



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 2, 2025

Originating Department: Human Resources

Agenda Title: Town of Lake Park Strategic Plan - Scope of Work & Funding
(Commission Contingency - Budget Adjustment No. 2025-4)

Agenda Category (i.e., Consent, New Business, etc.): **New Business**

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

Cost of Item: \$20,000.00 **Funding Source:** _____

Account Number: 900-31000 **Finance Signature:** Barbara A. Gould

Advertised:

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

Attachments: Scope of Work for the Development of a Strategic Plan for the Town of Lake
Park (Excluding the Community Redevelopment Area); and, Fiscal Year 2025
Budget Adjustment No. 2025-4

Please initial one:

_____ Yes I have notified everyone

BMT Not applicable in this case

Summary Explanation/Background:

The Town Administrator's Office is requesting the Town Commission to consider, provide input and approve the proposed scope of work for the Town's Strategic Plan process. Additionally, the Town Commission is requested to consider and approve a Budget Adjustment (No. 2025-4) to support the transfer of funding (up to \$20,000) from Town Commission Contingency to support this project.

The proposed scope of work would support the development of a strategic plan for the Town (excluding the Community Development Area [CRA] which already maintains a strategic plan). A strategic plan is expected to outline the direction (i.e., key priorities, goals, objectives, projects, etc.) and vision for the Town over the next five (5) years. The proposed planning process would provide for community engagement to ensure that the strategic planning process aligns with the needs of our community.

Staff has reached out to a number of communities that have completed strategic plans as well as various facilitators (i.e., Florida Universities and Institutes of Government) and it is estimated that this project will require approximately \$20,000 to complete (i.e., facilitator costs, community survey and outreach and various other planning related costs). However, funding to support the proposed Strategic Plan is not included within the current FY 2025 Budget and it is recommended that a Budget Adjustment (No. 2025-4) from within the Town Commission's contingency budget line be approved.

The proposed Strategic Plan scope of work was developed by the Assistant Town Manager/HR Director.

If approved, staff will begin the process of selecting a facilitator immediately in accordance with the Town's procurement policy. Additionally, following the selection process, it is expected that the Strategic Planning process would begin by the end of the September/October 2025. The process is expected to take six (6) to eight (8) months from the start of work (expected completion in Spring/Summer 2026).

Recommended Motion:

I move to approve the proposed scope of work for the Town of Lake Park's Strategic Plan (excluding the Community Redevelopment Area); and a Budget Adjustment (No. 2025-4) in the amount of \$20,000 from the FY 2025 Budget - Town Commission Contingency.