (FOR THE PURPOSES OF CONCURRENCY)		155	6	3	3	13	7	6
NET CHANGE IN DRIVEWAY VOLUMES		242	9	5	4	21	11	10
Note: Trip generation was calculated using the following data:								
	ITE		Pass-by	AM Peak Hour		PM Peak Hour		
Land Use	Code	Unit	Daily Rate	Rate	in/out	Rate	in/out	Equation
Supermarket	850	1000 SF	106.78	36%	60/40	3.82	51/49	9.24

Copyright © 2015, MacKenzie Engineering and Planning, Inc.



April 1, 2019

**Department of Engineering
and Public Works**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

- Mack Bernard, Mayor
- Dave Kerner, Vice Mayor
- Hal R. Valeche
- Gregg K. Weiss
- Robert S. Weinroth
- Mary Lou Berger
- Melissa McKinlay

County Administrator

Verdenia C. Baker

Ms. Nadia Di Tommaso
Director of Community Development
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

**RE: Aldi - Congress Business Park PUD (PCN 36-43-42-19-25-006-0000)
Project #: 190109 (Previously 180404)
Traffic Performance Standards Review**

Dear Ms. Di Tommaso:

The Palm Beach County Traffic Division has reviewed the **Aldi - Congress Business Park PUD** traffic statement, revised February 4, 2019, pursuant to the Traffic Performance Standards in Article 12 of the Palm Beach County Unified Land Development Code (ULDC). The project is summarized as follows:

- Municipality:** Town of Lake Park
- Location:** NE corner Congress Avenue and Park Avenue
- PCN #:** 36-43-42-19-25-002-0000; 36-43-42-19-26-001-0020; 36-43-42-19-26-008-0000; 36-43-42-19-25-006-0000; 36-43-42-19-26-001-0010; 36-43-42-19-26-007-0000
- Access:** Two access driveway connections to Park Avenue and two right-in/right-out access driveway connections to Congress Avenue and two access driveway connections to Water Tower Road (project existing or proposed, not necessarily implies approval by County through this TPS letter, see later)
- Approved Uses:**
 - Gas Station= 20 FP
 - Convenience Store = 5,928 SF
 - Gen. Commercial = 46,970 SF
 - Light Industrial = 73,000 SF
 - Fast Food Restaurant w/DT = 4,638 SF
 - Mini Warehouse /SS = 201,600 SF
 - Warehouse = 44,500 SF
- Proposed Uses:** Additional 2,294 SF of Super Market to the existing 17,098 SF Aldi Food Market (total of 19,392 SF)
- New Daily Trips:** 0
- New Peak Hour Trips:** 0 AM; 0 PM
- Build-out:** December 31, 2019

Based on our review, the Traffic Division has determined the proposed use is vested within the previously approved Congress Business Park PUD, and, therefore, meets the Traffic Performance Standards of Palm Beach County.

"An Equal Opportunity
Affirmative Action Employer"



Ms. Nadia Di Tommaso
April 1, 2019
Page 2

It should be noted that an additional condition of approval (if not already in the Town's Development Order) must be added that shall prohibit the operation of the Fast Food Restaurant w/DT before 10 AM on weekdays.

Please note the receipt of a Traffic Performance Standards (TPS) approval letter does not constitute the review and issuance of a Palm Beach County Right-of-Way (R/W) Construction Permit nor does it eliminate any requirements that may be deemed as site related. For work within Palm Beach County R/W, a detailed review of the project will be provided upon submittal for a R/W permit application. The project is required to comply with all Palm Beach County standards and may include R/W dedication. For any proposed driveway on County maintained roadways, the Developer is strongly urged to consult County's Traffic Division, Land Development Division, and Roadway Production Division before a site plan is submitted to the Town.

No building permits are to be issued by the Town after the build-out date specified above. The County traffic concurrency approval is subject to the Project Aggregation Rules set forth in the Traffic Performance Standards Ordinance.

The approval letter shall be valid no longer than one year from date of issuance, unless an application for a Site Specific Development Order has been approved, an application for a Site Specific Development Order has been submitted, or the approval letter has been superseded by another approval letter for the same property.

If you have any questions regarding this determination, please contact me at 561-684-4030 or email QBari@pbcgov.org.

Sincerely,

Quazi Bari, P.E.
Senior Professional Engineer
Traffic Division

QB:HA:qg

ec:

Shaun G. MacKenzie, P.E., MacKenzie Engineering & Planning, Inc.
Steve Bohovsky, Technical Assistant III, Traffic Division

File: General - TPS - Mun - Traffic Study Review
F:\TRAFFIC\HAMUNICIPALITIES\APPROVALS\2019\190109 - ALDI - CONGRESS BUSINESS PARK PUD.DOC

DRAINAGE STATEMENT

Portion of Congress Business Park
 Lake Park, Palm Beach County, Florida

The proposed project is a 2.01 +/- acres site located within the Congress Business Park located in the city of Lake Park in Palm Beach County FL. The site is currently an active Aldi store we are proposing a 2,374 SF building expansion.

The Overall Congress Business Park has been designed as a master stormwater system through SFWMD under permit #50-06082-P. Each parcel will be required to retain 1/2" of stormwater for pre-treatment before discharging into the master system. The proposed site will be designed to meet the guidelines of the original master permit.

The proposed land use breakdown:

Commercial	Area (Ac)	Required Elevation (NGVD) based on conceptual permit #50-06082-P	Proposed design elevation (NGVD)
Building Area	0.44 ac	13.00 (NGVD)	13.00 (NGVD)
Pavement	0.97 ac	10.00 Minimum crown (NGVD)	9.80 (NGVD)*
Truck Well	0.05 ac	N/A	8.58-12.11
Green	0.46 ac	N/A	N/A
Total	2.01 ac	N/A	N/A
Berm (west side only)	0.09 ac	12.50 (NGVD)	12.50 (NGVD) existing to remain

*10.00 is minimum crown of roadway, therefore the low point would be approximately 2% across one lane or 9.80' NGVD

Values in bold have been adjusted for Aldi Expansion

The required pretreatment equals 0.045 ac-ft / ac x 2 ac (based on master permit)=0.09 ac-ft. The proposed pre-treatment will be provided in exfiltration trench and dry retention area. The storage at elevation 9.3' NGVD is 0.17 ac-ft which is above the required pretreatment volume.

The proposed improvements have been design to meet the City of Lake Park, SFWMD and NPBCID design criteria

We will obtain letter modifications for the SFWMD and NPBCID permits.

Brandon
Ulmer

Digitally signed by Brandon Ulmer
 DN: c=US, o=thomas engineering group llc,
 ou=A01427D000001670D75947D0
 0008C78, cn=Brandon Ulmer
 Date: 2019.02.19 10:34:13 -05'00'

PALM BEACH COUNTY
SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Palm Beach County Sheriff's Office
Town of Lake Park - Community Policing

TO: Nadia Di Tommaso; Community Development

DATE: February 28, 2019

FROM: D/S A. Pozsonyi #18399

SUBJECT: Aldi Expansion -- 210 N Congress Ave, Lake Park, FL 33403

Upon your request the Town of Lake Park Community Policing Unit reviewed the Site Plan information for the projected construction at Aldi for expansion in the Town of Lake Park.

Reviewing the submitted information by the Applicant and based on a previous site plan review performed by PBSO, with the changes not affecting CPTED related elements, I do not find any areas of concern.



D/S Adam Pozsonyi, FCPP/CPTED
COMMUNITY POLICING

Town of Lake Park - District 10
700 6th Street
Lake Park, FL 33403
Main: (561)881-3326
Work: (561)708-0685

**NOTICE OF LAKE PARK
PUBLIC HEARINGS**
Town of Lake Park, FL

Please take notice and be advised that the Lake Park Planning & Zoning (PZ) Board will hold a public hearing on **Monday, April 1, 2019, at 6:30 p.m.** or as soon thereafter as can be heard, to hear the two following applications, which will also be heard by the Lake Park Town Commission of the Town of Lake Park as indicated below.

On behalf of AI Fund III, LLC ("Property Owner"), Jordan Ford ("Applicant") and Brandon Ulmer of the Thomas Engineering Group ("Agent") are requesting site plan approval for a 2,374 square foot building expansion, with minor parking and landscaping reconfigurations, and additional site elements, of the existing ALDI grocery store located at 220 North Congress Avenue. The site is approximately 2.38 acres. (PCN: 36-43-42-19-25-006-0000), and is generally located on the north-east corner of Park Avenue West and Congress Avenue within the Congress Business Park PUD ("Subject Property").

On behalf of Geneva Park LLC ("Property Owner"), Charles C. Chase - Coastal Karma Brewing ("Applicant") is requesting the review of a special exception application for the use of a microbrewery at 798 10th Street (legal address for the plaza is 796 10th Street), located in the C-2 Business District. This request is contingent upon the adoption of a microbrewery special exception use which is being considered by the Town Commission as a separate Ordinance agenda item. The 2.2886 acre site has an existing 26,182 square foot building and the microbrewery is proposing to occupy 4,888 square feet within the building. The property is identified as Property Control Number (PCN): 36-43-42-20-06-001-0010.

All meetings will be held in the Lake Park Town Commission Chambers at Town Hall, located at 535 Park Avenue, Lake Park, Florida 33403. Records related to these items may be inspected at the Community Development Department located at Town Hall.

Following the PZ Board Meetings described hereinabove, the Lake Park Town Commission will consider the two applications as quasi-judicial public hearing items at the following meetings:

ALDI grocery store site plan application: Wednesday, May 1, 2019 at 6:30 p.m., or as soon thereafter as can be heard

Coastal Karma special exception application: Wednesday, April 17, 2019 at 6:30 p.m., or as soon thereafter as can be heard

If a person decides to appeal any decision made by the Planning and Zoning Board, or 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.

Town Clerk: Vivian Mendez
3-222019

0000467823-01

Sent via certified mail

Notification of Public Meetings

March 22, 2019

Dear Property Owner:

You are receiving this notice of public meetings because you are the legal owner of record for property that is located within 300 feet of the subject property discussed in this correspondence. The public meetings listed herein are being held to hear the application described below.

Should you wish to attend the meetings to comment on the application please take note of the date, time and location. If you do not wish to attend the meetings and do not have any comments, you may disregard this notice.

AGENDA ITEM

On behalf of AI Fund III, LLC ("Property Owner"), Jordan Ford ("Applicant") and Brandon Ulmer of the Thomas Engineering Group ("Agent") are requesting site plan approval for a 2,374 square foot building expansion, with minor parking and landscaping reconfigurations and additional site elements, of the existing ALDI grocery store located at 220 North Congress Avenue. The site is approximately 2.38 acres (PCN: 36-43-42-19-25-006-0000), and is generally located on the northeast corner of Park Avenue West and Congress Avenue within the Congress Business Park PUD ("Subject Property").

PUBLIC HEARINGS

MEETING: LAKE PARK PLANNING AND ZONING BOARD
LOCATION: 535 PARK AVENUE, COMMISSION CHAMBERS
LAKE PARK, FL 33403
DATE: MONDAY, APRIL 1, 2019
TIME: 6:30 P.M. (OR AS SOON THEREAFTER AS CAN BE HEARD)

NOTE: If the P&Z Board meeting is continued for any reason, the Town Commission meeting dates listed below will change to the next available Commission meeting following the P&Z Board meeting that finalizes the recommendation for this agenda item.

MEETING: LAKE PARK TOWN COMMISSION (QUASI-JUDICIAL)
LOCATION: 535 PARK AVENUE, COMMISSION CHAMBERS
LAKE PARK, FL 33403
DATE: WEDNESDAY, MAY 1, 2019
TIME: 6:30 P.M. (OR AS SOON THEREAFTER AS CAN BE HEARD)

Sent via certified mail

Should you wish to review any of the documents associated with the application, or if you have further questions about the application please visit the Community Development Department at 535 Park Avenue, Lake Park, FL 33403 or contact Nadia Di Tommaso at 561-881-3319 or nditommaso@lakeparkflorida.gov.

LOCATION MAP



Community
Development
Department

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3318
Fax: (561) 881-3325

www.lakeparkflorida.gov



Community
Development
Department

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3318
Fax: (561) 881-3325

www.lakeparkflorida.gov

Old Business

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. Tab 6

Agenda Title: Review of Amended Grant Applications Submitted to the Town Grant Making Program by the Brewhouse Gallery and Kelsey Cares

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on Reading, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager

[Handwritten signature]

Date:

4-28-19

Name/Title

Table with 3 columns: Originating Department (Town Manager), Costs (To be determined), Attachments (Updated JETSETFV.C. Application, etc.).

		of Proposed Alternative Bicycle Rack Styles.
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case ____ Please initial one.

Summary Explanation/Background: At its April 17, 2019 meeting, the Town Commission reviewed the three submitted applications from JETSETVF.C., Inc., Kelsey Cares and Brewhouse Gallery, and were made aware of the rankings determined by the Grant Review Committee, which consisted at the time of the Town Manager, Finance Director and Assistant Town Manager/Human Resources Director (the Grants Writer has since been added to the committee). The Town Manager put forward the application that ranked highest for funding. However, as none of the proposals were fully responsive to the RFP requirements, the Commission came to consensus to allow each of the applicants to meet with Town staff for guidance related to their application shortfalls and make any necessary changes. The decision was made to review the revised proposals at the May 1, 2019 Commission meeting in order to provide the applicants with time to submit the information required to be fully responsive to the questions in the RFP.

Each applicant chose to update their application in order to achieve compliance with the requirements, and submitted their changes in a timely manner. The Town Grants Writer reviewed the applications and discussed any concerns with the Town Manager. It was noted that although the applications were considered responsive, the project proposed by JETSETVF.C., Inc. would have a direct, positive impact on the greatest number of individuals by providing a free, week-long soccer camp experience for 120 children.

Recommended Motion: I move to approve the application submitted by JETSETVF.C., Inc. for “Summer Camp” in the amount of \$17,000 for funding through the Town Grant Making Program for Fiscal Year 2019.

I further move to approve the application submitted by Brewhouse Gallery for “Bicycle Rack Installation for Beautification and Community Enhancement” in the amount of \$1,500 for funding through the Town Grant Making Program for Fiscal Year 2019 with the caveat that the Brewhouse Gallery collaborate with the Town’s “Community Development Department” regarding the final design to be selected for the bicycle racks, including consideration of the attached designs.

Lastly, I move to approve the application submitted by Kelsey Cares for “Back Alley Mural Project” be funded in the amount of \$1,500, thereby utilizing the remaining funds allocated to the Town Grant Making Fund for this fiscal year.

**JETSETVF.C. Application for “Summer
Soccer Camp” and completed Rating
Criteria Sheets**

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	20
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	20
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	20
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	20
<i>Baptist School in Lake Park has been educating children for years in Lake Park</i>		
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	20
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	0
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	100

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

*Baptist Soccer
PROGRAM*

Balance of this page intentionally left blank.

John D. Hostick

JETSET VFC Inc

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	***** 20
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	***** 20
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	***** 20
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	***** 20
<i>Volunteer Hours</i>		
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	***** 15
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	***** 0
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	95

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

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X Cariso

As Approved by the Town Commission on January 16, 2019
Previous editions obsolete

JETSETV.F.C. Inc.
 Requested: \$17,000

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	***** 20
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	***** 20
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	***** 20
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	***** 20
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	***** 5
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	***** 0
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	85

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

Notes:

No certificate of state funds as required.
 Volunteer Show Worksheet not completed.

Balance of this page intentionally left blank.

Bomb McElhannon Turner

TOWN OF LAKE PARK

APPLICATION FOR GRANT ASSISTANCE
(Please type or print clearly)

*Submitted as
request*

I. APPLICANT

- A. Legal Name of Applicant: JETSETV F.C., Inc.
- B. Address: 625 Park Avenue
City: Lake Park State: FL Zip Code: 33403
- C. Telephone No. 561-847-1889 FAX No.: n/a
- D. E-mail Address: contact@jetsetv.com
- E. Date the Organization Was Legally Established: 06/04/15 State: FL
- F. Legal Form of Organization (Please Check One Box): Sole Proprietorship;
 C or S Corporation; Limited Liability Company; Partnership or Limited
Partnership; Nonprofit 501(c)(3) Tax Exempt; Public Entity
- G. Name of Principal Officer/Business Owner: Jonathan Marcella
Title: President
- H. Contact Person for This Application: Jonathan Marcella
- I. Telephone No. (if different from above): 561-273-5796
- J. Nature of Organization (please list products/services provided): Soccer
club with emphasis in moral values
- K. Palm Beach County Business Tax Receipt Number (if applicable): _____
Expiration Date: _____
- L. Lake Park Business Tax Receipt Number (if applicable): _____
Expiration Date: _____

II. DESCRIPTION OF PROPOSED PROJECT

- A. Project/Organization Name: JETSETV Summer Soccer Camp
- B. Address: 311 7th St., Lake Park, FL
- C. Detailed Project Description Including Project Timelines and Estimated Completion Date
(attach additional sheets if necessary):
see attached sheet

III. FUNDING INFORMATION

[§§] Town of Lake Park
Amount Requested

\$17,000

The maximum grant amount that shall be available through the Small Grant Program is \$500.00 for which no match is required. The maximum grant amount that shall be available through the Large Grant Program shall be \$500.01 to \$25,000.00.

[§§] **Compilation of matching funds:**

Volunteer Labor

\$ 4,600

(Calculate at \$20/hr [§§] Please complete Volunteer Labor Worksheet)

Cash

\$ 1,500

(Please itemize in Contribution/Match Worksheet)

Donated Professional Services

\$

(Not including Volunteer Labor [§§] Please itemize in Contribution/Match Worksheet)

Donated Materials/Supplies

\$ 500

(Please itemize in Contribution/Match Worksheet)

Other (please describe)

\$ 300

(Matching funds which are not directly related to the project shall not be considered)

awards ceremony venue rental

Total Matching Funds:

\$ 6,900

IV. HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA AS SET FORTH IN PARAGRAPH III OF THE APPLICATION INSTRUCTIONS?

(Attach additional sheets if necessary)

see attached sheet

VOLUNTEER LABOR WORKSHEET

(NOTE: All volunteer labor hours must be allocated after 3/18/19. Preparation of the grant application cannot be considered part of the volunteer labor hours.)

Type of Work	Volunteer Information				
	Name	Address	Phone #	# Hours	Signature
	Lindsey Thompson				
	Jonathan Marcella				
	Lorena Rios				
	Yeisson Tunarosa				
	Diane Wilson				
	Travis Tudor				
	Monica Burroughs				
	John Tountas				
	Ron Bogner				
	Renee Sloan				

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (*not volunteer hours*) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

1) Grant Project Name: JETSETV Soccer Summer Camp

Donation Type: Cash In-kind
(Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Concord Engineering
Organization/Company/Individual Name

219 NE 35th St. Miami 33137
Address City/Zip Code

305-576-1743 info@concordeng.com
Telephone # E-mail

Itemized Description of Contribution/Match:

cash donation

Total Value: \$ 1,000

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

Authorized Signature (Donor)

Date

2) Grant Project Name: _____

Donation Type: Cash In-kind
(Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Organization/Company/Individual Name

Address City/Zip Code

Telephone # E-mail

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not volunteer hours) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

1) Grant Project Name: JETSETV Soccer Summer Camp

Donation Type: [X] Cash [] In-kind [] Services [X] Goods/Materials [X] Other: awards ceremony venue rental

Donor Information:

First Baptist Church of Lake Park
Organization/Company/Individual Name
625 Park Ave. Lake Park 33403
Address City/Zip Code
561-844-1609 john@fbclakepark.com
Telephone # E-mail

Itemized Description of Contribution/Match:

cash donation, food for participants after awards ceremony, awards ceremony venue rental

Total Value: \$1,300?
(The value of in-kind contributions must be determined by the donor, not the applicant.)

Authorized Signature (Donor) Date

2) Grant Project Name:

Donation Type: [] Cash [] In-kind [] Services [] Goods/Materials [] Other:

Donor Information:

Organization/Company/Individual Name
Address City/Zip Code
Telephone # E-mail

2019 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N15000005631

Entity Name: JETSETV F.C., INC.

Current Principal Place of Business:

625 PARK AVENUE
LAKE PARK, FL 33403

Current Mailing Address:

625 PARK AVENUE
LAKE PARK, FL 33403

FEI Number: 47-4239966

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

UNITED STATES CORPORATION AGENTS, INC.
13302 WINDING OAKS BLVD., SUITE A
TAMPA, FL 33612 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Officer/Director Detail :

Title PD
Name MARCELLA ROLDAN, JONATHAN ALEXANDER
Address 625 PARK AVENUE
City-State-Zip: LAKE PARK FL 33403

Title TD
Name LETICIA DE CARVALHO VALIM, MAGDA
Address 625 PARK AVENUE
City-State-Zip: LAKE PARK FL 33403

Title D
Name MARCELLA CORONADO, YINHO ALEXANDER
Address 625 PARK AVENUE
City-State-Zip: LAKE PARK FL 33403

Title D
Name THOMPSON, LINDSEY D
Address 625 PARK AVENUE
City-State-Zip: LAKE PARK FL 33403

Title D
Name DE JESUS MARTINEZ ALCALA, ARCELYS
Address 625 PARK AVENUE
City-State-Zip: LAKE PARK FL 33403

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

SIGNATURE: JONATHAN MARCELLA

PRESIDENT

02/11/2019

Electronic Signature of Signing Officer/Director Detail

_____ Date

- Description of the project

JETSETV Summer Soccer Camp will be a 5-day camp and 2-day tournament June 3rd through 9th. We expect to host 120 players that will be divided in 3 different ages, U-6 (under 6 years old), U-9 (under 9 years old), U-12 (under 12 years old), 40 per age bracket. Every day we will have a 2-hour session of soccer training and games, and we will close the week with a tournament.

Monday through Friday

Each session includes:

1. Development of sports skills like speed, agility, strength, balance and control
2. Teaching of moral values like teamwork, respect, responsibility and service
3. Soccer technique

Saturday

We will hold a tournament with the kids that participated in camp during the week.

Sunday

We will hold the finals with an award ceremony and food provided by one of the organizations supporting the event

- Timeline

March 1st Funds release

March 18th Beginning purchase of supplies

April 29th Beginning advertisement of event

May 1st Finalizing purchase of supplies

May 15th Progress report meeting

May 20th Beginning of Registration

June 3rd First practice

June 9th Finals, awards ceremony and food at First Baptist Church of Lake Park

June 17th Results report

- Goals and Community Need

One of JETSETV's goals has been reinvigorating sports programs in Lake Park and the flow of people in Bert Bostrom recreational center. Our programs encourage kids in the area to trade in poor uses of their free time for productive activities with life lessons. We believe the increase in activities in the area will drive down crime and illegal activities, encourage neighbors to inquire about more town activities, and bring awareness of our town for new families to potentially move there.

We want to encourage kids and youth to participate in outdoor activities and healthy initiatives. Soccer is a great physical activity that helps children develop motor skills, endurance, strength, coordination among other skills. This event would ensure our kids have more options to participate in active physical activities creating healthier individuals.

- Potential to Strengthen the Overall Neighborhood and Applicant

By running this summer camp, we will strengthen the town's soccer program, and we will be more competitive against the neighbor town's soccer programs and activities.

Teaching moral values to kids will help form exemplary generations for the future, positively affecting the future of our town.

We will strengthen family relationships by creating an opportunity for parents and relatives to encourage their kids in healthy competition, helping to create families in unity.

- Community Support, Consensus and Resident Involvement in the Implementation

Residents of the town have asked us for a program like this for the past 2 years. For this particular event, we will partner with 2 organizations based in Lake Park. First Baptist Church of Lake Park and Bethlehem Haitian Baptist Church as well as having volunteers with residence in Lake Park. Families residing in our town can register their kids to participate for free.

- Proposed Budget

We estimate the total cost to hold this camp and tournament is 17,000 dollars divided as follows:

PRODUCT	Quantity	Each	Total
Soccer balls size 3	40	\$20	\$800
Soccer balls size 4	40	\$17.45	\$698
Soccer balls size 5	40	\$18.88	\$755
Uniforms (includes shirt, shorts and socks)	120	\$40	\$4,800
Volunteers and staff uniforms (includes shirt and hat)	30	\$15	\$450
Practice cones (set of 50)	3	\$19.95	\$60
Goals 12ft x 6ft	4	\$429.99	\$1,720
Corner flags (set of 4)	3	\$71.99	\$216
Boxes marking spray paint white	10	\$26.89	\$269
Boxes marking spray paint yellow	10	\$24.98	\$250
Tents 12ft x 12ft	3	\$86.10	\$258
Agility ladders	3	\$11.99	\$36
Hula hoops (set of 12)	2	\$38.42	\$77
Goal target sheets	2	\$324.99	\$650
Agility training poles (set of 12)	1	\$89.95	\$90
Multi-sport speed radar detector	1	\$89.10	\$89
Practice vests (set of 12)	10	\$39.99	\$400

Advertising	1	\$600.00	\$600
1 st place trophies	3	\$32.97	\$99
2 nd place trophies	3	\$32.97	\$99
3 rd place trophies	3	\$32.97	\$99
Best striker trophies	3	\$12.00	\$36
Best goalkeeper trophies	3	\$13.00	\$39
Medals (set of 12)	10	\$15.00	\$150
Bottles of hydrating drink (3 per practice {at the beginning, during and after practice} for 7 days)	2650	\$1.00	\$2,650
Insurance	1	\$1,000.00	\$1,000
Transportation	7	\$50.00	\$350
Trash bins (3 black, 3 yellow, 3 blue) for recycling purposes	9	\$29.00	\$261
	TOTAL	\$3,185	\$17,000

- Green initiatives

We will have recycling bins to encourage all participants and spectators to recycle, along with a volunteer designated to help people throw their trash away in the correct bin.

JETSETV F.C.

BALANCE SHEET

As of December 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking	4,821.73
Wells Fargo Business Checking	722.66
Total Bank Accounts	\$5,544.39
Other Current Assets	
Uncategorized Asset	-612.00
Total Other Current Assets	\$ -612.00
Total Current Assets	\$4,932.39
TOTAL ASSETS	\$4,932.39
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Credit Card	7,890.42
Total Credit Cards	\$7,890.42
Total Current Liabilities	\$7,890.42
Total Liabilities	\$7,890.42
Equity	
Opening Balance Equity	7,364.36
Retained Earnings	-758.11
Net Income	-9,564.28
Total Equity	\$ -2,958.03
TOTAL LIABILITIES AND EQUITY	\$4,932.39

ARTICLES OF INCORPORATION

In compliance with Chapter 617, F.S., (Not for Profit)

ARTICLE I NAME

The official name of our corporation shall be JETSETV F.C. Inc.

ARTICLE II PRINCIPAL OFFICE

The principal street address will be located on 625 Park Ave., Lake Park, Florida 33403. The mailing address will be the same address.

ARTICLE III PURPOSE

JETSETV F.C. Inc. is filing as a future 501(c)(3) tax-exempt organization with the specific purpose of using sports as a vehicle to promote partnership among organizations and influence the lives of children and youth through moral values. We are committed to using and supporting soccer clubs, intern programs, tournaments and conferences to connect ministries internationally through sports, giving athletes the physical and moral development needed to make a difference in their society.

ARTICLE IV MANNER OF ELECTION

The initial Board of Directors will be elected by the founders of the corporation based on qualifications of each position in conjunction with state requirements. Thereafter, directors will be elected by Two-thirds majority rule (67% of all directors and board members) based on the following qualifications and restrictions. The elected director must be an active affiliate of the corporation prior to election, be of legal age, have acceptable knowledge of the statutes of the organization, and have training and experience for the assumed position prior to his election. The candidate may not be serving as an elected officer in any other sports organization nor has a current or pending judicial record. All of the requirements for election are also included in our bylaws of the corporation.

ARTICLE V INITIAL OFFICERS AND/OR DIRECTORS

Chair (Executive director)	Jonathan Marcella
Vice Chair	Lindsey Thompson
Secretary	Leticia de Carvalho Valim
Treasurer	Arcelys Martinez
Other board members	Yinho Marcella

ARTICLE VI REGISTERED AGENT

UNITED STATES CORPORATION AGENTS, INC.

13302 WINDING OAKS BLVD., SUITE A
TAMPA, FL 33612

ARTICLE VII INCORPORATOR

The name and address of the Incorporator is:

Jonathan Marcella Roldan
2685 conroy dr, North Palm Beach, Florida 33403

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

DEPARTMENT OF THE TREASURY

Date: DEC 12 2017

JETSETV FC INC
C/O JONATHAN ALEXANDER MARCELLA ROLDA
625 PARK AVE
LAKE PARK, FL 33403

Employer Identification Number:
47-4239966
DLN:
17053241331047
Contact Person: JOSEPH LAUX ID# 31077
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
June 4, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.


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

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

Letter 947

JETSETV FC INC

Sincerely,

A handwritten signature in cursive script, appearing to read "Stephen A. Hawley".

Director, Exempt Organizations
Rulings and Agreements

State of Florida

Department of State

I certify from the records of this office that JETSETV F.C., INC. is a corporation organized under the laws of the State of Florida, filed on June 4, 2015.

The document number of this corporation is N15000005631.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on February 11, 2019, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-second day of April,
2019*



Samuel R. ...
Secretary of State

Tracking Number: 4495192961CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Rec'd.
4/22/19

III. FUNDING INFORMATION

- Town of Lake Park
Amount Requested

\$ 17,000

The maximum grant amount that shall be available through the Small Grant Program is \$500.00 for which no match is required. The maximum grant amount that shall be available through the Large Grant Program shall be \$500.01 to \$25,000.00.

▪ **Compilation of matching funds:**

Volunteer Labor

\$ 7040 ✓

(Calculate at \$20/hr — Please complete Volunteer Labor Worksheet)

#2 **Cash**

\$ 1500 ✓

(Please itemize in Contribution/Match Worksheet)

Donated Professional Services

\$ 1500 ✓

(Not including Volunteer Labor - Please itemize in Contribution/Match Worksheet)

Donated Materials/Supplies

\$ 500 ✓

(Please itemize in Contribution/Match Worksheet)

Other (please describe)

\$ 300 ✓

(Matching funds which are not directly related to the project shall not be considered)

#2 Cash amounts: 500 From church - 1000 From Concord.

Total Matching Funds:

\$ 10,840 ✓

IV. **HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA AS SET FORTH IN PARAGRAPH III OF THE APPLICATION INSTRUCTIONS?**

(Attach additional sheets if necessary)

Balance of this page intentionally left blank.

Rec'd. 4/22/19

VOLUNTEER LABOR WORKSHEET

(NOTE: All volunteer labor hours must be allocated after 3/18/19. Preparation of the grant application cannot be considered part of the volunteer labor hours.)

Type of Work	Volunteer Information				
	Name	Address	Phone #	# Hours	Signature
Logistics	Yubeli Roldan	625 Park Avenue, Lake Park, FL		22	
Safety monitor	Eli Douglas			22	
Coaching	Yinho Marcella			22	
Logistics	Connie Bogner			22	
Logistics	Ricardo Rozo			22	
Logistics	Melissa Thompson			22	
Logistics Coaching Driver	Lindsey Thompson			22	
Logistics Coaching Driver	Jonathan Marcella			22	
Logistics Coaching	Lorena Rios			22	
Coaching	Yeisson Tunarosa			22	
Logistics	Diane Wilson		22		
Total Hours:				242	If necessary, additional Volunteer Labor Worksheets may be attached. ✓
Rate:				\$ 20/hr	
Total Volunteer Labor Value:				\$4840 ✓	

As Approved by the Town Commission on January 16, 2019
 Previous editions obsolete

Rec'd. 4/22/19

VOLUNTEER LABOR WORKSHEET

(NOTE: All volunteer labor hours must be allocated after 3/18/19. Preparation of the grant application cannot be considered part of the volunteer labor hours.)

Type of Work	Volunteer Information				
	Name	Address	Phone #	# Hours	Signature
Coaching	Travis Tudor	625 Park Av, Lake Park, FL 33403		22	
Logistics	Monica Burroughs			22	
Safety monitor	John Tountas			22	
Safety monitor	Ron Bogner			22	
Logistics	Renee Sloan			(561) 847-1889	22
			Total Hours:	110	If necessary, additional Volunteer Labor Worksheets may be attached.
			Rate:	\$ 20/hr	
			Total Volunteer Labor Value:	\$ 2,200	

As Approved by the Town Commission on January 16, 2019
 Previous editions obsolete

Rec'd. 4/22/19

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not volunteer hours) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

1) Grant Project Name: JETSETV Soccer Summer Camp.

Donation Type: Cash In-kind
(Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Ricardo Rozo Ocampo
Organization/Company/Individual Name
Carrera 38a # 1c-11, Bogotá, Colombia.
Address City/Zip Code
+57-3132094308 acd@acdeportiva.com
Telephone # E-mail

Itemized Description of Contribution/Match:

visit and overview during our camp.
Sharing experience with kids and families.

Total Value: \$ 1500
(The value of in-kind contributions must be determined by the donor, not the applicant.)

Authorized Signature (Donor) Date

2) Grant Project Name: JETSETV Soccer Summer Camp.

Donation Type: Cash In-kind
(Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Culver's
Organization/Company/Individual Name
280 N. Congress Ave, Lake Park, FL 33903.
Address City/Zip Code
561 904 6994
Telephone # E-mail

Itemized Description of Contribution/Match:

Total Value: \$ _____
(The value of in-kind contributions must be determined by the donor, not the applicant.)

Authorized Signature (Donor) Date

**Kelsey Cares Application for “Back Alley
Mural Project” and completed Rating
Criteria Sheets**

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	10
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	10
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	10
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	20
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	10
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	0
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	60

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

Kelsey Care Non-Profit.

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J. DiAgostino

Kelsey Cares

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	***** 15
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	***** 10
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	***** 15
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	***** 15
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	***** 10
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	***** 0
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	65

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

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S. Caruso

Key Case #20,000

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	***** <i>28</i>
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	***** <i>10</i>
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	***** <i>18</i>
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation? <i>↳ Evidenced by list of volunteers.</i>	20	***** <i>20</i>
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	***** <i>10</i>
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	***** <i>—</i>
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	<i>70</i>

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

*Note: 501(c)(3) top Appl certification letter not provided.
Copy of 6/30/2017 letter was an assigned of an employee
ID number not a part of top Appl status.*

Balance of this page intentionally left blank.

No Certificate of State provided as required.

Sam M. Kilton, Secy

GRANT REQUEST.

KELSEY CARES,
NON PROFIT.

03-01-19P02:55 RCVD

AS BROCKMAN.
501.234-0989
484.336-5675

**TOWN OF LAKE PARK
GRANT APPLICATION INSTRUCTIONS AND FORM**

I. GRANT PROCESS

The following process has been established by the Commission of the Town of Lake Park to assist groups seeking financial support in the form of a matching grant from the Town of Lake Park. For each Fiscal Year (commencing October 1st and ending September 30th, grants are available from the Town of Lake Park (Town). The maximum grant is 50 percent of the total monetary cost of a proposed project up to the maximum amount budgeted for this purpose.] The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement basis unless the Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum grant amount that shall be available through this program shall be \$500.00 (which are approved by the Town Manager. Grant applications for funding through the Small Grant Program must be approved by the Town Manager following written confirmation by the Town's Finance Director of the availability of funds prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed is to be used in determining the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program.
- **Large Grant Program:** The grant amount that shall be available through this program shall be \$500.01 to a maximum of \$ 20,000.00 budgeted for Fiscal Year 2019 (which must be approved by the Town Commission at a regularly scheduled Town Commission meeting). A 50 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$20/hr for the purpose of this grant program), donated services, goods/materials, in-kind contributions, and/or cash from another organization or business. The match must be substantiated with a signed Contribution/Match Worksheet as part of the application. Town resources may NOT be used as matching funds. Matching funds are not transferable to other projects.
- **Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following items must be submitted to the Town: 1) Invoice from the applicant to the Town; 2) Vendor receipts marked "paid" and/or credit card receipts; 3) Copy of front/back of cancelled checks if vendor was paid by check. All vendors receiving direct payment from the Town must complete a W-9 (and any other necessary paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited only to direct payments to vendors.**

All grants are dependent upon the availability of the Commission's appropriation of funding. Funds are expected to be available for release by the Town by March 1, 2019. No expenses may be incurred before Town approval of the application. Payments to contractor, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for arrangements of services made by the applicant. As part of its application, applicant shall demonstrate the ability to complete the proposed project and expend all grant funds no later than September 30, 2019.**

II. APPLICATION DEADLINE

Only one grant application per applicant shall be considered for funding each fiscal year. There is one funding round per fiscal year. For Fiscal Year 2019, the deadline for submittal of all applications for funding is 5:00 p.m. Eastern Time on March 1, 2019. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

NO APPLICATIONS WILL BE ACCEPTED BY FAX OR E-MAIL.

All required back-up material (quotes, meeting minutes, etc.) must be attached to the application at the time of submittal, and applications must typed and must be provided on 8½" x 11" paper.

Applications received after the above-stated deadline shall be returned unopened. Receipt of an Application by any Town office, receptionist, or personnel, other than the Office of the Town Clerk shall not constitute "submittal". The Town Clerk's time stamp shall be conclusive as to the timeliness of each submittal.

III. ELIGIBILITY CRITERIA

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)(3) nonprofit tax exempt organizations; for-profit-businesses; or, public entities. Eligible projects must, in the opinion of the Town Manager (for the Small Grant Program) and the Town Commission (for the Large Grant Program) directly benefit citizens of the Town of Lake Park. Grants will not be made to individuals or to organizations or businesses that have not been in existence for three (3) years prior to the date of application; however, new start-up 501(c)(3) nonprofit tax exempt organizations are eligible to apply.

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

- **Beautification** – community clean-ups, landscaping in public rights-of-way, minor park improvements, public art.
- **Children/Youth** – short-term neighborhood operated programs which would benefit children (after-school/summer program, tutoring/mentoring), neighborhood-based sporting events.
- **Communication/Membership** – web sites, newsletters, advertising, membership drives, directories.
- **Crime** – signage, newsletters and items associated with neighborhood crime watch operations. Video devices may be considered, as long as they can be affixed in a secure location.
- ***Events** – supplies, notices, entertainment, rentals for festivals/celebrations. *Special events must obtain applicable Town Special Event Permits
- **Identity** – signage, logo design, membership t-shirts.

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

*As Approved by the Town Commission on January 16, 2019
Previous editions obsolete*

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

- **Capital Items** – any individual item over \$500 that would require tracking by City property control, excluding signage/ surveillance camera equipment.
- **Computer Hardware/Software** – and other electronic devices and related equipment.
- **Food and/or Provisions** – for festivals/celebrations.
- **Ongoing Multi-year Projects**
- **Ongoing or Operational Costs** – including salaries/personnel
- **Projects/Programs already funded from another source (including current operating budgets)**
- **Projects/Programs that have already been completed**
- **Projects typically funded under other sources such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program**
- **Political causes or candidates, or religious organizations**
- **Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town's rental fees or deposits or for payment of the Town's Special Event Permit Application fee**

IV. MANDATORY PRE-APPLICATION CONFERENCE

A mandatory pre-application conference will be held at 2:00 p.m. Eastern Time on February 13, 2019 in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Only those entities that have attended this mandatory pre-application conference will be eligible to submit applications to this program.

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TOWN OF LAKE PARK

APPLICATION FOR GRANT ASSISTANCE
(Please type or print clearly)

I. APPLICANT

- Kelsey Cares
- A. Legal Name of Applicant: ~~B...~~ Kelsey Cares
- B. Address: ~~...~~ 700 Park Ave
City: Lake Park State: FL Zip Code: 33403
- C. Telephone No. (484) 336-5675 FAX No.:
- D. E-mail Address: info@kelseycares.org
- E. Date the Organization Was Legally Established: 7/27/17 State: FL
- F. Legal Form of Organization (Please Check One Box): Sole Proprietorship;
 C or S Corporation; Limited Liability Company; Partnership or Limited Partnership; Nonprofit 501(c)(3) Tax Exempt; Public Entity
- G. Name of Principal Officer/Business Owner: Rhonda Beckman
Title: Founder
- H. Contact Person for This Application: Adam Beckman
- I. Telephone No. (if different from above):
- J. Nature of Organization (please list products/services provided):
Funding art in Lake Park
- K. Palm Beach County Business Tax Receipt Number (if applicable):
Expiration Date:
- L. Lake Park Business Tax Receipt Number (if applicable):
Expiration Date:

II. DESCRIPTION OF PROPOSED PROJECT

- A. Project/Organization Name: Beck Alley Mural Project
- B. Address: 700 Park Ave Lake Park FL 33403
- C. Detailed Project Description Including Project Timelines and Estimated Completion Date (attach additional sheets if necessary):
See Attachment.

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

III. FUNDING INFORMATION

- Town of Lake Park
Amount Requested

The maximum grant amount that shall be available through the Small Grant Program is \$500.00 for which no match is required. The maximum grant amount that shall be available through the Large Grant Program shall be \$500.01 to \$25,000.00.

\$20,000.00

- Compilation of matching funds:

Volunteer Labor \$ 10,500.00
(Calculate at \$20/hr Please complete Volunteer Labor Worksheet)

Cash \$ _____
(Please itemize in Contribution/Match Worksheet)

Donated Professional Services \$ _____
(Not including Volunteer Labor Please itemize in Contribution/Match Worksheet)

Donated Materials/Supplies \$ _____
(Please itemize in Contribution/Match Worksheet)

Other (please describe) \$ _____
(Matching funds which are not directly related to the project shall not be considered)

Total Matching Funds: \$ 10,500.00

IV. HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA AS SET FORTH IN PARAGRAPH III OF THE APPLICATION INSTRUCTIONS?

(Attach additional sheets if necessary)

See Attachment

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V. **REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

For all organizations –

For the Small Grant Program:

- A copy of current official Certificate of Status from the Florida Department of State (which corporations, for example, can request each year at the time that they file their annual Uniform Business Reports with the Florida Department of State) (*if applicable*) – PLEASE NOTE THAT A PRINT-OUT OF CORPORATE INFORMATION FROM THE DEPARTMENT OF STATE CORPORATIONS ONLINE PUBLIC INQUIRY WEB PAGE DOES NOT MEET THIS REQUIREMENT.
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (*if applicable*)
- A copy of current Palm Beach County Business Tax Receipt (*if applicable*)
- A copy of current Town of Lake Park Business Tax Receipt (*if applicable*)
- A summary of how the applicant proposes to spend the grant.

For the Large Grant Program (in addition to the documentation listed above):

- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

For nonprofit organizations or public entities, in addition to the documentation required for the Small and Large Grant Programs:

- A copy of the history of the organization, its adopted mission statement and/ or goals, if any
- A complete copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services (*for nonprofit organizations only*)
- A list of the applicant's governing board (e.g., Board of Directors) and a brief bio on each individual

VI. **REPORT AND REIMBURSEMENT**

- After the project which is the subject of this application is completed, a report shall be submitted to the Town Manager for his review.
- Following Town Manager review, reimbursement will be processed upon receipt of documentation of all approved expenses paid by the grantee and the receipt by the Finance Department of a Request for Disbursement approved by the Town Manager.

For Fiscal Year 2019, the deadline for submittal of all applications for funding is 5:00 p.m. Eastern Time on March 1, 2019. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

NO APPLICATIONS WILL BE ACCEPTED BY FAX OR E-MAIL.

*As Approved by the Town Commission on January 16, 2019
Previous editions obsolete*

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	*****
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	*****
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	*****
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	*****
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	*****
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	*****
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

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VOLUNTEER LABOR WORKSHEET

(NOTE: All volunteer labor hours must be allocated after 1/16/19. Preparation of the grant application cannot be considered part of the volunteer labor hours.)

Type of Work	Volunteer Information				
	Name	Address	Phone #	# Hours	Signature
Art Director / Planner	Craig McInnis	670 23rd St West Palm Beach FL 33417	561 389 4870	95	
Administration	Stephanie Eckert	700 Terra Ct East Palm Beach FL 33415	404 330 5075	30	
Planning	Alexandra Eckert	1128 Boston Ave East Palm Beach FL 33415	772 871 1266	55	
Planning	John Sebastian	700 Terra Ct East Palm Beach FL 33415	404 330 5075	60	
Vendor Relations	Darci Hisey	1699 Barbara Lane West Palm Beach FL 33417	561 215 3087	60	
Vendor Relations	John Grochoc	516 W. 1st Mabelm Chandler Ln	918 703 5379	60	
Planning	TESSA Jones	5205 NW W. 5th St P.O. Box 34986	772 332 6442	95	
Production	Keith Peters	6491 SW 42nd St	772 634 1410	45	
Production	Seth Johnston	2144 SE Meadowbrook RD 500 FL	772 245 0869	45	
Total Hours:				525	If necessary, additional Volunteer Labor Worksheets may be attached.
Rate:				\$ 20/hr	
Total Volunteer Labor Value:				\$ 10,500	

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not volunteer hours) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

1) Grant Project Name: _____

Donation Type: Cash In-kind
(Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Organization/Company/Individual Name _____

Address _____ City/Zip Code _____

Telephone # _____ E-mail _____

Itemized Description of Contribution/Match:

Total Value: \$ _____ Authorized Signature (Donor) _____ Date _____
(The value of in-kind contributions must be determined by the donor, not the applicant.)

2) Grant Project Name: _____

Donation Type: Cash In-kind
(Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Organization/Company/Individual Name _____

Address _____ City/Zip Code _____

Telephone # _____ E-mail _____

Itemized Description of Contribution/Match:

Total Value: \$ _____ Authorized Signature (Donor) _____ Date _____
(The value of in-kind contributions must be determined by the donor, not the applicant.)

- **Eligibility :** The Back Alley Art Festival will be an event unveiling a new section of mural on the back of the 700 Park Ave. building. This will beautify the surrounding areas and provide public art to all downtown visitors. Not only will this event bring revenue to surrounding businesses but it will also give an opportunity to children in the area to participate in painting with the artists, leading up to the event.
- **Detailed project description :** The festival itself will be taking place on September 28, Saturday. We will have a week long of programming leading up to the event including watching the artists work, community involvement painting with the artists, lectures and more. Work will begin on approximately September 21 and continue until the unveiling event. Artists will be working many different hours including day and night hours to showcase the progression. The festival will feature the mural unveiling, live music, food and drink vendors, and highlight our areas most talented artists with booths of their own selling their artwork.
- **Spending summary :** The money that is granted will be paid to each individual artist (\$1000-\$2000) for their time and original mural creation. We are looking at between five and seven artists depending on what the budget allows. The remainder will be spent on supplies including paint and other materials to accomplish the mural (approximately \$5000). All supplies will be purchased from local businesses supporting the local economy. We will be doing a separate fund-raising campaign to pay for any other expenses related to the festival itself and will be collecting outside sponsorships not associated with this grant.

OUR MISSION

"Funding art, theater, music, film, and cultural development through community outreach by providing subsidies for productions, events, artists and musicians to carry out their mission."

After multiple community projects to revitalize the Town of Lake Park through the arts, specifically our renowned mural projects, we are now furthering our efforts through receiving our 501(c)(3) nonprofit status. Founded in 1919, the original Kelsey City (now Lake Park) was a cultural hub and we are continuing Harry Kelsey's vision by cultivating The Lake Park Arts District.



DONATE

Your tax-deductible donation goes directly to making these **projects** a reality. 100% of the money collected goes directly to material costs (supporting local business in our area) and paying the artists/performers involved. All of the artists are professionals, people who make their living from their art. In turn, we feel it's very important to pay them rather than asking for the work in exchange for "exposure".

We also have grant programs that help subsidize projects in theater, film, music, dance, and other art related projects that might not otherwise be possible due to financial barriers. All of these projects must benefit the local community, as well as incorporating special programming that targets our areas under invited youth.

We have multiple ways you can help! Make a direct donation, sign up for monthly contributions, purchase one of our commemorative bricks, or volunteer your time and/or services.

CLICK BELOW TO CONTRIBUTE
you will be taken to our secure PayPal page to confirm your donation.

**SINGLE
AMOUNT**

Donate



MONTHLY

★ SUBSCRIPTION ★

Donate : \$25.00 USD - monthly ▼

Subscribe



*All donations collected will go towards the greatest need. If you would like your contribution to go to a specific project please specify in the notes section when submitting your donation.

Recently named 2017 Young Professional of the Year, Brockman is a highly esteemed entrepreneur and visionary in the Town of Lake Park. He is an award winning digital artist who has been wheelchair-bound since the age of two due to Spinal Muscular Atrophy. In 2012 he had the honor of painting a family portrait of former President Barack Obama. AJ has always viewed himself as being "differently abled" rather than "disabled" and lives life to the fullest every day.

Currently serving as the co-owner of The Brewhouse Gallery & The Kelsey Theater, he has revitalized an entire community through art with the birth of The Lake Park Arts District. His crowning achievement is the over 900-foot continuous mural (taking up an entire city block) which is one of the largest mural projects in South Florida.

Brockman is no stranger to the nonprofit world and spent most of his childhood, raising money for the Muscular Dystrophy Association and countless other organizations. **Kelsey Cares** was the natural progression, to create a legitimate 501(c)(3) to further his vision. He has already raised over \$75,000 without any subsidies or government incentives (with average donation levels of less than \$100), which just shows the number of people that have been impacted. See those projects continue to come to life and continue to support our efforts by donating.

THIS IS THE FIRST OF TWO PAGES
OF THIS INFORMATION STATEMENT.
PAGE TWO IS ATTACHED TO THE
FIRST PAGE OF THIS STATEMENT.
IF YOU HAVE ANY QUESTIONS, OR
NEED MORE INFORMATION, CONTACT
THE SERVICE CENTER THAT SERVES
YOUR AREA.

FORM 1041-9
PAGE TWO OF TWO

GENERAL INFORMATION

1. This information statement is provided to you to help you understand the information that is reported on this statement. It is not intended to provide you with legal advice. You should consult your tax advisor for more information.

2. This information statement is provided to you to help you understand the information that is reported on this statement. It is not intended to provide you with legal advice. You should consult your tax advisor for more information.

3. This information statement is provided to you to help you understand the information that is reported on this statement. It is not intended to provide you with legal advice. You should consult your tax advisor for more information.

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6. This information statement is provided to you to help you understand the information that is reported on this statement. It is not intended to provide you with legal advice. You should consult your tax advisor for more information.



Department of the Treasury
Internal Revenue Service
Ogden UT 84201-0038

Notice	CP299
Notice date	August 14, 2017
Employer ID number	82-2030991
To contact us	Phone 1-877-829-5500 FAX 1-855-214-7520

Page 1 of 2

150868.780079.293143.14480 1 AB 0.403 370



KELSEY CARES INC
700 PARK AVE
LAKE PARK FL 33403-2504



150868

17000006670

Message about Form 990-N (e-Postcard)

Your organization may be required to file a Form 990-N

Our records show that your organization may be required to file an annual electronic notice (e-Postcard), Form 990-N.

What you must do immediately

If your organization already filed its annual information return (Form 990, 990-PF, or 990-EZ) or e-Postcard, you don't need to do anything right now. You should continue to file a return or e-Postcard every year.

If your organization hasn't filed its annual information return or e-Postcard, it must file as soon as possible.

The annual information return or e-Postcard is due by the 15th day of the fifth month after the close of your tax period. For example, if your tax period ends December 31 and you are filing Form 990-N, your due date is May 15.

Who can file the e-Postcard Form 990-N?

- A tax-exempt organization other than a private foundation or political or foreign organization whose gross receipts are normally \$50,000 or less
- A Section 509(a)(3) supporting organization of a religious organization whose gross receipts are normally \$5,000 or less

All other supporting organizations generally must file Forms 990 or 990-EZ, even if gross receipts are normally \$50,000 or less.

To e-file your organization's e-Postcard:

- Go to irs.gov/charities.
- Type 990-N in the search box.
- Click on the link for the Form 990-N.

Continued on back...

Florida Department of State

Division of Corporations



Please print and return this page, along with your check or money order, to the
2018 Annual Report Payment Voucher

Name of Entity: **KELSEY CARES, INC.**

Document Number: **N1700006670**

Tracking Number: **CC6239761168**

Certificate of Status: **No**

Total Amount Due: **\$61.25**

- Please make check, or money order payable to: *Florida Department of State*
- Remove the check stub, if applicable
- Staple check in the top left hand corner of this voucher
- Mail to: *Division of Corporations, P.O. Box 6198, Tallahassee, FL 32314*

**This voucher and check must be received and processed by the
Division of Corporations or postmarked by September 21, 2018 to
avoid administrative dissolution/revocation.**

**The document is not considered filed until the voucher and payment
have been received and processed by this office.**

Daytime telephone number for possible processing questions:

561-234-0989

****If mailing address has changed, please list below****

MAILING ADDRESS

CITY

ST

ZIPCODE

2670841991 121920366 PM

Handwritten signature

1029

Handwritten signature

PNC

PAID TO THE
ORDER OF
SIXTY ONE DOLLARS & 25/100
Handwritten signature

2018 Annual Report
Label Pack, FL 3500

7/1 2018

10/20/2018

Detail by Entity Name

Florida Not For Profit Corporation
KELSEY CARES, INC.

Filing Information

Document Number N1700006670
FE/EIN Number 82-2030991
Date Filed 06/26/2017
State FL
Status ACTIVE

Principal Address

700 PARK AVE.
LAKE PARK, FL 33403

Mailing Address

700 PARK AVE.
LAKE PARK, FL 33403

Registered Agent Name & Address

BROCKMAN, ADAM
700 PARK AVE.
LAKE PARK, FL 33403

Officer/Director Detail

Name & Address

Title PD

BROCKMAN, ADAM
3566 COSMOS ST.
PALM BEACH GARDENS, FL 33410

Title SD

FELBER, SHARON
128 LEHANE TER. #103
NORTH PALM BEACH, FL 33408

Title TD

OLIASON, BRANDON
2086 BONISLE CIR.
RIVIERA BEACH, FL 33418

Title D

**ADAMS, ANGEL
498 W. DREW ST. #B
LANTANA, FL 33462**

Title D

**DODD, DOUG
13010 60TH ST. NORTH
WEST PALM BEACH, FL 33411**

Annual Reports

Report Year	Filed Date
2018	07/03/2018

Document Images

07/03/2018 - ANNUAL REPORT	View image in PDF format
06/28/2017 - Domestic Non-Profit	View image in PDF format

AMENDMENT ONE - Additional Details About The 700 Park Ave. Mural Project

Subject Matter - The proposed mural will continue the vibrant theme we have already established. We will focus on family friendly imagery that inspires creativity and reinforces the overall theme of an arts district. We will incorporate cultural acceptance, musical elements, historically significant imagery and other elements that will tie everything together as one cohesive mural. No wording, offensive language, branded images or any other subjects will be used in compliance with the town code. Upon funding we will submit a detailed rendering of what the mural will look like to be approved by town officials and follow the designated code requirements.

Economic Impact - The economic impact of murals is a proven asset to communities all over the world. This will further create a “destination” or “landmark” people will congregate towards. This in turn will create foot traffic to support other local businesses, restaurants, shops and commerce. We have already witnessed many people coming specifically to take pictures in front of the mural, Segway tours, biking tours, running groups and many other activities/events that are specifically looking for an interesting backdrop. This will be even more far-reaching by reinforcing the public art element of the downtown district to continue to entice new business, increase property values, and continually grow attendance for years to come.

Community Need - Every well-rounded community has some sort of public art element within the municipality. Many dilapidated buildings and neighborhoods undergo a massive gentrification just from embracing the artist community with these public works, most notably murals. It is a relatively inexpensive way to provide public art and give the surrounding community something to be proud of. This is also important for the young people of today as in many cases the only cultural stimulation they receive is from public art programs such as the one we are proposing. We will have a teaching element in the creation of this mural by inviting young community members to participate with the artists as they create. This mural will be the largest continuous mural in the town, and in the top 5% largest of all murals in South Florida.

Community Support - The community has already rallied around what we have started. To date we have received over \$75,000 in community donations (nongovernment entities) and have put every dollar back into these projects. We are now seeking the support of these grant programs to further what we are able to accomplish. Residents express often they are happier with the mural compared to an ugly, bland, concrete wall that was there before. We will continue to listen to the community feedback and continue to support the community that supports us.

Proposed Budget

- Basecoat paint and wall prep From Sherwin-Williams – Approximately \$1000
- Spray paint and other supplies (purchased from Lake Park businesses) – Approximately \$4500
- Scissor lift rental (safer and more usable than a ladder) – Approximately \$2000
- Approximately \$2500 per artist (7) involved, these are local artists that make a living from their craft and we believe in paying them fair market value rather than asking for them to work for exposure. This will also elevate the caliber of the finished product - \$17,500 (will also implement volunteers and community organizations, schools, etc. to help free of charge).
- GRAND TOTAL = \$25,000

**Brewhouse Gallery Application for “Bicycle
Rack Installation for Beautification and
Community Enhancement”, April 2, 2019
Email from the Community Development
Director, and completed Rating Criteria
Sheets**

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	20
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	18
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	20
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	20
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	10
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	10
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	98

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

Bike Racks

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NEED to Provide CD with Description of Bike Racks, how they will look and fit with the city style plan as noted in the Downtown District

J. D. [Signature]

Brewhouse Gallery

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	***** 10
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	***** 10
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	***** 20
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	***** 20
		525 Volunteer hours
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	***** 20
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	***** 0
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	80

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

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AC

Brewster Valley Bike Paths
 Budget \$1500.00

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	***** 20
Demonstration of Community Need - How well does the application describe, communicate/address a community need? <i>"Bike Paths" is a good project.</i>	20	***** 10
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	***** No demonstration in application
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	***** No demonstration in application -c-
Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	***** 20
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application. <i>"Bike Paths" supports a green initiative.</i>	10	***** 10
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	60

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

Note:

No certificate of status provided as required.
 \$200.00 in volunteer labor listed but no volunteer labor worksheet provided

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Please see 4/2/2019 email from the
 Community Development Director attached hereto.

Barb McElhannon - Person

Bambi Turner

From: Nadia DiTommaso
Sent: Tuesday, April 2, 2019 4:20 PM
To: Bambi Turner
Subject: RE: Question

While I think having bike racks are a great idea, I am having a very difficult time deciphering where the *exact* proposed locations are and I do not see any details of the bike racks themselves other than a bullet point description (the images in the attachment are also very blurry). I would recommend having them respond to the following requests first:

- provide the exact locations of the bike racks (preferably on a plan that includes dimensions) – I assume the vendor is "DERO" as listed on the enclosed Quotation
- provide details on the bike racks and their exact specifications (and a visual of the finished product)
- provide a statement on the ongoing maintenance intent of the bike racks

If I am interpreting the request or intent of the grant application incorrectly based on my recommendations, certainly let me know. If not, after receiving responses to the above requests, I will pass the information along to the necessary reviewers as well.

Thank you,
Nadia

From: Bambi Turner
Sent: Tuesday, April 02, 2019 3:43 PM
To: Nadia DiTommaso <NDiTommaso@lakeparkflorida.gov>
Subject: Question

I am sending to you as an attachment the application which the Brewhouse Gallery submitted to the Town grant making program for the installation of bicycle racks in Town at the various locations in the Town at:

- Foresteria near Lake Shore Drive Park Avenue
- In the 900 block of Park Avenue in the vicinity of the Post Office
- 720 Park Avenue

It is difficult to tell precisely where these bike racks will be installed, but it looks like they will be installed on public property. Please correct me if I am wrong.

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

My purpose in sending this to you is to determine if there are any Code requirements pertaining to the installation of such bike racks as outlined in the application.

Please advise.

Bambi McKibbin-Turner, M.S., HRM

Assistant Town Manager/Human Resources Director

Town of Lake Park

535 Park Avenue

Lake Park, Florida 33403

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

GRANT APPLICATION
TOWN OF LAKE PARK,

BREW HOUSE GALLERY REQUEST.
FOR
BICYCLE RACKS IN
TOWN.

Jo Brockman
541-234-0989
AJOMPANA@gmail.com.

MILLARD PORTER
541-701-5678

02-28-19P12:26 RCVD

**TOWN OF LAKE PARK
GRANT APPLICATION INSTRUCTIONS AND FORM**

I. GRANT PROCESS

The following process has been established by the Commission of the Town of Lake Park to assist groups seeking financial support in the form of a matching grant from the Town of Lake Park. For each Fiscal Year (commencing October 1st and ending September 30th, grants are available from the Town of Lake Park (Town). The maximum grant is 50 percent of the total monetary cost of a proposed project up to the maximum amount budgeted for this purpose.] The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. No grant funding shall be recommended to the Commission for award either on a grant or reimbursement basis unless the Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum grant amount that shall be available through this program shall be \$500.00 (which are approved by the Town Manager. Grant applications for funding through the Small Grant Program must be approved by the Town Manager following written confirmation by the Town's Finance Director of the availability of funds prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed is to be used in determining the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program.

- **Large Grant Program:** The grant amount that shall be available through this program shall be \$500.01 to a maximum of \$ 20,000.00 budgeted for Fiscal Year 2019 (which must be approved by the Town Commission at a regularly scheduled Town Commission meeting). A 50 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$20/hr for the purpose of this grant program), donated services, goods/materials, in-kind contributions, and/or cash from another organization or business. The match must be substantiated with a signed Contribution/Match Worksheet as part of the application. **Town resources may NOT be used as matching funds. Matching funds are not transferable to other projects.**

- Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following items must be submitted to the Town: 1) Invoice from the applicant to the Town; 2) Vendor receipts marked "paid" and/or credit card receipts; 3) Copy of front/back of cancelled checks if vendor was paid by check. All vendors receiving direct payment from the Town must complete a W-9 (and any other necessary paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited only to direct payments to vendors.

All grants are dependent upon the availability of the Commission's appropriation of funding. Funds are expected to be available for release by the Town by March 1, 2019. No expenses may be incurred before Town approval of the application. Payments to contractor, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for arrangements of services made by the applicant. As part of its application, applicant shall demonstrate the ability to complete the proposed project and expend all grant funds no later than September 30, 2019.**

II. APPLICATION DEADLINE

OVER ①

- Computer Hardware/Software – and other electronic devices and related equipment.
- Food and/or Provisions – for festivals/celebrations.
- Ongoing Multi-year Projects
- Ongoing or Operational Costs – including salaries/personnel
- Projects/Programs already funded from another source (including current operating budgets)
- Projects/Programs that have already been completed
- Projects typically funded under other sources such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, or religious organizations
- Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town's rental fees or deposits or for payment of the Town's Special Event Permit Application fee

III. MANDATORY PRE-APPLICATION CONFERENCE

A mandatory pre-application conference will be held at 2:00 p.m. Eastern Time on February 13, 2019 in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Only those entities that have attended this mandatory pre-application conference will be eligible to submit applications to this program.

Balance of this page intentionally left blank.

TOWN OF LAKE PARK

APPLICATION FOR GRANT ASSISTANCE
(Please type or print clearly)

I. APPLICANT

BREW HOUSE GALLERY, RHONDA @ BROCKMAN
OWNER

@
OVER

B. Address: 3 locations: 720 Park Ave. 800-900 block Park Ave. Hawthorne east of US1 by Park:

C. Detailed Project Description Including Project Timelines and Estimated Completion Date

Purchase 5 Bicycle racks, and a bicycle repair station for permanent mounting at the proposed locations in Line II. B. Expected Mounting costs equate to 10 hrs of labor. The quote for the racks and fixit station with air pump are attached. The total cost of the project is \$3197.90 plus \$200 labor for a total of \$3397.90. Product receipt is expected 6 weeks after order and Installation should take another 2 weeks to complete.

5

(attach additional sheets if necessary):

As Approved by the Town Commission on January 16, 2019
Previous editions obsolete

Page 1 of 9

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

III. FUNDING INFORMATION

• Town of Lake Park

Amount Requested \$ 1500.00

The maximum grant amount that shall be available through the Small Grant Program is \$500.00 for which no match is required. The maximum grant amount that shall be available through the Large Grant Program shall be \$500.01 to \$25,000.00.

• Compilation of matching funds:

Volunteer Labor \$ 200.00

(Calculate at \$20/hr — Please complete Volunteer Labor Worksheet)

Cash \$ 1497.90

(Please itemize in Contribution/Match Worksheet)

Donated Professional Services \$ _

(Not including Volunteer Labor—Please itemize in Contribution/Match Worksheet)

Donated Materials/Supplies \$ _

(Please itemize in Contribution/Match Worksheet)

Other (please describe) \$ _

(Matching funds which are not directly related to the project shall not be considered)

Total Matching Funds: \$ 1697.90

III. HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA AS SET FORTH IN PARAGRAPH III OF THE APPLICATION INSTRUCTIONS?

(Attach additional sheets if necessary)

For Fiscal Year 2019, the deadline for submittal of all applications for funding is 5:00 p.m. Eastern Time on March 1, 2019. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

As Approved by the Town Commission on January 16, 2019
Previous editions obsolete

NO APPLICATIONS WILL BE ACCEPTED BY FAX OR E-MAIL.

Page 1 of 9

1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS
Each application may be given a maximum of 110 points as follows:	*****	*****
Project Description - How well does the application clearly describe the project and its goals?	20	*****
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	*****
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	*****
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	*****

Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	*****
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	*****
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****	

The "average score" derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

OVER - (R)

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not volunteer hours) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

A. 1) Grant Project Name: Bicycle Rack Installations for Beautification and Community Enhancement

Donation Type: Cash In-kind

As Approved by the Town Commission on January 16, 2018
(Check all that apply) Previous editions obsolete

Other:

Page 1 of 9

Donor Information:

The Brewhouse Gallery
Organization/Company/Individual Name

720 Park Ave, Lake Park, FL 33403

Address City/Zip Code

Telephone # E-mail
561-234-0989 AJDUMMA@gmail or info@brewhouse-gallery

Itemized Description of Contribution/Match:

Provide \$500.00 cash for project

Total Value: \$500.00

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

[Handwritten Signature] 2/28/19
Authorized Signature (Donor) Date determined by

B. 2) Grant Project Name: Bicycle Rack Installations for Beautification and Community Enhancement

Donation Type: Cash In-kind

(Check all that apply) Services Goods/Materials

Other:

Donor Information: over

over (10)

RHONDA JO BROCKMAN REVOC
(361)771-7841

TOWN OF LAKE PARK
LOCAL BUSINESS TAX RECEIPT

536 PARK AVENUE LAKE PARK, FL 33403

No: 06698

2019

THIS TAX RECEIPT EXPIRES SEPTEMBER 30, 2019

Date: 8/24/18

Address: 720 PARK AVE
LAKE PARK, FL 33403
Activity: EUCAD BUSINESS OFFICE UNCLASSIFIED

Tax 98.70
Penalty
Transfer
Total Paid 98.70



Issued to: THE BREWHOUSE GALLERY
3566 COSMOS ST
PALM BEACH GARDENS, FL 33410

Ronda Davis

TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT BUSINESS BUSINESS TAX OFFICIAL

A

(18)



DERO

42 Northern Stacks Dr, Ste 100,
MINNEAPOLIS, MN, 55421
Tax Registration No 26-303-0026
www.dero.com

Sales Representative - Natalia Mendez

Contact Name
Contact Phone
Est. Ship Date 2/13/2019
Delivery terms FOB origin
Payment terms CC

Delivery Contact
Delivery Phone

Quotation

Page 1 of 2
Number QTE-00000143-2
Date 2/14/2019
Customer PO
Reference rolling racks
Quote valid until 3/15/2019

Sold to:

Lake Park Town
LAKE PARK, FL 33403
USA

Ship to:

Lake Park Town
LAKE PARK, FL 33403
USA

Catalog No	Description	Ship date	Quantity	Unit	Net Unit	Amount
ROLLING RACK 3H	Surface Mount, Powder Coated, Wine Red RAL 3005	2/13/2019	2.00	EA	425.000	850.00
WEDGER 375 3.000	Wedge Anchor .375 x 3.000	2/14/2019	28.00	EA	0.000	0.00
3/8X1.5 BOND WSHR GV	3/8X1 BONDED WASHER GV	2/14/2019	28.00	EA	0.000	0.00
HXDF-H	Surface Mount, Powder Coated, Wine Red RAL 3005	2/14/2019	1.00	EA	732.000	732.00
AN 211 5.0 2.000	Powder Coated Metal Bump Punch Washer, Metal Finish Head, Wine Red RAL 3005	2/14/2019 2/14/2019	1.00 1.00	EA EA	404.000 404.000	404.00 404.00
ICON BIKE HITCH	Beer Mug, Powder Coated, No Color	2/14/2019	2.00	EA	304.000	608.00
ICON BIKE HITCH	Musical Note, Powder Coated, No Color	2/14/2019	1.00	EA	304.000	304.00

12



DERO
A PLANTCORE Company

42 Northern Stacks Dr, Ste 100,
MINNEAPOLIS, MN, 55421
Tax Registration No 26-303-0026
www.dero.com
TEL: 763-298-0000 FAX: 763-298-0000
(U.S.) 763-298-0000 (CAN) 763-298-0000

Sales Representative - Natalia Mendez

Contact Name
Contact Phone
Est. Ship Date 2/13/2019
Delivery terms FOB origin
Payment terms CC

Delivery Contact
Delivery Phone

Quotation

Page 2 of 2
Number QTE-00000143-2
Date 2/14/2019
Customer PO
Reference rolling racks
Quote valid until 3/15/2019

Sold to:

Lake Park Town
LAKE PARK, FL 33403
USA

Ship to:

Lake Park Town
LAKE PARK, FL 33403
USA

To place the order, verify that all billing, shipping, and order information is correct. Then sign and date below and email back to your sales rep or to sales@dero.com. We will e-mail you an order confirmation once your order has been processed.

THE SHIP DATE IS AN ESTIMATE ONLY. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.
PRICING: Quote is good for 30 days.
CANCELLATION: A 20% restocking fee will be assessed to all canceled orders.
TAXES: Sales tax is estimated based on current tax rates. Final sales tax is subject to tax rates at the time of shipment. Please notify us immediately if your order is exempt from sales tax.

Payments can be made by credit card, pre-payment, or Net 30 credit terms may be issued with credit approval.

Customer please specify desired ship date: _____
Signature & Date:

THIS SIGNED ORDER FORM IS ACCEPTED AS A BINDING PURCHASE

Sales Subtotals	Freight	Other Charges	Sales Tax
2,988.00	296.00	-298.80	212.70

2988.00
212.70
296.00
298.80
= 3197.90 (14)

Foresteria near Lake Shore Dr Park Ave

- Located in parking area of Park.
- One 5-bike Rack surface mounted into ground
 - Burgundy wine cabinet rack, 2 hump style.



⑤

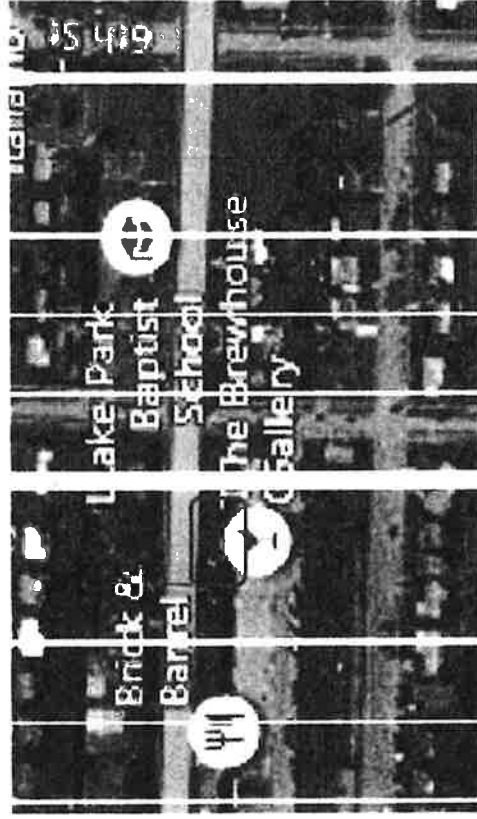
900 block Park Ave

- Vicinity of Post Office or western end of 800 block
- One 5-bike Rack surface mounted into ground
 - Burgundy wine colored rack, 2 hump style.



72.0 Park Ave

- 3 Icon Racks
 - Icons resemble Brewhouse theme
- 1 Fixit repair station with Pump
- All Surface mount, fitting into onie parking space.



2018 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L1400000599

Entity Name: BREWHOUSE GALLERY, LLC

Current Principal Place of Business:

720 PARK AVENUE
LAKE PARK, FL 33403

Current Mailing Address:

720 PARK AVENUE
LAKE PARK, FL 33403 US

FBI Number: 40-4450532

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

HAILE, SHAW & PFAFFENBERGER, P.A.
660 US HWY ONE
THIRD FLOOR
N PALM BEACH, FL 33408 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title MGR
Name BROCKMAN, RHONDA
Address 3566 COSMOS ST
City-State-Zip: PALM BEACH GARDENS FL 33410

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other files empowered.

SIGNATURE: RHONDA J BROCKMAN

MANAGER

04/10/2018

Electronic Signature of Signing Authorized Person(s) Detail

Date

(19)

Detail by Entity Name

Florida Limited Liability Company
BREWHOUSE GALLERY, LLC

Filing Information

Document Number L1400000599
FORM NUMBER 48-1150533
FEDERAL NUMBER 10-1130002
Date Filed 01/02/2014
State FL
Status ACTIVE

Principal Address

720 Park Avenue
lake park, FL 33403

Changed: 04/06/2017

Mailing Address

720 Park Avenue
lake park, FL 33403

Changed: 04/06/2017

Registered Agent Name & Address

HAILE, SHAW & PFAFFENBERGER, P.A.
660 US HWY ONE
THIRD FLOOR
N PALM BEACH, FL 33408

Authorized Person(s) Detail

Name & Address

Title MGR

BROCKMAN, RHONDA
3566 COSMOS ST

PALM BEACH GARDENS, FL 33410

Annual Reports

Report Year	Filed Date
2016	04/14/2016

20

Document Images

05/20/2014 09:28:41 AM
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11/10/2014 09:28:41 AM
11/10/2014 09:28:41 AM

**AMENDED AND RESTATED
OPERATING AGREEMENT
OF
BREWHOUSE GALLERY, LLC**

THIS AMENDED AND RESTATED OPERATING AGREEMENT (this "Agreement") is made as of July __, 2014 by and between HAROLD LEEVER, II ("Leever") and RHONDA JO BROCKMAN REVOCABLE TRUST ("Brockman"), as they are listed on Schedule A attached hereto. Such Schedule A may be amended from time to time. The Members listed on Schedule A may be referred to herein individually as a "Member," and collectively as the "Members."

WHEREAS, the Members have formed a limited liability company pursuant to the laws of the State of Florida and entered into the Operating Agreement of the Company as of January 2, 2014 (the "Original Agreement"); and

WHEREAS, the Members desire to amend and restate the Original Agreement, to set forth their respective rights and obligations as Members of the Company and to provide for the management of the Company and its affairs and for the conduct of the business of the Company.

NOW, THEREFORE, in consideration of the agreements and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Members hereby agree as follows:

**ARTICLE I
Definitions**

As used in this Agreement, the following terms shall have the following meanings:

"Act" means the Florida Revised Limited Liability Company Act and any successor statute, as amended from time to time.

"Adjusted Capital Account Deficit" means, with respect to the Capital Account of any Member as of the end of any Fiscal Year, the amount by which the balance in such Capital Account is less than \$0.00, after giving effect to the following adjustments:

- (i) Each Member's Capital Account shall be increased by the amount, if any, such Member is obligated to contribute or is treated as being obligated to contribute to the Company pursuant to Treasury Regulation Section 1.704-1(b)(2)(ii)(c) or Treasury Regulation Sections 1.704-2(g)(1) and 1.704-2(i); and

22

1120S

U.S. Income Tax Return for an S Corporation

OMB No. 1545-0047

Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation.

17

Go to www.irs.gov/Form1120S for instructions and the latest information.

For calendar year 2017 or tax year beginning 2017, ending 20

Header section containing fields for Name, TYPE OR PRINT, D Employer identification number, E Date incorporated, and C Check Sch M-1 attached.

G Is the corporation electing to be an S corporation beginning with this tax year? Yes No
H Check if: (1) Final return (2) Name change (3) Address change (4) Amended return (5) S election termination or revocation

I Enter the number of shareholders who were shareholders during any part of the tax year
Caution: Include only trade or business income and expenses on lines 1a through 21. See the instructions for more information.

Table for Income (lines 1a-6) with columns for description, amount, and sub-column labels (1a, 1b, 1c, 2, 3, 4, 5, 6).

Table for Deductions (lines 7-21) with columns for description, amount, and sub-column labels (7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21).

Table for Tax and Payments (lines 22a-23d) with columns for description, amount, and sub-column labels (22a, 22b, 22c, 23a, 23b, 23c, 23d).

Table for Tax and Payments (lines 24-27) with columns for description, amount, and sub-column labels (24, 25, 26, 27).

Signature section including 'Sign Here' for officer and preparer, and 'Paid Preparer Use Only' section with fields for name, address, and phone number.



ANNE M. GANNON
 CONSTITUTIONAL TAX COLLECTOR
 Serving Palm Beach County

P.O. Box 3353 West Palm Beach, FL 33402-3353
 www.pbcclax.com Tel: (561) 355-2264

"LOCATED AT"
 720 PARK AVENUE
 LAKE PARK, FL 33403

Serving you!

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT DATE PAID	AMT PAID	BILL #
45-9033 MISC MERCHANDISE SALES	BREWHOUSE GALLERY LLC		8/19/2019 - 08/20/19	\$33.00	8401553M

This document is valid only when received by the Tax Collector's Office.

B2 - 1286

STATE OF FLORIDA
PALM BEACH COUNTY
2018/2019 LOCAL BUSINESS TAX RECEIPT
 LBTR Number: 201469735
EXPIRES: SEPTEMBER 30, 2019

BREWHOUSE GALLERY LLC
 BREWHOUSE GALLERY
 720 PARK AVENUE
 LAKE PARK, FL 33403

This receipt grants the privilege of engaging in or managing any business, profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

Florida Department of State

Division of Corporations



Please print and return this page, along with your check or money order, to the Division of Corporations.

2019 Annual Report Payment Voucher

Name of Entity: BREWHOUSE GALLERY, LLC

Document Number: L1400000599

Tracking Number: 1103308706CC

Certificate of Status: Yes

Total Amount Due: \$143.75

- Please make check, or money order payable to: *Florida Department of State*
- Remove the check stub, if applicable
- Staple check in the top left hand corner of this voucher
- Mail to: *Division of Corporations, P.O. Box 6198, Tallahassee, FL 32314*

For Office Use Only

This voucher and check must be received and processed by the Division of Corporations or postmarked by May 1, 2019 to avoid the \$400 late fee.

~~The document is not considered filed until the voucher and payment have been received and processed by this office.~~

THE BREWHOUSE GALLERY
730 Park Avenue
Lake Park, FL 32944

PAY TO THE
ORDER OF

DIVISION OF CORPORATIONS \$ 143.75
ONE HUNDRED FORTY THREE AND 75/100 DOLLARS

2/20 19

4600
63-841060-0

**If mailing *

MAT

Northlake Blvd
Lake Park FL 32943

FOR ALAN PERET

Signature Required

Signature: Alan Peret

267084199 204117184

Project and its goals

The Project is to add some bicycle parking along Park Ave and possibly adjacent areas as well as one bicycle fixit station. There are a few individuals that ride their bicycles around the 700 Park Ave area, but have mentioned they are less frequent due to no secure Parking. When they do stop by area shops, they park the bicycle on the sidewalk in front of establishments which impede the sidewalks and cause a potential safety hazard. The goal is to address this lack of secure parking for bicycles and provide a “fix it” spot in case someone has a problem with their bicycle. A supplemental goal is for word to spread that Lake Park provides a means for safe bicycle parking which will encourage bicyclist to ride in the town and increase participation at the local area shops.

Community Need

Lake Park presently appears to encourage bicycles along the stretch of Park Ave from the corner of 10th street to the 700 block. This is demonstrated by the pictures of bicycles and a “lane” etched in the street. Unfortunately, that is the extent of such encouragement. The community needs adequate safe parking to have bicyclists present. If a bicycle encounters a simple maintenance problem, then a centrally located spot that has basic tools and air would provide additional reasoning to ride along the path. Ideally, this will then drive the desire to position more parking racks along 10th street and other areas where patronage growth is expected. More weekend riders would visit our Parks along Lake Shore and frequent shops there, along Park Ave and the future 10th St. businesses. The few folks that presently try to ride their bicycles to the Park Ave district do not have any parking areas and therefore park on sidewalks and in groups which impedes sidewalks. Then when they leave, some continue to ride down the storefront walkway vice the road or parking area. This is definitely a safety issue that having established bicycle parking away from the store front would help combat.

Community/Applicant Strengthening

Encouraging Lake Park and surrounding area Residents to ride bicycles in Lake Park would strengthen the Lake Park Businesses in the CRA. When Bicyclists see and hear that there are locations to safely park and secure their bicycle, they will ride to the area and stop to visit the merchants. This will provide more customers to the area stores. Although the Town has recently added some motorist Parking, there is still an overall lack of parking; it would be a large benefit if more folks could travel to Lake Park via bicycle rather than automobiles. This project will encourage residents to ride more knowing they could safely lock their bicycle and frequent multiple area shops. That not only benefits the town businesses but also the individuals by using a healthier means of transportation. Additionally, bicyclists would become more aware of what Lake Park has to offer and increase their participation throughout the Town. This would also have a positive environmental impact by having more people in the area without increased noise, emissions or traffic congestion.

Community Support

There have been multiple comments from individuals that have ridden to the Brewhouse as well as from individuals that state a desire to do so, that there is no secure parking for a bicycle. When asked if these folks ride other places, they have stated that they do ride to certain locations in North Palm Beach and Palm Beach Gardens because certain businesses offer a rack to secure their bicycle and give them time to go into the location without having to worry that their bike might be damaged or stolen. Some of these folks have also suggested that some tools or basic repair spot be available as well.

Incorporation of sustainable/“green” initiatives

There is no question that having patrons travel to Lake Park establishments via bicycle versus automobile is a “green” initiative. It is much more environmentally friendly and provide a healthier lifestyle with more exercise to the rider. As previously stated, attracting bicyclist rather than motorist is also an initiative to assist with our current lack of parking. Having more bicycle racks should eventually convince folks that riding to the area and parking a bicycle is preferred to the need to search for an automobile parking spot.

Icon Hitch™

DOCUMENTS DOWNLOADS GET QUOTE

Eight Designs to Choose From



16% supports Safe Routes to School National Partnership

Fixit

DOCUMENTS DOWNLOADS GET QUOTE

Home » Products » Fixit » Fixit



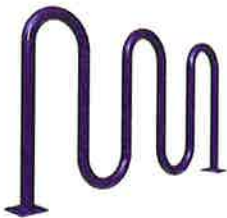
Today's Service Station

The Fixit includes all the tools necessary to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools are securely attached to the stand with stainless steel cables and tamper-proof fasteners. Hanging the bike from the hanger arms allows the pedals and wheels to spin freely while making adjustments.

Add your choice of an Air Kit bike pump (sold separately) to keep your cyclists' tires topped up and ready to roll.

Rolling Rack

DOCUMENTS DOWNLOADS GET QUOTE



Simple Security

The graceful design and high security of the Rolling Rack has made this type of bike rack a standard for many schools and communities. The Rolling Rack can be used as a single-sided or double-sided parking bike rack. This rack uses thick pipe construction and allows for one of the wheels and frame to be secured using a U-style bike lock.

Two Humps or Five?

The Rolling Rack is available in a variety of lengths to suit your bike capacity needs.

Proposed Alternative Bicycle Rack Styles

Bike Bike Rack

DOCUMENTS DOWNLOADS STEP BY STEP

1344
1344

WESTCHAM

1344

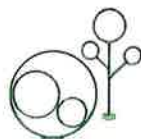


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Learn More



Business Print only



Recycle Rack



Type Rider 'Racks

Image 1/10



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Bike Bike Rack

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Make a statement

The Bike Bike Rack is an eye-catching, functional piece of street art. It welcomes people on bikes and provides them a secure, convenient place to park.

Parks two to four bikes.



Bike Bike Rack

[Home](#) » [Products](#) » [Bike Bikes](#) » [Bike Bike Rack](#)



Make a statement

The Bike Bike Rack is an eye-catching, functional piece of street art. It welcomes people on bikes and provides them a secure, convenient place to park.

Parks two to four bikes.



Bike Bike Rack

- DESCRIPTION
- STYLING
- DETAILS
- INSTALLATION
- SKETCHUP
- SPACES



Add Your Logo

Learn More



Recycle Rack



Type-Rite® Racks

© Copyright 2018

Penny Farthing Bike Rack

Installation Instructions

In-ground Mount:

How to install into existing sidewalk:

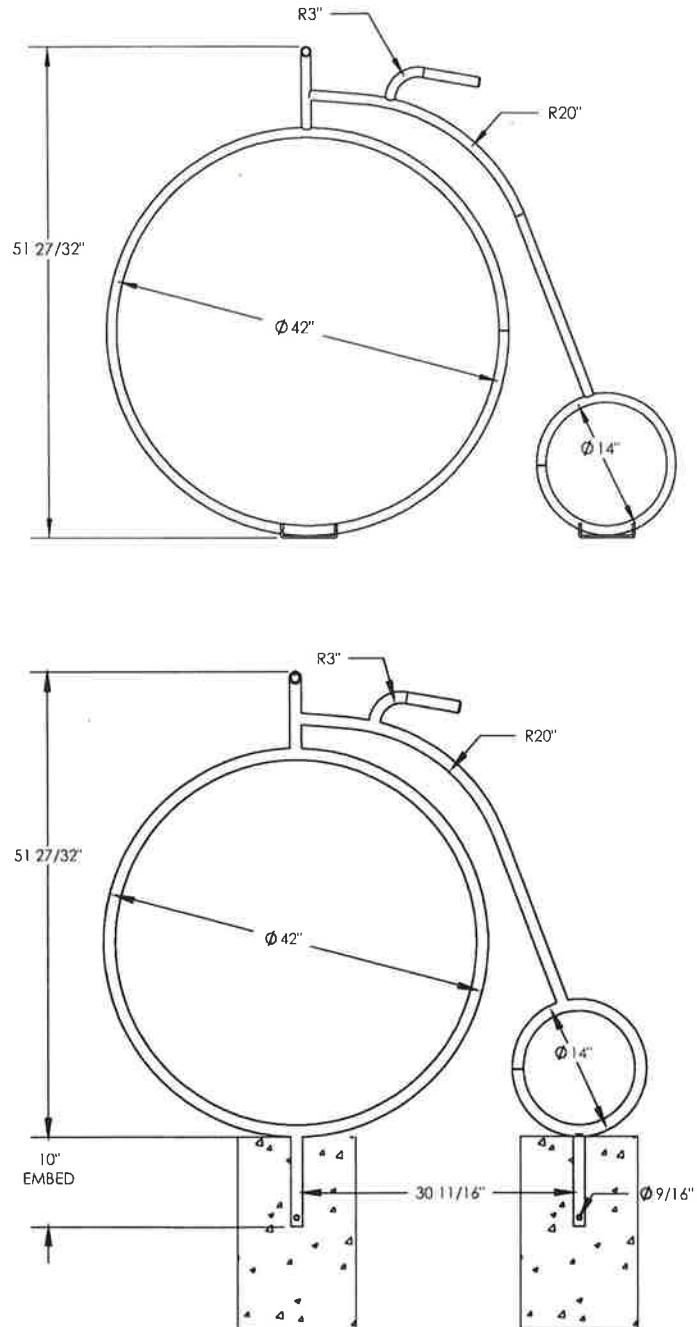
Core holes no less than 3" diameter (4" recommended) and 10" deep into sidewalk. Place Bike Rack into hole making sure the rack is level. Fill hole with epoxy grout. 36" of the Bike Rack should remain above the surface. Make sure the rack is level and held in place until the grout has completely set.

How to install into new sidewalk:

- Place corrosion resistant sleeve (min. 4" inside diameter) in sand pour bed in exact location where rack will be installed. Make sure top of sleeve is at same level as desired finished concrete surface. Fill sleeve with sand to keep it in place and prevent it from filling with concrete.
- Pour concrete and allow to cure.
- After appropriate cure time, dig out sand from sleeves and insert racks, making sure they are level and at appropriate height. Pour in epoxy grout and allow to set.

Surface Mount:

- Place the rack in desired location. Use a marker or pencil to outline the holes of the flange onto the base material.
- Drill the holes. Make sure the holes are at least 3" away from any cracks in the base material.
- Tap in anchors.



By [Jeremy Hsieh, KT00](#) August 30, 2014 Local Government Transportation



These new custom bike racks in Marine Park double as public art. The city began installing them this week. (Photo courtesy CBJ Parks & Recreation)

The City & Borough of Juneau began installing a Minneapolis bike rack maker's [coolest custom racks of 2013](#) this week.

The unique designs include rain boots at Marine Park, a tugboat at Sandy Beach, hockey sticks at Treadwell Ice Arena, a Raven at Sigoowu Ye Park, and planets at Twin Lakes.

The total project is cost about \$25,000, says city parks and landscape superintendent George Schaaf.

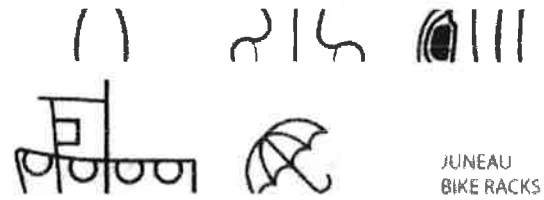


from the community.

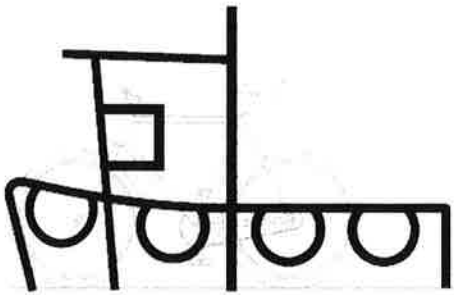
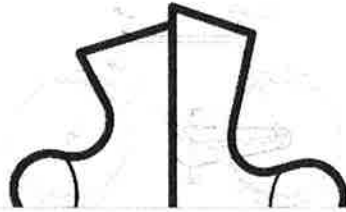
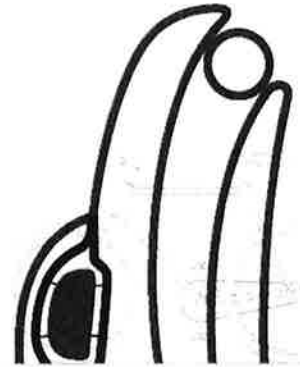
The city worked with local landscape architecture firm Corvus Design and Minneapolis-based Dero Bike Rack Co. for the custom order.

The city hopes the bike racks will be installed by the end of October, weather permitting.

George Schaaf is a member of the KTOO Board of Directors.



Renderings of custom, two-tone bike racks Juneau is buying that will double as public art. (Courtesy Dero Bike Rack Co.)



JUNEAU
BIKE RACKS

New Business

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2019

Agenda Item No. *Tab 7*

Agenda Title: Review of the Town Manager's Annual Performance Evaluation for the Period of May 1, 2018 to May 1, 2019

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON FIRST READING
- NEW BUSINESS**
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *4-23-19*

Name/Title *Assistant Town Manager/Human Resources Director*

Originating Department: Human Resources	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Copies of Completed Town Manager Evaluation Forms Received; and, Copy of Town Manager Job Description
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone: <u>BMT</u> OR Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

Pursuant to Section 8 of the September 21, 2016 Second Amendment to the Employment Agreement between the Town of Lake Park and Town Manager John D'Agostino, the Town Commission is required to conduct an annual review and evaluation of the Town Manager's performance in accordance with criteria mutually developed and adopted by the Town Commission and the Town Manager which may, among other items, consist of goals and performance objectives which the Commission deems necessary for the proper operation of the Town and the attainment of the Commission's policy objectives. Such annual review is due to be completed by May 1, 2019. The purpose of this agenda item is the review of the completed Town Manager annual evaluation forms for the period of May 1, 2018 to May 1, 2019.

Attached are the completed evaluation forms that were received from the Town Commission as of the date of the submittal of this agenda item. Another copy of the Town Manager's current job description is attached for ease of reference.

Recommended Motion: There is no recommended motion.

APR 16 2019

TOWN OF LAKE PARK



Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM TOWN MANAGER JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Michael O'Rourke

Evaluator 's Name

EVALUATION PERIOD

5/01/2018 to 5/01/2019

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 4 Maintains open and informative communications with the Town Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 4 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 4 Anticipates problems and develops effective approaches for solving them.
- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- 4 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- 5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 4 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 4 Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- 4 Possesses knowledge of governmental accounting/budget procedures
- 4 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 4 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 4 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

4 Expenditures are made within budget limitations according to established policy

COMMENTS:

3. PERSONAL SKILLS/COMMUNICATIONS

4 Willing to commit time necessary to complete required tasks

5 Demonstrates high concern for ethical behavior

3 Skillful in verbal communication

5 Skillful in written communication

4 Informs the Commission of current issues and administrative developments

5 Encourages a positive attitude regarding the Town

4 Receptive to constructive criticism and advice

4 Manages stress effectively

COMMENTS:

4. RELATIONS WITH THE TOWN COMMISSION

4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.

4 Carries out the directives of the Commission as a whole, rather than those of any one member

4 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy

4 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall

4 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

5. COMMUNITY RELATIONS

- 4 Effectively addresses and accommodates citizen complaints
- 5 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 5 Takes a "hands-on" approach when necessary
- 5 Maintains an effective working relationship with other local governments
- 4 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 5 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

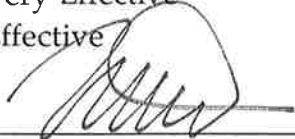
Once again the evaluation of our Town Manager is a stellar report. We are fortunate to have Mr. Diagostino as our manager. The 4's that I have given only indicate that we can all do better and are not perfect in what we do. The manager's leadership skills and management skills regarding staff are exceptional and certainly outstanding.

ADDITIONAL SUMMARY COMMENTS:

The one 3 on the performance evaluation reflects a hope, not a deep concern, that our manager will be more patient with persons who may be critical of staff, while being more succinct in explaining issues through verbal communication. Thank you John, for what you do for lake Park. Overall 4.5.

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective



EVALUATOR'S SIGNATURE

4-15-2019

DATE



RECEIVED
Human Resources Department

APR 22 2019

TOWN OF LAKE PARK

Town of Lake Park
ANNUAL PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Commissioner Flaherty

Evaluator's Name

EVALUATION PERIOD

5/01/2018 to 5/01/2019

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
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1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 5 Maintains open and informative communications with the Town Commission
- 5 Knowledgeable of current developments affecting the local government management field.
- 5 Effectively implements and enforces Town policies and procedures
- 5 Demonstrates a capacity for innovation and creativity
- Anticipates problems and develops effective approaches for solving them.
- 5 Maintains a work atmosphere conducive to productivity and efficiency
- 5 Takes responsibility for staff actions.
- Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- 5 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 3 Effectively recruits professional staff

COMMENTS:

Blanks are to represent Not Applicable. I do not attend the staff meetings or deal with Communications between staff and the Town Manager for day to day directives and on goings.

2. FISCAL MANAGEMENT

- 5 Possesses knowledge of governmental accounting/budget procedures
- 5 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 5 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 5 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 3 Expenditures are made within budget limitations according to established policy

COMMENTS:

John does a great Job at keeping the commission informed of expenses and upcoming expected expenditures.

3. PERSONAL SKILLS/COMMUNICATIONS

- 3 Willing to commit time necessary to complete required tasks
- 5 Demonstrates high concern for ethical behavior
- 5 Skillful in verbal communication
- 5 Skillful in written communication
- 5 Informs the Commission of current issues and administrative developments
- 5 Encourages a positive attitude regarding the Town
- 5+ Receptive to constructive criticism and advice
- 3 Manages stress effectively

COMMENTS:

John does an excellent job when it comes to communications towards Town issues.

4. RELATIONS WITH THE TOWN COMMISSION

- 5 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- 5 Carries out the directives of the Commission as a whole, rather than those of any one member
- 5 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- 5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- 5 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

John keeps a positive and upbeat relationship with all the Commission regardless of any situations.

5. COMMUNITY RELATIONS

- 4 Effectively addresses and accommodates citizen complaints
- 4 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 4 Takes a "hands-on" approach when necessary
- 4 Maintains an effective working relationship with other local governments
- 5 Takes a diplomatic approach to problem solving
- 5 Projects a positive image on behalf of the Town of Lake Park
- 4 Provides management support to Town Boards
- 3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

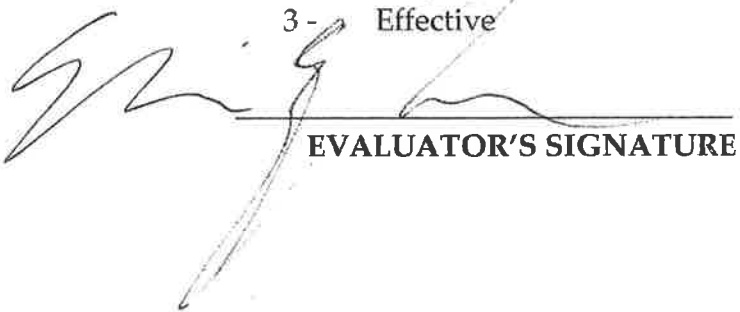
John always has an open ear for any community member of our Town.

ADDITIONAL SUMMARY COMMENTS:

Overall rating 5++ We are fortunate to have John D. as our Town Manager. I enjoy working with him greatly.

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective



EVALUATOR'S SIGNATURE

4/18/19

DATE

TOWN MANAGER

JOB CODE: 100
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Town Commission, serve as the Chief Administrative Officer of the Town by directing and supervising the administration of all departments, and by implementing policy established by the Town Commission. Work is reviewed through periodic evaluations by the Town Commission. Performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter, State law or applicable Ordinances. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Appoints, hires, disciplines and removes all employees and department heads of the Town in accordance with the Town established employee policies and procedures.
2. Provides staffing for the appointed boards, committees, and agencies of the Town, as necessary or directed by the Town Commission.
3. Prepares and submits to the Town Commission a monthly report. Also, directs all department heads to file monthly reports with the Office of Town Manager, which shall collect and forward these reports to the Town Commission without correction or modification.
4. Prepares, with the assistance of the Finance Director an annual budget and presents the same to the Town Commission with a message describing the important features, and is responsible for the administration of such budget after adoption.
5. Prepares and submits to the Town Commission at the end of each fiscal year a complete report on the preceding year's finances and administrative activities, which report shall include an annual audit for the preceding fiscal year prepared by an independent auditor retained by the Town Commission.
6. Keeps the Town Commission advised of the financial condition and future needs of the Town, and make such recommendations as may be desirable on a timely basis. The Town Manager is encouraged to actively seek out potential grant monies that may be available to support Town projects.

*Approved on
6/20/12 jmm
to Resolution 14-06-12.*

7. Recommends to the Town Commission a standard schedule of pay for all Town positions, including minimum and maximum rates of pay.
8. Organizes, reorganizes, consolidates, combines or abolishes positions, offices, department divisions or departments of the Town only with the approval of the Town Commission.
9. Recommends in consultation with the Town Attorney appropriate action with respect to negotiation, approval and/or rejection of labor agreements with public employee organizations acting on policy directives provided by the Commission in proper sessions.
10. Recommends to the Town Commission the adoption of such Ordinances and policies as may be necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.
11. Attends meetings of the Town Commission, Town committees and boards, and other Town meetings, as the Town Manager deems necessary, or as directed by the Town Commission. At such meetings, the Town Manager shall have the right to take part in the discussion, but without a vote.
12. Serves as purchasing agent for the Town, responsible for overseeing the purchase of equipment and supplies pursuant to Town policy.
13. Provides staff support services for the Mayor and Commission members which shall be limited to those necessary in support of Town activities.
14. In consultation with the Town Attorney, enforces the Town's laws and Ordinances.
15. Investigates the affairs of the Town, or complaints regarding any department or division; investigates all complaints in relation to matters concerning administration; investigates complaints regarding service maintained by public utilities; and, sees that all terms and conditions imposed in favor of the Town in any franchise, contract or agreement are faithfully observed.
16. Devotes all working time to the discharge of official duties.

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university and at least five (5) years of experience as a full-time employee in Public Administration at the administrative level. Must possess a valid Florida driver's license.

B. Knowledge, Skills and Abilities:

- Knowledge of the organization, functions of a municipal government
- Knowledge of budgetary development, administration and control
- Knowledge of local Codes, Ordinances and regulations
- Ability to plan and coordinate complex administrative activities
- Ability to formulate plans, budgets and related policy papers, synthesizing information from a variety of sources
- Ability to delegate authority and responsibility appropriately
- Ability to communicate effectively both orally and in writing
- Ability to follow complex oral and written instructions
- Ability to work effectively with the Town Commission, the general public and Town staff

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

ENVIRONMENTAL REQUIRMENTS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide

occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.



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Human Resources Department

APR 24 2019

TOWN OF LAKE PARK

Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM TOWN MANAGER JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

Kimberly Glas-Castro
Evaluator's Name

EVALUATION PERIOD

5/01/2018 to 5/01/2019

EVALUATION SCALE

- | | | |
|---|----------------------|---------------------------------------------------------------------------------|
| 5 | Outstanding | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective | Regularly meets and frequently exceeds standards of work performance. |
| 3 | Effective | Regularly meets standards of work performance. |
| 2 | Marginally Effective | Often fails to meet standards of work performance. |
| 1 | Ineffective | Clearly and consistently fails to meet standards of work performance. |

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- 3 Maintains open and informative communications with the Town Commission
- 4 Knowledgeable of current developments affecting the local government management field.
- 3 Effectively implements and enforces Town policies and procedures
- 4 Demonstrates a capacity for innovation and creativity
- 3 Anticipates problems and develops effective approaches for solving them.
- 3 Maintains a work atmosphere conducive to productivity and efficiency
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- 3 Properly controls the Town's operational and functional activities and motivates others to maximum performance
- 3 Effectively recruits professional staff

COMMENTS:

2. FISCAL MANAGEMENT

- 3 Possesses knowledge of governmental accounting/budget procedures
- 4 Prepares a balanced budget to provide services at a level directed by the Town Commission
- 3 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- 3 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- 3 Expenditures are made within budget limitations according to established policy

COMMENTS:

Fiscal restraints require prioritization, which John does effectively.

3. PERSONAL SKILLS/COMMUNICATIONS

- 3 Willing to commit time necessary to complete required tasks
3 Demonstrates high concern for ethical behavior
4 Skillful in verbal communication
4 Skillful in written communication
3 Informs the Commission of current issues and administrative developments
4 Encourages a positive attitude regarding the Town
3 Receptive to constructive criticism and advice
3 Manages stress effectively

COMMENTS:

A criticism would be too much reliance on email to serve as a means of communication — it does not provide a format for dialogue and exchange among the Commission.

4. RELATIONS WITH THE TOWN COMMISSION

- 4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
3 Carries out the directives of the Commission as a whole, rather than those of any one member
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3 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
3 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

A criticism would be lack of transparency — if Town Commission input is desired, a specific agenda item is needed with opportunity for discussion, and not just an ad hoc item under Town Manager's comments at the end of the meeting

5. COMMUNITY RELATIONS

- 3 Effectively addresses and accommodates citizen complaints
- 4 Shows a sensitivity to and appreciation of diversity of the Town's population
- 4 Responsive to issues of both commercial and residential populations
- 4 Takes a "hands-on" approach when necessary
- 4 Maintains an effective working relationship with other local governments
- 3 Takes a diplomatic approach to problem solving
- 4 Projects a positive image on behalf of the Town of Lake Park
- 3 Provides management support to Town Boards
- 3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

John is an excellent promoter and marketer for the Town — this is what is needed from our Town Manager at this time

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

- 5 - Outstanding
- 4 - Very Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective

K. J. [Signature]
EVALUATOR'S SIGNATURE

4-19-19
DATE