

TOWN OF LAKE PARK

BUDGET ADJUSTMENT

DEPARTMENT: Re-encumber PO's

Adjustment No.: #1-2024

DATE: 10/1/2023

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	FROM	TO
Balance Brought Forward	001-399.999		\$194,623.00
Professional Services	001-512-110-31000		\$17,000.00
Operating Supplies	001-512-110-52000		\$12,080.00
ARPA	001-589-900-52700		\$103,490.00
Contractual Services	001-597-408-34000		\$7,570.00
Repairs & Maintenance	001-597-408-46000		\$4,004.00
Improvements Other than Bldg	001-597-408-63000		\$38,854.00
Professional Services	001-512-106-31000		\$2,265.00
Library Materials - Grants	001-571-700-56200		\$9,360.00
Balance Brought Forward	110-399.999		\$236,477.00
Professional Services	110-552-520-31000		\$53,487.00
Improvements Other than Bldg	110-552-520-63000		\$182,990.00
Balance Brought Forward	190-399.999		\$88,741.00
Professional Services	190-541-190-31000		\$84,482.00
Traffic Signs & Signals	190-541-190-46600		\$4,259.00
Balance Brought Forward	301-399.999		\$836,326.00
PBC Discretionary Surtax Projects	301-521-301-63100		\$284,350.00
DEP-22FRP76 2nds St Bioswale	301-521-301-63828		\$526,513.00
Grant - CDBG	301-541-301-63823		\$25,463.00
Balance Brought Forward	402-399.999		\$229,387.00
Professional Services	402-538-402-31000		\$64,062.00
Repairs & Maintenance	402-538-402-46000		\$165,325.00
Balance Brought Forward	404-399.999		\$30,762.00
Repairs & Maintenance	404-534-404-46000		\$28,037.00
Vehicle Parts & Supplies	404-534-404-46300		\$2,725.00

TOTAL \$0.00 \$3,232,632.00

Explanation: Re-encumber 28 Purchase Order balance open at 9/30/2023, per attached report. Additionally, MCCI balance not used in 2023 and ALA Library and Community Connect grant funds received Jul-Sept 2023 not spent

APPROVALS:

Department Head: _____

Finance Director: _____

Town Manager: _____

Commission: _____

Date: _____

Date: _____

Date: _____

Date: _____

Please include PO number on all invoices

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00093-R1**Date:** 10/01/2023**Requisition #:** REQ00009**Vendor #:** 32584

ISSUED TO: JADE COMMUNICATIONS INC
6610 E ROGERS CIRCLE
BOCA RATON, FL 33487

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Install new network ducts & cabling for Comm Chamb	001-589-900-52700		0.00	4,878.00

Authorized by: _____

SUBTOTAL:	4,878.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	4,878.00

Please include PO number on all invoices

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00104-R1**Date:** 10/01/2023**Requisition #:** REQ00034**Vendor #:** VEN01056

ISSUED TO: DOVE TECHNOLOGIES
1819 OTIS WAY
FLORENCE, SC 29501-

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Network Pen Testing	001-512-110-31000		0.00	17,000.00

Authorized by: _____

SUBTOTAL:	17,000.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	17,000.00

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00009-R1**Date:** 10/01/2023**Requisition #:** REQ00014**Vendor #:** VEN01025

ISSUED TO: THE PAVING LADY
1000 WEST INDUSTRIAL AVENUE
BOYNTON BEACH, FL 33426-

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Work Authorization to complete the FY2023 Pavement	301-521-301-63100		0.00	4,875.00
2	0	8th Street and Silver Beach Rd	301-521-301-63100		0.00	90.00

Authorized by: _____

SUBTOTAL:	4,965.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	4,965.00

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00021-R1**Date:** 10/01/2023**Requisition #:** 56382**Vendor #:** 483659

ISSUED TO: BAXTER & WOODMAN INC
Attn: DEPT #349
PO BOX 850001
ORLANDO, FL 32885-0349

SHIP TO: TOLP - TC
Attn: Vivian Mendez
535 Park Ave.
Lake Park, FL 33403

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 SOUTHERN OUTFALL PROJECT	402-538-402-31000		0.00	33,445.03

Authorized by: _____

SUBTOTAL:	33,445.03
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	33,445.03

Please include PO number on all invoices

Please include PO number on all invoices

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00027-R1**Date:** 10/01/2023**Requisition #:** 56379**Vendor #:** 64623**ISSUED TO:** WATER RESOURCES MANAGEMENT ASSOCIATION

Attn: TEQUESTA

250 TEQUESTA DR

SUITE 302

TEQUESTA, FL 33469

SHIP TO:

TOLP - PW

Attn:Paula LeBlanc

640 Old Dixie Hwy.

Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Bert Bostrom Park Project- Development & Design	402-538-402-31000		0.00	6,547.31

Authorized by: _____

SUBTOTAL: 6,547.31

TOTAL TAX: 0.00

SHIPPING: 0.00

TOTAL 6,547.31**Please include PO number on all invoices**

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00032-R1**Date:** 10/01/2023**Requisition #:** 56534**Vendor #:** 18710

ISSUED TO: ENGENUITY GROUP INC
1280 NORTH CONGRESS AVE
SUITE 101
WEST PALM BEACH, FL 33409

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Prof Engineering Svc-Joule Road Stormwater Replace	402-538-402-31000		0.00	3,290.00

Authorized by: _____

SUBTOTAL:	3,290.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	3,290.00

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00052-R1**Date:** 10/01/2023**Requisition #:** 56566**Vendor #:** 18963

ISSUED TO: ENVIRONMENTAL PRODUCTS GROUP
700 HERMIT SMITH ROAD
APOPKA, FL 32703

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Wiring Harness Repair	404-534-404-46000		0.00	7,366.53
2	0	Main Control Valve/Assembly Repair	404-534-404-46000		0.00	8,064.09
3	0	Replace T/G Module & Various Parts	404-534-404-46000		0.00	3,612.30
4	0	Remove/Replace Tailgate Seal	404-534-404-46000		0.00	528.66
5	0	Remove/Replace Damaged Grease Lines/Fittings	404-534-404-46000		0.00	3,230.98
6	0	Painting of Vehicle 70	404-534-404-46000		0.00	5,234.61

Authorized by: _____

SUBTOTAL: 28,037.17**TOTAL TAX:** 0.00**SHIPPING:** 0.00**TOTAL** 28,037.17**Please include PO number on all invoices**

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00060-R1**Date:** 10/01/2023**Requisition #:** 56552**Vendor #:** 16522

ISSUED TO: DON BELL SIGNS LLC
Attn: OAK
365 OAK PL
PORT ORANGE, FL 32127

SHIP TO: TOLP - PW
Attn: Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 RESOLUTION #31-04-23	001-597-408-63000		0.00	38,854.00

Authorized by: _____

SUBTOTAL:	38,854.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	38,854.00

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00061-R1**Date:** 10/01/2023**Requisition #:** 56386**Vendor #:** 15035

ISSUED TO: JMORTON PLANNING & LANDSCAPE ARCHITECTURE
3910 RCA BLVD
SUITE 1015
PALM BEACH GARDENS, FL 33410

SHIP TO: TOLP - CRA
535 Park Ave.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Landscape Design Srvs Park Ave	110-552-520-31000		0.00	17,321.25

Authorized by: _____

SUBTOTAL:	17,321.25
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	17,321.25

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00062-R1**Date:** 10/01/2023**Requisition #:** 56419**Vendor #:** 15035

ISSUED TO: JMORTON PLANNING & LANDSCAPE ARCHITECTURE
3910 RCA BLVD
SUITE 1015
PALM BEACH GARDENS, FL 33410

SHIP TO: TOLP - CRA
535 Park Ave.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	BOARD APPROVED:AUG 3 2022	110-552-520-31000		0.00	9,254.59

Authorized by: _____

SUBTOTAL:	9,254.59
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	9,254.59

Please include PO number on all invoices

Please include PO number on all invoices

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00070-R1**Date:** 10/01/2023**Requisition #:** 56500**Vendor #:** 45244

ISSUED TO: SUSAN E. O'ROURKE P.E. INC
3725 SE OCEAN BLVD
SUITE 201
STUART, FL 34996-

SHIP TO: TOLP - IT
Attn:Paul McGuinness
535 Park Ave.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Re-Encumber	001-589-900-52700		0.00	37,800.00

Authorized by: _____

SUBTOTAL: 37,800.00**TOTAL TAX:** 0.00**SHIPPING:** 0.00**TOTAL** 37,800.00**Please include PO number on all invoices**

Please include PO number on all invoices



TOWN OF LAKE PARK

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER

PO Number: PO00094-R1

Date: 10/01/2023

Requisition #: REQ00026

Vendor #: 14032

ISSUED TO: CPZ ARCHITECTS INC
Attn: BROWARD
4316 W BROWARD BLVD W
PLANTATION, FL 33317-3762

SHIP TO: TOLP - PW
Attn: Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Conceptual Design of Aquatic Center	001-597-408-34000		0.00	7,570.00

Authorized by: _____

SUBTOTAL:	7,570.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	7,570.00

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00095-R1**Date:** 10/01/2023**Requisition #:** REQ00021**Vendor #:** 58427**ISSUED TO:** SUNSHINE LAND DESIGN INC

Attn: LIONEL

3291 SE LIONEL TER SE

STUART, FL 34997

SHIP TO:

TOLP - PW

Attn: Paula LeBlanc

640 Old Dixie Hwy.

Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	2nd Street Stormwater/Road Resurface Build	301-521-301-63828		0.00	526,513.12

Authorized by: _____

SUBTOTAL: 526,513.12

TOTAL TAX: 0.00

SHIPPING: 0.00

TOTAL 526,513.12**Please include PO number on all invoices**



TOWN OF LAKE PARK

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER

PO Number: PO00096-R1

Date: 10/01/2023

Requisition #: REQ00017

Vendor #: 62194

ISSUED TO: UNIVERSAL SIGNS & ACCESSORIES

Attn: ORANGE

3001 ORANGE AVE

FORT PIERCE, FL 34947-3634

SHIP TO:

TOLP - PW

Attn:Paula LeBlanc

640 Old Dixie Hwy.

Lake Park, FL 33403

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	7 Roll Up Sign 48"x48" Non-Reflec 3/16" Ribs 2 Lexan 2ea-RIGHT LANE CLOSED AHEAD, 2ea-LEFT LANE CLOSED AHEAD, 1ea- CONSTRUCTION AHEAD & 2ea-ROAD WORK AHEAD 1000 FT.	190-541-190-46600		55.00	385.00
2	7 Stand, C-202	190-541-190-46600		156.00	1,092.00
3	12 Sign R1-1 30x30x080 White HIP Oct.Stn Holes No Rad	190-541-190-46600		35.00	420.00
4	6 Sign R6-2L 24x30x080 White HIP UV Overlay	190-541-190-46600		28.00	168.00
5	6 Sign R6-2R 24x30x080 White HIP UV Overlam Vert Std	190-541-190-46600		28.00	168.00
6	6 Sign R7-100 12x18x080 White HIP UV Overlam Vert NO PARKING	190-541-190-46600		12.50	75.00
7	6 Sign R7-100 12x18x080 White HIP UV Overlam Vert NO PARKING IN SWALE	190-541-190-46600		12.50	75.00
8	12 Cross 12" Slot 90degree for Flat SNS 812F	190-541-190-46600		15.00	180.00
9	12 Cap for U-Post 12" Slot 90degree for Flat SNS 812F	190-541-190-46600		15.00	180.00
10	12 Round Aluminum Post 13.5"x3 OD 0.125	190-541-190-46600		65.00	780.00
11	24 Z-Bar 14"x1-3/4" Prefabbed	190-541-190-46600		7.00	168.00
12	24 U-Bolt 3" OD Round Post HDG w/4 Nuts FDOT	190-541-190-46600		7.00	168.00
13	0 Shipping Charge PER QUOTE #EST-008968	190-541-190-46600		0.00	400.00

Authorized by: _____

SUBTOTAL: 4,259.00

TOTAL TAX: 0.00

SHIPPING: 0.00

TOTAL 4,259.00

Please include PO number on all invoices

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00098-R1**Date:** 10/01/2023**Requisition #:** REQ00019**Vendor #:** VEN01028

ISSUED TO: LaPorta Contracting LLC
1975 East Sunrise Blvd
Suite 822
Fort Lauderdale, FL 33304-

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Town Hall Re-Roof	301-521-301-63100		0.00	213,255.57

Authorized by: _____

SUBTOTAL:	213,255.57
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	213,255.57

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00099-R1**Date:** 10/01/2023**Requisition #:** REQ00027**Vendor #:** 49472

ISSUED TO: PIE SUPERIOR SERVICE
Attn: OLD DIXIE
1173 OLD DIXIE HWY
SUITE B
LAKE PARK, FL 33403

SHIP TO: TOLP - PW
Attn: Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Town Hall Monument Sign Electrical	001-597-408-46000		0.00	4,004.00

Authorized by: _____

SUBTOTAL:	4,004.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	4,004.00

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00100-R1**Date:** 10/01/2023**Requisition #:** REQ00030**Vendor #:** 49000

ISSUED TO: PETERSEN INDUSTRIES INC
4000 STATE ROAD 60 W
LAKE WALES, FL 33859-8234

SHIP TO: TOLP - PW
Attn:Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	1 Trash Tip Cylinder for Veh. #66 per Quote 20231648	404-534-404-46300		2,725.12	2,725.12

Authorized by: _____

SUBTOTAL:	2,725.12
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	2,725.12

Please include PO number on all invoices

**TOWN OF LAKE PARK**

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER**PO Number:** PO00101-R1**Date:** 10/01/2023**Requisition #:** REQ00031**Vendor #:** 64623**ISSUED TO:** WATER RESOURCES MANAGEMENT ASSOCIATION

Attn: TEQUESTA

250 TEQUESTA DR

SUITE 302

TEQUESTA, FL 33469

SHIP TO:

TOLP - PW

Attn:Paula LeBlanc

640 Old Dixie Hwy.

Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Coastal Vulnerability, Risk & Adaptation Report	402-538-402-31000		0.00	20,780.00

Authorized by: _____

SUBTOTAL: 20,780.00**TOTAL TAX:** 0.00**SHIPPING:** 0.00**TOTAL** 20,780.00**Please include PO number on all invoices**



TOWN OF LAKE PARK

535 Park Avenue
Lake Park, FL 33403
PH: (561) 881-3350

PURCHASE ORDER

PO Number: PO00102-R1

Date: 10/01/2023

Requisition #: REQ00032

Vendor #: 57275

ISSUED TO: SHENANDOAH CONSTRUCTION
Attn: 22ND
1888 NW 22ND ST NW
POMPANO BEACH, FL 33069-1318

SHIP TO: TOLP - PW
Attn: Paula LeBlanc
640 Old Dixie Hwy.
Lake Park, FL 33403

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	704 West Jasmine Drive	402-538-402-46000		0.00	7,500.00
2	0	1110-1130 Seminole Blvd	402-538-402-46000		0.00	78,765.00
3	0	440 Crescent Drive to 1105 Seminole Blvd.	402-538-402-46000		0.00	79,060.00

Authorized by: _____

SUBTOTAL: 165,325.00

TOTAL TAX: 0.00

SHIPPING: 0.00

TOTAL 165,325.00

Please include PO number on all invoices

Barbara Gould

From: Vivian Mendez
Sent: Friday, October 6, 2023 10:00 AM
To: Barbara Gould
Cc: Jeffrey Duvall
Subject: RE: Requisition REQ00038 is ready for Approval

Thank you Barbara. We would like those funds placed in the 2023/2024 budget for this project just in case we are, once again, told that the project would cost more than budgeted. Thank you.

Sincerely,

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



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

From: Barbara Gould <bgould@lakeparkflorida.gov>
Sent: Friday, October 6, 2023 9:57 AM
To: Vivian Mendez <vmendez@lakeparkflorida.gov>

Cc: Jeffrey Duvall <jduvall@lakeparkflorida.gov>

Subject: RE: Requisition REQ00038 is ready for Approval

Vivian

The MCCI Purchase Order for FY22-23 was issued for \$13,491.70. That was a combination of funds unspent on the original PO and the funds allocated in the FY22-23 budget.

The invoices received to date for FY22-23 scanning services totaled to \$11,226.96.

That would leave a balance of \$2,264.74 unspent. If there are no additional invoices for FY 22-23, you could request these funds be brought forward into FY 23-24.

Thank you

Sincerely,

Barbara A. Gould

Assistant Finance Director

Town of Lake Park

535 Park Avenue

Lake Park, FL 33404

561-881-3350 ext. 354

561-841-0393 direct line

561-881-3358 fax

bgould@lakeparkflorida.gov

From: Vivian Mendez <vmendez@lakeparkflorida.gov>

Sent: Friday, October 6, 2023 9:33 AM

To: Bryan Frick <bryanf@mccinnovations.com>

Cc: Town Clerk <townclerk@lakeparkflorida.gov>; Jeffrey Duvall <jduvall@lakeparkflorida.gov>; Barbara Gould <bgould@lakeparkflorida.gov>

Subject: RE: Requisition REQ00038 is ready for Approval

Good morning Bryan,

I hope you are well.

As you may be aware October 1st began a new fiscal year. Therefore, it is not as simple as signing a change order. A new purchase order is being issued and is currently going through the review process. I will be out of the office next week. Once the purchase order has been issued you will receive an email with a copy of the new purchase order. I will follow up on the status of the purchase order upon my return to the office.

If you have any questions please reply to everyone in this email so that an answer can be provided during my absence.

Thank you.

Sincerely,

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



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

From: Bryan Frick <bryanf@mccinnovations.com>
Sent: Wednesday, October 4, 2023 2:28 PM
To: Vivian Mendez <vmendez@lakeparkflorida.gov>
Subject: RE: Requisition REQ00038 is ready for Approval

Thanks Vivian. I just need a signature on the Change Order and the PO can follow whenever it is ready. Thanks!

Bryan Frick
Account Executive



Phone: 850-701-0725 ext. 7729
Cell: 352-258-5203
Support: 850-701-0737
bryanf@mccinnovations.com
www.mccinnovations.com

From: Vivian Mendez <vmendez@lakeparkflorida.gov>
Sent: Wednesday, October 4, 2023 2:23 PM
To: Bryan Frick <bryanf@mccinnovations.com>
Subject: Requisition REQ00038 is ready for Approval

Bryan, below is the P.O. number. As more information becomes available I will forward it to you.

Requisition Number: REQ00038
Description: Scanning Project
Requestor: Vivian Mendez
Department: TOWN CLERK
Vendor: MCCI LLC
Total Amount: \$20,000.00

Sincerely,

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



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

IMPORTANT: *The contents of this email and any attachments are confidential and intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.*

Barbara Gould

From: Cynthia Ornelas
Sent: Thursday, December 14, 2023 5:03 PM
To: Barbara Gould
Cc: Judith Cooper
Subject: RE: grant funds not spent

Hi Barbara,

Per our conversation today there is only one item that we paid for in August 2023. Unfortunately, we may have coded it under 700-52000 and not against the grant money. If you need anything else just let me know. It was paid with the Bank of America Card And this charge appears on the July 16 – August 15, 2023.

PS: see comments below in regards to the **other** grants.

Regards,
Cynthia L Ornelas
Accounting Tech
Lake Park Public Library
529 Park Avenue
Lake Park, Florida 33403
561-881-3330 x 332
A 2018 Star Library 😊
www.lakeparkflorida.gov/government/departments/Lake-Park-Public-Library

Date	Vendors	Invoice #	Amounts	Description
			\$ 2,000.00	
8/1/2023	Amazon		\$ (139.75)	Blue Micro Cases



[Your Account](#) | [Amazon.com](#)

Order Confirmation

Order #[112-6152535-4359413](#)

Hello Judie Cooper,

Thank you for shopping with us. We'll send a confirmation once your items have shipped. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of Lake Park Public Library.

Your guaranteed delivery date is:

Monday, August 7

Your shipping speed:

FREE Shipping

Your order will be sent to:

**Judie Cooper
LAKE PARK, FL
United States**

[Order Details](#)

Order Details

Order #[112-6152535-4359413](#)

Placed on today, August 1



[5 x Pelican Products 1040-026-100 Pelican 1040 Micro Case \(Blue/Clear\)](#)

Camera

Sold by Amazon.com Services LLC

\$27.95

Order Total:

\$139.75

To learn more about ordering, go to [Ordering from Amazon.com](#).

If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.

Amazon.com

Recommended for you based on items in your order



[Pelican 1042 Foam Set \(1040-400-000\),...](#)

\$5.99



[amFilm Screen Protector Compatible...](#)

\$12.99

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about [tax and seller information](#).

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

From: Barbara Gould <bgould@lakeparkflorida.gov>
Sent: Wednesday, December 13, 2023 4:07 PM
To: Cynthia Ornelas <cornelas@lakeparkflorida.gov>
Cc: Judith Cooper <jcooper@lakeparkflorida.gov>
Subject: grant funds not spent

Cynthia

I am following up on those 3 grants
Community Connect \$2000 received 7/31/2023
ALA Library \$6000 received 8/14/2023 - We began spending the Grant money in October 2023
ALA Library \$1500 received 9/21/2023 – Nothing has been spent yet.

I need to get any of these funds not spent before 9/30/2023 into the Budget Adjustment set to go before the Commission in January. Please forward those figures as soon as possible.

Thank you

Sincerely,

Barbara A. Gould
Assistant Finance Director
Town of Lake Park
535 Park Avenue
Lake Park, FL 33404
561-881-3350 ext. 352
561-881-3352 direct line
561-881-3358 fax
Please note the change in telephone numbers
bgould@lakeparkflorida.gov