



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, March 4, 2020,  
Immediately Following the  
Community Redevelopment Agency  
Board Meeting,  
Lake Park Town Hall  
535 Park Avenue

<b>Michael O'Rourke</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Roger Michaud</b>	—	<b>Commissioner</b>
<hr/>		
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Town Clerk</b>

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. Proclamation Declaring March 2020 as Florida Bicycle Month

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. February 19, 2020 Accessory Dwelling Units Workshop Minutes Tab 2
- 3. February 19, 2020 Regular Commission Meeting Minutes. Tab 3
- 4. Accepting the Community Redevelopment Agency Annual Report Tab 4

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

None

G. PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:

None

H. NEW BUSINESS:

- 5. Volunteer Reception.

Tab 5

I. 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.

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. REQUEST FOR FUTURE AGENDA ITEMS:

L. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on March 18, 2020

**Special  
Presentations  
/Reports**

# Proclamations

# TAB 1



# Town of Lake Park Town Commission

## Agenda Request Form

Meeting Date: March 4, 2020

Agenda Item No. Tab 1

**Agenda Title: Proclamation Declaring March 2020 as Florida Bicycle Month.**

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

Approved by Town Manager [Signature] Date: 2-24-2020

*Vivian Mendez, MMC, Town Clerk*

Name/Title

<b>Originating Department:</b> <b>Vice-Mayor Glas-Castro</b>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Email from Vice-Mayor Glas-Castro, Proclamation</b>
<b>Advertised:</b> 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 ___. <b>Please initial one.</b>

**Summary Explanation/Background:** Vice-Mayor Glas-Castro received a request from T.P.A. asking that the Town support a proclamation declaring March 2020 as Florida Bicycle Month. At the February 19, 2020 Regular Commission meeting, the Commission expressed support of the proclamation.

**Recommended Motion:** No motion necessary. The Mayor will present the Proclamation.

## **Vivian Mendez**

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**From:** Kim Glas-Castro  
**Sent:** Wednesday, February 19, 2020 8:16 PM  
**To:** John D'Agostino; Vivian Mendez  
**Subject:** March Agenda  
**Attachments:** Bicycle Month Proclamation.pdf; ATT00001.htm

March is Florida Bicycle Month .... The TPA asks that we issue a proclamation this year.

## **DECLARING MARCH 2020 AS FLORIDA BICYCLE MONTH**

**WHEREAS**, The Town of Lake Park residents and visitors engage in bicycling as a viable and environmentally sound form of transportation and an excellent form of physical activity and recreation; and

**WHEREAS**, the State of Florida recognizes March officially as Bicycle Month and Palm Beach County will recognize it locally; and

**WHEREAS**, Florida Bicycle Month features a number of fitness opportunities and events for riders of all ages to enjoy throughout the month at various parks and locations throughout Palm Beach County; and

**WHEREAS**, the recognition of Florida Bicycle Month will raise awareness of bicycling and ultimately promote physical activity and healthy lifestyles by elevating bicycling as a more widely accepted choice of transportation; and

**WHEREAS**, the Palm Beach Transportation Planning Agency plans and recommends projects to make bicycling more accessible and promotes comprehensive community education efforts aimed at improving bicycle safety; and

**WHEREAS**, throughout these efforts, Palm Beach County now has over 200 miles of designated bicycle facilities and 12 miles of buffered bicycle facilities, with more than 600 miles of additional bicycle facilities planned and will continue to promote a connected network of improved bicycle level of service.

**NOW THEREFORE, BE IT PROCLAIMED BY THE** Town of Lake Park, assembled in regular session this 4<sup>th</sup> day of March 2020, that the month of March 2020, in the Town of Lake Park, is hereby proclaimed

### ***FLORID BICYCLE MONTH***

**IN WITNESS THEREOF**, I, **Michael O'Rourke**, Mayor of the Town of Lake Park, Florida, have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 4<sup>th</sup> day of March, 2020.

By: \_\_\_\_\_  
Mayor Michael O'Rourke

Attest: \_\_\_\_\_  
Town Clerk Vivian Mendez



# **Consent Agenda**

# TAB 2



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** March 4, 2020

**Agenda Item No.** *Tab 2*

**Agenda Title: Accessory Dwelling Unit Workshop Minutes of February 19, 2020.**

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

**Approved by Town Manager** *[Signature]* **Date:** *2-24-2020*

*Vivian Mendez, MMC, Town Clerk*  
 Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	<b>Costs: \$ 0.00</b> <b>Funding Source:</b> <b>Acct. #</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Agenda Minutes Exhibits "A-B"</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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. <b>Please initial one.</b>

**Recommended Motion:** To approve the February 19, 2020 Accessory Dwelling Units Workshop Minutes.



**Minutes**  
**Town of Lake Park, Florida**  
**Accessory Dwelling Units Workshop**  
**Wednesday, February 19, 2020, 6:00 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of an Accessory Dwelling Units Workshop on Wednesday, February 19, 2020 at 6:04 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, and 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 PRESENTATION/REPORT:**  
**Accessory Dwelling Units**

Town Manager D'Agostino introduced the item and the purpose of the Workshop. Town Planner Anders Viane presented to the Commission (see Exhibit "A"). Discussed ensued with the Commission regarding building coverage, approval process, Legislative regulations, and homestead exemptions. The Commission wanted clarification on the homestead exemption language and regulations in the State. The Commission asked if any other communities were creating Accessory Dwelling Units (ADU). Planner Viane stated that Palm Beach County has created ADU. The Commission thanked staff for the presentation.

**PUBLIC COMMENT:**

- 1) **Herb Lozott** expressed his opposition to ADU's.
- 2) **Karen Lozott** expressed her opposition to ADU's.
- 3) **Wendi Green** expressed concern with transient residents living next door to her. She was not opposed to ADU's. Mayor O'Rourke engaged Ms. Green in discussion regarding her concerns.
- 4) **Mary Davenport** expressed concerns with ADU's and how they would be enforced.
- 5) **Gillian Kennedy Wright** expressed concern with neighbors converting their garage into an ADU and the problems it creates.

Town Manager D'Agostino explained that the Florida Legislature has already introduced preemptive legislation on ADU's, which means that the Town would not be able to control ADU's. Mayor O'Rourke encouraged everyone to contact the Legislators with their concerns. He explained that the Town was trying to get ahead of the issue of ADU's since the Florida Legislator was moving in a direction to allow building on properties.

6) **Tracy Kleppe** expressed her support for ADU's to assist with offsetting her mortgage.

7) **James Sullivan** suggested having a certain number of cars allowed on properties. He expressed concern with landscaping and planting trees that produce oxygen.

8) **L. Beadford** asked if the Town were trying to increase dwellings because she had attended a meeting last year in which the vision of the 100 block of Federal Highway was discussed, which would increase dwellings. Town Planner Viane explained that ADU's was not intended to change the vision of the Town. Ms. Beadford was opposed to ADU's.

9) **David Ochoa** expressed concern with a code violation citation he received. He was told to come to a Commission Meeting and bring the violation to the attention of the Commission. Mayor O'Rourke stated that staff would look into the situation.

10) **Alicia DeCalacanti** asked if other municipalities would be effected by ADU's. Mayor O'Rourke explained that it would affect the entire State of Florida. Ms. DeCalacanti expressed concerns regarding rentals properties, parking across lawns and sidewalks, enforcement of ADU's, and selective enforcement.

Vice-Mayor Glas-Castro announced the ADU Legislative Bills as Senate Bill 998 and House Bill 1339 have traction in Committees this week, which means that it was moving forward this Legislative Session.

11) **Iris Sullivan** explained that she has been a resident for many years and has had terrible experiences with different ADU situations in the past. She expressed concern with ADU's.

12) **SV Greene** expressed concerns with rental properties and her experiences in the Town. She described the disconnect between home owners and renters in the Town.

Mayor O'Rourke asked the residents to stay engaged. He announced that another workshop would be scheduled in the future for further engagement.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by unanimous consent, the meeting adjourned at 7:55 p.m.

\_\_\_\_\_  
Mayor Michael O'Rourke

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2020



# Community Workshop: Accessory Dwelling Units

Anders Viane, Planner – Community Development Department

# Agenda

- Tonight I will be introducing you to the concept of accessory dwelling units
- What are accessory dwelling units?
- Why are they important?
- What do they mean for the Town of Lake Park?
- We will review the regulations staff are proposing.
- Finally, we'll conclude with your questions and comments!



# What's Changed Since Last Time?

- Removed restrictions on the number of ADUs per block due to conflicts with the Bert Harris Act.
- Removed language that would require ADUs that do not comply with Occupancy and Rental practices in the Town Code to demolish their kitchen facilities; replaced this language with fines and liens as the enforcement mechanism for noncompliance.
- Removed prohibition against short-term rental due to concerns of imminent preemption; SB 1128 was sent to the Florida Senate Floor on 2/11/2020.
- Researched prefabricated building exemptions; there is no language proposed that would limit prefabricated structures, but they would have to meet the design guidelines.
- Added in data on number of ADUs in the Town and their legal status.
- Confirmed that 1,000 SF meets the minimum livable area requirement; there is a 120 SF of GFA minimum for most rooms. These standards would be enforced by the Building Official during his review.
- Researched whether rented ADUs would lose their Homestead Exemption; rental for more than 30 days for two consecutive years or for more than six months constitutes abandonment of a homestead exemption.

# Introduction – Why ADUs?



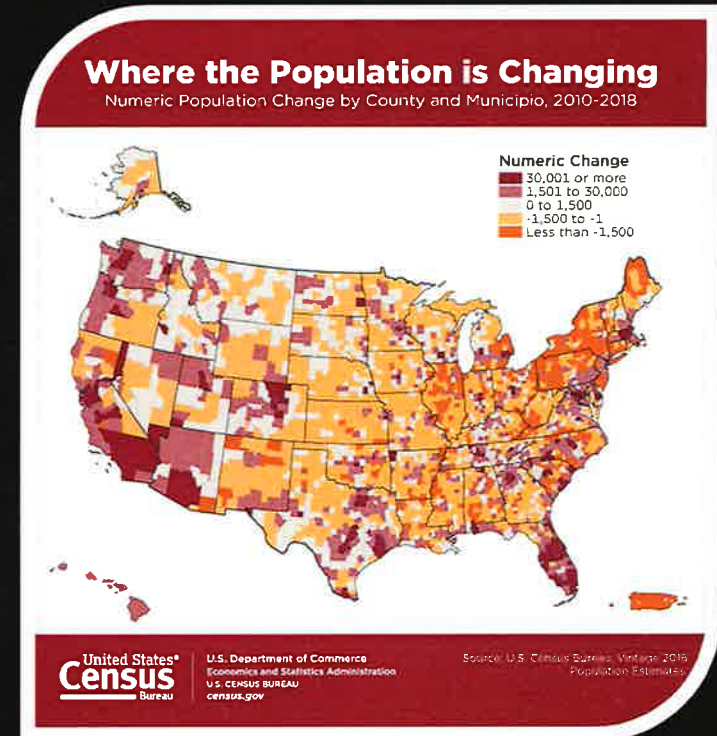
- Accessory dwelling units (ADUs) are secondary dwellings on single family parcels
- ADUs are in accord with urban planning best-practices for retrofitting suburbs
- They increase the diversity and affordability of housing stock
- They provide home-owners supplemental income
- They contribute to the unique character and charm of the Town of Lake Park

# On Good Planning Practice

- Lake Park has good planning in its “bones” dating back to its street grid layout by the Olmstead Corporation.
- Today’s planning paradigm is moving away from single-use, exclusionary zoning and toward density, walkability, affordability, and new urbanism.
- Legalizing rental ADUs has been explored by Broward County, Miami Beach, Lake Worth Beach, and – most recently – Florida Senate Bill 998.
- Allowing accessory dwelling units would put Lake Park at the forefront of innovative planning practice in South Florida as we have historically been.

# On Affordability - Supply and Demand

- Palm beach County's population increased by over 30,000 since 2010.
- Demographic change puts pressure on the supply and demand relationship in our housing market.
- It is generally accepted supply and demand affects the price of housing.
- These cost pressures impact both renters and owners.



6  
A Exhibit

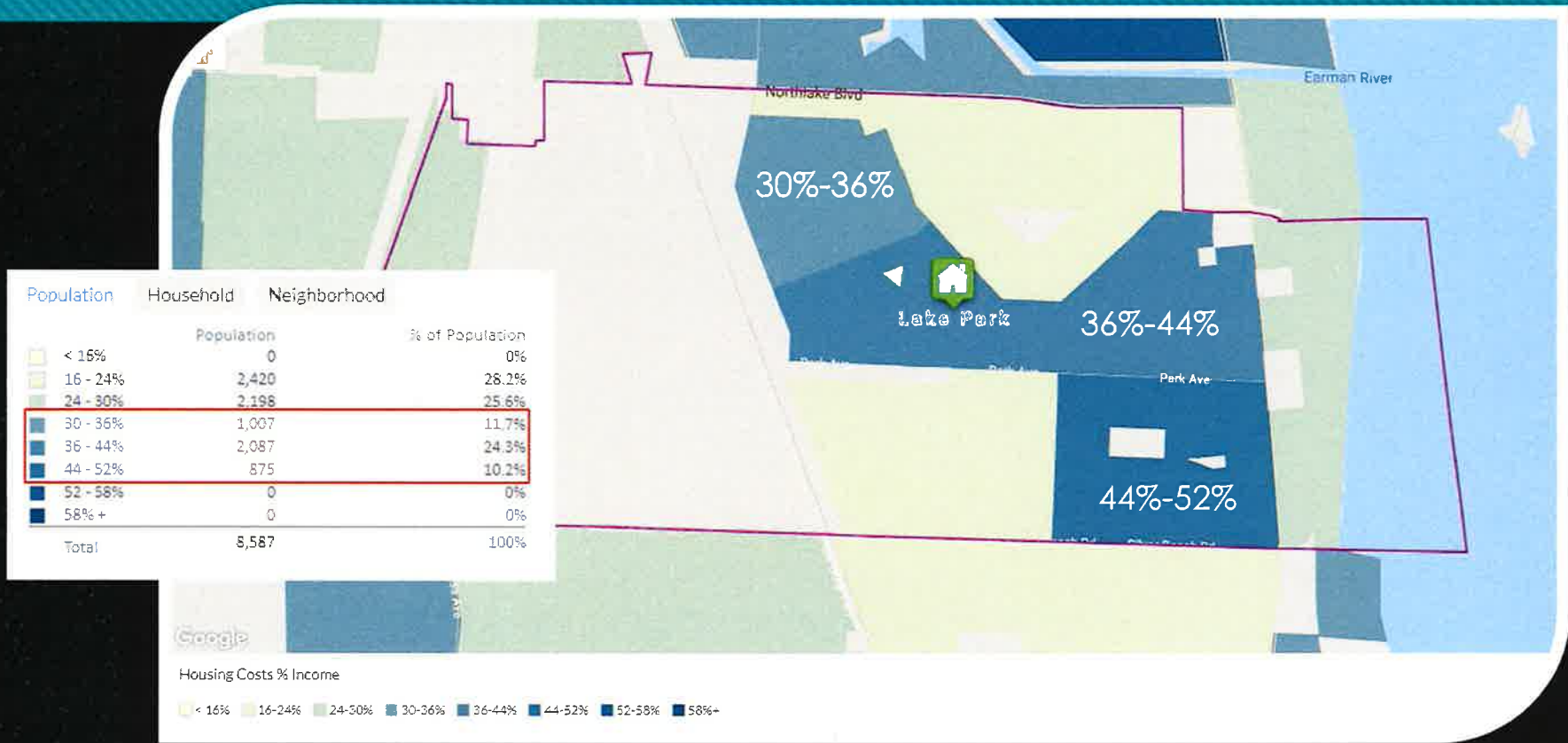
# On Affordability

- Affordable housing is defined by HUD as not exceeding 30% of an individual's income.
- According to American Community Survey data, in 2017 nearly 40% of all PBC county households spent in excess of 30% of their income on housing. Renters, as a subset, spent 56.3%.

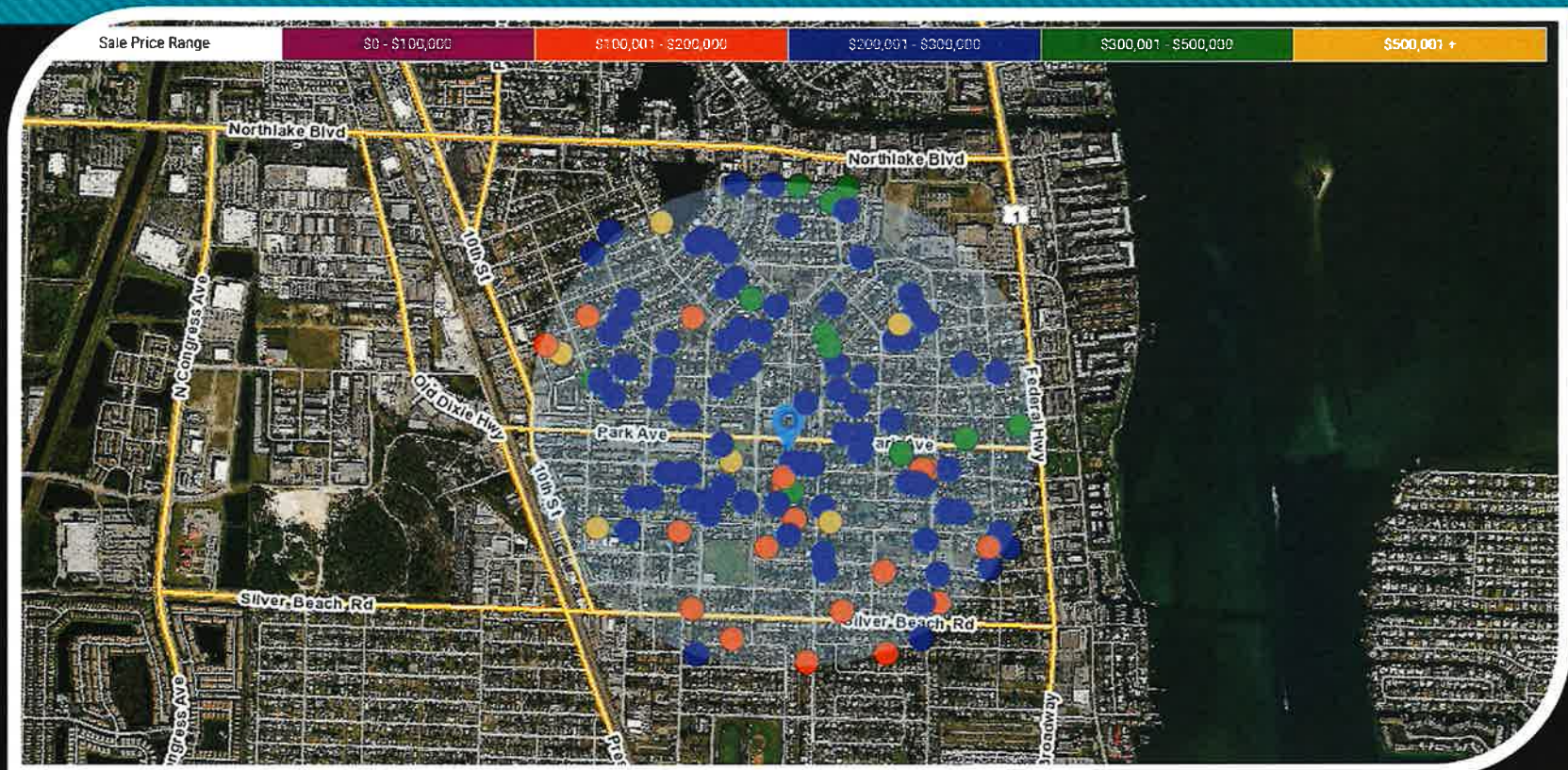
Type	Number	Percentage
Owners	116,086	31.1%
Renters	96,291	56.3%
Total	212,377	39.1%

Source: American Community Survey, US Census Bureau (2018)

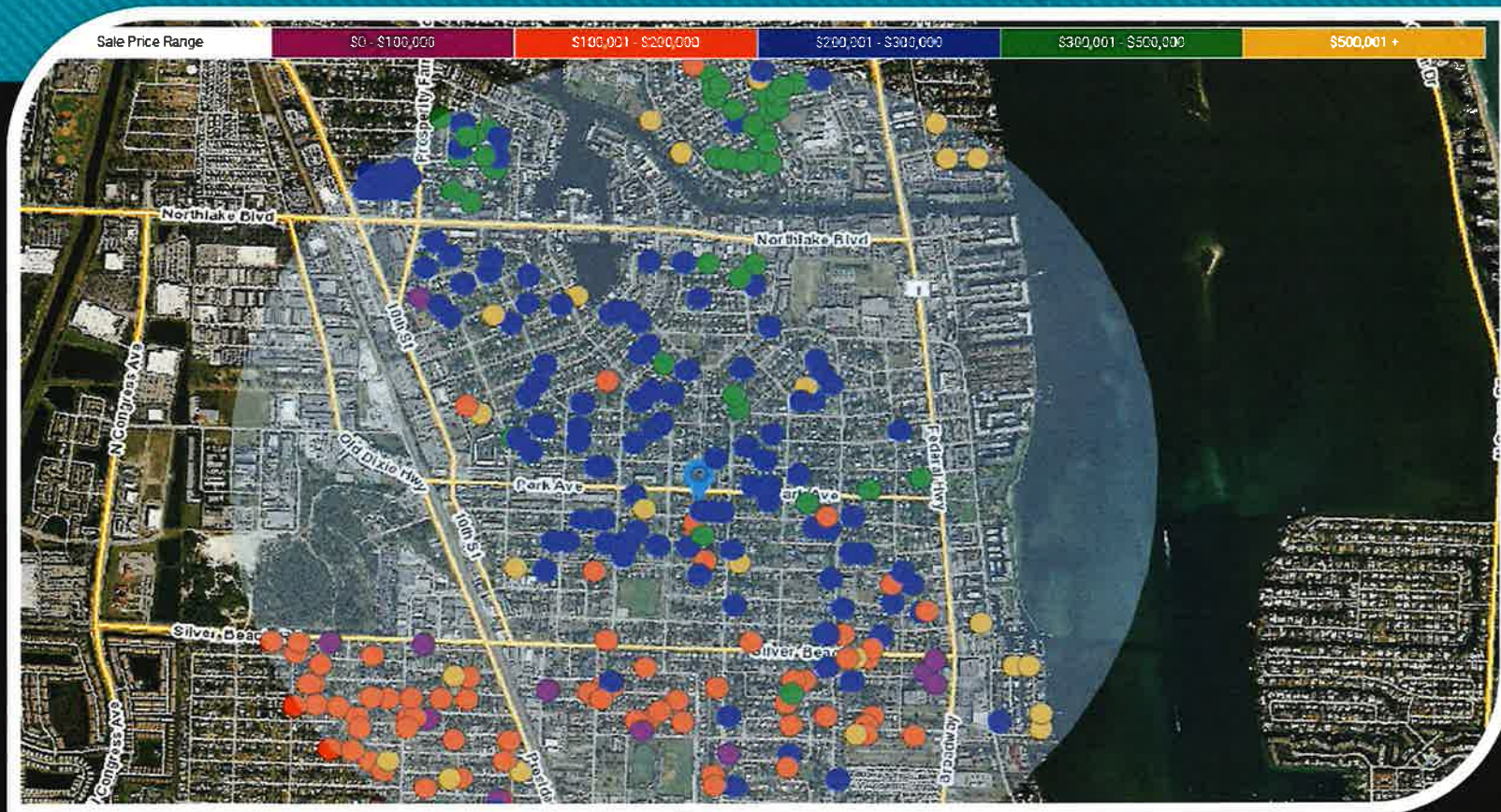
# On Affordability in Lake Park



# On Affordability in Lake Park



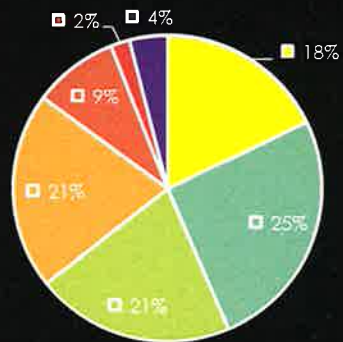
# On Affordability in the Vicinity





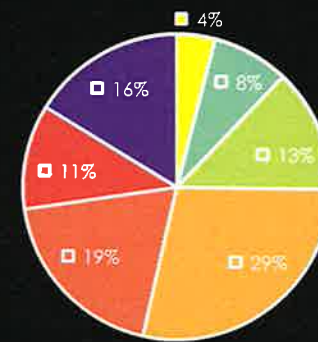
# On Affordability – National Trends

Distribution of National Home Contract Values in 2002



■ Under \$100K  
 ■ \$100K to \$149.9  
 ■ \$150 to \$199.9  
 ■ \$200 to \$299.9  
■ \$300 to \$399.9  
 ■ \$400 to \$499.9  
 ■ Over \$500K

Distribution of National Home Contract Values in 2018



■ Under \$100K  
 ■ \$100K to \$149.9  
 ■ \$150 to \$199.9  
 ■ \$200 to \$299.9  
■ \$300 to \$399.9  
 ■ \$400 to \$499.9  
 ■ Over \$500K

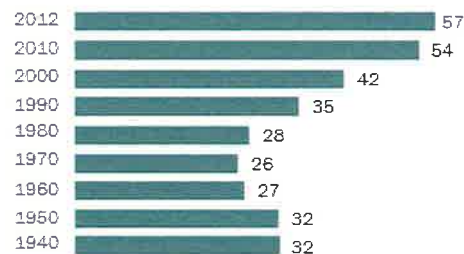
# On Affordability – Financing

- According to the International Code Council's Building Valuation Data for February 2019, the average cost per square foot for new single family construction ranges between \$122.46 and \$130.04.
- Presuming the higher cost and an ADU of 1,000 SF, the projected cost of construction would be approximately \$130,040.
- This new construction would be cheaper than many resale housing options, bolstering the rapidly-shrinking market segment for homes under \$150,000.
- Furthermore, the income ADUs generate can be enough to facilitate some purchases. Many lenders will count a rental contract or letter of intent toward a buyer's total income, helping secure mortgages that might not otherwise be affordable.
- New ADUs for parents/grandparents above 62 YO will also qualify for 20% value savings on taxes!

# On Diversity of Housing Options

## Population Living in Multi-generational Households Has Doubled Since 1980

*In millions*



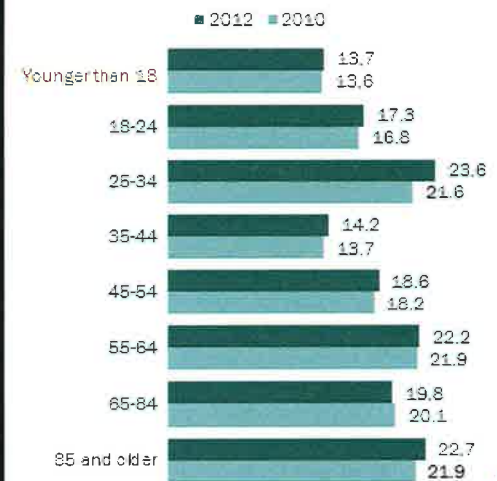
- Diversity of housing refers to diversity of housing options
- ADUs can facilitate increasingly-common multi-generational household arrangements and cheaper rents
- PEW research from 2014 indicated multi-generational living doubled between 1980 to 2012, from 28 million to 57 million.
- Historically, older Americans were the most likely to live in MG households and still remain a large percentage of the total, but today that's changing.

# On Diversity of Housing Options

- Today's multi-generational households are often composed of millennials and members of minority groups.
- Minorities were found to be more likely to reside in multi-generational households – with 1 in 4 blacks and Hispanics residing in MG households in 2012
- Millennials are also more likely to rent than purchase a home.
- ADUs allow for an outlet for these growing trends, benefitting homeowners and renters alike.

## Recent Increase in Multi-generational Living Most Pronounced Among Young Adults

*% of each population living in multi-generational households*



Source: Pew Research Center analysis of 2010 and 2012 American Community Surveys (IPUMS)

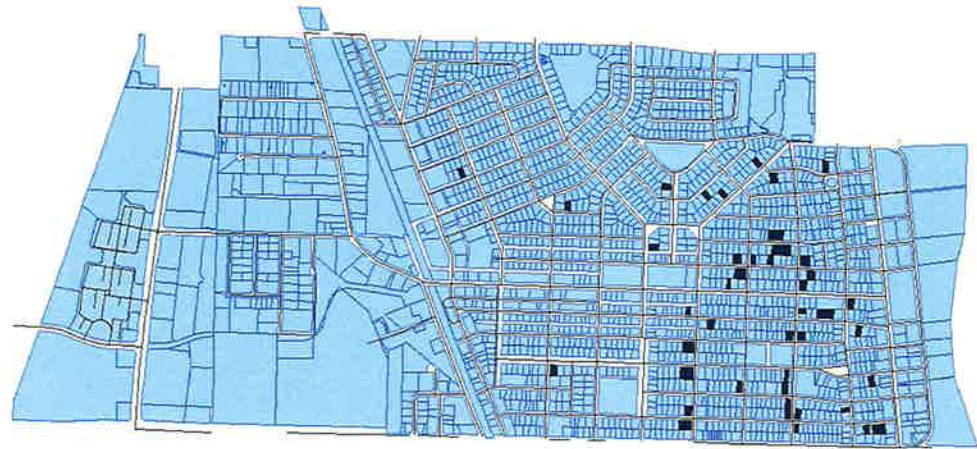
# On the Unique Character of the Town

- Accessory dwelling units are not new to Lake Park, but indeed have existed here historically at such locations as 500 Evergreen (built in 1925), 255 Greenbriar (Built in 1950), and 323 Hawthorne (Built in 1931).
- ADUs are already part of Lake Park's built character and historic heritage.
- Currently, there are anywhere between 44 and 54 ADUs existing in Lake Park, all but one built before 1970 when the Town's Zoning Code was adopted.
- To embrace ADUs is to embrace what makes Lake Park special – good planning, diverse communities, and special, South Florida charm.

# Meet Your Neighbors!



## Existing ADU Locations in Lake Park



### Legend

 ADU Locations



# Lake Park ADUs - 2020

- Obviously, much has changed since the first ADUs were constructed in the Town nearly 100 years ago.
- Town staff has assembled a set of recommendations drawn from various precedents and best-practices around the country.
- With special consideration given to the unique character of the Town, the following are regulations are being proposed for the safe, lawful, and harmonious occupancy of ADUs within Lake Park:

# Purpose and Intent

- “It is the intent of this section to establish practices for the safe and lawful creation and occupancy of accessory dwelling units within the Town. Property owners currently residing within the Town may build, own, maintain and rent accessory dwelling units within the R1 and R1A Single Family Residence districts pursuant to the issuance of a Town Rental BTR and in accordance with the standards set forth below.”

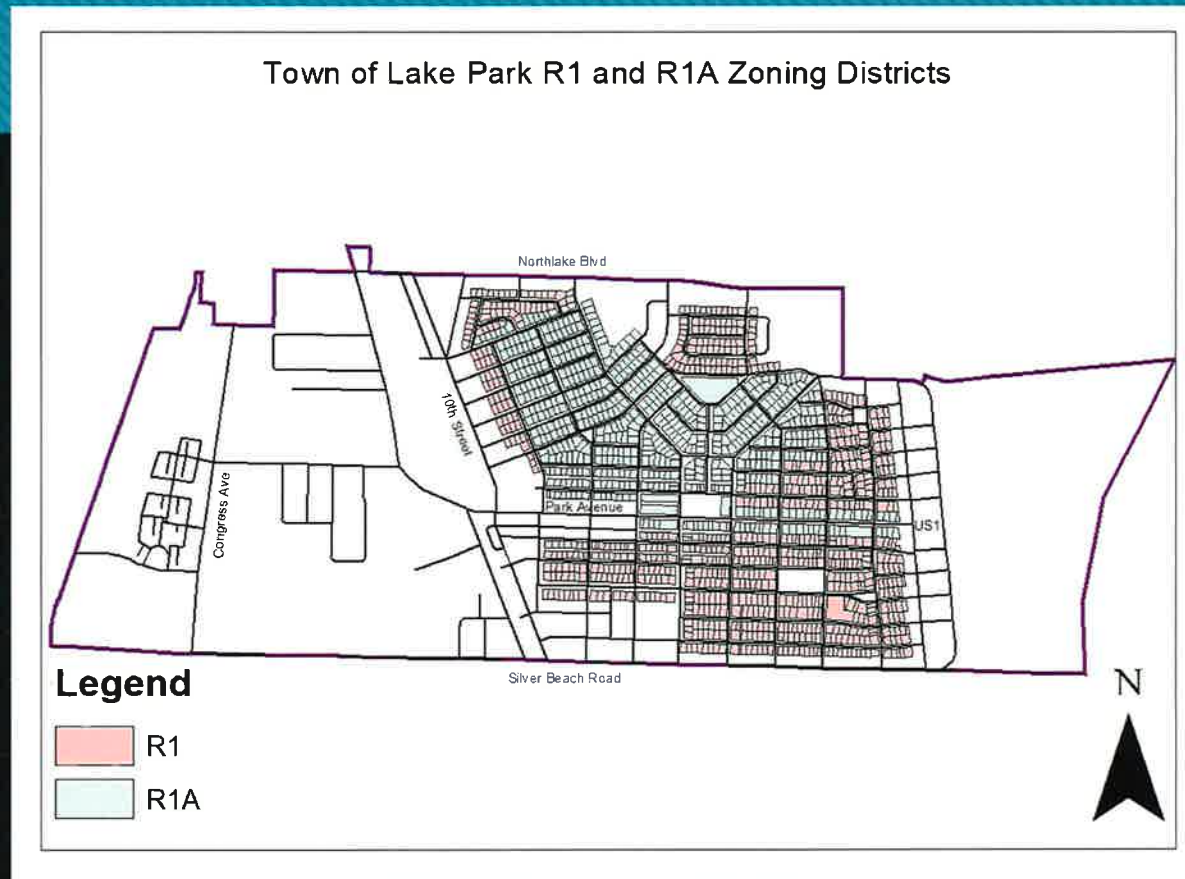


# Definitions

- Staff proposes two new definitions, one for accessory dwelling structures and one for accessory dwelling units. These definitions borrow elements of the language precedent set by the State and read as follows:
  - A primary dwelling structure shall refer to the larger of any two or more dwelling structures in the R1 or R1A districts, exceeding the minimum required in the applicable zoning district.
  - An accessory dwelling structure shall refer to a second, subordinate standalone living unit in the R1 or R1A districts, not exceeding 1000 SF in total, with its own kitchen, bathroom, and no more than 2 bedroom facilities.
  - An accessory dwelling unit shall refer to a permitted living unit with its own kitchen, bathroom, and no more than 2 bedroom facilities inside of either a primary structure or an accessory dwelling structure.

# Districts

- The placement of ADUs in Lake Park would be restricted to our two single family zones: R1 and R1A. See the map below for the boundaries of these districts in the Town.



# Density

- Staff recommends excluding accessory dwelling units from the density calculation. We are proposing to allow for one ADU per parcel (two units overall including the primary dwelling and the accessory dwelling).
- There are several legally nonconforming parcels with multiple ADUs in the Town and these would be “grandfathered in” regardless of exceeding this cap but we would not permit new parcels to accumulate multiple ADUs.
- Nevertheless, a comprehensive plan amendment and capacity analysis will be undertaken to quantify the potential impacts of this change. Staff believes these will most likely be negligible.

# Minimum Lot Size

- In Lake Park, the smallest legally-conforming lot is 7,500 SF for an interior parcel and 10,000 SF for a corner lot.
- A survey was undertaken to assess the average lot size of every residential block throughout the town. In total, 100 properties were surveyed with an average lot area of **10,363 SF**.
- Town staff recommends that all parcels meeting the minimum legal lot size be eligible for an accessory dwelling structure, provided they do not exceed the maximum building coverage as defined below.

# Building Coverage

- Lake Park's current maximum building coverage, inclusive of accessory structures, for single family lots is 50% in the R1A and 60% in the R1.
- In order to determine a maximum allowable ADU area that works within these existing constraints, town staff performed case study calculations seeing how a maximum ADU area of 1000 SF would work on different lots, including those of substandard area, minimal legal area, average area, and above average area.
- The results showed that a maximum of 1000 SF would be viable on all the studied lots, save for the substandard one.
- As a result, Town Staff are recommending a maximum ADU coverage of 1000 SF so long as it doesn't exceed the 50% or 60% built coverage on the lot.
- A minimum of 35% open space must be maintained.

# Building Coverage (Large Lot w/ Pool)

- Lot area:  $100 \times 135 = 13,500$
- Side Yard Setback (Street):  $105 \times 15 = 1575$
- Side Yard Setback (Interior):  $105 \times 10 = 1050$
- Front Yard Area:  $30 \times 100 = 3000$
- Total Excluded Setback Area = 5625
- Lot Area less Excluded Setback Area:  $13500 - 5625$
- Buildable Area Subtotal: 7875
- Buildable Area: 50% of 7875 = 3937
- Existing Structure: 1966
- Pool Area: 595
- Buildable Area less Existing Structure and Pool:  $3937 - 2561 = 1698$
- Remaining Area Buildable Area less Maximum ADU Area:  $1698 - 1000 = 698$
- Remaining Buildable Area after ADU: **698**.



# Building Coverage (Standard Lot)

- Lot Area:  $66 \times 121 = \underline{7,986 \text{ SF}}$
- Side Yard Setbacks:  $10 \times 91 = 910 \times 2 = 1820$
- Front Setback:  $66 \times 30 = 1980$ .
- Total Excluded Setback Area: 3800 SF
- Lot Area less Excluded Setback Area: 4186
- Buildable Area: 60% of 4186 = 2511
- Buildable Area Less Existing Structure:  $2511 - 1074 = 1437$
- Remaining Buildable Area less Maximum ADU Area: 437 SF



# Building Coverage (Substandard Lot)

- Lot Area:  $50 \times 130 = \underline{6500 \text{ SF}}$ .
- Side Yard Setback:  $10 \times 93 = 930 \times 2 = 1860$
- Front Setback:  $50 \times 30 = 1500$
- Total Excluded Setback Area: 3360
- Lot Area Less Excluded Setback Area:  $6500 - 3360 = 3140$ .
- Buildable Area: 60% of 3140 = 1884
- Buildable Area less Existing Structure:  $1884 - 1584 = 300$
- Maximum ADU Area: **300**





# Architectural Standards

- Staff recommends that accessory dwelling units conform to the preexisting standards for accessory structures generally, which is that they must be harmonious and compatible with the primary dwelling in such features as color, height, and materials.
- In addition, staff is also proposing quality of life criteria requiring that an accessory dwelling unit have its own permanent access pathway to the sidewalk to prevent rutting in grass areas as well as landscaping to screen any blank, featureless wall facing another single family home.
- Staff proposes ADUs be governed by existing accessory structure height provisions, which allow for up two stories or 30 feet.
- Prefabricated buildings would not be excluded by this ordinance, but would have to meet the above architectural standards.

# Setbacks

- Town staff proposes the existing setbacks for accessory structures in the R1 and R1A districts govern setbacks for new accessory dwelling structures.
- We propose a new setback requirement that an accessory dwelling structure be setback at least 10 feet from the primary structure, per the Florida Building Code.

# Parking

- In order to ensure on-street parking within the Town does not become a nuisance or safety hazard, staff are recommending a one space per unit requirement.
- Every accessory dwelling unit will be required to either demonstrate the ability to accommodate parking on site using existing driveway area or provide a new parking space.
- A space shall be defined by the current residential parking dimensional requirements in Section 78-142 (9) c. 1. i., which stipulate the minimum area shall be eight feet wide and 20 feet long and the orientation may be side-by-side, end-to-end, or non-contiguous.

# Occupancy and Renting Practices

- Staff is proposing no ADU shall be issued a CO prior to the application for a rental business tax receipt and no ADU application shall be processed unless the owner occupies the property at the time of submittal, as proven by an updated driver's license.
- Staff is proposing that an ADU property must always be owner-occupied whether the owner lives in the ADU or primary dwelling.
- Additionally, each accessory dwelling unit shall be occupied by no more than one family as defined in the Town code. ADUs may be rented without charge of a business tax receipt to immediate family members, but the owner must provide the town proof of the relation to claim the exemption. Transient residential occupancy (lease terms of six months or less as defined in the code) shall be prohibited.
- No ADU lot may be replated and sold off.
- If any of these conditions are violated, occupancy of the ADU must cease immediately or the Town shall place fines and – in the case of continued noncompliance – a lien against the property.

# Approval Process

- The town proposes that ADUs be an administrative approval item. In order to receive an administrative approval, ADUs would have to go through the building permit approval process and receive site plan review by the planner and structural review from the building official. A survey, site plan, architectural elevations, and engineering plans will be required with the application.

# Discussion - #LeadLakePark

- Now you have heard what ADUs are, why they're important to Lake Park, and how staff sees them integrating into our Town.
- Staff endorses the creation of an ADU ordinance
- Now it's your turn to #LeadLakePark – how do you envision ADUs in the Town?
- Thank you for your time!



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/20

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

Name: HERB LOZOTT  
Address: 522 EVERGREEN

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

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

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

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

Against

1



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2-19-20

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

Name: Karen Lozott  
Address: 522 Evergreen Dr.

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

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

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

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

Against

2



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/20

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

Name: Wendi Green

Address: Australian Cir

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

I would like to make comments on the following Agenda Item:  
Zoning, Code verbiage, understanding some terms  
in Code

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

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

Against (3)





TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/20/2020

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

Name: MARTY DAVEAIPORT

Address: 232 EVERGREEN DR

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

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

ADU - size restrictions, occupancy limits, parking

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

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

4



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/2020

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

Name: GILLIAN KENNEDY WRIGHT

Address: 926 ORANGE DR

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

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

How is there going to be a limit on how many people can live in a unit?

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

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

5



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/21

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

Name: Tina Kloppe  
Address: 1000 Highway Blvd

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

I would like to make comments on the following Agenda Item:  
ADU vs Short Term Rental Clarification

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

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

6



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 02/19/2020

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

Name: JAMES SULLIVAN

Address: 348 FLAGLER BLVD

If you are interested in receiving Town information through Email, please provide your E-mail address: 182489@comcast.net

I would like to make comments on the following Agenda Item:  
LANDSCAPE REQUIREMENTS TO ELIMINATE COV

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

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

7



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/2020

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

Name: L. BRADFORD

Address: 120 HAWTHORNE DR

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

I would like to make comments on the following Agenda Item:  
Will this possible proposal ~~soon~~ supersede the ~~soon~~ vision of the '100 block' revitalization

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

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

8



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 02/19/2020

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

Name: David Ochoa  
Address: 706 Forester Ln.

If you are interested in receiving Town information through Email, please provide your E-mail address: @choad04@gmail.com

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

I would like to make comments on the following Non-Agenda Item(s):  
Commercial/Work Vans.  
\_\_\_\_\_  
\_\_\_\_\_

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



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/2020

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

Name: ALICIA DEGAIA-CANTI  
Address: 6234 W. Jasmine Dr.

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

I would like to make comments on the following Agenda Item:  
CHANGE TO AGRESSIVE DWELLING UNITS  
\_\_\_\_\_  
\_\_\_\_\_

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

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





TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2

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

Name: Dani S Swinton  
Address: 348 FLORIDA BLVD

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

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

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

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

11



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 2/19/2020

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

Name: SV GREENE  
Address: 610 3RD ST LAKE PARK FL 33403  
If you are interested in receiving Town information through Email, please provide your E-mail address: svgreene.2002@yahoo.com

I would like to make comments on the following Agenda Item:  
SLIDE PRESENTATION WAS INADEQUATE. DOES TOWN PLANNER LIVE IN L.P. RETICTIONS, THE SCREEN WAS DIFFICULT TO READ. AFFORDABLE HOUSING  
LOSE HOME STEAD EXEMPTION? R.G. TAXES INCREASED?

I would like to make comments on the following Non-Agenda Item(s):  
TREES, PARKING, TRAFFIC, ZONING, CONSTRUCTION, BALLOT QUESTION  
OVERCROWDING, RETS, WHO'S OVERSEEING? CENSUS  
20% EXEMPTIONS, LONG TERM / SHORT TERM RENTALS, T.A.W.?

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

12

# TAB 3





**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: March 4, 2020**

**Agenda Item No. Tab 3**

**Agenda Title: February 19, 2020 Regular Commission Meeting Minutes .**

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

**Approved by Town Manager** *[Signature]* **Date:** 2-20-2020

*Shaquita Edwards 2/20/20*

**Shaquita Edwards, MPA, CMC**

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	<b>Costs: \$ 0.00</b> <b>Funding Source:</b> <b>Acct. #</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>-Minutes</b> <b>-Exhibit "A"</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> <b>Not Required</b>	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>S.E.</i> <b>Please initial one.</b>

**Recommended Motion:** To approve the February 19, 2020 Regular Commission Meeting Minutes.



**Minutes  
Town of Lake Park, Florida  
Regular Commission Meeting Minutes  
Wednesday, February 19, 2020, 8:07 PM  
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, February 19, 2020 at 8:07 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, and Roger Michaud, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Commissioner Linden led the pledge of allegiance.

**SPECIAL PRESENTATION/REPORT:**

**1. Proclamation – Alliance of Eating Disorders Awareness.**

Mayor O'Rourke announced the aforementioned proclamation would not be presented.

**PUBLIC COMMENT:**

**None**

**CONSENT AGENDA:**

- 2. January 25, 2020 Joint Town Commission and Planning & Zoning Board Workshop Minutes.**
- 3. February 5, 2020 Regular Commission Meeting Minutes.**
- 4. Resolution No. 16-02-20 Approving Submission of an Application Requesting Library Services and Technology Act (LSTA) Funding for Acquisition of Laptop Kiosks and Associated Laptops to be Used by Library Patrons and Provision of Required Assurances.**
- 5. Resolution No. 17-02-20 Authorizing and Directing the Town Manager to Proceed with Stormwater Pipe Repairs at 1600 Flagler Drive and 904 Jasmine Drive, Per the Terms and Conditions of the Town's Contract with Hinterland Group, Inc.**
- 6. Resolution No. 18-02-20 Authorizing and Directing the Mayor to sign the Palm Beach County Supervisor of Elections Agreement for Vote Processing Equipment Use and Election Services for the General Election Scheduled for March 17, 2020.**

**Motion: Commissioner Flaherty moved to amend the Consent Agenda to include New Business Items 7 through eleven. Vice-Mayor Glas-Castro seconded the motion.**

Town Manager D'Agostino asked the Commission to postpone the approval of New Business items 10 and 11.

**Motion: Commissioner Flaherty moved to amend the Consent Agenda to include New Business Items 7 through nine. Commissioner Michaud seconded the motion.**

- 7. **Resolution No. 19-02-20 Authorizing the Mayor to Sign the Contract for Laserfiche Scanning, Indexing, and Conversion Services with MCCi, LLC.**
- 8. **Resolution No. 20-02-20 Fiscal Year 2019/2020 Budget Amendment for the General Fund.**
- 9. **Resolution No. 21-02-20 Authorizing and Directing the Town Manager to Expend Budgeted Funds to Acquire a Turf Mower for the Town’s Grounds Maintenance Division.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O’Rourke	X		

Motion passed 5-0.

**PUBLIC HEARING – ORDINANCE ON FIRST READING:**

None

**PUBLIC HEARING – ORDINANCE ON SECOND READING:**

None

**NEW BUSINESS:**

- 10. **Resolution No. 22-02-20 Fiscal Year 2019/2020 Budget Amendment for the General Fund.**
- 11. **Resolution No. 23-02-20 Authorizing and Directing the Mayor to Execute the Service Agreement with Onsolve LLC for the Provision of CodeRED Internet-Based and Accessed Notification Services to the Town of Lake Park.**

Town Manager D’Agostino explained New Business items ten and eleven would need to be presented at a future Regular Commission Meeting.

**Motion: Commissioner Michaud moved to defer New Business items ten and eleven to a Future Regular Commission Meeting; Commissioner Linden seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Linden	X		
Commissioner Michaud	X		
Vice-Mayor Glas-Castro	X		
Mayor O’Rourke	X		

Motion passed 5-0.

**PUBLIC COMMENT:     None**

**FUTURE AGENDA SUGGESTIONS:   None**

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

**Town Attorney Baird** had no comments.

**Town Manager D'Agostino** announced the following comments (see Exhibit "A"). Vice-Mayor Glas-Castro questioned if the Town planned to conduct voter outreach/education regarding the ballot question. Town Manager D'Agostino stated the Town had not conducted outreach but would forward fact sheets to voters prior to the March 17, 2020 Presidential Preference Primary Election.

**Commissioner Linden** announced he attended and enjoyed the 2020 Florida League of Cities Legislative Action Days.

**Commissioner Michaud** announced the Lake Park Kiwanis Club would host a Garage Sale on Saturday, March 28, 2020 (7:00 a.m.-11:00 a.m.) at 355 East Ilex Drive, Lake Park, Florida 33403. He announced his contact information as [rmichaud@lakeparkflorida.gov](mailto:rmichaud@lakeparkflorida.gov) for inquiries and donations. He announced the Town Commission would host a Lake Park Bike Tour on Sunday, March 29, 2020, 1:30 p.m., 535 Park Avenue, Lake Park, Florida 33403. He announced the Bethlehem Haitian Baptist Church would host their Annual Basketball Tournament on Saturday, March 21, 2020 at 3:00 p.m., 425 Crescent Drive, Lake Park, Florida 33403.

**Commissioner Flaherty** had no comments.

**Vice-Mayor Glas-Castro** announced she had forwarded a proclamation in honor of Florida Bicycle Month. Per Consensus, the Commission agreed to proclaim the month of March as Bicycle Month at a Future Regular Commission Meeting. She expressed gratitude to Town Lobbyists for their guidance and assistance at the 2020 Florida League of Cities Legislative Action Days.

**Mayor O'Rourke** announced an upcoming performance at the Brewhouse Gallery on Saturday, February 22, 2020 at 8:00 p.m.

**ADJOURNMENT**

There being no further business to come before the Commission and by unanimous vote, the meeting adjourned at 8:26 p.m.

\_\_\_\_\_  
Mayor Michael O'Rourke

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC

\_\_\_\_\_  
Deputy Town Clerk, Shaquita Edwards, MPA, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2020

Exhibit "A"

## TOWN MANAGER COMMENTS

FEBRUARY 19, 2020 – TOWN COMMISSION MEETING

### PRESIDENTIAL PREFERENCE PRIMARY ELECTION & UNIFORM MUNICIPAL ELECTIONS

Election Day is **Tuesday, March 17<sup>th</sup>, 7 a.m.-7 p.m.** There is a Town of Lake Park ballot question on the ballot regarding Taxation. Town residents are encouraged to vote at their designated precinct found on their voting card. The Town of Lake Park precinct voting locations are:

- **Lake Park Town Hall**, 535 Park Avenue, Lake Park
- **PBC Fire Rescue Station #68**, 1000 Park Avenue, Lake Park
- **St. John Lutheran Church**, 241 Cypress Drive, Lake Park

JOINT TOWN COMMISSION/VILLAGE COUNCIL MEETING – The Village of North Palm Beach has proposed a joint meeting regarding the Twin Cities Mall Site.

### PROCLAMATION REQUESTS

Seeking Commission approval of two Proclamation requests from South Florida Water Management District for the State of Florida, Water Management Districts Water Conservation Month for the month of **April 2020** and a Proclamation for Water Reuse Week (May 17-23, 2020).

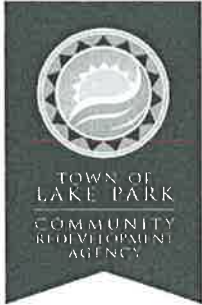
### SUNSET CELEBRATION

The Town of Lake Park will host its monthly Sunset Celebration on **Friday, February 28<sup>th</sup>** from 6:00 pm – 9:00 pm at Lake Park Harbor Marina. This month's event will feature live entertainment from **Solid Brass Band** bringing some of your favorite classic rock and R&B tunes from the 60s through the 80s! There will be a full cash bar, happy hour prices, and a variety of food and arts & crafts vendors. For more information please contact the Special Events Department at 561-840-0160.

### COMMUNITY BBQ/2020 CENSUS

The Town of Lake Park will host a Community BBQ on **Saturday, February 29<sup>th</sup>** from 11:00 am – 1:00 pm at Town Hall. This event will also serve as a kick-off to the 2020 Census. Event attendees can expect live entertainment, free food and drinks, games, activities, raffles and to learn more about the upcoming Census. For more information please contact the Special Events Department at 561-840-0160.

# TAB 4



CRA
Agenda Request Form

Meeting Date: March 4, 2020

Agenda Item No. 4

Agenda Title: Executive Director's Annual Report

- [ ] SPECIAL PRESENTATION/REPORT [ ] CONSENT AGENDA
[ ] OLD BUSINESS [X] NEW BUSINESS:
[ ] DISCUSSION FOR FUTURE ACTION [ ] OTHER

Approved by Executive Director: [Signature] Date: 2/18/2020
John O. D'Agostino, Executive Director

Name/Title

Table with 3 columns: Originating Department, Costs: \$, Funding Source, Acct. #, Attachments: CRA Annual Report 2018-2019.

Summary Explanation/Background: Each year the CRA Board of Directors received the Annual Report of the prior Fiscal Year activities of the Community Redevelopment Agency from the Executive Director. Attached is the Annual Report for Fiscal Year 2018-2019. Each fiscal year, with the help of the Board of Directors, the CRA experienced incremental changes to the PADD (Park Avenue Downtown District). The Ordinances changes proposed by the Board of Directors, accepted by the Town Commission, will result in the occupancy of commercial space by restaurants and newly open microbreweries in the PADD. The mixed-use development project known as One Park Place this past fiscal year resulted in the occupancy of eighteen of the twenty housing units.

Recommended Motion: Motion to accept the Annual Report of the Community Redevelopment Agency for Fiscal Year 2018-2019 and to instruct the Executive Director to forward the same to the Town Commission. Furthermore, the Community Redevelopment Agency will file said report with Palm Beach County.



# **New Business**

# TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 4, 2020

Agenda Item No. *Tab 5*

Agenda Title: Review of Applications Submitted to the Town Grantmaking Program by JETSETV F.C. and Operation Hope

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *2-28-2020*

*Merrell Angstreich, Grants Writer* *MA*  
Name/Title

<p><b>Originating Department:</b></p> <p><b>Town Manager (Grants Writer)</b></p>	<p>Costs: \$ 25,000.00</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance <u><i>Of Causes</i></u></p>	<p><b>Attachments:</b></p> <p>JETSETV F.C. application for "JETSETV F.C. Summer Camp" and completed rating criteria sheets; Operation Hope application for "Destiny Fulfilled Summer Camp" and completed rating sheets; Town of Lake Park Grant Application Instructions and Form; and blank rating criteria sheets</p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u><i>MA</i></u></p> <p>OR</p> <p>Not applicable in this case _____</p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:** When possible, the Town of Lake Park allocates funds to its small and large grant program; small grants, which can be up to \$500 are for citizens of the Town, and large grants, which can be from \$500.01 up to the limit of available funding, are for local not-for-profit organizations. For the 2019-2020 fiscal year, a total of \$25,000 was allocated for the Town's grantmaking program. In response to its RFP, the Town received two applications for the large grant program and one application for the small grant program. The request made under the small grant

program was for a purpose that could not be supported through the use of public funds. As a result, the full amount of \$25,000 can be used for the large grant program.

Representatives of both applicants attended the mandatory pre-application conference, which was held on November 21, 2019. Both organizations submitted their applications in a timely manner.

In order to assist the Commission in reviewing and determining which grant application(s) to approve, a Grant Review Committee, consisting of the Town Manager, the Library Director and the Grants Writer, met on February 10 for the purpose of reviewing the applications and determining the average score of each for presentation to the Commission. A brief overview of the projects, along with their scores, are provided below:

JETSETV F.C. has requested \$19,000 to operate their ***Soccer Summer Camp***, which primarily serves children from the Town of Lake Park during the week between the end of school and the beginning of camp. Last summer the organization operated a similar program in the Town, planning to serve 120 kids, but had 168 registered and an average of 147 who attended each day. The program serves children up to the age of 12. **JETSETV F.C. received an average score of 106 from reviewers.**

Operation Hope requested \$5,000 to support ***Destiny Fulfilled Summer Camp***, which operates throughout the summer. The camp serves 100 children, up to age 14 for general population and up to age 17 for special needs population; approximately 40 percent of the camp's attendees are from the Town of Lake Park. **Operation Hope received an average score of 85 from reviewers.**

Blank rating sheets are attached should the Commission wish to rate the applications.

**Recommended Motion: I recommend that the Commission allocate \$20,000 in funding to JETSETV F.C. and \$5,000 in funding to Operation Hope.**



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

**SECTION 1: APPLICANT INFORMATION**

Legal Name of Applicant: JETSETV F.C. INC.

Address: 625 PARK AV

City: LAKE PARK State: FL Zip Code: 33403

Telephone Number: 5612735796

E-mail Address: JONATHANMARCELLA@GMAIL.COM

Date Organization Was Legally Established: 06/04/2015 State: FL

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

Name of Principal Officer/Business Owner: JONATHAN MARCELLA

Title: PRESIDENT

Contact Person for This Application: JONATHAN MARCELLA

Telephone Number (if different from above): \_\_\_\_\_

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):  
SOCCER CLUB AND ACADEMY

Palm Beach County Business Tax Receipt Number (if applicable): \_\_\_\_\_

Lake Park Business Tax Receipt Number (if applicable): \_\_\_\_\_

EIN Number (if applicable): 474239966

Signature of Applicant: 

**SECTION 2: DESCRIPTION OF PROPOSED PROJECT**

Project/Organization Name: JETSETV F.C. SUMMER CAMP

Address: 311 7TH ST, LAKE PARK, FL 33403

Detailed Project Description, Including Project Timeline (please attach a separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

SEE ATTACHED SHEETS

\_\_\_\_\_  
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Estimated Project Completion Date: 06/06/2020

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

**SECTION 3: FUNDING INFORMATION**

**Amount requested from Town of Lake Park**

\$ 19000

*The maximum grant amount that shall be available through the Small Grant Program is \$500 (for which no match is required). The minimum grant amount that shall be available through the Large Grant Program is \$500.01 and the maximum grant amount is \$25,000.*

**Compilation of matching funds:**

**Volunteer labor** \$ 23250  
(Calculate at \$25 per hour. Volunteer Labor Worksheet must be attached.)

**Cash** \$ 1000  
(Please itemize on Contribution/Match Worksheet)

**Donated professional services** \$ \_\_\_\_\_  
(Not including Volunteer Labor. Please itemize on Contribution/Match Worksheet)

**Donated materials/supplies** \$ 500  
(Please itemize on Contribution/Match Worksheet)

**Other (please describe)** \$ 300  
(Matching funds that are not directly related to the project will not be considered)

AWARD CEREMONY VENUE RENTAL  
\_\_\_\_\_  
\_\_\_\_\_

**Total Matching Funds:**

\$ 25050

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

SEE ATTACHED SHEET  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(Please attach additional pages if necessary)

SEE ATTACHED SHEET

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**SECTION 5: REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

**For the Small Grant Program:**

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout of corporate information from the Department of State Corporations online public inquiry web page DOES NOT meet this requirement.*
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds

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

- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

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

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



## **SECTION 6: REPORT AND REIMBURSEMENT**

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

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

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

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

*Remainder of page intentionally left blank*

## VOLUNTEER LABOR WORKSHEET

All volunteer labor hours must be allocated after February 1, 2020. Preparation of the grant application cannot be considered part of the volunteer labor hours.

Type of Work	Volunteer Information			
	Name and Address	Phone Number	Number of Hours	Signature of Volunteer
COACH MANAGER	JONATHAN MARCELLA	5612735796	30	
COACH MANAGER	LINDSEY THOMPSON	5612735796	30	
COACH MANAGER	LORENA RIOS	5612735796	30	
COACH MANAGER	SANTIAGO RAMIREZ	5612735796	30	
COACH MANAGER	SEBASTIAN OSORIO	5612735796	30	
SIGN UP	RENEE SLOAN	5612735796	18	
SIGN UP	DIANE WILSON	5612735796	18	
TRANSPOR TATION	TRAVIS TUDOR	5612735796	18	
NURSE	SARAH TOUNTAS	5612735796	18	
ASSISTANT COACHES	35 VOLUNTEERS FROM PHILADELPHIA CHURCH OF THE NEWBORNS	5612735796	X18	
ASSISTANT COACHES	5 VOLUNTEERS FROM FIRST BAPTIST CHURCH OF LAKE PARK	5612735796	X18	
<b>TOTAL HOURS</b>				
<b>RATE</b>			\$25	<i>Please attach additional Volunteer Labor Worksheets if necessary</i>
<b>942 HOURS X</b>			PER HOUR	
<b>TOTAL VOLUNTEER LABOR VALUE</b>			\$	
<b>\$23,550</b>				

750.00

750.00

750.00

750.00

750.00

450.00

450.00

450.00

450.00

15,750.<sup>00</sup>

2,250.<sup>00</sup>

# 23,550

\$ 3,750.00  
1,800.00

Matching Contribution

## CONTRIBUTION/MATCH WORKSHEET

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

**Grant Project Name:** JETSETV FC SOCCER SUMMER CAMP

**Donation Type:**  Cash  Services  In-kind  Goods/Materials  
(Check all that apply)  Other AWARD CEREMONY VENUE RENTAL

**Donor Information:** FIRST BAPTIST CHURCH OF LAKE PARK  
Organization/Company/Individual Name  
625 PARK AV, LAKE PARK, FL 33403  
Address City/Zip Code  
5618441609 JOHN@FBCLAKEPARK.COM  
Telephone Email

**Detailed/Itemized Description of Contribution/Match:** \_\_\_\_\_  
CASH DONATION, FOOD FOR PARTICIPANTS AND FAMILIES AFTER AWARD  
\_\_\_\_\_  
CEREMONY, AWARD CEREMONY VENUE RENTAL  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Value of Contribution/Match:** \$ 1800  
(The value of in-kind contributions must be determined by the donor, not the applicant)

  
Authorized Signature of Donor 01/14/20  
Date

# *State of Florida*

## *Department of State*

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

The document number of this corporation is N15000005631.

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

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

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



*Ronald R. Lee*  
**Secretary of State**

Tracking Number: 4495192961CU

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

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



JETSETV F.C. Incorporated  
625 Park Avenue, Lake Park, FL 33403  
Office: 561.847.1889  
[www.jetsetv.org](http://www.jetsetv.org)

## Description of the project

JETSETV Summer Soccer Camp will be a 5-day camp and tournament June 1<sup>st</sup> through 6<sup>th</sup>. We expect to host 150 players that will be divided in 3 different ages, U-6 (under 6 years old), U-9 (under 9 years old), U-12 (under 12 years old), 50 per age bracket. Every day we will have a 2-hour session of soccer training and games, and we will close the week with a tournament.

**Monday through Friday 9:00 am – 10:30 am**

Each session includes:

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

**Saturday 9:00 am – 1:00 pm**

We will hold a tournament with an award ceremony and refreshments provided by one of the organizations supporting the event

## Timeline

March 1<sup>st</sup> Funds release

March 16<sup>th</sup> Beginning purchase of supplies

April 13<sup>th</sup> Beginning advertisement of event

May 1<sup>st</sup> Finalizing purchase of supplies

May 17<sup>th</sup> Beginning of Registration

June 1<sup>st</sup> First practice

June 6<sup>th</sup> Finals, awards ceremony and food at First Baptist Church of Lake Park

## Goals and Community Need

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

We want to encourage kids and youth to participate in outdoor activities and healthy initiatives. Soccer is a great physical activity that helps children develop motor skills, endurance, strength, coordination among other

**A 501(c)(3) non-profit using sports as a vehicle to encourage moral values**



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skills. This event would ensure our kids have more options to participate in active physical activities creating healthier individuals.

- Potential to Strengthen the Overall Neighborhood and Applicant

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

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

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

We will ask local businesses to have booths for sale of their products, activating the local economy for the week bringing some revenue to Lake Park business.

- Community Support, Consensus and Resident Involvement in the Implementation

Residents of the town have asked us for a program like this for the past 3 years. We tried a project similar to this last year, and it was an overwhelming success. Even though we planned for 120 kids, we ended up having 147 on average each day with about 168 kids registered. From this, we learned that the community is hungry for events like ours, and, with enough time to invite, Lake Park residents will be able to take full advantage of this project. For this particular event, we will partner with 3 organizations based in Lake Park. First Baptist Church of Lake Park, Bethlehem Haitian Baptist Church and Lake Park Baptist School as well as having volunteers with residence in Lake Park. Families residing in our town can register their kids to participate for FREE. For kids out of town a \$12 fee will be charged for the entire week.

Local businesses will be encouraged to have booths to display their products, activating the local economy for the week.

### Proposed Budget

- Income

Donations are key to the success of our program. We will find sponsors for different parts of our camp. Organizations like First Baptist Church of Lake Park, Concord Engineering and Atlantic Employee Screening have expressed their desire to donate to our camp contingent on the grant approval.

Non-residents will be charged a \$12 fee.

- Expenses

We estimate the total cost to hold this camp and tournament is 19,000 dollars divided as follows:

QTY	PRODUCT	Each	Total
1	Sand 50lb bag	\$4.45	\$4

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11	Laundry baskets	\$1.07	\$12
3	Referee wallets	\$5.34	\$16
2	Weight bags for tents set of 4	\$9.99	\$20
6	Coach whistle tornado 2000	\$7.55	\$45
3	Speed ladder	\$16.48	\$49
2	Corner flags (set of 4)	\$38.53	\$77
8	Parachutes	\$9.99	\$80
10	Resistance bands Set of 5	\$8.99	\$90
1	Transportation players, coaches and equipment	\$100.00	\$100
10	Jumping ropes normal set of 2	\$10.37	\$104
1	Collapsible wagon heavy duty	\$109.99	\$110
2	Agility training poles pack of 16	\$64.99	\$130
37	3 <sup>rd</sup> place trophies	\$3.99	\$148
37	4 <sup>th</sup> place trophies	\$3.99	\$148
6	Practice CONES (set of 24)	\$24.99	\$150
1	Extras/rubber bands, sharpies, rope, tape	\$150.00	\$150
38	1 <sup>st</sup> place trophies	\$3.99	\$152
38	2 <sup>nd</sup> place trophies	\$3.99	\$152
6	Hurdles set of 4	\$27.51	\$165
2	Tent 12ft x 12ft	\$86.10	\$172
3	Field marking tape	\$57.77	\$173
2	Rebounders	\$99.99	\$200
12	Speed rings (set of 6)	\$18.69	\$224
25	Solo soccer kick trainer	\$9.99	\$250
75	Practice vests	\$3.95	\$296
150	Polyester Drawstring Bag 14"x18"	\$2.28	\$342
25	Stability disk	\$13.99	\$350
15	Box marking spray paint white	\$26.73	\$401
15	Box marking spray paint yellow	\$26.73	\$401
17	3 soccer balls size 3	\$26.29	\$447
17	3 soccer balls size 4	\$26.29	\$447
17	3 soccer balls size 5	\$26.29	\$447
1	Insurance	\$500.00	\$500
1	Advertising/display	\$600.00	\$600
150	Sports books	\$4.99	\$749
50	Volunteers uniform (includes shirt and hat)	\$30.00	\$1,500
3600	Bottles of hydrating drink (3 per practice {at the beginning, during and after practice} for 6 days)	\$1.00	\$3,600
150	Uniforms (includes shirt, shorts and socks)	\$40.00	\$6,000

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TOTAL*		\$19,000
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Most of the soccer practice equipment will be in quantities enough for one age group to work with at a time. We will rotate the equipment to avoid having to buy one per participant and save on the cost of the project.

Each participant will receive a trophy for their participation.

### Green initiatives

We will have recycling bins to encourage all participants and spectators to recycle, along with a volunteer designated to help people throw their trash away in the correct bin. Since we will have at least 3600 drinks in plastic containers we believe this is a very important step to take to help the environment.

### Completion of project with a different percentage awarded

- If awarded 75%  
 Due to prices increasing when bought in smaller quantities we would only be able to service 100 participants and the same amount of volunteer with the following estimates:

QTY	PRODUCT	Each	Total
1	Sand 50lb bag	\$4.45	\$4
9	Laundry baskets	\$1.07	\$10
3	Referee wallets	\$5.34	\$16
2	Weight bags for tents set of 4	\$9.99	\$20
4	Coach whistle tornado 2000	\$7.55	\$30
3	Speed ladder	\$16.48	\$49
2	Corner flags (set of 4)	\$38.53	\$77
8	Parachutes	\$9.99	\$80
5	Resistance bands Set of 5	\$8.99	\$45
1	Transportation players, coaches and equipment	\$100.00	\$100
5	Jumping ropes normal set of 2	\$10.37	\$52
1	Collapsible wagon heavy duty	\$109.99	\$110
2	Agility training poles pack of 16	\$64.99	\$130
25	3 <sup>rd</sup> place trophies	\$3.99	\$100
25	4 <sup>th</sup> place trophies	\$3.99	\$100
6	Practice CONES (set of 24)	\$24.99	\$150
1	Extras/rubber bands, sharpies, rope, tape	\$150.00	\$150
25	1 <sup>st</sup> place trophies	\$3.99	\$100
25	2 <sup>nd</sup> place trophies	\$3.99	\$100
6	Hurdles set of 4	\$27.51	\$165
2	Tent 12ft x 12ft	\$86.10	\$172

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3	Field marking tape	\$57.77	\$173
2	Rebounders	\$99.99	\$200
12	Speed rings (set of 6)	\$18.69	\$224
20	Solo soccer kick trainer	\$9.99	\$200
50	Practice vests	\$3.95	\$198
100	Polyester Drawstring Bag 14"x18"	\$2.28	\$228
20	Stability disk	\$13.99	\$280
10	Box marking spray paint white	\$26.73	\$267
10	Box marking spray paint yellow	\$26.73	\$267
11	3 soccer balls size 3	\$26.29	\$289
11	3 soccer balls size 4	\$26.29	\$289
12	3 soccer balls size 5	\$26.29	\$315
1	Insurance	\$500.00	\$500
1	Advertising/display	\$600.00	\$600
100	Sports books	\$4.99	\$499
45	Volunteers uniform (includes shirt and hat)	\$30.00	\$1,350
2610	Bottles of hydrating drink (3 per practice {at the beginning, during and after practice} for 6 days)	\$1.00	\$2,610
100	Uniforms (includes shirt, shorts and socks)	\$40.00	\$4,000
<b>TOTAL*</b>			<b>\$14,250</b>

- If awarded 50%  
 Due to prices increasing when bought in smaller quantities we would be able to service only 60 participants and the same amount of volunteer with the following estimates:

QTY	PRODUCT	Each	Total
1	Sand 50lb bag	\$4.45	\$4
5	Laundry baskets	\$1.07	\$5
2	Referee wallets	\$5.34	\$11
2	Weight bags for tents set of 4	\$9.99	\$20
4	Coach whistle tornado 2000	\$7.55	\$30
2	Speed ladder	\$16.48	\$33
2	Corner flags (set of 4)	\$38.53	\$77
6	Parachutes	\$9.99	\$60
5	Resistance bands Set of 5	\$8.99	\$45
1	Transportation players, coaches and equipment	\$100.00	\$100
5	Jumping ropes normal set of 2	\$10.37	\$52
2	Agility training poles pack of 16	\$64.99	\$130

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15	3 <sup>rd</sup> place trophies	\$3.99	\$60
15	4 <sup>th</sup> place trophies	\$3.99	\$60
3	Practice CONES (set of 24)	\$24.99	\$75
1	Extras/rubber bands, sharpies, rope, tape	\$150.00	\$150
15	1 <sup>st</sup> place trophies	\$3.99	\$60
15	2 <sup>nd</sup> place trophies	\$3.99	\$60
3	Hurdles set of 4	\$27.51	\$83
2	Tent 12ft x 12ft	\$86.10	\$172
3	Field marking tape	\$57.77	\$173
1	Rebounders	\$99.99	\$100
6	Speed rings (set of 6)	\$18.69	\$112
15	Solo soccer kick trainer	\$9.99	\$150
20	Practice vests	\$3.95	\$79
10	Stability disk	\$13.99	\$140
5	Box marking spray paint white	\$26.73	\$134
5	Box marking spray paint yellow	\$26.73	\$134
7	3 soccer balls size 3	\$26.29	\$184
7	3 soccer balls size 4	\$26.29	\$184
7	3 soccer balls size 5	\$26.29	\$184
1	Insurance	\$300.00	\$300
1	Advertising/display	\$400.00	\$400
60	Sports books	\$4.99	\$299
45	Volunteers uniform (includes shirt and hat)	\$30.00	\$1,350
1890	Bottles of hydrating drink (3 per practice {at the beginning, during and after practice} for 6 days)	\$1.00	\$1,890
60	Uniforms (includes shirt, shorts and socks)	\$40.00	\$2,400
<b>TOTAL*</b>			\$9,499

- If awarded less than 50%  
 Due to prices increasing when bought in smaller quantities and the small amount of participants we would be able to service, we would deny the grant award for this year.

\* ALL PRICES ARE QUOTES DONE AT THE TIME OF WRITING OF THIS PROJECT. PRICES MAY CHANGE.

A 501(c)(3) non-profit using sports as a vehicle to encourage moral values

# JETSETV F.C.

## PROFIT AND LOSS

January - December 2019

	TOTAL
<b>Income</b>	
Non-Profit Income	27,408.27
Sales	5,722.00
Sales of Product Income	8,750.00
Uncategorized Income	2,830.00
<b>Total Income</b>	<b>\$44,710.27</b>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	149.75
<b>Total Cost of Goods Sold</b>	<b>\$149.75</b>
<b>GROSS PROFIT</b>	<b>\$44,560.52</b>
<b>Expenses</b>	
Advertising & Marketing	1,126.36
Bank Charges & Fees	113.14
Gas/Transportation	3,975.33
Insurance	1,304.72
Interest Paid	2,708.91
Job Supplies	659.37
Legal & Professional Services	104.76
Meals	9,475.96
Office Supplies & Software	992.42
Other Business Expenses	13,386.14
QuickBooks Payments Fees	42.43
Reimbursable Expenses	174.00
Rent & Lease	2,577.47
Repairs & Maintenance	154.70
Taxes & Licenses	690.00
Travel	686.92
Uncategorized Expense	2,609.64
Utilities	343.37
<b>Total Expenses</b>	<b>\$41,125.64</b>
<b>NET OPERATING INCOME</b>	<b>\$3,434.88</b>
<b>NET INCOME</b>	<b>\$3,434.88</b>



JETSETV F.C. Incorporated  
625 Park Avenue, Lake Park, FL 33403  
Office: 561.847.1889  
[www.jetsetv.org](http://www.jetsetv.org)

### History

For over 30 years Asociacion Cristiana Deportiva, a non-profit organization in Colombia has worked teaching moral values through soccer. It was a dream of this organization to expand around the world impacting the lives of children and youth. Part of their board of directors then moved to the US to start the expansion process by creating a new organization in Florida.

JETSETV F.C. started in 2015 in Lake Park in a small field lent by the First Baptist Church of Lake Park and continued expanding since participating in United Premier Soccer League and organizing international tournaments. Today we service over 75 children and none are turned away due to their inability to pay.

### Mission Statement and goals

JETSETV F.C. Inc. is committed to promoting sports and recreation in conjunction with biblical principles in order to create a healthy, safe environment for children and youth. JETSETV F.C. Inc. provides opportunities to participate in sporting events, trainings, meaningful interactions, and alternative activities for leisure time, giving athletes the physical and moral development needed to make a difference in their society. JETSETV F.C. Inc. is a e 501(c)(3) tax-exempt organization with the specific purpose of using sports as a vehicle to promote partnership among organizations and churches and influence the lives of youth through Christian values. We are committed to using and supporting mission trips, intern programs, tournaments and conferences to connect ministries internationally through sports, giving athletes the physical and moral development needed to make a difference in their society.

A 501(c)(3) non-profit using sports as a vehicle to encourage moral values

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

DEPARTMENT OF THE TREASURY

Date: **DEC 12 2017**

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

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

Dear Applicant:

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

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

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

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

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

Letter 947

JETSETV FC INC

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Director, Exempt Organizations  
Rulings and Agreements



**FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**  
**COMMISSIONER NICOLE "NIKKI" FRIED**

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February 25, 2019

Refer To: DTN3166360

JETSETV F.C. INC.  
625 PARK AVE  
LAKE PARK, FL 33403-2501

RE: JETSETV F.C. INC.  
REGISTRATION#: CH57979 EXPIRATION DATE: February 25, 2020

Dear Sir or Madam:

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

- \* The charitable organization or sponsor has less than \$25,000 in total revenue during the preceding fiscal year.
- \* The fundraising activities of the charitable organization or sponsor are carried on by volunteers, members, or officers who are not compensated and no part of the assets or income of the organization or sponsor inures to the benefit of or is paid to any officer or member of the above named charitable organization or sponsor.
- \* The charitable organization or sponsor does not utilize a professional fundraising consultant, professional solicitor, or commercial co-venturer.

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

PLEASE NOTE: If circumstances change, and you no longer meet one or more of the above listed qualifiers during this exemption period, you must submit a registration application using form FDACS-10100 with all required attachments and fees within 30 days of the qualifying change.

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

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

The Solicitation of Contributions Act requires an annual renewal to be filed on or before the date of expiration of the previous exemption. The Department will send a renewal package approximately 35 days prior to the date of expiration shown above. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS. If we may be of further assistance, please contact the Solicitation of Contributions Section.

Sincerely,

*Tiffany Gary*  
Tiffany Gary  
Regulatory Specialist III  
850-410-3707  
Fax: 850-410-3804  
E-mail: [tiffany.gary@freshfromflorida.com](mailto:tiffany.gary@freshfromflorida.com)



JETSETV F.C. Incorporated  
625 Park Avenue, Lake Park, FL 33403  
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[www.jetsetv.org](http://www.jetsetv.org)

Board of directors JETSETV F.C.

**MARCELLA ROLDAN, JONATHAN ALEXANDER**

Qualifications:

11 years working with sports teams (Christian Sports Association in Colombia).

14 years as a soccer player (U13, U15, U17, marcas, 3<sup>rd</sup> division),

Kairos Discipleship school (A division of Reign ministries Inc.).

Certificate sports management and legislation 2004 from IDR, D.

Certificate Fútbol a la medida del niño 2004 from Compensar.

Certificate coaching kids 2005 ACDEPORTIVA

Certificate Level 1 of ISLT of the INTERNATIONAL SPORT COALITION.

Soccer coach for 8 years as part of the Christian Sports Association and Royal servants international (a division of Reign Ministries).

Player of the Christian national Colombian soccer team for the world cup in India 2012, Colombia 2014 and 2016.

2017-2018 Physical Education Teacher Lake Park Baptist School

2018-2019 Athletic Director Lake Park Baptist School

2019-2020 United Premier Soccer League coach and player of JETSETV F.C.

Currently pursuing coaching License E of the US Soccer Association

Coaching License E of the US Soccer Association

Coaching License F US Soccer Association

2015-2020 President JETSETV F.C.

Speaks English and Spanish

**LETICIA DE CARVALHO VALIM, MAGDA**

Qualifications:

2006 - 2010 Major in Biology

2011 - Level 1 training for 15 days (all general tools sports related to change community and teach life values).

2012 - Level 2 training for 15 days (how to teach and lead as a minister).

2012 - Trainer of Trainers for 6 days (being prepared to be a trainer that prepares other leaders).

2013 - 3-months intensive course on sports ministry on Cape Town

2013 - Specialization on sports for Children, Youth and Community for 2 weeks in Chile.

2014 - Specialization on sports as a tool for community and individual transformation for 2 weeks on Johannesburg.

2009-2010 Lab intern at Brazilian Research Institute in Brazil (name of employer: FIOCRUZ).

2010 - Biology and English teacher at private school in Brazil

2010-2015 Volunteer monitor for a social project working with sports in Brazil (name of employer: O Mestre na Bola).

2011 - Administrative assistant at a Languages institute in Brazil (name of employer: CNA).

A 501(c)(3) non-profit using sports as a vehicle to encourage moral values





JETSETV F.C. Incorporated  
625 Park Avenue, Lake Park, FL 33403  
Office: 561.847.1889  
[www.jetsetv.org](http://www.jetsetv.org)

2012 - English teacher at a community center in Brazil  
2012 - English teacher at a private English course in Brazil (name of employer: Fisk).  
2012 - Volunteer missionary for short term in London (England) and Sevilla (Spain).  
2012 Volunteer chaplain for the 76th edition of the Jogos Abertos do Interior in São Paulo, Brazil.  
2012-2013 Freelancer translator for Brazilian publishing house  
2014-2015 Biology teacher for the State of Rio de Janeiro in Brazil (name of employer: SEEDUC).  
2014 - Volunteer missionary for short term in Haiti  
2014 - Team assistant for Brazilian Soccer Team in India for the 1st Christian World Cup of Soccer.  
2015 - Full time missionary in Bogota (Colombia)  
Speaks English, Portuguese and Spanish.

**MARCELLA CORONADO, YINHO ALEXANDER**

Qualifications:

20+ years working with sports

Bachelors in Biblical studies in 1987 from Facultad latinoamericana de estudios teologicos. Bachelors in Theology 1995 from Seminario Biblico de Medellin

PE Certificate 1999 from I.D.R.D.

Certificate for coaches 2002 from Liga de Futbol de Bogota

Certificate sports management and legislation 2004 from IDR D

Certificate Futbol a la medida del niño 2004 from Compensar

Certificate coaching kids 2005 ACDEPORTIVA

Certificate Level 1 of ISLT of the INTENATIONAL SPORT COALITION.

1980 - 1988 Representative in Bogota in Campeonatos Distritales and nationals Judo.

1986 — 1989 Founder Club Arahuac of Judo of Bogota's Judo league

1988 - 1990 Judo Coach of Club Arahuac of Judo of Bogota's Judo league.

1990 - 1992 Played Marcas soccer tournament

1990 - 1992 Board member of Embajadores deportistas in Colombia

1990 Pastor Founder of Asociaci6n Cristiana Deportiva soccer Club

1999 - 2000 Played Copa Mustang Interlocalidades,

2000 - 2004 Coach and Chaplain U-13, and teacher in Asociacion Cristiana Deportiva

2004 - 2007 Coach U-17 and player in 3<sup>rd</sup> division Difutbol

2000 - 2007 Chaplain Asociacion Cristiana Deportiva

1984 - 1987 Team member of Juventud para Cristo

1988 Founder and member of Asociacion Cristiana de Jovenes de Colombia.

1989 Founder and member of Iglesia el Renacer in Colombia

2006 President of Fundacion Educativa Crecer Internacional

2006 Player and coach of Marcas soccer tournament

2006-2009 Coach and player in 3<sup>rd</sup> division Difutbol

2006-2009 Facilitator of MSEHP of INTENATIONAL SPORT COALITION.

2012-2013 Presidente of ACIF

A 501(c)(3) non-profit using sports as a vehicle to encourage moral values



JETSETV F.C. Incorporated  
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Office: 561.847.1889  
[www.jetsetv.org](http://www.jetsetv.org)

2013-2014 Director of liga Nacional Cristiana de futbol in Colombia.  
2013-2014 Director of missions team to London Olympic Games  
2014-2015 Coach of the christian national Colombian soccer team for the world cup in India.  
2015-2016 License F US Soccer  
2019-2020 United Premier Soccer League coach and player of JETSETV F.C.

#### **THOMPSON, LINDSEY DAWN**

Qualifications:

2019 Bachelors in education from The Baptist College of Florida  
10+ years working in the education system  
2 years as TESOL certified (Teaching English as a Second Language), courses in organization and note taking skills, Speaks English and Spanish.  
2015-2020 Vice-president JETSETV F.C.  
2019-2020 United Premier Soccer League coach and manager of JETSETV F.C.  
2019-2020 Teacher at Lake Park Baptist School

#### **DE JESUS MARTINEZ ALCALA, ARCELYS**

Qualifications:

18 years working with sports organizations (Christian Sports Association).  
Associate in Computers 1995 Academia Paciolo Bogota  
Associate in Accounting 2005 Universidad San José Bogota  
Certificate sports management and legislation 2004 from IDR  
Certificate Fútbol a la medida del niño 2004 from Compensar  
Certificate coaching kids  
2005 ACDEPORTIVA Certificate Level 1 of ISLT of the INTERNATIONAL SPORT COALITION.  
1999 - 2000 Sports Coordinator Asociacion Cristiana Deportiva  
2000 - 2004 Coach Asociacion Cristiana Deportiva  
2004 - 2007 Coach U-13 Asociacion Cristiana Deportiva  
2000- Missions trip to Guatemala with corazones en accion  
2009-2010 Royal Servants Missions trip  
1995-2000 Member of Iglesia Confraternidad 20 de Julio  
1999-2000 Founder and member of Asociacion Cristiana Deportiva  
Finances manager of Asociacion Cristiana Deportiva de Colombia 2000 - 2016.

A 501(c)(3) non-profit using sports as a vehicle to encourage moral values



Dr. Ismaelle Lexande  
3223 Commerce Pl  
West Palm Beach, FL 33407  
1/13/20

City of Lake Park

To whom it may concern:

My name is Dr. Lexande and I am the director of the Strong Tower children's Ministry at Philadelphia Church of the Newborns. Thank you for providing an opportunity for the children to participate in the soccer camp during the summer of 2019. The collaboration between JETSET and the City of Lark Park touch the lives of so many families. It was an amazing opportunity not only for the students but for the volunteers as well. Most of our volunteers were high students who were able to provide public service by volunteering their time. We would love to give the youth an opportunity to be selfless and give back to the community again this year. The church provided about 30 volunteers last year; this year we hope to increase our volunteer recruitment to include some college students as well. So we look forward to collaborating with the City of Lake Park and JETSET. Please feel free to contact me at [pcn.strongtower@gmail.com](mailto:pcn.strongtower@gmail.com) or call me at 561-444-3846 with any questions.

Sincerely,

Dr. Ismaelle Lexande



John D. Agosto



GRANT RATING SHEET		
RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
JETSETV F.C. Inc.		
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	20
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	20
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	20
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	20
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	20
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	10
<b>TOTAL POINTS</b>		<b>110</b>

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

Karen Mahnk  
JETSETV F.C.



<b>GRANT RATING SHEET</b>		
RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	20
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	20
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	20
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	19
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	19
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	10
<b>TOTAL POINTS</b>		<b>108</b>

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

Merrell Angstreich  
 JETSET F.C.



GRANT RATING SHEET		
RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	20
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	20
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	15
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	20
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	19
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	5
<b>TOTAL POINTS</b>		<b>99</b>

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



## GRANT RATING SHEET

RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
<b>JETSETV FC.</b>		
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
		J K M
<b>Project Description (How well does the application clearly describe the project and its goals?)</b>	20	20 20 20
		J K M
<b>Demonstration of Community Need (How well does the application describe, communicate/address a community need?)</b>	20	20 20 20
		J K M
<b>Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)</b>	20	20 20 15
		J K M
<b>Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)</b>	20	20 19 20
		J K M
<b>Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)</b>	20	20 19 19
		J K M
<b>Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.</b>	10	20 10 5
<b>TOTAL POINTS</b>		110 108 99 = 317

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

$$317 \div 3 = 106$$



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

**SECTION 1: APPLICANT INFORMATION**

Legal Name of Applicant: Operation Hope, Inc.

Address: 1253 10th Street

City: Lake Park State: FL Zip Code: 33403

Telephone Number: 561-396-7969

E-mail Address: operationhopeinc@yahoo.com

Date Organization Was Legally Established: 1989 State: Florida

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

Name of Principal Officer/Business Owner: Mr. Kenneth Bowers

Title: Executive Director / Founder

Contact Person for This Application: Pamela Flood

Telephone Number (if different from above): 561-273-3975

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):

Operation Hope offers free services/products to children/families (Please See Attached) \*1

Palm Beach County Business Tax Receipt Number (if applicable): CH-12725

Lake Park Business Tax Receipt Number (if applicable): \* 03353

EIN Number (if applicable): 65-0743959

Signature of Applicant: Kenneth Bowers



TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

Attachment #1

**SECTION 1: APPLICANT INFORMATION**

**Nature of Organization (please list products/services provided):**

**Operation Hope, Inc.**

Operation Hope, Inc. is well-acquainted with the plight of the disadvantaged, low-income and homeless populations in Lake Park, Riviera Beach and surrounding cities. Working with a broad network of community partners, this agency provides services to individuals/families/children in need of food, shelter, clothing, transportation, after-school care, homework assistance, summer camp, education, computer/research/training skills and jobs.

Agency programs are *free of charge* for all clients, including transportation. The children/families also participate in offsite activities and family-support services in their local communities, such as school activities, special events, job fairs, and more.

The number of persons served annually by Operation Hope, Inc. is approximately 4,000.

**Current Sources of Revenue**

Searcy, Denny, Scarola, Barnhart & Shipley  
Publix Stores and Cheney Brothers  
Bridges of the Palm Beaches  
Slawson, Cunningham, Whalen & Gaspari  
Homeless Coalition of Palm Beach County  
FEMA Emergency Food and Shelter  
St. Mark's Episcopal Church & School  
The Martha Women's Group  
Town of Lake Park  
Individual Donations

Children's Services Council Palm Bch County  
Tropical Sands Christian Church  
J.A.Y. Ministries  
Jupiter First Church  
Florida Department of Children and Families  
Fidelity Federal Bank & Trust  
St. Patrick's Catholic Church  
Chic Unique Boutique  
Kurt K. Thompson, Attorney  
Palm Beach County Sheriff's Foundation

TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

Attachment #2

**SECTION 2: DESCRIPTION OF PROPOSED PROJECT**

**Project/Organization Name:**

Project: Destiny Fulfilled Summer Camp (DFSC)

Organization Name: Operation Hope, Inc. (OH), 1253 10<sup>th</sup> Street, Lake Park, Florida 33403

**Detailed Project Description, Including Project Timeline:**

The purpose of this grant is to request funding to help with the Destiny Fulfilled Summer Camp Project at Operation Hope, Inc. from June 3 to August 28, 2020. OH plans to serve at least 100 children and youth in the 2020 Destiny Fulfilled Summer Camp. Operation Hope, Inc. will be assisting their families in saving much-needed money this year and giving peace of mind knowing their children are being cared for in a safe, nurturing and educational environment. **Forty percent of the participants are residents of The Town of Lake Park.**

The Summer Camp operates Monday through Friday, from June 3<sup>rd</sup> through August 29, providing a safe, secure atmosphere for participants. The Camp Project includes: (3) teachers and volunteers assisting children and their families with free healthy, nutritious breakfast and lunch, beverages, healthy snacks, and free transportation. No charge counseling is available, as needed; DFSC is for eligible children & teens 5-14 and special populations up to age 17; Children gather at Operation Hope, Inc. in Lake Park and are then transported in OH's vehicles to Lincoln Elementary School in Riviera Beach for free meals, programs and/or field trips Monday through Friday; DFSC includes the following activities: bowling, swimming, skating, and the movie theatre; plus, free unique and interesting field trips: Scripps Institute, Lake Park Library, The Norton Art Museum, and The Kravis Center.

**Funding is being requested to assist with the items shown below totaling \$13,300. The \$5,000 request will be used for Transportation and Weekly Camp Activities.**

Daily Transportation/Gas: \$1,625 (1 Bus \$125/week x 13 weeks) and

\$2,600 (2 vans (\$100/week each = \$200 x 13 weeks);

OH Rent - \$3,300 (\$1,100/month x 3 months) OH at 1253 10<sup>th</sup> Street, Lake Park, FL 33403;

OH Electricity - \$1,125 (\$375 x 3 months).

*\$8,650.00*

**Weekly Camp Activities**

Verdes Tropicana Bowling Lanes, Jupiter (bowling) – 30 kids x \$6 = \$180 x 10 weeks = \$1,800

Barracuda Bay Aquatic Complex, Riviera Beach (swimming) – 30 kids x \$2 = \$60 x 10 = \$600

Atlantis Skateway, Delray – (skating/skateboarding) 30 kids x \$5 = \$150 x 10 weeks = \$1,500

Cobb Theatres, Palm Beach Gardens (free movies) - Popcorn/soda - 30 kids x \$2.50 = \$75 x 10 weeks = \$750

*\$4,650.00*

**Estimated Program Completion Date:** August 31, 2020

*TOTAL \$13,300*

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

TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

**Attachment #3**

**SECTION 2: DESCRIPTION OF PROPOSED PROGRAM “TIMELINE”**

January 17, 2002 - Request funding from the Town of Lake Park to help fund the 2020 Destiny Fulfilled Summer Camp (DFSC) operating from June 3 to August 28.

January 24, 2002 – Interested families with children are *invited to apply online* (see county link below) and county and Operation Hope, Inc. flyers (attached) to attend DFSC after completing a county-qualifying application and meeting acceptable income guidelines and health record qualifications.  
([www.pbcgov.com/youthservices/pages/summer\\_camp.aspx](http://www.pbcgov.com/youthservices/pages/summer_camp.aspx))

May 1, 2020 – Operation Hope, Inc. volunteers will prepare and send fundraising letters to donors requesting funds, food and snacks/beverages for the 2020 DFSC project. (Sample letter attached)

May 15, 2020 – Executive Director and BOD will purchase and/or seek donations of paper products; such as, paper plates, cups, napkins, plastic cutlery, and coolers for 2020 DFSC project.

June 3, 2020 – The Destiny Fulfilled Summer Camp at Operation Hope, Inc. will commence. A calendar of activities will be distributed to parents. (Currently, the activity dates are to be determined)

**Weekly Activities include the following for 10 weeks:**

Verdes Tropicana Bowling Lanes, Jupiter – 30 kids x \$6 = \$180 x 10 weeks = \$1800; Barracuda Bay Aquatic Complex, Riviera Beach – 30 kids x \$2 = \$60 x 10 = \$600 (well-trained City lifeguards test each child for their swimming abilities prior to entering the water and swimming lessons included. Atlantis Skateway, Delray – 30 kids x \$5 = \$150 x 10 weeks = \$1500; Cobb Theatres, Palm Beach Gardens – (Free Movie) Popcorn / soda for 30 kids x \$2.50 = \$75 x 10 weeks = \$750

1800.00  
600.00  
1,500.00  
750.00  
-----  
\$ 4,650.00

**Additional Field Trips include visits to:** The Lake Park Police Station to learn about the importance of “the buddy-buddy system”; The Lake Park Fire Department teaches participants about fire safety and techniques; Scripps Institute, 130 Scripps Way, Jupiter, Florida 33458. A visit to the Camp and to show the children how medicine is made and its importance in our lives; Loggerhead Marinelife Center, located in Loggerhead Park, Juno Beach, Florida, is a sea turtle research, rehabilitation, education and conversation center; DFSC participants visit the Lake Park Library during camp. The dates will be determined by the Library. The Library staff schedule guest speakers and a special Story Time.

**July 2020 – Special Annual Christmas In July! for DFSC**

The Martha Women’s Group from Tropical Sands Christian Church located on Burns Road in Palm Beach Gardens, provide a \$25 gift card and a new backpack filled with all new school supplies for 100 children in Lake Park via Operation Hope’s Summer Camp. (Specific date to be determined by Martha Women’s Group)

**August 29, 2020 - Annual End of Camp Barbeque (Estimated date)**

Operation Hope, Inc. holds an annual barbeque at Kelsey Park located in Lake Park. Cheney Brothers donate food items offered at this event. Many volunteers come together to set-up, help-out and clean-up. Others help with donation. (The date for this year’s barbeque is to be determined.)



# SUMMER CAMP

## SCHOLARSHIP PROGRAM

KEEPING KIDS SAFE ALL SUMMER LONG

Offers eligible children, ages 5-14 and special population up to age 17, a full scholarship to day camp for the entire summer. Scholarship includes all tuition and fees.

### Age Requirement

# 5-14\*

*\*Special population up to age 17*

Requires 5-year-old children to be currently attending or have completed VPK to be eligible.

Families must meet scholarship guidelines. To see the priority list or determine eligibility using an online calculator, please visit [www.pbcgov.com/youthservices/Pages/Summer\\_Camp.aspx](http://www.pbcgov.com/youthservices/Pages/Summer_Camp.aspx).

Accepting applications from

# January 20 - March 31, 2020

To submit an application, please visit [www.pbcgov.com/youthservices/Pages/Summer\\_Camp.aspx](http://www.pbcgov.com/youthservices/Pages/Summer_Camp.aspx).

If you need access to a computer or assistance completing an application, contact your camp of choice or call the Youth Services Department at (561) 242-5713.

### Summer Camp Application Assistance

**Extended Office Hours**  
Tues. & Thurs. until 7 p.m.  
Youth Services Department  
50 S Military Trl, Ste 203  
West Palm Beach, FL 33415

Wed., February 19, 2020  
10 a.m.-7 p.m.  
Belle Glade Library  
725 NW 4th St  
Belle Glade, FL 33430

Fri., March 27, 2020  
4:30-7 p.m.  
Youth Services Department  
50 S Military Trl, Ste 203  
West Palm Beach, FL 33415

Allows parents to choose from participating camps located throughout the county that meet their child's needs and interests.



pbcyouthservices



PBCYSD



PBCYSD



Palm Beach County  
Board of County Commissioners



**FRIENDS**  
of Youth Services &  
Palm Beach County, Inc.

# SUMMER CAMP

**APPLY NOW FOR**

## **FREE SUMMER CAMP**

For eligible children & teens 5-14 and special population up to 17

**CALL (888) 410-7210 or (561) 908-1659  
TO MAKE AN APPOINTMENT OR FOR MORE INFORMATION**

To submit an online application, please visit  
[www.pbcgov.com/youthservices/Pages/Summer\\_Camp.aspx](http://www.pbcgov.com/youthservices/Pages/Summer_Camp.aspx)  
(Application deadline is March 31. First-come, first-served.)

**CHOOSE (1) as your 1st CAMP CHOICE**



**DESTINY FULFILLED**

### **DESTINY FULFILLED SUMMER CAMP**

RIVIERA BEACH @  
Lincoln Elementary, 1160 Avenue N

or

### **DESTINY FULFILLED SUMMER CAMP**

LAKE PARK, 1253 10th Street

Breakfast and lunch provided along with daily educational and recreational activities and field trips.

TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

**SECTION 3: FUNDING INFORMATION**

**Amount requested from Town of Lake Park** **\$5,000**

The maximum grant amount that shall be available through the Small Grant Program is \$500 (for which no match is required). The minimum grant amount that shall be available through the Large Grant Program is \$500.01 and the maximum grant amount is \$25,000.

**Compilation of matching funds:**

**Volunteer labor \$**

(Calculate at \$25 per hour. Volunteer Labor Worksheet must be attached.) \$

Cash \$

(Please itemize on Contribution/Match Worksheet)

**Donated professional services** \$

(Not including Volunteer Labor. Please itemize on Contribution/Match Worksheet)

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

(Please itemize on Contribution/Match Worksheet)

**Other (100 \$25 Walmart gift cards for 100 children)** \$2,500

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

**Total Matching Funds:** **\$7,500**

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

If Operation Hope, Inc. is not awarded 75%, 50% or less than 50% of this request for funding, the organization will work hard to verbally request and seek funding in writing from various current funders, such as: Tropical Sands Christian Church; St. Mark's Church, St. Patrick's Church and First Jupiter Church, First Presbyterian and Faith Lutheran Church. Operation Hope, Inc. will not reduce the number of children attending the camp, OH will do what it takes to fulfill the goal of purposely helping those who are less fortunate, disadvantaged, needy and/or homeless.

## CONTRIBUTION/MATCH WORKSHEET

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

Grant Project Name: After-School and Summer Program

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

Donor Information: Tropical Sands Christian Church  
Organization/Company/Individual Name

Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Detailed/Itemized Description of Contribution/Match: Christmas in July  
(100 KIDS X \$25) (to Walmark <sup>Gift</sup> Cards) and book bags filled  
with school materials (\$50 x 100 = \$5,000) (using \$2,500)  
100 x 75 = \$7,500

2500  
5,000  

---

7,500

Total Value of Contribution/Match: \$ 7,500  
(The value of in-kind contributions must be determined by the donor, not the applicant)

Chere Jacobs  
Authorized Signature of Donor

1/17/2020  
Date

SAMPLE

**OPERATION HOPE, INC.**  
**"KEEPING DREAMS ALIVE"**

January 27, 2017

Re: 2017 Operation Hope Summer Camp

To Whom It May Concern:

Operation Hope, Inc., is starting to put together our Summer Camp for children. This program is offered to the youth of the homeless or disadvantaged in our community. Last summer Operation Hope, was host to 67 wonderful children ranging in ages from 5 to 17. The Camp will open starting, June 5, and continues for 10 weeks ending August 11, 2017. Because of your generous donations these children have a chance to be in a safe and fun environment during the long and hot days of summer.

Operation Hope camp starts, at 7:30 a.m. and runs to 5:30 p.m. Monday through Friday. Because of your generosity, we are able to provide activities such as swimming, bowling, movies, also and most important, a healthy breakfast, lunch and snack are provided to each child. In the afternoon, we have fun with all types of arts and crafts projects. We also try to get the campers to Lion Country Safari for a great day of seeing the lions and tigers and they especially enjoy the petting zoo and the turtles. The campers then celebrate their last day of camp by attending our annual picnic held at Okecheelee Park in West Palm m Beach. Other camps and preschools throughout Palm Beach County are invited to join in the festivities. Almost 450 children attended, ate hamburgers and hot dogs, cold drinks. It is such a joy to see all the smiling faces.

It is truly an honor and pleasure to serve the youth in our community, and we would like to continue to offer this service. Of course, we could not do this without your support. We would like to take this opportunity to thank you and relay how much we appreciated your past support. These funds are desperately needed. We are asking our supporters to consider a tax deductible one-time donation to our organization of \$1,000. If you are unable to pledge \$1,000, we would like to extend our sincere gratitude for a donation in any amount. Your donation goes a long way (in helping these children in need). Please return your donation in the self-addressed envelope provided for your convenience by March 10, 2017. Again, thank you for thinking of us again this year. Your donation(s) and/or contribution(s) will be greatly appreciated. If you need any further information, please feel free to contact us at (561) 396-7969. Thanking you in advance for your support in this endeavor.

Sincerely,  
*Kenneth Bowers*  
KENNETH BOWERS  
Executive Director

xc: File

*KNB*  
1253 10<sup>TH</sup> Street, Lake Park, FL 33403



TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

**Attachment #4**

**SECTION 4: HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA SET**

Operation Hope, Inc. (OH) located at 1253 10<sup>th</sup> Street, Lake Park, FL 33403, is within the municipal boundaries of the Town of Lake Park, Florida. OH is a legally established 501c3 nonprofit tax-exempt organization which directly benefits the citizens of the Town of Lake Park. As examples, please note Operation Hope held its 2019 Thanksgiving Event on November 18<sup>th</sup>, from 10am to 9pm. Volunteers gave away 1,009 turkeys and related dinner supplies to Lake Park residents. The Operation Hope, Inc. 2019 Christmas Event was held on Dec. 21<sup>st</sup> from 9am to 2pm. Volunteers gave away over a thousand toys to 700 families in Lake Park. Plus, the Lake Park Sheriff's Department volunteered at these events and led the Lake Park Fire Department, who brought Santa (John Linden, County Commissioner) to the Town of Lake Park on one of three fire trucks! (Please see attached photographs.)

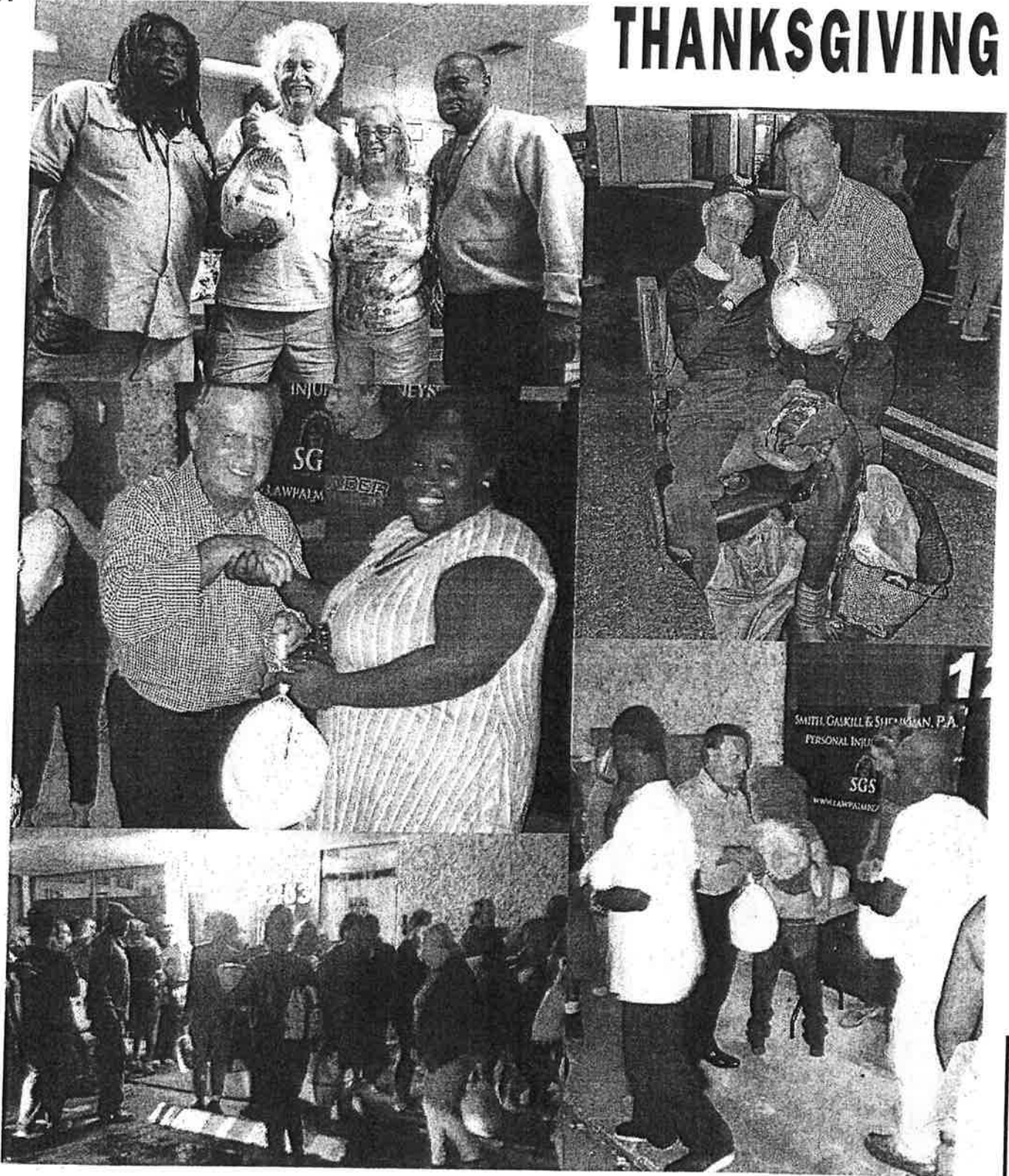
Operation Hope, Inc. will be consistent with and meet the Town of Lake Park's Comprehensive Plan (with regard to economic development projects) and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances and the Florida Fire Prevention Code with Palm Beach County Amendments. As required, Operation Hope, Inc. will contact the Lake Park Department of Community Development for further information regarding these requirements at 561-881-3318.

Thank you for this opportunity to request funding from The Town of Lake Park, Florida. Operation Hope, Inc. looks forward to working with you in changing the lives of Lake Park residents, and "Keeping Dreams Alive by Extending a Hand-Up instead of a Hand-Out!" to those in need.



# *Friends of Operation Hope*

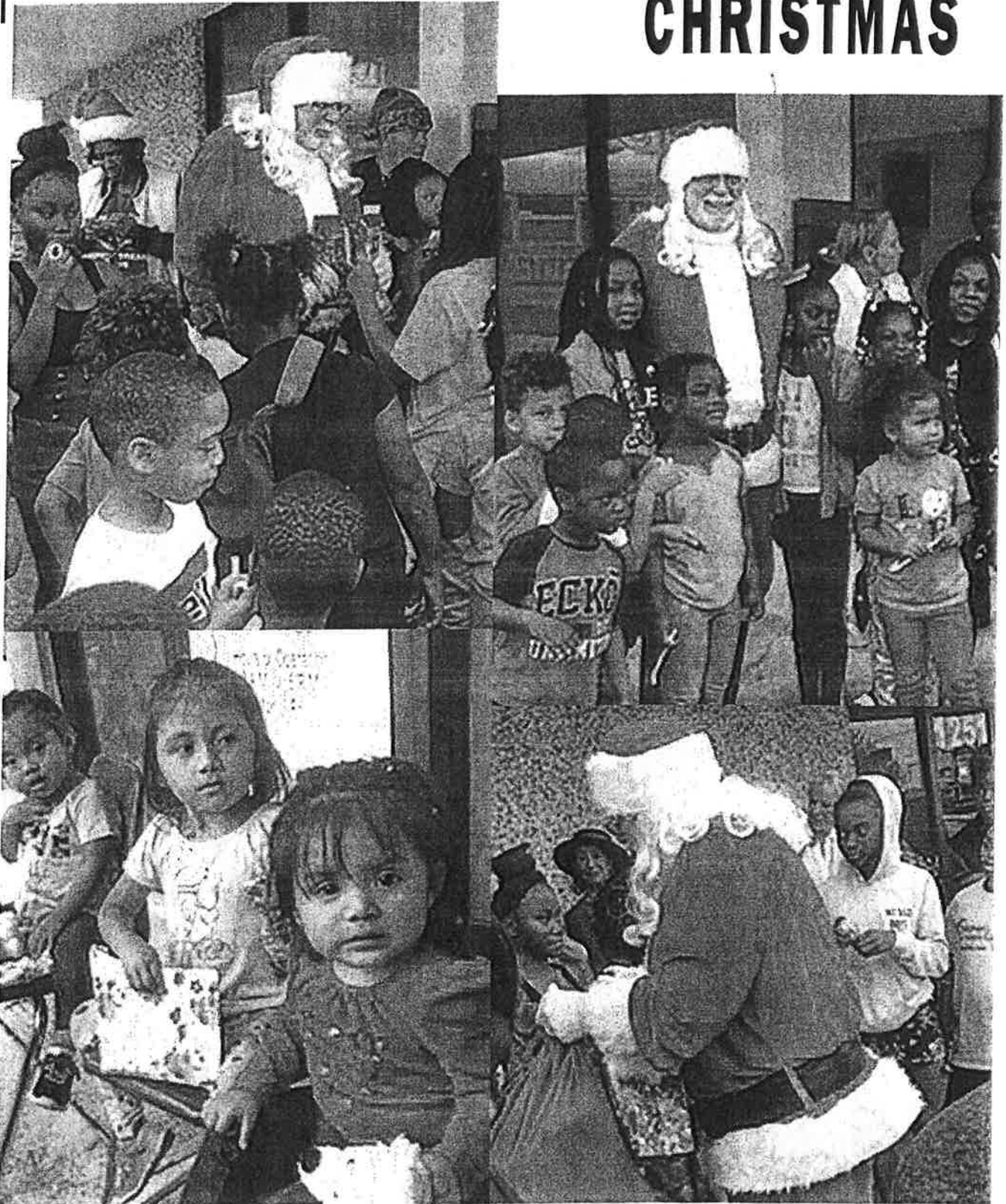
## **THANKSGIVING**





# *Friends of Operation Hope*

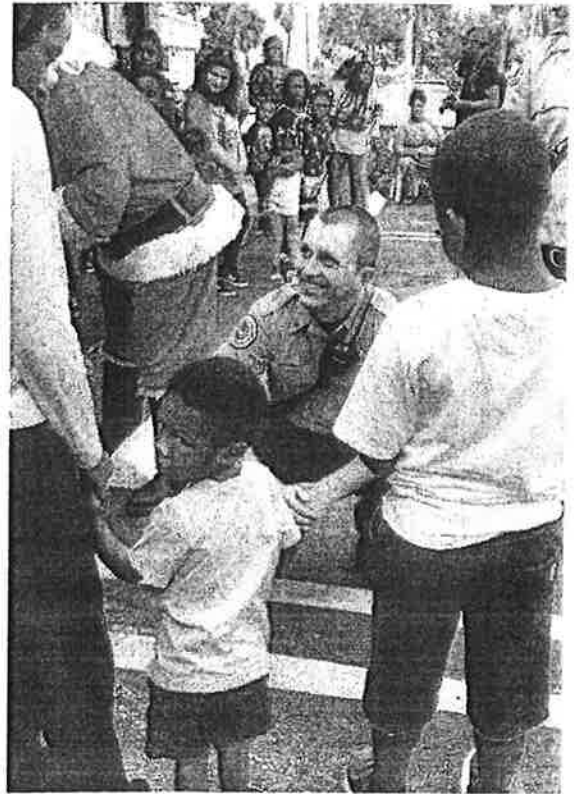
## **CHRISTMAS**





# *Friends of Operation Hope*

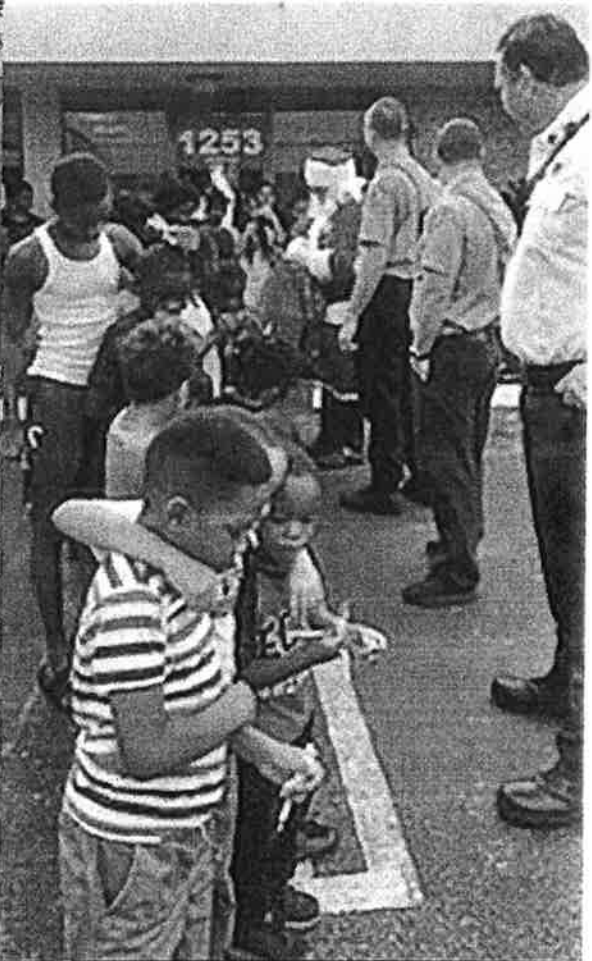
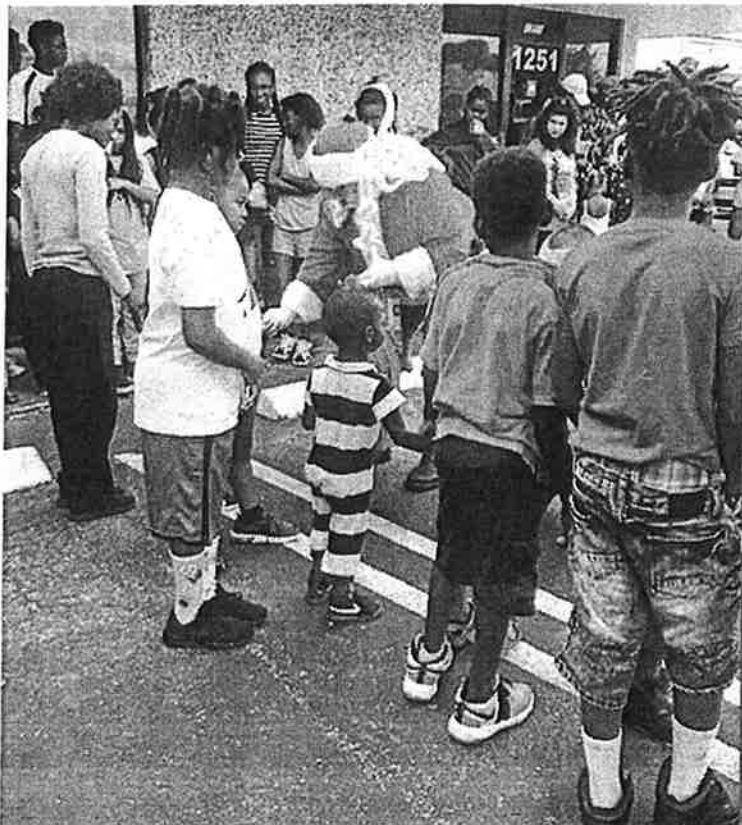
## **CHRISTMAS**





# *Friends of Operation Hope*

## **CHRISTMAS**



**TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE**

**OPERATION HOPE, INC.  
DESTINY FULFILLED SUMMER CAMP  
ANNUAL PROJECT BUDGET**

**INCOME**

Donations	
Faith Lutheran	\$ 2,000
Searcy & Denny Law Firm	\$ 1,000
First Jupiter Church	\$ 1,000
First Presbyterian Church	\$ 1,000
St. Mark's Church	\$ 1,000
Tropical Sands Christian Church	\$ 1,000
Richard Slawson Law Firm	\$ 1,000
Fundraising Events	\$ 2,500
<b><i>Total Income:</i></b>	<b><i>\$10,500</i></b>

**EXPENSES**

Liability Insurance	\$ 600
Car/Truck Insurance	\$ 699
Meals/Entertainment	\$ 150
Office Supplies	\$ 390
General Admin Expense	\$ 180
Printing/Postage	\$ 183
Lease / Rent	\$3,300
Supplies & Materials	\$ 555
Utilities	\$1,875
Project Meals/Beverage	\$8,500
<b><i>Total Expenses</i></b>	<b><i>\$16,432</i></b>

# Operation Hope, Inc.

## BALANCE SHEET

As of October 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Beginning Balance	17,165.54
Checking	8,930.67
Expenses	-24,734.67
<b>Total Bank Accounts</b>	<b>\$1,361.54</b>
<b>Total Current Assets</b>	<b>\$1,361.54</b>
<b>TOTAL ASSETS</b>	
<b>\$1,361.54</b>	
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Retained Earnings	
Net Income	1,361.54
<b>Total Equity</b>	<b>\$1,361.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	
<b>\$1,361.54</b>	

INCOME STATEMENT

Operation Hope, Inc.

PROFIT AND LOSS

January 1 - October 30, 2019

	TOTAL
Income	
Discounts/Refunds Given	930.67
Donations	17,165.54
Fundraising Events	5,000.00
Grants	3,000.00
<b>Total Income</b>	<b>\$26,096.21</b>
<b>GROSS PROFIT</b>	<b>\$26,096.21</b>
Expenses	
LIABILITY INS.	2,384.00
Car & Truck	2,411.01
Insurance	1,880.00
Meals & Entertainment	506.80
Office Supplies & Software	1,281.91
Office/General Administrative Expenses	889.85
Other Business Expenses	1,220.58
Printing & Postage	613.25
Rent & Lease	10,000.00
Supplies & Materials	1,539.78
Utilities	2,007.49
<b>Total Expenses</b>	<b>\$24,734.67</b>
<b>NET INCOME</b>	<b>\$1,361.54</b>



COPY OF ESTIMATES



1/30/2020

Att: Bambi McKibbon-Turner

Town of Lake Park

June 3<sup>rd</sup> – Aug 31 - 2020 --Summer Camp Breakdown:

**Monthly:**

**Gas**

1 Bus- \$125 per week x 13 weeks = \$1625

2 Vans \$100 per week each = \$200 x 13 weeks = \$2600

Rent – 1253 10th St Lake Park Fl.33403 - \$1100 per month x 3 months = \$3,300

Electric - \$375 x 3 months = \$1,125

\$8,650

**Weekly Activities:**

Verdes Tropicana Bowling Lanes-Weekly 30 kids x \$6.00 = \$180 x 10 weeks = \$1800

Barracuda Bay Aquatic Complex Weekly 30 kids x \$2.00 = \$60 x 10 weeks = \$600

Atlantis Skateway 30 kids x \$5.00 = \$150 x 10 weeks = \$1500

Cobb Theatres - Downtown Gardens (FREE Movie) Popcorn / soda 30 kids x \$2.50 = \$75.00 x 10 weeks = \$ 750

**Total = \$13,300**

13,300

Sincerely,

Ken Bowers

Founder and President

Operation Hope

1253 10<sup>th</sup> St. Lake Park, Fl. 33403 (561) 396-7969

TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

**Attachment #5**

**Operation Hope, Inc.**

**History, Mission Statement and Vision/Goal Statement**

**History**

One evening, young Kenneth Bowers came upon an elderly couple rummaging for food in a dumpster. Filled with despair, the couple were not only hungry, but also homeless. Mr. Bowers provided them with food and safe lodging. After receiving a Degree in Criminal Justice, he remembered this couple and purposely became acquainted with the faces and plight of the homeless population in Palm Beach County. In 1989, he founded Operation Hope, Inc (OH) located in Lake Park, Florida.

Soon he began seeking ways to offer a "Hand Up" out of homelessness and into a productive future. Since 1989, OH has provided programs and services to more than 100,000 homeless, disadvantaged and needy children/adults/seniors/families. The agency's programs are The Summer Camp, The After-School Program and The Educational Program. Operation Hope, Inc. also helps thousands of disadvantaged and/or homeless families with food, housing, transportation, job searches and more.

Today, Mr. Bowers is the founder and the Executive Director of Operation Hope, Inc. He receives no salary and has volunteered as the Executive Director for 30 years. Operation Hope, Inc. is insured by Progressive Insurance Agency, including persons, building and automobiles. OH's insurance liability is \$1M, including an additional \$500,000 deductible per person per accident.

**Mission Statement**

Operation Hope, Inc. offers disadvantaged, low-income and homeless populations (children, families and individuals) a "hand-up" to a productive, quality lifestyle within the communities of Lake Park, Riviera Beach, Palm Beach Gardens, West Palm Beach, and the Glades area.

**Vision/Goal Statement**

It is our vision to promote positive social, physical, emotional, and intellectual development for low-income, disadvantaged, homeless people seeking assistance. Operation Hope, Inc. donates 100% of all contributions in the following communities: Lake Park, Riviera Beach, Palm Beach Gardens, West Palm Beach, and the Glades.



**FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**  
**COMMISSIONER NICOLE "NIKKI" FRIED**

---

March 21, 2019

Refer To: CH12725

OPERATION HOPE, INC.  
2109 PINEHURST DR  
WEST PALM BEACH, FL 33407-3547

RE: OPERATION HOPE, INC.  
REGISTRATION#: CH12725  
EXPIRATION DATE: March 21, 2020

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

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

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

*Cassie Miller*

Cassie Miller  
Regulatory Consultant  
850-410-3719  
Fax: 850-410-3804  
E-mail: [cassie.miller@freshfromflorida.com](mailto:cassie.miller@freshfromflorida.com)



### Consumer's Certificate of Exemption Issued Pursuant to Chapter 122, Florida Statutes

DR-14  
R. 10/15

85-8012541276C-7	08/30/2016	03/31/2021	601(C)(9) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

OPERATION HOPE INC  
1253 10TH ST  
LAKE PARK FL 33403-2142

TAX  
EXEMPT

Is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



### Important Information for Exempt Organizations

DR-14  
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.036, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3571. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 024  
Sep. 08, 2008 LTR 4168  
65-0743959 000000 00

BODC:

THE FAMILY DEVELOPMENT CENTER INC  
% RENE BOWERS  
2109 PINE HURST DR  
WEST PALM BEACH FL 33407

501(c)3

Employer Identification Number: 65-0743959  
Person to Contact: Yvette Davis  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Aug. 27, 2008, regarding tax-exempt status.

Our records indicate that a determination letter was issued in August 1999, that recognized you as exempt from Federal income and discloses that you are currently exempt under section 501(c) of the Internal Revenue Code.

Our records also indicate you are not a private foundation with meaning of section 509(a) of the Code because you are described section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mg  
Accounts Management Operation

BOWERS, KENNETH  
(561)844-8612

TOWN OF LAKE PARK  
LOCAL BUSINESS TAX RECEIPT

No. 03353

2020

535 PARK AVENUE, LAKE PARK, FL. 33403  
THIS TAX RECEIPT EXPIRES SEPTEMBER 30, 2020

Date: 11/13/19

Address: NO COST LICENSE - NOT FOR PROFIT  
1253 10TH ST  
LAKE PARK FL 33403  
Activity: NC010 NON PROFIT ORGANIZATION

Tax  
Penalty  
Transfer



Issued to: OPERATION HOPE INC  
300 10TH ST #201  
LAKE PARK FL 33403

A

ANY QUESTIONS? CALL 561.881-3357

*Lourdes Carisco*  
FINANCE DIRECTOR

# Certificate of Appreciation

beyond & giveback

Recognize

Operation Hope

**FOR AN OUTSTANDING COMMITMENT TO  
ACADEMIC ACHIEVEMENT**

Your partnership with Beyond enables our beneficiary, Give Something Back, to further its commitment to education by providing college scholarships and mentoring to students who have faced economic hardship and other adversities.

October 24, 2019

Date



giveback.ngo

Robert O. Carr, Founder & President



Operation Hope, Inc.  
Board of Trustees/Directors

Maryanne McBay, President  
4 River Chase Terrace  
Palm Beach Gardens, FL 33418  
Retired – Business Administrator  
Cell – (561) 596-5249

Chere Jacobs, Vice President  
11223 Curry Drive  
Palm Beach Gardens, FL 33418  
Retired – Office Manager  
Cell – (561) 307-0071

Dennis Rochards, Treasurer  
3061 North Meridian Way #4  
Palm Beach, FL 33410  
Owner - Safe Harbor Financial Services  
Cell – (561) 713-8889

Lisa Lambka, Secretary  
700 Old Dixie Highway  
Lake Park, FL 33403  
Owner – Local Retail Business  
Cell – (408) 637-8575

Pamela Flood  
3825 Daphne Avenue  
Palm Beach Gardens, FL 33410  
Grant Writing/Non-profit Development  
Cell – (561) 351-5798

Mark Rockswold  
11223 Curry Drive  
Palm Beach Gardens, FL 33418  
Building Contractor  
Cell – (561) 329-8323

John Lindon, City Commissioner  
535 Park Avenue  
Lake Park, FL 33403  
Phone – (561) 881-3304

John D'Agostino, City Manager  
535 Park Avenue  
Lake Park, FL 33403  
Phone – (561) 881-3304

Kenneth Bowers, Executive Director  
Founder/Law Degree  
1253 10<sup>th</sup> Street  
Lake Park, FL 33403  
Cell – (561) 396-7969



TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

**SECTION 6: REPORT AND REIMBURSEMENT**

**Operation Hope, Inc. will submit a project report to the Town Manager within 60 days of completion of the project.**

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

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

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

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

Remainder of page intentionally left blank

**TOWN OF LAKE PARK**  
**APPLICATION FOR GRANT ASSISTANCE**

(Please type or print clearly)

**GRANT RATING SHEET**

TOTAL POINTS

\*\*\*\*\*

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

**VOLUNTEER LABOR WORKSHEET**

All volunteer labor hours must be allocated after February 1, 2020. Preparation of the grant application cannot be considered part of the volunteer labor hours.

**CONTRIBUTION/MATCH WORKSHEET**

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

Grant Project Name:

Donation Type:

Scha D'Agostino



GRANT RATING SHEET		
RATING CRITERIA <i>OPERATION TYPE</i>	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	20
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	20
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	20
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	20
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	10
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	0
<b>TOTAL POINTS</b>		<b>90</b>

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



<b>GRANT RATING SHEET</b>		
RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	20
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	20
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	20
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	20
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	19
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	
<b>TOTAL POINTS</b>		<b>99</b>

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

Merrell Anstreich  
Operation Hope



<b>GRANT RATING SHEET</b>		
<b>RATING CRITERIA</b>	<b>MAXIMUM RATING POINTS</b>	<b>TOTAL POINTS AWARDED</b>
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
Project Description (How well does the application clearly describe the project and its goals?)	20	20
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	5
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	20
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	15
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	5
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	0
<b>TOTAL POINTS</b>		65

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



## GRANT RATING SHEET

RATING CRITERIA	MAXIMUM RATING POINTS	TOTAL POINTS AWARDED
<i>Operation Hope</i>		
Each application may be awarded a maximum of 110 points, as follows:	*****	*****
		<i>J K M</i>
Project Description (How well does the application clearly describe the project and its goals?)	20	<i>20 20 20</i>
Demonstration of Community Need (How well does the application describe, communicate/address a community need?)	20	<i>J K M 20 20 5</i>
Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)	20	<i>J K M 20 20 20</i>
Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)	20	<i>J K M 20 20 15</i>
Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)	20	<i>J K M 10 19 5</i>
Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.	10	<i>J K M 0 0 0</i>
<b>TOTAL POINTS</b>		<i>90 99 65</i>

*254*

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

*254 ÷ 3 =  
85*



## TOWN OF LAKE PARK GRANT APPLICATION INSTRUCTIONS AND FORM

### I. GRANT PROCESS

The following processes have been established by the Commission of the Town of Lake Park to assist individuals and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). Under the Small Grant Program, individuals who reside in the Town may request up to a total of \$500. The Large Grant Program, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50 percent of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50 percent via allowable matches). The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement bases unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum amount that shall be available through this program shall be \$500. Applications for funding through the Small Grant Program must be approved by the Town Manager (following written confirmation by the Town's Finance Director of the availability of funds) prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed will be used to determine the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program. All funds awarded through the Small Grant Program shall be paid directly to the vendor(s) identified in the grant application.
- **Large Grant Program:** The grant amount available through this program will range from a minimum of \$500.01 to a maximum of \$25,000 budgeted for Fiscal Year 2019-2020 (based upon approval by the Town Commission at a regularly scheduled Town Commission meeting). A 100 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$25 per hour for the purpose of this grant program), donated services, goods/materials, in-kind contributions and/or cash from another organization or business. The match must be substantiated by the submission of a signed Contribution/Match Worksheet as part of the application. **Town resources MAY NOT be used as matching funds. Matching funds are not transferrable to other projects.**

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

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

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

All grants are dependent upon the availability of the Town Commission's appropriation of funding. Funds are expected to be available for release by the Town by January 2020. No expenses may be incurred before Town approval of the application. Payments to contractors, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for arrangements of services made by the applicant. As part of its application, the applicant must demonstrate the ability to complete the proposed project and expend all grant funds no later than August 31, 2020. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.**

## **II. APPLICATION DEADLINE**

Each applicant may submit only one application for funding each fiscal year. There is one funding round per fiscal year. For Fiscal Year 2019-2020, the deadline for submittal of all applications is 5:00 PM Eastern Time on January 17, 2020. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

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

***NO APPLICATIONS WILL BE ACCEPTED VIA FAX OR EMAIL***

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

## **III. ELIGIBILITY CRITERIA**

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)3 nonprofit tax-exempt organizations; for-profit businesses; or public entities; individuals are considered eligible applicants for the Small Grant Program only. Eligible projects must, in the opinion of the Town Manager (for the Small Grant Program) and the Town Commission (for the Large Grant Program) directly benefit the citizens of the Town of Lake Park. Grants under the Large Grant Program will not be made to individuals under any



circumstances, or to organizations or businesses that have been in existence for less than three (3) years prior to the date of application; 501(c)3 nonprofit tax-exempt organizations that have been in existence for less than three (3) years are eligible to apply.

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

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

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

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

- Capital items, including any individual item over \$500 that would require tracking by Town property control, excluding signage/surveillance camera equipment
- Computer hardware and/or software, electronic devices and related equipment
- Food and/or provisions for festivals or celebrations
- Ongoing multi-year projects
- Ongoing or operational costs, including salaries or other personnel costs
- Projects or programs already funded by another source, including current operating budgets

- Projects or programs that have already been completed
- Projects typically funded under other sources, such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, religious organizations
- Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town's rental fees or deposits or for payment of the Town's special event permit application fee

#### **IV. MANDATORY PRE-APPLICATION CONFERENCE**

A mandatory pre-application conference (for potential Large Grant Program applicants) will be held at 2:00 Eastern Time on November 21, 2019 in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida, 33403. **Only those entities that have attended this pre-application conference will be eligible to submit applications to this program.**

#### **V. ADDITIONAL REQUIREMENTS**

Applications must be typed or neatly handwritten, and must be provided on 8½" x 11" paper. All required substantiating material (quotes, meeting minutes, etc.) must be attached to the application at the time of submittal.

#### **VI. REQUESTS FOR APPLICATION PRE-REVIEW/COMMENTARY**

Applicants wishing to request a meeting with the Town's Grant Writer to review their draft proposals for comments may do so no later than 30 days prior to the due date.

*Remainder of page intentionally left blank*



**TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE**

(Please type or print clearly)

**SECTION 1: APPLICANT INFORMATION**

Legal Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date Organization Was Legally Established: \_\_\_\_\_ State: \_\_\_\_\_

Legal Form of Organization: \_\_\_\_ Sole Proprietorship \_\_\_\_ C or S Corporation \_\_\_\_ Public Entity

\_\_\_\_ Limited Liability Company \_\_\_\_ Partnership or Limited Partnership \_\_\_\_ Nonprofit 501(c)3

Name of Principal Officer/Business Owner: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Person for This Application: \_\_\_\_\_

Telephone Number (if different from above): \_\_\_\_\_

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):

\_\_\_\_\_

Palm Beach County Business Tax Receipt Number (if applicable): \_\_\_\_\_

Lake Park Business Tax Receipt Number (if applicable): \_\_\_\_\_

EIN Number (if applicable): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



**SECTION 3: FUNDING INFORMATION**

**Amount requested from Town of Lake Park** \$ \_\_\_\_\_

*The maximum grant amount that shall be available through the Small Grant Program is \$500 (for which no match is required). The minimum grant amount that shall be available through the Large Grant Program is \$500.01 and the maximum grant amount is \$25,000.*

**Compilation of matching funds:**

**Volunteer labor** \$ \_\_\_\_\_  
(Calculate at \$25 per hour. Volunteer Labor Worksheet must be attached.)

**Cash** \$ \_\_\_\_\_  
(Please itemize on Contribution/Match Worksheet)

**Donated professional services** \$ \_\_\_\_\_  
(Not including Volunteer Labor. Please itemize on Contribution/Match Worksheet)

**Donated materials/supplies** \$ \_\_\_\_\_  
(Please itemize on Contribution/Match Worksheet)

**Other (please describe)** \$ \_\_\_\_\_  
(Matching funds that are not directly related to the project will not be considered)

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**Total Matching Funds:** \$ \_\_\_\_\_

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

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

(Please attach additional pages if necessary)

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**SECTION 5: REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

**For the Small Grant Program:**

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout of corporate information from the Department of State Corporations online public inquiry web page DOES NOT meet this requirement.*
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds

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

- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

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

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

## **SECTION 6: REPORT AND REIMBURSEMENT**

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

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

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

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

*Remainder of page intentionally left blank*

<b>GRANT RATING SHEET</b>		
<b>RATING CRITERIA</b>	<b>MAXIMUM RATING POINTS</b>	<b>TOTAL POINTS AWARDED</b>
<b>Each application may be awarded a maximum of 110 points, as follows:</b>	*****	*****
<b>Project Description (How well does the application clearly describe the project and its goals?)</b>	20	*****
<b>Demonstration of Community Need (How well does the application describe, communicate/address a community need?)</b>	20	*****
<b>Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)</b>	20	*****
<b>Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)</b>	20	*****
<b>Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)</b>	20	*****
<b>Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.</b>	10	*****
<b>TOTAL POINTS</b>		*****

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



## VOLUNTEER LABOR WORKSHEET

All volunteer labor hours must be allocated after February 1, 2020. Preparation of the grant application cannot be considered part of the volunteer labor hours.

Type of Work	Volunteer Information			
	Name and Address	Phone Number	Number of Hours	Signature of Volunteer
<b>TOTAL HOURS</b>				<i>Please attach additional Volunteer Labor Worksheets if necessary</i>
<b>RATE</b>			\$25	
<b>TOTAL VOLUNTEER LABOR VALUE</b>			\$	





<b>GRANT RATING SHEET</b>		
<b>RATING CRITERIA</b>	<b>MAXIMUM RATING POINTS</b>	<b>TOTAL POINTS AWARDED</b>
<b>Each application may be awarded a maximum of 110 points, as follows:</b>	*****	*****
<b>Project Description (How well does the application clearly describe the project and its goals?)</b>	20	
<b>Demonstration of Community Need (How well does the application describe, communicate/address a community need?)</b>	20	
<b>Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)</b>	20	
<b>Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)</b>	20	
<b>Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)</b>	20	
<b>Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.</b>	10	
<b>TOTAL POINTS</b>		

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



## GRANT RATING SHEET

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

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

# TAB 6



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: March 4, 2020**

**Agenda Item No. *Tab 6***

**Agenda Title: Selecting a Date, Time, Location, and Invitees for the Volunteer Recognition Reception.**

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

**Approved by Town Manager** \_\_\_\_\_

**Date:** *2-21-2020*

*Vivian Mendez – Town Clerk*

Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	<b>Costs: \$ 1,200.00</b>  <b>Funding Source: Promotional Activities</b>  <b>Acct. # 100-48000</b>  <input type="checkbox"/> Finance _____	<b>Attachments:</b>  <b>Invitee list</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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>U.M</i>  <b>Please initial one.</b>

**Summary Explanation/Background:** Each year the Commission honors its volunteers with a Volunteer Appreciation Reception or dinner. Last year the Commission honored its volunteers by hosting a reception at the Indoor Pavilion in Lake Shore Park. The total budget this year is \$1,200.00.

The purpose of this agenda item is for the Commission to discuss the date & time, location, type of event, and invitee list for the event. Staff is recommending utilizing the Mirror Ballroom in Town Hall as its venue.

**Date of the event:** Staff is suggesting that the month of May be considered for the event. Friday, May 1<sup>st</sup>; Friday, May 8<sup>th</sup>; or Friday, May 15<sup>th</sup>. We also welcome other dates suggested by the Commission.

**Location:** Staff is recommending the Mirror Ballroom in Town Hall.

**Type of Event:** Staff is recommending that the event be a meet & greet type of event such as it has done over the past. The menu would include cheese, crackers, and other types of finger foods, with beer, wine and soft drinks.

**Invitee list:** Attached is the most current Town organizational list maintained by the Town Manager's office. The list has been modified to include volunteers and not just Town organizations. Please review the list carefully and let us know if any other volunteers should be included or excluded from the list.

**Recommended Motion:** I move to:

Select the date of the Volunteer Recognition Reception as \_\_\_\_\_.

Select the invitees for the event as follows: \_\_\_\_\_.

# 2020 U.S. CENSUS COMMITTEE MEETINGS

**PRE-TRAINING MEETING WITH NADIA      DECEMBER 12<sup>TH</sup> @ 2:00 P.M.**

***Confirmed attendees:***

**KATHY TURTON, COMMUNITY CHURCH OF CHRIST 501 PARK AVENUE  
MATTHEW OHMNEISS, LAKE PARK BAPTIST CHURCH & BAPTIST SCHOOL  
PASTER VILNET VILSE, HAITIAN BAPTIST CHURCH  
LORI CAYEA, LAKE PARK ELEMENTARY SCHOOL  
ROGER MICHAUD, LAKE PARK KIWANIS  
KEMBA PINKSTON, BRIDGES OF LAKE PARK  
JOSEPH RICE, PARENT TO PARENT**

**CENSUS MEETING, WITH SANDY GOODMAN U.S. CENSUS BUREAU REPRESENTATIVE**

**DECEMBER 16<sup>TH</sup> @ 10:00 A.M.**

***Confirmed attendees:***

**KATHY TURTON, COMMUNITY CHURCH OF CHRIST 501 PARK AVENUE  
MATTHEW OHMNEISS, LAKE PARK BAPTIST CHURCH & BAPTIST SCHOOL  
PASTER VILNET VILSE, HAITIAN BAPTIST CHURCH  
LORI CAYEA, LAKE PARK ELEMENTARY SCHOOL  
ROGER MICHAUD, LAKE PARK KIWANIS  
ANESKA KEMBA PINKSTON, BRIDGES OF LAKE PARK  
JOSEPH RICE, PARENT TO PARENT**



## **Vivian Mendez**

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**From:** Riunite Franks  
**Sent:** Tuesday, January 28, 2020 4:08 PM  
**To:** Shaquita Edwards  
**Cc:** Vivian Mendez; Jennifer Iacobucci  
**Subject:** Volunteer Reception - Invite List Info  
**Attachments:** Committee Meetings Attendees List.pdf

Hi Shaquita,

I have attached the list of participants on the Census Day Count Committee that I received from Community Development. Below you will find the other information that I promised to send you. I also added Lori Boyle from Flagler Bank and volunteers from our department. Let me know if you need anything else.

### **Lake Park Baptist School**

1. Matthew Ohnmeiss [mohnmeiss@lpbs.us](mailto:mohnmeiss@lpbs.us)
2. Kathy Ledbetter [kledbetter@lpbs.us](mailto:kledbetter@lpbs.us)
3. Travis Tudor
4. Joshua Rager

### **Lake Park Elementary**

1. Principal Michelle Fleming [michelle.fleming@palmbeachschools.org](mailto:michelle.fleming@palmbeachschools.org)
2. Lori Cayea [lori.cayea@palmbeachschools.org](mailto:lori.cayea@palmbeachschools.org)
3. Sarah Faulhaber [sarah.faulhaber@palmbeachschools.org](mailto:sarah.faulhaber@palmbeachschools.org)

### **Bridges of Lake Park**

1. Anishka Hepburn (Director) [anishka.hepburn@chsfl.org](mailto:anishka.hepburn@chsfl.org)
2. Kemba Pinkston (Site Administrator) [Kemba.Pinkston@chsfl.org](mailto:Kemba.Pinkston@chsfl.org)
3. Cynthia Castle (Outreach Worker) [Cynthia.Castle@chsfl.org](mailto:Cynthia.Castle@chsfl.org)
4. Martine Bonheur (Navigator)
5. Marshae Barfield (Child Development Specialist)
6. Rachel Davilmar (Child Watch)
7. Natacha Jean-Francois (Child Watch)

### **VFW Post 9610**

1. Robert McQuaid [mcquaidr@yahoo.com](mailto:mcquaidr@yahoo.com)
2. Collen McQuaid [colleensassy33@yahoo.com](mailto:colleensassy33@yahoo.com)
3. Jack McDermott [buffvfw9610@aol.com](mailto:buffvfw9610@aol.com)
4. Lee McDermott [leemvfw@comcast.net](mailto:leemvfw@comcast.net)
5. Hanger Alr [hanger6346@yahoo.com](mailto:hanger6346@yahoo.com)

### **Artist of Palm Beach County**

1. Maxine Schrieber [maxine@schreiberstudio.com](mailto:maxine@schreiberstudio.com)
2. Carole Pichney [cpichney@gmail.com](mailto:cpichney@gmail.com)

### **Flagler Bank**

Lori Boyle

#### **Commission/CRA Board**

Michael O'Rourke  
Kim Glas-Castro  
Erin Flaherty  
Roger Michaud  
John Linden  
Jo Brockman  
Christiane Francois

#### **Library Board**

Robert Shelton  
Lupe Lawrence  
Tony Bontrager

#### **Planning & Zoning Board**

Caleb Decius  
Martin Schneider  
Judith Thomas  
Joseph Rice  
Larry Malanga  
Charlemagne Metayer

#### **Tree Board**

Cynthia Grey  
Eddy Viera  
Pamela Frazier

#### **Stormwater Policy Committee**

Ronnie Lee Cohen  
Dena Davis

#### **Lake Park Baptist School**

1. Matthew Ohnmeiss [mohnmeiss@lpbs.us](mailto:mohnmeiss@lpbs.us)
2. Kathy Ledbetter [kledbetter@lpbs.us](mailto:kledbetter@lpbs.us)
3. Travis Tudor
4. Joshua Rager

#### **Lake Park Elementary**

1. Principal Michelle Fleming [michelle.fleming@palmbeachschools.org](mailto:michelle.fleming@palmbeachschools.org)
2. Lori Cayea [lori.cayea@palmbeachschools.org](mailto:lori.cayea@palmbeachschools.org)
3. Sarah Faulhaber [sarah.faulhaber@palmbeachschools.org](mailto:sarah.faulhaber@palmbeachschools.org)

### **Bridges of Lake Park**

1. Anishka Hepburn (Director) [anishka.hepburn@chsfl.org](mailto:anishka.hepburn@chsfl.org)
2. Kemba Pinkston (Site Administrator) [Kemba.Pinkston@chsfl.org](mailto:Kemba.Pinkston@chsfl.org)
3. Cynthia Castle (Outreach Worker) [Cynthia.Castle@chsfl.org](mailto:Cynthia.Castle@chsfl.org)
4. Martine Bonheur (Navigator)
5. Marshae Barfield (Child Development Specialist)
6. Rachel Davilmar (Child Watch)
7. Natacha Jean-Francois (Child Watch)

### **VFW Post 9610**

1. Robert McQuaid [mcquaidr@yahoo.com](mailto:mcquaidr@yahoo.com)
2. Collen McQuaid [colleensassy33@yahoo.com](mailto:colleensassy33@yahoo.com)
3. Jack McDermott [buffvfw9610@aol.com](mailto:buffvfw9610@aol.com)
4. Lee McDermott [leemvfw@comcast.net](mailto:leemvfw@comcast.net)
5. Hanger Alr [hanger6346@yahoo.com](mailto:hanger6346@yahoo.com)

### **Artist of Palm Beach County**

1. Maxine Schrieber [maxine@schreiberstudio.com](mailto:maxine@schreiberstudio.com)
2. Carole Pichney [cpichney@gmail.com](mailto:cpichney@gmail.com)

### **Flagler Bank**

Lori Boyle

555 Northlake Blvd., North Palm Beach, FL 33408

[lboyle@flaglerbankusa.com](mailto:lboyle@flaglerbankusa.com)

### **Special Events Department**

1. Antony Lewis [Antony.Lewis@palmbeachschools.org](mailto:Antony.Lewis@palmbeachschools.org)
2. Seth Poignant [djseth@bellsouth.net](mailto:djseth@bellsouth.net)
3. Rich Bonanno [kspotlight@bellsouth.net](mailto:kspotlight@bellsouth.net)

**TOWN OF LAKE PARK**

**COMMUNITY ORGANIZATIONS**

ORGANIZATION	CONTACT	E-MAIL	WEBISTE	NOTES
1 <b>A.E.M. FOR THE HEART, INC.</b> Angela English, President 1 114 N. Federal Highway Lake Park, FL 33403	561-881-8581 561-644-6888 Cell 561-881-8581 Fax	aemfortheheart@gmail.com	www.aemfortheheart.org/home.html	Free camps and music lessons for Autistic and Haitian children in the Lake Park community.
<b>ARTISTS OF PALM BEACH COUNTY</b> Joseph Freidman, President Art on Park Gallery 2 800 Park Avenue, Lake Park, FL 33403	561-345-2842 561-345-2842(Fax)	artistsofpbc@gmail.com	www.artistsofpalmbeachcounty.com	Open Monday-Saturday, 12-6 p.m.
<b>BETHEHEM HAITIAN BAPTIST CHURCH</b> Vilnet Vilse, Pastor 3 425 Crescent Drive, Lake Park, FL 33403	561-845-2333 561-324-4175 561-541-0342 (Cell)	vwise45@gmail.com	n/a	Bethlehem Community Empowerment Center
<b>BRIDGES AT LAKE PARK</b> Anishka Hepburn, Director 4 1411 10th Street, Lake Park, FL 33403	561-881-5060 x-301 (Office) 561-635-8785 (Cell) 561-840-5065 (Fax)	anishka.hepburn@chsfi.org	www.chsfi.org	Monthly Staff Meetings held second Wednesday of every month, 2 p.m. at Bridges at Lake Park.
<b>BRIGHT FUTURES ACADEMY CHARTER SCHOOL</b> Kendall Artusi, CEO Bright Futures Academy Network 5 10350 Riverside Drive, Palm Beach Gardens, FL 33408	561-253-7504 (Office) 561-254-2997 (Cell)	kendall.artusi@brightfuturesacademy.com	www.brightfuturesacademy.com	Quarterly Board Meetings
<b>CLUB 100 CHARITIES, INC.</b> Harry Drier, Director 6 5380 Ocean Drive, 6D, Riviera Beach, FL 33404	561-842-4335 (Office) 561-601-8211 (Cell) 561-844-3082 (Fax)	drierh@aol.com	www.club100usa.org/lake-park-community-center/	Quarterly Member and Board Meetings- not on a scheduled basis. Director of Lake Park Community Outreach Center on the campus of the Bethlehem
<b>FIRST BAPTIST CHURCH OF LAKE PARK</b> John Thompson, Senior Pastor 7 625 Park Avenue, Lake Park, FL 33403	561-844-1609 561-848-8310 (Fax)	john@fbclakepark.com	www.lakeparkbaptist.org/church	Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.
<b>FRIENDS OF THE LAKE PARK PUBLIC LIBRARY</b> Sue Duchene, Treasurer (Contact) Lake Park Public Library 8 529 Park Avenue, Lake Park, FL 33403	561-881-7207 561-801-2007 (Sue Cell) 561-881-3336 (Fax)	s.duchene@att.net	www.lakepark-fl.gov/friends-library	Meetings: First Tuesday monthly unless otherwise scheduled. Marie Michaud, President, Anne Lynch, Vice-President, Sue Duchene, Treasurer, Dianne Sophinos, Secretary.

**TOWN OF LAKE PARK**

**COMMUNITY ORGANIZATIONS**

ORGANIZATION	CONTACT	E-MAIL	WEBSTE	NOTES
<p><b>HOLY GROUND SHELTER FOR HOMELESS, INC.</b> Janet Kranich, President 9 200 W. 20th Street, Riviera Beach, FL 33404</p>	<p>561-355-5040 (Office) 561-512-2650 (Cell)</p>	<p><a href="mailto:holygroundshelter@msn.com">holygroundshelter@msn.com</a></p>	<p><a href="http://www.holygroundpbc.org/">www.holygroundpbc.org/</a></p>	<p>Meetings: Third Saturday at 10 a.m., 200 W. 20th Street, Riviera Beach. Note: Organization does not have an official office in Lake Park. Operates out of Riviera Beach but rents apartments in Lake Park for families in their program. Meetings: Every week Thursday Noon for lunch at Tall Trails Restaurant. Programs for children. Works with elementary schools in Lake Park. Facebook Page: <a href="https://www.facebook.com/pages/Kiwanis-Club-of-Lake-Park/153905924642974">https://www.facebook.com/pages/Kiwanis-Club-of-Lake-Park/153905924642974</a></p>
<p><b>KIWANIS OF LAKE PARK</b> Roger Michaud, President 10 355 E. Ilex Drive, Lake Park, FL 33403</p>	<p>561-863-5356 (Office) 561-512-3914 (Cell)</p>	<p><a href="mailto:michaud_r@bellsouth.net">michaud_r@bellsouth.net</a></p>	<p><a href="http://www.floridakiwanis.com">www.floridakiwanis.com</a></p>	
<p><b>LAKE PARK CITIZENS ON PATROL (COP)</b> Njoki Kamiru-White, Volunteer Captain Unit #68 North Rovers Palm Beach County Sheriff's Office-District 10 11 700 6th Street, Lake Park, FL 33403</p>	<p>561-452-3725</p>	<p><a href="mailto:nkamiru@gmail.com">nkamiru@gmail.com</a></p>	<p><a href="http://www.pbso.org/index.cfm?fa=COP">www.pbso.org/index.cfm?fa=COP</a></p>	<p>Meetings: Third Thursday of each month at 7 p.m., PBSCO District 10, 700 6th Street, Lake Park.</p>
<p><b>LAKE PARK COMMUNITY DEVELOPMENT CORPORATION - SEEDS OF HOPE COMMUNITY GARDEN</b> Erin T. Flaherty, Director 12 639 Evergreen Drive, Lake Park, FL 33403</p>	<p>561-252-7179</p>	<p><a href="mailto:erintflaherty@gmail.com">erintflaherty@gmail.com</a> OR <a href="mailto:seedsophopcommunitygarden@gmail.com">seedsophopcommunitygarden@gmail.com</a> OR <a href="mailto:Lakeparkcdc@gmail.com">Lakeparkcdc@gmail.com</a></p>	<p><a href="http://www.lakeparkcdc.com">www.lakeparkcdc.com</a></p>	<p>Meetings: Every 3rd Thursday, 6:30 p.m., Lake Park Public Library or the Community Garden, 725 Foresteria Drive, Lake Park.</p>
<p><b>LAKE PARK COMMUNITY WATCH</b> Lynn Dutaud, Chair/Director/Registered Agent 13 430 Evergreen Drive, Lake Park, FL 33403</p>	<p>561-543-4123 Evergreen House: 561-840-4870 (Leave Message) L.J. Parker: 561-622-0383 (Home)</p>	<p><a href="mailto:dutaud@bellsouth.net">dutaud@bellsouth.net</a></p>	<p>n/a</p>	<p>Meetings: The second Wednesday of every second month (Even Months) at 6:30 p.m. at Lake Park Public Library Archive Work: Tuesday's 10 a.m.-1 p.m. (Usually 5:30 a.m.) Meetings: Fourth Monday of Each Month, 7 p.m. (except December) at Evergreen House, 601 Federal Highway, Lake Park, FL.</p>
<p><b>LAKE PARK HISTORICAL SOCIETY</b> L.J. Parker, President, Archivist, Publisher 3661 Bahama Road, Palm Beach Gardens, FL 33410-14 2368</p>		<p><a href="mailto:olell@yahoo.com">olell@yahoo.com</a> OR <a href="mailto:LPHS_1@yahoo.com">LPHS_1@yahoo.com</a></p>	<p>n/a</p>	

**TOWN OF LAKE PARK**

**COMMUNITY ORGANIZATIONS**

	<b>ORGANIZATION</b>	<b>CONTACT</b>	<b>E-MAIL</b>	<b>WEBISTE</b>	<b>NOTES</b>
15	<b>LAKE PARK VFW - Donald Ross Post 9610</b> Jack McDermott, Quarter Master Robert McQuaid, Commander 1354 10th Street, Lake Park, FL 33403	561-842-9110	vfw9610@att.net	www.vfw.org	Meetings: Third Thursday of Each Month, 7:30 p.m. VFW Hours: Monday-Sunday 11 a.m.-10 p.m. Facebook: www.facebook.com/VFW-Post-9610-Lake-Park-Florida-200858263302019/
16	<b>OPERATION HOPE, INC.</b> Ken Bowers, Executive Director 1253 10th Street, Lake Park, FL 33403	561-249-1552 (Office) 561-396-7969 (Cell)	operationhopeinc@yahoo.com	www.operationhope.org	Meetings: Board meetings every other Tuesday, 10 a.m.
17	<b>ST. JOHN'S EVANGELICAL LUTHERAN CHURCH</b> Gary Leopard, Pastor 241 Cypress Drive, Lake Park, FL 33403	561-848-3142	stjohnschurch561@gmail.com	www.st-johns-church.com	
18	<b>TREASURE COAST REGIONAL PLANNING COUNCIL</b> Michael J. Busha, Executive Director 421 SW Camden Avenue, Stuart, FL 34994	772-221-4060 772-221-4067 (Fax)	mbusha@tcrpc.org Kim Delaney: kdelaney@tcrpc.org Dana Little: dlittle@tcrpc.org	www.tcrpc.org	Council Meetings: Third Friday of each month, 9:30 a.m. Wolf High Technology Center Indian River State College Chastain Campus, 400 SE Salerno Road, Stuart, FL 34997 Working Contacts: Kim Delaney, Director of Strategic Development and Policy Dana Little, Urban Design Director