



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, July 20, 2016, 6:30 PM,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Anne Lynch	—	Commissioner
Michael O'Rourke	—	Commissioner
.....		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

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

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. SPECIAL PRESENTATIONS/REPORTS
 - 1. Wounded Warriors of South Florida

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. Regular Commission Meeting minutes of July 6, 2016 **Tab 2**

3. Resolution No. 24-07-16 Cancellation of the August 17, 2016 Regular Commission Meeting **Tab 3**

4. Authorizing the Mayor to sign a letter of support to Palm Beach County for the Allocation of \$333,395.00 for the Edward Byrne Memorial Justice Assistance Grant. **Tab 4**

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

None

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

5. Ordinance No. 4-2016 Amending the Town Code at Chapter 2, Article V, Division 2, Entitled "Purchasing". **Tab 5**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CODE AT CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING"; PROVIDING FOR THE AMENDMENT OF SECTION 2-242 TO PROVIDE PREFERENCES TO CERTIFIED MINORITY OWNED BUSINESSES; PROVIDING FOR THE AMENDMENT OF SECTION 2-244; PROVIDING FOR THE AMENDMENT OF SECTION 2-245 TO AMEND AND ADD DEFINITIONS; PROVIDING FOR THE AMENDMENT OF SECTION 2-246 DESIGNATING THE TOWN MANAGER AS THE TOWN'S PURCHASING AGENT; PROVIDING FOR THE AMENDMENT OF SECTION 2-247 MAKING MINOR CHANGES TO THE TEXT; PROVIDING FOR THE AMENDMENT OF SECTION 2-248 TO CHANGE THE TERM BIDDER TO "OFFEROR"; PROVIDING FOR THE AMENDMENT TO SECTION 2-249 PERTAINING TO CONSULTANTS NOT SUBJECT TO THE CCNA; PROVIDING FOR THE AMENDMENT TO SECTION 2-250 DELETING FIELD PURCHASE ORDERS; PROVIDING FOR THE AMENDMENT TO SECTION 2-251 TO LIMIT THE TERM OF THE RENEWAL OF A CONTRACT; PROVIDING FOR THE AMENDMENT OF SECTION 2-256 PERTAINING TO "BID PREFERENCES"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

6. Ordinance No. 5-2016 Approval of the staff initiated text Amendment to Chapter 2, Article IV, Section 2-112(K) of the Town of Lake Park Code of Ordinances to eliminate outdated language related to Board Member Residency Requirements.

Tab 6

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, SECTION 2-112 PERTAINING TO THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

H. NEW BUSINESS:

7. Resolution No. 25-07-16 Special Events Separation Schedule of One Month

Tab 7

8. Resolution No. 26-07-16 Fiscal Year 2015/2016 Budget Adjustment for Sanitation Insurance Claim

Tab 8

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, August 3, 2016

Special Presentations /Reports

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 20, 2016

Agenda Item No. Tab 1

Agenda Title: Wounded Warriors of South Florida Presentation

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

Date:

7-7-16

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments:
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ JOD Please initial one.

Summary Explanation/Background: The Mission of the Wounded Warriors of South Florida is to provide temporary, immediate, financial assistance to service connected disabled veterans from Operation Iraqi Freedom, Operation Enduring Freedom and Operation New Dawn. Wounded Warriors of South Florida assists veterans returning from the above mentioned combat areas, while maintaining a high respect for privacy for the veteran and their families. The organization was founded in 2009.

The Organization is located at 1335 Old Dixie Hwy #3 in Lake Park. I was contacted by Mike Durkee, Executive Director of the organization regarding the upcoming Sunset Celebration scheduled for June 24, 2016. As you are aware, his group participated in the last Sunset Celebration. Drew Lofton won the fishing kayak. Drew is a Desert Storm Veteran. The

organization plans to have a tent at the upcoming Sunset Celebration scheduled for July 29, 2016 from 6:00 pm to 9:00 pm at the Lake Park Harbor Marina.

I invited Mr. Durkee to attend the July 20, 2016 Commission Meeting to brief the Town Commission on the Lake Park based organization.

I would invite the Town Commission to click on the link below to learn more about the veterans helped by this organization. <http://www.wwofsf.org/wounded-warrior-impact-success-stories>

PLEASE NOTE THAT THIS ORGANIZATION IS NOT AFFILIATED WITH THE WOUNDED WARRIORS PROJECT

Recommended Motion: No Motion is required.

Consent Agenda

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 20, 2016

Agenda Item No. *Tab 2*

Agenda Title: Regular Commission Meeting Minutes of July 6, 2016

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

Approved by Town Manager *J. R. Aguirre* Date: *7-11-16*

Vivian Mendez - Town Clerk
Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Agenda meeting minutes Exhibits "A-E"
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>VM</i> Please initial one.

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission Meeting Minutes of July 6, 2016.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, July 6, 2016, 6:30 PM,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Anne Lynch	—	Commissioner
Michael O'Rourke	—	Commissioner
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. David Fifer, Economic Impact of Sugar/Farm Industry to Palm Beach County 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. Commission Visioning Workshop Minutes of June 15, 2016

Tab 2

3. Regular Commission Meeting Minutes of June 15, 2016

Tab 3

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

4. Ordinance No. 4-2016 Amending the Town Code at Chapter 2, Article V, Division 2, Entitled "Purchasing".

Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CODE AT CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING"; PROVIDING FOR THE AMENDMENT OF SECTION 2-242 TO PROVIDE PREFERENCES TO CERTIFIED MINORITY OWNED BUSINESSES; PROVIDING FOR THE AMENDMENT OF SECTION 2-244; PROVIDING FOR THE AMENDMENT OF SECTION 2-245 TO AMEND AND ADD DEFINITIONS; PROVIDING FOR THE AMENDMENT OF SECTION 2-246 DESIGNATING THE TOWN MANAGER AS THE TOWN'S PURCHASING AGENT; PROVIDING FOR THE AMENDMENT OF SECTION 2-247 MAKING MINOR CHANGES TO THE TEXT; PROVIDING FOR THE AMENDMENT OF SECTION 2-248 TO CHANGE THE TERM BIDDER TO "OFFEROR"; PROVIDING FOR THE AMENDMENT TO SECTION 2-249 PERTAINING TO CONSULTANTS NOT SUBJECT TO THE CCNA; PROVIDING FOR THE AMENDMENT TO SECTION 2-250 DELETING FIELD PURCHASE ORDERS; PROVIDING FOR THE AMENDMENT TO SECTION 2-251 TO LIMIT THE TERM OF THE RENEWAL OF A CONTRACT; PROVIDING FOR THE AMENDMENT OF SECTION 2-256 PERTAINING TO "BID PREFERENCES"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

5. Ordinance No. 5-2016 Approval of the staff initiated text Amendment to Chapter 2, Article IV, Section 2-112(K) of the Town of Lake Park Code of Ordinances to eliminate outdated language related to Board Member Residency Requirements.

Tab 5

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV,

SECTION 2-112 PERTAINING TO THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

H. NEW BUSINESS:

- 6. A Request from the Event Organizer of The 29th Annual Kids Fishing Days Program to waive The Marina Conference Room Deposit/Staff fee associated with the boat slip space and respective electric and water usage required for the 60-foot charter boat that will be used during the program. Tab 6**
- 7. Stipulation and Agreed Final Order between the Town of Lake Park and Park Avenue BBQ & Grille of Lake Park Tab 7**
- 8. Designation of the Town's Voting Delegate for the 2016 Annual Conference of the Florida League of Cities Tab 8**
- 9. Unified Communications Policy, Town of Lake Park Tab 9**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, July 20, 2016



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, July 6, 2016, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, July 6, 2016 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, and Anne Lynch, Town Manager John O. D’Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Commissioner Michael O’Rourke was absent.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. David Fifer, Economic Impact of Sugar/Farm Industry to Palm Beach County

Mayor DuBois welcomed Mr. David Fifer to the Town. Mr. Fifer thanked the Commission for the opportunity to present (see Exhibit “A”). He invited the Commission and the residents of the Town to visit the fields. Commissioner Lynch commented that viewing the fields from an airplane was very impressive. Commissioner Flaherty asked where does the black strap malaises come in. He asked if it were a refinery process. He asked if it were used as fertilizer on the fields. Mr. Fifer explained the malaises was a natural by-product of sugar. He explained the sugar process. Mr. Fifer stated that he did not think it was used as a fertilizer. Vice-Mayor Glas-Castro encouraged the Commission and staff to take the tour of the fields because she learned so much last year during a tour. Mayor DuBois suggested that they build a relationship with the Lake Park Kiwanis Club.

PUBLIC COMMENT:

None

CONSENT AGENDA:

2. Commission Visioning Workshop Minutes of June 15, 2016.

3. Regular Commission Meeting Minutes of June 15, 2016.

Motion: Commissioner Lynch moved to approve the consent agenda; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O’Rourke			Absent

Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

4. Ordinance No. 4-2016 Amending the Town Code at Chapter 2, Article V, Division 2, Entitled “Purchasing”.

Town Manager D’Agostino explained the item (see Exhibit “B”).

Public Comment Opened:

None

Public Comment Closed:

Motion: Commissioner Flaherty moved to approve Ordinance No. 04-2016 on first reading; Commissioner Lynch seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O’Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

Town Attorney Baird read the Ordinance by title only.

5. Ordinance No. 5-2016 Approval of the staff initiated text Amendment to Chapter 2, Article IV, Section 2-112(K) of the Town of Lake Park Code of Ordinances to eliminate outdated language related to Board Member Residency Requirements.

Public Comment Opened:

None

Public Comment Closed:

Motion: Vice-Mayor Glas-Castro moved to approve Ordinance No. 05-2016; Commissioner Flaherty seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O’Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

Town Attorney Baird read the Ordinance by title only.

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

6. A Request from the Event Organizer of The 29th Annual Kids Fishing Days Program to waive The Marina Conference Room Deposit/Staff fee associated with the boat slip space and respective electric and water usage required for the 60-foot charter boat that will be used during the program.

Mr. Tom Twyford explained the request (see Exhibit “C”). Commissioner Lynch asked if the organization has worked with the Lake Park Library. Mr. Twyford stated that they had not, but would be open to reaching out to them. He shared stories of the experience the children receive from the fishing days. Commissioner Lynch stated that the Friends of the Library would be reaching out to the organization.

Motion: Vice-Mayor Glas-Castro moved to approve the requested waivers to allow the use of the Marina conference room, use of the boat slips and the fees associated, and to otherwise accommodate the Annual Kids Fishing Days similar to what has been done in previous years; Commissioner Lynch seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O’Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0

7. Stipulation and Agreed Final Order between the Town of Lake Park and Park Avenue BBQ & Grille of Lake Park.

Mayor DuBois explained the item (see Exhibit “D”). Vice-Mayor Glas-Castro suggested that a Cross-Access Easement Agreement to the Stipulation and Agreed Final Order. Attorney Baird stated that if the Commission agreed with that suggestion, the Stipulation could be modified and presented. He explained that Mr. Lavallee has represented to staff that would enter into a Cross-Access Easement Agreement with the new owner of the property. Mayor DuBois asked if the deposit was made. Town Manager D’Agostino explained that the deposit was due once the Special Magistrate signs the Agreement as part of section 9 of the Agreement. Attorney Baird asked if the Commission wanted to add the Cross-Access requirement language as part of the Agreement. The Commission agreed.

Mayor DuBois expressed concern that a brewery would be opening next to the Brew House Gallery. Town Manager D’Agostino explained that he has spoken with A.J.

Brockman (owner of the Brew House Gallery) regarding the brewery opening on the same block as the Brew House Gallery. Mr. Brockman explained that they do not manufacture beer at the Brew House Gallery; they sell specialty brews that you cannot get anywhere else including a microbrewery. Attorney Baird explained that Mr. Lavalley was proposing a restaurant, which contains a facility to brew his own beer. The beer was currently being served at the Park Avenue BBQ restaurants called Oink American Ale. The facility would allow for on-site consumption or distribution of his own Ale. Town Manager D'Agostino explained the importance of such a brewery to the Town. Vice-Mayor Glas-Castro was encouraged that the Stipulation included dates for specific thresholds.

Motion: Vice-Mayor Glas-Castro moved to authorize the Mayor to execute the agreement with the amendment that requires the cross-access easement; Commissioner Lynch seconded the motion.

Mayor DuBois asked if that would include the payment once, the Special Magistrate has signed the agreement. Attorney Baird stated that the stipulation was already included in the agreement. Mayor DuBois asked if the procedure would be that the document be redrafted, Mr. Lavalley would sign, and then he would sign it. Attorney Baird stated "correct".

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O'Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois		X	

Motion passed 3-1.

8. Designation of the Town's Voting Delegate for the 2016 Annual Conference of the Florida League of Cities.

Motion: Commissioner Flaherty moved to designate Vice-Mayor Glas-Castro as the 2016 Voting Delegate for the Annual Conference of the Florida League of Cities; Commissioner Lynch seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O'Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

9. Unified Communications Policy, Town of Lake Park

Town Manager D'Agostino explained the item (see Exhibit "E"). Mayor DuBois stated that the document looked like the Palm Beach County communication document. Town Manager D'Agostino explained that the Palm Beach County Media policy was placed at the back of the Town's Unified Communication Policy. He explained the intent to communicate with residents, staff, etc. and the guidance it provides to staff. He explained that as part of the new Town's website, that would be rolled-out later this year, a language selection feature would be included so that the language of the website would change to the selected language. Mayor DuBois asked how that would be accomplished. Town Manager D'Agostino explained that it was currently a feature on the Town websites, which was free through Google. He stated that the current website was not intuitive based. He explained that the websites would all be combined into one, instead of separate websites for each division (CRA, Library, and the Marina).

Mayor DuBois asked if the Town was providing documents in different languages. Town Clerk Mendez explained that documents would translate to other languages on the Town's website if uploaded in certain formats. The Commission came to consensus to approve the Unified Communication Policy.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird informed the Commission that he had been selected to serve on the State Attorney's Sober House Task Force. He thanked Vice-Mayor Glas-Castro for her efforts during the Palm Beach County League of Cities meeting because some members did not grasp why the municipal league was being left out of the picture.

He explained that the Fourth District Court of Appeals has entered an order requiring oral argument regarding the Inspector General municipalities versus Palm Beach County lawsuit regarding the Inspector General Fund. He stated that the oral argument would take place in October.

He explained that a number of Reasonable Accommodation hearings scheduled regarding request for accommodations that individuals could live together in recovery residences, came before the Special Magistrate. He explained that prior to the hearings he had several communications with Attorney Jim Green, who represents those operators and believed that they had resolved their differences regarding the Town's Ordinance. He stated that, to his surprise, Attorney Green began raising a number of objections to the Town's regulations alleging that the Town was unconstitutional. He explained that a court reporter was present and rather than move forward with a hearing, he elected to continue the hearings so that he could redraft the regulations in a manner that addresses some of the comments that were meritorious by Attorney Green. He would try to get the Ordinance on the next agenda for first reading, but was not sure that he would accomplish that, but would make every effort to finish the Ordinance by the end of the week and send it to the Town Manager.

Town Manager D'Agostino updated the Commission regarding a partnership with Palm Beach County for an updated phone system. He explained that Palm Beach County has a successful Information Technology (IT) that work on their phone system. He thanked Hoa Hoang for his efforts in working with the County to collaborate with the Town to

help us to enter into their phone system with fiber optics that could potentially offer free Wifi to the Town. He explained that Palm Beach County was very interested in placing some of their communications on the cell tower at Public Works. He stated that a repeater would be installed at the cell tower at Public Works as well as the cell tower at Town Hall.

He explained that there was a Regular Commission meeting scheduled for August 17, 2016, which was the night before the Florida League of Cities Annual Conference being held in Hollywood. He explained that as it stands two Commissioners would be attending the League of Cities Conference and would not be attending the Commission meeting. He gave the Commission a few options for rescheduling or canceling the August 17th Commission meeting.

Motion: Commissioner Flaherty moved to support a Resolution to be created cancelling the August 17, 2016 Regular Commission Meeting; Commissioner Lynch seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner Lynch	X		
Commissioner O'Rourke			Absent
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

Town Manager D'Agostino explained that on Friday, July 8, 2016 the Community Development Director and he would be making a presentation to the Government Affairs Committee for the Palm Beach North Chamber of Commerce for their potential support of the Town's initiatives on encouraging growth, development, and investment. Mayor DuBois felt the Town did not need an endorsement from the Palm Beach North Chamber of Commerce regarding the initiatives. He gave an example of his experience with the Government Affairs Committee on a similar matter when he represented the western area of Palm Beach County. Vice-Mayor Glas-Castro felt that the Chamber's endorsement would assist the Town when seeking grants and marketing of the Town. Town Manager D'Agostino stated that they would make the presentation and not ask for an endorsement. Mayor DuBois felt that if the Chamber wanted to endorse the Town they would have that opportunity. He stated that he explained what the Town was trying to do to a neighbor who expressed concern with the Transfer of Development Rights.

Town Manager D'Agostino explained an email scam that was going on in the Town where businesses are contacted by a review committee called 2016 Best of Lake Park Award program, where a fee was charged. He read from the email where it ask the winner to pay \$149 (or more) to claim their award and receive a plaque. He stated that if anyone received an email from dalhousa.net; awardsystem.net; awardsystem.org please delete it.

Town Clerk Mendez gave a brief update on the "Select Language" feature on the Town's website indicating that the feature does work on the iPads.

Town Manager D'Agostino announced that the proposed draft budget was distributed to the Commission and has been posted to the Town's website. He spoke of the budget transmittal letter included in the proposed budget (see Exhibit "F"). He stated that the millage rate would not increase from 8.805 mills, which includes the Fire MSTU of 3.45 mills. He explained that it was possible that the Town would receive additional funding, and at the moment the budget was balanced.

Commissioner Flaherty thanked staff for the success of the Sunset Celebration.

Commissioner Lynch announced that at the Citizen on Patrol (COP) meeting it was announced that there has been an increase in overdoses in Town as a correlation of the Sober Home facilities.

Commissioner O'Rourke was absent.

Vice-Mayor Glas-Castro announced that for those attending the Florida League of Cities Conference Public Services has invited everyone to dinner on Friday evening and would need an RSVP.

She announced that everyone received an email from Chef Corp regarding issues with the north alley between ninth & 10th Street and concerns regarding safety. She was concerned by the tone of the email because it made it seem as though the Town was not following up on its duties and responsibilities to ensure a safe and public realm for the businesses. She called the business owner and asked which Town representatives or Sheriff's Office representatives he had spoken with to file the burglary complaints and loitering complaints and his response was he had not called to report the incidents. He also expressed concerns regarding his property owner. She stated that now that staff and the Sheriff's Office have been made aware she hoped that the areas are secured, well lit, and patrolled. Commissioner Lynch commented that during her COP shifts she patrols those areas and has not witnessed loitering in the alleys.

She thanked the Town Manager for jumping on the opportunity to host the Garlic Festival that was being moved out of the City of Delray Beach. She stated that if the organizer does not bring Garlic Fest to the Town of Lake Park they would know that the Town would be interested in future events.

She stated that this weekend while boating, the Marina parking spaces were not assessable because trailers are not using the upper parking lot.

Mayor DuBois had read the emails regarding the Garlic Festival. He expressed concern regarding the one-month separation between major events. He wanted to avoid events competing against one another. The Commission discussed upcoming events and the dates of those events. Mayor DuBois suggested that a Resolution be presented to the Commission supporting the one-month separation between major events.

Mayor DuBois expressed concern with a Keyes Realty agent Allison Goldstein who was selling the Town as a great place to have a halfway house but not any of the other Town's. Town Manager D'Agostino explained that he received a curt notification from her stating that they are having their attorney contact him. Mayor DuBois made additional comments regarding his concern that were inaudible because he was not speaking into the microphone.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner Lynch, and by unanimous vote, the meeting adjourned at 8:26 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2016



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: July 6, 2016

Agenda Item No. *Tab 1*

Agenda Title: David Fifer, Economic Impact of Sugar/Farm Industry to Palm Beach County

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

Approved by Town Manager

[Signature]

Date: *6-22-16*

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> Florida Sugar Cane League Presentation.
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ JOD Please initial one.

Summary Explanation/Background: David Fifer is the Community Relations Director of the Florida Sugar Cane League, Inc. His presentation will focus on the economic impacts of the industry in Palm Beach County and beyond. In addition, we should take this opportunity to discuss the possibility of creating a farm to table initiative here in Lake Park. If so, we'd be one of the first municipalities in Palm Beach County to encourage residents and restaurants to purchase farm fresh food items for meal preparation, restaurant cooking and possibly create a green market here in Lake Park.

Recommended Motion: No motion is necessary.

Exhibit "A"

Florida Sugar Cane League

An Introduction

Who are we?

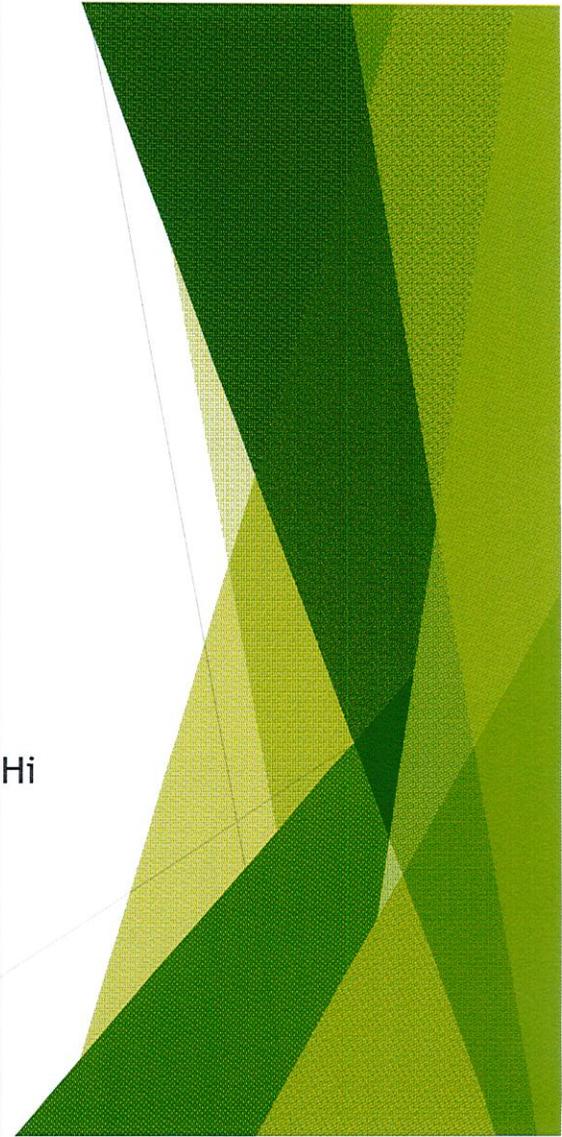
- ▶ Trade Association of Florida Sugarcane Growers and Processors
- ▶ Founded in 1964
- ▶ Made up of U.S. Sugar and Florida Crystals, working with our independent growers



What do we do?



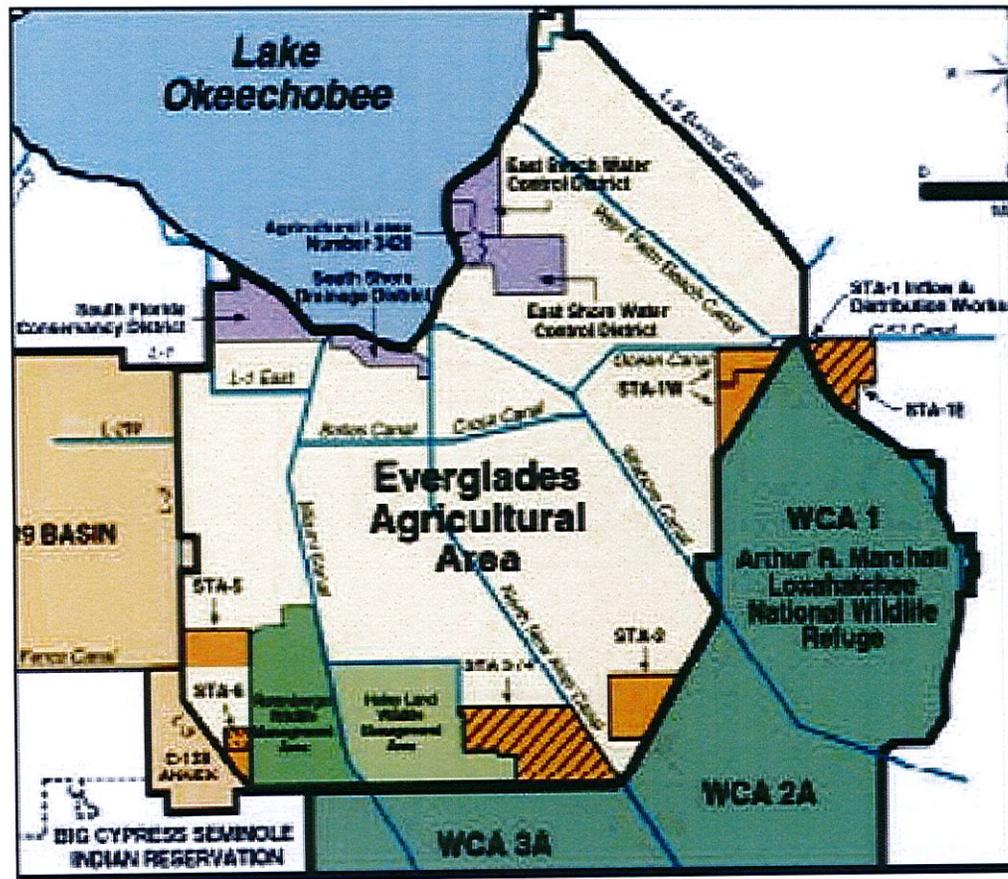
- ▶ Be Good Neighbors
- ▶ Work Within Our Communities
- ▶ Educate
 - ▶ Tours
 - ▶ Farmers Markets
 - ▶ Public Education
- ▶ Cool Stuff (Like this. Right now. Hi Lake Park!)





Florida Sugar Cane League

The Importance of Agriculture









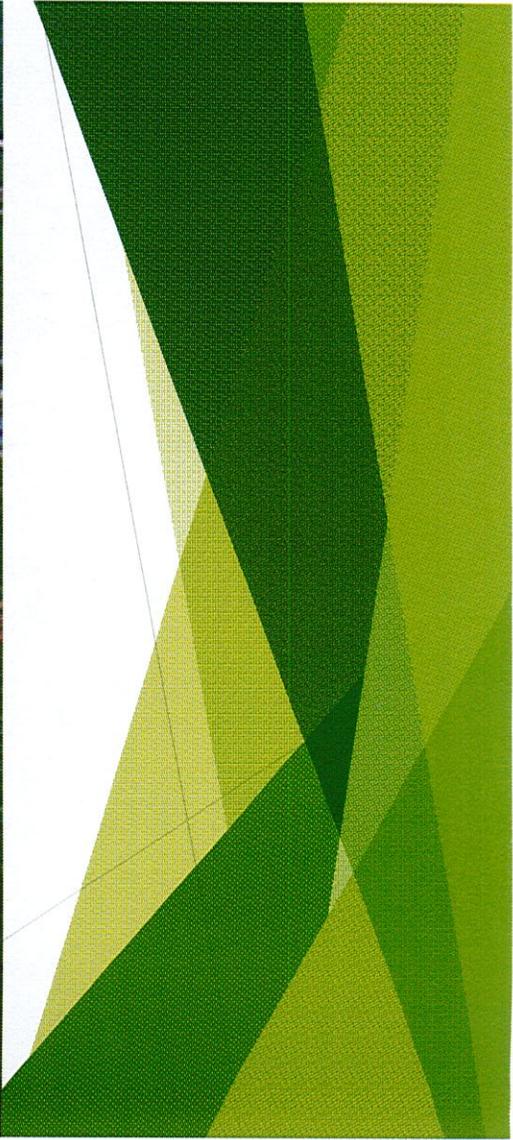


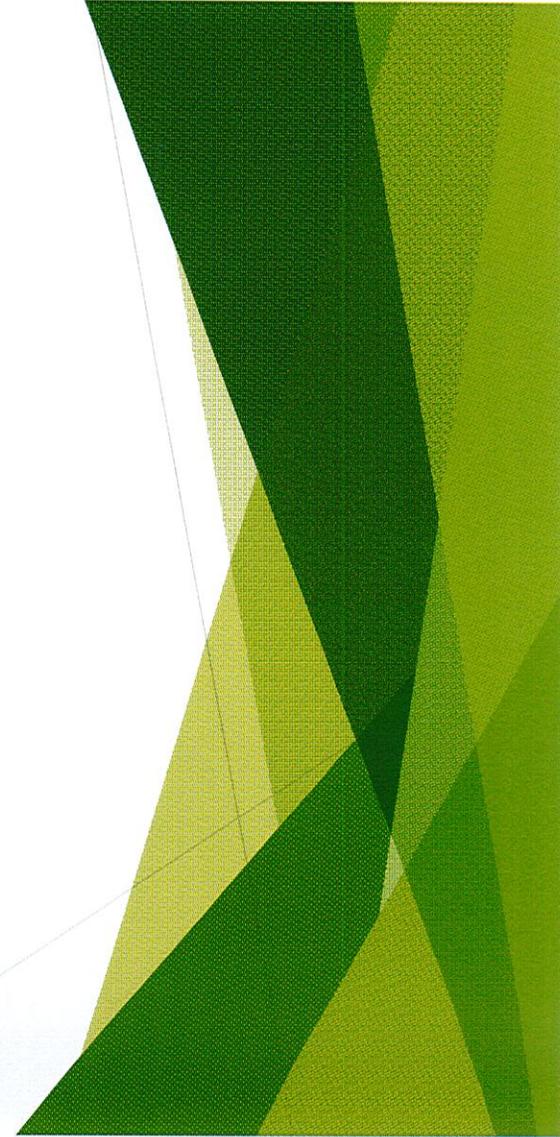


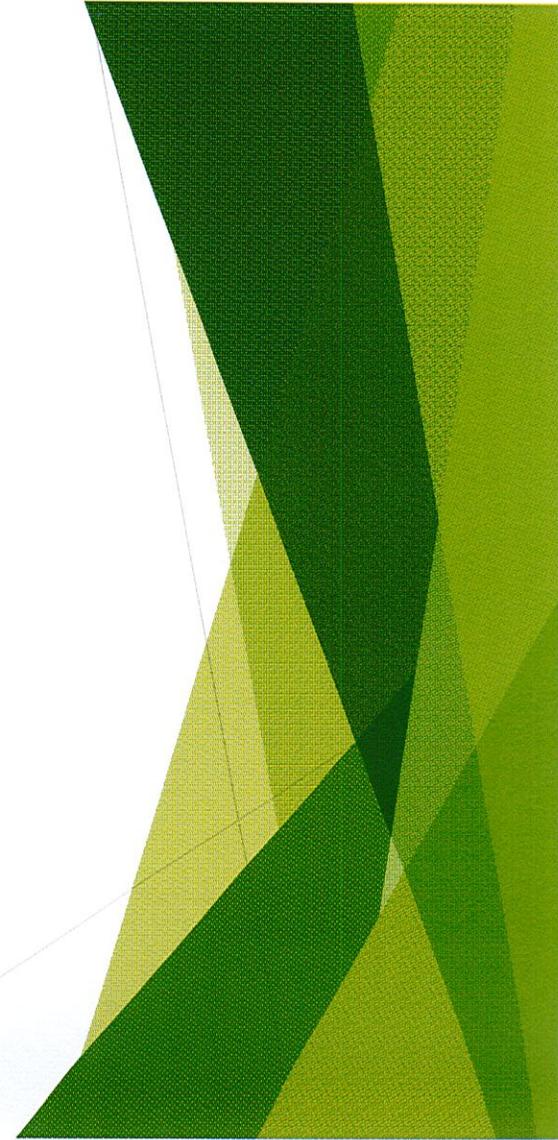




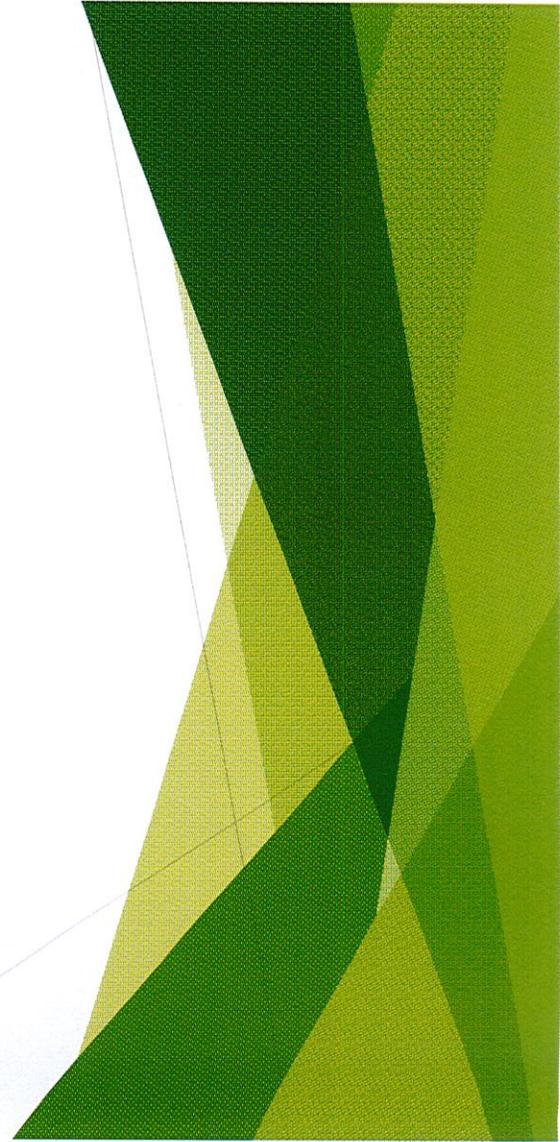
RICE











Leaders in Science and Technology

- ▶ Self driving technology
- ▶ Large scale Wi-Fi
- ▶ Bio-science
- ▶ Renewable Energy





Leaders in Science and Technology

► Sustainability

EVERGLADES AGRICULTURAL AREA Water Quality Permit Requirements

On- Farm Requirements Upstream of Environmental Resources of National Interest

Water Quality Action Required to Comply with Law	Agricultural Watershed					
	EAA	Lake Okeechobee	Indian River Lagoon	Chesapeake Bay	Sacramento River Delta	Mississippi River
Mandatory Water Quality Permit for Every Farm.	Yes	Yes	Yes	Varies by State	Yes	No
Report rainfall and flow for every event.	Yes	No	No	No	No	No
Report the water quality of every runoff event.	Yes	No	No	No	No	No
Mandatory performance standard for Phosphorus Reduction.	Yes	No	No	No	No	No
Periodic audits of on-farm practices by agency personnel.	Yes	Yes	Yes	Varies by State	Yes	No
Annual per-acre tax.	Yes	No	No	No	No	No

National Economic Impact



Source: (1)

of Jobs Data: LMC International

- Agriculture Sugar**

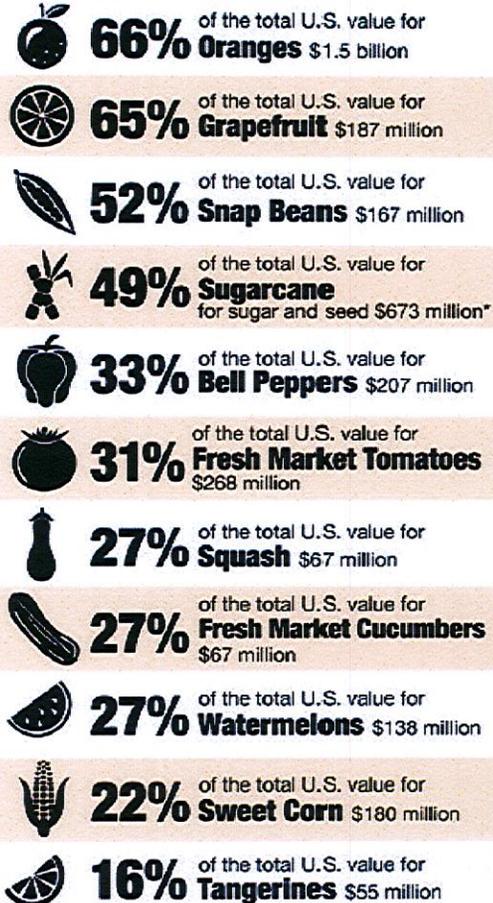
 - \$20 billion in economic activity is generated by sugar alone
 - \$320.3 billion
 - ▶ Approximately 22 million agriculture related jobs
 - 2.1 million acres of sugar planted
 - 142,000 jobs

Statewide Economic Impact

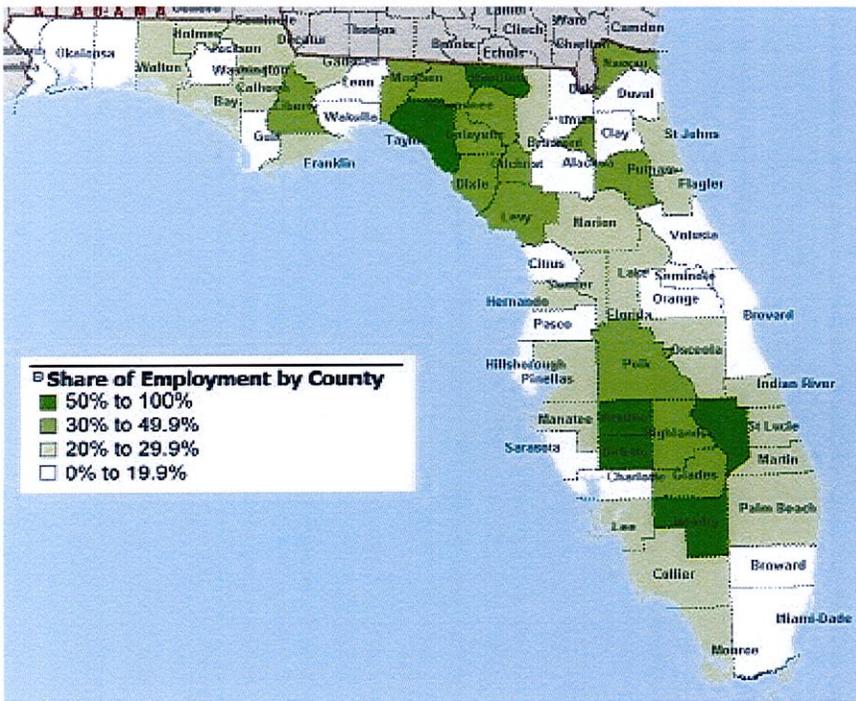
Agriculture

- ▶ \$148.5 billion economic output
- ▶ 1.52 Million jobs
- ▶ 47,500 commercial farms

In 2012, in terms of total value of production, Florida accounted for:



Local Economic Impact



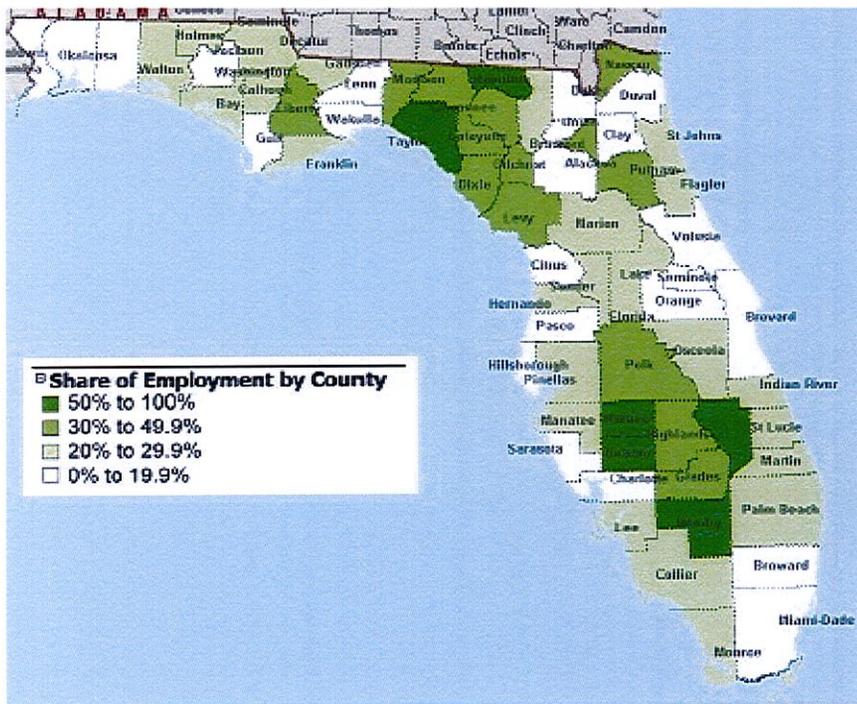
Agriculture

- ▶ \$1.356 billion output
- ▶ \$16.85 billion in industry output
- ▶ \$9.5 billion in GDP (14% of county GDP)
- ▶ 158,976 jobs, representing 19% of the workforce

Sugarcane

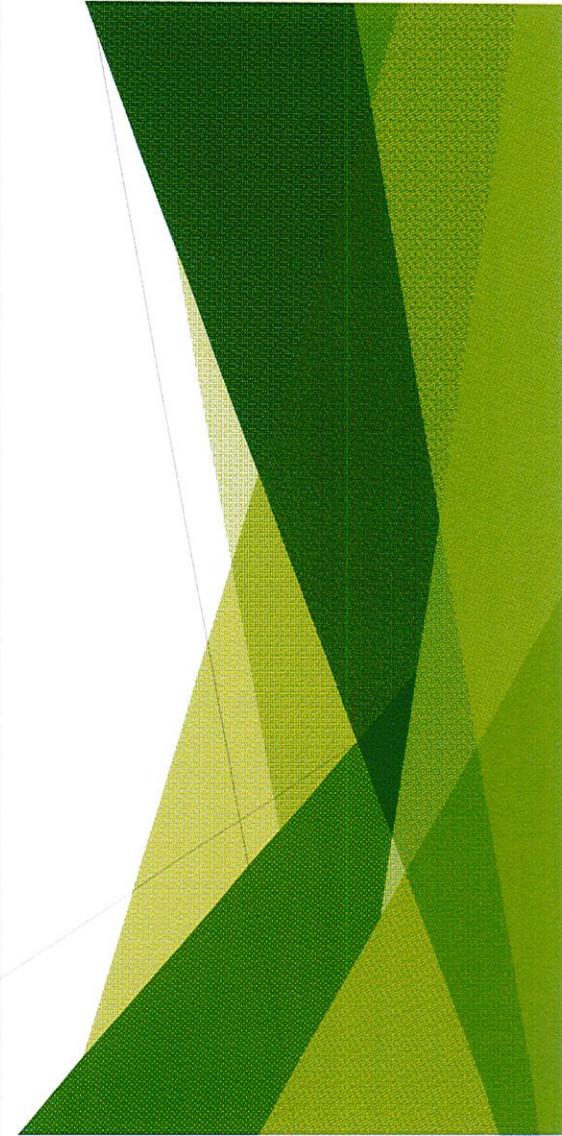
- ▶ \$3,209 jobs

Local Economic Impact



- ▶ #1 in Florida for total value of crops sold
- ▶ #30 in the US for total value of crops sold
- ▶ 285,304 acres of Sugarcane
- ▶ 60,762 acres of vegetables, ranks 13th in the US
- ▶ 22,918 acres of sweetcorn, ranks 5th in the US

Thank You!





Town of Lake Park Town Commission

Agenda Request Form

Exhibit "B"

Meeting Date: July 6, 2016

Agenda Item No. *Tab 4*

Agenda Title: An Ordinance of the Town Commission of the Town of Lake Park, Florida, Amending the Town Code at Chapter 2, Article V, Division 2, Entitled "Purchasing"

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON 1st READING**
- NEW BUSINESS
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

[Signature]

Date:

6-24-16

Name/Title

HUMAN RESOURCES DIRECTOR

<p>Originating Department:</p> <p>Human Resources and Finance Department</p>	<p>Costs: \$ -0-</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <p>Proposed Amended Purchasing Policy in Redline Format</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>or</p> <p>Not applicable in this case</p> <p><u>BMT</u></p> <p>Please initial one.</p>

Summary Explanation/Background:

At its June 4, 2014 meeting, the Town Commission adopted Ordinance 6-2014 amending the Town's Purchasing Policy and Procedures codified at Chapter 2, Article V, Division 2 of the Town of Lake Park Code of Ordinances. From time to time, it is important that the Town's policies and procedures be reviewed to make sure that they are as current as possible.

Staff has reviewed the Town's purchasing policies as revised in June of 2014, and has determined that further revisions need to be made in order to reflect best municipal purchasing practices, and to address some housekeeping changes.

Therefore, below you will find a brief summary of substantive revisions that are being proposed and the rationale for such revisions:

Section Proposed to be Modified	Rationale
§2-242(d). Supplementary General Principles of Law Applicable	Changes "vendors" to "offerors" and revises the language pertaining to women owned businesses enterprises to comply with F.S. 288.703. Please note that the word "vendors" is changed to "offerors" in several sections of this Ordinance.
§2-245 Definitions	Revises several definitions to clarify them and make them more legally sufficient.
§ 2-246. Organization	Provides that the town manager is the Town's purchasing agent (pursuant to the Town Chapter 2, Article III, § 2-82 pertaining to the powers and duties of the Town Manager) and the processing of a purchasing requisition.
§2-248(l) Competitive Sealed Bid Process (Definition of responsive bidder)	Removed as "responsive bidder" is defined in the Definitions section.
§2-248(m) Competitive Sealed Bid Process (tie bids)	Reduces and clarifies the criteria for breaking a tie bid among two or more offerors.
§2-249 Competitive Sealed Proposal Process	Clarifies language pertaining to competitive sealed proposals

§2-249(2) Competitive Sealed Proposal Process	Clarifies language pertaining to the consultants services that are not subject to the Competitive Negotiation Act (CCNA)
§2-250(f) Alternative Source Selection (field purchase orders)	Deletes language that describes a process that is administrative in nature.
§2-251(6) Contract Document	Revises the language describing the process for renewing a contract and changes the period for which a contract may be renewed from a maximum of two years to a period that may not exceed three years or the term of the original contract, whichever is longer.
§2-256 Bid Preferences	Clarifies the criteria according to which bid preference may be provided.

In addition to the above substantive amendments, staff has made several non-substantive housekeeping clarifications, as well as grammatical and clerical corrections, which are identified throughout the attached Ordinance in underlined format.

Recommended Motion: I move to approve Ordinance 4-2016 on first reading.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "C"

Meeting Date: July 6, 2016

Agenda Item No. Tab 6

Agenda Title: A REQUEST FROM THE EVENT ORGANIZER OF THE 29th ANNUAL KIDS FISHING DAYS PROGRAM TO WAIVE THE MARINA CONFERENCE ROOM DEPOSIT/STAFF FEE AND THE FEES ASSOCIATED WITH THE BOAT SLIP SPACE AND RESPECTIVE ELECTRIC AND WATER USAGE REQUIRED FOR THE 60 FOOT CHARTER BOAT THAT WILL BE USED DURING THE PROGRAM.

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

Approved by Town Manager

[Signature]

Date:

6-20-16

Nadia Di Tommaso / Community Development Director

[Signature]

Name/Title

Originating Department: Community Development	Costs: \$ 0 (see requests listed herein) Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: → Copy of Special Event Application and Letter Request
Advertised: Date: <i>N/A</i> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone__ or Not applicable in this case ___ <i>ND</i> Please initial one.

Summary Explanation/Background:

A special event permit application was submitted to the Community Development Department by Tom Twyford of the Palm Beach County Fishing Days Foundation on April 12, 2016, with a letter requesting certain waivers submitted on May 31, 2016. The 29th Annual Kids Fishing Days Program will be held in the Lake Park Harbor Marina on 07-26-2016 through 07-28-2016 from 7:30am – 7:00pm each day. Having held this event in Lake Park in prior years, Mr. Twyford is requesting the following waivers which cannot be granted administratively:

1. **Marina Conference Room** (requested for storage use only): Since the Foundation is a non-profit, this \$60/hour venue rental fee is automatically waived. This request is to additionally waive the \$200 deposit and \$30/hour staff fee.

STAFF RESPONSE: This was a similar practice in previous years since the conference room is only being requested for storage purposes.

- 2. Boat Slip Space** and associated electric and water fees for a 60 foot charter boat during the event days.

STAFF RESPONSE: This was also a similar practice in previous years and the Marina Director, Salvatore Schiafone approves this request and has indicated his staff is prepared to assist with the request.

RECOMMENDED MOTION: At the Town Commission's discretion based on the information provided above.

PALM BEACH COUNTY FISHING FOUNDATION



• The charitable affiliate of the West Palm Beach Fishing Club - improving fishing for the future. •
A charitable corporation, contributions to which are deductible.



PALM BEACH COUNTY FISHING FOUNDATION 29TH ANNUAL KIDS FISHING DAYS PROGRAM

*July 26th – July 28th, 2016
Lake Park Harbor Marina*

Program request of the Town of Lake Park:

1. Use of the various areas indicated on our site map (included with our Special Event Permit application) for our educational programs and use of the marina conference room for storage of program equipment during the event. Items will be moved into the conference room on Monday, July 25th and moved out of the conference room on Friday, July 29th.
2. A waiver on the daily parking fees for *Kids Fishing Days* participants and volunteers. We request 50 parking passes (7am to 7pm) for the three days of the event (7/26 - 7/28). We distribute the passes to the youth groups and volunteers when they arrive on site. They turn in the passes when they leave so we can use them the following day.
3. A waiver on the boat slip space, electric and water fees required for the 60' charter boat we use during the program. The vessel arrives on Monday evening July, 25th and will depart after our final session on Thursday, July 28th.

Physical Address:
201 5th Street
West Palm Beach, FL 33401

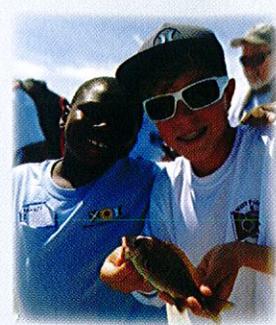
Phone - (561) 832-6780
Fax - (561) 832-2137
www.westpalmbeachfishingclub.org

Mailing Address:
P.O. Box 468
West Palm Beach, FL 33402

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 Palm Beach County Fishing Foundation
invites you to help us*

Take A Kid Fishing



It's all about introducing kids to fishing and our marine environment! The Palm Beach County Fishing Foundation, the charitable affiliate of the West Palm Beach Fishing Club, will conduct its annual *Kid's Fishing Day* program on July 26, 27 & 28, 2016. Hundreds of disadvantaged children from throughout Palm Beach County will experience what many of us take for granted, a day of boating and fishing on the ocean. With the support of knowledgeable volunteers and our event partner, the Florida Fish & Wildlife Conservation Commission, the kids will receive quality fishing instruction and learn all about our marine environment, why we need to protect it, and why it's important to be an ethical angler.

Over 12,000 special kids have participated in this heartwarming community outreach event. Foster children, mentally and physically challenged kids and at-risk children have benefited from previous *Kid's Fishing Day* events. The program, now celebrating its 29th year, is free of charge to those who participate and is made possible through the generosity of numerous community volunteers and sponsors.



You or your business can help **Take a Kid Fishing** by sponsoring one or more children. A tax-deductible donation of \$35.00 will help cover the cost of one child's participation. Larger donations are greatly appreciated and will help cover significant expenses such as charter fees, t-shirts and rental expenses. Each child receives a t-shirt, lunch, drinks, dessert, an official certificate of participation and a brand new fishing rod and reel. Of course, each child walks away with special memories of a fun day on the water and a better understanding of our unique marine environment.



Many thanks to these major Kid's Fishing Days sponsors:



*The Walter & Adi
Blum Foundation, Inc.*



**Marine Industries Association
OF PALM BEACH COUNTY, INC.**

*Sandie &
Ethan Weitz*



*Rybovich Endowment
Memorial Funds
benefiting Kid's Fishing Day*



Cut and mail with your donation today

Presented by:

Yes, I/we would like to help the Palm Beach County Fishing Foundation

Take A Kid Fishing



**Marine Industries Association
OF PALM BEACH COUNTY, INC.**

Donor's Name: _____
(Please print name as you would like it to appear in *Tight Lines*)

Email: _____

Mailing Address: _____ City/St: _____ Zip: _____

Donation amount: \$35 \$70 \$125 \$250 Other \$ _____ Check (payable to the Palm Beach County Fishing Foundation)

VISA MC AMEX DISC _____ Exp. Date _____ CCV: _____

SIGNATURE: _____

ALL CONTRIBUTIONS ARE TAX DEDUCTIBLE & ACCEPTED YEAR AROUND

Return completed form with check or fax donations to:
Palm Beach County Fishing Foundation, P.O. Box 468, West Palm Beach, FL 33402
(561) 832-6780 • Fax (561) 832-2137



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "D"

Meeting Date: July 6, 2016

Agenda Item No. Tab 7

Agenda Title: Stipulation and Agreed Final Order between Town of Lake Park and Park Avenue BBQ & Grille of Lake Park

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

Approved by Town Manager *J. D'Agostino* Date: 6-27-16

John O. D'Agostino, Town Manager

Name/Title

<p>Originating Department: Town Manager</p>	<p>Costs: -0- Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> • Stipulation of Agreed Final Order.
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case _____ JOD Please initial one.</p>

Summary Explanation/Background: The Town of Lake Park and Dean Lavalley, property owner of 754 Park Avenue have come to terms on a Stipulation of Agreement and Final Order. The building has remained vacant for over ten years. To encourage redevelopment of this parcel, the Town of Lake Park required the property owner to pay a fine of upwards of \$80,000 as leverage to encourage redevelopment. The Town has entered into a stipulated agreement with Mr. Lavalley to bring the property up to code and to redevelop the parcel as outlined in the attached agreement. The milestones of the agreement are as follows; the final order requires the property owner to submit a site plan and other such applications necessary to redevelop the property by November 1, 2016. All staff comments shall be addressed by Mr. Lavalley by February 6, 2017. Mr. Lavalley shall submit all required applications for a building permit including alteration of the building no later

than March 6, 2017. Finally, Mr. Lavallee must obtain all necessary approvals, licenses, permits and a certificate of occupancy to operate a Micro-Brewery or Restaurant and other or other such uses no later than December 15, 2017.

Further, the Micro-Brewery or Restaurant shall be continually operated for a minimum of two years from December 15, 2017 or sooner. If Mr. Lavallee fails to meet the conditions of this agreement within the time periods agreed upon, Mr. Lavallee agrees to pay the Town of Lake Park an additional penalty of \$20,000.

Upon the execution of this agreement with the Magistrate scheduled for July 12, 2016. Mr. Lavallee agrees to pay the Town of Lake Park a \$10,000 fine. The purpose of the Stipulation is to encourage the property owner to redevelop a key piece of real estate within the CRA that has remained vacant for over ten years. The consent of the Commission and the Mayor signature are required to execute the Stipulation of Agreement.

Recommended Motion: I move to have the Mayor sign the Stipulation of Agreement and Final Order on the redevelopment of 754 Park Avenue.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "E"

Meeting Date: July 6, 2016

Agenda Item No. Tab 9.

Agenda Title: Unified Communications Policy, Town of Lake Park

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *John O. D'Agostino* Date: 6-24-16

John O. D'Agostino, Town Manager

Name/Title

<p>Originating Department:</p> <p>Town Manager</p>	<p>Costs: -0-</p> <p>Funding Source: General Fund</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> • Draft Unified Communications Policy with Attachment Palm Beach County Media Handbook
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>or</p> <p>Not applicable in this case _____</p> <p>JOD</p> <p>Please initial one.</p>

Summary Explanation/Background: Several months ago, I committed to completing a unified communications policy for all Senior Staff members to follow. The attached two documents provide Staff's commitment to providing transparent, concise and correct information to stakeholders in and outside of our community. The policy breaks down two distinct audiences, those who live in Lake Park and those who live outside of corporate Lake Park. In both cases, the policy is designed to communicate with area residents in their native language. Lake Park is a very diverse community and our commitment is to communicate to all stakeholders both outside and inside of Lake Park in the diverse languages they understand.

This administrative policy is before the Commission to seek your input and ideas into the policy. The purpose of the Commission Meeting is to solicit and incorporate your ideas and suggestions to finalize the policy that will be implemented administratively.

Recommended Motion: No Vote is necessary.

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 20, 2016

Agenda Item No. *Tab 3*

Agenda Title: Cancellation of the August 17, 2016 Regular Commission Meeting

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

Approved by Town Manager *[Signature]* **Date:** *7-11-16*

Vivian Mendez - Town Clerk
Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u><i>VM</i></u> Please initial one.

Summary Explanation/Background: Several members of the Town Commission will be attending the 2016 Florida League of Cities Annual Conference in Hollywood, Florida scheduled from Thursday, August 18 through Saturday, August 20, 2016. The Annual Conference classes will begin on Thursday, August 18 as early as 8:00 a.m. Therefore, several members will be checking into the hotel on Wednesday evening. Although it was anticipated that the Commission would have a quorum to conduct a meeting, the Commission came to consensus to cancel the August 17, 2016 Regular Commission Meeting.

Pursuant to the Town of Lake Park Town Code of Ordinances (Section 2-51(6)) it requires the Town Commission to cancel a meeting by Resolution.

Recommended Motion: I move to approve Resolution *24-07-16*.

RESOLUTION NO. 24-07-16

**A RESOLUTION OF THE TOWN COMMISSION OF
THE TOWN OF LAKE PARK, FLORIDA
CANCELLING THE AUGUST 17, 2016 REGULAR
COMMISSION MEETING; AND PROVIDING AN
EFFECTIVE DATE.**

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

WHEREAS, Section 2-51(6) of the Lake Park Code of Ordinances requires a Resolution to cancel or reschedule a regular meeting; and

WHEREAS, the Town Manager has recommended to the Town Commission cancellation of the August 17, 2016 Regular Commission Meeting; and

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

Section 1. The foregoing whereas clauses are hereby ratified and confirmed as being true and correct and are incorporated herein.

Section 2. The regular scheduled meetings for the month of August 17, 2016 is hereby cancelled.

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

TAB 4

Staff has corresponded with the appropriate County Department to indicate that the Town of Lake Park Commission will meet on July 20, 2016. Per Commission votes to permit Mayor James DuBois to sign the letter of support, the Town of Lake Park will become one of the fifty-one percent (51%) of local governments and fifty-one percent (51%) of the county's population to agree upon the use and allocation of these funds. The allocation of funds will be distributed for the following initiatives:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	\$233,395.00
Palm Beach County	Law Enforcement Exchange	\$100,000.00
TOTAL		\$333,395.00

Recommended Motion:

To support the Justice Assistance Grant (JAG) as proposed by the Criminal Justice Commission of Palm Beach County for Federal Fiscal Year 2016 in the Amount of \$333,395.00 and to allow Mayor James DuBois to sign a letter of support on behalf of the Town of Lake Park.



July 7, 2016

Mayor James DuBois
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

To All Palm Beach County Mayors:

The Criminal Justice Commission (CJC) seeks your approval in the allocation of FY2016 (Federal Fiscal Year 2016) Justice Assistance Grant (JAG) funds. The total FY2016 allocation to Palm Beach County is **\$333,395.00**.

The JAG funds provide agencies with the flexibility to prioritize and place justice funds where they are needed most. The CJC voted to support continuation of existing programs. The recommendation for the FY2016 allocation is as follows:

Palm Beach County	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Reentry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
TOTAL		\$333,395

The Florida Department of Law Enforcement (FDLE) requires that fifty-one percent (51%) of the local units of government representing at least fifty-one percent (51%) of the county's population agree on the allocation of these funds.

For your convenience, we have prepared the attached sample letter for your use. Due to the application deadline, we ask that this letter be received at the Criminal Justice Commission Office, **no later than July 22, 2016**.

Criminal Justice Commission
301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401-4705
(561) 355-4943
FAX: (561) 355-4941
www.pbcgov.com/criminaljustice



**Palm Beach County
Board of County
Commissioners**

- Mary Lou Berger, Mayor
- Hal R. Valeche, Vice Mayor
- Paulette Burdick
- Shelley Vana
- Steven L. Abrams
- Melissa McKinlay
- Priscilla A. Taylor

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"



Please send the letter to:

Palm Beach County Criminal Justice Commission
Attn: Allison Orr
301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401

If you should require additional information or have any questions, please contact Kristina Henson (561) 355-4943. Your immediate attention to this matter is greatly appreciated.

Sincerely,

Handwritten signature of Kristina Henson in blue ink.

355-2314

Kristina Henson
Executive Director

Cc: Mr. Lee Waring, CJC Chairman
All Palm Beach County Police Chiefs



Office of the Mayor
James DuBois

July 20, 2016

Ms. Petrina Herring, Administrator
Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, FL 32308

Dear Ms. Herring,

In compliance with the State of Florida Rule 11D-9, F.A.C., the Town of Lake Park approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY 2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	\$233,395.00
Palm Beach County	Law Enforcement Exchange	\$100,000.00
TOTAL		\$333,395.00

Sincerely,

James DuBois, Mayor
Town of Lake Park

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3300
Fax: (561) 881-3314

www.lakeparkflorida.gov

Ordinance on Second Reading

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 20, 2016

Agenda Item No. Tab 5

Agenda Title: An Ordinance of the Town Commission of the Town of Lake Park, Florida, Amending the Town Code at Chapter 2, Article V, Division 2, Entitled "Purchasing"

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON 2nd READING**
- NEW BUSINESS
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. R. Griffin* Date: 7-11-16

Donli McElbourn-Sumner

Name/Title
HUMAN RESOURCES DIRECTOR

<p>Originating Department:</p> <p>Human Resources and Finance Department</p>	<p>Costs: \$ -0-</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <p>Proposed Amended Purchasing Policy in Redline Format; and Legal Advertisement</p>
<p>Advertised:</p> <p>Date: <u>July 10, 2016</u></p> <p>Paper: <u>Palm Beach Post</u></p> <p><input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>or</p> <p>Not applicable in this case</p> <p><u>BMT</u></p> <p>Please initial one.</p>

Summary Explanation/Background:

At its June 4, 2014 meeting, the Town Commission adopted Ordinance 6-2014 amending the Town's Purchasing Policy and Procedures codified at Chapter 2, Article V, Division 2 of the Town of Lake Park Code of Ordinances. From time to time, it is important that the Town's policies and procedures be reviewed to make sure that they are as current as possible.

Staff has reviewed the Town's purchasing policies as revised in June of 2014, and has determined that further revisions need to be made in order to reflect best municipal purchasing practices, and to address some housekeeping changes.

Therefore, below you will find a brief summary of substantive revisions that are being proposed and the rationale for such revisions:

Section Proposed to be Modified	Rationale
§2-242(d). Supplementary General Principles of Law Applicable	Changes "vendors" to "offerors" and revises the language pertaining to women owned businesses enterprises to comply with F.S. 288.703. Please note that the word "vendors" is changed to "offerors" in several sections of this Ordinance.
§2-245 Definitions	Revises several definitions to clarify them and make them more legally sufficient.
§ 2-246. Organization	Provides that the town manager is the Town's purchasing agent (pursuant to the Town Chapter 2, Article III, § 2-82 pertaining to the powers and duties of the Town Manager) and the processing of a purchasing requisition.
§2-248(l) Competitive Sealed Bid Process (Definition of responsive bidder)	Removed as "responsive bidder" is defined in the Definitions section.
§2-248(m) Competitive Sealed Bid Process (tie bids)	Reduces and clarifies the criteria for breaking a tie bid among two or more offerors.
§2-249 Competitive Sealed Proposal Process	Clarifies language pertaining to competitive sealed proposals

§2-249(2) Competitive Sealed Proposal Process	Clarifies language pertaining to the consultants services that are not subject to the Competitive Negotiation Act (CCNA)
§2-250(f) Alternative Source Selection (field purchase orders)	Deletes language that describes a process that is administrative in nature.
§2-251(6) Contract Document	Revises the language describing the process for renewing a contract and changes the period for which a contract may be renewed from a maximum of two years to a period that may not exceed three years or the term of the original contract, whichever is longer.
§2-256 Bid Preferences	Clarifies the criteria according to which bid preference may be provided.

In addition to the above substantive amendments, staff has made several non-substantive housekeeping clarifications, as well as grammatical and clerical corrections, which are identified throughout the attached Ordinance in underlined format.

At its July 6, 2016 meeting, the Commission approved this Ordinance on first reading. Staff recommends adoption of this Ordinance on second reading.

Recommended Motion: I move to adopt Ordinance 4-2016 on second reading.

ORDINANCE NO. 4-2014

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CODE AT CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING" PROVIDING FOR THE AMENDMENT OF SECTION 2-242 TO PROVIDE PREFERENCES TO CERTIFIED MINORITY OWNED BUSINESSES; PROVIDING FOR THE AMENDMENT OF TO AMEND SECTION 2-244 ENTITLED "APPLICATIONS AND EXCLUSIONS"; PROVIDING FOR THE AMENDMENT OF SECTION 2-245 TO AMENDING AND ADDING DEFINITIONS; PROVIDING FOR THE AMENDMENT OF SECTION 2-246 DESIGNATING THE TOWN MANAGER AS THE TOWN'S PURCHASING AGENT ENTITLED "ORGANIZATION"; PROVIDING FOR THE AMENDMENT OF SECTION 2-247 ENTITLED "PROCUREMENT" MAKING MINOR CHANGES TO THE TEXT; PROVIDING FOR THE AMENDMENT OF SECTION 2-248 TO CHANGE THE TERM BIDDER TO OFFEROR ENTITLED "COMPETITIVE SEALED BID PROCESS"; PROVIDING FOR THE AMENDMENT TO SECTION 2-249 PERTAINING TO CONSULTANTS NOT SUBJECT TO THE CCNA ENTITLED COMPETITIVE SEALED PROPOSAL PROCESS. REQUESTS FOR PROPOSALS (RFP) OR REQUESTS FOR INFORMATION (RFI)"; PROVIDING FOR THE AMENDMENT TO SECTION 2-250 DELETING FIELD PURCHASE ORDERS ENTITLED "ALTERNATIVE SOURCE SELECTION"; PROVIDING FOR THE AMENDMENT TO SECTION 2-251 TO LIMIT THE TERM OF THE RENEWAL OF A CONTRACT ENTITLED "CONTRACT DOCUMENT"; SECTION 2-252 ENTITLED "PROTESTED SOLICITATIONS AND AWARDS"; SECTION 2-253 ENTITLED "SUSPENSION AND DEBARMENT"; SECTION 2-254 ENTITLED "INSPECTION AND TESTS"; SECTION 2-255 ENTITLED "EQUAL OPPORTUNITY/MINORITY AND WOMEN BUSINESS ENTERPRISES"; PROVIDING FOR THE AMENDMENT OF REMOVING SECTION 2-256 PERTAINING TO ENTITLED "CONFLICT OF INTEREST"; AND, ADDING NEW SECTION 2-256 "BID PREFERENCES"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Town has codified a procedure governing the procurement of goods and services, in which the Town has established procedures and the methods of procurements to be used when the Town desires to purchase goods and services; and

WHEREAS, it is generally in the best interest of the Town to use competitive procurement methods in order to obtain the best price and maximize the value of public funds in procurements; and

WHEREAS, establishing procurement methods and procedures for Town purchases, will provide for the fair and equitable treatment of persons and entities involved in purchasing by the Town, and establish safeguards for maintaining a procurement system of quality and integrity; and

WHEREAS, Town staff has recommended to the Town Commission that it amend Chapter 2, Article V, Division 2, Sections 2-244,2-245, 2-246, 2-247, 2-248, 2-249, 2-250, 2-251, 2-252, 2-253, 2-254, 2-255, and 2-256; and

WHEREAS, the Town Commission has reviewed the recommendations of Town staff, and has determined that amending Chapter 2, Article V, Division 2, Sections 2-244,2-245, 2-246, 2-247, 2-248, 2-249, 2-250, 2-251, 2-252, 2-253, 2-254, 2-255, and 2-256 of the Town's Code of Ordinances is necessary to further the public health, safety and welfare.

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

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

Section 2. Chapter 2, Article V, Division 2, Sections 2-244, 2-245, 2-246, 2-247, 2-248, 2-249, 2-250, 2-251, 2-252, 2-253, 2-254, 2-255, and 2-256 of the Town's Code of Ordinances are hereby amended to read as follows:

DIVISION 2. PURCHASING

Sec. 2-241. General purpose.

The purpose of this division is to meet the following objectives:

- (1) Establish policies governing all purchases and contracts;
- (2) Encourage and promote fair and equal opportunity for all persons doing business with the town;
- (3) Obtain goods and services of satisfactory quality and quantity at reasonable cost for the town;
- (4) Permit the continued development of procurement policies and procedures through the promulgation of administrative regulations and internal procedures of purchasing and contracts;
- (5) Foster effective broad-based competition within the free enterprise system; and
- (6) Provide safeguards for the maintenance of a procurement system of quality and integrity.

Sec. 2-242. Supplementary general principles of law applicable.

(a) *Compliance with federal and state law.* The town shall comply with all applicable federal and state laws.

(b) *Principles of law and equity.* The principles of law and equity, including the Uniform Commercial Code of this state (F.S. chs. 670--680), laws relative to ethics, and laws relative to contract, agency, fraud, misrepresentation, duress, coercion, mistake or bankruptcy shall supplement the provisions of this division.

(c) *Access to procurement information.* Procurement information shall be a public record to the extent provided in F.S. ch. 119, and shall be available to the public as provided by law.

(d) *Preference to proposals for goods and services.* The town shall have the option to give preference to proposals for goods and services received from vendors vendorsofferors whose businesses are based within the town where price, quality and other relative factors are comparable, and to certified minority owned business

~~enterprises or women-owned business enterprises as defined by F.S. 288.703 in this ordinance.~~

Sec. 2-243. Requirement of good faith.

The provisions of this division require all parties involved in the development, performance or administration of purchasing contracts of the town commission to act in good faith.

The town commission recognizes that fair and open competition is a basic tenant of public procurement; that such competition reduces the appearance and opportunity for favoritism and inspires public confidence that contracts are awarded equitably and economically, and that documentation of the acts taken and effective monitoring mechanisms are important means of curbing any improprieties and establishing public confidence in the process by which commodities and contractual services are processed. The purchase of all commodities and services will be in accordance with town policy, codes, regulations and all applicable state statutes.

Sec. 2-244. Application and exclusions.

(a) The provisions of this division shall apply to every purchase/procurement by the town, irrespective of their fund source, including state and federal assistance monies, except as otherwise specified by law. Items in this category shall be paid for through a request for disbursement or other payment approval techniques. The provisions of this division shall not apply to:

- (1) Interlocal agreements between the town commission and nonprofit organizations or governmental entities including the procurement, transfer, sale or exchange of goods and/or services.
- (2) Payment of dues and memberships in trade or professional organizations; subscriptions to periodicals; title insurance for real property; court reporter services; water, sewer and electrical utility services; copyrighted materials; patented materials; and fees and costs of job-related seminars and training.
- (3) Real property.
- (4) Legal services, including attorney, paralegal, expert witness, appraisal, or mediator services.
- (5) ~~Auditing services.~~ Accounting services, including consultation and auditing services.
- (6) Lectures by individuals.
- (7) Goods and/or services given, or accepted by the town via grant, gift or bequest.

(8) Goods purchased with petty cash in accordance with established town procedures.

(9) Goods and/or services purchased under contract with the federal, state or any other municipal government or government agency or political subdivision providing the ~~vendor-offeror~~ extends the same terms and conditions of the contract to the town.

(10) Items purchased for resale to the general public.

(11) Permits (payable to governmental entities).

(12) Approved travel expenses.

(13) Insurance.

(14) Health services.

(15) Conferences and travel.

(16) Utilities bills.

(17) Consultants, for the purpose of marketing studies, grant writing and management, Community Redevelopment Plan modification, and other project related services limited to projects less than \$9,999.99.

~~(17)~~ -Normal recurring disbursements not for the purpose of acquiring goods and services.

(b) The exclusions listed above do not preclude the town from procuring such goods and/or services using the procedures listed in this division.

(c) The minimum requirements of this division do not preclude additional procedures from being taken as deemed appropriate by the town manager or town staff.

Sec. 2-245. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~*Agreement:* The written agreement between the Town of Lake Park and or covering the work to be performed; other contract documents are incorporated into or referenced in the agreement and made a part thereof as provided therein.~~ *Agreement:* The written agreement between the Town of Lake Park and vendor covering the work to be performed; other contract documents are incorporated into or referenced in the agreement and made a part thereof as provided therein.

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Bid: A formal written price offer by an ~~offeror~~ vendor to the town to furnish specific goods and/or services in response to an invitation to bid.

Bid award: A contract and/or purchase order to the selected ~~vendor-offeror~~ to provide specific commodities and/or services to the town for which funds have been appropriated by the Town of Lake Park Commission.

Bid criteria: The basis upon which the town will rely to determine acceptability of a bid or proposal, as stated in the bid or the proposal, including, but not limited to, inspection, testing, quality, workmanship, delivery, price, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total cost or life cycle costs.

Blanket purchase order: A purchase order under which vendor agrees to provide goods and/or services to a purchaser on a demand basis.

Certificate of contract completion: A form which indicates that a project has been satisfactorily completed and the contractor has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

Certificate of insurance: A document which shows proof of insurance, coverage, types and amounts. ~~[and coverage of names the town as an individual insured pursuant to Section 2-265 of this Ordinance.]~~

Change order: A written instrument issued on or after the effective date of the formal written contract or purchase order which, when duly executed by the town and contractor, amends the contract documents to provide for a change in the work or in the provisions of the contract documents, or changes in contract price or contract time, or any combination thereof. ~~[A change order to a purchase order must be approved by the finance director and/or town manager for all changes that affect the original dollar amount by an increase of ten (10%) percent or more. Change orders of \$10,000.00 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.]~~

~~. A change order to a purchase order must be approved by the finance director and/or town manager for all changes that affect the original dollar amount by an increase of ten (10%) percent or more. Change orders of \$10,000.00 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.~~

Commodities: ~~Any tangible personal property other than services or real property.~~ Any tangible personal property other than services or real property. Anything defined in 287.012(5), F.S.

Consultants Competitive Negotiation Act (CCNA): The state statute that applies to the Acquisitions of architectural, engineering, landscape architectural or surveying and mapping services where the estimated cost of the planning or study activity with professional services fees exceeds \$35,000.00 (the Category Two threshold amount), or where the estimated basic project construction cost exceeds which are solicited in accordance with the provisions of (F.S. § 287.055).\$325,000.00 (the Category Five threshold amount).

Consulting services – non-CCNA: If the solicitation is not for architectural, engineering, landscape architecture or surveying, the CCNA bidding process is not to be utilized. All other professional services which are solicited pursuant to a competitive process as defined herein, but which that do not fall under the definition of professional services for are not required to by state statute to comply with the Consultant Competitive Negotiation Act (CCNA).

~~Consulting services contract: A continuing contract to retain the services of a consultant(s). The authorization for performance of services by the consultant shall be in written form issued and executed by the town and signed by the consultant.~~

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Contract: A deliberate verbal or written agreement between two or more competent parties to perform or not perform a specific act or acts, or any type of agreement (regardless of what it is called) for the procurement or disposal of goods, services or construction in exchange for money or other consideration. An authorized purchase order is a contract even though it is only signed by the town manager, finance director or designee. An agreement with sufficient consideration between two or more parties which sets forth the total legal obligations of the parties.

Cooperative purchasing: A method of purchasing the same goods or services with the same terms and conditions utilizing a contract issued by another public agency that has fulfilled the requirements of competitive solicitation (commonly referred to as "piggybacking").

Debarment: The exclusion, for cause, of an ~~vendor~~ offeror or contractor from bidding and/or receiving a contract to do business with the town.

Design-build: The requirement for which a single contract with a design-build firm is entered into for the design and construction of a capital improvement construction project.

Designee: A duly authorized representative of a person, organization, or agency.

Discrimination: Any ~~vendor~~ offeror that has been placed on the discrimination vendor list as defined by F.S. § 287.134, shall not be able to transact business with the town to the extent as specified in § 287.134 (2) (b).

Emergency purchase: Procurement made in response to certain emergencies or when the delay caused by complying with all governing rules, regulations, and/or procedures would be detrimental to the health, safety and welfare of the town and/or its citizens or would create a hardship on the reasonable conduct of business in a timely fashion. Lack of planning, or funding surpluses, do not justify emergency purchases.

Estimate: A stated expectation of price based upon time, quantity or other qualifiers.

Evaluation committee: A committee comprised of ~~Town of Lake Park staff is hereby town employees~~ established for the purpose of evaluating all-bids and proposals submitted in response to invitations for bids or requests for proposals for purchases with an estimated cost of \$25,000 or more. The evaluation committee shall have no less than three voting members and shall consist of the following:

- (1) The originating department director who in conjunction with the finance director appoints the other members of this committee ~~may appoint up to three other members of the same department;~~ and
- (2) The finance director who shall chair the evaluation committee as a non-voting member.
- (3) The town attorney shall provide advisory legal assistance as requested.

Field purchase order: A purchase of less than \$1,500.00 that does not require a purchase requisition or regular purchase order.

~~*Formal contract:* Represents a legal obligation on the part of each party to the form which results from both parties' signatures being affixed to the contract documents and some additional obligation imposed by law.~~

Health services: The procurement of any medical functions not covered by insurance, including but not limited to pre-employment physicals, random drug screening, medical consultations, and the contractual employment of the medical director for the county fire department.

Invitation for bids: ~~All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids for the procurement of construction, commodities, and/or services.~~ A written or electronically posted solicitation for competitive sealed bids.

~~Letter of renewal: A document, generated by either party, to renew or extend the contract in accordance with the terms of the original contract. Contract renewals will be requested by the department director of the originating department and prepared and approved by the town manager, finance director or designee and/or town commission where applicable per contract documents.~~

Local merchant: A merchant whose primary place of business is located within the municipal boundaries of the Town of Lake Park, Florida, and which has possessed a valid Town of Lake Park Business Tax Receipt for a minimum of one continuous year prior to the issuance of the invitation for bids or request for proposals.

Mandatory bid amount: The threshold dollar amount established as policy by the town commission at and above which the formal competitive sealed bid process shall be used, except as otherwise provided herein. The mandatory bid amount is \$25,000.00 as established by the town commission.

~~Minority-owned business enterprise (certified): Any A business certified by the Office of Supplier Diversity which meets the criteria outlined by as defined by F.S. § 288.703 (1), as amended from time to time.~~

~~Minority person: Shall be A person defined as described by F.S. § 288.703, as amended from time to time.~~

~~Nonresponsive bidder, proposer or respondent: Any vendor offeror responding to an invitation to bid, request for proposals, or request for statement of qualifications that does not submit the required signed documents or submits incomplete requested documents and/or information.~~

~~Notice to proceed: A written notification from the town manager or finance director or his designee to the contractor to establish commencement of the contractor's responsibilities under the provisions of the contract.~~

Originating department: The town department issuing the invitation to bid, request for proposals, or request for statement of qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and which has possessed a valid Palm Beach County Local Business Tax Receipt for a minimum of one (1) continuous year prior to the issuance of the invitation for bids or request for proposals.

Person: Any business, individual, union, committee, club, or organization, or group of individuals.

~~Piggyback: A method of procuring the same goods or services utilizing a contract issued by another public agency that has fulfilled the requirements of competitive solicitation.~~

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring any commodities and/or services for public purposes in accordance with the law, rules, regulations and procedure intended to provide for the economic expenditure of public funds. It includes, but is not limited to, all functions which pertain to the obtaining of any

supplies, materials, equipment and/or services including construction projects and capital improvement projects, as defined herein, required by the town.

~~*Professional services (PS):* A solicitation for responses for GCNA services which include architectural, engineering, landscape architectural, and registered land surveying and mapping services as defined and prescribed under F.S. § 287.055.~~

~~*Project manager:* A person designated by the town manager to manage and to ensure compliance with town codes, resolutions, procedures, and specification for contracts which he/she originates. The project manager, along with the department director of the originating department is held accountable for contract compliance.~~

Proposal: An executed formal document submitted by an offeror vendor to the town stating the goods and/or service offered to satisfy the need as described in a request for proposals (RFP), request for statement of qualifications (RFQ) or a request for information (RFI).

~~*Public entity crime:* A violation as defined in F.S., § 287.133(1)(g). A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in F.S. § 287.017 for category two for a period of 36 months following the date of being placed on the convicted vendor list.]~~

Public notice: The required notification or advertisement of an invitation to bid, request for proposal, or other competitive solicitation provided for in this division, to be given to prospective vendors/offerors for a reasonable/required period of time as determined by the town manager, which shall, at a minimum, include:

- (i) Posting public notice on the town's official website; and
- (ii) Notice in a newspaper of general circulation when required by applicable law.

The public notice shall describe the goods or services sought, and state the date, time and place of the bid/proposal/solicitation opening.

~~*Public record:* Upon award recommendation or ten days after opening, invitation to bid, request for proposals, request for statement of qualifications and request for information become public records and shall be subject to public disclosure consistent with F.S. ch. 119. Sealed bids, proposals, or replies received by the town pursuant to a competitive solicitation are exempt from public disclosure until such time as the town provides notice of its intended decision or until 30 days after opening the bids, proposals, or final replies whichever is earlier. F.S. ch 119.071(2).~~

Purchasing agent: The town manager pursuant to Chapter 2, Article III, § 2-82.

Purchase order: The town's document used to authorize a purchase transaction with a vendor, which contains provisions and/or descriptions for goods and/or services ordered. Acceptance of a valid purchase order by a vendor shall constitute a legally binding contract.

Purchasing card: A method of payment whereby charges are paid based on receipts or invoices at month end utilizing a supplier-specific credit card and not requiring a purchase order.

~~Quotation: Any offer by a vendor to the town to furnish specific goods and/or services at a stated price.~~

~~Request for a Quotation: Any offer by a vendor/offeror to the town to furnish specific goods and/or services at a stated price. An oral or written request for written pricing or services, information for commodities or contractual services.~~

Request for information (RFI): A solicitation ~~for of~~ responses from interested and prospective ~~offerors vendors/contractors~~ to provide information to determine specifications, qualifications and/or capabilities to satisfy a need rather than a firm specification and in which the respondent may be given latitude in order to develop a product and/or service which will fulfill the need. ~~[Upon receipt of responses to the RFI, the town may develop specifications for an invitation for bid or criteria for a request for proposal, either of which may be issued to qualified proposers that submitted responses to the RFI.]~~

Request for letters of interest: A solicitation of responses from interested and prospective ~~vendors/offerors~~ to provide information and/or specifications in order to determine qualifications and/or capabilities to satisfy a need rather than a firm specification, and in which the ~~vendor/offeror~~ may be given latitude in order to develop a product and/or service which will fulfill the need.

~~Request for proposal (RFP): A solicitation of responses for commodities and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be closely defined. Evaluation of a proposal is based on prior established criteria wherein the RFP shall state the relative importance of price and other evaluation factors. A written or electronically posted solicitation for competitive sealed proposals.~~

~~Request for qualification (RFQ): Solicitation for statement of qualifications pursuant to F.S. § 287:055, known as the Consultants Competitive Negotiation Act (CCNA).~~

Request for information: A written or electronically posted request made by the town to vendors for information concerning commodities or contractual services.

Responses to these requests are not offers and may not be accepted by the town in the form of a binding contract.

Requisition: An internal document generated by the originating department and forwarded to the town manager or finance director requesting purchase of commodities and/or services.

Responsible ~~offeror bidder~~, proposer, or respondent: A person or business entity who has the capability in all respects to fully perform fully the contract requirements, and the ~~tenacity, perseverance, experience,~~ integrity, ~~ability, and~~ reliability, ~~capacity, facilities, equipment, financial resources and credit which~~ that will assure good faith performance.

Responsive ~~bid, proposal or reply~~: A ~~bid, proposal or reply~~ submitted by a responsive and responsible ~~bidder offeror, that~~ which conforms in all material respects to the solicitation invitation for bids.

Responsive ~~bidder offeror~~: An offeror bidder that has submitted a bid, proposal, or reply that ~~which~~ conforms in all material respects to the solicitation invitation for bids.

Responsive ~~bid proposal~~: A bid proposal, or reply submitted by a responsive and responsible ~~proposer offeror,~~ which conforms in all material respects to the solicitation request for proposal.

Responsive ~~proposer offeror~~: An proposer offeror that has submitted a bid proposal, or reply that ~~which at a minimum~~ conforms in all material respects to the request for proposal.

Sales tax recovery: An option, resulting from the town's tax exempt status, reserved by the town to purchase all, any, or none of the materials and equipment included in each contract agreement directly from the manufacturer or supplier.

Sole source: The only existing source of an item or service which meets the needs of the originating department as determined and documented by a reasonable analysis of the marketplace. If in the process of a public bid, only one response is received, the town manager or finance director may proceed as a sole source purchase.

Specification: A concise statement of terms, conditions and a set of requirements to be satisfied by a product, material, service, or process used in an invitation for bids, request for proposals, and request for statement of qualifications. It may include a description of any requirement for inspecting, testing, or preparing a commodity, service, or construction item for delivery.

Surety bonds: A document from the contractor, which is issued to guarantee that an obligation will be fulfilled. The nature of the obligation determines the type of bond that will be issued. The types of surety bonds include: license and permit bonds, public official bonds, bid, performance, labor, material and payment bonds.

Suspension: The temporary debarment of an offeror vendor for a period not to exceed three years.

~~Town: When herein referenced refers to~~ The Town of Lake Park.

Veteran business enterprise: Any business which meets the definition of F.S. § 295.187 (3), and which has been certified by the Department of Management Services.

Warranty: The representation, either expressed or implied, that a certain fact regarding the subject matter of a contract is presently true or will be true.

~~Woman-owned business enterprise: Any business which meets the criteria outlined by F.S. § 288.703, as amended from time to time and which has submitted the required documentation to the Florida Office of Supplier Diversity and obtained certification from that office as a woman-owned business enterprise.~~

Sec. 2-246. Organization.

The town manager is the town's purchasing agent. Once the purchase of goods or services has been approved, a purchase requisition form shall be properly completed by the department director who shall submit it to the finance department for final approval by the town manager. The finance department shall be the agency through which the town will conduct all of its procurement and contracting for all supplies, material, equipment, contractual services, professional and consultant services, construction and/or combination of goods and services. When a field purchase order is used, a requisition need not be completed but the field purchase order should be approved by the department director, and a copy of the field purchase order promptly sent to the finance department.

Sec. 2-247. Procurement thresholds.

(a) *Twenty-five thousand dollars or more estimated cost.* Any purchase with an estimated cost of \$25,000.00 or more, except in an emergency situation (as determined by the town manager), or when involving single-source commodities (as determined by the finance director or town manager) must have an invitation to bid or request for proposal formally advertised in a newspaper of general circulation in the county, for a period of time as specified in Section 2-248(c) prior to the date set for submittal of bids or proposals. All purchases with an estimated cost of \$25,000 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

(b) *Ten thousand dollars through \$24,999.99.* All purchases having a value between \$10,000.00 through \$24,999.99 must have at least three written quotes from ~~vendors~~ offerors. The results should be summarized by the originating department, and the purchase reviewed by the finance director, and approved by the town manager. Three quotes are not required in emergency situations or when involving single-source commodities, as determined by the finance director and the town manager. All purchases with an estimated cost of \$10,000.00 or more shall proceed in pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

(c) *Fifteen hundred dollars through \$9,999.99.* All purchases having a value of \$1,500.00 through \$9,999.99 must have at least three documented phone quotes

~~documented-obtained~~ by the originating department. The documentation should ~~should~~ shall include the vendor name, phone number, contact person, and quoted price. The town manager, ~~finance director or the designee's assistant~~ must approve all purchases between the amounts of \$1,500.00 and \$9,999.99. Appropriate quotes should be submitted to the finance department with the purchase requisition. All purchases having a value of between the amounts of \$1,500.00 and \$9,999.99 shall proceed in accordance with Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

(d) *One cent through \$1,499.99.* All purchases having a value between \$0.01 and \$1,499.99 may be made using a field purchase order (FPO). It is the responsibility of the originating department to ensure that items are obtained at a competitive price, and that the department has not exceeded the line-item budgetary appropriation for the items purchased. The originating department shall not use field purchase orders to make more than one purchase of the same item within five business days if the total cost is more than \$1,499.99.

(e) *Review of purchases.* The finance department may review purchases from time to time to ensure the validity of the purchase, including but not limited to, a confirmation of the need for the items purchased, verification of the department's report and its supporting documentation, the adherence to these purchasing procedures, and the overall integrity of the process used. One copy of each field purchase order shall be immediately forwarded to the finance department by the originating department after completion of the purchase.

(f) *Aggregate Annual Amounts.* All references to bids and purchases and amounts established for bid parameters shall be deemed to be aggregate annual amounts, to the extent feasible by each department. The total annual expected value of the purchase is to be used to determine the type of bid process to be applied. There shall be no artificial division of orders, piecemeal orders or other plans of order diversion or pyramiding to avoid said requirement.

(g) *Unauthorized purchases prohibited.* Unless specifically identified and approved it shall be prohibited for any town employee to order the purchase of any goods or services or make a contract other than through the finance director unless otherwise provided herein. Any purchase or contract made contrary to the provisions hereof are not authorized and shall not be binding upon the town, even though said goods and/or services are used or consumed in support of the effort of the town.

Sec. 2-248. Competitive sealed bid process.

(a) *Threshold amount.* The threshold dollar amount established as policy by the town commission at and above which the competitive sealed bid process shall be used, except as otherwise provided herein shall be \$25,000.00.

(b) *Invitation for bids.* Shall include the specifications, scope of service, and all terms and conditions applicable to the bid and shall set forth the evaluation criteria to be used to determine the award.

(c) *Publication of notice.* Public notice of the invitation to bid shall be published in a newspaper of general circulation in the county for a period of time, as determined herein, prior to bid submittal deadline, and posted on the Town of Lake Park official web site. The public notice shall state the place, date, and time of bid opening.

(1) For bids estimated to be from \$25,000.00 or more and expected to be less than \$200,000.00, the public notice of the invitation to bid shall provide a minimum of 21 days for submission of bids.

(2) For bids estimated to be more than \$200,000.00 public notice of the invitation to bid shall provide at least 30 days for submission of bids unless determined by the town manager or finance director to not be in the best interest of the town.

(d) *Bid submission.* Bids must be submitted in a sealed envelope no later than the time and date set forth as the bid submittal deadline and at the location specified in the invitation to bid. Any bids received later than the bid submittal deadline or at any other location than as specified in the invitation to bid shall not be accepted and shall be returned unopened to the ~~bidder offeror~~. It shall be the ~~bidder offerors~~ sole responsibility to ensure that its bid reaches the specified place for receipt of bids by the specified deadline. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or town employee to successfully deliver a bid to the designated delivery location. It is noted that ~~bidders offerors~~ shall be allowed to withdraw their bids at any time prior to bid opening.

(1) All bids and accompanying documentation received from ~~bidders offerors~~ in response to an invitation to bid become the property of the town, and will not be returned to the ~~bidders offerors~~. In the event of a contract award, all documentation produced as part of the contract shall become the exclusive property of the town.

(e) *Bid acceptance and evaluation.* Bids shall be accepted from all qualified ~~vendor offerors~~ except as otherwise provided herein and shall be evaluated based on the requirements set forth in the invitation for bid. Unsolicited alternates will not be considered.

The town may, at any time and in its sole discretion, reject all bids and/or re-advertise for bids using the same or different specifications and terms and conditions.

(f) *Bid opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place specified in the invitation to bid. At the time of public opening, the town clerk or designee will officiate at all public bid opening of sealed bids, and shall announce and record the name of each bidder, the amount of each bid and such other relevant information as the town manager deems appropriate.

(g) *Public record.* Upon award recommendation or ten days after opening, bids become public records and shall be subject to public disclosure consistent with F.S. ch. 119.

(h) *Cancelling or postponing invitation to bid.* The town manager or finance director may, prior to bid opening, elect to cancel an invitation to bid or postpone the date and/or time of bid submission or opening. In such situations, an addendum will be issued.

(i) *Withdrawal of bids.* ~~An offeror bidder~~ can withdraw its bid up to the time listed for receipt of bids. If ~~an offeror bidder~~ unilaterally withdraws its bid without permission after bid opening, the finance director may suspend the vendor from participating in future bids for up to three years.

(j) *Corrections to bids.* The following shall govern the corrections of information submitted in a bid when the information is a material factor in determining the responsiveness of the bid.

(1) Errors in extension of unit prices or in multiplication, division, addition or subtraction in a bid may be corrected by the finance director or designee prior to award. In such cases, the unit prices bid shall not be changed. When ~~bidders offerors~~ quote in words and in figures on items on the bid sheet and the words and figures do not agree, the words shall govern and the figures shall be disregarded.

(2) Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the low ~~bidder offeror~~ after recommendation to award bid to the low ~~bidder offeror~~, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the invitation to bid.

(k) ~~Standards~~*Responsible bidder offeror.* Factors to be considered in determining whether the standard of responsibility for ~~bidders/proposer offerors~~ has been met include whether, in the town's determination, ~~an offeror prospective vendor/contractor~~ has:

(1) Appropriate financial, material, equipment, facility, and personnel resources, experience, knowledge and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements as demonstrated by the ~~vendor offerors~~ submitted bid documents.

(2) A satisfactory record of performance on similar projects as set forth by the ~~vendor offerors~~ submitted bid documents and as verified by the town.

(3) A record of integrity that is satisfactory to the town.

(4) Documented that it is legally established to conduct business and to contract with the town.

~~(l) Responsive offeror bidder. A bid shall be considered responsive only if it conforms to the requirements of the invitation for bids concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of required~~

~~documents and signed forms and any other matter unequivocally stated in the invitation for bids.~~

(m)m) *Tie bids.* If two or more ~~bidders-offerors~~ are tied, the tie may be broken and the successful ~~bidder-offeror~~ selected by the following criteria presented in order of importance and consideration:

- (1) Quality of the items or services bid if such quality is ascertainable.
- (2) Delivery time if provided in the bids by the ~~bidders-offerors~~.
- ~~(3) Certification of a "Drug-Free Workplace Program" which meets criteria established in F.S. § 287.087.~~
- ~~(4) Physical location of the vendors with award preferences in the following order of priority for purposes of tabulating and/or ranking proposals:~~
 - ~~i. A local merchant (first priority).~~
 - ~~ii. A Palm Beach County merchant (second priority).~~
 - ~~iii. A Florida merchant (third priority).~~
 - ~~iv. A minority business enterprise certified pursuant to the provisions of F.S. § 288.703, as amended from time to time.~~
- (3) If it is impossible with any reasonableness to determine if any of the above criteria have been met, or if application of the above criteria do not resolve the issue, the award will be given to that ~~bidder offeror~~ whose bid was received earliest in time by the town as indicated by the time clock stamp impressed upon the bid envelope of each ~~bidder-offeror~~.

(m) *Bid award.* Award will ordinarily be made to the lowest responsive and responsible ~~bidder-offeror~~ whose bid meets the requirements and criteria set forth in the invitation for bids. Notice of intent to award, along with a tabulation of the bid/proposal results, shall be posted by the town clerk on the town's official website five business days prior to the commission award. All ~~bidders, proposer~~ offerors, or contractors affected by the proposed award of contract will also be notified by the town clerk at the time of posting, via telefax or other means, of the intended award. The award shall be effective upon approval by the town commission and upon issuance of a purchase order, execution of a contract, or written notice of award by the finance director or town manager. The town may reject any bid prior to such issuance. In the event only one bid is received, the town may award to the sole ~~bidder offeror~~ if the bid is deemed to be reasonable and in the best interests of the town or to request new bids. In the event all bids exceed budgeted funds, the finance director, with direction of the town manager, in cooperation with the department director of the originating department, is authorized, when time or economic considerations preclude re-solicitation to negotiate an adjustment

of the bid price and/or bid specifications with the low responsive and responsible ~~bidder~~ offeror in order to bring the bid within the amount of budgeted funds.

(n) *Rejection or award of bids.*

(1) The town reserves the right to accept or reject any and all bids and/or to make award to the lowest responsive and responsible ~~bidder~~ offeror whose bid meets the requirements and criteria set forth in the invitation ~~to-for~~ bid and whose award will, in the opinion of the town, be in the best interest of and most advantageous to the town.

(2) Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective offeror ~~vender/contractor~~ has provided:

a. Appropriate financial, material, equipment, facility, and personnel resources, experience, knowledge, and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements as demonstrated by the offeror ~~vender~~ in the bid documents;

b. A satisfactory record of performance on similar projects as specifically set forth in the bid submitted by the offeror ~~vender/contractor~~ and verified by the town;

c. A record of integrity that is satisfactory to the town;

d. Documentation that the offeror ~~vender/contractor~~ is a legally established business entity, is in good standing, and is able to conduct business in the state of Florida and to contract with the town;

e. A summary record of any and the identification of all parties pertaining to all litigation involving which the offeror has been a party over the past five years; and

ef. All necessary information in connection with the inquiry concerning responsibility including but not limited to any current licenses, permits, insurance, or official documentation of its legal status.

The offeror ~~prospective vender/contractor~~ shall supply the above information or documentation to the town as part of- the bid documents it submits to the town pursuant to- the town's invitation to bid. If an offeror ~~vender/contractor~~ fails to supply such information the town shall consider the bid documents submitted to be not responsive to the invitation to bid and find the offeror ~~prospective vender/contractor~~ nonresponsive.

(3) The town may conduct a prequalification process to evaluate the responsibility of potential offerors ~~venders/contractors~~ and may then limit acceptance of bids or proposals to those offerors ~~venders/contractors~~ deemed qualified in such process.

(op) *Changes and amendments.* The finance director and/or town manager may authorize changes/amendments for construction, and goods and/or services within the overall scope of the project or procurement pursuant to § 2(10) of Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager. If the amendment/change order exceeds the maximum amounts herein, the amount of the amendment/change order must be approved by the town commission. If the change is outside the scope of the original project or procurement as determined by the finance director and/or town manager, a new invitation to bid must be issued, unless an emergency or sole source situation exists. Should an emergency or sole source situation exist, a new contract with the existing contractor may be negotiated and presented to the town commission for approval, provided such contractor is qualified and available to perform on the new project, or is capable of securing the services of a qualified subcontractor. Extensions of time frames for completion of contracts may be authorized by the finance director and/or town manager.

A change order to a purchase order must be approved by the finance director and/or town manager for all changes that affect the original dollar amount by an increase of ten (10%) percent or more. Change orders of \$10,000.00 or more shall proceed pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

Sec. 2-249. Competitive sealed proposal process. ~~Requests for proposal (RFP) or requests for information (RFI).~~

The competitive sealed proposal process shall consist of the following:

~~When it is determined by the town manager that the use of competitive sealed bidding is either not practical or not advantageous to the town, the competitive proposal process may be used as an alternative to the competitive bid process.~~

- (a) *Public notice.* Public notice of the request for proposal or request for statement of qualification shall be given in the same manner as provided for competitive sealed bidding except all RFP or RFQ require a minimum of 21 days for submission of proposals unless determined by the finance director to be not in the best interest of the town.
- (b) ~~*Evaluation factors.* The request for proposals shall state the relative importance of price and other evaluation factors as listed in the request for proposal.~~
- (c) *Submission.* Proposals must be received no later than the specified time and date and at the location specified for submission in the request for proposal (RFP) or request for statement of qualifications (RFQ). No proposal shall be accepted after such time or at any other location than specified; any proposal received later or at any other location than specified shall be returned unopened.
- (d) *Proposal cancellation or postponement.* The town manager, finance director or designee may, prior to the RFP or RFQ due date, elect to cancel or postpone the date and/or time for submission or opening. In such situations an addendum will be issued.

(ed) Discussion with responsible ~~proposer offeror~~ and revisions to ~~proposals~~. as ~~Proposals as~~ provided in the request for proposals, discussions may be conducted with any responsible ~~proposer-offeror~~ that submits a proposal determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. ~~Proposer Offerors~~ shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no exchange of information regarding the content or feasibility of the proposals to competing ~~vendors-offerors~~.

A ~~proposer offeror or bidder~~ shall not communicate with any town elected or appointed official or employee other than a person listed in the bid or contract documents as the contact person for a particular bid or contract- prior to the time an award decision has been made by the town. Any communication between the ~~proposer-offeror or bidder~~ and the town shall be submitted in writing to the office of the town clerk employee as listed in the bid or contract documents and shall be solely for the purposes of obtaining information or clarification necessary to develop a responsive, accurate- proposal or bid. If an ~~proposer-offeror or bidder~~ fails to observe this restriction on communications, it shall be grounds for disqualifying the offending ~~proposer-offeror or bidder~~ from consideration for award of the proposal or bid.

(e) *Proposal evaluation.* Award shall be made to the most responsive, responsible ~~proposer offeror~~ whose proposal is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the RFP/RFQ. Evaluation of proposals may be made in a multi-step selection process as set forth in the RFP or RFQ.

(f) *Award.* Notice of the intent to award, along with a tabulation of the bid/proposal results, shall be posted by the town clerk on the town's official website five business days prior to the commission award. All ~~bidders, proposer,~~ offerors or contractors affected by the proposed award of contract will also be notified by the town clerk at the time of posting, via telefax or other means, of the intended award.

(f)(g) Special consideration for consulting contracts:

(1) Negotiations involving the Consultants Competitive Negotiation Act (CCNA) will be conducted by a team selected by the town manager.

(2) Consultant services – non-CCNA. Consultant services for services other than for architecture, engineering, landscape architectural or surveying and mapping services are acquired in compliance with policies outlined in invitation to bid and/or request for proposal.

~~(1)(3) *Proposal vs. bid.* All of the guidelines specified for invitation to bid will apply to request for proposals unless otherwise stated in the guidelines for request for proposals.~~

~~(2) *Consultant services.* Consultant services for services other than for architecture, engineering, landscape architectural or surveying and mapping services are acquired in compliance with policies outlined in invitation to bid and/or request for proposal.~~

~~(1) Architectural, engineering, landscape architectural or surveying and mapping services are acquired using F.S. § 287.55, known as the Consultants Competitive Negotiation Act (CCNA).~~

(3) Design build contracts shall be established in compliance with F.S. § 287.055, known as the Consultants Competitive Negotiation Act (CCNA).

(4) *Continuing consultant services.* The Consultant's Competitive Negotiation Act (CCNA) does not provide criteria for negotiating a contract for continuing consultant services. Accordingly, the town has will established a selection criteria in the RFP among consultants under continuing consultant services contracts. Consultant services required for any project, which is within the scope of a continuing service contract with the town, which services are within the scope of the Consultant Competitive Negotiations Act, shall be awarded as follows:

(h) The town manager and department director of the originating department shall determine which of the service providers then under continuing contract with the town are potentially capable of providing the required services.

(i) The town manager or finance director shall then request that each such provider submit a proposed scope of services and a fee quotation. The department director of the originating department shall review the proposals received. In the event he/she determines it to be in the best interest of the town, prior to completing his/her review, to enter into negotiations with any service provider which has submitted a proposal with respect to the proposed scope of services, the proposed fee, or both, in order to have the project completed in the most efficient and economical manner possible, upon the conclusion of any such negotiations, the department director shall complete review of the proposals.

(j) Upon completion of the proposals review, the department director of the originating department shall prepare and submit to the finance director and town manager his/her recommendation as to which service provider should, in his/her professional judgment, receive authorization to perform the work. In making such determination he/she shall take into account factors set forth in F.S. § 287.055 (4)(b), with respect to service providers then under continuing contracts with the town and the price for which the services are to be rendered.

(4k) The town manager will be the approving authority for all price proposals pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager.

Sec. 2-250. Alternative source selection.

(a) *Small purchases.* Any purchase for an amount less than the mandatory bid amount may be made in accordance with those procedures promulgated in the Code; provided, however, no purchase shall be artificially divided so as to constitute a purchase for an amount less than the mandatory bid amount.

(b) *Sole source purchases.* The town manager may make or authorize a purchase without competitive bid when the department director of the originating department has documented in writing that such good and/or service is the only item that meets the need and is available through only one source of supply. Sole source purchases greater than \$10,000.00 must be approved pursuant to Chapter 2, Article III, § 2-82 pertaining to the purchasing authority of the town manager. Written determinations documenting sole source purchases shall be retained for a period of at least three years.

(c) *Emergency purchases.* The town manager or designee may make or authorize emergency purchases as defined herein. The appropriate department director of the originating department shall document in writing that such goods and/or services need to be purchased on an emergency basis. Emergency purchases above the town manager's purchasing authority shall be approved by the town commission at the next regularly scheduled commission meeting. Written determinations documenting emergency purchases shall be retained for a period of at least three years.

(d) *Authority to waive bidding.* Bidding may be waived when it is determined to be not practicable or advantageous for the town as declared by the town commission.

(e) *Cooperative purchasing ("piggybacking").* Cooperative purchasing or piggybacking is only allowed for the purchase of the same product or service and limited only to variances in the quantity and or minor features of a product or service. The town may cooperatively purchase or piggyback from offerors vendors or contractors who have been selected after a competitive process and selected by other governmental entities who are subject to competitive solicitations by Florida law. The offeror vendor or contractor shall confirm in writing that it will provide the goods or services to the town based upon the terms of the contract which is the subject of the cooperative purchasing. The town and the offeror vendor or contractor shall enter into a contract which incorporates the terms of the cooperative purchasing contract. Cooperative purchasing shall be subject to the approval levels specified in § 2-247.

~~(f) *Field purchase orders.* Field purchase orders may be utilized for purchases of less than \$1,500.00. Field purchase orders do not require the preparation of a purchase requisition by the originating department or the approval of the finance director prior to the procurement of a commodity and/or service. The originating department is responsible for ensuring that a competitive price is received for the commodity and/or service ordered, and that the budgetary appropriation for the~~

~~commodity and/or service purchased is not over expended. The town manager or the finance department shall determine the integrity of such purchases.~~

(gf) *Construction services.* The procurement of construction services by the town shall be acquired in accordance with the competitive sealed bid process outlined in § 2-248.

(1) Bid security shall be required for all competitive sealed bidding for construction contracts when the total cost of construction is estimated by the town manager or the finance director to exceed \$200,000.00. Bid security shall be an original bid bond executed by a surety company admitted and authorized to do business in the State of Florida. Cash, a certificate of deposit, treasurer's check, or a certified cashier's check satisfactory to the town may be tendered in lieu of the bid bond. Nothing contained herein shall prevent the town from requiring bid security on construction contracts of less than \$200,000.00 as determined in the discretion of the town manager to be in the best interest of the town. Bid security shall be in an amount deemed sufficient by the town manager to ensure bid compliance but in no event shall the bid security be less than five percent of the bid amount.

(2) Bids or proposals which are submitted without the required bid security shall be rejected.

(3) Any person, firm or entity that enters into a written construction contract with the town which is for \$200,000.00 or more shall, before commencing the work, execute and deliver to the town within the time specified by the contract or procurement documents, a payment and performance bond, each in the amount equal to or greater than 100 percent of the total contract price, unless the amount of the bonds is reduced to a lesser amount as determined by the town commission, but in no event shall the amount of each bond be less than 100 percent of the total contract price. The bonds shall be issued by a surety insurer authorized to do business in the State of Florida as a surety. The required bonds shall also be recorded in the public records of Palm Beach County. At the discretion of the town commission, any person or entity entering into a construction contract which is for \$200,000.00 or less may be exempted from executing the payment and performance bond.

(4) In lieu of the bond required by this section, a contractor may file with the town an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in F.S. Chapter 625, pt. IL. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of an alternative form of security shall be made by the town manager.

(5) The bond must state on its front page: the name, principal business address, and phone number of the contractor, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of

the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such bond shall be conditioned upon the contractor's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.

(6) If at any time after the execution of the contract and the surety bonds, the town deems the surety or sureties upon such bonds to be unsatisfactory or, if for any reason such bonds cease to be adequate to cover the requirements of the contract, the town may require the contractor, at its sole expense and within five days after the receipt of notice from the town, to furnish an additional bond in such form and amount and with such surety as shall be satisfactory to the town. In such event, no further payment to the contractor shall be deemed to be due under the contract until such new or additional security shall be furnished in manner and form satisfactory to the town as to protect the interests of the town and ensure the payment of persons supplying labor and materials under the contract. Final payment of all construction projects shall be approved by the town manager after certification of completion from the community development director.

(7) Nothing herein shall prohibit the town from deleting line items within the invitation to bid and purchasing said items directly from a supplier in an amount not exceeding the bid amount per line item of the successful ~~bidder-offeror~~, without further bidding, in an effort to benefit from the town's tax exempt status.

Sec. 2-251. Contract document.

(a) *General provisions.* Every procurement of contractual services shall be evidenced by a written agreement embodying all provisions and conditions of the procurement of such services, which provisions and conditions shall not be limited to:

- (1) A provision that bills for fees or other compensations for services or expenses be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- (2) A provision allowing unilateral cancellation by the agency for the refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of F.S. ch. 119 and made or received by the contractor in conjunction with the contract.
- (3) Where feasible, a provision dividing the contract into units of deliverables, which shall include, but not be limited to, reports, findings, and drafts, that must be received and accepted in writing by the contract manager prior to payment.
- (4) A provision specifying the criteria and the final date by which such criteria must be met for completion of the contract.
- (5) A provision specifying that the ~~offeror vendor~~ (contractor) shall maintain the following- insurance coverages in the amounts specified below during the term of the contract and any extensions thereof:

a. Workers' compensation insurance for all employees of the contractor for statutory limits in compliance with applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the contractor and all subcontractors. Employers liability limits shall be not less than \$1,000,000.00 each accident; \$1,000,000.00 disease-policy limit; and \$1,000,000.00 disease-each employee.

b. Comprehensive general liability of \$1,000,000.00, per occurrence, premises and operations, independent contractors, products and completed operations, personal and advertising injury, XCU coverage, and a contractual liability endorsement \$2,000,000.00 aggregate.

c. Business auto liability of \$1,000,000.00 per occurrence or combined single limit for bodily injury and property damage liability. This insurance shall be an "any-auto" policy including hired and non-owned auto liability coverage.

The town shall be included as an additional named insured under the general liability and automobile liability policies and a waiver of subrogation against the town shall be included in all workers' compensation policies. Current valid insurance policies meeting the requirements herein identified shall be maintained during the term of the contract, and any extensions thereof. A current certificate of insurance issued not more than 30 calendar days prior to the submission of the bid documents demonstrating the required coverages shall be submitted with

the ~~proposer-offerors~~ ~~or vendor's~~ bid documents. There shall be a 30 day notification to the town in the event of cancellation or modification of any stipulated insurance policy. It shall be the responsibility of the contractor to ensure that all subcontractors are adequately insured or covered under their policies.

All certificates of insurance shall be subject to the town's verification and approval as part of the town's evaluation of the bid or proposal. The town may require the contractor ~~or vendor~~ to provide a complete certified copy of the insurance policy(ies). If the contractor ~~or vendor~~ includes the installation of machinery and/or equipment into an existing structure, the comprehensive general liability policy must include an endorsement covering same, including installation and transit.

The required insurance coverages shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability: B+ to A+.

All required insurance shall preclude any underwriter's rights of recovery or subrogation against the town with the express intention of the parties being that the required coverages protect both parties as the primary insurance for any and all losses covered by the above described insurance.

Violation of the terms of such insurance requirements shall constitute a material breach of the contract by the contractor and the town, at its sole discretion, may cancel the contract and all rights, title and interest of the contractor shall thereupon cease and terminate.

~~(6) Where applicable, a provision specifying that the contract may be renewed on a yearly basis for a maximum of two years after the initial contract, the terms under which the cost may change as determined in the invitation to bid or request for proposals; and that renewals shall be contingent upon satisfactory performance evaluations by the agency and subject to the availability of appropriate funds. A provision specifying that the contract may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer, specifying the renewal price for the contractual service as set forth in the bid, proposal, or reply; specifying that costs for the renewal may not be charged; and, specifying that renewals are contingent upon satisfactory performance evaluations conducted by the town and subject to the availability of funds.~~

(76) A provision specifying that the execution of the contract does not violate the Public Entity Crimes Act (F.S. § 287.133), and certifying that the ~~offeror vendors~~ or its subcontractor(s) under the contract have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within 36 months from the date of submitting the bid or proposal for the contract.

(b) *Signing of written agreement.* The written agreement shall be signed by the town manager and/or the mayor and an authorized representative of the contractor prior to the rendering of any contractual service, except in the case of a valid emergency as certified by the town manager.

Sec. 2-252. Protested solicitations and awards.

(a) *Right to protest.* Any actual, or prospective, ~~bidder or proposer~~ offeror that is allegedly aggrieved in connection with the solicitation or pending award of a contract may protest to the town's finance director.

(b) *Notice.*

(1) A written notice (e.g., letter, etc.) that a bid protest will be filed must be submitted to the office of the finance director no later than 5:00 p.m. Eastern Time, three business days from the time of initial posting of notice of intent to award. The notice of bid protest must be in writing, and must identify the protestant and the solicitation involved, and shall include a factual summary of the basis of the protest.

(2) The formal written protest must then be filed at the office of the finance director no later than 5:00 p.m. Eastern Time, within five business days after the date of filing the notice of bid protest. The formal written bid protest shall contain at a minimum the following information:

a. Identification of the name, address and contact information of the protestant and the solicitation involved;

b. A clear, brief, statement of the facts, legal arguments and other grounds on which the protest is based;

c. Identification of any applicable statutes, or ordinance(s), or other legal authority(ies) which the protestant deems applicable to the solicitation involved; and

d. A clear statement, in writing, of the specific nature of the relief requested by protestant.

e. Any additional written or physical materials, objects, statements, and arguments, which the protestant deems relevant to the issues raised in the request for review.

The protestant shall mail a copy of the notice of protest and the formal written protest to the finance director, and shall provide the town manager with evidence of such mailing.

(3) The formal written protest is considered filed with the town when it is received by the finance director and is not timely filed unless it is received by the

finance director within the times specified above. Failure to file a written notice of bid protest and subsequent formal written protest within the time period specified shall result in relinquishment of all rights of protest by the ~~vendor offeror~~ and abrogation of any further bid protest proceedings.

(4) These protest procedures shall be the sole remedy for challenging an award of bid or proposal. ~~Bidders and proposers~~ Offerors are prohibited from attempts to influence, persuade or promote through any other channels or means. Such attempts shall be cause for suspension in accordance with subsection 2-253(a).

(c) *Authority to resolve.* The finance director shall attempt to resolve the protest in a fair and equitable manner, and shall render a written decision within 10 business days to the protestant. The protestant may appeal such decision, in writing to the finance director within five business days of the date of the written decision, whereby a protest committee, comprised of the finance director, town manager, town attorney, and the department director of the originating department, shall have the authority to settle and resolve the protest.

(d) *Proceedings.* The finance director shall serve as the presiding officer of the protest committee in a nonvoting capacity. The town clerk shall give reasonable notice to all substantially affected persons or businesses prior to the date scheduled to consider the appeal of the protest.

(1) At or prior to the protest proceeding, the protestant may submit any written or physical materials, objects, statements, affidavits, and arguments which the protestant deems relevant to the issues raised.

(2) In the proceeding, the protestant, or its representative or counsel, may also make an oral presentation of the evidence and arguments. However, neither direct nor cross examination of witnesses will be permitted, although the presiding officer and other protest committee members may make whatever inquiries deemed pertinent to a determination of the protest.

(3) The judicial rules of evidence shall not apply and the protest committee shall base its decision on such information adduced in the course of the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.

(4) A quorum of the committee consists of a majority of protest committee members. A decision shall be rendered by a majority vote of the committee members in attendance.

(5) If it is deemed that the solicitation or award is in violation of law or the procedures outlined ~~herein~~ herein, the solicitation or award shall be cancelled or revised.

(6) If it is determined that the solicitation or award should be upheld, the finance director shall promptly issue a decision on behalf of the protest committee in writing stating the reason for the action with a copy furnished to the protestant and all substantially affected persons or businesses. The decision shall be final and conclusive as to the town. Any party may arrange for the proceedings to be

stenographically recorded, and shall bear the expense of such recording. The proceedings shall be open to the general public.

(e) *Stay of procurement during protests.* In the event of a timely protest, the finance director shall not proceed further with the solicitation or with the pending award of the contract until the finance director, with the advice of the town attorney and after consultation with the department director of the originating department makes a determination that the award of the contract without delay is necessary to protect substantial interests of the town.

(f) *Reservation of powers to settle actions pending before the courts.* Nothing in this section is intended to affect the existing powers of the town commission to settle actions pending before the courts.

(g) *Damages.* In the event that a court of competent jurisdiction upholds the protestant's claim, the court awarded damages on behalf of the protestant shall be solely limited to bid/proposal preparation costs.

Sec. 2-253. Suspension and debarment.

(a) *Suspension.* ~~An offeror~~ ~~–vendor~~ may be suspended for a period not to exceed two years as determined by the finance director based upon the following:

- (1) ~~Vendor~~ ~~–Offeror~~ defaults or fails to fully comply with the conditions, specifications, or terms of any current or previous bid, quotation, proposal or contract with the town;
- (2) ~~Vendor~~ ~~–Offeror~~ commits any fraud or misrepresentation or provides false information in connection with a bid, quotation proposal or contract with the town;
- (3) ~~Vendor~~ ~~–Offeror~~ is charged by a court of competent jurisdiction with the commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- (4) ~~Vendor~~ ~~–Offeror~~ is charged by a court of competent jurisdiction with the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a town government contractor. If charges are dismissed or the ~~vendor~~ ~~–offeror~~ found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the ~~vendor~~ ~~offeror~~ to town;
- (5) ~~Vendor~~ ~~Offeror~~ becomes insolvent, has proceedings in bankruptcy instituted against it, or compounds its debts or assigns over its estate or effects for payment thereof, or has a receiver or trustee appointed over its property;
- (6) ~~Vendor~~ ~~–Offeror~~ violates the ethical standards set forth in local, state, or federal law;

(7) ~~Vendor-Offeror~~ fails to comply with the minority or women business enterprise participation or minority or women business enterprise requirements of an awarded contract; or

(8) Any other cause the finance director determines to be so serious and compelling as to materially and adversely affect responsibility of a business to perform as a town government contractor, including but not limited to suspension by another governmental entity for substantial cause.

(b) *Debarment.* An ~~vendor-offeror~~ may be permanently debarred for the following:

(1) Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal or contract with the town twice in any three-year period.

(2) Conviction by or judgment obtained in a court of competent jurisdiction for commission of those offenses in connection with the ~~vendor offeror's~~ commercial enterprise stated in subsections (b)(3) and (b)(4) of this section. If the conviction or judgment is reversed through the appellate process, the debarment shall be removed immediately upon written notification and proof of final court disposition from the ~~vendor-offeror~~ to the town.

(3) Placement of the ~~vendor-offeror~~ or its subcontractor(s) on the convicted vendor list maintained by the State of Florida Department of Management Services within thirty-six months from the date of submittal of the bid or proposal.

(c) *Decision.* After the finance director has determined there is cause to suspend or debar an ~~an vendor-offeror~~, the finance director shall notify the ~~vendor offeror~~ in writing of the debarment or the period of suspension and the reasons for the action taken.

(d) *Finality of decision.* The suspension or debarment shall be final and conclusive unless the suspended or debarred ~~vendor-offeror~~ initiates protest proceedings pursuant to section 2-252 within 21 days after the date of notification.

Sec. 2-254. Inspections and tests.

(a) The finance director or department director of the originating department may inspect, or arrange for the inspection of, all deliveries of supplies, materials, equipment or contractual services to determine conformance with specifications set forth in the order of contract.

(b) Any originating department which has the staff and facilities for adequate inspection may be authorized by the finance director to inspect deliveries made to it.

(c) The finance director shall have the authority to require chemical and/or physical tests or samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. For such

tests, the finance director shall have the authority to make use of any facilities of the town where such tests may be competently performed or an outside laboratory may be utilized. Should the product fail such testing, the town may require the ~~vendor~~offeror to pay the town for any expense incurred in testing.

Sec. 2-255. Equal opportunity/minority and women business enterprise.

(a) The town shall use its best efforts to ensure that minority and women businesses shall have an equitable opportunity to participate in the town's procurement process and that no business shall be excluded from participation in, denied benefits of, or be otherwise discriminated against in connection with the award and performance of any contracts with the town because of race, color, religion, ~~natural~~national origin, age, sexual orientation, gender, marital status, handicap or physical impairment.

(b) This division shall be read consistently with the Florida Civil Rights Act, F.S. ch. 760, and shall not repeal existing or subsequently enacted town minority/women business enterprise ordinances.

Sec. 2-256. Bid preferences.

The town shall provide a five percent bid preference for one of the following ~~bid preferences~~ criteria, and the specific application of that preference must be included in the RFP-:

- (1) To local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two years that are within five percent of the lowest bid submitted; or
- (2) To certified minority or Florida veteran owned business enterprises certified minority, women or veteran owned business enterprises or women business enterprises pursuant to the Florida Office of Supplier Diversity that are within five percent of the lowest bid submitted.

[Sec. 2-257. Conflict of interest.

The standards of conduct for public officers and employees as set forth in the Palm Beach County Code of Ethics and the Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees F.S. §112.313 Part III are hereby adopted and incorporated herein by reference as if fully set forth herein.]

Secs. 2-258--2-280. Reserved.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and

independent provision and such holding shall not affect the validity of the remaining portions thereof.

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

Section 5. Codification. The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

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

p:\docs\26508\00001\doc\1mc618802.doc

ordinance amending purchasing policy procedures 6 25 15 revised

The Palm Beach Post

Palm Beach Daily News



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LEGAL NOTICE OF PROPOSED ORDINANCE TOWN OF LAKE PARK

Please take notice that on Wednesday, July 20, 2016, 2016 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida in a regular session to be held in the Commission Chambers, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinances on second reading and proposed adoption thereof:

ORDINANCE NO. 4-2016

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CODE AT CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING"; PROVIDING FOR THE AMENDMENT OF SECTION 2-242 TO PROVIDE PREFERENCES TO CERTIFIED MINORITY OWNED BUSINESSES; PROVIDING FOR THE AMENDMENT OF SECTION 2-244; PROVIDING FOR THE AMENDMENT OF SECTION 2-245 TO AMEND AND ADD DEFINITIONS; PROVIDING FOR THE AMENDMENT OF SECTION 2-246 DESIGNATING THE TOWN MANAGER AS THE TOWN'S PURCHASING AGENT; PROVIDING FOR THE AMENDMENT OF SECTION 2-247 MAKING MINOR CHANGES TO THE TEXT; PROVIDING FOR THE AMENDMENT OF SECTION 2-248 TO CHANGE THE TERM BIDDER TO "OFFEROR"; PROVIDING FOR THE AMENDMENT TO SECTION 2-249 PERTAINING TO CONSULTANTS NOT SUBJECT TO THE CCNA; PROVIDING FOR THE AMENDMENT TO SECTION 2-250 DELETING FIELD PURCHASE ORDERS; PROVIDING FOR THE AMENDMENT TO SECTION 2-251 TO LIMIT THE TERM OF THE RENEWAL OF A CONTRACT; PROVIDING FOR THE AMENDMENT OF SECTION 2-256 PERTAINING TO "BID PREFERENCES"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE NO. 05-2016

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, SECTION 2-112 PERTAINING TO THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, CMC, Town Clerk
Town of Lake Park, Florida
PUB: The Palm Beach Post
7-10/2016 #625031

The Palm Beach Post

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Account: G3573
Name: TOWN OF LAKE PARK
Address: 535 PARK AVE
LAKE PARK FL 33403-2603

Phone: 561-881-3300
E-mail: VMENDEZ@LAKEPARKFLORIDA.GOV

Order Name: Not of Proposed Ordinance
Order Id: 625031
Original Order Id:
Copy Line: LEGAL NOTICE OF PROPOSED ORDINANCETOWN O
Sales Rep: PB116 R Hindmarch (P)
Purchase Order:
Pay Type: Billed
Account Group:
Caller: Vivian Mendez
Section: 6205 Legal Notices
Reply Request:
Tear Sheets: 0

Order Summary	
Base:	\$288.96
Other Charges:	\$0.00
Discounts:	\$0.00
Agency Commission:	\$0.00
Sales Tax:	\$0.00
Total Order	\$288.96

Payment Summary
No payment information available.

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 20, 2016

Agenda Item No. *Tab 6*

Agenda Title: APPROVAL OF THE STAFF INITIATED TEXT AMENDMENT TO CHAPTER 2, ARTICLE IV, SECTION 2-112(K) OF THE TOWN OF LAKE PARK CODE OF ORDINANCES TO ELIMINATE OUTDATED LANGUAGE RELATED TO BOARD MEMBER RESIDENCY REQUIREMENTS.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE ON 2nd READING**
- NEW BUSINESS
- OTHER:
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *7-12-16*

Nadia Di Tommaso / Community Development Director *ND*

Originating Department: Community Development	Costs: \$ Legal Ad <i>238-</i> Funding Source: Town Clerk Acct. # 106-48100 <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: → Ordinance 05-2016 → Legal Ad
Advertised: Date: July 10, 2016 Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u><i>ND</i></u> or Not applicable in this case ___ Please initial one.

Summary Explanation/Background:

This agenda item is fairly simple. The purpose of it is to eliminate outdated language in the Code as it relates to the residency requirements of Board Members by eliminating the Code's reference to the Board of Adjustments. This Board, who would otherwise have authority over variances and similar requests, now falls under the jurisdiction of the Planning and Zoning Board.

RECOMMENDED MOTION: I move to ADOPT Ordinance 05-2016 on 2nd reading.

ORDINANCE NO. 05-2016

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, SECTION 2-112 PERTAINING TO THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 2, Article IV, of the Town Code provides for the Town Commission's appointment of members to its standing Boards and Committees; and

WHEREAS, the Town Commission has determined that it is necessary and appropriate to amend Section 2-112 of the Code of Ordinances of the Town of Lake Park; and

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

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

Section 2. Chapter 2, Article IV, Section 2-112 (k) of the Code of Ordinances of the Town of Lake Park is hereby amended as follows:

ARTICLE IV. BOARDS AND COMMITTEES

Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.

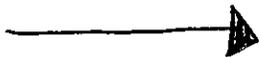
(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to athe boards or committee of the town, ~~, excepting the Board of Adjustment, and all appointments to said boards shall be made by the town commission.~~

**LEGAL NOTICE OF PROPOSED ORDINANCE
TOWN OF LAKE PARK**

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ORDINANCE NO. 05-2016

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testimony and evidence upon which the appeal is to be based. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, CMC, Town Clerk
Town of Lake Park, Florida
PUB: The Palm Beach Post July 10, 2016

The Palm Beach Post

Palm Beach Daily News



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LEGAL NOTICE OF PROPOSED ORDINANCE TOWN OF LAKE PARK

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Vivian Mendez, CMC, Town Clerk
Town of Lake Park, Florida
PUB: The Palm Beach Post
7-10/ 2016 #625031

New Business

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 20, 2016

Agenda Item No. Tab 7

Agenda Title: Resolution Providing for a Month Separation between Major Events.

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

Approved by Town Manager *[Signature]* Date: 7-13-16

John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: > Special Event Permit Examples
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____ JOD Please initial one.

Summary Explanation/Background: At the last Commission Meeting held on July 6, 2016, the consensus of the Commission was to craft a Resolution providing for a one month separation between Major events. In meeting with Robert Trepp, I asked him to define a major event. He indicated that an event of 5,000 attendees or greater would be considered a major event. Therefore, the attached Resolution uses the 5,000 major event attendee threshold. Flexibility in the organization and implementation of events less than 5,000 attendees should be allowed. For example, ongoing weekly or monthly events of less than 5,000 attendees will permit staff to organize those events outside of the major event category prohibition. Non-major events could be held within the same month as a major events if such events are ongoing or a town sponsored event (Tree Lighting Event, Easter Egg Event, Trunk or Treat Event etc.).

Further, the Resolution provides a differentiation between major events with a specific time period for which the event needs to be held. Events of a National or State wide competition that must be held within a certain time/date parameter have priority over any other event.

Finally, Town sponsored events will have priority over other such events except those events of a National or State wide competitive events that require such events to be held within a specified time frame.

The Resolution requires a yearly Master Calendar of Events to be posted on the Town website.

Recommended Motion: Move to accept Resolution 25-7-16.

SPECIAL EVENT PERMIT EXAMPLES OVER THE LAST 24 MONTHS

<u>PRIVATE PROPERTY EVENTS</u>	<u>DURATION</u>	<u>DESCRIPTION</u>	<u>ESTIMATED # OF PARTICIPANTS</u>	<u>ROAD CLOSURE</u>	<u>EVENT COMPONENTS</u>
Christmas Tree Sales	35 days	Lowe's tree sales	Unknown	No	<input type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
School Fall Family Festival	1 day	Music/Food/Games	Unknown	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Rummage Sale/Fundraisers (various)	1 day	Sale of Misc Items	Unknown	No	<input type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Storage Unit Sale (various)	1 day	Sale of Misc Items	Unknown	No	<input type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Inventory Sale (various)	1-14 days	Inventory Sale of Items	Unknown	No	<input type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Resource Fair	1 day	Promoting business services	Unknown	No	<input type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
<u>PUBLIC PROPERTY 'PARK' EVENTS (unless otherwise indicated)</u>	<u>DURATION</u>	<u>DESCRIPTION</u>	<u># OF PARTICIPANTS</u>	<u>ROAD CLOSURE</u>	<u>EVENT COMPONENTS</u>
Pirate's Fest	1 day	Vendors; Music; Games	5,000+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input checked="" type="checkbox"/> Specialized Parking
Chili Cook-Off	1 day	Chili Cooks; Vendors; Exhibitors; Music; Chalk Art	400+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input checked="" type="checkbox"/> Specialized Parking
Car Show	1 day	Car Exhibition; Vendors	150+	No	<input checked="" type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Lake Park Elementary Field Day	3 days	student activities	200+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Irish Fest	1 days	Food; Music; Games	200+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input checked="" type="checkbox"/> Specialized Parking
Seafood & Music Festival	2 days	Seafood/Music/Games	5,000+	No (past years, yes)	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input checked="" type="checkbox"/> Specialized Parking
Park Rentals (various-weddings, etc.)	varies (generally 1 day)	Weddings; Family getherings; or other	varies (averages 50+)	Generally NO	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Easter Egg Hun (with infrastructure)	1 day	Food; Tables/Chairs; Egg Hunt	50+	No	<input checked="" type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Holiday Services in the Park	1 day	Holiday services	100+	No	<input checked="" type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Tennis Tournament	2 days	Fundraiser for tennis program	80+	No	<input checked="" type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Trawler Fest (Marina)	5 days	Boats; Vendors; Music	5,000+	Yes	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input checked="" type="checkbox"/> Specialized Parking
Youth for Christ KDW Derby (Marina)	1 day	Fishing; Food Trucks; Bounce Houses; Music	500+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input checked="" type="checkbox"/> Specialized Parking
Offshore 440 Fishing Tournament (Marina)	3 days	Fishing Tournament to raise funds for friends of 440 scholarship fund	200+	No	<input checked="" type="checkbox"/> Food; <input type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Relay For Life	2 days	Fundraiser	100+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking
Park Avenue @ Night (Green Area on Park Avenue)	1 day (weekly)	Food; Entertainment	100+	No	<input checked="" type="checkbox"/> Food; <input checked="" type="checkbox"/> Entertainment; <input checked="" type="checkbox"/> Alcohol; <input checked="" type="checkbox"/> Music; <input type="checkbox"/> Specialized Parking

RESOLUTION NO. 25-07-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA ESTABLISHING A MONTH SEPARATION BETWEEN LARGE EVENTS WITH A CROWD CAPACITY OF 5,000 OR MORE ATTENDEES; PROVIDING FOR THE DEFINITION OF A “MAJOR EVENT”; ESTABLISHING A MASTER CALENDAR OF MAJOR EVENTS; ESTABLISHING A ONE MONTH SEPARATION PERIOD BETWEEN THE OCCURRENCES OF MAJOR EVENTS; AND, PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town desires to attract events of national or state-wide significance attracting a gathering of 5,000 attendees or more, which shall be defined as a “major event”, while at the same time ensuring that such events have a level of flexibility in the time, date, and location and are not in conflict with each other; and

WHEREAS, in order to ensure that there is no conflict between such events the Town is establishing a period of separation between such events of thirty (30) calendar days; and

WHEREAS, the Town desires to establish a Master Calendar of Events on which major events will be posted which shall serve as the official events notification page of the Town’s official website; and

WHEREAS, in order for a major event to be listed on the Master Calendar of Events all official paperwork including the payment in full of any required deposits and/or fees shall be received by the Town at least thirty (30) business days in advance of the event date; and

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

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

Section 2. The Town Commission hereby adopts the definition of a major event as any event of national or state-wide significance attracting a gathering of 5,000 or more attendees.

Section 3. The Town Commission hereby establishes a period of separation of thirty (30) calendar days between major events.

Section 4. The Town Commission hereby establishes a Master Calendar of Events on which major events will be posted which shall serve as the official events notification on the Town’s official website.

Section 5. The Town Commission hereby establishes the deadline of thirty (30) business days by which all official paperwork and the payment in full of any required deposits and/or fees must be received by the Town in order for a major event to be posted on the Master Calendar of Events.

Section 6. This Resolution shall become effective immediately upon adoption.

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 7/20/2016 Agenda Item No. *Tab 8*

Agenda Title: FISCAL YEAR 2015/2016 BUDGET ADJUSTMENT FOR SANITATION INSURANCE CLAIM

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

Approved by Town Manager: *[Signature]* Date: *7-12-16*

BKR
 Blake K. Rane Finance Director
 Name/Title

Originating Department: FINANCE	Costs: See attachment "A" Funding Source: Acct. # <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: Resolution, AND Budget Adjustment Itemization (Attachment "A"),
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>_BKR_</i> Please initial one.

Summary Explanation/Background:

The Town submitted an Insurance Claim for fire damages to Sanitation Sideloader number 50, and the funds have been received. There currently exists no budget to post the receipt of those funds, this resolution creates that budget. This item also creates the budget to establish the expense account for the repair of Sideloader number 50. Attached is a schedule (Attachment "A") that lists the line items that are to be adjusted for the Town of Lake Park 2015/16 Budget.

Recommended Motion:

I move to adopt Resolution *26-7*-16.

RESOLUTION NO. 26-07-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2015-2016 AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 31-09-15; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, the Town Commission has previously established the budget for the Town of Lake Park for the fiscal year beginning October 1, 2015 and ending September 30, 2016; and

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

WHEREAS, to implement this budget, the Town Commission adopted and levied by Resolution No. 30-09-15 a final millage rate for the Fiscal Year 2015-2016; and

WHEREAS, the Town Commission deems it necessary and advisable to amend the budget for the Town of Lake Park for Fiscal Year 2015-2016, which was adopted by Resolution No. 31-09-15.

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

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

Section 2. An amended budget of the Town of Lake Park Sanitation Fund is hereby approved and adopted as set forth in the attached Attachment "A".

Section 3. The Town Manager is hereby authorized to amend/transfer between departmental accounts provided, however, that total appropriated expenditures by fund do not exceed Commission authorized amounts.

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

Section 6. This resolution shall take effect immediately upon adoption.

Budget Adjustment Itemization

July 20, 2016

ATTACHMENT "A"

Sanitation Fund

Item	Account Number	Proposed Change	Totals
	Total Sanitation Fund Budgeted Revenue		\$ 1,676,065
(1)	Settlements - Insurance 404-369.330	\$ 15,327	
	Total of Revenue Changes	\$ 15,327	15,327
	Proposed Budget		\$ 1,691,392
	Total Sanitation Fund Budgeted Expense		\$ 1,676,065
(1)	Repair and Maintenance 404-53-534-404-46000	\$ 15,327	
	Total of Expense Changes	\$ 15,327	15,327
	Proposed Budget		\$ 1,691,392