

**Minutes
Town of Lake Park, Florida
Community Redevelopment Agency
Board Meeting
Wednesday, April 1, 2015, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, April 1, 2015 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Christina Francois, Michael O'Rourke, Kathleen Rapoza, Interim Executive Director Bambi Turner, and Agency Clerk Vivian Mendez.

Agency Clerk Mendez performed the roll call and Chair DuBois led the pledge of allegiance.

Special Presentation/Report:

None

Public Comment:

None

Consent Agenda:

1. Approval of Special Call CRA Board Meeting Minutes of March 4, 2015.

Motion: Board Member O'Rourke moved to approve the consent agenda; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

NEW BUSINESS:

2. Award of Extension for Landscape Services Contract.

Public Works Director Dave Hunt explained the item (see Exhibit "A").

Motion: Board Member O'Rourke moved to approve the extension of the landscape services contract; Board Member Rapoza made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

3. Change in Date of Quarterly Community Redevelopment Agency Board Meetings.

Interim Executive Director Turner explained the item (see Exhibit "B").

Motion: Board Member Flaherty moved to approve the change the quarterly CRA Board meeting minutes be held during the third month of each fiscal quarter, allowing for Special Call meetings from time to time when warranted by circumstances; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

EXECUTIVE DIRECTOR REPORT:

Interim Executive Director had no report.

BOARD MEMBERS COMMENTS:

Board Member Francois wished everyone a Happy Easter.

Board Member Rapoza had no comments.

Board Member Flaherty had no comments.

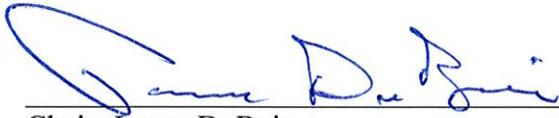
Board Member O'Rourke had no comments.

Vice-Chair Glas-Castro had no comments.

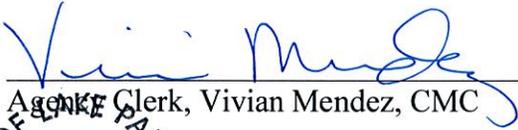
Chair DuBois had no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member O'Rourke and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 6:38 p.m.



Chair, James DuBois



Agency Clerk, Vivian Mendez, CMC



Town Seal

Approved on this 3 of June, 2015

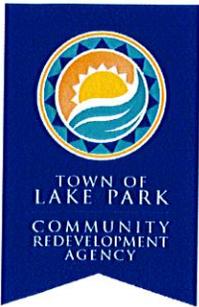


Exhibit "A"

CRA
Agenda Request Form

Meeting Date: April 1, 2015

Agenda Item No. 2

Agenda Title: CRA Landscape Maintenance-Contract Time Extension

- [] SPECIAL PRESENTATION/REPORT [] CONSENT AGENDA
[] OLD BUSINESS [X] NEW BUSINESS: Resolution
[] DISCUSSION FOR FUTURE ACTION [] OTHER

Approved by Executive Director: [Signature] Date: 3/26/2015

Richard Pittman/Project Manager [Signature]
Name/Title

Table with 3 columns: Originating Department (Public Works), Costs (\$6,330.00 per month), Attachments (Letter of Agreement). Includes funding source and account number.

Summary Explanation/Background:

The Community Redevelopment Agency Board has approved two extensions for the Chris Wayne & Associates, Inc. (CWA) landscape maintenance contract for Park Avenue and 10th Street for Fiscal Year 2015.

CWA is agreeable to a contract extension through September 30, 2015 (see attached Letter of Agreement). The solicitation for CRA Landscape Maintenance Service is scheduled to be advertised April 12, 2015.

Recommended Motion:

Based on the advertisement date and bid opening, I move to approve a time extension of the CRA landscape maintenance contract with CWA until a new contract is in place.



Public Works
Department

650 Old Dixie Highway
Lake Park, FL 33403
Phone: (561) 881-3345
Fax: (561) 881-3349

www.lakeparkflorida.gov

March 13, 2015

Mr. Chris Dellago, RLA, President
Chris Wayne & Associates, Inc.
15863 97th Drive North
Jupiter, Florida 33478

Dear Mr. ^{CWA}Dellago:

RE: Letter of Agreement
Contract Extension for CRA District Landscape Maintenance
Contract Extension of Lake Park Harbor Marina Landscape Maintenance

Chris Wayne and Associates, Inc. (CWA) currently perform landscape maintenance within the Lake Park CRA District under a contract extension approved by the Lake Park CRA Board on January 7, 2015. The compensation for this service is \$6,330.00 per month. The contract, with the extension, will expire on April 30, 2015.

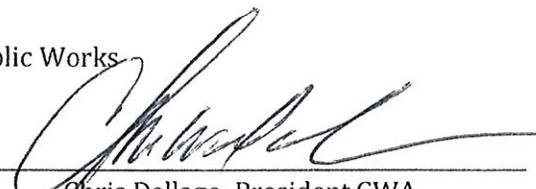
Chris Wayne and Associates, Inc. currently perform landscape maintenance at the Lake Park Harbor Marina property under a contract extension approved by the Lake Park Town Commission on January 7, 2015. The compensation for this service is \$2907.42 per month. This contract, with the extension, will also expire on April 30, 2015.

The Lake Park CRA and the Town of Lake Park have a need to extend the aforementioned contracts to the end of the fiscal year (September 30, 2015) at which time it is anticipated that new landscape maintenance contracts will commence. The current CWA monthly charges have been budgeted for through September 30th. We propose that CWA agree to an additional five month extension at the current rates while the Town publicly solicits bids for new, five year contracts (an initial three year contract with two, one year extension options). By re-bidding the contract, you will have the opportunity to adjust your rates to reflect current costs and expenses. In addition, the Town will be able to adjust its Fiscal Year 2016 Budget figures to allow for any rate increases that may arise from the competitive bidding process.

Please indicate your acceptance of an additional five month contract extension for both of CWA's current contracts and compensation by signing below and returning to the Town of Lake Park Public Works Department.

Respectfully yours,


J. David Hunt
Director of Public Works

Accepted by:  Date: 3/16/15
Chris Dellago, President CWA

cc: B. McKibbon-Turner, Interim Town Manager
B. Rane, Finance Director
R. Pittman, Project Manager



Public Works
Department

650 Old Dixie Highway
Lake Park, FL 33403
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March 13, 2015

Mr. Chris Dellago, RLA, President
Chris Wayne & Associates, Inc.
15863 97th Drive North
Jupiter, Florida 33478

Chris
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RE: Letter of Agreement
Contract Extension for CRA District Landscape Maintenance
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Respectfully yours,

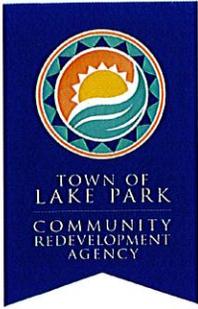
J. David Hunt
J. David Hunt
Director of Public Works

Accepted by: _____

Chris Dellago
Chris Dellago, President CWA

Date: 3/16/15

cc: B. McKibbon-Turner, Interim Town Manager
B. Rane, Finance Director
R. Pittman, Project Manager



CRA
Agenda Request Form

Exhibit "B"

Meeting Date: April 1, 2015

Agenda Item No. 3

Agenda Title: Change in Date of Quarterly Community Redevelopment Agency Board Meetings

- Consent Agenda
- Presentation
- Other
- Discussion/Possible Action
- Resolution

Approved by Executive Director: *[Signature]* Date: 3/23/15
Interim Executive Director

Name/Title

Originating Department: Executive Director	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: None
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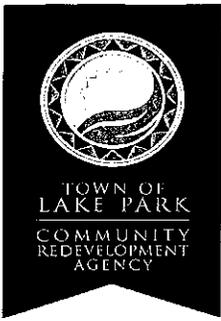
Summary Explanation/Background:

At the October 2, 2013 Community Redevelopment Agency (CRA) meeting, the decision was made to continue holding the CRA Board meetings on a quarterly basis, allowing for Special Call meetings from time to time when warranted by circumstances. Such meetings have taken place during the first month of each fiscal quarter.

In order to better facilitate the approval of the CRA budget, the property and casualty insurance renewals for the new fiscal year, and the CRA Annual Report, staff is recommending that the CRA Board meetings take place during the third month of each fiscal quarter, allowing for Special Call meetings from time to time when warranted by circumstances.

At such time as the CRA becomes more active, the CRA Board may establish a more frequent meeting schedule.

Recommended Motion: I move that the quarterly CRA Board meetings be held during the third week of each fiscal quarter, allowing for Special Call meetings from time to time when warranted by circumstances.



AGENDA

Community Redevelopment Agency Meeting
Wednesday, April 1, 2015, 6:30 pm
Lake Park, Town Hall
535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant		
.....		
Bambi McKibbon-Turner	—	Interim 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/ ROLL CALL

B. PLEDGE OF ALLEGIANCE

**C. SPECIAL PRESENTATION/REPORT
None**

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 Agency 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.

- F. **NEW BUSINESS:**
 - 2. **Award of Extension for Landscape Services Contract** **Tab 2**
 - 3. **Change in Date of Quarterly Community Redevelopment Agency Board Meetings** **Tab 3**

G. **EXECUTIVE DIRECTOR REPORT:**

H. **BOARD MEMBER COMMENTS**

I. **ADJOURNMENT**

The next scheduled CRA Board Meeting will be conducted on July 1, 2015