



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, July 3, 2019,
Immediately Following the
Special Call CRA Board Meeting,
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
<hr style="border-top: 1px dashed black;"/>		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, MMC	—	Town Clerk

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

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

1. Senator Bobby Powell Presentation Regarding Legislative Session

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. June 19, 2019 Commission Street Lighting Workshop Minutes. Tab 2

3. Resolution No. 51-07-19 Authorizing and Directing the Mayor of Execute the First Amendment to the Town's Contract with Mathews Consulting for the Lake Shore Drive Drainage Design Project. Tab 3

F. **PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:**

4. Ordinance No. 04-2019 Creating Town Code Section 78-70(n)(20), Providing for Authorization to the Community Development Director to Approve up to a Twenty Percent Deviation from the Height of a Building to Facilitate Better Architecture and Appearances of Building in the Park Avenue Downtown District Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

H. **OLD BUSINESS:**

5. Evaluation Proposal in Response to Request for Proposal 103-2019 Security Service Contract (Unarmed) for the Lake Park Harbor Marina. Tab 5

I. **NEW BUSINESS:**

6. Authorizing the Town Manager to Execute a Letter of Engagement with Nowlen, Holt & Miner, P.A. for External Auditing Services Tab 6

7. A Request from the Event Organizers of the 3rd Annual Family Health & Safety Expo Proposed for Saturday, October 5, 2019 to allow the Town to be an Event Co-Sponsor and Waive the Event Fees. Tab 7

8. Authorizing the Town Manager to Execute the Order Form with Pitney Bowes for A New Postage Meter. Tab 8

9. Resolution No. 52-07-19 Creating a Centennial Committee for the 100th Year of the Town of Lake Park. Tab 9

J. 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.

K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

L. REQUEST FOR FUTURE AGENDA ITEMS:

M. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, July 17, 2019

**Special
Presentations
/Reports**

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 1*

Agenda Title: Senator Bobby Powell Legislative Priority 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:** *6-24-19*

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments:
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: Senator Powell's Office requested time on the Commission agenda to report on the progress of the Latest Legislative Session in Tallahassee. The Town had several requests for funding. Senator Powell will touch upon the status of the funded requests.

Recommended Motion: No Motion is necessary

Consent Agenda

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 2*

Agenda Title: June 19, 2019 Commission Street Lighting Workshop Minutes.

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

Approved by Town Manager *[Signature]* Date: *6-28-19*
Shaquita Edwards, Deputy Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct.: <input type="checkbox"/> Finance _____	Attachments: - Minutes - Exhibit "A"
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 <u><i>S.E.</i></u> Please initial one.

Recommended Motion: To approve the June 19, 2019 Commission Street Lighting Workshop Minutes.



**Minutes
Town of Lake Park, Florida
Commission
Street Lighting Workshop
Wednesday, June 19, 2019, 6:00 PM
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Commission Street Lighting Workshop on Wednesday, June 19, 2019 at 6:00 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor O'Rourke led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS:

Town Manager D'Agostino announced that the purpose of the Workshop was to review proposed improvements to the Town's current streetlight system. He provided a brief summary of the associated costs, process, infrastructure, and proposed locations (see Exhibit "A"). He reviewed Attachments 1 and 2 within Exhibit "A".

Vice-Mayor Glas-Castro questioned if Town Residents or Palm Beach County Sheriff's Office (PBSO) requested the proposed improvements on 2nd Court. Public Works Director Scherle explained that the proposed improvements on 2nd Court was determined upon survey analysis. He explained that the two proposed locations would significantly enhance lighting in the area; he referred to page one of six.

Commissioner Michaud referred to proposed location number six and questioned if there were additional locations proposed along Date Palm Drive. Public Works Director Scherle explained that intersections were primary focus of the survey; he explained that Date Palm Drive could be further reviewed. He explained that a photometric study would provide a data driven assessment of light levels. He explained that the mid-block areas along Date Palm Drive would be reviewed.

Commissioner Linden questioned if the Town considered Solar Powered Street Lighting. Public Works Director answered, "No." Commissioner Linden explained that the intersection of Date Palm Drive and 4th Street did not have a street light. He explained that the intersection was located behind Lake Park Elementary School, and that he was concerned for the safety of students towards the end of Daylight Savings Time. He explained that Solar Powered Lighting would possibly cost ten to twelve thousand per year. He explained that he conducted his own survey of the lighting in the Town, and noticed that vegetation and trees prohibited lighting in certain directions. He commented that he created a list of dark locations throughout Lake Park. He suggested the additional lighting on residential property; brief discussion ensued regarding fees and property owners. Public Works Director Scherle explained that the monthly reoccurring fees

included energy and maintenance costs totaled about fifty dollars per month. He explained the one time installation costs varied due to the proposed locations. In closing, Public Works Director Scherle explained that solar powered options would be investigated, and survey of the following locations of Date Palm Drive and 4th Street, Cypress Drive and U.S. Highway 1, Cypress Drive and 2nd Street, Australian Circle, Foresteria Drive and 6th Street. He explained that the Town would look into subsidies for private properties, and possibly retain a professional consultant to review alternative options. Commissioner Linden questioned if PBSO had suggestions for proposed locations. Captain Thomas Gendreau explained that PBSO District 10 did not have any suggested locations. He explained that via Community Watch Meetings residents were encouraged to light their properties. He explained that PBSO could conduct a full light study and provide a report to the Town. Commissioner Linden suggested that PBSO provide a public safety report as related to crime in areas of insufficient street lighting.

Mayor O'Rourke expressed concerns with street lighting at Date Palm Drive and 8th Street, and somewhat closer to Silver Beach Road. He suggested that additional lighting would be most appropriate in that area.

Commissioner Flaherty commented that he was in support of additional street lighting near Silver Beach Road and throughout the Town. He suggested additional lighting along 10th Street, south of Park Avenue near the Veterans of Foreign Wars Post 9610 (VFW).

Mayor O'Rourke questioned if the areas with License Plate Readers (LPR) required additional street lighting. Captain Gendreau answered, "No."

Commissioner Michaud questioned if Public Works Director Scherle had received feedback from residents. Public Works Director Scherle explained that the Town had not received feedback, and that another purpose of the Workshop was to solicit feedback and opinions. He explained that the Town had the capability to conduct a survey. Commissioner Michaud commented that he was in support of the Town conducting a survey. Town Manager D'Agostino explained the survey could be conducted via survey monkey.

Public Works Director Scherle explained that street lighting improvements analysis efforts were ongoing. He explained that Florida Power & Light Street Light Team were responsive to requests. Mayor O'Rourke asked Public Works Director Scherle to explain the difference in street lighting along Old Dixie Highway as compared to Watertower Road. Public Works Director Scherle referred to the pre-led retrofit map, and explained that Old Dixie Highway had 250 Light Wattage and the proposed improvements were consistent to keep the area well lit. He explained that Watertower Road had a mixture of 100 and 400 Light Wattage, and the proposed improvements were modified to the 115 Light Wattage. Mayor O'Rourke asked Public Works Director Scherle to explain street lighting along U.S. Highway 1. Public Works Director Scherle explained that Town owned street lights were not depicted in the map, and not included in the proposed LED retrofit. He explained that he would seek clarification regarding lighting along U.S. Highway 1.

Discussion ensued regarding an additional street lighting survey in the Town of Lake Park. Mayor O'Rourke commented that an area of Silver Beach Road was scheduled to be widened, he questioned if Palm Beach County would maintain street lighting in that particular area. Public Works Director Scherle explained that the aforementioned area was a Palm Beach County right-of-way.

The Commission thanked Public Works Director Scherle.

PUBLIC COMMENT:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino had no comments.

Commissioner Linden had no comments.

Commissioner Michaud had no comments.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

Mayor O'Rourke had no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Glas-Castro and seconded by Commissioner Michaud, and by unanimous vote, the meeting adjourned at 6:46 p.m.

Mayor Michael O'Rourke

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Shaquita Edwards, MPA, CMC

Town Seal

Approved on this _____ of _____, 2019



Exhibit "A"

Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: June 19, 2019

Agenda Item No. Tab 1

Agenda Title: Placement of Street Lights Throughout Town.

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

Approved by ^{ACTING} Town Manager *Bob McElhara* Date: 5/23/2019

Richard Scheele / Public Works Director

Originating Department: Public Works	Costs: N/A at this time Funding Source: n/a Acct. # n/a <input checked="" type="checkbox"/> Finance _____	Attachments: 1. Map of streetlights – PRE-LED retrofitting 2. Map of streetlights –POST-LED retrofitting, with currently proposed additional locations. 3. Proposed new lights (5 out of 9 new locations, received from FPL as of 5/23/19)
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>RS</i> Please initial one.

Summary Explanation/Background:

The Town's current streetlight system is illustrated by the attached FPL maps. Within the last year, the Town engaged FPL with a streetlight retrofit program, which updated the older High Pressure Sodium (HPS) lamps with newer LED lamps. The new LED lamps provide improved color for better visibility, and are also far more energy efficient. The new lights also require less maintenance, and the quality and brightness of the lights do not degrade as quickly as HPS lights. The attached PRE-

LED map indicates the lighting configuration *before* retrofit. While the retrofit program was under development, we noticed a wide discrepancy in wattage ratings between various areas of Town. As part of the retrofit program, we sought to bring equity across Town with the new LED lamps. The POST-LED map shows the current locations and wattages of lights across Town. The new wattages are more consistent and equal across the Town.

Also included in the attached POST-LED map are **nine locations which have been identified for installation of new lights** (see the "light green" circles for proposed locations). These locations were chosen because they are street intersections that have been identified as currently not having a streetlight. The primary focus of these additional proposed locations was to make sure all street intersections have streetlights. It did not, however, consider additional lights between intersections, such as mid-block locations.

These proposed additional nine locations are currently being developed by FPL in coordination with the Town. Five of the locations have been released to the Town for the establishment of utility easements. Staff is currently awaiting the four additional locations, which may also require utility easements for use by FPL. The next step in this process is to have surveys completed at each location to establish the legal boundaries of the needed easements, so that FPL can move forward with the installations.

COSTS:

The costs to add streetlights are not consistent because each location has unique characteristics that affect the cost. For example, some locations already may have a currently existing pole, and the installation of a new streetlight fixture is simple and easy (and therefore less costly to install). These locations carry a cost of approximately an additional \$50/month for new lights. Other locations require the installation of new poles, which carries additional cost. The costs to install these new poles are also not consistent, because there are various factors that determine those costs. The proximity of new locations to currently existing power lines, requirements for underground boring (under roadways, for example), easement requirements, and other factors (such as distance from other streetlights) all present costs that are site specific.

THE FPL PROCESS:

When the Town selects a new location for a streetlight, which requires the installation of a new pole, various measurements are taken and then this information is sent to the FPL project development team. The FPL team conduct site surveys, and determines the installation costs and needs for the new poles (such as easement requirements, underground or overhead power delivery, distance from existing power, etc.). Once the plans are developed, proposals are sent to the Town for review. These proposals typically include a one-time installation cost (which as aforementioned, can widely vary depending on individual site characteristics). In addition to the one-time installation cost, we are presented with proposed monthly fees which cover the power needed to energize the lights, along with fees associated with repair and maintenance costs. If easements are required, the Town then must conduct surveys to establish the legal boundaries of the easements. As an example, attachment 3 to this agenda item shows five of the nine new proposed locations. The purpose of this attachment is to illustrate how the Town coordinates with FPL on new installations.

POLES – WOOD VERSUS CONCRETE:

When installing new poles, we are able to choose between wood and concrete poles. Due to concerns over longevity, and also security and stability during hurricanes and other high-wind events, we have been specifying concrete poles. However, concrete poles are slightly more

expensive to install. Staff recommends that concrete poles be installed because they last longer and are less likely to be impacted by hurricanes.

LIGHT FIXTURE/WATTAGE SELECTION:

Depending on the proposed locations of new lights, the selection of wattage would be made to be consistent with the surrounding lights. For example, lights along Old Dixie Hwy would be made to be consistent with the XSP2 139 watt fixture, which is a brighter light, whereas lights in a residential area would be made to be consistent with the ATBM 115 watt light, which is slightly less glaring/bright. The fixtures themselves would be cobra-head-type fixtures, and any new locations would appear similar to the existing LED fixtures.

NEW/PROPOSED LOCATIONS:

Beyond the nine locations currently proposed and under development (and in process for installation), this workshop is intended to identify additional possible locations for new streetlights. If new locations are chosen, we will provide FPL with all required measurements and then we will receive the proposal for each light and proceed with any required surveys and then installation. These lights are recommended to be maintained by FPL, because the Town has very limited in-house capacity to repair lights (both from routine outages and storm-related outages). Repairs typically require bucket trucks and certified electricians to complete.

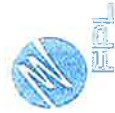
TOWN OWNED LIGHTS:

Not included in the attached maps are the locations of town-owned streetlights. These locations are very limited, and include the downtown area of Park Avenue (which include Town-owned decorative globe lights), and a string of lights on the west side of US1 from Palmetto Drive to Silverbeach Road. These lights are owned and maintained by the Town. It is recommended that future lights be owned and maintained by FPL, so that repairs and maintenance can be conducted more efficiently which is afforded by the consistency with the majority of the remainder of the Town's lights.



Wattage	
70	200
100	250
150	400

LAKE PARK inventory list Street Lights



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ATTACHMENT 1 - PRE-LED RETROFIT



LAKE_PARK_147224439 Street Lights

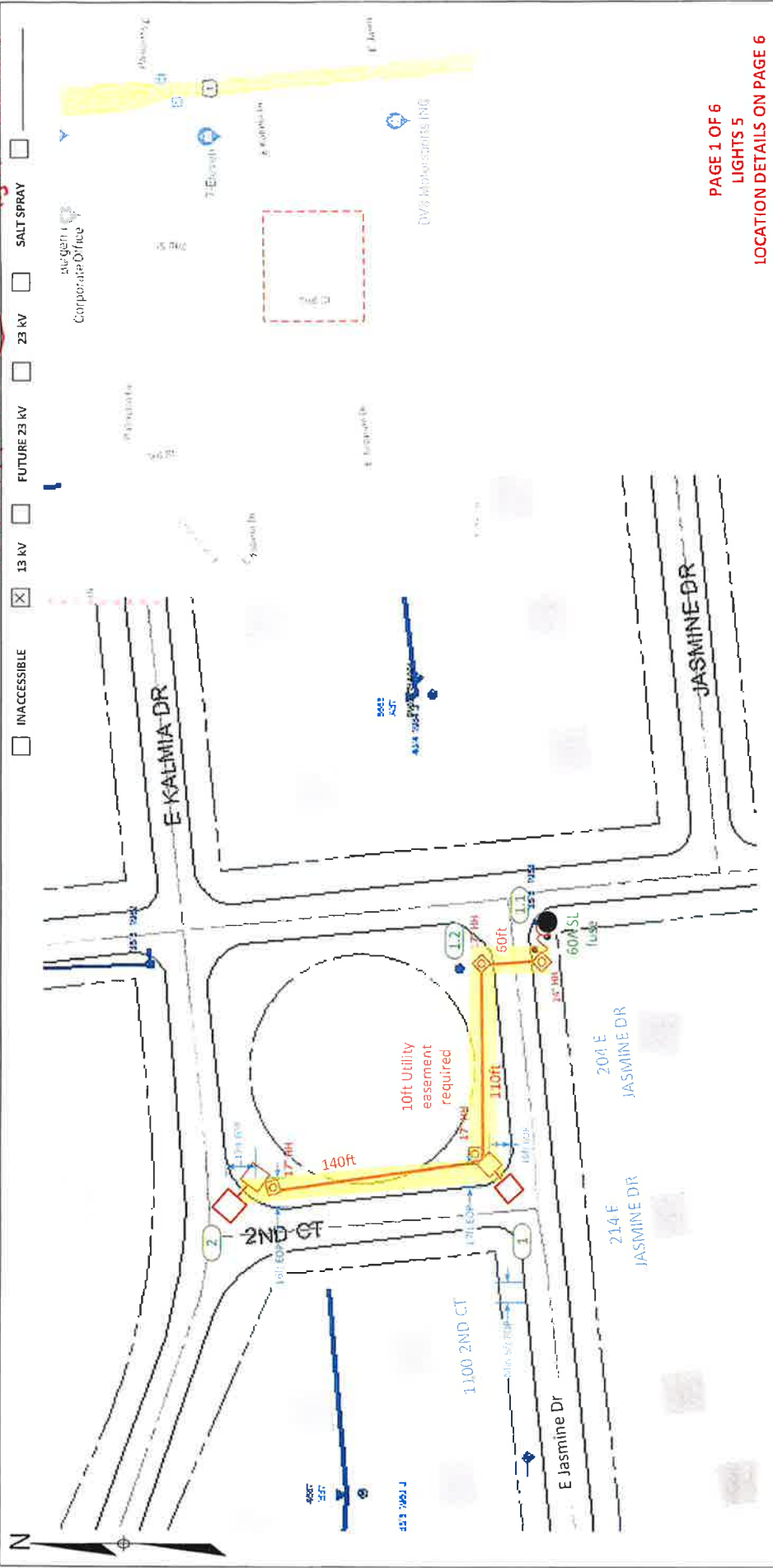
Copyright 2019 FPL. All rights reserved. No expressed or implied warranties. The materials contained herein may contain inaccuracies. The user is warned to utilize at his/her own risk and the user assumes risk of any and all loss. All boundaries are approximate.



currently additional proposed locations

ATTACHMENT 2 - POST-LED RETROFIT

ATTACHMENT (3) - currently proposed new light locations



INACCESSIBLE 13 KV FUTURE 23 KV 23 KV SALT SPRAY

ALL INFORMATION ON THIS DRAWING IS UNLESS OTHERWISE SPECIFIED TO BE THE PROPERTY OF THE DESIGNER. THE DESIGNER SHALL BE RESPONSIBLE FOR THE ACCURACY OF ALL INFORMATION.

PROJECT NAME		PROJECT NO.		DATE	
Lake Park New Lights		Install 5 New Lights		04/22/15	
V/O East Jasmine Drive and 2 nd Court, Lake Park		Designed by: Jorge H Cruz Gozaly		Date: 04/22/15	
Drawn by: JCG		Check by: [Blank]		Drawn No: 1 OF 6	
Rural Location SEC: 21		TWP: 42		S. RGE: 43	
SCALE: N.T.S.		S.U. MAP No. MAP#		Pri. Mbd No. 0M0458	
Map Posting? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		Printed by: M/A		XX	

Construction Notes:

Loc. 1 & 2: FPL contractor to install 35ft Standard Concrete Pole and AEL, ATBM 115 Watts, 4000K Fixture with 6ft Bracket. Connect to existing secondary service using directional bore from location #1.1 to cross the street and rapid trench for green areas. Install 24" HH at location 1.1 and 17" HH at locations #1, 2 & 1.2. Verify fixture is working correctly after installation. Check 120V to terminal blocks. Poles to be installed behind the sidewalk within an easement.

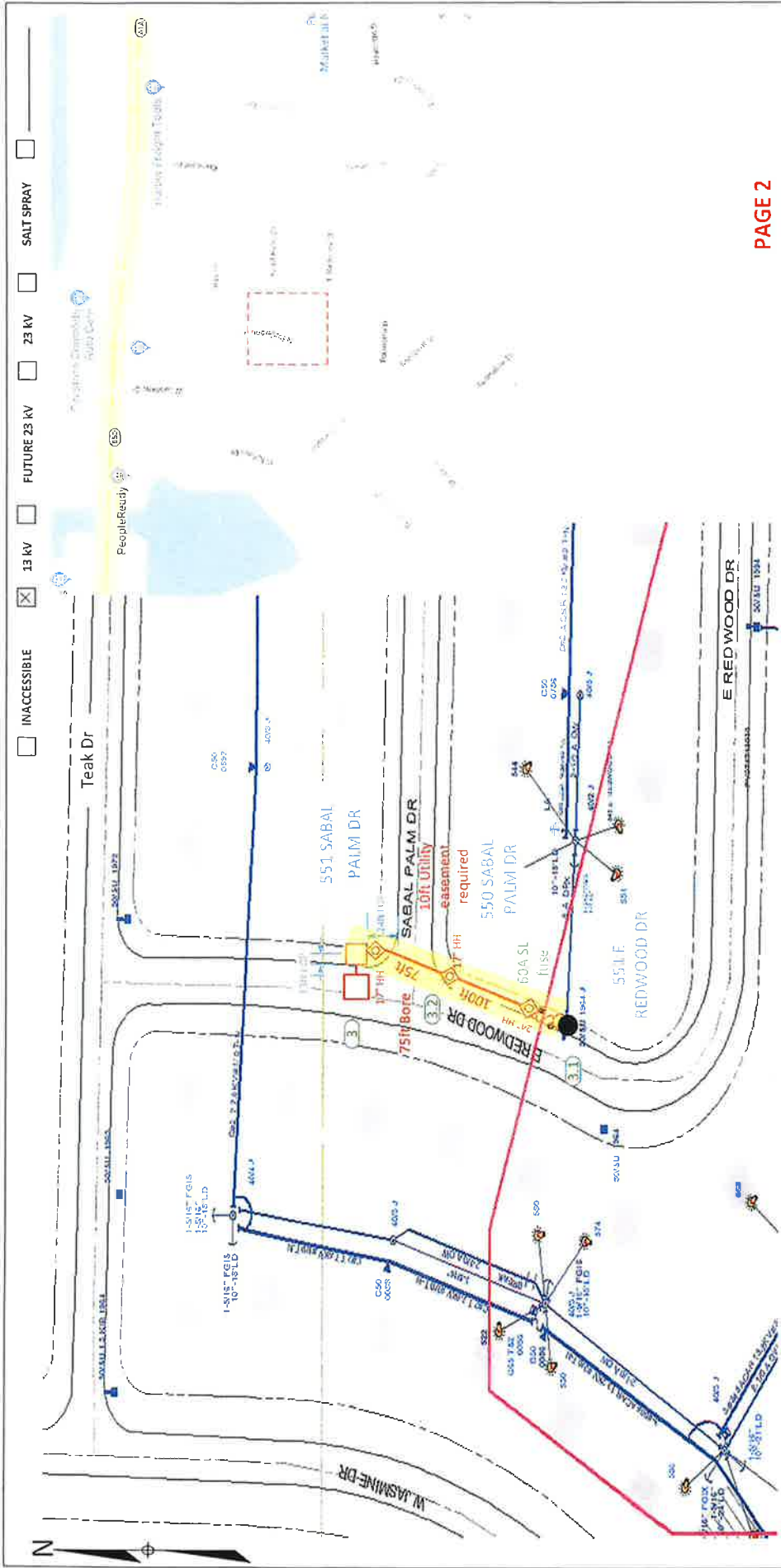
'CHECK VOLTAGE - CONVERT 480V to 120V or 240V

On 480V circuits, change the relay prior to installing the lights. Verify the source and amount of lights on that relay. Contact the FPL PL to assist with this process.

FPL crew to run #6 DPX cable to all locations shown in the drawing.

-All facilities to be installed within utility easement. Customer responsible for any restoration required.

Sales Rep: Franc Arvide

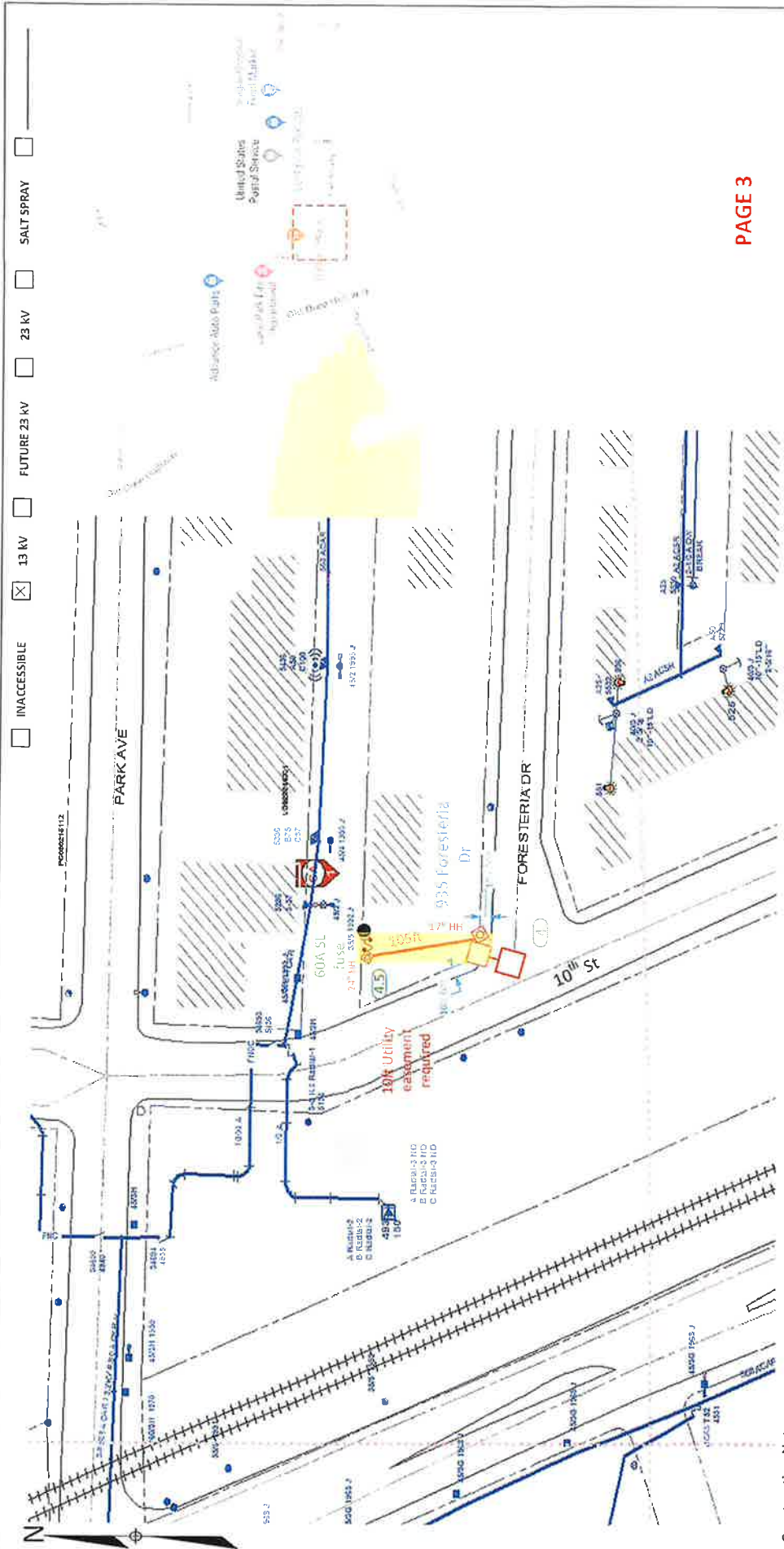


PAGE 2

Construction Notes:
 Loc. 3: FPL contractor to install 35ft Standard Concrete Pole and AEL, ATBM 115 Watts, 4000K Fixture with 6ft Bracket. Connect to existing secondary service from location #3.1 using directional bore to cross the street and install 24" HH for location #3.1 and 17"HH for locations #3 & 3.2. Verify fixture is working correctly after installation. Check 120V to terminal blocks. Poles to be installed behind the sidewalk within an easement.
 -CHECK VOLTAGE - CONVERT 480V to 120V or 240V
 On 480V circuits, change the relay prior to installing the lights. Verify the source and amount of lights on that relay. Contact the FPL PL to assist with this process.
 -All facilities to be installed within utility easement. Customer responsible for any restoration required.

Sales Rep: Franc Arbide

AS-BUILT DRAWING		DATE: 08/27/19		PROJECT NO. 19-0000000000000000		AS-BUILT COPY	
FPL		Lake Park New Lights Install 5 new Lights		V/O East Jasmine Drive and 2 nd Court, Lake Park		DATE: 08/27/19	
Designed By: JCG		Created By: JCG		Drawn By: JCG		DWG No. 2 OF 6	
Rural Location Sec: 21		TWP: 42		S. RGE: 43		E.	
SCALE: N.T.S.		MAP No. M/APP#		PH. MAP No. M/APP#		M/A	
WR: XXXXXXXX		N/A		N/A		XX	



Construction Notes:
 Loc. 4: FPL contractor to install 35ft Standard Concrete Pole and AEL, ATBM 115 Watts, 4000K Fixture with 6ft Bracket. Connect to existing secondary service from location #4.5 using directional bore to cross the parking lot and install 24" HH for location #4.5 and 17" HH for location #4. Verify fixture is working correctly after installation. Check 120V to terminal blocks. Poles to be installed behind the sidewalk within an easement.
 *CHECK VOLTAGE – CONVERT 480V to 120V or 240V
 On 480V circuits, change the relay prior to installing the lights. Verify the source and amount of lights on that relay. Contact the FPL PL to assist with this process.
 FPL crew to run #6 DPX cable to all locations shown in the drawing.
 -All facilities to be installed within utility easement. Customer responsible for any restoration required.

Sales Rep: **Franc Arblade**

INACCESSIBLE 13 KV FUTURE 23 KV 23 KV SALT SPRAY

PAGE 3

ALL UTILITIES SHOWN ARE THE PROPERTY OF THE UTILITY COMPANY. THE UTILITY COMPANY IS NOT RESPONSIBLE FOR THE ACCURACY OF THIS INFORMATION.		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	
AS-BUILT DRAWING POINT DRAWING NO. 10000000000000000000 DATE: 04/22/19		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	
CITY: FPL COUNTY: Polk DISTRICT: 1000 STATE: IA PROJECT NO.: 10000000000000000000		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	
DESIGNED BY: JCG DRAWN BY: JCG CHECK BY: JCG DATE: 04/22/19		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	
RURAL LOCATION SEC: 21 TWP: 42 S RGE: 43 E		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	
SCALE: N.T.S. MAP NO.: 10000000000000000000		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	
MAP POSTING: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> POSTED BY: M/A		PROJECT INFORMATION PROJECT NO. 10000000000000000000 DATE: 04/22/19	

- INACCESSIBLE
- 13 KV
- FUTURE 23 KV
- 23 KV
- SALT SPRAY

Light can't be installed at the proposed location. See pictures.



AS-BUILT CROW PRINT		AS-BUILT COPY	
Date: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designer/State: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes County: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes City: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes WMS: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Requested 14.05 Set Points: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Requested 14.05 Transfer: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Requested 14.05 Transfer: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Work with SD? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Special Inv? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Scale: <input type="checkbox"/> Road <input checked="" type="checkbox"/> Transmission File: <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Non-Standard	
PROJECT FEE: 0' POLE LINE FT ON TRANSM. POLES: 0' TRENCH FT.: 0' ADDITIONAL: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Rural Location: SEC 21 TWP 42 S. RGE 43 E. SCALE: N.T.S. SULL MAP No. MAP1 PRI MAP No. M0458 M/A: XX	

Lake Park New Lights
Install 5 new Lights
 V/O East Jasmine Drive and 2nd Court, Lake Park

Drawn By: JCG Check By: JCG
 Date: 04/27/19
 Dwg No. 4 DT 6

AS-BUILT COPY

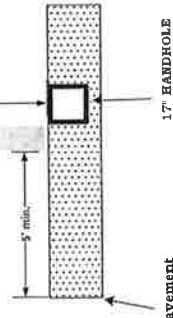
INACCESSIBLE 13 KV FUTURE 23 KV 23 KV SALT SPRAY

Bracket Size 6ft



AEL, ATBM
115W 4000K

35 Ft
Standard
Concrete
Pole



Loc	Address	Grid Number	Manufacturer	Watts	Style	Color	Fixture	Bracket Size	Date Installed
1			AEL	115	ATBM	4000	Gray	6ft	
2			AEL	115	ATBM	4000	Gray	6ft	
3			AEL	115	ATBM	4000	Gray	6ft	
4			AEL	115	ATBM	4000	Gray	6ft	
5			AEL	115	ATBM	4000	Gray	6ft	
6			AEL	115	ATBM	4000	Gray	6ft	

1. Locations of needed additional street lights:
- Location 1 – East Jasmine Drive and 2nd Court
 - Location 2 – East Kalmia Drive and 2nd Court
 - Location 3 – Sabal Palm Drive and North Redwood Drive
 - Location 4 – Foresteria Drive and 10th Street
 - Location 5 – 4th Street and Date Palm Drive (Light can't be installed on proposed location)
 - Location 6 – Date Palm Drive and 7th Court

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AS BUILT COPY

AS BUILT CREW PRINT

DATE: 04/22/19

PROJECT: Lake Park New Lights
Install 5 new Lights

DESIGNED BY: Jorge H Cruz Gotsy
DRAWN BY: JCG

CHECKED BY: JCG

RURAL LOCATION SEC: 21 TWP. 42 S. RGE. 43 E.

SCALE: N.T.S. SHEET MAP NO. MAP# PRI MAP NO. M0458

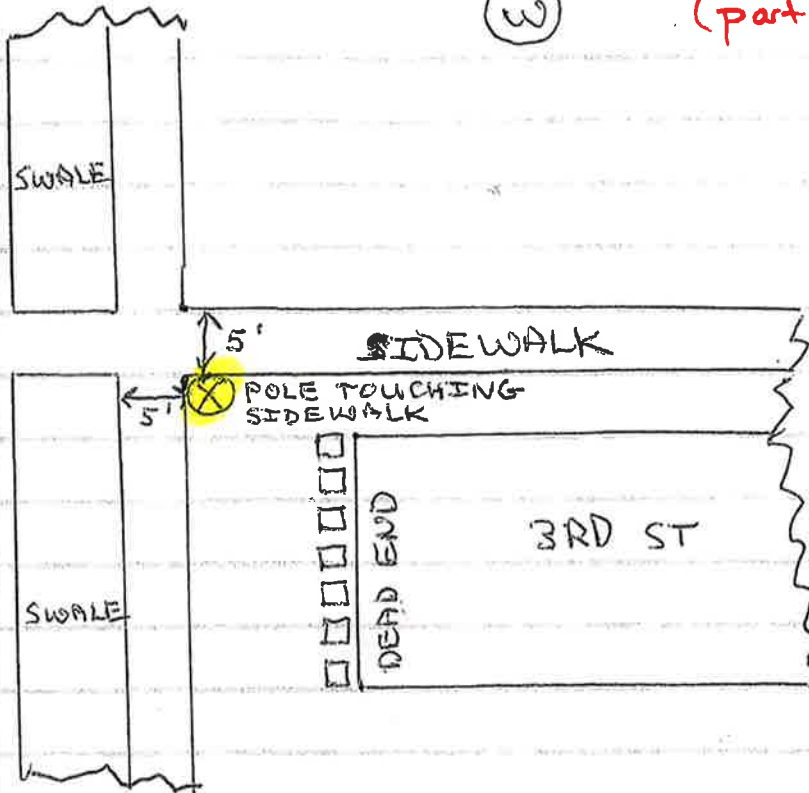
VS XXXXXXXX

M/A

XX

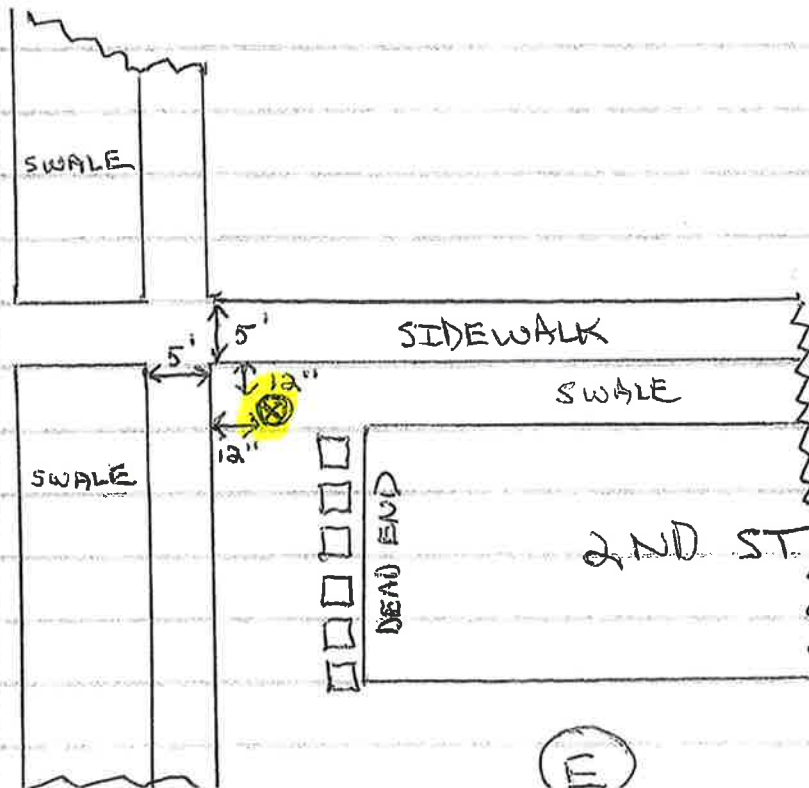
Additional locations -
awaiting FPL proposal
(part of Attachment 3)

(W)



POLE AT THIS
LOCATION
(NO LIGHT)

SILVER BCH RD.



NO POLE OR LIGHT
AT THIS LOCATION

(S)

(N)

SILVER BCH RD.

NO POLE AT THIS LOCATION

5'

12" 12"

SIDEWALK 5'

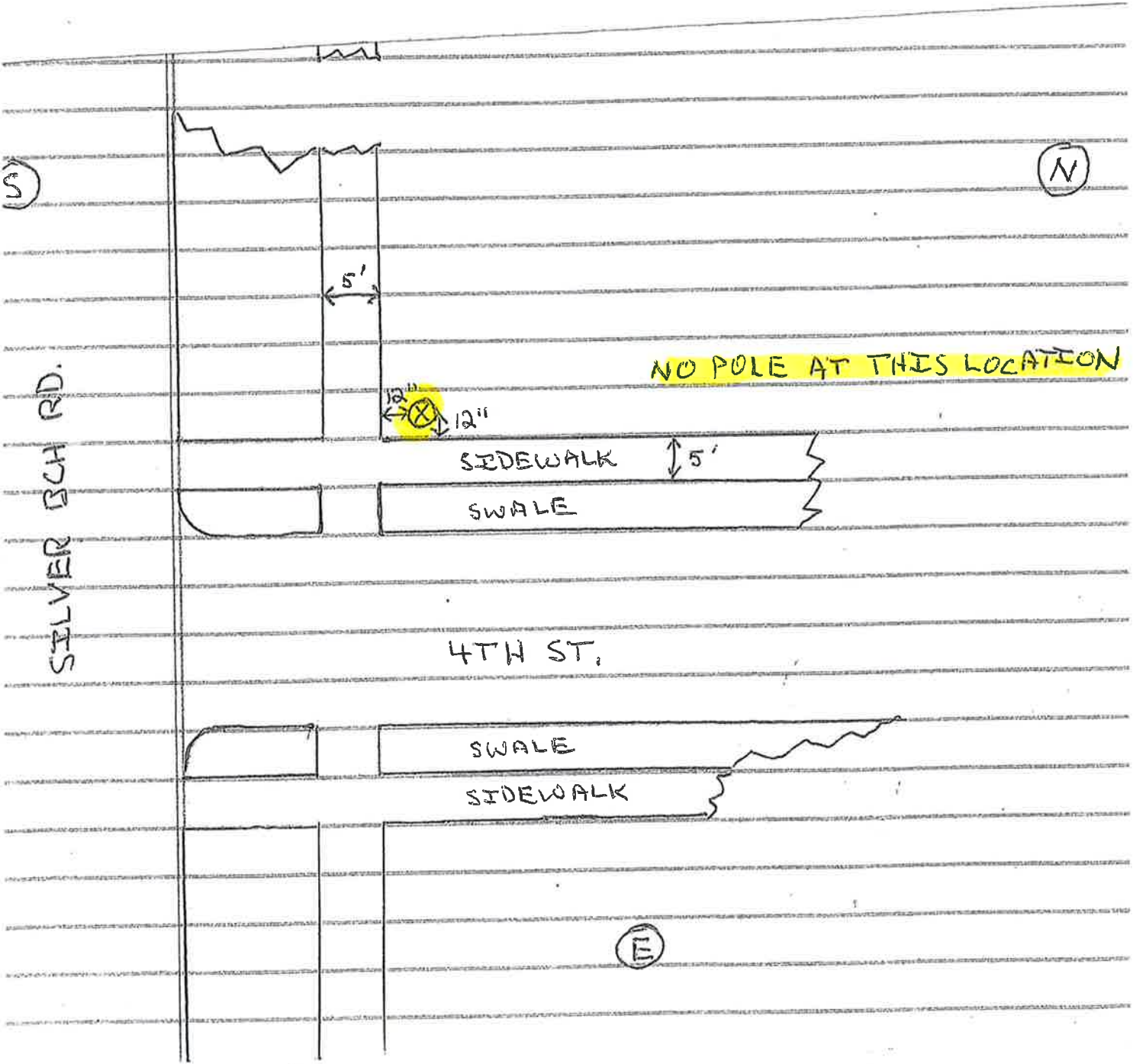
SWALE

4TH ST.

SWALE

SIDEWALK

(E)



Work Request No. _____
Sec. __, Twp __ S, Rge __ E
Parcel I.D. _____
(Maintained by County Appraiser)
Form 3722 (Stocked) Rev. 6/11

**EASEMENT
(BUSINESS)**
This Instrument Prepared By

Name: _____
Co. Name: _____
Address: _____

pg _____ of _____.

The undersigned, in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grant and give to Florida Power & Light Company, its licensees, agents, successors, and assigns ("FPL"), a non-exclusive easement forever for the construction, operation and maintenance of overhead and underground electric utility facilities (including wires, poles, guys, cables, conduits and appurtenant equipment) to be installed from time to time; with the right to reconstruct, improve, add to, enlarge, change the voltage, as well as, the size of and remove such facilities or any of them within an easement described as follows:

Reserved for Circuit Court

See Exhibit "A" ("Easement Area")

Together with the right to permit FPL to attach wires to any facilities hereunder and lay cable and conduit within the easement and to operate the same for FPL's communications purposes; the right of ingress and egress to the Easement Area at all times; the right to clear the land and keep it cleared of all trees, undergrowth and other obstructions within the Easement Area; to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the easement area which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; and further grants, to the fullest extent the undersigned has the power to grant, if at all, the rights hereinabove granted on the Easement Area heretofore described, over, along, under and across the roads, streets or highways adjoining or through said Easement Area.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on _____, 20__.

Signed, sealed and delivered in the presence of:

Entity name

(Witness' Signature)

By: _____

Print Name: _____
(Witness)

Print Name: _____

(Witness' Signature)

Print Address: _____

Print Name: _____
(Witness)

STATE OF _____ AND COUNTY OF _____. The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, the _____ of _____ a _____, who is personally known to me or has produced _____ as identification, and who did (did not) take an oath.
(Type of Identification)

My Commission Expires:

Notary Public, Signature

Print Name _____

PAYMENT COUPON

/411500640035680001141918001874950000261994

Your payment may be eligible to be paid online. Visit www.fpl.com/construction to learn more. You can also mail a check payable to FPL in USD to the FPL address listed below right. Please mail the top portion of the coupon with your check.

Cust. No.: 6800011419 Bill No.: 1800187495	
Payment Due Upon Receipt	Amount Due This Bill \$ 2,619.94
Reference# D00008815992	

TOWN OF LAKE PARK-FPL DIST
535 PARK AVE.
LAKE PARK FL 33403

FPL
General Mail Facility
Miami FL 33188-0001

Please retain this portion for your records.

Florida Power & Light Company
Federal Tax Id.#: 59-0247775
Customer Name and Address

Customer Number: 6800011419

Reference Number: D00008815992

TOWN OF LAKE PARK-FPL DIST
535 PARK AVE.
LAKE PARK FL 33403

Bill Number: 1800187495

Bill Date: 05/09/2019

CURRENT CHARGES AND CREDITS

Customer No: 6800011419 Bill No: 1800187495

Description	Amount
FPLES LGHT/O E JASMINE DR Reference# D00008815992	2,619.94
For Inquiries Contact: Cruz Gotay, Jorge (305) 552-3325	Total Amount Due \$2,619.94 Payment Due Upon Receipt

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 3*

Agenda Title: Resolution Authorizing and Directing the Mayor to Execute the First Amendment to the Town's Contract with Mathews Consulting for the Lake Shore Drive Drainage Design Project.

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

Approved by Town Manager *[Signature]* Date: 6-26-19

R/Scherle
Richard Scherle / Public Works Director

Originating Department: Public Works	Costs: \$22,921 Funding Source: Improvements – Drainage – REIMBURSABLE by State Appropriation Acct. #402-63010 <input type="checkbox"/> Finance _____ <i>Clarwin</i>	List of Exhibits: 1. Resolution <u>51-07-19</u> with Agreement
Advertised: Date: <u>n/a</u> Paper: <u>n/a</u> <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 <input checked="" type="checkbox"/> Please initial one.

Summary Explanation/Background:

In September of 2018, the Town entered into an agreement with Mathews Consulting to provide professional engineering and design services associated with the Lake Shore Drive Drainage project. The value of the contract was \$283,780.00. These services are being funded by a \$600,000 grant from the Florida Department of Environmental Protection. The design work has proceeded on schedule, and several public workshops have been held to discuss the plans.

This agenda item seeks approval to accept Amendment 1 to this agreement. This amendment reflects a price increase in the amount of \$22,921 to cover needed additional services associated with a higher number of “soft digs” than previously estimated, an additional tree survey, and additional landscaping details associated with the proposed bio-swale. The increase in the number of needed soft digs is primarily due to the presence of unforeseen field conditions – specifically, previously unknown underground utilities adjacent to several condos along Lake Shore Drive. Due to the age of these buildings, there are underground utilities which are currently present onsite, but which were not reflected in any official records. Soft digs are used to properly identify currently existing underground infrastructure which must be incorporated into the final plans. The original contract included 15 soft digs, and the engineer of record has called for an additional 10 soft digs, to bring the total number to 25. The information gathered from these digs will inform the engineers of existing underground utilities which have created conflict with the proposed design, and will be used to facilitate design adjustments as needed. Also, because the proposed bio-swale is now expected to be located closer to Lake Shore Drive (this adjustment was a change that precipitated from feedback received from the Town’s public workshops), a new tree survey is needed to account for trees located adjacent to 801 Lake Shore Drive. The proposed Amendment 1 also covers several labor hours associated with additional work on the Town’s HMGP grant application, which we are seeking to help fund the project. The additional fees associated with landscaping and irrigation are to cover a more complete bio-swale concept, which will increase the water treatment capacity of the detention area and contribute to cleaner outflows into the Lake Worth Lagoon.

The timeline for design completion has not changed, and we expect to be able to bid the project later this year in November or December. Also, this proposed Amendment has been accepted by the Florida Department of Environmental Protection, so the fees are still covered under the grant. The Town will not incur any additional costs associated with the execution of this Amendment. Staff recommends approval.

Recommended Motion: I move to adopt Resolution no. 51-07-19

RESOLUTION NO. 51-07-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE FIRST AMENDMENT TO THE TOWN'S AGREEMENT WITH MATHEWS CONSULTING INC. FOR PROFESSIONAL ENGINEERING SERVICES ASSOCIATED WITH THE REDESIGN OF THE LAKE SHORE DRIVE DRAINAGE SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons, pursuant to Florida Statutes; and

WHEREAS, in September of 2018, the Town Commission approved a \$283,780.00 contract with Mathews Consulting, Inc. to provide professional engineering services associated with the redesign of the Lake Shore Drive Drainage system (the "Work"); and

WHEREAS, as the Work has progressed, a need for additional professional services has arisen due to unforeseen underground utility conflicts, landscaping adjustments, and other work, which require design modifications to finalize the Work; and

WHEREAS, an amendment is needed to the agreement to cover the additional required services; and

WHEREAS, the cost of this first amendment is \$22,921.00; and

WHEREAS, as part of grant agreement number LP50208 between the Town and the State of Florida, the Town is required to complete the drainage system redesign and shall be reimbursed for its cost; and

WHEREAS, the State of Florida has agreed to approve the needed contract amendment; and

WHEREAS, Mathews Consulting, Inc. has provided professional services to the Town in a satisfactory manner and is qualified and able to provide the additional needed services.

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

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

Section 2. The Commission hereby authorizes Amendment 1 with Mathews Consulting, Inc. to provide Professional Engineering Services associated with the redesign of the Lake Shore Drive Drainage System. The Mayor is hereby authorized and directed to execute the Amendment between the Town and Mathews Consulting, Inc., which is attached hereto and incorporated herein as Exhibit "A".

Section 3. This Resolution shall become effective immediately upon execution.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
FOR
LAKE SHORE DRIVE DRAINAGE SYSTEM DESIGN**

This Professional Services Agreement (Agreement) is made by and between the **TOWN OF LAKE PARK**, with an address of 535 Park Avenue, Lake Park, Florida, 33403 (the "Town") and **BAXTER & WOODMAN, INC. d/b/a MATHEWS CONSULTING** (the "Consultant"), an Illinois corporation, with a principal address of 8678 Ridgefield Road, [Crystal Lake], IL 60012 and a local address of 477 S. Rosemary Ave., Ste. 330, West Palm Beach, FL 33401.

Some additional services have been provided and other additional services are still needed associated with the project design. These services include additional utility soft dig locations, Hurricane Mitigation Grant Program assistance, a tree survey and landscaping/irrigation design within the planned bioswale.

SECTION 1 - SCOPE OF ADDITIONAL SERVICES

The Town has selected the Consultant to perform engineering design, permitting, and bidding services for certain utility and roadway drainage improvements to Lake Shore Drive (the "Project").

The Project includes design services of a drainage system and other related improvements for Lake Shore Drive starting at the entrance of the Lake Park Marina and continuing north for 3,220 feet to Castlewood Drive. Lake Shore Drive is subject to frequent flooding and king tides that have risen above the road crown in some locations.

A Preliminary Design Report was completed by the Consultant which recommended street drainage infrastructure, a 50 cfs pump station and a dry detention area/bioswale located in Lake Shore Park that will discharge to the Lake Worth Lagoon through a new stormwater outfall.

The original scope of work for Engineering Services including the following primary tasks:

- Task 1 – Meetings and Coordination with SUA
- Task 2 – Data Collection
- Task 3 – Preliminary Design
- Task 4 – Design Services
- Task 5 – Permitting
- Task 6 – Public Outreach
- Task 7 – Bid Assistance

The Additional Services affect three tasks and related subtasks of the original scope as follows:

Task 2 - Data Collection

Subtask 2.1 Survey

The possibility of a detention area was considered in the original scope in regard to survey. However, the foot print of the detention area has shifted to create more storage and appease residents concerned about the location of the proposed pump station. The final configuration encroaches into an area of trees that need to be surveyed for the landscape architect's use in design.

Subtask 2.3 Field Verification (soft digs)

Based on coordination with existing utility companies, the estimate of 15 utility locations is insufficient due to the number of utility services to the condominiums. It is recommended that an additional 10 locations be added. Consultant shall furnish the services of a professional underground services company to provide underground field locations of affected existing utilities. The services shall consist of measuring and recording the approximate horizontal, vertical, width and depth data of affected utilities within the Project limits.

Task 4 - Design Services

Subtask 4.2 Design Drawings

Landscaping and irrigation design for the proposed bioswale was not included in the original scope because it was not known if that design option would be chosen. Construction drawings in that regard will be prepared for the 60 percent, 90 percent and 100 percent stages of the project design. The Consultant shall meet with the Town to discuss comments, and incorporate comments into final documents. The Consultant shall furnish two (2) hard copies of plans (and in PDF format) of the 60%, 90% and 100% design drawings, one (1) set of AutoCAD Version 2016 files in electronic format upon completion of the Project.

Subtask 4.3 Technical Specifications

The additional landscaping and irrigation design associated with the bioswale will be included in the Technical Specifications which shall be prepared by Consultant for bidding purposes for the proposed improvements within the Project area. The Consultant shall submit the specifications to the Town for its review at 60 percent, 90 percent and 100 percent stages.

Subtask 4.4 Construction Cost Opinion

The additional landscaping and irrigation design associated with the bioswale will be included in the Engineer's Opinion of Probable Construction Cost which shall be prepared by Consultant for the proposed improvements within the Project area. The Consultant shall submit the construction cost estimates to the Town for its review at 60 percent, 90 percent and 100 percent stages. The cost estimate format shall be consistent with Section 5 of the original agreement.

Task 5 - Permitting

Subtask 5.6 Hurricane Mitigation Grant Assistance

This new subtask includes assistance provided to the Town and the Town's consultant, WRMA, Inc., for the purpose of applying for a grant from FEMA. The services included property value research, property damage estimates for pre and post flood mitigation, setting up a BCA model and coordination with FDEM and WRMA.

SECTION 2 - COMPLETION SCHEDULE

2.1 Schedule

Some additional time will be needed to obtain the survey and soft dig information. Changes to the milestone and deliverable dates are listed below:

- Mid-October, 2018 – meeting with Seacoast Utility Authority (SUA) to review US1 corridor planning.
- Coordination with SUA as needed from Mid-October, 2018 through early March, 2019.
- October 1, 2018 – November 15, 2018 (45 days) – complete additional surveys.
- October 15, 2018 – November 30, 2018 (45 days) – utility coordination.
- October 15, 2018 – November 15, 2018 (30 days) – pavement cores.
- October 15, 2018 – November 15, 2018 (30 days) – additional soil borings.
- October 15, 2018 – November 15, 2018 (30 days) – soft digs.
- Mid-November, 2018 – public outreach meeting.
- Mid-January, 2020 – public outreach meeting.
- December 1, 2018 – February 11, 2019 (70 days) – Preliminary Design Report.
- February 11, 2019 – March 11, 2019 (21 days) – Town review.
- Mid-February, 2019 – public outreach meeting.
- End of February, 2019 – pre-application meetings with all permitting agencies.
- March 1, 2019 – May 1, 2019 (60 days) – 60% Design
- May 1 2019 – May 14, 2019 (14 days) – Town review of 60% Design.
- May 14, 2019 – ~~June 28, 2019 (45 days)~~ July 19, 2019– 90% Design.
- June 2019 (30 days) – seagrass study.
- ~~July 1, 2019 – July 14, 2019 (14 days)~~ July 19 – July 31, 2019– Town review of 90% Design.
- July 1, 2019 – September 30, 2019 (90 days) – permitting with all applicable agencies.
- ~~July 15, 2019 – August 5 (21 days)~~ August 1- August 22, 2019 – 100% Design.
- ~~August 5, 2019 – August 19, 2019 – (14 days)~~ August 22 – September 4, 2019 – Town review of 100% Design.
- October 1, 2019 – December 30, 2019 (90 days) – bidding assistance for construction contractor procurement.

IN WITNESS WHEREOF, the parties hereto have made and execute this Amendment as of the day and year last execute below.

ATTEST:

TOWN OF LAKE PARK

By: _____
Vivian Mendez, Town Clerk

By: _____
Michael O'Rourke, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Thomas J. Baird, Town Attorney

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this ____ day of _____ 2019 by Michael O'Rourke, Mayor of the Town of Lake Park, and who is personally known to me.

(NOTARY SEAL)

Notary Public, State of Florida

WITNESSES:

Baxter Woodman DBA Matthews Consulting.

By: _____

By: _____

Printed Name

Printed Name

By: _____

Printed Name

Ordinance on First Reading

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 4*

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE ON 1st READING – PUBLIC HEARING**
- NEW BUSINESS
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *6-27-19*

Nadia Di Tommaso / Community Development Director
Name/Title *[Initials]*

Originating Department: Community Development	Costs: \$ Legal Review Funding Source: Legal Acct: # #108 <input type="checkbox"/> Finance _____	Attachments: → Ordinance <i>04</i> -2019
Advertised: Date: <i>Advertised for P&Z meeting and will be advertised again prior to 2nd reading</i> 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 <u>ND</u> Please initial one.

Summary Explanation/Background:

This Ordinance is fairly simple. It is a staff initiated agenda item proposing the creation of a new Town Code Section for the Park Avenue Downtown District (PADD) as it relates to providing Staff with design flexibility in the PADD. The Town Code already provides for flexible land

development regulations (LDRs) however, these flexible LDRs are not applicable to the PADD. Given that our PADD is our downtown core, located within the Community Redevelopment Area and ultimately one of our prime redevelopment areas with several projects currently in the pipeline, it was brought to Staff's attention that flexibility should be facilitated at the staff level particularly as it relates to architectural design elements that must be incorporated within buildings of two stories or more, which is the desired building type for redevelopment in the PADD per the Town Code.

Flexibility in the PADD was also previously discussed by the Town Commission during several workshops held in 2018. While the entire Code Section governing the PADD is still being worked on so as to incorporate additional changes, Staff is prioritizing this amendment since there are several projects currently moving forward along Park Avenue and these amendments have proven to be warranted in order to provide flexibility in design. The additional reality is that construction drawings, which are typically prepared following site plan approval, sometimes encounter slight changes/deviations in design that require flexibility. Currently, this is the case for 754 Park Avenue, as they are having to redesign the elevator shaft, which now requires an additional 4+ feet above the height prescribed in the Town Code (which is currently set at 45 feet). These types of flexibilities are not unreasonable in relation to building compatibility and overall approved design intent, but rather provide for a more streamlined approach to development and redevelopment within the Town.

Planning & Zoning Board – The Board considered this item at their June 3, 2019 meeting and recommended approval (vote: 5-0). The Board did ask how 20% was selected in terms of flexibility and staff explained that the 20% is a percentage already referenced in the flexible land development LDRS of the Town Code (not applicable to the PADD) therefore, given the “flexibility” intent of this Ordinance, 20% is being proposed for consistency and given its reasonableness as it relates to overall building design.

The Ordinance proposes the following Code provision for Section 78-70(n):

(20) Building heights. The community development director is hereby authorized to review and administratively approve up to a 20 percent deviation in the height of a building to enhance certain architectural features that are required to accomplish improved building design. Examples of these architectural features include parapets, shielding mechanical equipment, cooling towers, elevator shafts, and other elements. The community development director may impose conditions or limitations as he/she deems necessary.

Recommended Motion: I MOVE TO APPROVE ORDINANCE NO. 04-2019 on first reading.

ORDINANCE NO. 04-2019

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has adopted a Land Development Code in Subpart B of Chapter 78 of the Town Code; and

WHEREAS, the Land Development Code within subpart B, Chapter 78 consists of several Chapters and identifies the Town's various zoning districts and the land development regulations to be applied within[these zoning districts; and

[**WHEREAS**, the Community Development Director has recommended an amendment to the Park Avenue Downtown District (PADD); and]

WHEREAS, the Community Development staff has recommended that the Town Commission create Town Code, Chapter 78, Article III, Section 78-70(n)(2) to provide the Community Development Director with certain administrative flexibility pertaining to building heights.

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

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

Section 2. Chapter 78, Article III, Section 78-7(n) of the Town Code is hereby amended to create subsection (20) to read as follows

(20) Building heights. The community development director is hereby authorized to review and administratively approve up to a 20 percent deviation in the height of a building to enhance certain architectural features that are required to accomplish improved building design. Examples of these architectural features include parapets, shielding mechanical equipment, cooling towers, elevator shafts, and other elements. The community development director may impose conditions or limitations as he/she deems necessary.

Section 3. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. **Repeal of Laws in Conflict.** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. **Codification.** The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or any other appropriate word.

Section 6. **Effective Date.** This Ordinance shall take effect immediately upon execution.

Old Business

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 3*

Agenda Title: Evaluation Proposal in Response to RFP No. 103-2019 – Security Service Contract (Unarmed) for the Lake Park Harbor Marina

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

Approved by ^{*ACTING*} Town Manager *Bambi Turner* Date: *6/24/2019*

Lowdes Cariseo, Finance Director *L Cariseo*

Name/Title

Originating Department: Town Manager (Grants Writer)	Costs: \$ Funding Source: 001 <input type="checkbox"/> Finance _____	Attachments: Attachment "A" minutes from Pre-Proposal Conference "B" minutes of the Evaluation Committee. "C" Committee Rating Sheets "D" Florida Department of State Corporations.
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: The evaluation committee met on May 24, 2019, to discuss and rank the proposals received on RFP 103-2019 for Marina Security Services. The evaluation committee consisted of Marina Dockmaster Bruce Butcher, Assistant Town Manager/Human Resources Director Bambi Turner, Public Works Director Richard Scherle, Grant Writer Merrell Angstreich and the Finance Director as a non-voting member and chair of the committee. A single proposal was received from United K-9 Special Patrol, Inc. After careful consideration the response lacked verifiable documentation, such as, financial information, licensing and certificates of

insurance. The Florida Department of State Corporations does not have a record of United K-9 Special Patrol, Inc. as a corporation. There is a United K-9 Security, Inc. listed in the Florida Department State website, but it is noted that this corporation was "administratively dissolved for annual report" on September 16, 2005 (please see attached). The Evaluation Committee recommends that the contract not be awarded to United K-9 Special Patrol, Inc.

Recommended Motion:

To not award the attached contract to United Special K-9 Patrol, Inc. and the Commission direct staff to re-advertise the request for proposals.



Minutes
Mandatory Pre-Proposal Conference
Town of Lake Park, Florida
Security Service Contract (Unarmed)
for the Lake Park Harbor Marina
Request for Proposal No. 103-2019
Thursday, May 2, 2019, 2:00 p.m.

Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-proposal conference for the Request for Proposal 103-2019 Security Service Contract (Unarmed) for the Lake Park Harbor Marina was conducted on Thursday, May 2, 2019 at 2:00 p.m. Present were Marina Dockmaster Bruce Butcher, Assistant Town Manager/Human Resources Director Bambi Turner, Town Manager John D'Agostino and Town Clerk Vivian Mendez.

Marina Dockmaster Butcher called the meeting to order at 2:00 p.m. explained the purpose of the mandatory pre-proposal conference (see Exhibit "A").

Assistant Town Manager/Human Resources Director Turner announced that the word "obligations" had been omitted at the end of subparagraph (1) on page 12 of 60 of the RFP document, and that this word should be inserted. Mr. Robert Wummer with United K-9 Special Patrol asked if the change to page 12 of 60 would be shared. Assistant Town Manager/Human Resources Director Turner explained that the Town Clerk would distribute the change to everyone.

Mr. Wummer asked if additional documentation specifically for the Supervisor should be included in the submittal. Assistant Town Manager/Human Resources Director Turner explained that the Town was looking for documentation regarding the Offeror (company) not just one particular individual. If the person has additional qualifications in addition to the documentation the company will provide, then it will be permissible. Mr. Wummer asked if it would be signed by the individual. Assistant Town Manager/Human Resources Director Turner explained that it could be signed by the individual, but emphasized that the documentation that would be submitted must document the expertise, certification, and experience of the company.

Assistant Town Manager/Human Resources Director Turner asked if there were any questions regarding the Town's requirement for the Offeror to submit documentation regarding the Certificate of Status from the Department of State. There were no questions.

Mr. Kepson Saint-Lot from American Guard Services asked if he could obtain a copy of the packet before he leaves. Assistant Town Manager/Human Resources Director Turner stated that a copy could be made available before he left. Mr. Saint-Lot asked if the details of the request for proposal were outlined in the packet. Assistant Town Manager/Human Resources Director Turner stated that all the information was outlined in the packet.

Town Clerk Mendez asked if the list of questions and answers that were sent to American Guard Services were received. Mr. Saint-Lot stated that he was not made aware.

Assistant Town Manager/Human Resources Director Turner explained that this pre-proposal conference would not be Offerors' only opportunity to ask questions about the RFP and that Offerors have an opportunity to submit questions to the Town Clerk no later than Monday, May 6, 2019 at 10:00 a.m.

The sign-in sheet of the meeting was included as Exhibit "B".

ADJOURNMENT:

With no other questions, comments or concerns addressed to staff, the mandatory pre-proposal conference adjourned at 2:24 p.m.

Vivian Mendez
Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town of Lake Park,
ou=Town Clerk,
email=vmendez@lakeparkflorida.gov, c=US
Date: 2019.05.03 14:36:26 -04'00'

Town Clerk Vivian Mendez



11 B 11

**Evaluation Committee Meeting Minutes
Request for Proposals Number 103-2019
Lake Park Harbor Marina
Security Services (Unarmed)**

Friday, May 24, 2019, 2:00 p.m.

Commission Chamber, Town Hall, 535 Park Avenue
Town of Lake Park, Florida

The Evaluation Committee Meeting for Request for Proposals No. 103-2019 Marina Security Services (Unarmed) was conducted on May 24, 2019, 2:00 p.m. Present were Dock Master Bruce Butcher, Grants Writer Merrell Angstreich, Finance Director Lourdes Cariseo Public Works Director Richard Scherle, Assistant Town Manager/Human Resources Bambi McKibbon-Turner, and Town Clerk Vivian Mendez.

Finance Director Cariseo called the meeting to order at 2:00 p.m. and introduced staff. She explained that each staff member would provide their evaluation of the submittal and provide their total score (see Exhibit "A").

Assistant Town Manager/Human Resources Director McKibbon-Turner reviewed her evaluation of the submittal; she awarded the submittal 73.3/100 points. She explained that the certificates of insurance and status were not included in the submittal.

Public Works Director Scherle reviewed his evaluation of the submittal; he awarded the submittal 32/100 points. He explained discrepancies regarding financial information, limited personnel, start/end dates, licensing, and business tax receipt.

Grants Writer Angstreich reviewed her evaluation of the submittal; she awarded the submittal 70/100 points. She explained that worker's compensation information was not included, and that the criteria for section one was inconclusive.

Dock Master Butcher reviewed his evaluation of the submittal; he awarded the submittal 81/100 points. He explained concerns with the worker's compensation rating, unclear civil litigation example, and verifiable documentation.

Assistant Town Manager/Human Resources Director McKibbon-Turner explained that the offeror's information was listed as United K-9 Special Patrol, Inc., per certifications. She explained that the offeror's financial information listed the company as United Special Patrol. She explained that the Florida Department of State Website did not have a record of United K-9 Special Patrol, and that United K-9 Security, Inc. was administratively dissolved. She expressed concerns regarding the offeror's ability to conduct business with the Town of Lake Park.

ADJOURNMENT:

There being no other business to come before the Evaluation Committee, the meeting adjourned at 2:18 p.m.

Deputy Town Clerk, Shaquita Edwards

Exhibit "C"

PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
REQUEST FOR PROPOSALS NO. 103-2019
FOR SECURITY SERVICE CONTRACT (UNARMED)
FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: United K-9 Special Patrol, Inc.
Address: 535 Royal Palm Beach Blvd.
City/State/Zip Code: Royal Palm Beach, FL 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	30 / No mod factor provided. Experience with similar project dates back to 2009 per the Experience sheets provided. Employee well trained based on all proposal. Good record of performance (e.g. RT 20 & 6050). Lack of documentation & discrepancy of data } not included
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	13.3 / as I have been able to obtain verification from 3 of the other previous project listed
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	20
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	10 → T B D (?) } This piece not included.
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	10
Total Points Awarded	73.3

Bob McKeator, Esq.
Name of Evaluator

5/24/2019
Date

PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK

EVALUATION CRITERIA FOR

REQUEST FOR PROPOSALS NO. 103-2019

FOR SECURITY SERVICE CONTRACT (UNARMED)

FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: United K-9 Special Patrol

Address: _____

City/State/Zip Code: Royal Palm Beach, FL 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	<p style="text-align: center;">10</p> <ul style="list-style-type: none"> - Financials didn't seem to make sense (i.e. income & profit cannot be the same - using non-GAAP procedures) - no workers MOD - limited visibility into personnel resources - spoke to equipment (points awarded)
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	<p style="text-align: center;">10</p> <p style="text-align: right;">PS-42 - discrepancies with start & end dates compared w/ references</p>
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	<p style="text-align: center;">5</p> <ul style="list-style-type: none"> - Legal case inconclusive - unable to be determined - points awarded based on longevity of referenced contracts
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> - points for apt. of ag certificate - no BTR? no proof of registration w/ Town
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	S civil litigation - no description provided
Total Points Awarded	87/100 *

Richard Schele
Name of Evaluator

5/24/19
Date

* would not recommend for award.

10 5/24/19

PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK
 EVALUATION CRITERIA FOR
 REQUEST FOR PROPOSALS NO. 103-2019
 FOR SECURITY SERVICE CONTRACT (UNARMED)
 FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: United Special Patrol, Inc. dba United K-9 Special Patrol
 Address: 535 Royal Palm Beach Boulevard
 City/State/Zip Code: Royal Palm Beach, FL 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	20 - *Workers' Compensation info not included. *Robert Wummer's experience ends in 2014 - same year as lawsuit - info re lawsuit not provided. lists his address as 110 Shore Drive, says "I live on site" but
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	20 - Renewals of contracts indicate satisfactory performance on similar projects company has a different address.
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	15 - See comments in Section 1.
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	10 - Proposal fully conforms to requirements
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	5 - Proposal is missing worker's compensation experience rating and docs

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	not provide requested details regarding civil litigation lawsuit
Total Points Awarded	70

Merrell Angstreich
Name of Evaluator

May 21, 2019
Date

PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK

EVALUATION CRITERIA FOR

REQUEST FOR PROPOSALS NO. 103-2019

FOR SECURITY SERVICE CONTRACT (UNARMED)

FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: UNITED K-9 SPECIAL PATROL, INC.

Address: 535 ROYAL PALM BEACH BLVD.

City/State/Zip Code: ROYAL PALM BEACH, FL. 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	<p>WORKERS' COMP RATING -4</p> <p>36</p>
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	<p>20</p>
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	<p>CIVIL LITIGATION EXAMPLE IS UNCLEAR. -10</p> <p>10</p>
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	<p>STATE OK, TOWN ??? -5</p> <p>5</p>
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	10
Total Points Awarded	81 TOTAL



Name of Evaluator
BRUCE BUTCHER

5-24-19

Date

5/24/19

PROPOSAL EVALUATION FORM

**TOWN OF LAKE PARK
 EVALUATION CRITERIA FOR
 REQUEST FOR PROPOSALS NO. 103-2019
 FOR SECURITY SERVICE CONTRACT (UNARMED)
 FOR THE LAKE PARK HARBOR MARINA**

Name of Offeror: United K-9 Security, Inc.
 Address: _____
 City/State/Zip Code: _____

Criteria	Points Awarded		
	Richard	Bambi	Bruce
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	10	30	36
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	10	13.3	20
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	5	20	10
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	2	0	5
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	5	10	10

Merrell
 20
 20
 15
 10
 5

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	Richard	Bambi	Bruce
Total Points Awarded			

Merrell

TOTAL POINTS 32 73.3 81 70

Lourdes Caireso
 Name of Evaluator: Chairperson

 Date

Lourdes Caireso
 Finance Director

UD 11



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Officer/Registered Agent Name

Florida Profit Corporation
UNITED K-9 SECURITY INC.

Filing Information

Document Number P96000038879
FEI/EIN Number 65-0679731
Date Filed 05/06/1996
State FL
Status INACTIVE
Last Event ADMIN DISSOLUTION FOR
 ANNUAL REPORT
Event Date Filed 09/16/2005
Event Effective Date NONE

Principal Address

1326 NORTH DIXIE HWY.
SUITE 4
LAKE WORTH, FL 33416

Changed: 06/12/2000

Mailing Address

1326 NORTH DIXIE HWY.
SUITE 4
LAKE WORTH, FL 33416

Changed: 06/12/2000

Registered Agent Name & Address

WUMMER, IVA P
2876 SHAWNEE ROAD
WEST PALM BEACH, FL 33406

Name Changed: 07/23/1997

Address Changed: 02/11/2002

Officer/Director Detail

Name & Address

Title PTD

WUMMER, IVA P

*Printed on
5/24/2019
BMT*

2876 SHAWNEE ROAD
WEST PALM BEACH, FL 33406

Annual Reports

Report Year	Filed Date
2002	02/11/2002
2003	02/07/2003
2004	05/03/2004

Document Images

05/03/2004 - ANNUAL REPORT	View image in PDF format
02/07/2003 - ANNUAL REPORT	View image in PDF format
02/11/2002 - ANNUAL REPORT	View image in PDF format
03/02/2000 - ANNUAL REPORT	View image in PDF format
03/25/1999 - ANNUAL REPORT	View image in PDF format
04/28/1998 - ANNUAL REPORT	View image in PDF format
07/23/1997 - ANNUAL REPORT	View image in PDF format
05/00/1998 - DOCUMENTS PRIOR TO 1997	View image in PDF format

United K-9 Special Patrol, Inc.

Proposal Deficiencies:

- There was no Certificate of Incorporation or Certificates of Status included in the proposal
- Three references were included in the proposal, but no letters of professional references were included
- The certificates of insurance were included along with the certificate of worker's compensation coverage, but the worker's compensation experience rating (mod factor) was not included
- The firm's three most recent financial statements were included but there was no cover letter from the compiling accounting firm – just a cover sheet. The notation of "No assurance is provided on these financial statements" is present at the bottom of each financial statement
- There is no record of United K-9 Special Patrol, Inc. as a corporation at the Florida Department of State website. There is a United K-9 Security, Inc. listed but it notes that this corporation was "administratively dissolved for annual report" on 9/16/2005. The financial statements list the name of "United Special Patrol" and there is record of this corporation at the Florida Department of State website as an active corporation. The Certificate of Insurance for general liability insurance lists the insured as "United Special Patrol, Inc." and the Certificate of Insurance for worker's compensation lists the insured as "United K-9 Special Patrol". The Florida Department of Agriculture and Consumer Services license lists "United Special Patrol, Inc." The cover letter lists "United Special Patrol, Inc." The legal name of the offeror on the Offer's Certification is "United K-9 Special Patrol, Inc." These inconsistencies need to be clarified.

New Business

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019 **Agenda Item No.** *Tab 6*

Agenda Title: Authorizing the Town Manager to Execute a Letter of Engagement with Nowlen, Holt & Miner, P.A.

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

Approved by Town Manager *[Signature]* **Date:** 6-26-19

Lourdes Cariseo, Finance Director
Name/Title *Lourdes Cariseo*

Originating Department: <p style="text-align: center;">FINANCE</p>	Costs: \$ 36,000 Funding Source: Budgeted Acct. # 001-51-513-150-33000 <input checked="" type="checkbox"/> Finance ____ LC <i>Ye</i>	Attachments: Exhibit A; Audit Committee Evaluation Ranking Summaries, Exhibit B: Engagement Letter from Nowlen, Holt & Miner, P.A.
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 _____ Please initial one.

Summary Explanation/Background:

On May 19, 2019, the Town issued a Request for Proposals (RFP) for External Auditing Services. By the June 11, 2019 deadline the Town received a total of six proposals from the following firms:

- Coler, Donten, Levine, Cohen, Porter & Veil, P.A.
- EFPP Group, CPA's PLLC
- Grau & Associates
- Keefe , McCullough & Co., LLP
- Marcum LLP
- Nowlen, Holt & Miner, P.A (NH&M)

Due to the voluminous nature of the proposals, they are not included in this agenda package as backup but are available in the Town Clerk's office for review.

The Auditor Selection Committee met on June 19, 2019 for the purpose of making a recommendation to the Commission and the Town Manager.

Based on the committee's review pursuant to the criteria outlined in the RFP and listed on the attached Evaluation Ranking Summaries, attached as Exhibit A, the committee ranked all of the proposers. As a result, the committee unanimously moved to recommended Nowlen, Holt & Miner to the Commission for the engagement of Auditing services.

According to their Engagement Letter, NH&M is proposing to provide the required services to the Town for \$36,300. The table below details the proposed fixed fee for each year:

Audit for the year ended:	Fixed Fee
September 30 2018	\$36,300
September 30 2019	\$36,300
September 30 2020	\$36,300

Based upon this information, the Evaluation Committee is recommending that the Town enter into an Engagement Letter with NH&M for the provision of external auditing services for the years ended September 30, 2018, 2019 and 2020 with options to renew for September 30, 2021 and 2022

Recommended Motion:

I move that we authorize the Town Manager to sign an Engagement Letter with Nowlen, Holt & Miner, P.A. for the provision of external auditing services for the years ended September 30, 2018, 2019 and 2020 with options to renew for September 30, 2021 and 2022.



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
FAX (561) 835-0628
WWW.NHMCPA.COM

EVERETT B. NOWLEN (1930-1984), CPA
EDWARD T. HOLT, CPA
WILLIAM B. MINER, RETIRED
ROBERT W. HENDRIX, JR., CPA
JANET R. BARICEVICH, RETIRED, CPA
TERRY L. MORTON, JR., CPA
N. RONALD BENNETT, CVA, ABV, CFF, CPA
ALEXIA G. VARGA, CFE, CPA
EDWARD T. HOLT, JR., PFS, CPA
BRIAN J. BRESCHIA, CFP®, CPA

MARK J. BYMASTER, CFE, CPA
RYAN M. SHORE, CFP®, CPA
WEI PAN, CPA
WILLIAM C. KISKER, CPA
RICHARD E. BOTTS, CPA

June 24, 2019

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

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

To the Honorable Mayor, Members of the Town Commission, and Town Manager:

We are pleased to confirm our understanding of the services we are to provide the Town of Lake Park, Florida for the year ended September 30, 2018, with an option for the years ended September 30, 2019 and 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lake Park, Florida as of and for the year ended September 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Lake Park, Florida's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lake Park, Florida's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Funding Progress – Retired Police Officers Pension
- 3) Schedule of Employer Contributions -and Investment Returns
- 4) Schedule of Total OPEB Liability
- 5) Budgetary Comparison Schedule – General Fund
- 6) Budgetary Comparison Schedule – CRA Fund
- 7) Budgetary Comparison Schedule – Debt Service Fund
- 8) Budgetary Comparison Schedule – Streets and Roads Fund
- 9) Budgetary Comparison Schedule – Insurance Fund
- 10) Notes to the Budgetary Comparison Schedule Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Lake Park, Florida's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining and Individual Fund Financial Statements and Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory and Statistical Sections

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Town of Lake Park, Florida and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Lake Park's financial statements. Our report will be addressed to Honorable Mayor and Members of the Town Commission of Town of Lake Park, Florida. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Town of Lake Park, Florida is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures--General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Lake Park's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the annual financial report to be filed with the Florida Department of Financial Services and the financial statements and related notes of Town of Lake Park in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to annual financial report to be filed with the Florida Department of Financial Services and the financial statements, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and

noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide one electronic and twenty copies of our reports to the Town of Lake Park, Florida; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nowlen, Holt & Miner, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nowlen, Holt & Miner, P.A.

personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal awarding agency, state awarding agency or pass through entity. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2019 and to issue our reports no later than September 30, 2019. Terry L. Morton, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be in accordance with the attached fee schedule. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Lake Park, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Nowlen, Holt & Miner, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lake Park, Florida.

John O. D'Agostino, Town Manager

Date: _____

Michael O'Rourke, Mayor

Date: _____



Fee Schedule

Total price for auditing services for the Town of Lake Park:

Year 1 (fiscal year ended 09/30/2018)	\$ 36,300
Year 2 – 2019, option year	\$ 36,300
Year 3 – 2020, option year	\$ 36,300

NOTE: The Price assumes that no significant audit adjustments will be necessary, no reportable conditions or non-compliance will be noted, and that neither a Federal nor State single audit will be required. If a Federal or State Single Audit is required the fee will be an additional \$4,500, per major program.

PRICING SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR NON-AUDIT ADDITIONAL SERVICES

Classification	Hourly Rates
Partner	\$185
Manager	\$160
Supervisor	\$140
Senior	\$125
Staff	\$110
Other (Para-professional)	\$ 65

Due to the voluminous nature of the proposals, they are not included in this agenda package as backup but are available in the Town Clerk's office for review.

The Auditor Selection Committee met on June 19, 2019 for the purpose of making a recommendation to the Commission and the Town Manager.

Based on the committee's review pursuant to the criteria outlined in the RFP and listed on the attached Evaluation Ranking Summaries, attached as Exhibit A, the committee ranked all of the proposers. As a result, the committee unanimously moved to recommended Nowlen, Holt & Miner to the Commission for the engagement of Auditing services.

According to their Engagement Letter, NH&M is proposing to provide the required services to the Town for \$36,300. The table below details the proposed fixed fee for each year:

Audit for the year ended:	Fixed Fee
September 30 2018	\$36,300
September 30 2019	\$36,300
September 30 2020	\$36,300

Based upon this information, the Evaluation Committee is recommending that the Town enter into an Engagement Letter with NH&M for the provision of external auditing services for the years ended September 30, 2018, 2019 and 2020 with options to renew for September 30, 2021 and 2022

Recommended Motion:

I move that we authorize the Town Manager to sign an Engagement Letter with Nowlen, Holt & Miner, P.A. for the provision of external auditing services for the years ended September 30, 2018, 2019 and 2020 with options to renew for September 30, 2021 and 2022.

Commissioner Spid on

6/19/19

CRITERIA

Proposer's list of Personnel to be Assigned 30%
 Proposers Experience in Governmental Accountin 30%
 Proposers Top 3 References 30%
 Audit Fee 10%

	C	E	O	K	M	N
Proposer's list of Personnel to be Assigned	29	20	29	20	29	30
Proposers Experience in Governmental Accountin	30	25	29	25	30	30
Proposers Top 3 References	29	20	28	20	28	29
Audit Fee	9	8	9	8	7	8
Total	97	73	95	73	94	97

Total
 C 286
 E 287
 O 284
 K 251
 M 276
 N 286

Evaluator
Joseph J. Bello

Date
 6/19/19

CRITERIA	C	E	G	F	M	N
Proposer's list of Personnel to be Assigned	30	25	29	26	29	29
Proposers Experience in Governmental Accounting	30	25	29	26	29	30
Proposers Top 3 References	29	25	28	27	29	28
Audit Fee	6	9	8	7	5	10
	95	94	94	86	92	97

PERCENTAGE

Proposer's list of Personnel to be Assigned 30%
 Proposers Experience in Governmental Accounting 30%
 Proposers Top 3 References 30%
 Audit Fee 10%

Evaluator
Daniella Russell

Date
6/19/19

CRITERIA	C	E	G	K	M	N
Proposer's list of Personnel to be Assigned	30	20	29	26	30	30
Proposers Experience in Governmental Accountin	30	25	30	30	38	26
Proposers Top 3 References	30	25	30	30	30	25
Audit Fee	4	10	6	6	2	10
	94	80	95	92	90	91

PERCENTAGE

30%
 30%
 30%
 10%

Joseph hobello

30	25	29	26	29	29	29
30	25	29	26	29	29	30
29	25	28	27	29	29	28
6	9	8	7	5	5	10
<u>95</u>	<u>84</u>	<u>94</u>	<u>86</u>	<u>92</u>	<u>92</u>	<u>97</u>

Town of Lake Park
Request for Auditing Services
for the FYE 9-30-18 with 2 year options
Scoring Tabulation - Ranking Sheet

Daniel Russell

Committee Member Name: Daniela Russell

MANDATORY
QUALIFICATIONS: Yes
or No
(See CRA Schedule)

- Critera #
- 1 Mandatory Elements - Yes or No
 - 2 Price - 10 points
 - 3 Experience of Personnel - 30 Points
 - 4 Firm's Experience on comparable engagements - 30 points

Firm	Mandatory Elements	#1	#2	#3	#4	Total	Notes
Coler, Danten, Levine, Cohen, Porter & Veil, P.A	YES	4	30	30	30	94	None mentioned separate audit of CRA Best job on proposal; second highest on price; overall my first choice, personnel seem very exper. Price was the highest. Juno Beach current client.
Grau & Associates	NO	6	29	30	30	95	Only missed Trade Secret Statement on Mandatory requirements; price was not flat for all three years; firm specializes in government accounting; reference said to be sure to set deadlines; people were great; limited expertise outside of governmental accounting
Keefe, McCullough & Co, LLP	YES	6	26	30	30	92	Hit all mandatory items, but missed one appendix - vendor form; fee was middle of road; office located out of county; did not elaborate on hours staff would spend nor did they indicate which staff would work on the job; Managers with firm for long time
Mercantile LLP	NO	2	28	30	30	90	Price was not flat and prices was the highest; 70% of work done by staff level - my biggest concern; lots of firm resources the Town probably doesn't need; reference said they were very pleased with their work with exception of a small issue with the final CAFR having some errors in it
EFFY Group, CPA's PLLC	NO	10	20	25	25	80	No real presence in State, one state client; low fee trying to get work; missing CPA license info on personnel; missing info on personnel's workload on hand to tell who would be on the audit and if they had experience
Nowlen, Holt & Mirer, P.A.	NO	10	24	26	30	90	lots of past experience with Town; proposal had most elements; concerns with staff assigned specifically Kisker due to personal experience at SUVA, leaves only 1 manager to do work several jobs with little staff at firm. Personal experience with technical capabilities is excellent. Timely reports and ability to catch small errors in CAFR is excellent

Other than price =
1 = Poor 30 = Excellent

Firm	Price Point	10 points total	0 2,000 difference - no change	2,000 - 4,000 difference -2 point
None	Start at Lowest Price Point Given	10		
None	106,800			
EFFY Group, CPA's PLLC	111,000	10		
Grau & Associates	124,500	6		
Keefe McCullough	126,000			
Coler, Danten, Levine, Cohen, Port	134,250	4		
Mercantile LLP	137,400	2		

Daniela Russell

YES = COMPLIED
 No = DID NOT COMPLY
 N/A = NOT APPLICABLE OR NOT IDENTIFIED

Mandatory Requirements per Section 2, 3, 4, 5, 6, & 7	Calder, Donten, Levine, Cohen, Porter & Veil, P.A.	Grau & Associates	Keefe, McCullough & Co, LLP	Marcum LLP	EFPR Group, CPA's PLLC	Nowlen, Holt & Miner, P.A.
	Has IT Partnership with outside firm	Has IT Partnership with outside firm	Did not see any mention of IT Partnership ? Pg. 22; typo on pg 15; assumed all years in this contract see opening letter	IT Risk Specialist on staff	IT Risk Division - probably in NY Office	Has IT Partnership with outside CISA but only if they deem needed
FEES:						
1st year audit 2018	\$ 44,750.00	\$ 40,000.00	\$ 42,000.00	\$ 44,775.00	\$ 37,000.00	\$ 36,300.00
OPTIONAL YRS FEES:						
2nd year audit 2019	\$ 44,750.00	\$ 41,500.00	\$ 42,000.00	\$ 45,760.00	\$ 37,000.00	\$ 36,300.00
3rd year audit 2020	\$ 44,750.00	\$ 43,000.00	\$ 42,000.00	\$ 46,865.00	\$ 37,000.00	\$ 36,300.00
TOTAL	\$ 134,250.00	\$ 124,500.00	\$ 126,000.00	\$ 137,400.00	\$ 111,000.00	\$ 108,900.00
SINGLE AUDIT FEE, if applicable	NOT MENTIONED	NOT MENTIONED	NOT MENTIONED	2,950.00	NOT MENTIONED	NOT MENTIONED
Fee included communication throughout Year	yes	yes	yes	DISCOUNTED RATES	yes	YES
HOURLY RATES:						
Partner	\$ 190.00	DID NOT PROVIDE	DID NOT PROVIDE	\$ 270.00	DID NOT PROVIDE	\$ 185.00
Manager	\$ 160.00			\$ 165.00	MADE MENTION THAT FEES WERE	\$ 160.00
Supervisor	\$ 140.00			\$ 105.00	ALL-INCLUSIVE	\$ 140.00
Senior auditor	\$ 120.00			\$ 100.00		\$ 125.00
Staff	\$ 100.00					\$ 110.00
Other - IT Specialist	\$					\$
Other - Administrative	\$					\$ 65.00

YES = COMPLIED
 No = DID NOT COMPLY
 N/A = NOT APPLICABLE OR NOT IDENTIFIED

	Caler, Dornen, Levine, Cohen, Porter & Veil, P.A.	Grau & Associates	Keefe, McCullough & Co, LLP	Marcum LLP	EFPR Group, CPA's PLLC	Nowlen, Holt & Miner, P.A.
Mandatory Requirements per Section 2, 3, 4, 5, 6, & 7						
Maintains Permanent Office in Palm Beach County, Broward or Miami/Dade County	YES - WPB	YES - BOCA RATON	YES - OFFICE IN FORT LAUD	YES - WPB & FORT LAUD.	YES - JUPITER	YES - WPB
Auditors assigned and Audit Firm is licensed by St. of Florida	YES	YES	YES	YES	YES	YES
At least 1 full-time CPA must be employed by the audit firm and assigned to the Town's Audit	YES - Large local with lots of long time qualified Partner level people	YES	YES	YES - Big Firm Lots of people	YES - looks like 5 in Jupiter Office	YES - Newly Staffed not sure about Kisker
Proposer shall have no record of pending lawsuits or criminal activities or moral turpitude or conflicts with the Town.	YES	YES	YES	YES	YES	YES
Proposer not in arrears with contract with Town	YES	YES	YES	YES	YES	YES
Proposer has adequate equipment and personnel to ensure prompt services	YES	YES	YES	YES	YES	YES
proposer not placed on convicted proposer list for public entity crimes	YES	YES	YES	YES	YES	YES
Subconsultants identified - 1.10	N/A	N/A	N/A	N/A	N/A	N/A
Proposal Has the following:						
Cover Page	YES	YES	YES	YES	YES	YES
Table of Contents	YES	YES	YES	YES	YES	YES
Executive Summary	YES	YES	YES	YES	YES	YES

Daniela Kussch

YES = COMPLIED

No = DID NOT COMPLY

N/A = NOT APPLICABLE OR NOT IDENTIFIED

	Caler, Donten, Levine, Cohen, Porter & Veil, P.A.	Grau & Associates	Keefe, McCullough & Co, LLP	Marcum LLP	EFPR Group, CPA's PLLC	Nowlen, Holt & Miner, P.A.
Mandatory Requirements per Section 2, 3, 4,5,6, &7			NO STAFF NAMES PRESENTED and not very detailed on the # of hours of each person; no value on contract of existing audits; YES to everything else	Senior Level staff member will be the person doing most of the work per pg 35 70% 340 hours	City of Destin only Florida Municipality listed; Did not list which staff member would be assigned or how many hours that staff person will contribute; did not list value of contract with references; missing licenses of several personnel shown in	Did not provide contract value on 5 references; two managers on job which one is part time
Describes the Qualification and Experience - Section 5 Items 4 items a-l of RFP	YES	YES				
Ability and Capability to Perform Required Services - Section 5 Items 5 a-h of RFP	YES	YES	YES	YES	Did not provide recent and projected workload for the assigned personnel	YES - Also CFE credentials
Trade Secrets Exception Provided - Section 6 of RFP	YES	NO	YES	NO	NO	NO
Appendices Completed - See Section 7 of the RFP - 6.1 to 6.9	YES	YES	all but proposer vendor application	YES	all but proposer vendor application	YES
Sample CAFR	YES - TOWN OF JUPITER	YES - TOWN OF LANTANA	YES - CITY OF LAKE WORTH	YES - CITY OF PBG	YES AND REDACTED CAFR	YES- VILLAGE OF NPB
COMMENTS	Did not mention separate audit of CRA Fund - But timeline understood need to get FY2018 audit started now	Did not mention separate audit of CRA Fund - But timeline understood need to get FY2018 audit started now	Did not mention separate audit of CRA Fund - But timeline understood need to get FY2018 audit started now	Did not mention separate audit of CRA and listed other entities they audit with CRA's ; timeline	Did not mention separate audit of CRA Fund AND FY2018 audit needs to be done now	Did not mention separate audit of CRA Fund - But timeline understood need to get FY2018

Evaluator
Daniella Russell

Date
 6/19/19

Criteria	Calor (1)	FFG (2)	gran (3)	keep (4)	Mgmts (5)	Mtm (6)
2 Proposer's list of Personnel to be Assigned	30	20	29	26	30	20 24
3 Proposers Experience in Governmental Accounti	20	25	30	30	28	26
4 Proposers Top 3 References	30	25	30	30	30	25 30
1 Audit Fee	4	10	6	6	2	10
	94	80	95	92	90	92
	1	5	2	4	3	1

PERCENTAGE

- 2 Proposer's list of Personnel to be Assigned 30%
- 3 Proposers Experience in Governmental Accounti 30%
- 4 Proposers Top 3 References 30%
- 1 Audit Fee 10%

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 7*

Agenda Title: A REQUEST FROM THE EVENT ORGANIZERS OF THE 3RD ANNUAL FAMILY HEALTH & SAFETY EXPO PROPOSED FOR SATURDAY, OCTOBER 5, 2019 TO ALLOW THE TOWN TO BE AN EVENT CO-SPONSOR AND WAIVE THE EVENT FEES.

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 6-18-19

Riunite Franks (Special Events Director) *[Signature]*
Name/Title

<p>Originating Department: Special Events</p>	<p>Costs: \$ 0 (see requests below) Funding Source: Acct. <input type="checkbox"/> Finance _____</p>	<p><u>Attachments:</u> → Copy of Special Event Permit Application → Copy of Applicant Requests</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 RCF _____ or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background:

A special event permit application was submitted by Cindi Castle and Joe Rice representing Parent 2 Parent Group Inc. on May 22, 2019 to the Community Development Department. The special event permit application is proposing the 3rd Annual Family Health & Safety Expo to be held on Saturday, October 5, 2019 from 11:00 am – 2:00 pm.

This family friendly event is in the 3rd year of existence and was developed by Parent 2 Parent Group Inc. to help promote health & safety awareness within the local community and surrounding areas. This event will feature health screenings, demonstrations and expertise from organizations such as 211 of Palm Beach County, The Center for Family Services, Planned Parenthood and others providing information on programs and services that are available for the local community. Previously, the event was organized in conjunction with the Lake Park Library. However, the event has grown significantly and requires additional space.

At this time, the event organizers are requesting the Town of Lake Park co-sponsor the event by supplying the location, assisting with the event marketing, providing staffing and waiving the event fees that are listed below:

REQUESTED CATEGORY	VALUE (monetary or other)	APPLICANT REQUEST
Location	\$0	<ul style="list-style-type: none"> • The event organizers would like to utilize Town Hall Restrooms, Town Hall Parking Lot, Library Parking Lot and the Inside of the Library for the event. • <u>NOTES FROM STAFF:</u> While the Town normally has facility rental fees associated with the use of Town owned facilities we do not have a fee for the usage of parking lots or inside of the Library. In order for the organizer to use the restrooms located on the first floor of Town Hall the remainder of the building must be supervised and secured. This would require the organizer to provide someone to monitor the inside of Town Hall throughout the event. There are public restrooms located inside of the Library that the organizer could use.
Marketing	\$0	<ul style="list-style-type: none"> • The use of the Town of Lake Park logo on all event marketing material • Event flyer and information posted on the Town of Lake Park website and Channel 18 • Event flyer and information posted on all Town of Lake Park social media accounts • Event flyers posted on all Town of Lake Park property • Event flyers posted at all Town of Lake Park special events • Event press release and flyer sent to all Town of Lake Park communication contacts • Email blasts about the event sent via the Town of Lake Park's Constant Contact account

Personnel Fees	\$448.00	<ul style="list-style-type: none"> The organizer would like the Town to hire two Public Works Employees to work the event. The PW Employees would be responsible for the event set up and breakdown including all tables, chairs, tents, electrical cords, coolers and ice. NOTES FROM STAFF: Staff estimates that this would require two Public Works Employees to work from 9:00 am – 4:00 pm. Because this is not a budgeted event this would cost the Town an additional \$448.00 (2 PW Employees at \$32.00 per hour).
Usage of Town Property	\$0	<ul style="list-style-type: none"> The organizer would like to use Town owned tents (10), tables (20), chairs (40), coolers (2) and ice. All of which would be set and broken down by the two Public Works Employees that will be hired to work the event.
Signage Permit Fee	\$100.00	<ul style="list-style-type: none"> The organizers would like the Town to waive the \$100.00 signage permit fee.
Sanitation	\$18.54	<ul style="list-style-type: none"> To accommodate the event the Town would have to provide two large grey trash bins for sanitation purposes. The event organizers would like this fee to be waived.
TOTAL FISCAL IMPACT - \$566.54		

Recommended Motion: At the Town Commission's discretion based on the information provided above.



DATE/TIME RECEIVED:

TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Community Development Director at least 60 days in advance of your event by calling 561-881-3319.

10:30
KN

This Application must be completed and submitted by the Event Organizer ("Applicant")

Instructions:

This completed Special Event Permit Application and all relevant attachments must be submitted to the Community Development Department not less than twenty-one **(21) calendar days** prior to the date of the proposed Event.

For events being proposed wholly or partially on Town Property, the deadline to submit is sixty **(60) calendar days** prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: \$100.00 (\$50.00 for individuals or Non-profit organizations)

Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):

82-0944460

(If applicable)

Name of Applicant (i.e. Event Organizer):

Cindi Castle, Joe Rice - Parent 2 Parent Group Inc.

Name of Event:

3rd Annual Family Health + Safety Expo

Address/Location of Event:

529 + 535 Park Av. Lake Park, FL 33403

If this Event requires a Town facility rental, please contact our Special Events Department at 561-840-0160 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Dates/Times of the event (as applicable):

	Date	Day	Begin Time	End Time
Event Day 1	10/5/14	Sat	11:00 AM () PM	2:00 () AM () PM
Event Day 2	_____	_____	() AM () PM	_____ () AM () PM
Event Day 3	_____	_____	() AM () PM	_____ () AM () PM
Event Day 4	_____	_____	() AM () PM	_____ () AM () PM
Event Day 5	_____	_____	() AM () PM	_____ () AM () PM
Event Day 6	_____	_____	() AM () PM	_____ () AM () PM

Additional Applicant Information:

Name: Parent 2 Parent Group Inc.

Address: 315 Evergreen Dr

State/Zip: Lake Park, FL 33403 (Joe)

CONTACT PHONE: (Cindi) 561-401-5791 or 561-598-3067

Alternate Phone # _____

Fax: 561-881-5446

E-mail: p2p4us@gmail.com

Description and Purpose of the Event

To promote Health & Safety within the Community
& Surrounding Areas
(Raffle Items), Face Painting

Estimated number of participants? 150

Has this event ever occurred in the Town of Lake Park? Yes No

Has this site had a Special Event Permit this calendar year? Yes No

Will there be an admission fee for the Event? If yes, how much? Yes (\$) No

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure? Yes ___ No ___

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____
(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- Road closure
- Electric service hook-up required
- Water service hook-up required
- Sidewalks blocked
- Municipal park(s) prepared
- Booths or other temporary structures
- Parking lots to be partially or completely closed
- Food Vendors
- Town litter pick-up or street sweeping (parking lots)
- Tents (if yes, describe type and size 10 x 10)
- Barricades ordered
- Alcohol served
- Security/Law Enforcement
- Music, bands, DJ
- Rides or other amusements
- Animals
- Fireworks
- Bleachers
- Designated parking area
- Town Restroom (if yes, please describe Library + TOWNHALL)
- Portable Restrooms (if yes, please describe)
- Dumpsters/Trash Receptacles
- Portable stage
- Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES (identify which ones are food trucks)

See List Attached _____

Will the event require the use of electricity? Yes No

Will the event require water hook-up? Yes No

*Will food and/or beverages be served? Yes No

*Will the event have vendors or concession sales, including food? Yes No

***If the answer to the above question is YES, the Applicant/Event Organizer is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.**

WILL THE EVENT INCLUDE FOOD TRUCKS? Yes No

***If the answer to the above question is YES, the Applicant/Event Organizer must ensure all food trucks have the proper State license and PBC Business Tax Receipt, and provide copies to the Town with the initial submittal of this Application (or at the very latest 14 calendar days in advance of the event).**

For events on Town property, Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

~~✱~~ (Applicant initial to acknowledge statement)

The Applicant holds full responsibility and liability for its vendors.

~~✱~~ (Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes No

****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.**

***Are you proposing signage? Yes No

*****If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.**

Will the event have an official "Flyer" and/or promotional materials? Yes No
If yes, please provide a copy of the "Flyer".

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

See Attachment

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:

MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.

(All requirements imposed by any of the reviewing entities below, will be communicated to the Applicant early-on and must be secured no later than 14 calendar days in advance of the event, with verification provided to the Town prior to the issuance of the Special Events permit)

(FOR OFFICE USE ONLY)
SIGNATURES/APPROVALS:

Please Sign and Date

SPECIAL EVENTS DIRECTOR: *(If applicable)*

_____ **DATE:** _____

PUBLIC WORKS DIRECTOR:

_____ **DATE:** _____

MARINA DIRECTOR: *(If applicable)*

N/A _____ **DATE:** _____

PALM BEACH COUNTY SHERIFF:

_____ **DATE:** _____

PALM BEACH COUNTY FIRE-RESCUE:

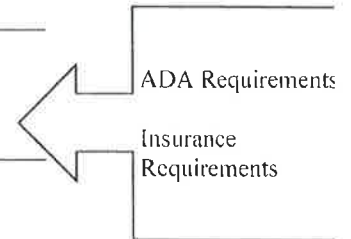
_____ **DATE:** _____

RISK MANAGEMENT: *(If applicable)*

_____ **DATE:** _____

CODE COMPLIANCE OFFICER:

_____ **DATE:** _____



COMMUNITY DEVELOPMENT DIRECTOR:

_____ **DATE:** _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: C.H. Castle

APPLICANT PRINTED NAME: Cynthia H. Castle DATE: 5/23/19

PROPERTY OWNER: *(If Property Owner is not the Applicant)*

DATE:

PROPERTY OWNER PRINTED NAME:

DATE:

.pg 1

Proposed Organizations for P2p 3rd Annual Family Health and Safety Expo (10/5/2019)

- 211 Palm Beach County
- Aid to Victims of Domestic Abuse
- Area Agency on Aging
- Brain Injury Association of Florida, Inc.
- Breastfeeding Coalition of PBC
- C.O.P.S.
- CarePlus
- Caridad
- Center For Family Services
- Epilepsy Florida
- Family Creed Inc
- FoundCare, Inc.
- Friends of the Library
- Health Care District Home Office
- Healthy Mothers Healthy Babies
- HomeSafe
- Palm Beach Fire Department
- PBC Ext Family and Consumer Sciences
- PBSO
- Planned Parenthood
- Safe Kids PBC
- Sickle Cell Foundation
- Drowning Prevention Coalition
- PNC
- Town of Lake Park Storm Water
- PBSO Addiction Prevention

* Added 2019 by P2P 2019 *



Pg 2

InfantSEE

Kids Need our Love

Berman Law Group

Keller Williams Kids

Kwanis

Rojay Music

flaglar bank

Palm Beach State (Special Events)

The Cancer Alliance

NAMI PBC

American Foundation for Suicide Prevention

Community Blood Center

MADD

PBSO Gang Prevention

Solid Waste

Melaloma Foundation

Autism Speaks

School Police

Farmworker Coordinating Council

Orange Theory

Fortis Institute

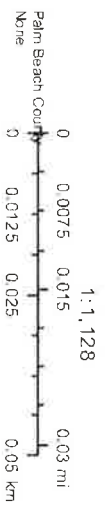
Melaloma Foundation

AAA

American Red Cross

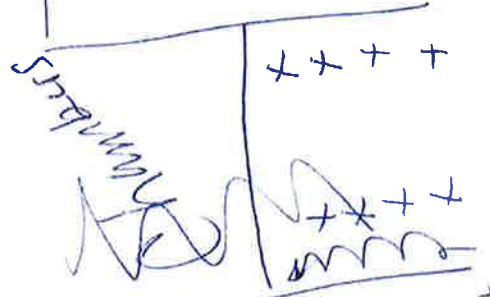


Created by Palm Beach County May 22, 2019





X = Vendors





TOWN OF LAKE PARK

535 Park Avenue
Lake Park, FL 33403
561-881-3338

FACILITY RENTAL INVOICE

Cindi Castle + Joe Rice (P2P)
3rd Annual Family Health + Safety Expo

NAME: _____
ADDRESS: _____

PHONE: _____

EVENT DATE: October 5, 2019

EVENT TIME: 11:00am to 2:00pm

SET-UP TIME: 9:00am to 11:00am

BREAK DOWN TIME: 2:00pm to 4:00pm

EVENT TYPE: Health + Safety Expo

LOCATION: Town Hall + Library NO. OF PEOPLE 150

RENTAL (Plus 7% Tax)		
RFRNT Resident Fee	\$ _____ /HR * X _____ HRS	\$ _____
RFRNT Non-Resident Fee	\$ _____ /HR * X _____ HRS	\$ _____
* Plus \$30/hr Personnel Fee (see below)		
RFRNT Flat Rate Rental Fee	\$ _____	\$ _____
RFRNT Set-up/Breakdown	\$60.00/HR X _____ HRS	\$ _____
	RENTAL FEE	\$ _____
RFTAX	TAX 7% (On Rental Fee only)	\$ _____

TOTAL RENTAL FEE (From above taxed box) \$ _____

DEPMB/DEPPV DEPOSIT \$ _____

RSCUR PW(2) \$32.00
*PERSONNEL ~~\$30.00~~/HR X 7 HRS = \$ 448.00

TOTAL: \$ _____

PAID TODAY: \$ _____

(14 days prior to the Event) (Balance Due Date: / /) BALANCE DUE: \$ _____

NOTES: _____

DEPARTMENT OF COMMUNITY DEVELOPMENT
RECEIPTS TRANSMITTAL FORM

DATE: 5/21/2019
RECEIVED FROM: PARENT 2 PARENT GROUP INC

1

This space reserved for receipt
Do not mark here

PERMIT NUMBER 19-000

ACCT #

CODES

BLDPW	001-322 115			
BLDPR	SPLIT			
BLDPZ	30/70 SPLIT			
BP250	50/50 SPLIT			
BLDPN	001-329 152	\$ -	\$ -	\$ -
BLDSR	001-208 300	\$ -	\$ -	\$ -
SURPN	001-329 153	\$ -	\$ -	\$ -
ADMBP	SPLIT			
BOINS	001-329 105			
INSPT	SPLIT			
SNPMT	001-329 200			
CONF	001-316 110			
COPYS				
COPYS				
COPBP	001-341 900	\$ -	\$ -	\$ -
PRADM	001-341 905			
GRGSL	001-369 100			
SEPMT	001-322 500	\$ 50 00		
FNADM	001-354-110			
FINCV	001-354 100			
FINPK	001-354 135			
INTRT	001-361 130			
BNKRE	001-342 520			
PLNRV	001-342 510			
PLNES	001-220 100			
OCAFE	001-316 120			
OCCLI	001-316 100			
OCCTF	001-316 100			
EXTDC	001-316.130			
BTRIN	SPLIT			
OTINS	001-329 214			

TOTAL \$ 50 00 \$ - \$ -

1. PERMITS

- (a) Building Permit Application for Zoning and/or PW review ONLY (no surcharge)
- (b) BUILDING PERMIT OR REVISION W/MINIMUM SURCHARGE
- (c) BUILDING PERMIT OR REVISION (OTHER) VALUED \$2,500 - \$249,999
BUILDING PERMIT - VALUED BETWEEN \$250,000 AND OVER
Permit (a) and (b) penalty Mark an "X"

--	--	--	--
- (d) SURCHARGES (2.5% OF PERMIT FEE, MINIMUM OF \$4.00) Over-ride >>>

--	--	--	--
- (e) ADMINISTRATIVE FEE FOR BUILDING PERMITS
- (f) AFTER HOURS INSPECTION/REQUEST FOR B O SERVICES
- (g) RE-INSPECTION OR RE-INSTATEMENT FEES
- (h) SIGNAGE PERMIT

2. CONTRACTOR'S REGISTRATION

3. COPIES

No of Pages	#1	#2	#3
Maps			
Single sided (\$0 15 per page)			
Double sided (\$0 20 per page)			
Plans (\$2 00 per page) *			
Plans (color \$4.00 per page) *			

* Minimum \$10 00

4. ADMINISTRATIVE COSTS FOR PUBLIC RECORDS REQUEST

5. GARAGE SALE PERMIT

6. SPECIAL EVENT PERMIT

7. CODE COMPLIANCE

- (a) ADMINISTRATIVE COSTS (including application fees)
- (b) FINES
- (c) PARKING VIOLATIONS
- (d) INTEREST
- (e) BANK REGISTRATION FEE

8. REVIEW FEE SCHEDULE

	#1	#2	#3
(a) Reso 02-01-16	Fee Sch	24	
(b) DEPOSIT - PLAN REVIEW ESCROW		SPACE BOX	
(c) PROJECT NAME:			

9. BUSINESS TAX RECEIPTS

- (a) ZONING CONFIRMATION & DETERMINATION / APPL. FEE/ZONING INSPECTION FEI
- (b) BUSINESS TAX RECEIPT FEES
- (c) TRANSFER FEE
- (d) OUTSIDE CONTRACTOR & EXTRA DECAL
- (e) BTR INSPECTION

10. ALL OTHER INSPE

COMMENTS:

3RD ANNUAL FAMILY HEALTH & SAFETY EXPO

Grand Total \$ 50.00

3rd Annual Family Health & Safety Expo

Requests from the Town of Lake Park

1. Town of Lake Park to become a Co-Sponsor of the event
2. Usage of Town Hall Parking Lots, Town Hall Restrooms, Library Parking Lot and Inside of Library
3. Waiver of Personnel Fees (2 PW Employees at \$32.00 per hour)
4. Usage of Town Tents (10), Tables (20), Chairs (40), Coolers and Ice
5. Waiver of Signage Permit Fee (\$100.00)

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. *Tab 8*

Agenda Title: Authorizing the Town Manager to Execute the Order Form with Pitney Bowes for a New Postage Meter

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* **Date:** *6-28-19*
Lourdes Cariseo **Finance Director** *Lourdes Cariseo*
Name/Title

Originating Department: FINANCE	Costs: \$ 7525.00 over 5 years Funding Source: Budgeted Acct. # 150-44200 [X] Finance <u>LC</u> <i>he</i>	Attachments: Proposals from: Pitney Bowes, Postal Logic, Neopost, and Modular Mailing Systems
Advertised: Date: _____ Paper: _____ [X] 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 <u>LC</u> Please initial one.

Summary Explanation/Background:

The Town has solicited proposals for a postage meter to replace the existing machine. The Town's lease with Pitney Bowes for the current postage machine expired June 30, 2019. The Town received proposals from Pitney Bowes and Neopost.

	Monthly Cost	Annual Cost
Pitney Bowes	\$ 149	\$ 1788
Neopost	\$ 142	\$ 1704
Neopost Rebate first year		\$ 1000

A copy of each proposal is attached.

The model from Pitney Bowes has the same capabilities as our current machine. The model from Neopost has enhanced performance capabilities and newer technology than our existing machine. This should result in ease of use and less supplies will be needed.

Staff has reviewed the proposals and has determined that Neopost has proposed the lowest cost, and is doing so under a "State of Florida Contract" which only requires the issuance of a purchase order. Neopost will pay the Town a \$1000. rebate which will lower the first years annual cost to \$704. Staff recommends approval for the Neopost contract.

Recommended Motion:

I move that we authorize the Town Manager to execute the State of Florida Contract #44102 100-17-1 Order Form with Neopost.

State and Local Fair Market Value Lease

--	--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee Tax ID # (FEIN/TIN)

TOWN OF LAKE PARK

Sold-To: Address

535 PARK AVE, LAKE PARK, FL, 33403-2603, US

Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #
Dena Davis	(561) 881-3350	0011979638

Bill-To: Address

535 PARK AVE, LAKE PARK, FL, 33403-2603, US

Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
Dena Davis	(561) 881-3350	0011979638	ddavis@lakeparkflorida.gov

Ship-To: Address

535 PARK AVE, LAKE PARK, FL, 33403-2603, US

Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #
Dena Davis	(561) 881-3350	0011979638

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	DM400C	DM400C Digital Mailing System
1	1FAE	Basic Accounting -50 Accounts
1	1FY9	DM400 70 LPM
1	1GW5	5lb Integrated Weighing Feature
1	4CES	DM400C Base U.S. ES2
1	G900	Meter for DM300/DM400/475 Series
1	G9SS	USPS Tracking Services Activation
1	ME1B	Meter Equipment - DM400
1	MP9G	Integrated Weighing Platform
1	SBTA	DM400C Digital Meter System
1	SJ40	SoftGuard for DM400
1	STDSLA	Standard SLA-Equipment Service Agreement (for DM400C Digital Mailing System)
1	WIF4	DM Series WiFi Option - POINT OF SALE

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 148.77	\$ 446.31

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate the lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue the lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under the lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms of this Agreement, including the Pitney Bowes Terms (Version 1/19), which are available at <http://www.pb.com/statelocalfmvterms> and are incorporated by reference. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. This lease requires you either to provide proof of insurance or participate in the ValueMAX® equipment protection program (see Section 6 of the State and Local Fair Market Value Lease Terms) for an additional fee. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

Not Applicable

State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Harold Merriott

dean.merriott@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

New post

Town of Lake Park

535 Park Ave
Lake Park, FL 33403
Phone 561-881-3350

**STATE OF FLORIDA - PURCHASE ORDER -
LEASE**

State of Florida Contract Number 44102 100-17-1

To:
Mail Finance, Inc.
478 Wheeler Farms Rd
Milford, Ct. 06461
800-881-6245

SHIP TO:
Dena Davis
Same as above
535 Park Ave
Lake Park, FL 33403
Phone 561-881-3352

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	IN600AF	Auto feed mail machine		
1	INWP5	5 lb. scale		
		\$142.09 per month, 60 month lease		
		Delivery, installation, service & scale rate updates are included		
		QUARTERLY BILLING IN ARREARS		

		SUBTOTAL	
		SALES TAX	EXEMPT
		SHIPPING & HANDLING	INCLUDED
		OTHER	
		TOTAL	

1. Order is governed under the terms and conditions of the State of Florida Contract – 44102 100-17-1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2. Payments will be sent to:
Mail Finance Inc.
Dept 3682
PO BOX 123682
Dallas, TX 75312-3682
Federal ID Number: 94-2984524

Send all correspondence to:
Same as above
535 Park Ave
Lake Park, FL 33403
3. Phone 561-881-3350 [fax]

Authorized by

Date

Print Name and Title

Your order with Neopost USA qualifies for the following rebate from our leasing company:



The funds from this rebate are intended to be applied towards the payoff amount of your existing lease with another vendor. Rebate checks are automatically mailed to you after your signed order is accepted.

We hope this generous offer will make your transition to Neopost an easy one.

The expiration date of this offer is shown on your check above. We look forward to serving you!

TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 3, 2019

Agenda Item No. Tab 9

Agenda Title: Resolution Creating a Centennial Committee for the 100th year of the Town of Lake Park

- Checkboxes for agenda items: SPECIAL PRESENTATION/REPORTS, BOARD APPOINTMENT, PUBLIC HEARING ORDINANCE ON READING, NEW BUSINESS (checked), OTHER: WORKSHOP.

Approved by Town Manager [Signature] Date: 6-24-19
John O. D'Agostino, Town Manager

Name/Title

Table with 3 columns: Originating Department (Town Manager), Costs (\$0), Attachments (Ideas for a 100th Town Anniversary Celebration), Advertised (Not Required), and notification status (Yes I have notified everyone).

Summary Explanation/Background: The Town Commission should consider establishing a Centennial Committee for the upcoming 100th year of the Town of Lake Park.

I am requesting from the commission a determination as to the size and make-up of the Commission to include different sectors of our Town such as residents, small and large

business owners, appointed board and committee members (i.e. Historical Society of Lake Park). We desire a cross-section of the town population to serve on the committee.

- Do we want to engage private sector companies to print a historical book for the 100th birthdate of the Town?
- What have other communities done to celebrate their Centennials?
- Such examples include; <http://www.el-cerrito.org/969/Centennial-Celebration-Planning-Task-For>,https://products.kitsapsun.com/archive/2001/02-20/0010_bremerton_city_gears_up_for_cent.html, <https://www.in.gov/library/2521.htm>, <https://www.cityofbowie.org/2205/Centennial>, <https://lasvegassun.com/news/2003/jul/12/grand-celebration-planned-for-vegas-100th/>
- What did we do for the 75th celebration?
- Fundraising for the Centennial Celebration should be part of the duties and responsibilities of the Committee.

I would imagine that the Centennial Committee once formed would then determine the extent of activities commemorating the Centennial Year. I think a healthy discussion of the composition of the Committee will provide staff with the ability to advertise for the committee positions etc.

Recommended Motion: Move to appoint a committee of _____ from the following sectors of our Community, namely _____ (*name the specific sectors*) to serve on the Centennial Committee

RESOLUTION NO. 52-07-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA ESTABLISHING A CENTENNIAL COMMITTEE TO COMMEMORATE THE INCORPORATION OF THE TOWN OF LAKE PARK IN 1923.

WHEREAS, the Town of Lake Park was incorporated in the year 1923; and

WHEREAS, Harry Seymour Kelsey of Boston, MA president of Waldorf Systems Inc, a national restaurant chain selling his interests in restaurants, bakeries and a farm for 3.5 million dollars; and

WHEREAS By 1919, Harry Kelsey accumulated over 100,000 acres calling on the Olmsted Brothers and Dr. John Nolan to plan and design the first municipally zoned community South of Washington, DC; and

WHEREAS, A complete town site conceived on 900 acres with an eighteen hole golf course and resort named Palm Harbor on Munyon Island was part of the Town; and

WHEREAS, A giant arch erected at the entrance to the Town on Dixie Highway saying “Welcome to Kelsey City Gateway to the World’s Winter Playground; and

WHEREAS, In 1920, Kelsey City attracted national attention as a revolutionary town commencing unusual activity and phenomenal growth, which continued through 1922 and 1923. In 1923 electric lights were installed along the streets and the city was incorporated; and

WHEREAS, To commemorate the incorporation of the Town, the Town Commission desires to establish a Centennial Committee to assist the Town in planning, organizing, fundraising and implementing a year-long celebration of the town’s incorporation, growth and accomplishments.

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

Section 1. The Town Commission shall appoint a Centennial Commemorative Committee to help in organizing, implementing and fostering celebrations throughout the year 2023.

Section 2. Such committee shall consist of residents, business owners, boards, committees

Section 3. Staff assigned to the Committee shall be the Special Events Department

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

Ideas for a 100-Year Town Anniversary Celebration

By Siva Stephens
eHow

Pin Share Tweet Share Email

If planning a 100th birthday party for a human being is daunting, celebrating the Centennial of a whole town is an even more challenging task. City planners must find ways to honor the past, celebrate the present and dream about the future while drawing in community members of every age, creed and background. For maximum appeal, include a wide spectrum of citizens on the Centennial Planning Committee and host a city-wide brainstorming session.



Commission a piece of public art to commemorate your town's Centennial celebration. (Image: statue cloclo image by cris13 from Fotolia.com)

VIDEO OF THE DAY

Next Up ✕

eHow Food & Drink - Bone Broth

00:47

Homecoming

If your city has a sports team – whether it's professional, intramural or strictly amateur – plan to turn one of their games into a city-wide homecoming celebration. Have a parade featuring the town's oldest and newest inhabitants as Grand Masters; encourage the school bands, the scouting troops and local celebrities to participate. Local businesses and organizations can enter floats that fit the parade's centennial theme. Advertise the game heavily, host a community bonfire and pep rally beforehand and a community homecoming dance afterward.

Public Art

Consign a local artist to create a piece of public art that will commemorate your town's centennial celebration for future generations. Ideas for such a piece include a mural showcasing the town's development from the first settlers to the present day, a statue of a town founder or a sculpture related to something for which the town is famous. Plan a well-publicized public unveiling.

Performances

Hold a contest for a local authors to write a play about the town's history, and arrange for the winner's play to be produced and performed during the centennial celebration. Have a competition to come up with a new city motto, song or a jingle for the Chamber of Commerce radio advertisements. Encourage local musical groups – from professional symphony orchestras to grade-school bands – to research what music was popular in your area 100 years ago and host a Battle of the Bands with local celebrity judges. Present the winners with a key to the city.

Scavenger Hunt

Have the local newspaper, television or radio station organize a city-wide scavenger hunt that will lead the participants through points of historical interest as well as local landmarks and businesses. Make the first successful scavenger honorary mayor for a day and award collectible commemorative coins to everyone who completes the hunt.