AGENDA

Community Redevelopment Agency Meeting
Wednesday, January 16, 2013, 6:30 pm
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Chair**
Kendall Rumsey	—	**Vice-Chair**
Christiane Francois	—	**Board Member**
Steven Hockman	—	**Board Member**
Jeanine Longtin	—	**Board Member**
Sue-Ellen Mosler	—	**Board Member**
Tim Stevens	—	**Board Member**
Dale S. Sugerman, Ph.D.	—	**Executive Director**
Thomas J. Baird, Esq.	—	**Agency Attorney**
Vivian Mendez, CMC	—	**Agency 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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. ADDITIONS/DELETIONS - APPROVAL OF AGENDA

E. PUBLIC COMMENT
This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

F. GENERAL BUSINESS:
1. Approval of CRA Board Meeting Minutes of December 5, 2012 **Tab 1**

G. DISCUSSION AND POSSIBLE ACTION:
2. Request to Conduct Quarterly CRA Board Meetings **Tab 2**

H. EXECUTIVE DIRECTOR REPORT: Monthly Update Report

I. **BOARD MEMBER COMMENTS**

J. **ADJOURNMENT**

GENERAL BUSINESS

TAB 1

CRA
Agenda Request Form

Meeting Date: January 16, 2013 **Agenda Item No.** Tab 1

Agenda Title: CRA Meeting Minutes of December 5, 2012

[ ] Consent Agenda [ ] Discussion/Possible Action
[ ] Presentation [ ] Resolution
[X] Other: General Business

Approved by Executive Director: _____ **Date:** 12/31/12

Shari Canada, Deputy Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: $ **0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** Agenda Minutes Exhibit "A" Exhibit "B" Exhibit "C" Exhibit "D"

Summary Explanation/Background:

Recommended Motion: To approve the CRA Meeting Minutes of December 5, 2012.

AGENDA

Community Redevelopment Agency Meeting
Wednesday, December 5, 2012, 6:30 pm
Lake Park Town Hall
535 Park Avenue

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Kendall Rumsey	—	**Vice-Chair**
Christiane Francois	—	**Board Member**
Steven Hockman	—	**Board Member**
Jeanine Longtin	—	**Board Member**
Sue-Ellen Mosler	—	**Board Member**
Tim Stevens	—	**Board Member**
Dale S. Sugerman, Ph.D.	—	**Executive Director**
Thomas J. Baird, Esq.	—	**Agency Attorney**
Vivian Mendez Lemley, CMC	—	**Agency Clerk**

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F. GENERAL BUSINESS:

1. **Approval of CRA Board Meeting Minutes of November 7, 2012** — **Tab 1**

G. DISCUSSION AND POSSIBLE ACTION:

2. **Award of Contract - CRA Security Officer Patrol Services (Unarmed)** — **Tab 2**
3. **Discussion Regarding CRA Landscaping Requirements for Park Avenue, 10th Street and Alleys** — **Tab 3**

H. **EXECUTIVE DIRECTOR REPORT:** **Monthly Update Report** **Tab 4**

I. **BOARD MEMBER COMMENTS**

J. **ADJOURNMENT**

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, December 5, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, December 5, 2012 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Christiane Francois, Steve Hockman, and Sue-Ellen Mosler, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Lemley. Board Member Tim Stevens arrived at 6:37 pm. Board Member Jeanine Longtin was absent.

Chair DuBois led the Pledge of Allegiance.

Agency Clerk Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Motion: A motion was made by Board Member Hockman to approve the Agenda; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin			Absent
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-0.

PUBLIC COMMENT:

None.

GENERAL BUSINESS:

1. Approval of CRA Board Meeting Minutes of November 7, 2012

Motion: A motion was made by Board Member Hockman to approve the Meeting Minutes of November 7, 2012; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin			Absent
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-0.

DISCUSSION AND POSSIBLE ACTION:

2. Award of Contract – CRA Security Officer Patrol Services (Unarmed)

Executive Director Sugerman explained the item (see attached Exhibit "A").

Board Member Hockman asked if ET Securities is a licensed corporation in Florida.

Project Manager Richard Pittman stated "no".

Board Member Hockman asked if ET Securities has to have a license in the State in order to be operating. He stated that the agricultural license is for an individual not a business.

Executive Director Sugerman stated that ET Securities would be responsible for obtaining the local business tax receipt.

Board Member Hockman stated that it is his understanding that the company must have a license through the Agricultural Department to provide security services within Florida. He asked if the company does not have a license does it become a liability to the Town.

Executive Director Sugerman stated that he is unable to answer the question.

Project Manager Pittman stated that the Florida Department of Agricultural and Consumer Services issued ET Securities a license. He stated a copy of the license was submitted with the bid and that he contact the Agricultural Department and received an e-mail which he read into the record (see attached Exhibit "B"). He stated that ET Securities listed Sketchers as a client and that he contact the local store and was advised that the local store does not have security but that the store in Miami does and was provided a positive recommendation.

Board Member Hockman stated that his concern is that ET Securities has closed its Miami office and moved to Clearwater and asked if an office would be opened here.

Project Manager Pittman stated "no". He has not been provided the exact details on how the account will be managed, but that the owner of ET Securities said that he would come here and get set up to provide the security services. He stated that he does not need a local office just good personnel and that from his research of the references provided that ET Securities they have good personnel. He stated that in his opinion the most important things are the integrity, appearance, enthusiasm of the person hired to provide the security services. He state that there will be an area supervisor to manage the account.

Board Member Hockman asked what is the Town's liability with a company that is not incorporated in Florida for security.

Attorney Baird stated that he does not think there is any liability for the Town and that ET Securities holds the license that they are required per the State of Florida and they are registered to do business under that license in the State of Florida.

Board Member Hockman stated that the license is for an individual and asked about the license for the company.

Attorney Baird stated that it is his understanding that ET Securities has the appropriate license to provide security services per Project Manager Pittman's communication with the Agricultural Department. He does not know of any other licenses that would be required of the company.

Board Member Hockman asked if ET Securities is a corporation.

Project Manager Pittman stated that ET Securities is a California corporation and have submitted their certificate of incorporation for California.

Board Member Hockman asked if they submitted documentation showing that they are incorporated in Florida.

Project Manager Pittman stated no and that he does not believe that ET Securities is incorporated in Florida.

Board Member Stevens asked how much remaining budget is available for these services.

Executive Director Sugerman stated that the amount allocated in the budget for security services is $24,863.

Board Member Stevens asked how much of those funds are available for expenditure on this contract.

Executive Director Sugerman stated that none of the funds budgeted have been expended because no security contract has been awarded.

Board Member Mosler asked if ET Securities needs to be a Florida corporation.

Attorney Baird stated that the bid package did not require that they be Florida corporations.

Motion: A motion was made by Vice-Chair Rumsey to award the CRA Security Officer Patrol Service (unarmed), Bid No. 01-12 Revised, to E.T. Security, Inc.; Board Member Stevens made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman		X	
Board Member Jeanine Longtin			Absent
Board Member Tim Stevens	X		
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-1.

3. Discussion Regarding CRA Landscaping Requirements for Park Avenue, 10th Street and Alleys

Executive Director Sugerman explained the item (see attached Exhibit "C").

Board Member Mosler stated that someone has to pay for the treatment of the whitefly infestation and that she is fine with sod in those places where the plants have to be removed.

Board Member Stevens stated that when the contract was renewed with Chris Wayne and Associates that he had recommended that the CRA pursue more native based, drought

resistant, and insect resistant plantings. He stated that is why the Schefflera Arboricola was recommended for the alleyways and asked if there have been an issues related to the whitefly on these plantings.

Public Works Director Dave Hunt stated that there have been no reports of whitefly as related to the Schefflera Arboricola.

Project Manager Pittman stated that there have been no issues yet but, that it could become a problem.

Board Member Stevens stated that Mr. Blakely had recommended Schefflera Aboricola because it is whitefly and drought resistant and a lower maintenance plant. He stated that the CRA should be moving in that direction for future plantings rather than the ornamentals or higher maintenance plants such as the Ficus. He stated that sod is one alternative but, he would like a low lying native shrub that is easy to maintain and does not block or create a security issue.

Board Member Francois asked if the Ficus is being kept and treated for whitefly.

Chair DuBois stated that is a question before the Board at this meeting.

Board Member Francois stated that a lot of money was spent to install the Ficus and she would be in favor of treating the Ficus.

Public Works Director Hunt stated that the Ficus can withstand heavy pruning and that is an alternative for replacing the Ficus and suggested that it is worth heavily pruning, treating the whitefly infestation, and fertilizing the Ficus in the alleys in lieu of replacement.

Board Member Francois stated that she has seen instances where that approach has proven successful.

Chair DuBois stated that he spent some time walking the areas being discussed and thinks it a good idea to go ahead with a program on the Ficus and that it costs less to maintain the Ficus than to replace it. He stated that in a few years if there is an increase in tax increment funding that the CRA could consider a program to replace the Ficus with a hardier plant such as the Schefflera Aboricola. But to triage this issue now and maintain the existing plants is the less expensive way to go now. He suggested that an annual program of "resets" should be considered for low-lying shrubs in order to reduce long-term costs of replacing an entire bed. He stated that he is not sure that sod is the best alternative for Park Avenue but, it is probably the least expensive alternative. He stated that the CRA can afford low-lying shrubs and that if the Board is fine with sod that he would go along with the Board. He would prefer some form of planting such a shrubs or flowers. He stated that he is concerned that in a few years that there will be only sod there and that the thought would be that there are no other opportunities to do anything better. He stated that sod also requires maintenance and is not completely free of costs. He noted that there is expected to be $3,000 left in the security services line item and it could through a budget amendment process at midyear, see where the CRA is at

financially. He stated that there may be an opportunity to spend funds on landscape maintenance cost to keep what is current in place. He stated that significant funds have been spent on the streetscape on Park Avenue and the Ficus in the Town. He suggested over a course of time the Town could consider replace the Ficus bit by bit.

Board Member Stevens stated that he agrees that the CRA should try to salvage through treatment and pruning but, when it comes to replacing the more intensive and impractical plants that plants that are more native based, low maintenance and insect resistant plants.

Board Member Mosler asked if the plants that are needed could be grown at the Community Garden.

Chair DuBois stated that nursery stock is very competitive in terms of price at this time and that the expense is in the actual planting of the material.

Board Member Stevens stated it was an interesting idea and suggested that Erin Flaherty look into it.

Chair DuBois asked what level of funding is needed for this year to keep the landscaping from moving backwards.

Public Works Director Hunt stated that his understanding is that the Board is comfortable with not replacing as is and he thinks the reason Chris Dellago is recommending the Flax Lilly is because it is native, low maintenance, hardy and one of the least expensive landscape materials. He stated that if the Board is comfortable with taking a minimalist approach that he would recommend that $900 be used for the Ficus hedge insecticide treatment and $1,000 for fertilization of the Ficus for total of $1,900 for the Ficus treatment. He stated the in the Public Works General Fund there are funds budgeted for the fertilization and it could be reviewed in six month increments to determine if the fund are sufficient.

Mayor DuBois asked if the funding for the landscaping would come from the Town's General Fund.

Executive Director Sugerman stated that prior to the award for the security services the CRA did not have additional funding available for these items. He explained that both security services and the landscaping are in the same line item, contractual services. In the CRA budget, there will be a savings for the security services that could be used for landscaping. If there is not enough funds in the CRA the funds could be found in the Town General Fund to supplement the cost.

Chair DuBois asked if it is the consensus of the Board that the CRA ask the Town to protect this investment by investing however the Town sees fit.

Executive Director Sugerman stated that at the senior staff meeting it was discussed whether or not the Town should come to the rescue of the CRA if the CRA did not have budget funds and that the senior staff determined that it would be appropriate for the General fund to protect the landscape investment in the CRA district.

Mayor DuBois stated that it was his understanding during the budget process that the Town would be able to take over some of these types of functions and expenditures from the CRA.

Executive Director Sugerman stated that there are no budgeted funds in the General Fund to allow for those actions. He explained that the reserve for contingency line item which is unrestricted has approximately $50,000. He stated that he is clear on the direction from the Board and that staff will proceed accordingly.

Public Works Director Hunt stated that he has a clear understanding and that everyone realize that things will change a little bit on Park Avenue.

Chair DuBois stated that it does not necessarily have to change, but that what there will be is a period of time that things will be very fiscally tight.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman presented the report (see attached Exhibit "D").

Board Member Stevens and Chair DuBois stated that Jennifer Spicer, Seafood Festival organizer did a good job.

Board Member Mosler stated that she thought Ms. Spicer did a good job and asked if the magic number for food vendor had been determined.

Jennifer Spicer stated that last year there were a total of 103 vendors and this year there was 135 vendors. She stated that it was a great event for the spectators but, unfortunately, there was too many food vendors and the vendors did not sell out as they did last year. She suggested for future events that there needs to be an understanding that the food vendors want to sell out otherwise they get discouraged.

Board Member Mosler asked if the vendors cannot give away the food could the food be discarded someplace else.

Ms. Spicer agreed and stated that it was unfortunate that some vendors were throwing the food away and that there were several vendors giving away food to Lake Park residents.

Chair DuBois thought it was a great event. He suggested a formula for food of having twelve (12) vendors as long as they guarantee they will have enough food and each vendor does a different type of seafood such as one does crab, another shrimp and so on.

Ms. Spicer stated that at the 2011 event there was approximately 26 food vendors and this year there was approximately 45 food vendors. She explained the reason for the increase in food vendors was based on the request from the Board, otherwise she would have stayed with the same number of food vendors from last year. She stated that the other change was that the event went further west to 10th street and it was good because Grumpy Grouper was able to set up in front of its future location.

Chair DuBois suggested that next year a judging of the food be included in the event.

Ms. Spicer stated that a judging aspect to the event would be a great idea. She thanked Town Manager Sugerman and Public Works Director Dave Hunt for their hard work and support in making the event successful. She asked the Board if they want the event repeated for 2013 and that now is the time to decide if there will be an event next year because she has been getting a lot of interest in the event.

Chair DuBois stated that the item is not on the agenda and suggested that it be placed on the next agenda for Board consideration.

Executive Director Sugerman stated that last time Ms. Spicer was solicited to present a proposal and that the contract for Ms. Spicer's services was through the Town and suggested that as Town Manager he could contact Ms. Spicer and request a proposal for next year's event.

Ms. Spicer stated that her original proposal was for several events and that the Town Commission decided that after the Seafood Festival that she could bring forward other events and that one of the events proposed was a green market. She asked if they were interested in having a green market.

Vice-Chair Rumsey stated that this year's event was excellent and that he thinks Ms. Spicer did a wonderful job and that he appreciates all of her hard work. He stated that he liked that the event was spread out more and that he thinks the event should be to the Clock Tower. He thinks that the food should be spread out throughout the event. He stated that the one complaint he heard was there was not a lot of variety for people not interested in fried food and it may be something to look at for future years. He stated that for the other events he would like to see a proposal of what Ms. Spicer or other event producers would like to produce for the Town and that the Commission or CRA Board take up each event individually. His opinion is that the work that Ms. Spicer did on the Seafood Festival merits her doing it again and merits bring other events for consideration, but he wants to see each individual event brought forward for consideration. He stated that the Pirate entertainers were great.

Ms. Spicer stated that she received positive feedback about the entire event. She advised that aerial photographs of the event have been provided to Executive Director Sugerman.

Vice-Chair Rumsey stated that he would like to see the photographs.

Ms. Spicer stated that regarding the food the one issue that she has encountered is that the electrical pedestals are not throughout Park Avenue and not all of the vendors have generators and explained that the food vendors are organized around the electric pedestals.

Board Member Stevens stated that if Ms. Spicer wanted to do several separate event proposal for consideration at one meeting that would be a good idea and the Board or Commission could vote on each proposal separately.

Board Member Hockman stated that he received comments that the events was fantastic and better than previous years. He stated that he does not see a problem with the vendors having too much food and there needs to be enough food for the patrons of the event.

Board Member Mosler asked for a status update on the two-story historical building on Park Avenue.

Executive Director Sugerman stated that he does not have any update on that building.

Board Member Mosler asked for a status update on the building located at 801 Park Avenue.

Executive Director Sugerman stated that right now the owner of the building is in very sensitive negotiations with the bank. He stated that he is in contact with the property owner on a weekly basis and that the Town has offered assistance to help the owner get a certificate of occupancy. He stated that the building could go into useful life and the Town and CRA could get some taxes revenue. He stated that it would be a number of months for the property to transfer into new ownership and then another three (3) to four (4) months for the certificate of occupancy to be obtained by the new property owners.

Chair DuBois asked if having quarterly meeting is consistent with the CRA requirements or if there is a requirement that the Board meeting monthly.

Executive Director Sugerman stated that Board Clerk Lemley has advised that there is no requirement that the CRA Board meet on a monthly basis.

The Board reached consensus to add to the January 2, 2013 agenda an item discussing having CRA quarterly meetings.

COMMENTS BY BOARD MEMBERS

Vice-Chair Rumsey stated that on Friday, December 7, 2012 will be the Tree Lighting Ceremony on the Town Green starting at 6:00 pm. He requested copies of the photos from the Seafood Festival.

Board Member Stevens suggested placing the Seafood Festival photos on the website.

Board Member Stevens had no comments.

Board Member Francois stated that she has not received any e-mails from Lake Park lately and asked if there would be weekly or monthly e-newsletters in the future.

Executive Director Sugerman explained that at a minimum there will be a monthly e-newsletter. He stated that a number of e-newsletters bounced back and explained that approximately 1,800 are being sent out and 500 to 600 are being sent back undelivered.

Chair DuBois asked how to get on the contact list.

Executive Director Sugerman stated by clicking Contact Us on the website.

Board Member Mosler stated that she visited Pho Hot Pot Restaurant and that it is a very nice and clean restaurant with excellent food and recommended the restaurant. She wished everyone Happy Holidays.

Board Member Hockman had no comments.

Board Member Mosler asked how many Palm Beach Sheriff's Office Deputies are on duty each night.

Executive Director Sugerman stated generally between three (3) and five (5).

Board Member Mosler stated that there was an issue in the alleyway between 7th and 8th Streets whereas someone had decided to set up a fire and turned off the water to the building and that she was surprised that no one had noticed the person and what they were doing. She suggested that the security personnel be told about it and advised to be on the lookout.

Executive Director Sugerman asked when it was seen was it called in.

Board Member Mosler stated that as soon as it was discovered it was called in and resolved immediately but, that she was surprised that it was not noticed.

Board Member Mosler asked if the Town has a list of all of the foreclosures in the Town.

Executive Director Sugerman explained that the Town does not necessarily have a list of all of the foreclosures in Town. There is a requirement that banks register with the Town and identify foreclosures to the Town but, not all of the banks comply with the requirement and staff makes a concerted effort to collect this information.

Board Member Mosler asked if the list is available to the public.

Executive Director Sugerman stated "yes" it is a public record and can be requested through the Town Clerk's office.

Board Member Mosler asked if the list could be placed on the website.

Executive Director Sugerman stated that the list could be placed on the website but, it is not a CRA issue and that as Town Manager he does not believe it would be a good idea.

Board Member Mosler asked if the Green Market that was in Kelsey Park has gone.

Vice-Chair Rumsey stated that the Green Market is no longer there.

Board Member Mosler wished everyone a Happy Holidays.

Chair DuBois had no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Rumsey and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 7:40 p.m.

_____
Chair, James DuBois

_____
Deputy Agency Clerk, Shari Canada, CMC

_____
Agency Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012

DRAFT

Exhibit "A"

CRA
Agenda Request Form

Meeting Date: December 5, 2012 **Agenda Item No.** Tab 2

Agenda Title: Award of Contract- CRA Security Officer Patrol Services (Unarmed)

[ ]	Consent Agenda	[X]	**Discussion/Possible Action**
[ ]	Presentation	[ ]	Resolution
[ ]	Other		

Approved by Executive Director: _____ **Date:** 11/20/12

Richard Pittman / Project Manager
Name/Title

Originating Department:	**Costs: $ 21,961.00**	**Attachments:**
Public Works	**Funding Source: CRA**	**Bid Tabulation**
	Contractual Services	**Bid Document**
	Acct. # 110-55-552-520-3400	**Bid Submittal from E.T. Security**
	[X] Finance _____	**Bid Submittal from AGG dba Advanced National Security**

Summary Explanation/Background:
The CRA Board is being asked to approve a contract with E.T. Security to provide security patrol services within the CRA. The recommended contract amount is $21,961.00 thru September 30, 2013.

The CRA Board has discussed and tentatively approved using a private security firm to provide security services within the CRA district in lieu of a designated Palm Beach County Sheriff Deputy. On September 5, 2012 the CRA Board rejected bids received for a private firm to provide security services and directed rebid of the services to cover the entire CRA district. Subsequent direction from the CRA Board was to rebid the security patrol service based on twenty-five hours per week.

Bids for the CRA Security Officer Patrol Services (unarmed) were opened October 31, 2012 with two bids having been received (see attached bid tabulation). E.T. Security Inc. submitted the lowest, most responsive responsible bid. E.T. Security will provide a security officer and vehicle for $21.00 per hour. The initial contract will be based on the services being provided December 15, 2012 thru September 30, 2013 averaging twenty-five hours per week and anticipating thirty-two holiday hours. The initial

contract amount will be $21,961.00. This contract if awarded for a full year of service would be $27,820.00 based on forty holiday hours.

E.T. Security Inc. is based in California. E.T. Security had an office in Miami and recently moved to Clearwater Florida. They hold Florida Department of Agriculture Security License # B 2100111. They will be able to obtain local licensing if awarded the contract.

It should be noted that a non-mandatory pre-bid meeting was held on October 17, 2012. Six security firms were represented at the meeting. The October 31st bid opening resulted in two bids being submitted on time. A third bid was not accepted because of being presented ten minutes late.

Recommended Motion:

Approve award of contract for CRA Security Officer Patrol Service (unarmed), Bid No. 01-12 Revised, to E.T. Security, Inc. for a contract amount of $21,961.00. This recommendation is based on bid price only as the second bidder, AGG of America LLC dba Advanced National Security & Investigations, would also be able to perform the service.

Richard Pittman

Exhibit "B"

From: Shiver, Whitney <Whitney.Shiver@freshfromflorida.com>
Sent: Wednesday, November 28, 2012 1:39 PM
To: Richard Pittman
Subject: Division of Licensing

Good afternoon, Mr. Pittman.

In response to your public records request, a search of our records indicates that E T Security was initially issued Security Agency License B 2100111 pursuant to Chapter 493, Florida Statutes, on December 3, 2001. This license is in good standing and will expire, unless renewed, on December 3, 2013. There have been no administrative actions against this license.

Certain information provided to the Division of Licensing is exempt from Section 119.07(1), Florida Statutes, and Section 24(a), Article 1 of the State Constitution (the Public Records Law) in accordance with the following: Section 493.6121(5) F.S.; Section 493.6121(7), F.S.; Section 493.6122, F.S.; Section 394.4615(7), F.S.; Section 397.501(7)(a), F.S.; Section 119.071, F.S.; Section 119.15, F.S.; and the "Social Security Act", 42 U.S.C. 405 (c)(2)(C)(viii)(I). Accordingly, any such information has not been provided in this correspondence.

Please reply to this email if you need further assistance.

Whitney

Whitney M. Shiver
Government Analyst I
Division of Licensing
Florida Department of Agriculture and Consumer Services

(850) 245-5500
(850) 245-5493 FAX
Whitney.Shiver@FreshFromFlorida.com

www.FreshFromFlorida.com

Please note that Florida has a broad public records law (Chapter 119, Florida Statutes). Most written communications to or from state employees are public records obtainable by the public upon request. Emails sent to me at this email address may be considered public and will only be withheld from disclosure if deemed confidential pursuant to the laws of the state of Florida.

Exhibit "C"

CRA
Agenda Request Form

Meeting Date: December 5, 2012 **Agenda Item No.** Tab 3

Agenda Title: Discussion Regarding CRA Landscaping Requirements for Park Avenue, 10th Street, and Alleys

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[ ] Consent Agenda
[ ] Presentation
[ ] Other
[X] **Discussion/Possible Action**
[ ] Resolution

Approved by Executive Director: DJS **Date:** 11/28/12

SDH 11/27/12
David Hunt / Public Works Director

Originating Department:	**Costs: Up to $5,000**	**Attachments:**
Public Works	**Funding Source: To Be Determined**	
	Acct. #	
	[X] Finance BKR	

Summary Explanation/Background: The CRA Board is being advised of the ramifications of the budget constraints on landscape maintenance within the CRA District. At the June 20, 2012 CRA Board Meeting, a one year renewal of the landscape maintenance contract with Chris Wayne & Associates (CWA) was approved. CWA reduced their previous year's contract price by $5,640.00 with the understanding that some services that had previously been provided pro bono would now be bid out "as needed".

The following is an example of an "as needed" project. In an effort to spruce up vacant planter beds in advance of the Seafood Festival, CWA recommended planting Flax Lillies, even if they were only in the ground long enough for the Town's signature event. CWA placed the Lillies with the understanding that they could be removed if funds were not available. The Finance Department determined that the only funds available to pay for these plants ($1,460.00) would have to come from the General Fund's Grounds Maintenance Division account; however, Public Works did not budget for any landscape expenditures within the CRA District. Public Works advised CWA to remove the Flax Lillies. Mulch has been placed in the empty beds instead, at no charge.

If the appearance of the mulched beds devoid of plant material along Park Avenue is unacceptable, Public Works can put sod down in its place. The sod can be purchased with Stormwater Utility funds that are used to remediate swales around the Town.

The owner of CWA, Chris Dellago, is a registered landscape architect. He makes recommendations to the CRA and to the Town that contribute to the health of the existing plant stock as well as to the visual appeal. Currently, Mr. Dellago is recommending that the following services be performed to maintain the health of the CRA plant stock:

- Fertilize Fox Tail palms with a manganese fertilizer	$800
- Fertilize all ornamental shrubs (E.g. Bougainvillea, Oleander, Crinum Lily) and Majuele Palms	$400
- Spot replacement of Schefflera and Juniper bushes	Quantities & associated costs to be determined by the contractor
- Remove unhealthy Crown of Thorns and replace with Flax Lilly (or mulch)	Quantities & associated costs to be determined by the contractor
- Treat alley Ficus hedges for white fly (six month treatment)	$900
- Fertilize Ficus after trimming	$1,000
- Repair broken irrigation main line and replace broken timer/controllers	Costs yet to be determined by the contractor

In lieu of using CWA to perform some of the suggested tasks, Public Works' Grounds Maintenance Division can find the funds and provide the staff to fertilize the palms and ornamental shrubs. Public Works can also assume the maintenance responsibilities associated with the irrigation wells' electric systems and timer/controllers. These are tasks previously performed by CWA using CRA funds. (Note: CWA is still under contract to repair/replace sprinkler heads damaged during landscape maintenance).

The Public Works budget cannot absorb the recurring costs associated with fighting the white fly infestation of the Ficus hedges or the replacement of old and/or diseased plant stock. Staff is seeking direction as to whether or not it should pursue quotes for the treatment of the white fly infestation. If funds are not forthcoming for the immediate treatment of the Ficus hedges, the CRA could lose all the stock that has been planted as a visual buffer between the alleys and residences. The CRA (or the Town) will be forced to replant using an insect resistant material. As to the ornamental plants that are deteriorating with age, the current course of action will be to remove and replace with either mulch or sod.

The CRA District landscaping is going to have a different look as the Town works through the lean budget conditions. Public Works shall make maintenance decisions based upon available funds and salvage imperatives, i.e., what items must be saved (such as trees, mature palms, and irrigation systems) versus what can be replaced at a later time, at a reasonable expense. Large, unexpected expenditures will be brought before the CRA Board for emergency funding consideration.

Recommended Motion: Provide Direction as to the Acceptable Level of Plant Removal Versus Replacement Within the CRA District. Direct Staff To Identify Funding

Sources in an Amount Up To $5,000 to Cover Landscaping Contingencies for Items Such As:

- **Treating CRA Alley Hedges for White Fly**
- **Replacing Ornamental Plants or Placing Sod or Mulch Over Emptied Beds**
- **Irrigation System Repairs**
- **Reimbursing the General Fund for Tasks Performed by Public Works**

Exhibit "D"

MEMORANDUM

TO: Members of the Board of Directors

FROM: Dale S. Sugerman, Ph.D., Executive Director

DATE: December 5, 2012

SUBJECT: Monthly Update Report

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Remember to Smile!

Our CRA website does not have a current picture of the members of the CRA Board. We could not accomplish it last month, so we would like to take a group picture at the beginning of the CRA Board meeting on December 5th. Please keep this in mind when you dress for the meeting.

Final Report on 2012 Seafood Festival

The 2012 Seafood Festival is in the books and generally, everyone seemed to be happy with the event. Attached to this Monthly Update Report is a summary from the event organizer Jennifer Spicer. Jennifer plans on being at the meeting to answer any questions that members of the CRA Board might have.

Artists of Palm Beach County

The Artists of Palm Beach County are up and running. Their new facility opened during the 2012 Annual Seafood Festival. The Artists also offered their first free class to Lake Park Residents during the Seafood Festival. We had one resident take advantage of the Acrylic Painting class offered by Jean Hutchinson. Chances are that this class was underutilized due to the last minute announcement of its availability.

754 Park Avenue

The property owner of 754 Park Avenue has complied with the Special Magistrate's Order to remove the contents of the building (worm farm) and to bring the property up to code. An inspection of the property was conducted on November 14th and everything was in compliance.

New Businesses in the CRA

It has been a relatively quiet month. There were just 3 businesses which registered with the Town under the Business Tax Receipt (BTR) requirement. Two of the businesses were location transfers only, including Visit Palm Beach which has relocated to 110 10th Street and Confusion Records which has relocated to 846 Park Avenue. Pirate's Well- The Black Pearl is a new business opened at 1447 10th Street. They actually opened back in September but they did not acquire their BTR until this past month. Their BTR application showed that they will be employing 80 people.

The Artists of Palm Beach (800 Park Avenue) opened their doors on November 10th and The Give (1263 10th Street) had their ribbon cutting on November 11th.

Grumpy Grouper

Rick Smith, owner of the Grumpy Grouper is still attempting to work out last minute requirements to satisfy Seacoast Utility Authority on some of the plumbing work for the restaurant. He has advised me that once these final issues are worked out with the utility company he will be open for business. He believes that it will be either the first or second week in December.

Modification to the CRA Board Meeting Schedule

With the reduction in staffing and the reduction in the budget of the CRA, it has been suggested that the CRA Board meet just once per quarter instead of every month (with the caveat that if there is a need for a meeting of the Board between the scheduled quarterly meetings, one could be called to meet that particular need).

It is my suggestion that the Board move to a quarterly meeting, beginning with the January 2013 meeting. If that is acceptable to the Board, we would hold quarterly meetings in January, April, July, and October during calendar year 2013.

Dale

Dale S. Sugerman, Ph.D.
Executive Director

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November 13, 2012

Hello Dale,

This past Saturday Seafood Festival, was another success, I had no doubt about that.

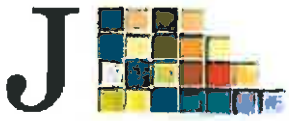
Success

- The amount of spectators was as much as last year, according to channel 12 news, vendors and helicopter photos.
- The entertainment was as good as expected for this year, the Junkanoo Masters parade from Bahamas are always requested by spectators and vendors
- The additional entertainment was well accepted by the spectators and vendors,
- The exposure to Lake Park and Downtown CRA this year was huge, it was extended this year 2012, this year I covered 7th Street to 10th Street, giving more exposure and involvement from all merchants.
- The Art on Park Studio & Gallery was opened during this event, bringing spectators to view the new concept.
- i will be providing photos from an aerial (helicopter) shoot, and additional photos that will be beneficial to post on the LP web, channel 18 and newsletter, to expose " what's happening in Lake Park" .
- According to PBSO there were no incidents during the event.
- Channel 12 news, attended the event and it was televised that same evening and next day, mentioning the " 3rd Annual Seafood Festival in Lake Park "is the place to be" what better exposure the Town can get,, it is known that Lake Park has the best Seafood Festival on the east coast.. .that's huge... by itself. ..... the event is very festive, people love that... i hear it over and over again..
- The event is such a success that i was asked to do it a 2 day event.
- Again we had the Lake Park Street Painter, it would be great if the Town extends a proclamation, awarded to this young lady for her continuous volunteering artistic stamp at our Downtown District at no cost. I am glad that this was sealed, it was a great chalk paint.
- The Downtown District should not lose the momentum, events is the main source of increasing the exposure to the Downtown District, "CRA"

Down Side

- The only negative comment from vendors, ' TOO MANY FOOD VENDORS" when we had the 2nd Annual Seafood Festival, the vendors sold out, and that was a great thing for the vendors and it was a great event, the event was from 11-5 pm, and they sold out between the hours of 3:00 pm and - 445 pm,, that made the vendors happy, and they participated again for this 3rd yr. However, the board criticized the fact that the vendors sold out,,, therefore they wanted more vendors this year, because it was not enough in 2011, when things are working out, why break them...

Jennifer Spicer



J.E.S PRODUCTION & DESIGN

Discussion And Possible Action

TAB 2

CRA
Agenda Request Form

Meeting Date: January 16, 2013 **Agenda Item No.** Tab 2

Agenda Title: **Request to Schedule Board Meetings on a Quarterly Basis**

[ ] Consent Agenda [X] **Discussion/Possible Action**
[ ] Presentation [ ] Resolution
[ ] Other

Approved by Executive Director: _____ **Date:** 1/2/13

Dale S. Sugerman, Ph.D., Executive Director
Name/Title

Originating Department:	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **None**

Summary Explanation/Background:

Over the course of the last few years, the CRA Board has been meeting on a monthly basis. With the reduction in staffing and the reduction in the budget of the CRA, it has been suggested that the CRA Board meet just once per quarter instead of every month (with the caveat that if there is a need for a meeting of the Board between the scheduled quarterly meetings, one could be called to meet that particular need).

If approved, the meetings would be scheduled for January, April, July, and October in 2013. Interestingly, as we researched the enabling legislation for the creation of the CRA, we discovered that in August of 2009 the Town Commission approved a motion to establish the CRA Board meeting to be scheduled on an "as needed" basis. While we could consider moving to an "as needed" basis, it is my recommendation that a quarterly meeting will allow everyone to understand the upcoming scheduling for when the CRA Board will be getting together to conduct its business.

Recommended Motion: I move that the CRA Board meet on a quarterly basis instead of a monthly basis, with the meetings during calendar year 2013 being held in January, April, July, and October.