



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2026

Originating Department: Public Works

Agenda Title: Resolution 115-11-26 - Interlocal Agreement – Reciprocal Fuel Management Services - Palm Beach County Board of County Commissioners and Palm Beach County Sheriff's Office (PBSO)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$3,000 annually for routine services, plus variable fuel and other applicable costs

Funding Source: Gasoline & Diesel Fuel

Account Number: Various depts./funds by usage #52100

Finance Signature: Barbara Gould

Advertised:

Date: N/A **Newspaper:** _____

Attachments: Proposed Resolution 115-11-26

Proposed Interlocal Fuel Agreement (Town, County, Sheriff)

2017 Interlocal Agreement and 2022 First Amendment

Please initial one:

_____Yes, I have notified everyone.

DB Not applicable in this case

Summary Explanation/Background:

Since 2017, the Town and Palm Beach County Board of County Commissioners (BOCC) and the Palm Beach County Sheriff's Office (PBSO) have partnered together through an approved Interlocal Agreement to provide reciprocal fuel management services. The original five-year agreement and subsequent 5-year renewal option will expire on June 8, 2027. As a result, Palm Beach County is requesting the Town to enter into a new Agreement to continue providing reciprocal fuel management services.

If approved, the Town, the County and PBSO would provide access to shared fueling infrastructure and supports continuity of municipal fleet operations through intergovernmental cooperation authorized by Section 163.01, Florida Statutes. Additionally, the Interlocal Agreement would memorialize the terms and conditions by which the County and the Town would provide reciprocal fuel management services and where the employees of all entities would be able to purchase fuel and how payment would be provided.

As a result, staff is requesting the Town Commission to enter into a new Interlocal Agreement with both Palm Beach County BOCC and PBSO to provide reciprocal fuel management services.

If approved, the Town Commission would accept all terms, conditions, and pricing as outlined within the proposed Interlocal Agreement. The proposed five-year Agreement would expire on June 9, 2032 and the Town and the County would be provided with two (2), five-year renewal options. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

As provided within the Town's Purchasing Code, Sec. 2-224. Exemptions.:

This division shall not apply to:

2. Agreements between the town and other government or nonprofit organizations that provide for the transfer, sale, or exchange of goods and services.

Note: Utilizing an Interlocal Agreement with the County and PBSO will enable the Town to streamline the procurement process, benefit from pre-negotiated, volume-based pricing, and engage the County who maintains a proven record of performance and technical expertise. Furthermore, continuing with the Interlocal Agreement will provide our staff with an additional fueling option, support cost control and ensure compliance with state and local procurement requirements.

If approved, the proposed pricing for each of the various types of fuel that are offered within this Agreement would be calculated by adding the actual fuel price, applicable taxes and an administrative mark-up equal to the current administrative mark-up determined by the County. Neither party is required to purchase a minimum volume of fuel.

Additionally, the Town would be responsible to pay \$250 per month (\$3,000 annually) to the County to provide routine maintenance and service to the Town's fuel management equipment. The Town would continue to be responsible for the Town's equipment's electricity and dedicated internet connection, certain nonroutine repairs and applicable facility obligations. Expenditures are subject to annual budget appropriations.

Funding to support these fuel purchases is provided within the current FY 2027 Budget – Various Funds, including the Town's Marina and Public Works Department Funds.

The proposed Interlocal Agreement was prepared by the Palm Beach County Board of County Commissioners and the Palm Beach County Sheriff's Office (PBSO) and has been reviewed by the Town's Public Works Director, the Operations Manager, the Finance Director and the Town Attorney.

The Town has previously partnered with the County and PBSO and they have provided a quality product and good customer service.

Recommended Motion:

I move to approve Resolution 115-11-26 and authorize an Interlocal Agreement to provide reciprocal fuel management services; and authorize the Mayor to execute the Interlocal Agreement.