AGENDA

Community Redevelopment Agency Meeting
Wednesday, May 2, 2012, 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**
Jamie Titcomb	—	**Interim Executive Director**
Thomas J. Baird, Esq.	—	**Agency Attorney**
Vivian Mendez Lemley, 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. PRESENTATION:

1. Community Development Corporation by Erin Flaherty **Tab 1**

F. 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.

G. 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 Board member 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 Agency Clerk. Cards must be submitted before the item is discussed.

Consent Agenda Items Recommended For Approval:

2. CRA Board Meeting Minutes of April 4, 2012 — Tab 2
3. CRA Board Workshop Meeting Minutes of April 11, 2011 — Tab 3

H. DISCUSSION AND POSSIBLE ACTION:

4. CRA Landscape Maintenance — Tab 4
5. CRA Board Workshop Updates of April 11, 2012 — Tab 5
6. CRA Office Lease Space Agreement — Tab 6
7. Separate CRA Board Meetings from Regular Commission Meetings — Tab 7

I. BOARD MEMBER COMMENTS

J. EXECUTIVE DIRECTOR COMMENTS

K. ADJOURNMENT

Presentation

TAB 1

CRA
Agenda Request Form

Meeting Date: **May 2, 2012** Agenda Item No. Tab 1

[ ]	Public Hearing	[ ]	Resolution
[ ]	Ordinance on Second Reading	[X]	**Discussion**
[ ]	Ordinance on First Reading	[ ]	Bid RFP/Award
[ ]	General Approval of Item	[ ]	Consent
[ ]	Presentation	[ ]	Other

SUBJECT: Community Development Corporation Presentation

RECOMMENDED MOTION/ACTION:

Approved by Executive Director _____ **Date:** 4/27/12

Prepared By: Jennifer Spicer, *Economic Development Director*	**Costs: $ 0** **Funding Source:** **Acct. #**	**Attachments:**

Summary Explanation:

The Executive Director- Erin Flaherty of The Community Development Corporation (CDC) will be presenting and explaining the functions, operations and future projects of the CDC.

Consent Agenda

TAB 2

CRA
Agenda Request Form

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

[ ]	Public Hearing	[ ]	Resolution
[ ]	Ordinance on Second Reading	[ ]	Discussion
[ ]	Ordinance on First Reading	[ ]	Bid RFP/Award
[ ]	General Approval of Item	[X]	**Consent**
[ ]	Presentation	[ ]	Other

SUBJECT: **CRA Meeting Minutes of April 4, 2012**

RECOMMENDED MOTION/ACTION: **To approve the CRA Meeting Minutes of April 4, 2012**

Staff Signature Shari Canada **Date:** 4/17/2012

Approved by Executive Director [signature] **Date:** 4/26/12

Prepared By:	Costs: $ 0	Attachments:
Shari Canada, Deputy Agency Clerk	Funding Source:	CRA Agenda Minutes
	Acct. #	

Summary Explanation/Background:

AGENDA

Community Redevelopment Agency Meeting
Wednesday, April 4, 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**
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Consent Agenda Items Recommended For Approval:

1. CRA Board Meeting Minutes of March 7, 2012 — Tab 1

G. **DISCUSSION AND POSSIBLE ACTION:**

2. Revised Draft of the Request for Qualifications for 800 Park Avenue — Tab 2
3. Discussion of Draft Agenda for the April 11, 2012 Workshop — Tab 3
4. Fourth Addendum to the Palm Beach County Sheriff's Office CRA Service Agreement — Tab 4

H. **BOARD MEMBER COMMENTS**

I. **EXECUTIVE DIRECTOR COMMENTS**

J. **ADJOURNMENT**

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, April 4, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, April 4, 2012 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Christiane Francois, Steven Hockman, Jeanine Longtin, and Sue-Ellen Mosler, Interim Executive Director Jamie Titcomb, and Agency Clerk Vivian Lemley. Board Member Tim Stevens arrived at 6:45 p.m.

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	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 6-0

Public Comment:

Cynthia Grey, 503 Sabal Palm Drive, stated that the CRA awarded Don Ramon's $40,000 and asked about the status of the opening of the restaurant. She asked about the budget and if it will be presented as part of the workshop on April 11, 2012.

Chair DuBois stated that the audit is being completed and that the budget for the upcoming fiscal year will not be presented until the summer.

Economic Development Director Jennifer Spicer stated that a full update will be provided at the April 11, 2012 workshop.

Chair DuBois asked if there has been any progress on Don Ramon's.

Economic Development Director Spicer stated that there has been progress and challenges due to the personal issues for the owner and discrepancies in the lease agreement.

Susan Lloyd, 220 Lake Shore Drive, stated that at previous meetings that she stated that the Governor of California Jerry Brown was attempting to disband the CRA in California because it was costing the State too much of the tax payer money, and that it was doing more harm than good and that budget cuts were needed. She stated that she was told at that time by Maria Davis that she was wrong. She stated that on December 29, 2011 the LA Times reported that CRA's in California had been abolished. She stated that Florida Representative Eric Fresen has proposed House Bill 547 regarding the termination of Community Redevelopment Agencies and it will be up for a vote this July. She stated that the bill proposes that communities that want to keep their CRA must perform a forensic audit every five years. She stated that a forensic audit has already been suggested to the Board and she hopes that the Board gives consideration to that suggestion. She asked why was the CRA abolished in California and a bill to terminate the CRA in Florida made. She explained that the reason is that in many cases the CRA costs more than it brings to a community. She stated that she thinks that the CRA workshop is going to be 100% supportive of the CRA and the Town continuing the CRA district. She stated that most people in the Town could care less one way or the other. She stated that Park Avenue looks pretty with empty buildings and all. She stated that the Town has the second highest millage in Palm Beach County and that changes need to be made to the Town's taxes. She requested that the Board be very careful with any decisions they make regarding the CRA district. She stated that the CRA pays $90,000 a year for landscaping in the CRA and that she thinks that the amount is outrageous. She stated that the landscaping contract is up in September 2012 and unless a 30 day letter of termination is give the contract automatically renews for two years. She suggested that the landscaping be rebid to lower the cost and if need be cut back on services. She stated that the same goes for the cleaning service for the CRA office, which is also up in September and has the same automatic renewal clause. She stated that the CRA offices are cleaned twice a week and that she thinks once a week is more than sufficient. She stated that all cost cutting alternatives should be considered. She asked if Public Works can do the landscaping in the CRA.

Erin Flaherty, 639 Evergreen Drive, stated that he is promoting the upcoming Community Development District (CDC) Board meeting. He stated that the meeting will be every third Thursday of the month at Kelsey City Bar & Grill. He stated that the CDC has a website at lakeparkcdc.com and an e-mail address of lakeparkcdc@gmail.com. He stated that on May 2, 2012 he will be making a presentation to the CRA Board about the CDC and its activities.

CONSENT AGENDA:

1. **CRA Board Meeting Minutes of March 7, 2012**

Motion: A motion was made by Board Member Francois to approve the Consent Agenda; Board Member Hockman 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	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 6-0

DISCUSSION AND POSSIBLE ACTION:

2. **Revised Draft of the Request for Qualifications for 800 Park Avenue**

Interim Executive Director Titcomb stated that this item was before the Board at the March 7, 2012 meeting and the Board requested changes to the Request for Qualifications (RFQ). He stated that the item being presented at this meeting is the revised RFQ based on those comments and changes from the Board. He stated that one significant change is that a page has been added that provides that vision, goals and mission statement of the Art on Park Studio and Gallery.

Board Member Hockman asked about the provision that requires that the name Art on Park Studio and Gallery be used and if the CRA is signing over the name to the successful proposal.

Economic Development Director Spicer stated that it is a lease and that the tenant does not get the name. She stated that she does not think that the CRA should allow for the name to change because there is a tenant. She stated that by keeping the name the same that CRA would be keeping the legacy of the past services.

Board Member Hockman asked if the CRA is going to allow the person to put up another sign for their business.

Economic Development Director Spicer is not sure how that would work. She stated that the rental agreement will be in the name of the organization, but the location will be Art on Park Studio and Gallery.

Attorney Baird stated that if the Board wants to keep the name Art on Park Studio and Gallery it needs to be specified in the lease or if the Board wants to allow for it to be changed and that it is basically a point of negotiation between the Board and the tenant.

Chair DuBois stated that it is the Art on Park Building and the business inside the building could have a separate name, but this provision would continue to identify the building as the Art on Park Building.

Economic Development Director Spicer stated that the tenant could use the language Art of Park sponsored by and then the name of the business or association. She recommended that the Board keep the name.

Interim Executive Director Titcomb stated that this is a co-branding situation and is a point of negotiation with the future tenant.

Board Member Mosler stated that after reading the RFQ that her understanding is that the Board is expecting someone to "rent" the building and pay the operating expenses because the CRA cannot "rent" the building at a profit. She asked if the organization that comes in can make money on the activities and services.

Chair DuBois felt that they can make money.

Economic Development Director Spicer stated that she researched and found that a non-profit can make money.

Board Member Mosler stated that her understanding was that the tenant cannot make money because of the loan for the purchase of the building.

Economic Development Director Spicer stated that the CRA cannot make money on the rental or lease of the building other than to cover the operating expenses.

Board Member Mosler asked if the CRA is expecting that opportunities for classes at no charge be provided.

Economic Development Director Spicer stated "yes".

Board Member Stevens stated that in terms of liability to the CRA the lessee's responsibilities include maintaining the property insurance. He stated that the RFQ requires that the "Lessee must provide benefit programs to the community and general public" and that it seems vague and that it could be ironed out in the lease agreement, but as far as the RFQ is concerned he suggested changing the language to "Lessee must

provide a minimum of one free art/craft class to Lake Park residents every week" or something to that effect. He stated that way the proposer understand the CRA's intention. He stated that the vision, mission and goal page was a great addition to the RFQ.

Economic Development Director Spicer asked if the one free art class is something that Board Member Stevens would like to have for the residents or for the general public.

Board Member Stevens stated that he is more concerned about Lake Park residents than the general public.

Board Member Francios stated that the RFQ requires that the lessee operate the facility 7 days a week, for sponsored Lake Park CRA events and the hours of operation must be provided in writing. She asked if the Board is going to request certain hours of operation or will that be up to the tenant and if other business on Park Avenue open on Sunday's.

Economic Development Director Spicer stated that currently a couple of businesses on Park Avenue are open on Sunday's. She stated that the Board requested that the RFQ stated that the facility be opened 7 days a week. She stated that she is not concerned that the gallery be opened at 9:00 a.m. She stated that the attempt is to create a more pedestrian friendly atmosphere on Park Avenue and if the building is going to close at 5:00 p.m. that will not work for the CRA.

Interim Executive Director Titcomb stated that the Board wants to keep a certain amount of flexibility so that when the responses are returned there is some negotiating room and ability to define some of the programmatic details instead of describing it so exactly in the RFQ that no one responds.

Board Member Longtin asked if this will have to go before the CRA and the Commission.

Interim Executive Director Titcomb stated that he believes that this is within the jurisdiction of the CRA Board. But would confirm. He stated that if the Commission were to have to weigh in on this action that it would be duplicative as all the members of the Commission sit on the CRA Board.

Board Member Longtin stated that at the last meeting the requirement of the submittal only being six pages in length was stricken, but the requirement is still in the document.

Interim Executive Director Titcomb stated that was an oversight that will be corrected.

Board Member Longtin stated that the RFQ stated that documents will be available Wednesday, April 10, 2012 and that she thinks that April 10, 2012 is a Tuesday. She asked for an explanation of the statement "The CRA Board also reserves the right to accept any submittals regardless if it's determined that it would be in the CRA's best interest to do so". She stated that she can understand the requirements being like a wish list, but she is not going to want to micromanage the successful proposer. She asked regarding the property insurance if the tenant would be reimbursing the CRA for the property insurance or purchasing their own.

Interim Executive Director Titcomb stated that the intent is to assess the tenant and amortized rate for the property insurance.

Board Member Longtin stated that the tenant is being allowed to use the equipment that is in the building and asked if something should happen to that equipment who is responsible for the maintenance.

Interim Executive Director Titcomb stated that those liabilities would be addressed through the lease agreement.

Board Member Longtin stated that the document needs to be proof read before being released.

Interim Executive Director Titcomb stated that the document will be reviewed and corrections made before the document is released.

Board Member Hockman stated that the RFQ states that the payment of the lease amount is due upon receipt of invoice. He stated that he thought that there was not going to be a lease and that they would be getting the utilities in their name.

Economic Development Director Spicer stated that one of the reasons it is written that way is because the insurance is already paid for the year and that the lease would provide for payment of the insurance premium.

Chair DuBois stated that maybe a better term would be tenancy agreement.

Interim Executive Director Titcomb stated that clarification can be added and the lessee is a common term for tenant in contractual language.

Board Member Hockman asked about the timeframe for the responses.

Economic Development Director Spicer stated that the timeframe is based on a previous RFQ that was a more detailed engineering RFQ and she felt that the timeframe was sufficient to provide a response.

Board Member Hockman asked how many responses did that RFQ receive.

Economic Development Director Spicer stated that she has a list of entities and persons interested in the building that will be notified once the RFQ is released.

Interim Executive Director Titcomb stated that more time can be added to the response date if the Board so directs.

Board Member Hockman stated that he just wants to make sure that the interested parties have a enough time to respond.

Chair DuBois suggested adding a week.

Board Member Hockman stated that he thinks at least a week needs to be added.

Board Member Longtin asked for clarification of "Plans for Maintaining Effective Communication between the Town and Applicant/Lessee. Need or use of Town equipment."

Economic Development Director Spicer stated that there is Town equipment such as security cameras and computer equipment currently in the facility that will remain and this was added so that the need and or use of that equipment would be clearly defined.

Board Member Longtin requested that the language be tighten up and included "Need or use of Town equipment at 800 Park Avenue".

Board Member Mosler stated that the specifics of the equipment would be in the lease agreement.

Chair DuBois stated that a motion could be made to include the changes as discussed and subject to legal sufficiency, spelling and grammar check, extension of time to April 30, 2012, inventory of Town property located at building, and definition of the term lessee

Motion: A motion was made by Board Member Hockman to approve with the changes as discussed; Board Member Francois made the second.

Board Member Stevens asked if the motion includes the change "Lessee must provide benefit programs to the community and general public" to "Lessee must provide a minimum of one free art/craft class to Lake Park residents every week".

Board Member Hockman stated "yes".

Board Member Francois asked if the motion includes changing the submittal date to April 30, 2012 and then the selection date would be the week after that on May 2, 2012 or should it be changed to May 9, 2012.

Interim Executive Director Titcomb recommended that all the dates are adjusted accordingly.

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	X		

Board Member Tim Stevens	X		
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 7-0

3. Discussion of Draft Agenda for the April 11, 2012 Workshop

Interim Executive Director Titcomb stated that at the March 7, 2012 meeting an initial draft agenda was presented and based on the Board's direction the workshop was rescheduled and the items requested were added. He stated that the intent of the workshop is to provide a comprehensive state of the CRA presentation. He stated that there has been some discussion about adding a discussion item regarding the CRA Advisory Committee to the agenda.

Chair DuBois suggested adding the discussion of the CRA Advisory Committee towards the end of the agenda.

Vice-Chair Rumsey asked if the meeting was scheduled for 6:30 p.m.

Interim Executive Director Titcomb stated "yes".

Board Member Longtin asked what outreach is being done to all of the CRA to let them know about the workshop.

Economic Development Director Spicer advised that a flyer is being sent out, and included in the CRA newsletter and on the CRA website.

Interim Executive Director Titcomb stated that staff would not be contacting all the businesses and residents individually. He stated that staff is using the CRA communication methods to make everyone generally aware of the workshop.

Board Member Longtin stated that in her opinion that the CRA has been relegated to three blocks and that very little outreach has been done beyond those three blocks. She stated that she would like staff to reach out to all of the businesses in the CRA.

Chair DuBois suggested sending a post card based on the addresses on the property tax rolls.

Economic Development Director Spicer stated that all suggestions for outreach are welcome.

Interim Executive Director Titcomb stated that staff would work to get notification out to as many property owners in the CRA as possible.

Board Member Francois suggested placing an ad in the newspaper.

Board Member Longtin stated that an ad was too costly and agreed with the suggestion of a post card.

Chair DuBois suggested contacting Jodie Wagner with the Palm Beach Post.

Board Member Stevens stated that he supports notifying everyone in the CRA and asked if there was a master list of property owners.

Economic Development Director Spicer stated that she has a master list. She stated that when she started she was advised that to collect e-mail addresses for the business on Park Avenue, 10th Street and the industrial area. She stated that all those e-mail addresses receive the CRA newsletter.

Chair DuBois stated that if he is provided with a phone list he will call the businesses and advise them of the workshop.

Economic Development Director Spicer stated that she would provide Mayor DuBois the list.

Attorney Baird stated that he has a conflict on April 11, 2012 and that in the past he has not attended workshop meetings and wanted to know if the Board desired for himself or a representative to be at the workshop. He stated that the reason he has not attended workshops in the past is because no formal action can be taken at a workshop.

Chair DuBois stated that during the workshop as questions come across for the Attorney a list will be developed to address at a later time.

Attorney Baird stated that in review of the draft agenda that he did not see any item that were particularly legal in nature.

Board Member Mosler stated that it was her understanding that the purpose of the workshop was to determine if the Board wants to continue with in-house management or outsource the management of the CRA.

Chair DuBois stated that is one of the items to be discussed at the workshop.

Board Member Mosler stated that she thought that was the primary reason for the workshop.

Chair DuBois stated that item two on the draft agenda is presentations from CRA management firms and it looks like the agenda has been added to in order to provide additional information to the Board.

Board Member Hockman asked if the Board will receive the agenda and presentation on the Friday before the workshop.

Interim Executive Director Titcomb stated that yes the Board will receive a copy of the presentation, but it will not be on the same time line the Board is used to because components of the presentation are being added and developed right up until the meeting. He stated that the Board will receive a copy of the presentation in advance of the meeting.

Chair DuBois asked if staff could reach out to the Palm Beach County delegation and advise them of the workshop so that they can come and see what is happening in the Lake Park CRA. He stated that agenda is a comprehensive overview of the CRA.

Interim Executive Director Titcomb stated that he would invite any persons that the Board desired and requested that the Board Member forward that information to him.

Board Member Longtin asked if the copy of the presentation will be placed on the website for public access.

Interim Executive Director Titcomb stated that if that is the Board's request he will make sure it is done. He stated that he wants to be clear that the content from the invited presenters are bringing that information with them to the workshop.

Board Member Longtin stated that any information that the presenters bring to the workshop could be added to the information on the website.

4. **Fourth Addendum to the Palm Beach County Sheriff's Office CRA Service Agreement**

Interim Executive Director Titcomb stated that the current Palm Beach County Sheriff's Office CRA service agreement is expiring and this item is seeking the renewal of the contract. He stated that he has reached out to Major Smith with the Palm Beach Sheriff's office regarding the CRA's concerns regarding the extension of the contract and the various options. He stated that the Sheriff's Office has expressed their desire to work with the CRA to continue to provide services. He stated that there is a cancellation clause in the contract where either party can cancel the agreement with appropriate notice. He stated that he is recommending that the Board execute the fourth addendum to this agreement.

Board Member Mosler asked how much of the total amount the contract is salary and how much is equipment.

Interim Executive Director Titcomb stated that the aggregate total of the contract is the total cost of a deputy, equipment and carrying costs dedicated into that position. He stated that he did not break it down into salary versus benefits versus equipment.

Board Member Francois asked when the one deputy at 8 hours per day would be working and if it is mostly at night.

Economic Development Director Spicer stated that the deputy does not have a set schedule right now because they do not want people to get used to seeing them at a set time.

Board Member Stevens asked what the timeframe for notification was on the termination of the agreement.

Lt Palenzuela stated that there are some other options to save money and he will meet with the Interim Executive Director and suggested the use of a closed detail.

Chair DuBois requested that the CRA advise the Sheriff's office as soon as possible if for any reason the CRA would have to terminate the agreement.

Board Member Hockman asked what was the rate for the closed detail.

Lt. Palenzuela stated that he thinks the vendor rate if $40.00 an hour, but the CRA may get a discount.

Board Member Hockman stated the per the contract the CRA has the right to hire an additional deputy at $37.76 per hour. He stated that at that rate for 56 hours per week at 52 weeks it come out to $109,000 per year. He stated that would give 8 hours 7 days a week. He stated that he talked to the Interim Executive Director and requested that this contract be only 6 months so that it is on the same calendar as the budget.

Attorney Baird stated that this is a 12 month contract and stated that the Board would have to provide notice to terminate this contract in August in order to enter into a new agreement in October for 12 months in order to correspond with the fiscal year.

Board Member Hockman stated that is why he recommended changing this contract to a six month contract.

Interim Executive Director Titcomb stated that to change this to a six month contract instead of renewing this contract and terminating and entering into a new contract in October would trigger a more complex process involving legal review and other processes.

Vice-Chair Rumsey asked Board Member Hockman if it is his intent to make this a six month contract.

Board Member Hockman stated yes, but just to have to contract correspond with the fiscal year.

Board Member Longtin asked if it would be viable to use a security service like at the Marina for the CRA only instead of the Sheriff's Office. She stated that the Sheriff's Office cost is $9,300.00 per month. She stated that there are armed security services.

Chair DuBois stated that he thought that a motion could include approving this agreement and to start looking at other alternatives and there is a termination clause in the Sheriff's

Office contract if another alternative is found. He stated that it takes time to put out a Request for Proposal and receive responses and by approving the agreement with the Sheriff's Office services would continue to be provided.

Board Member Stevens stated that he crunched the numbers and that the CRA is paying $54.00 per hour for the Deputy and that the recently approved Marina Security agreement the cost was about $14.00 per hour and assuming the same deal would be extended to the CRA, the CRA would get 4.1 security guards for the cost of 1 Deputy. He stated that a security officer is not as well trained and equipped as a Deputy, but would offer a larger security presence and if they are not armed that they would have cell phones and be just a phone call away from the 21 Deputies that serve the Town. He stated that looking at the budget something is going to have to give with the cost of services in the CRA. He stated that the cost of the Sheriff's Office contract for 6 months is $54,000 for 1 Deputy and in comparison to the Marina Security agreement the same cost could provide 2 security officers for an entire year. He stated that having a security presence in the CRA is a top priority of the CRA.

Board Member Longtin asked if the term of the renewal is being changed. She stated that according to the agreement the term is May 1, 2012 through May 1, 2013.

Chair DuBois stated that it is his understanding that the date will be changed.

Interim Executive Director Titcomb stated that the change in the term would have to be approved by the Palm Beach Sheriff's Office as well.

Board Member Longtin stated that the Board could approve the agreement as is with a 60 day termination clause.

Interim Executive Director Titcomb stated that is the recommendation of staff.

Chair DuBois stated that the recommendation of staff is to approve the agreement with the understanding that there is a 60 day out and to direct staff to evaluate other alternatives to providing security services within the CRA.

Board Member Stevens asked if staff is certain that the agreement has a 60 termination clause because that is not specified in the addendum.

Interim Executive Director Titcomb stated that the termination clause is in the base contract and not listed in the addendum.

Motion: A motion was made by Board Member Francois to approve the Fourth Addendum to the Palm Beach County Sheriff's Office CRA Service Agreement and to direct staff to review alternatives for providing security services within the CRA and to bring back as soon as possible; Board Member Mosler made the second.

Interim Executive Director Titcomb recommended that this item be placed on the April 11, 2012 CRA workshop agenda for discussion in order to solicit suggestions from the residents and businesses in the CRA.

Chair DuBois stated that he would like to have a Finance Director to understand what is available for funding. He stated that it is unknown at this time if the CRA has the minimum funding for a private security firm. He stated that he would like to have that information before the Board decides to jump ship on the Sheriff's Office.

Board Member Hockman asked if staff would have enough time to get with the Sheriff's Office to get additional information regarding alternatives and their cost.

Interim Executive Director Titcomb stated that he would have that conversation with the Sheriff's Office.

Chair DuBois stated that he would like to see the level of services that has been budgeted be maintained.

Board Member Stevens stated that he will be voting no on this item because according to his calculation that if the Board moves forward with this agreement the CRA will not be able to pay for security services after October 1, 2012.

Chair DuBois stated that is his understanding also and that is why he was interested in the 60 day clause and notifying the Sheriff's Office as soon as possible that the CRA is considering the termination of the agreement, or other alterntives.

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	X		
Board Member Tim Stevens		X	
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-2

COMMENTS BY BOARD MEMBERS AND EXECUTIVE DIRECTOR

Board Member Mosler no comments.

Board Member Francois stated that she would be out of Town for the April 11, 2012 workshop. She wished everyone a happy Easter.

Board Member Hockman encouraged everyone to attend and participate in the April, 11, 2012 workshop.

Board Member Longtin wished everyone a happy Easter.

Board Member Stevens stated that he was looking forward to the workshop on April 11, 2012 at 6:30 p.m.

Vice-Chair Rumsey asked for Board consensus regarding possible actions against Hot Pot to remove the grant or loan that the CRA gave them. He stated that the grant/loan was given 16 months ago and that there has been no action on the property.

Board Member Mosler stated that Hot Pot has had trouble with the Fire Department and had to do a complete reconstruction of a wall. She stated that Seacoast Utility Authority has held them up for several months because of a grease trap they purchased, that they thought was per specification, and the utility authority did not approve. She stated that Hot Pot wants to be open because of the money spent on the property.

Vice-Chair Rumsey stated that if that is the case that he can have his mind changed, but that he has seen no action at all.

Chair DuBois suggested getting a report from administration instead of incurring legal costs for legal review of Hot Pot.

Vice-Chair Rumsey stated that he is fine with that and that he is willing to wait until the workshop when staff provides a comprehensive review of projects in the CRA.

Interim Executive Director Titcomb stated that the status update on all the projects in the CRA will be a part of the CRA workshop presentation.

Chair DuBois thanked staff for their hard work.

Interim Executive Director Titcomb 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 Stevens, and by unanimous vote, the meeting adjourned at 8:00 p.m.

_____
Chair, James DuBois

_____
Deputy Agency Clerk, Shari Canada, CMC

_____
Agency Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012

TAB 3

CRA
Agenda Request Form

Meeting Date: May 2, 2012 **Agenda Item No.** Tab 3

[ ]	Public Hearing	[ ]	Resolution
[ ]	Ordinance on Second Reading	[ ]	Discussion
[ ]	Ordinance on First Reading	[ ]	Bid RFP/Award
[ ]	General Approval of Item	**[X]**	**Consent**
[ ]	Presentation	[ ]	Other

SUBJECT: **CRA Workshop Minutes of April 11, 2012**

RECOMMENDED MOTION/ACTION: **To approve the CRA Workshop Minutes of April 11, 2012**

Staff Signature Shari Canada **Date:** 4/26/2012

Approved by Executive Director **Date:** 4/27/2012

Prepared By:	Costs: $ 0	Attachments:
Shari Canada, Deputy Agency Clerk	Funding Source:	CRA Agenda Minutes Exhibit "A"
	Acct. #	

Summary Explanation/Background:

AGENDA

Community Redevelopment Agency Workshop
Wednesday, April 11, 2012, 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**
Jaime Titcomb	—	**Interim Executive Director**
Thomas J. Baird, Esq.	—	**Agency Attorney**
Vivian Mendez Lemley , 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. SPECIAL INVITATION SPOKESPERSONS:

- **Ed Chase – CEO Northern Palm Beach Chamber**
- **Shawn E. Rowan – Assistant Vice President, Business Development Board**
- **Sherry Howard – Director, Palm Beach County Department of Economic Sustainability**

F. **CRA MANAGEMENT FIRMS PRESENTATIONS:**

- **Jeff Oris – PAR Consultants, Inc.**
- **Christopher J. Brown – Principal, Redevelopment Management Associates (RMA)**
- **Kim Briesemeister – Principal, Redevelopment Management Associates (RMA)**

G. **CRA BOUNDARY MAP AND ZONING DESCRIPTION:**

- **Nadia DiTommaso – Community Development Director**

H. **CRA OVERVIEW;**

- **Lake Park CRA Facts**
- **The Vision and Focus Areas**
- **Required, Ongoing Responsibilities for CRA Completion**

I. **CRA PRESENTATION:**

- **Update and Overview on Existing Projects, Properties and Agreements**
- **Challenges Facing our CRA**
- **Public Infrastructure Road Conditions/Drainage/Lighting – Richard Pittman**
- **CRA Financial Status – Deborah Dorion**
- **A "Wish List" of Resources and Partners to Improve Our CRA Outcomes**

J. **CRA Advisory Committee:**

- **Nadia DiTommaso – Community Development Director**

K. **PUBLIC COMMENT:**

L. **BOARD MEMBER COMMENTS AND EXECUTIVE DIRECTOR COMMENTS**

M. **ADJOURNMENT**

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Workshop
Wednesday, April 11, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, April 11, 2012 at 6:35 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Steven Hockman, Jeanine Longtin, Sue-Ellen Mosler, Interim Executive Director Jamie Titcomb, and Agency Clerk Vivian Lemley. Board Member Christiane Francois was absent and Board Member Stevens arrived at 6:49 p.m..

Vice-Chair Rumsey led the Pledge of Allegiance.
Agency Clerk Vivian Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA
One presenter change will be made during item F, CRA Management Firm Presentation.

Motion: A motion was made by Board member Hockman to approve the Agenda as amended; Vice-Chair Rumsey made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois			Absent
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens			Arrived at 6:49 p.m.
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-0

Special Invitation Spokespersons:
Ed Chase – CEO Northern Palm Beach Chamber

Interim Town Manager Jamie Titcomb explained that the purpose of the Workshop was to provide the Board with the state of the CRA and an overview from staff as well as

other assorted government partners. He introduced Ed Chase as the CEO and President of the Northern Palm Beach County Chamber of Commerce.

Mr. Chase introduced himself and thanked the Board for the invitation to come and speak before them. He thanked Chair DuBois, Vice-Chair Rumsey, and Economic Development Director Jennifer Spicer for being active members in the Chamber, as the Town had not been active for many years. He explained that by being active with the Chamber it has allowed the CRA to interact with members from the Economic Development Board as well as the Business Development Board (BDB) where best practice measures are shared and better business relationships are formed. He explained what a business friendly Town means to the Chamber and how sharing ideas with other municipalities establishes a business friendly relationship. He stated that there are times when saying no to the Chamber is best for that municipality and sharing different alternatives can be a benefit. He compared the BDB to CRA's and stated that there are limited resources to use as well as financing. He explained how the BDB has been successful by paying close attention to detail and making every business that they interact with feel as though their business is the most important. He stated that by outsourcing the CRA some history and detail can be missed. He explained that to have a successful CRA the relationships with the Chamber and other entities must be solid and currently they are solid. He stated that the Chamber is available to assist in any way they can and opened the discuss for questions.

Board Member Mosler asked how can the different entities get involved with the Town business. She explained that most small businesses have deadlines that are difficult to meet and how helpful it would be to have an experienced person assist with the process.

Mr. Chase explained that when the elected officials or staff attends the Chamber meetings best practice ideas are shared and therefore they can bring that information back to the Town and implement it.

Vice-Chair Rumsey agreed that the history and knowledge base of staff of the CRA is important, but can also see the flip side of it. He gave an example of how if an outsource company is working for multiple CRA and a business owner is looking to locate a spot for their business, the outsource company can assist the business is placing that business is the best spot possible because of the relationships it has with other CRA's. He wanted to know if an outsource company could learn the CRA as well as staff.

Mr. Chase explained that an outsource company can learn all there is to know about the CRA, but more importantly, he felt was the relationship with other CRA's in the area.

Vice-Chair Rumsey thanked Mr. Chase for attending the meeting and for speaking to the Board.

Chair DuBois explained that at a recent CRA Board meeting he had identified the Chamber and the BDB as stakeholders to the CRA because of the regional impact and concern for the economic well being of municipalities in their region.

Mr. Chase thanked everyone on the Board.

Shawn E. Rowan, Assistant Vice-President, Business Development Board (BDB)

Interim Town Manager Titcomb introduced Shawn Rowan of the BDB and stated that the BDB is contracted with Palm Beach County as the point contact for marketing, bundling economic development opportunities with small to large businesses to assist companies with find locations and incentives for their businesses.

Mr. Rowan thanked the Board for inviting him and for being an active participant in the BDB. He stated that the relationship between the BDB and the CRA is well valued. He stated that a key to the BDB's success is not only customer service but the relationships with municipalities and CRA's throughout the County. He stated that he wanted to provide information on the type of companies that the BDB works with and provide additional information for the Board to consider when evaluating improvements and changes to the CRA. He stated that the primary mission of the BDB is to grow and diversify the economy of Palm Beach County through the relocation, retention and expansion of businesses into Palm Beach County. He stated that they work with businesses in targeted industries such as aviation/aerospace engineering, life sciences, IT communications, business financial services, headquarters, clean energy and manufacturing. He stated what the companies are looking for is space. He stated that the BDB was able to identify 17 commercial/industrial use buildings in Lake Park that has available space and out the 17 buildings only 2 have 5,000 or more square feet, but none have 10,000. He stated that Lake Park does not have the opportunities available that most of the companies that the BDB work with require. He explained that Lake Park does not have any class A or class B office space which is also prohibitive to attracting the types of companies the BDB works with. He stated that one of the drivers for companies to relocate or expand is the available space. He stated that fortunately the Town does have two shovel ready sites within the Town. He stated however due to the availability of already built space most companies are not looking to build on raw land and those who are interested there is unusually and incentive that is needed. He stated that the CRA may want to evaluate some business incentive programs such as tenant lease grants, façade grants, and other incentives to attract businesses to the CRA.

Vice-Chair Rumsey stated that the Town is within the Bioscience Overlay and that one of the things he keeps hearing is that Biosciences is never going to come out this far that the Town is at the very edge of it and that the Town is not convenient for these companies.

Mr. Rowan stated that there is some validity to that statement, but not totally. He stated that most of the life sciences companies are working to come to the area closer to Scripps. He stated that he thinks that the issue is not the distance, but the availability of already built space.

Chair DuBois stated that he is surprised at the few amount of qualified properties in Lake Park. He stated that this is an opportunity to look at what the CRA has and what redevelopment would be appropriate and when. He stated that some of the buildings in the Town are older and that maybe the world has moved on from the purposes for which they were built. He stated that he is aware of the shovel ready properties and wondered if the Town and the BDB could work together by contacting the property owners and ask them to apply to be a part of the inventory of available property.

Mr. Rowan stated that he would agree and that it would benefit the CRA and the BDB. He stated that the list of available space that the BDB has may not be a complete listing of available space in the Town. As an example the space has only been advertised in the window of the building and not with a listing service.

Vice-Chair Rumsey asked how the CRA gets that space into the BDB database.

Mr. Rowen stated that the BDB is adding a feature on their website that allows entities to search for available buildings and land within Palm Beach County. He stated the BDB is asking for broker, property owners and listing agents to contact the BDB and provide information for the database. He stated that launch of this program is expected within the next few weeks.

Chair DuBois stated that providing the BDB with information about available space in the CRA should be one of the goals that the Board sets and creating an inventory of shovel ready properties and space over 10,000 square feet. He started that there is a substantial industrial area in the CRA. He stated that the industrial area is heavy in the automotive area, but there is also aeronautic, medical supply and medical industry uses. He stated that he feels that it is important to indentify these spaces to the BDB so that the BDB can market these spaces on behalf of the Town.

Mr. Rowen stated that he agreed and that space is the primary obstacle to having companies come to Palm Beach County.

Chair DuBois stated that the Town's proximate to I-95, Florida Turnpike and US1 make the Town ideally situated for businesses. He stated improvements on Old Dixie Highway and the improvement of Silver Beach Road between Dixie Highway and Congress Avenue are important to attracting business. He stated a good infrastructure is key.

Vice-Chair Rumsey asked where the smaller shovel ready property is located.

Economic Development Director Spicer stated that the smaller shovel ready property is one acre and is located on Water Tower Road and 15th Street on the south side of the street.

Board Member Mosler asked if these properties are for sale.

Mr. Rowen stated that the properties are for sale and are represented by Applefield. He explained in order for a property to be considered shovel ready the property must be for sale or for long term lease.

Chair DuBois asked about the absorption rate of commercial property in Palm Beach County.

Mr. Rowen stated that available built space is what companies are looking for right now and there are a lot of deals to be had. He stated that for this fiscal year for the companies that the BDB has announced over 700,000 square feet in existing commercial space will

have been absorbed. He stated that in the last fiscal year over 500,000 square feet was absorbed. He explained that recently companies have expressed interest in raw land for new construction of commercial space.

Chair DuBois stated that the CRA's challenge is putting together lots for redevelopment.

Mr. Rowen stated that when a company is looking for cleared or vacant land versus redevelopment it depends on the type of company and their specific needs and the cost associated. He stated that it is early for development on clear or vacant land or redevelopment to occur, but the BDB is expecting to see this type of development and redevelopment to start happening again in five years on a larger scale. He stated that until the existing commercial space is absorbed there is more activity in these types of properties because they require minimal improvements or build-out.

Interim Executive Director Titcomb stated that two other tools available to the Board that bring together the business community and intergovernmental partners are the Palm Beach County Economic Council and the Six Pillars Program. He stated that the Palm Beach County Economic Council is working on a Streamlined Regulatory Process which has brought together businesses and intergovernmental partners to look at ways to streamline the various permit processes and regulatory agency approvals to make the process easier and more cost effective. He explained that the Six Pillars Program is attempting to do the same thing as the Streamline Regulatory Process, but on a State-wide scale.

Chair DuBois asked if the CRA has indentified a Pillar that the CRA is most concerned with.

Interim Executive Director Titcomb stated "no", but all six Pillars are considered important in the development and redevelopment of the CRA. He stated that all the Pillars needs to be considered when looking at development and redevelopment within the CRA.

Chair DuBois stated that it is hard to put resources to all six Pillars, but if the Board could identify just one as a central core concern for the CRA.

Interim Executive Director Titcomb stated that the Board could identify one Pillar and determine where to best leverage the CRA's resources.

Sherry Howard, Director, Palm Beach County Department of Economic Sustainability

Interim Executive Director Titcomb introduced Sherry Howard, Director, Palm Beach County Department of Economic Sustainability.

Sherry Howard, Director, Palm Beach County Department of Economic Sustainability stated that the Department is a newly formed Department that combines business assistance, housing assistance and community development assistance because they are all important component of economic development and sustainability. She stated the

reason the departments were combined was to streamline the funding sources and efforts in these areas. She stated that the Department has worked with the Town in all of these categories. She stated that 10 of 11 businesses have received assistance through the Develop Regions Grant which assists with the expansion of businesses and facades. She stated that approximately 20 low interest mortgages have been awarded to single family homes in the community. She explained that additionally there are programs through Community Development Block Grant (CDBG) such as the drainage on Flagler Boulevard and the improvements at Bert Bostrom Park. She stated that from the business prospective the Department has a number of programs. She explained the Section 108 Loan Program, which are low interest long term loan for established businesses, three years or more of financials, and that two businesses in the CRA are in this loan process currently. She explained the Energy Loan Program which is a low interest loan for businesses to retrofit toward green initiatives. She explained that the Department also handles the Industrial Revenue Bond Program, Ad Valorem Tax Exemptions, Enterprise Zones and Urban Job Tax Credits. She stated that the CRA is eligible for the Urban Job Tax Credits which is a $1,500.00 per job incentive program and is a lucrative incentive to offer businesses through the Technical Enterprise and Development Center (TED) Center. She stated that the Department handles a lot of the Federal and County funding for start-up businesses. She explained the services offered to start-up businesses throughout the County. She explained the resources and partnerships that the Department has available that would be available for businesses within the CRA to utilize. She stated that industrial leasing has been up 40% over the last year. She stated that employment has been the highest in the County in healthcare, hospitality, tourism, professional business and finance services. She stated the County's star cluster industries, which are industries with a higher concentration in Palm Beach County than nationally, are aerospace, hospitality, business and financial services and agricultural products. She stated that it sounds like Lake Park is right on the industries that are growing in the County. She stated that a new economic tool is the Palm Beach Interactive. She explained the Palm Beach Interactive is a partnership between the Property Appraiser's Office, County Planning and Zoning Department, GIS Department, and the Department of Economic Sustainability in the creation of a real time tool that provides various information regarding properties within the County. She stated that she is currently working with the municipalities to include their zoning and land use information.

Vice-Chair Rumsey asked about the TED Center.

Ms. Howard stated that the TED Center is the Technical Enterprise and Development Center. She explained that the Center provides services to start-up companies.

Vice-Chair Rumsey stated that if a space in the CRA was to have a business incubator would the TED Center be able to provide services.

Ms. Howard explained that the TED Center has space within its facility; however they are looking for additional incubation space.

Vice-Chair Rumsey stated that he thinks that incubators are one of the best things the Board could look at for the community. He stated that businesses that start in incubators will often stay on the community that they started in. He stated that if the CRA can be a

welcoming location to start off some of these businesses when they have the desire to move outside of the incubator they will stay in Lake Park and if the Board can create that kind of sustainability it will be a benefit to the community.

Chair DuBois stated that the Town does not have GIS capability currently, but the Town is affiliated with Seacoast Utility Authority that does and suggested pursuing with Seacoast Utility Authority to provide this information to the County for the Palm Beach County Interactive.

Board Member Stevens asked about making Lake Park's available spaces more attractive does the CRA have competitive advantages over other areas that the CRA should be highlighting or advertising.

Ms. Howard stated that the small town feel is an advantage and attractive. She stated to keep all the tools and be knowledgeable about them that will create an advantage when talking to the business.

Board Member Stevens asked if there is any anchor business or industry that the CRA should be focusing on to attract similar business to the CRA.

Ms. Howard stated that industries such as aerospace want to be close to other companies within the industry and if the CRA already has companies within that industry in the CRA then it might be a good place to focus.

Board Member Longtin stated that the Department of Economic Sustainability offers a lot of programs to the CRA and businesses. She asked if the Board decided to outsource the management of the CRA to an outside firm will the Department of Economic Sustainability work with that entity.

Ms. Howard stated "yes".

CRA Management Firms Presentations:

Interim Executive Director Titcomb stated that CRA Management Firms are present to make presentation to the Board.

Chair DuBois introduced State Representative Mack Bernard and stated that the Board is very happy to have State Representative Bernard at the meeting.

Economic Development Director Spicer stated that per the Board's direction she arranged for two companies to attend the workshop and make a presentation to the Board. She introduced Jeff Oris from Planning and Redevelopment Consultants, Inc.

Jeff Oris, Planning and Redevelopment Consultants, Inc.

Jeff Oris stated that the company is based in Coconut Creek, Florida. He stated that he will provide an overview of the company, answer the questions that were provided and answer any other questions. He explained that the firm is three years old and he started

the company after leaving Martin County. He stated he was the Community Development Director for Martin County and he had responsibilities for economic development, affordable housing, CDBG and other grants, and oversight of the seven CRA districts in the County. He started this firm because there was a demand to provide services particularly to CRAs. He stated that he was the CRA Director for the City of Margate, Florida. He explained that the firm has three associates and all have experience working with CRAs. He stated that the firm has experience with various CRAs throughout the State of Florida as a consultant or a staff member. He stated that his firm has experience in writing redevelopment plans and studies. He stated that three members of the firm are Certified Planners and that he is a Certified Economic Developer. He answered the questions provided by the Town:

- What type of services do you offer?

He stated that his firm can provide planning services, GIS services, redevelopment, economic development services, annexation studies, and market studies.

- What municipalities have you assisted and currently assisting?

He stated that the firm is currently assisting Tamarac, Satellite Beach and Miami Springs, as a sub consultant.

- Are your fees based on the number of acres?

He stated that fees are not based on the number of acres in the CRA. He stated that the cost is based on the amount of time spent working for the CRA either of a set rate per project or on an hourly rate whichever works best.

- What are your areas of expertise?

He stated that the firms expertise are in Planning, Economics and Economic Development, and CDBG grant programs.

- How do you handle staffing and in what capacities?

He stated that there is himself and three associate members in the firm. He explained that the associates come in a contractual basis based on the project. He stated keeping everybody on staff does not work. He stated that each member of the firm has assigned responsibilities and are assigned to each project by contract for a fee. He stated that this allows the firm to bring in specific expertise as needed.

- What is the company's overview of project and challenges?

He stated that the firm is working as a sub consultant administering a CRA, and work with non-profit organizations.

He stated that all the members of his firm work with the Florida Redevelopment Association and that he is a Past President of the Association. He stated that he is the trainer for the CRA Basic course offered through the Florida Redevelopment Association's certification program. He stated that it is important that the project and programs that the CRA moves forward with are a part of the CRA Plan. He stated that one of biggest problems he has seen across the State is that the CRA is not following their plan. He stated that the CRA Plan is essential to the work plan and that the CRA cannot undertake activities not described in the CRA Plan. He suggested before starting

any project or program to make sure that it can be justified in the CRA Plan. He stated that it is not difficult to amend the Plan.

Interim Executive Director Titcomb stated that the Plan that the CRA is using is the 2010 CRA Plan, copies are available and it is also online.

Mr. Oris suggested having the justification for the project or program included in the material for the agenda. He stated that CRAs are receiving more and more scrutiny on following their Plan.

Board Member Mosler asked what happens if the CRA does something that is not in the Plan.

Mr. Oris explained that there are no penalties for not following the Plan. He stated that in most instances what will happen is an affected party can sue the CRA for money to be paid back. He stated in the past the penalty has been the negative newspaper article.

Board Member Hockman asked if Mr. Oris reviewed the CRA and the budget.

Mr. Oris stated he review the budget, the plan and drove around the CRA.

Board Member Hockman asked how many other CRAs has he dealt with that are similar to the Lake Park CRA.

Mr. Oris explained that he has worked with a number of CRAs of this size, but outside the State of Florida. He stated the CRA that is about the same size is in the City of Calloway, Florida. He stated that he did their blight study and wrote a redevelopment plan for that City.

Board Member Hockman asked if Mr. Oris see growth that can happen in a small CRA.

Mr. Oris stated yes in the industrial zone. He stated that the hot industries relative to redevelopment are multi-family and industrial. He stated that the CRA has vacant and underutilized space in the industrial area.

Board Member Hockman asked if Mr. Oris has seen a CRA focus on an Art District and prosper.

Mr. Oris stated that if the CRA has a focus and an appropriate marketing tool it can happen. He stated that recently the economic market has hurt almost everybody. He explained that the most important thing a CRA can do right now is plan so when it is time to redevelop it is ready to redevelop.

Vice-Chair Rumsey asked Mr. Oris what in the budget jumps out.

Mr. Oris stated that the CRA is spending too much on administration.

Vice-Chair Rumsey asked if that was from the CRA putting department's percentages into the CRA or is that individual spending.

Mr. Oris stated that he thinks it is from the percentages and his questions were how where the percentages justified and how where they calculated.

Vice-Chair Rumsey stated that one of the things that the Board continues to hear and believe is that the financial situation for the CRA Tax Increment Financing (TIF) funding will not be rebounding anytime soon and it will probably get worse before it gets better and asked Mr. Oris how much longer does he think it will be.

Mr. Oris stated that the downturn in TIF will last 2 more years. He stated that the bigger problem will be how the legislator has artificially capped the way municipalities raise taxes. He stated that the requirement to have a super majority vote in order to raise taxes over the previous year's roll-back rate will cause the increment to grow extremely slowly.

Vice-Chair Rumsey asked Mr. Oris if he can work with the budget.

Mr. Oris stated "yes".

Vice-Chair Rumsey stated that Mr. Oris stated that the industrial area is one of the CRA's most potentially positive areas. He asked what Mr. Oris thought of "live work redevelopment" as far as the industrial buildings in the CRA.

Mr. Oris stated that it depends on where the buildings are situated and how it works. He stated that housing needs to be in a place that makes sense to have people living, not if the housing is dead smack in the industrial zone. He explained that if the housing is closer to a residential type area and there is commercial that can be walked to for living necessities it can potentially work.

Vice-Chair Rumsey stated that he has seen in other communities where old factories where turned into live work spaces and it developed into a nice area of the community. The area was primarily filled with home businesses and artists and has wondered if that concept would work in the Lake Park Industrial District.

Mr. Oris stated that he thinks it is possible as long as there is an opportunity to have other amenities not too far away.

Board Member Longtin asked how Mr. Oris found out about the opportunity to come and speak before the Board.

Mr. Oris stated that Economic Development Director Jennifer Spicer contacted him, asked him if he does this type of work and sent the questions to him and invited him to come and participate.

Board Member Longtin asked what the procedure is for outsourcing the management of the CRA.

Mr. Oris stated that there are two ways to do it, the first is through a Request for Proposals (RFP); the second is the CRA can choose a firm to do it. He stated that generally the services that he would provide to the CRA are not covered under the Consultants Competitive Negotiation Act (CCNA) so the CRA could choose to negotiate with a firm and proceed from there.

Board Member Longtin stated that she hears people in government talk about creating of jobs and that government does not create jobs. She stated that she believes in the private sector and the private sector can do its job if government gets out of the way. She asked how Mr. Oris would suggest that the CRA get out of the way to allow businesses to come in. She explained that she believes in incentives, however she does not believe in grants and loans. She stated that incentives such as making the permit process easier, and asked Mr. Oris for his recommendations.

Mr. Oris stated that most important thing is to put yourself in the shoes of the business owner and determine if what the business owner is being asked to do makes sense.

Board Member Longtin asked if Mr. Oris has made recommendations to the municipalities he has worked for regarding their code.

Mr. Oris stated "yes".

Board Member Longtin asked about the Audit General's report and where is can be found.

Mr. Oris explained that the State Auditor General reviewed a number of CRAs and he thinks that it is still on the Auditor General's website. He stated he has a copy and he would provide it to Economic Development Director Spicer if the Board so desired.

Chair DuBois stated that right now the TIF is set at the year 1996 rate and that is just far enough back that the current recession values are probably not below the values in 1996. He asked if Mr. Oris has found other CRAs that are hitting rock bottom due to the current economic situation.

Mr. Oris stated that because of the relationship between the taxable value and what the CRA is collecting that a CRA created after 2000 is seeing incredible pressure and some may not have a TIF anymore. He stated that a CRA that borrowed heavy against the TIF are having difficulty making debt payments.

Chair DuBois asked if these problems are common.

Mr. Oris stated that it is more common than anyone wants to admit. He stated that it is not wide spread, but there are a number of CRAs that their debt service is a problem.

Chair DuBois asked what are the remedies.

Mr. Oris stated that what he has seen is debt restricting or finance stop gap. He stated that in a lot of instances the CRA is borrowing from the parent government which is the municipality and spreading the debt out over a longer period of time.

Board Member Longtin felt that the Board has not had a true financial picture of the CRA in the last four years and would like for someone to come in and go through and tell the Board what the true situation is. She stated that to look at the CRA and base it on the base year could be worse, to say the CRA is losing money every years well it is not. She stated that the CRA cannot lose money it never had, it is not as bad a picture as sometimes painted. She asked if the Board were to outsource the management of the CRA through an RFP/RFQ what exactly do the firms submit and what is the Board asking for to be included in the submittals.

Mr. Oris stated that the RFP/RFQ would be much the same as any other service or product the Board would be buying. He stated that the RFP/RFQ would outline what the Board is seeking in a consultant and the respondents would contain information that would show that the firm has the experience and expertise to provide the services requested. He stated that the CRA can asked the Redevelopment Association to assist the Town in finding someone to write the RFP/RFQ for the CRA.

Kim Briesemeister, Principal, Redevelopment Management Associates (RMA)

Economic Development Director Spicer introduced Kim Briesemeister.

Kim Briesemeister introduced herself and provided a brief history of the firm and her expertise.

Interim Executive Director Titcomb asked Ms. Briesemeister if she is the substitute for Mr. Chris Brown.

Ms. Briesemeister stated no, that she is the other principal of RMA and that herself and Chris Brown are partners. She also introduced at the meeting is Ms. McCormick, Vice President of Marketing. She stated that she will be speaking on behalf of RMA. She stated that RMA is a collaborative between herself and Chris Brown. She explained that her experience is mainly in the public sector working for redevelopment entities and agencies with over 25 years in CRAs in the United States. She stated that Mr. Brown's experience is from the real estate business where he was in charge of construction and development of private sector projects and he is most well known for the work he did in Delray where he was the CRA Director. She stated that today the Delray CRA is one of the premier examples of what good redevelopment can do. She explained that RMA has two principals and eleven employees and is a full service redevelopment firm. She stated of the eleven employees eight are full time and three are part time. She stated that the staff is well diversified and can offer a number of services. She explained that the firm has a Marketing Professional, Urban Planner, two project managers, construction manager, project coordinator who specializes in incentives and preparing incentive programs, three part time employees who do miscellaneous things associated with redevelopment. She stated that one thing that is important is that each CRA is very different and what RMA often does is look for other associates depending on what the

CRA needs and bring them in to provide that service as an employee or on a contractual basis. She stated that it is important for the firm to come in and evaluate the CRA needs and bring together the right team for that particular CRA. She answered the questions provided by staff.

- What type of services do you offer?

She stated that RMA provides full service for all the redevelopment needs of the CRA. She stated that RMA specializes in government management and consulting. She stated in some CRA's RMA comes in as serves as the staff and noted that RMA provides that service to the City of Pompano Beach. She stated that herself and Chris Brown serve as Co-Executive Directors of the Pompano Beach CRA and have RMA staff that function as the CRA staff. She stated that the reason that it works well is because redevelopment is not static, it changes and what a redevelopment agency might need one year, might not need the next year and so by having an outside firm there is an ability to fluidly be able to move staff in and out as needed. She stated that RMA does consulting work for some clients depending on what they need. She stated that RMA specializes in a few consulting areas such as strategic finance plans, and marketing and special events. She stated that RMA's 5-year strategic finance plans have been very successful at laying out the strategic plan not only for what the CRA is going to do, but how it will be paid for. She stated that it provides a road map to the private sector on where the CRA is going, but it also provides the CRA with the comfort that they have thought through their financial strategy and how the programming will be funded. She stated that marketing and special events are Ms. McCormick's (Vice President of Marketing) specialty. She stated that Ms. McCormick identified the brand for the Northwood Area in West Palm Beach and it has lead to successful redevelopment in that area.

- What municipalities have you assisted and currently assisting?

She stated that RMA manages West Palm Beach CRA, Pompano Beach CRA, Dania Beach as a consultant, Naples, Oakland Park, Winter Park, Homestead, Lauderdale by the Sea, and Delray Beach. She noted that Lauderdale by the Sea is very similar to the Lake Park CRA.

- Are your fees based on the number of acres?

She stated that fees are either project based or hourly. She stated that if it is a management situation then it is a case by case basis depending on how and what a particular CRA needs. She stated that acreage does not have much to do with the fees.

- What are your areas of expertise?

She stated that she covered RMA's expertise in her introduction. She stated that it is important to make sure the right package is put together to serve the needs of the CRA. She stated that RMA has won awards through the CRAs that they have worked with, including the International Council of Shopping Centers, International Downtown Association, and the Florida Redevelopment Association. She stated that there is a brokerage firm within RMA and can provide real estate services such as listing properties and acting as an agent for leasing at no charge. She stated that Mr. Brown is a contractor and RMA provides construction management services.

- How do you handle staffing and in what capacities?

She stated that staffing is handled on a case by case basis.

- What is the company's overview of projects and challenges?

She stated the tough economy and that she is seeing the rise in TIF this year based on preliminary numbers. She stated that it is important for the CRA to have a vision. She explained that the private sector is scared of uncertainty and if the CRA can have a good vision of what it wants in the CRA and how they will get there then the private sector will generally respond in a positive manner.

Vice-Chair Rumsey asked if Ms. Briesemeister had reviewed the CRA budget.

Ms. Briesemeister stated "yes".

Vice-Chair Rumsey asked what jumped out in the budget to her.

Ms Briesemeister stated that she agreed with Mr. Oris regarding the administration, but that her thought was about the type of administration is being charged to the CRA. She questioned the charge for the Sheriff line item and whether it was a part of the CRA Plan. She stated that one thing a CRA has to be careful with is that they are not supposed to replace what the regular services would pay for. She stated that it is not clear whether or not the percentage going to special events and activities what percentage that is in relation to what the CRA plans and goals are.

Vice-Chair Rumsey asked if RMA prefers to answer directly to the Board or to the Town Manager who serves as the Executive Director.

Ms. Briesemeister stated that normally RMA prefers to go straight to the Board. She stated that it is a policy call. She stated the usually the successful and efficient CRAs, as an example Pompano Beach, a member of the firm serves as the Executive Director. She stated that RMA has a very good, close working relationship with the City Manager and that is important.

Vice-Mayor Rumsey stated that Mr. Chase commented that the in-house staff has a better relationship because of history and knowledge and asked how RMA combats that.

Ms. Briesemeister stated that she would refer to the City's where RMA is the management firm and that staff walks, talks and acts like City employees. She stated that when people walk in the door that they recognize that the CRA is managed by a company and not City employees. She stated that as long as the right people are put into place they will act like any new employee they will become and assimilate and gain knowledge like another new employee.

Board Member Stevens asked if vision comes before budget or budget comes before vision.

Ms. Briesemeister stated that a good express is "plan your work then work your plan". She stated that the Board has to know where it is going and used Northwood in West

Palm Beach as an example. She explained that they knew what was wrong in Northwood and what had to be put in place to fix it and that is the plan and the vision. She stated that once the plan and vision were indentified that it was easy to put money towards that to make it happen. She stated it is done at the same time, but that a budget cannot be developed unless the Board knows where it is going.

Board Member Stevens stated that he has always thought that you need to know where the CRA is before the Board can know where the CRA can go, basically what the limitations are. He stated that he knows that the Town is in the process of hiring a new Finance Director and together a CRA austerity budget given the economic concerns. He stated that the list of projects that RMA has worked on is impressive and asked what the advantage of hiring an outside management firm versus the use of in-house staff and what would RMA be able to offer.

Ms. Briesemeister stated that the most important thing is that RMA staff do this for a living and have been in the business a long time and know the business and regulations inside and out. She stated that RMA knows the pitfalls and how to avoid them and they understand financing and budget. She stated that analyzing the finances and where the CRA is at is the first thing to do. She stated it is the expertise that the Board really wants to make sure is at the table in some form or fashion as in-house or as a consultant. She stated that when a CRA does not have the right expertise is usually when the CRA do not thrive the way that others do.

Chair DuBois stated that he spoke with Jim Hill, a former partner of Chris Brown at the time the CRA Plan was drafted. He stated that RMA has some familiarity with the Plan and that the Plan is very through. He stated that he is surprised how closely to the Plan the CRA finds its self. He stated that one thing that the Board has been discussing recently is how to expand the scope of the visioning around the PADD, 10th Avenue and Park Avenue areas into the more industrial areas. He asked how to recreate some of the improvement in the Park Avenue and 10th Avenue areas in the industrial area.

Ms. Briesemeister stated that the best example is the West Palm Beach CRA Plan. She explained that the CRA District was segmented geographically and defined what the plan was for each area and what needed to happen in that area. She stated that the Northwood District, an arts and entertainment district, abuts an industrial district and the keys is the plan being implemented with a focus on each areas needs and using the right tools to achieve the desired result for that part of the CRA.

Chair DuBois stated that there are seven districts indentified in the CRA plan.

Ms. Briesemeister stated that a plan inside a plan is needed for each district.

Interim Executive Director Titcomb stated that the next four sections of the agenda are encompassed in the PowerPoint presentation. (Exhibit "A")

CRA Boundary Map and Zoning Description:

Community Redevelopment Director, Nadia DiTommaso provided a brief overview of the boundaries and zoning of the CRA. (Exhibit "A" page 2)

Vice-Chair Rumsey asked why the CRA was not extended to Northlake Boulevard on 10th Street.

Community Redevelopment Director DiTommaso stated she did not know why. She stated that when the determination of need was done it was only extended to Northern and she was not a part of that process. She stated that the CRA could be extended to Northlake Boulevard, but a revision to the finding of necessity would have to be done.

Economic Director Spicer provided an overview of each of the districts within the CRA. The Districts are the Arts District, Commerce District and Hometown District. (Exhibit "A" pages 3-7)

CRA Overview

Lake Park CRA Facts

Economic Development Director Spicer reviewed the facts of the CRA. (Exhibit "A" page 8)

Vision and Focus Areas

Economic Development Director Spicer provided and overview of the vision and focus areas of the CRA. She stated that the primary focus areas are Park Avenue and 10th Street and the secondary focus area are the industrial and residential areas. She provided an overview of the Economic Development Director responsibilities.

Vice-Chair Rumsey stated that one of the speakers mentioned that it was important for CRA Directors to work with each other and asked who Economic Development Director Spicer talks to.

Economic Development Director Spicer stated that she has worked with Delray, RMA, Fort Lauderdale CRA and Northwood Village. She stated that she does surveys of others CRAs on a regular basis.

Vice-Chair Rumsey asked if the CRA has ever looked at doing broker events.

Economic Development Director Spicer stated that she suggested doing broker events last year and it was not contemplated any further. She stated that she wanted to do an open house and invite them to the Downtown and throughout all of 10th Street and the industrial area. She stated that she started communicating more with brokers and they are coming to see Park Avenue, 10th Street and the industrial area.

Vice-Chair Rumsey commented that he thought that broker events would be valuable to the CRA and stated they are not costly.

Economic Development Director Spicer agreed. She provided an overview of her responsibilities in the industrial area. She stated that the Army Reserve Center that neighbors the CRA industrial areas will be built soon and it is anticipated to enhance the CRA industrial area. She explained that an application for a proposed Charter School will come forward in the near future and it will also enhance the industrial area.

Board Member Mosler asked what the Army Reserve Center need will be in terms of hotel or other services and is there any way the CRA can promote those kinds of things in the CRA.

Community Development Director DiTommaso stated that she will contact the Army. She stated in the early discussion between the Army and the Town the Army advised that they would use all of the services that the Town and neighboring communities have to offer. She stated that the Army would definitely need a hotel and would use the Town's restaurants and shop in the area stores.

Board Member Stevens stated that the Reservists would only be here a set period of time for training.

Community Development Director DiTommaso stated "yes" and the anticipated schedule for Reservists to be at the facility is twice a months for a few days at a time.

Board Member Mosler asked if the Reservists stay at the property.

Vice-Chair Rumsey stated "no" that the Reservists stay at local hotels, if they stay for long than a day. He stated that the Reservists are not going to be doing fine dining, but will more than likely frequent the fast food restaurants in the area and going to the big box store retail to pick up things quickly.

Economic Development Director Spicer provided an overview of the two properties in the industrial area that are shovel ready. She stated that both properties have been approved by the BDB and are available for redevelopment. She provided an overview of the warehouse space available. She provided an overview of the advertising activities.

Vice-Chair Rumsey asked how many people receive the CRA Business Newsletter.

Economic Development Director Spicer stated that between 1,400 and 1,500 people receive the newsletter.

Vice-Chair Rumsey asked how many hits there are on the CRA website.

Economic Development Director Spicer stated that she does not have that information and is something she will look into.

Chair DuBois asked if there was a way to link the newsletter to any of the Chamber functions or other associations.

Economic Development Director Spicer stated that she will look into that.

Vice-Chair Rumsey asked if Constant Contact is used and if the CRA is paying for that service.

Economic Development Director Spicer stated that yes the CRA uses Constant Contact.

Chair DuBois asked for an explanation of Constant Contact.

Vice-Chair Rumsey explained that Constant Contact is a company that creates e-newsletter and they provide users with format to use in order to make the newsletter creation easier.

Board Member Hockman asked how often the newsletter is sent out.

Economic Development Director Spicer stated that is depends on the activities in the CRA.

Vice-Chair Rumsey stated that one of thing that they do in the Palm Beach Gardens Downtown is go to every single business, every single week and find out what they have going on and put that in the e-newsletter every single week. He stated that one of the problems with the newsletter is that there has not been a frequency with it. He stated that the e-newsletter needs to be expanded.

Board Member Hockman asked if the businesses in the industrial area have been contacted to participate in the newsletter.

Economic Development Director Spicer stated that the industrial area has not been involved because she was directed to do the Park Avenue and 10th Street area. She stated that she does communicate with the businesses in the industrial area and she is now integrated her focus into the industrial area. She provided an overview of her coordination with the Community Development Department.

Board Member Mosler asked what comments business owners are providing regarding the permitting process.

Economic Development Director Spicer stated that the business owners are commenting that the process is getting easier and that they appreciate the assistance that she and the Community Development Department are providing.

Board Member Mosler asked how to increase the number of people who receive the newsletter and how people can get on the list.

Economic Development Director Spicer stated that she adds people though networking and she adds e-mail addresses that she receives through her CRA e-mail account.

Vice-Chair Rumsey suggested adding a link on the CRA website for people to click for additional information and that the e-mail address is captured and automatically added to the database.

Economic Development Director Spicer stated that she will look into providing that link on the CRA website. She provided an overview of façade improvements and signage, façade and incentives and grants and loans. She stated that currently the CRA does not have grants or loans to offer and that she works in conjunction with other entities that provide loan and grants.

CRA Updates

Economic Development Director Spicer provided and overview of the status of businesses and projects within the CRA.

Vice-Chair Rumsey asked why the opening of Pho Hot Pot is going to take until the Summer 2012 to open.

Economic Development Director Spicer advised that the grease trap was installed improperly and a new grease trap has been approved by the Seacoast Utility Authority and there were other building issues that are being addressed.

Vice-Chair Rumsey asked if the proper grease trap is now installed.

Economic Development Director Spicer stated "yes".

Vice-Chair Rumsey stated that Pho Hot Pot was given a grant in December, 2010 and asked why the business will not be open until Summer 2012.

Economic Development Director Spicer stated that the hold up has been numerous things including inspections and corrections required to be made based on those inspections. She stated that plans were lost on three occasions which delayed the processing of the permits. She stated that the property owner did not receive any of the grant funds until June, 2011 and used personal funds prior to receiving the grant funding.

Board Member Mosler asked for clarification that the grant was approved in December 2010, but funds where no withdrawn from the grant until June, 2011.

Economic Development Director Spicer stated "yes"

Board Member Hockman asked for clarification that the building is complete and approval is waiting on the grease trap and the final.

Economic Development Director Spicer stated that the grease trap needs a final and that the Fire Department will not do a final on it until Seacoast Utility Authority does the final of the grease trap.

Board Member Hockman asked when Seacoast Utility will come to do the final on the grease trap.

Economic Development Director Spicer stated that the she received an e-mail today that there were a couple of things missing for the grease trap and the issues of a final approval have been delayed until the issues are rectified.

Chair DuBois asked if the space is a retrofit space that was never a restaurant before.

Economic Development Director Spicer stated that the space was never a restaurant and the interior had to be gutted and plumbing need to done and it needed a lot of work.

Vice-Chair Rumsey asked how this grease trap is different than any other grease trap.

Economic Development Director Spicer stated that the old grease traps were concrete and would have needed a 1,200 gallon grease trap. The new grease trap is not concrete and is only required to be 150 gallons. She stated the issue with concrete grease traps is that they are installed underground and must be removed every five years for inspection because they crack. She stated that the alternative is a tank that is above ground and is more efficient.

Vice-Chair Rumsey stated that if the CRA is to provide grants or loans in the future dates and plans must be provided and tracked before the grant is approved. He stated that he has a hard time believing anything that is being told about this project and thinks that it is ridiculous that it taking a year and a half to get this project complete since the fund were approved. He asked Chair DuBois if there was anything he could do since he serves on the Board for the Seacoast Utility Authority.

Chair DuBois stated he could make a call, but that he was unsure what he could do since it is a regulatory issue.

Board Member Longtin questioned that the business owner is doing the work and that the plumber is having an issue installing the grease trap.

Economic Development Director Spicer stated that the business owner is serving as the general contractor and hiring qualified contractors to perform the work. She stated that this is a new style of grease trap and that there has been issues installing this style grease trap and Seacoast Utility Authority inspection and approval.

Board Member Hockman stated that the CRA should do whatever it can do to push this project along. He stated that this type of project should have been completed quicker.

Economic Development Director Spicer provided and overview (Exhibit "A" page 30) of One Park Place located at 801 Park Avenue. She provided and overview of 918 Park Avenue and that the same investor is involved with the One Park Place property.

Vice-Chair Rumsey stated that it is his understanding that 918 Park Avenue will be brought back to historic standards.

Economic Development Director Spicer stated "yes" and that is the only way the property owners can precede as it is designated as a historical property. She provided an overview of the 754 Park Avenue property. (Exhibit "A" page 32)

Board Member Mosler stated that she visited the property and that worms are being grown inside the building and asked if that was permitted per code.

Economic Development Director Spicer stated that the business owner is attempting to do a science museum to attract schools.

Community Development Director DiTommaso stated that for the record she has not approved this use and will have a conversation with the business owner.

Chair DuBois stated the business owner was provided a grant and repayment of the grant is predicated on a certificate of occupancy. He stated that this has been an ongoing issue for several years.

Economic Development Director Spicer stated that the business owner was supposed to create job opportunities when the building was expanded and there were issues and the business was not opened.

Interim Executive Director Titcomb recommended a letter be sent to the property owner to require the business owner to articulate their plans and have it reviewed by Community Development Department Director DiTommaso.

Vice-Chair Rumsey stated that he thinks that Community Development Department Director DiTommaso should go and see what is happening at the property and if it does not meet the Code to send the property owner a cease and assist letter.

Economic Development Director Spicer provided an overview of the Art on Park Gallery and stated that the Request for Qualifications (RFQ) was in progress. (Exhibit "A" page 33)

Interim Executive Director Titcomb stated that the RFQ for this project was review at the last CRA meeting, all the corrections that the Board directed have been made and it is currently being review by the Town Attorney for legal sufficiency and continuity.

Economic Development Director Spicer provided an overview of (Exhibit "A" page 34) 933, 935 and 937 Park Avenue. She stated that is slated to be Baja Cantina & Tequila Bar "Don Ramon" and a lease has been signed, however there were some discrepancies and concerns and the changes are being reviewed.

Board Member Stevens asked if there is a timeline on the "Don Ramon" grant.

Economic Development Director Spicer stated "no" and that the timeline was discussed after the grant was approved.

Interim Executive Director Titcomb stated that it is his understanding that the grant funds have not been lent and there are further delays. He stated that this may be one of the conditions that the Board may want to scrutinize more closely.

Vice-Chair Rumsey asked for clarification regarding the issues involved with the "Don Ramon" project.

Economic Development Director Spicer stated that when the business owner was presented with the lease agreement it contained a clause that in the event that the building was sold that the business has 60 days to move out and that clause did not make sense. She stated that she would doubt any business person would sign a lease with that clause. She stated that the clause was then extended to 160 days and the business owner refused to sign the lease. She stated that she intervened on behalf of "Don Ramon" and spoke to the property owner regarding the lease agreement.

Vice-Chair Rumsey asked how long ago the lease was revision put through.

Economic Development Director Spicer stated last week.

Vice-Chair Rumsey stated that staff's concerns is not with the tenant, but with the owner of the building.

Economic Development Director Spicer stated "yes" and stated that the tenant has looked at other locations and one location is next to Hot Pot.

Chair DuBois stated that this block has been identified as one of the most important areas in the CRA and to him if there is anything that the CRA can do to get someone into this location would be a benefit to the CRA.

Vice-Chair Rumsey stated that if people see things happening on Park Avenue that will bring in new business.

Economic Development Director Spicer provided an overview of 936 Park Avenue. (Exhibit "A" page 35)

Board Member Longtin asked for clarification on the meaning of a specialty store.

Economic Development Director Spicer stated something like "Whole Foods" with produce, other products and kitchen or prepared food. She stated that there will also be outdoor seating. She stated that when the business owners originally were looking for a location they were looking at a space on Northlake Boulevard and when she told them about the revitalization of the area they decided on 936 Park Avenue. She provided an overview of 838 and 846 Park Avenue (Exhibit "A" page 36). She stated that Casper on Park is in the preliminary stages of evaluating an expansion and that if that does happen these spaces may be utilized by other business that transfer to allow for the expansion of Casper on Park.

Challenges facing the CRA

Economic Development Director Spicer provided an overview of the challenges facing the CRA. (Exhibit "A" pages 36-37)

CRA Project Manager Richard Pittman provided an overview of the challenges on 10th Street and other infrastructure in the CRA. (Exhibit "A" pages 36-37)

Board Member Mosler asked who responsible for the sidewalk on private property.

Bill Oneska advised that he is a property owner of 10th Street and his property has sidewalks. He stated that his property ends before the sidewalk and the sidewalk is maintained by Lake Park.

Interim Executive Director Titcomb stated that generally speaking the sidewalk is part of the infrastructure.

Board Member Mosler asked if the property of 10th Street (see far left picture on page 39 of exhibit "A") is for sale.

CRA Project Manager Pittman stated he does not know and that he has not seen a for sale sign on the property.

Vice-Chair Rumsey asked if staff knows the owner of the property.
CRA Project Manager Pittman stated that he knows the property owner according to the Property Appraiser's website.

Board Member Hockman asked about the Town owned property on 10th Street.

CRA Project Manager Pittman stated that the Town owns the property that the Fire Station is on and it abuts the extension of Evergreen Drive.

Board Member Hockman asked how long the Town has owned that property and asked if it was bought to be used as a Tri-Rail station.

CRA Project Manager Pittman stated that according to the property records it was acquired in the 90's. He stated he does not know the reason it was purchased, but the property has been identified as a potential Tri-Rail station if Tri-Rail service is expanded.

Board Member Hockman stated that there has been a lot of talk about Tri-Rail. He stated if you look at other Tri-Rail stations they do not have businesses around them. He stated that people come in and ride the Tri-Rail and they go. He stated the other problem he sees with that being a Tri-Rail station is that it will put a tremendous amount on traffic on 10th Street, Park Avenue and Silver Beach Road which cannot handle a heavy amount of traffic.

Chair DuBois stated that the Commission has adopted a resolution in support of a commuter rail stop at this location. He explained the current discussions and activities

regarding providing commuter rail in this part of Palm Beach County. He stated his support for commuter rail and the benefits a commuter rail stop in Lake Park could provide to the CRA. He stated that the Plan documents the favorable impact a commuter rail station would have on the CRA and the Town in general. He stated that the improvement of 10th Street at the same time as the construction of a commuter rail station is crucial as a commuter rail station in a blighted area would not be beneficial to the CRA.

Chair DuBois asked if the cost of planning, resurfacing, and curbing the roads within the CRA can be developed.

CRA Project Manager Pittman stated he put together preliminary numbers in 2008-2009 for the purpose of applying for grants and those numbers were in the range of $800,000 to $1,000,000 to make the necessary improvements on 10th Street from Park Avenue to Silver Beach Road. He stated that the other consideration is the Seacoast Utility Authority and opined that if the CRA or Town were to replace the roads that the Seacoast Utility Authority would also ask for the water and sewer lines to be replaced and does not have an estimate for that cost.

Economic Development Director Spicer provided an overview of the CRA wish list of improvements for beautification in the CRA. (Exhibit "A" pages 38-39)

Chair DuBois asked if there were any opportunities with Palm Tran to place bus shelters at the bus stops along 10th Street.
Economic Development Director Spicer advised that she will contact Palm Tran.

CRA Financial Status

Assistant to the Finance Director Deborah Dorion provided an overview the CRA financial status (Exhibit "A" pages 40-41). She explained that expenses are less because there has been no allocation for a Recreation Director since October 2011 and that the Grants Writer has been out.

CRA Advisory Committee

Community Redevelopment Director DiTommaso stated that the purpose of this item is to open a general discussion with the Board in order to get direction and input before bringing back a formal item for the Board to take action on. She stated that staff needs to define the various criteria that would make up the Committee such as membership, role of the Committee and appointment procedures.

Chair DuBois stated that this Committee could be a seedling of a more developed privately operated merchants association and this Committee does not have to continue in perpetuity by the CRA. He stated that it could be a goal of the Board that once the Committee is up and running to turn it over to the merchants to have a merchant association.

Vice-Chair Rumsey stated that having a merchant association as a goal is one thing that would be worthwhile to the community. He stated his recommendation would be to table the formation of a Committee at this time until the Board decides where it is going with the CRA. He stated that the formation of the Committee could be a goal of the Board within the next year once the Board determines if management of the CRA will be done by a consultant or in-house staff.

Chair DuBois stated that is fine with him but he would rather use postpone or continue to a later date might be a better term.

Interim Executive Director Titcomb explained to the Board if the Committee is an advisory committee to the CRA Board it would be subject to all the Sunshine, Ethics and State Statutes of all other Boards and Committees. He stated that is a different model than a private merchant association.

Board Member Hockman stated that he thinks it would be great to get the businesses in the CRA involved because they are the ones who are going to make the CRA.

The Board reached consensus to postpone the item.

Public Comments:

None

COMMENTS BY BOARD MEMBERS AND EXECUTIVE DIRECTOR

Board Member Mosler stated that she received a letter from Community Development Director DiTommaso regarding deliveries on Park Avenue to businesses are not long allowed. She stated that she thinks it is wonderful, but that it should not include UPS or Federal Express.

Economic Development Director Spicer stated that the intent was not to include UPS or Federal Express in this prohibition it was intended for larger trucks such as Coca-Cola, Pepsi and product delivery trucks.

Chair DuBois requested that another letter be sent that UPS, Federal Express and USPS mail delivery is not included and that these companies can deliver to the front of the stores.

Board Member Hockman stated that the workshop has been interesting and thanked everyone that came, but was hoping for more from the workshop.

Board Member Longtin asked if all the properties within the CRA were notified of the workshop.

Economic Development Director Spicer advised notification as sent out through the e-newsletter.

Board Member Longtin stated that it would have been nice if the people giving presentation would have provided handouts. She stated that she has heard that Lake Park is the second highest tax rate in Palm Beach County and during the upcoming budget to remember that information. She stated that having high taxes are not going to bring businesses and residents to the Town. She stated during the 2000 Census there was about 1,500 more people than the 2010 Census. She stated that she agreed with Vice-Chair Rumsey regarding e-marketing. She stated that if the Board does start the CRA Committee that the Board has to be willing to listen to what they have to say. She stated that it is very important to get the real budget numbers. She stated that the Board has to be willing to ask questions in the future when numbers are not adding up. She stated that she is interested in outsourcing the management of the CRA. She stated that she thinks the CRA needs some fresh eyes and new blood and new ideas. She thanked everyone for coming out and participating.

Board Member Stevens stated that he agreed with Board Member Longtin regarding lowering the millage rate. He thanked the businesses and residents for coming out and participating. He stated that he thinks the Board needs the financial figures for 2013 and hoped the TIF is on an upswing. He stated that once the Board has the figures to do visioning a determine what the Board really wants the CRA to be and determine how to proceed with outsourced or in-house CRA management. He suggested that the CRA create a database similar to the database that the BDB is creating. He discussed outreach and increasing the social media presence. He talked about incentives and other opportunities.

Vice-Chair Rumsey thanked the public and the businesses for coming out and participating. He thanked the professionals and business leaders who participated in the workshop. He thanked staff for putting together the workshop and presentation. He stated that he thinks that the Board is on the right track in determining what the next steps are for management of the CRA and is positive about the process. He stated he was one of the three votes that voted in the affirmative to lower the millage rate for this fiscal year.

Chair DuBois thanked the CRA management firms, professionals and staff for their hard work and participation in the workshop. He stated that indentifying inventory of 10,000 square foot spaces and shovel ready properties within the CRA is important. He stated that PBC interactive program will be an nice enhancement and asked for staff to get an information that is needed for the CRA and to get with the CRA's partners and provide the information. He suggested that agenda items be identified if the item is part of the CRA Master Plan. He stated that the expansion of the focus of the CRA to include the industrial area was a consensus of the Board. He suggested that a 5 year plan be developed.

Interim Executive Director Titcomb thanked everyone for participating. He stated that the minutes will embody the comments made at the workshop and will be coupled with the PowerPoint presentation. He stated that finance is the key to moving forward. He stated that a lot of good ideas where shared that will be discussed internally and with each

of the members. He stated that it is intended to bring back the best practices discussed to upcoming CRA meetings.

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 Stevens, and by unanimous vote, the meeting adjourned at 10:30 p.m.

_____
Chair, James DuBois

_____
Deputy Agency Clerk, Shari Canada, CMC

_____
Agency Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012

Exhibit "A"

TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

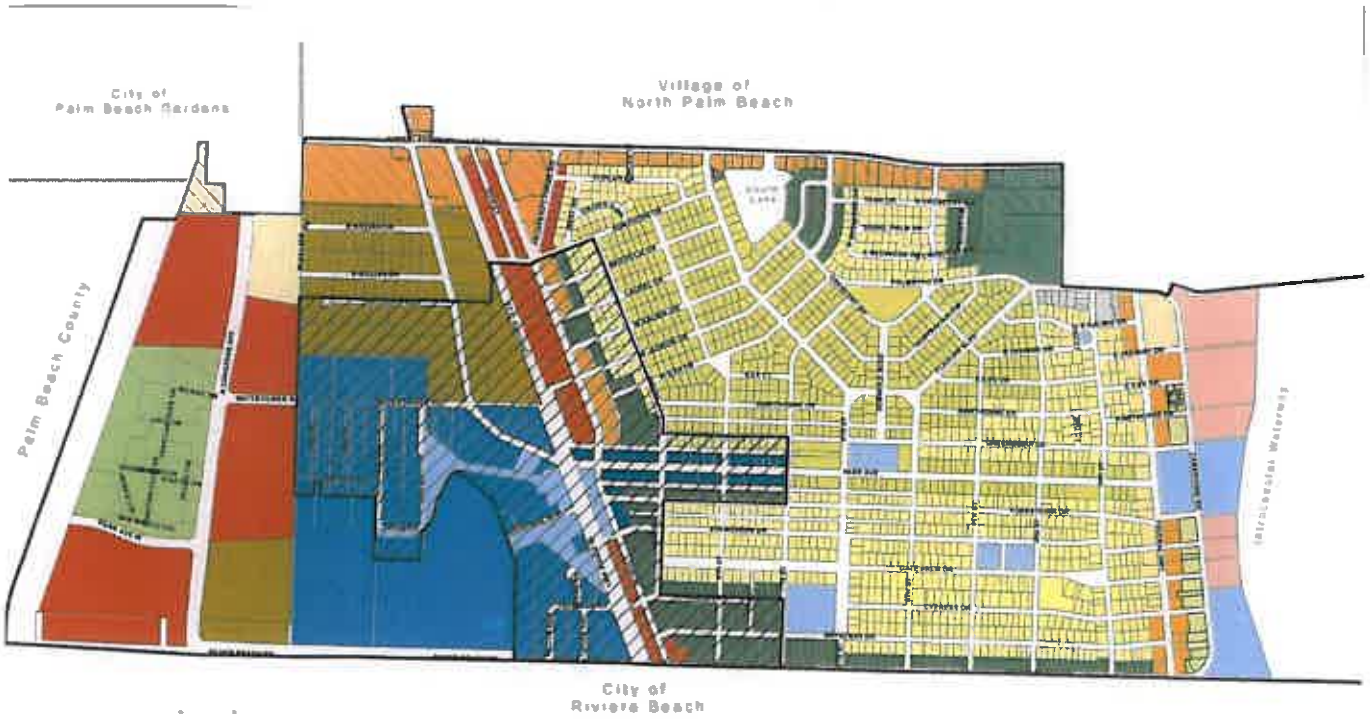
TOWN OF LAKE PARK

CRA WORKSHOP

April 11, 2012

Prepared by: Jennifer Spicer
Economic Development Director

Town of Lake Park
CRA Boundary Map



Where are Lake Park's CRA areas?

Existing land uses in the CRA follow patterns in the original 1919 Kelsey City Plan, when it was promoted as the "first zoned city in Florida." There are about 308 acres in the Town's CRA, or about 20% of the Town's total area, and are parceled into three districts:

- **Arts District**
- **Commerce District**
- **Hometown District**

CRA - Three Districts

CRA – Three Districts cont.

ARTS DISTRICT

The Arts District runs through the historic heart of downtown on Park Avenue between 7th Street and 10th Street. The CRA is promoting visual, audio, performing, graphic and culinary arts to complement the area's existing ballet and dance schools, art supplies dealer, and restaurants, and the coming artists' co-op and wine bar.

CRA – Three Districts cont.

COMMERCE DISTRICT

The Commerce District consists of 4 corridors: 10th Street, from Silver Beach Road to Northern Drive; Old Dixie Highway and FEC Railway areas; Newman Road area; and Watertower Road area. The District ranges from light to heavy commercial and industrial uses, with room for growth.

CRA – Three Districts cont.

HOMETOWN DISTRICT

The Hometown District is totally residential and serves as a transition between the commercial uses along the 10th Street corridor and the single-family neighborhood to the east. The CRA intends to create better integration of residential with commercial by promoting mixed-use properties.

CRA Facts

- 1996- CRA Finding of Necessity
- 1999- Redevelopment Trust Fund was established
- 2007- Original CRA Plan Revisited
- CRA covers an area of approximately 308 acres
- Current population per 2010 Census – 8,155

CRA Vision and Focus Areas

Primary Focus

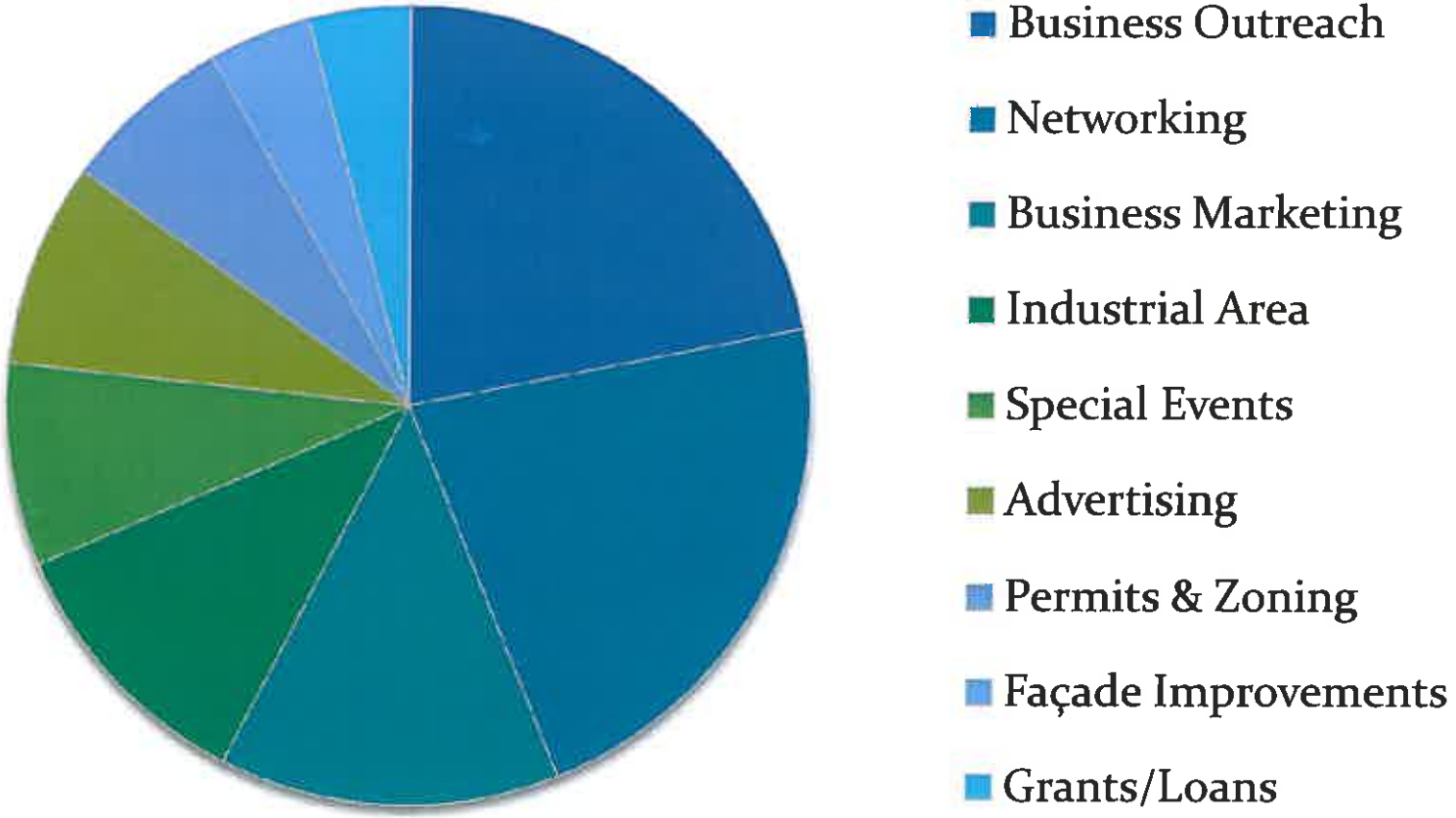
- Park Avenue & 10th Street
  - Promote and support the redevelopment
  - Allow for mixed used development
  - Supply Parking
  - Green Spaces for pedestrian amenities

Secondary Focus

- Industrial & Residential
  - Promote the shovel ready properties
  - Assist residential property owners with beautification efforts/grants/loans

Economic Development Director

Responsibilities



Business Outreach

- Identify and solicits appropriate businesses to relocate/establish within the CRA by:

  ✓ Frequenting businesses in other municipalities in search of new opportunities

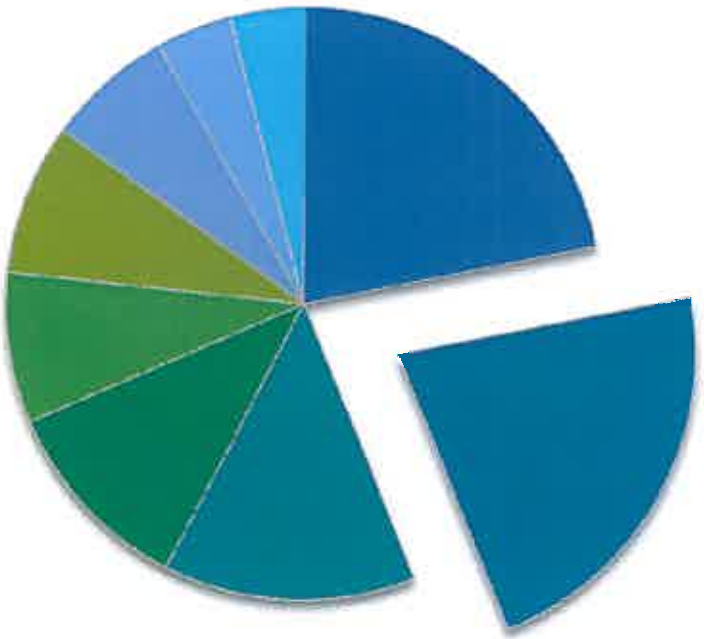
  ✓Utilizing database resources to find business relocation interests

  ✓Communicating with Real Estate agents and sharing store front availabilities

  ✓Participating in BDB and Chamber meetings/events

  ✓Negotiating sales and leases with prospective tenants

Networking



- Interacting with various agencies, sharing and distributing ongoing CRA updates and efforts with:

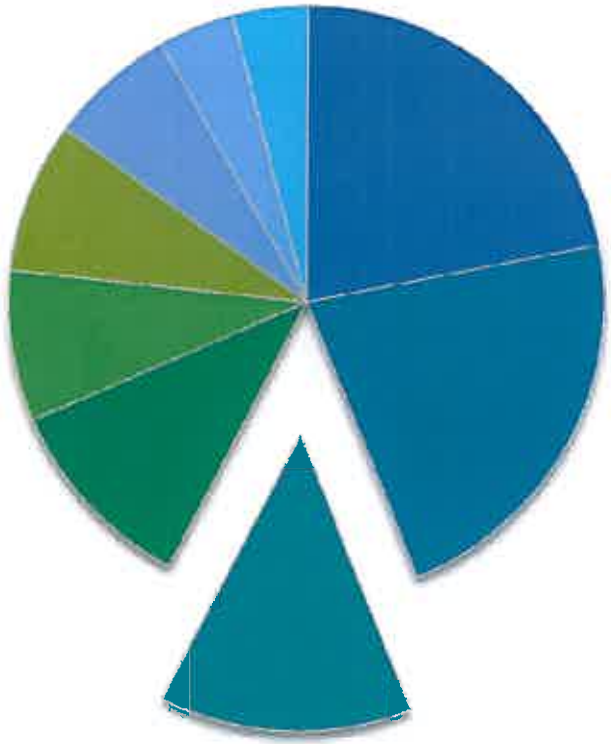
✓North Palm Beach Chamber

✓Business Development Board

✓Florida Redevelopment Association

✓Palm Beach County Board of County Commissioners

Business Marketing



- Assisting merchants with a range of marketing and promotional materials including:

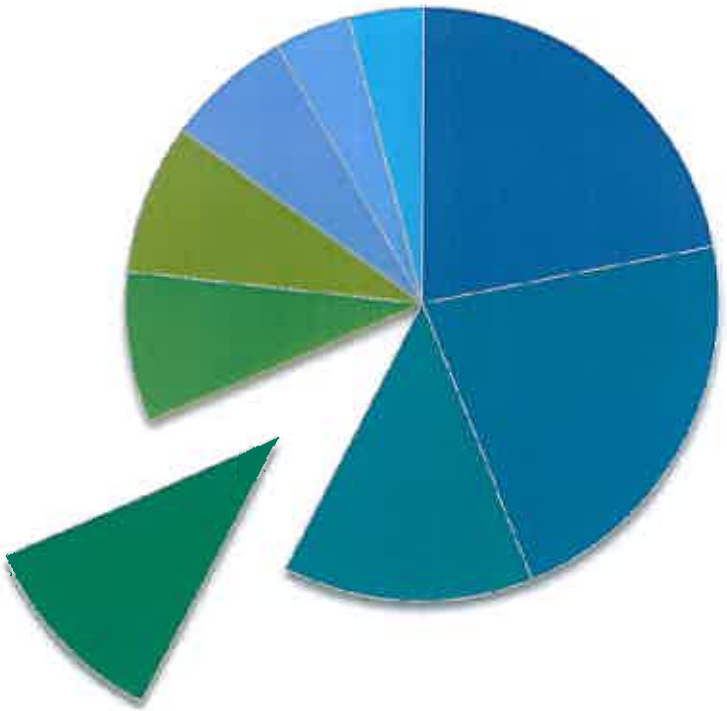
  - ✓ Design
  - ✓ Printing
  - ✓ Distribution
  - ✓ Website and other media

Industrial Area

- Identifying shovel ready land for future businesses

- Currently two properties have been registered with the BDB

- Additional outreach efforts to other vacant property owners



Industrial-Shovel Ready

1 Acre/ 10.55 Acres

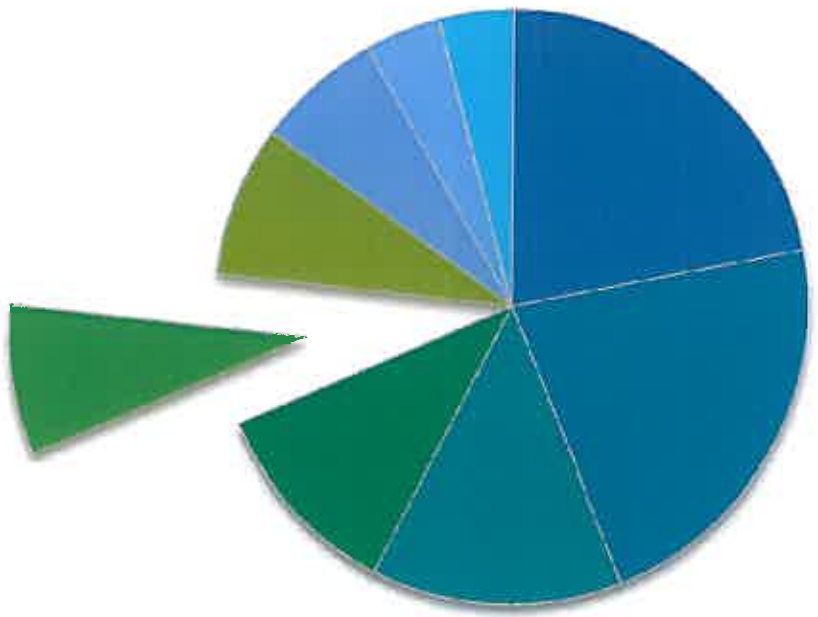
Industrial Area

Special Events

- Coordinate events to increase traffic and exposure to Downtown businesses as well as available store fronts

- Solicit sponsorship to assist with the CRA event budget/expenditures

- Special events can be a key component to attracting attention to any redevelopment program



Events/Exposure

Town exposure/ traffic increase

Family oriented

Sponsorship support

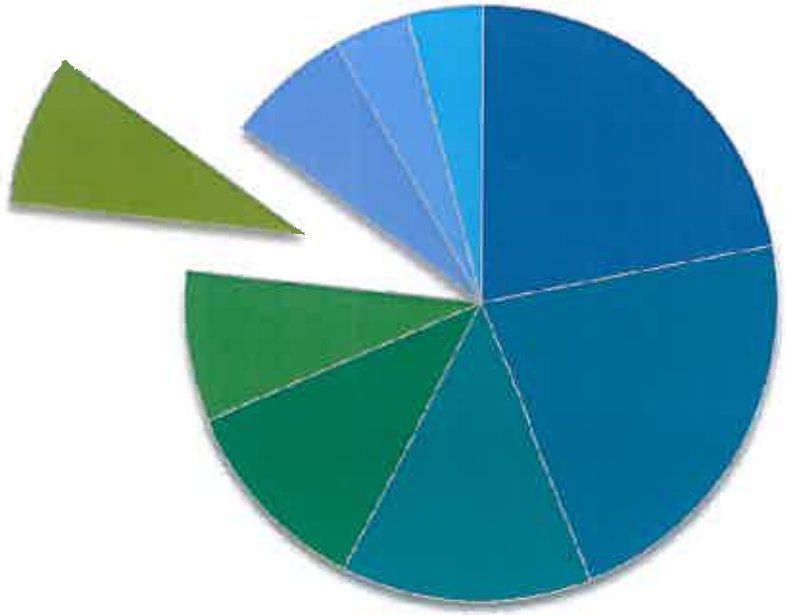
Local Businesses participation/ support

Advertising

- Organize Media interviews and advertising for new and existing businesses on a regular basis

- Promote all CRA sponsored events on many levels

- Publicize current available store fronts via print and web resources



Advertising cont.

LAKE PARK

Giuseppe Cianflone's restaurant, Casper's on Park, serves continental fare and opened with a CRA loan. The business is named after his rat terrier.

CRA loan helps launch eatery

By JODIE WAGNER
Palm Beach Post Staff Writer

LAKE PARK — With a low-interest boost from the town's Community Redevelopment Agency, Casper's on Park joined a handful of arts, historical and dining-related businesses along Park Avenue when it opened recently.

Owners Giuseppe Cianflone and Alex Urrutia, whose eatery serves Western European fare such as panini sandwiches, Nicoise salads and gelati, received a 2 percent loan from the CRA.

"The CRA gave me a loan to start, and I put the business plan together and opened the restaurant," said Cianflone, who named the eatery after his 7-year-old rat terrier, Casper. "I wanted to have a very nice place."

Lake Park's CRA was adopted in 1996 in an effort to revitalize areas suffering from economic, environmental and social decline through business development, job creation, housing rehabilitation and financial investment.

When money is available, the CRA distributes loans and grants to attract businesses to the town's Park Avenue and 10th Street corridors. The CRA district also includes parts of Old Dixie Highway and Silver Beach Road.

"We want to put our town on the map," CRA Economic Development Director Jennifer Spicer said. "Our downtown is an artsy, historical district. However, we would like to have among that restaurants, boutiques and viable businesses that definitely increase the traffic.

"We want to make sure it's family-oriented — something similar to Delray — but yet keep it a unique little town."

During Spicer's tenure, the CRA has made some noticeable improvements to the town, including upgrading the streetscapes along Park Avenue and 10th Street and the alleyways behind the Park Avenue business corridor.

The CRA also plans to address downtown parking and substandard multifamily housing.

For information, visit www.lakeparkcra.com.

jodie_wagner@pbpost.com

ver Lake Park: North Palm Beach
n city wants you to visit

Lake Park Harbor Marina

By JANIS FONTAINE
Palm Beach Post Staff Writer

Updated: 6:08 p.m. Tuesday, Sept. 20, 2011
Posted: 5:53 p.m. Tuesday, Sept. 20, 2011

Post a Comment | E-mail | Print | Share | Larger Type

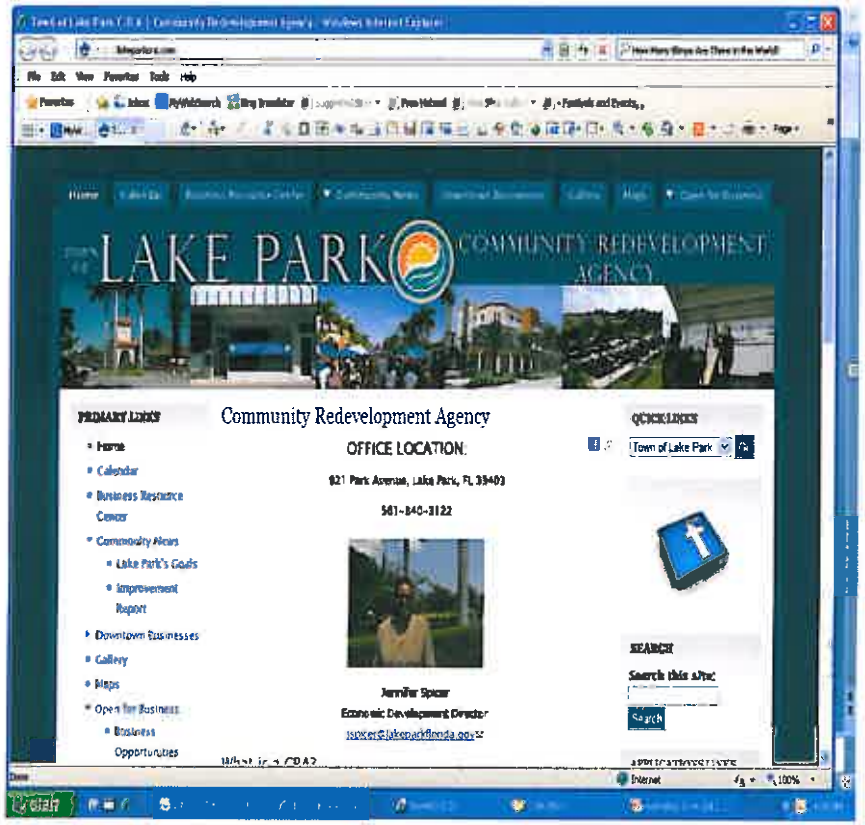
Sauce the kicker at Lake Park 'cue shack

Restaurant reviews

Blogs we read

LATEST TRAVEL VIDEOS

Advertising cont.

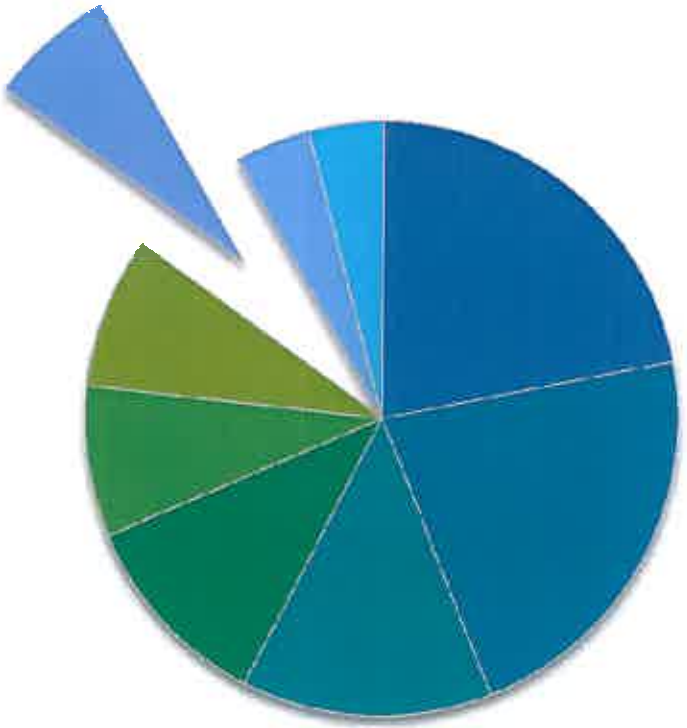


CRA Website
www.lakeparkcra.com

CRA Business Newsletter

Permits/Zoning/Finance

- Work closely with the Community Development Director to identify all necessary building/zoning and signage permits



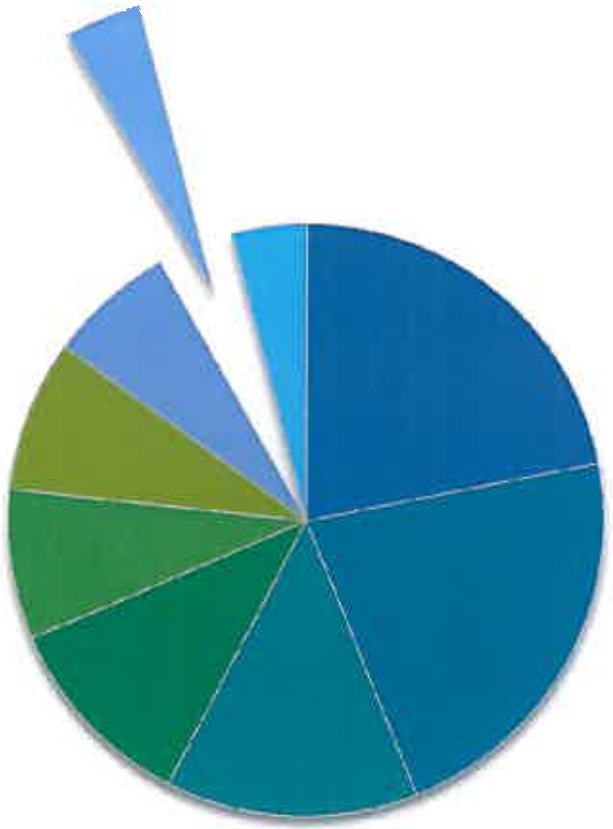
Permits/Zoning/Finance

- Submits plans and permit applications, ensuring an expedited process for current and prospective business owners

- Submits grant/loan applications to the finance department for processing

- Assists Finance Dept. with outstanding matters

Façade Improvements



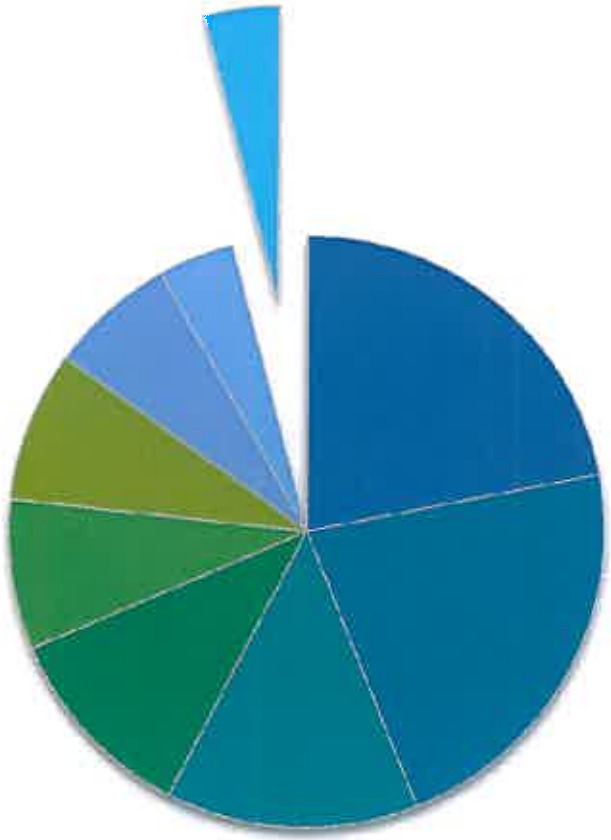
- Assist Business owners with building improvement projects

  ✓ Connect Lake Park businesses with local vendors for any improvement/renovation efforts

Signage/ Façade/ Incentives

- Assisting merchants with signage companies for an easier permit process/affordable and installation process

Grants & Loans



- Inform current merchants and new businesses of grant/loan programs

- Help coordinate and expedite the grant application through the originating agency

- Maintain an open line of communication with Palm Beach County Redevelopment Department in an attempt to refer new and current businesses for grant/loan opportunities

CRA - Updates

- **Pho Hot Pot- 826 Park Avenue**
  - ***Interior Build-out*** - Has been completed, tables and chairs have been delivered. Final Fire department inspections are pending.
  - ***Exterior*** – Pending on final inspections* from Seacoast utilities and the Fire Department. Building exterior painting has been completed.
  - ***Opening*** – Summer 2012*

CRA- Updates cont.

Pho Hot Pot Restaurant
826 Park Avenue

CRA – Updates cont.

Pho Hot Pot Restaurant

Exterior Painting

BEFORE

AFTER

CRA – Updates cont.

One Park Place
801 Park Avenue
(Approx. 34,000 sq. ft.)

- Proposal for purchase was submitted to the bank on 1/12

- Proposal amended and re-submitted on 2/27- Pending response

CRA - Updates cont.

918 Park Avenue

Historical Building

(Approx. 5,000 sq. ft.)

- Contract for purchase has been approved by the Financial Institution

- Proposed usage of 4 residential units over 4 ground floor retail units

CRA - Updates cont.

754 Park Avenue

(Approx. 5,500 sq. ft.)

- Status/ Vacant
- Currently working with building owner for a possible future business

CRA – Updates cont.

801 Park Avenue
Art On Park Gallery
(Approx. 2,200 sq ft.)

- RFQ in progress

CRA - Updates cont.

933 – 935- 937

Park Avenue Restaurant

(Approx. 2,300 sq. ft.)

Baja Cantina & Tequila Bar

" Don Ramon"

- Lease has been submitted for revision (corrections)

CRA – Updates cont.

936 Park Avenue

(Approx. 6,000 sq. ft)

- This location has been targeted for a future Specialty Store
- A lease agreement has been submitted to the client's attorney for revision

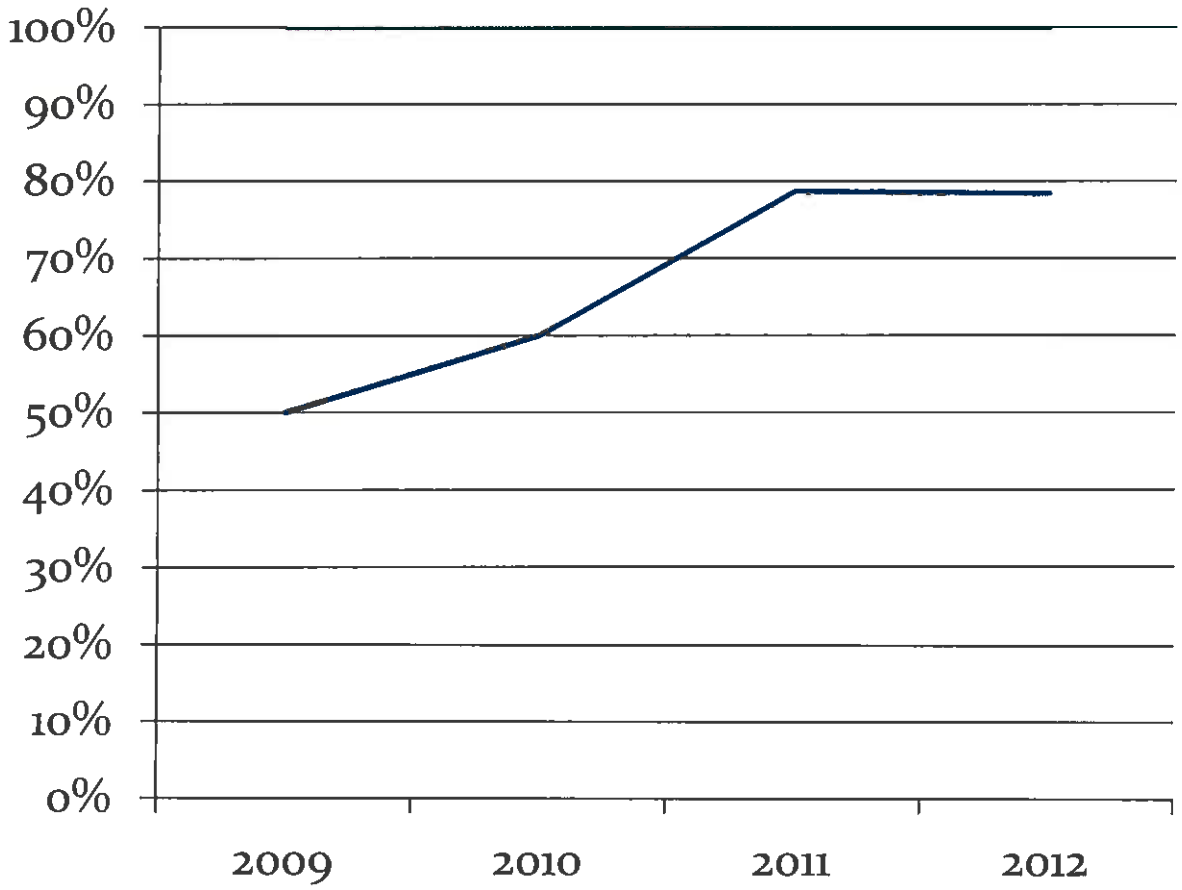
CRA – Updates cont.

838 and 846 Park Avenue

(Approx. 800- 900 sq. ft.)

- Advertising store fronts with the CRA's contact information available 7 days a week

CRA - Updates cont.



Park Avenue Occupancy Rates

- 79 % - Occupancy
- 21% - Vacancy

Total spaces on Park Avenue -63

Occupied spaces- **50**

Vacant spaces- **13**

Spaces pending activity- **5 spaces**

Spaces with no activity - **8**

Challenges

- Lack of available funding
- Limited anchors to attract established businesses
- Dated buildings in need of updates
- 10th Street Road- In need of repair/landscape

CHALLENGES

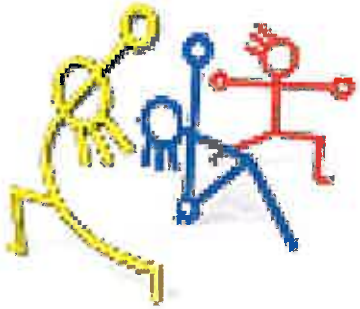
10th Street

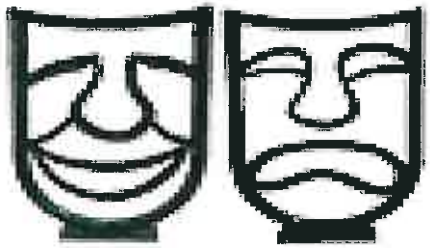
CRA Wish List

- Improvements desired:
  - **Signage- Store Fronts**
  - **Parking improvements**
  - **10th Street road – repair/landscape**
  - **10th Street pole banners installation**
  - **Artsy bike racks for Park Avenue**
  - **Bus stop benches for 10th Street**

Wish List cont.

Bike Racks for the Downtown District





Banners for 10th Street

Bus Stop Benches for 10th Street

CRA Financial Status FY 2012

REVENUES

Description	Original	Budget Revised	Actual	%	Net
TOTAL CRA REVENUES	999,885.00	999,885.00	420,840.09	42%	579,044.91

EXPENSE ALLOCATIONS

Total Personal Services	258,235.00	258,235.00	109,197.34	42%	149,037.66
Total Operating	355,995.00	360,495.00	197,718.86	77%	84,381.26

Data: March 2012

Personnel Recap

CRA Proportion of town funded positions

- Economic Development Director- 100%
- Community Development Director- 20%
- Recreation Director- 50%
- Project Manager (25 hrs/week)- PT
- Grants Writer- 50%
- Planner- 10%
- Code Officer- 10%

Thank You for your attention!

Questions?

TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

Discussion And Possible Action

TAB 4

CRA
Agenda Request Form

Meeting Date: May 2, 2012 **Agenda Item No.** Tab 4

[ ]	Public Hearing	[ ]	Resolution
[ ]	Ordinance on Second Reading	**[X]**	**Discussion**
[ ]	Ordinance on First Reading	[ ]	Bid RFP/Award
[ ]	General Approval of Item	[ ]	Consent
[ ]	Presentation	[ ]	Other

SUBJECT: CRA LANDSCAPE MAINTENANCE

RECOMMENDED MOTION/ACTION: _____

Staff Signature Richard Pittman **Date: 04/23/12**

Approved by Executive Director _____ **Date:** 4/26/12

Prepared By: **Richard Pittman** **CRA Project Manager**	**Costs: $100,000 +** **Funding Source:** **Acct. #**	**Attachments:** **Chris Wayne and Tree Huggers Agreements**

Summary Explanation/Background: **The grounds maintenance of specific Town owned properties within the CRA district are maintained thru contracts with Chris Wayne and Associates and Tree Huggers Landscaping & Nursery, LLC. These maintenance contracts in addition to periodic insect spraying and plant replacement cost the CRA in excess of $102,000 per year. These contracts are up for renewal at the end of September of this year. In preparation for developing the CRA budget , it would be good to know as soon as possible the position of the CRA Board as to how these services will be provided in FY 12-13.**

There are four options available for maintaining the CRA landscaping. These options are as follows:

1. **Renew contracts with Chris Wayne & Associates and Tree Huggers presuming they want to renew and maintain their current contract price. Their current contracts allow for renewal.**

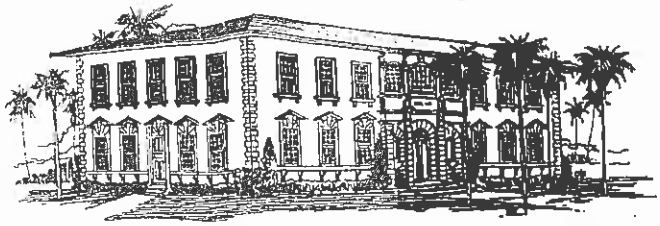
2. Publicly advertise and bid the grounds maintenance work within the CRA.

3. Refit the Public Works Departments' Grounds Maintenance Division with additional staff and equipment in order to take back the landscaping duties in the CRA District. This action would be approved through the General Fund Budget Process.

4. Retain private management of the CRA and let the management company contract out landscape maintenance of areas currently maintained by the private sector.

The CRA Board and the Town Commission should be aware that all the options except option 1 will require up to three months for the preparation and execution. Therefore the discussion and the decision will need to be finalized at the June CRA Board Meeting.

NOTE: Landscape maintenance is currently being performed at the Lake Park Harbor Marina by Chris Wayne & Associates. Field Maintenance at the Bert Bostrom Park is being performed by a part time Recreation Dept. employee. There are economies of scale that could be leveraged if the Town considered maintenance in the CRA, Marina, and Bostrom Park being performed by one entity.



LAKE PARK TOWN HALL NATIONAL HISTORIC SITE

CWA

THE TOWN OF LAKE PARK

535 PARK AVENUE
LAKE PARK, FLORIDA 33403
(561) 881-3350 FAX (561) 881-3358

PURCHASE ORDER

TO: 21755
CHRIS WAYNE & ASSOCIATES INC
15863 97TH DRIVE NORTH
JUPITER, FL 33478

PURCHASE ORDER NUMBER: 55115
DATE: 10/05/11 PAGE NO. 1
DEPT CODE:
REQUISITION NUMBER: 119

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST, AND CORRESPONDENCE.

SEND INVOICE TO	DELIVER ITEMS TO	DELIVERY DATE
TOWN OF LAKE PARK DIRECTOR OF FINANCE 535 PARK AVENUE LAKE PARK, FL 33403	PUBLIC WORKS DEPARTMENT 650 OLD DIXIE HIGHWAY LAKE PARK 33403	10/05/11

TERMS: NET

SPECIAL INSTRUCTIONS: ANNUAL MAINTENANCE

THIS IS... ☐ AN ORDER ☐ A CONFIRMATION

ITEM NO.	UNIT DESCRIPTION	ACCOUNT NUMBER	QUANTITY	UNIT PRICE	AMOUNT
1.	ANNUAL LANDSCAPE MAINTENACE PROVIDE LABOR, EQUIPMENT & MATERIAL TO PERFORM ANNUAL LANDSCAPE MAINT WITHIN THE CRA DISTRICT PER ANNUAL LANDSCAPE MAINT AGREEMENT 3RD YEAR OF 3 YEAR CONTRACT APPROVED BY CRA BOARD JUL 15 2009 SPECIAL CALL MEETING	520-34000	12.00	6800.00	81,600.00
			TOTAL →		81,600.00

FLORIDA STATE SALES TAX EXEMPTION CERTIFICATE NO.
60-13-116484-54C

FEDERAL TAX EXEMPTION CERTIFICATE NO.
59-6000355

Anne M. Costello 10/5/11
APPROVED DIRECTOR of FINANCE

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING DOCUMENTS.
DELIVERIES WILL BE ACCEPTED
MONDAY THRU FRIDAY 8:30 AM - 4:00 PM

CWA

CWA Landscape Contractors

Chris Wayne and Associates, Inc.

Date 06-05-09
Proposal No. 08-296

Annual Landscape Maintenance Agreement For Lake Park CRA

Overview

Provide lawn and landscape maintenance services for the Town of Lake Park CRA for a period of three years beginning on October 1, 2009 to September 30th 2012. CWA agrees to hold this price for a period of three years with the option to renew for an additional two years at this held price. During the time that the Town of Lake Park and CWA are negotiating renewal, services shall remain the same as outlined below and shall be on a month to month basis. LOCATIONS OF SERVICE: 1.)10TH STREET 2)PARK AVENUE 3.)ALLEYWAYS and 4.) WATERTOWER ROAD.

Landscape Maintenance Services

- Locations 1, 2 and 3: Provide landscape maintenance services no less than once a week.
- Locations 1, 2 and 3: Mow *weekly*. Location 4: Mow *2 x per month or biweekly*. Grass shall be maintained in accordance with Best Management Practices for specific grass.
- Weed all plant beds; maintain a clean edge between sod and mulched bed line. (Contractor may use low spectrum herbicide such as Rodeo or Roundup for routine weed control.)
- Maintain entire site free of debris, trash, clippings, branches, etc.
- Hedge all shrubs in a clean, neat and professional manner, removing and disposing of all clippings.
- Edge all turf edges abutting curbs, flush paved surfaces including all road curbs, shrub beds, flower beds, ground cover beds, hedges and around trees where a mulch bed exists at base.
- Tree and Palm Trimming- Maintain all trees and palms to 20' free of dead fronds, branches, and maintain in a neat and tidy order. Remove and dispose of all debris from tree trimming process.
- Blowing/Clearing- CWA shall use a blower to clear curbs along roadways, to ensure a neat, clean appearance after each maintenance operation.
- Irrigation- Contractor shall repair and replace any damaged equipment due to Contractor's landscape maintenance activities.

CWA

- Fertilizer – St. Augustine (4) x per year: Locations 1, 2 and 3 - Deliver and install 100% coverage to all turf areas per fertilizer manufacturer's specification Fertilizer type: 20-0-10 with 92% atrazine.

- Cypress mulch application (1) x per year: Locations 1, 2 and 3 – Mulch to be maintained at a minimum of 2".

Supervision

Contractor shall provide a trained supervisor and company representative on site that shall be capable of verbal and written communication and shall be able to adequately communicate with the service workers.

Compensation

CWA shall be paid an annual amount of **$81,600.00**. A monthly payment of **$6,800.00** shall be due on the 10th of each month.

Termination

Owner or Contractor may terminate Contract without cause at the end of a specified calendar month upon two weeks prior written notice

Warranty

Damages to site from fire, acts of God, or negligence by others shall not be the responsibility of Contractor.

All payments shall be cash, money order, or checks payable to CWA.

We look forward to providing you with high quality landscape maintenance services.

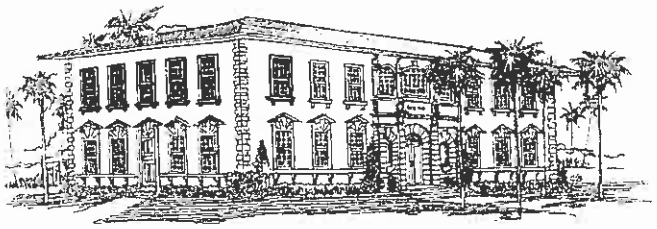
Submitted

Chris Wayne and Associates, Inc.
Date: 7/22/09

Accepted

Client signature
Date: 7/20/09

TREE HUGGERS



LAKE PARK TOWN HALL — NATIONAL HISTORIC SITE

THE TOWN OF LAKE PARK

535 PARK AVENUE
LAKE PARK, FLORIDA 33403
(561) 881-3350 FAX (561) 881-3358

PURCHASE ORDER

PURCHASE ORDER NUMBER	55116
DATE	10/05/11 PAGE NO. 1
DEPT. CODE	
REQUISITION NUMBER	120

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST, AND CORRESPONDENCE.

TO: 60590
TREE HUGGERS LANDSCAPING AND NURSERY LLC
P O BOX 703
LOXAHATCHEE, FL 33470-0703

SEND INVOICE TO	DELIVER ITEMS TO	DELIVERY DATE
TOWN OF LAKE PARK DIRECTOR OF FINANCE 535 PARK AVENUE LAKE PARK, FL 33403	PUBLIC WORKS DEPARTMENT 650 OLD DIXIE HIGHWAY LAKE PARK 33403	10/05/11

TERMS: NET

SPECIAL INSTRUCTIONS: TOWN BID NO.08-09 APPROVED BY CRA BOARD:JAN 6 2010

THIS IS... ☐ AN ORDER ☐ A CONFIRMATION

UNIT DESCRIPTION	ACCOUNT NUMBER	QUANTITY	UNIT PRICE	AMOUNT
WEEKLY MAINT	520-34000	52.00	150.00	7,800.00
BI-WEEKLY MAINT	520-34000	26.00	325.00	8,450.00
MAINT AT TOWN GREENE	520-34000	42.00	100.00	4,200.00
PROVIDE LABOR, EQUIPMENT & MATERIALS TO PROVIDE LANDSCAPE MAINT SERVICE WITHIN THE CRA DISTRICT PER TOWN BID NO. 08-09				
			TOTAL	20,450.00

FLORIDA STATE SALES TAX EXEMPTION CERTIFICATE NO.
60-13-116484-54C

FEDERAL TAX EXEMPTION CERTIFICATE NO.
59-6000355

Anne M. Costello 10/5/11

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND SHIPPING DOCUMENTS. DELIVERIES WILL BE ACCEPTED

TREE Huggers

Contract Agreement
AGREEMENT BETWEEN OWNER AND CONTRACTOR
GROUNDS MAINTENANCE WITHIN CRA DISTRICT
LAKE PARK COMMUNITY REDEVELOPMENT AGENCY
TOWN BID NO. 08-2009

Upon execution by both parties, this Agreement shall serve as the Contract between the LAKE PARK CRA ("Owner") and Tree Huggers Landscape & Nursery, LLC ("Contractor") for the delivery of the bid items contained in the aforementioned contractor's' bid response to the CRA's Invitation For Bid No. 08-2009.

All terms, conditions, plans and specifications of No. 08-2009, any Addenda, and contractor's accepted bid, dated December 28, 2009 shall apply to this Agreement, and are incorporated herein. In the event of conflict, the terms of the Lake Park CRA's bid shall take precedence. The initial contract amount shall be $23,400.00. Subsequent years contracts will be based on estimated quantities and bid unit prices.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: Lake Park CRA through its CRA Board, signing by and through its Chairperson, authorized to execute same by Commission action on the 6th day of January, 2010; and Executive Director authorized to execute same.

LAKE PARK CRA, through its
CRA Board

By: _____
Desca Dubois, Chair
17 day of Feb., 2010

Attest:

_____
Vivian Mendez Lemley, Agency Clerk

TOWN OF LAKE PARK SEAL FLORIDA
(Town Seal)

By: _____
Maria V. Davis, Executive Director
10 day of FEB, 2010

Approved as to form and legality
For the use of and reliance by the
Town of Lake Park/CRA only:

By: _____
Thomas Baird, Agency Attorney
9th day of February, 2010

Tree Huggers

AGREEMENT BETWEEN OWNER AND CONTRACTOR (Cont.)

Contractor:

Tree Huggers Landscaping & Nursery, LLC
Name of Contractor

Signature

Timothy Lalonde, President
Print Name, Title

5 day of Feb, 2010

(CORPORATE SEAL)

STATE OF FLORIDA)
):ss
COUNTY OF Palm Beach)

N/A-LLC

Sworn to and subscribed before me this 5 day of February, 2010 by Tim LaLonde who (check one) [ ] is personally known to me or [✓] has produced Drivers License as identification.

Notary Public, State of Florida

Vivian Mendez Lemley
Print or Type Name of Notary Public

My commission expires: 2/24/2013

Notary Public State of Florida
Vivian Mendez Lemley
My Commission DD844419
Expires 02/24/2013

END OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

Tree Huggers

SCOPE OF WORK

The Lake Park CRA has within its boundaries properties which include unimproved alleyways, paved alleys, and responsibility for maintaining vacant lots. Initial clearing of vegetation and debris removal and routine maintenance requiring mowing, trimming, edging, herbicide application and debris removal is required. Disposal of vegetation and debris is a requirement of the contract. Fertilization and insect treatment is **not** part of this contract. The contract period is through September 2012 with an option for renewal for an additional two years. The initial contract unit prices are to be maintained thru September 2012. The option for renewal for an additional two years would be based on the performance during the contract period and a one time unit cost adjustment based on the Consumer Price Index –Wage Earners (CPI-W) for the period 6/11 to 6/12.

TECHNICAL SPECIFICATIONS

Attached to this document are separate plans/drawings available as a compliment to the Scope of Work for this project. All required bid items are described in the Scope of Work, Schedule of Bid Items and Plan Sheet "Ground Maintenance", and may be further clarified in any Addenda issued. Bidders are encouraged to visit the project site to become familiar with existing and local conditions.

Tree Huggers

BID FORM: No. 08-2009
GROUNDS MAINTENANCE WITHIN CRA DISTRICT

Instructions: Remove this and all following pages, complete and execute, and submit in triplicate with your bid package (1 Original and 2 copies).

In accordance with the plans and specifications noted in this Bid document, the **TOTAL BASE BID BASED ON UNIT PRICES** for this project is:

Sixteen thousand four hundred fifty + 00/100 ($16,450.00)

Completion: September 2012, [Contractor may only perform work on this project Monday – Friday between 8am – 5pm, unless pre-approved for other hours by the CRA]

Required documents attached?	(Yes or No)
- Schedule of Bid Items	Yes
- Acknowledge Addenda # 1 (if issued)	Yes
- Bid bond (minimum of 5% of total bid (signed)	N/A
- 1 Original and 2 copies of the following:	
- Bid Form (signed)	Yes
- Clarifications/Exceptions	Yes
- List of Subcontractors	Yes
- 'Drug Free Workplace Cert. (signed)	Yes
- List of References	Yes
- Licenses (copies of applicable licenses)	Yes
- Proof of Existing Insurance Coverage	Yes

NAME OF FIRM Tree Huggers Landscaping + Nursery LLC

ADDRESS P.O. Box 703
Loxahatchee, FL 33470-0703

PHONE# 561-319-4131 FAX# 561-795-6761

AUTHORIZED SIGNATURE

NAME & TITLE (TYPED or PRINTED) Timothy LaLonde, President

POINT OF CONTACT EMAIL ADDRESS: treehuggers@bellsouth.net

DATE: 12/28/09 TAX PAYER ID#: 26-0580247

Tree Huggers

GROUNDS MAINTENANCE WITHIN CRA DISTRICT
TOWN OF LAKE PARK BID NO. 08-09
SCHEDULE OF BID ITEMS

ITEM No.	ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL PRICE
1.*	Indemnification, Registration with Town Permits (Town Permit will be waived).	Job	1	$ 100.00
2.*	Initial cut including removal and disposal of overgrowth, dead vegetation and debris (all sites).	Job	1	$ 1,500.00
3.	Provide labor, equipment and materials to maintain all sites free of debris, trash, leaves, clippings, branches, etc..	Weekly	36 @ $150.00/wk.	$ 5,400.00
4.	Provide labor, equipment and materials to mow, weed-eat, edge at concrete surfaces at all sites excluding site #5.	Bi-Weekly	18 @ $325.00/CUT wk.	$ 5,850.00
5.	Provide labor, equipment, and materials to mow, edge, weed-eat, weed & trim shrubs, maintain irrigation sprinkler heads at site #5.	Weekly	36 @ $100.00/ wk.	$ 3,600.00

BASE BID: TOTAL ITEMS 1 THRU 5 $ 16,450.00

Written Amount $ Sixteen thousand Four hundred Fifty + 00/100

6.	ALTERNATE I: Provide labor, equipment, and materials to install Argentine bahia sod at Site #5 including scarify and grade site, pre-emergent application, sprinkler head adjustment, sod placement, top dress and roll.	Lump Sum	$ 7,000.00

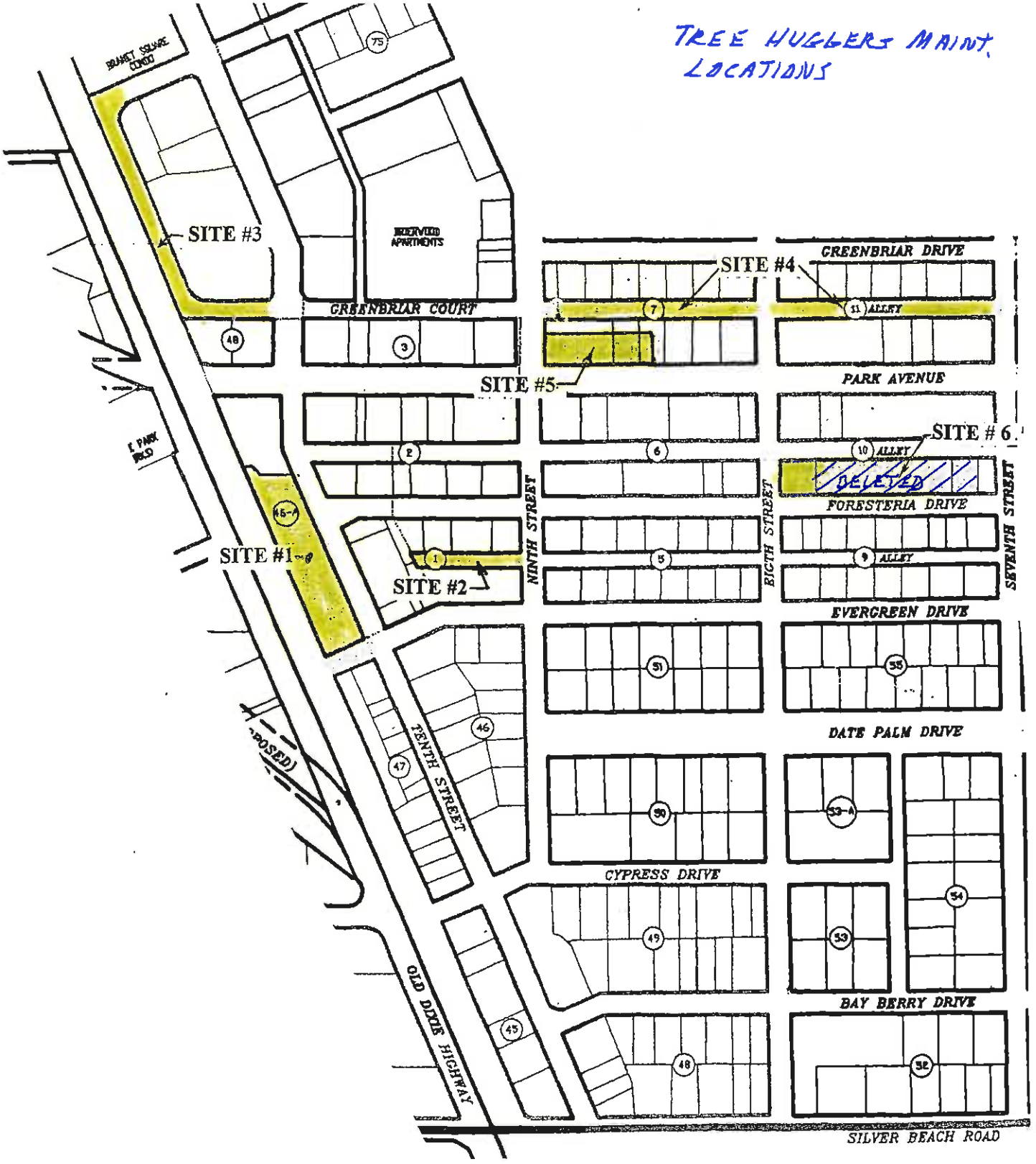
Submitted By: Timothy LaLonde

Name of Firm: Tree Huggers Landscaping + Nursery LLC

Tel. No. 561-319-4131 Fax No. 561-795-6761

NOTE: **1.The Award of Contract will be based on the lowest responsive base bid.**
2.Site #5 is intended to be sodded prior to March, 2010. Alternate I may be awarded to another contractor bidding this project or separately bid.
3.The quantities indicated are estimated quantities to complete the CRA's fiscal year thru September 30, 2010. The annual quantities for the following two years will be 52 for bid item #3, 26 for bid item #4 and estimated 42 cuts for site #5.
* 4.Bid items No's 1 & 2 are one time first year bid items.
5.Herbicide treatment to reduce maintenance is an option of the contractor.

TREE HUGGERS MAINT. LOCATIONS



TREE HUGGERS
MAINT. LOCATIONS

20

MAINTENANCE LOCATIONS
(BOUNARY OF MAINTENANCE SITES)

SITE #1: Open field bounded by the west curb line of 10th St., south R/W of Evergreen Drive, east R/W of FEC Railroad (delineated by concrete posts), south edge of concrete parking lot, plus around two dumpsters west of parking lot. This site requires a minimal initial removal of vegetation and debris.

SITE #2: Non-Paved alley R/W west of 9th St. between Evergreen Drive and Foresteria Drive to concrete wall. The work is within the alley right-of-way. The north R/W being fence lines or utility pole lines on the north side and the south R/W line being 45' south of the north R/W line. This site requires substantial initial removal of vegetation, stockpiled dirt and debris, trimming of shrubs particularly along the north R/W.

SITE #3: Paved and non-paved alley R/W west of 10th St., east of the FEC Railroad track, north of the south R/W of Greenbriar Court and south of the north R/W of West Jasmine Drive. The R/W is generally 50' wide and is considered to be from the alley utility pole line west to the top of the embankment along the railroad. This site requires substantial heavy duty initial removal of vegetation, removal of Australian Pines less than 6" diameter, remove Florida Holley, remove dead trees, stumps to be ground, remove additional debris.

SITE #4: Alley R/W, mostly unpaved, from the west edge of pavement of 7th St. to the east edge of pavement of 9th Street. This R/W is 50' wide, the north R/W being considered existing fences or the utility pole line on the north where no fence exists. This alley requires a moderate amount of initial vegetation removal, tree trimming, and removal of Australian Pines and grind stumps. Contact with adjacent owners will be needed is some cases.

SITE #5: This site is a CRA leased property bounded on the north by the south edge of an asphalt paved access drive, public sidewalk on the south and west, building on the east. Maintenance includes mow, weed-eat, edge, tree and hedge maintenance and repair of irrigation heads, weeding of beds. This site is to be sodded by March 2010 (Alternate I in bid). Minimal initial cleanup is needed.

SUITE #6: This site is a CRA owned property bounded by the north sidewalk of Foresteria Drive, on the west by the east sidewalk of 8th Street, private property on the east and the south edge of the alley pavement on the north. This site requires minimal initial cleanup. Maintenance requirements will be reduced over time as sections of this site develop into a Community Garden.

Notes: All sites require weekly maintenance to remove debris, trash, leaves, clippings, branches, etc.. All sites excluding Site #5 require Bi-Weekly mow, weed-eat, edge at concrete surfaces. Site #5 requires weekly or approx. 42 cuts per year some of which will need to be scheduled around events at the site. Application of herbicide treatment is an option of the contractor to reduce maintenance but not to promote erosion. The need for insecticide or fungicide treatment should be brought to the attention of the owner.

End

GROUNDS MAINTENANCE LAKE PARK CRA	
SCALE: NTS	PROJ. #1001
DRAWN: RDP	SHEET
DATE: 12/01/09	1of 1

TAB 5

CRA
Agenda Request Form

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

[ ]	Public Hearing	[ ]	Resolution
[ ]	Ordinance on Second Reading	[X]	**Discussion**
[ ]	Ordinance on First Reading	[ ]	Bid RFP/Award
[ ]	General Approval of Item	[ ]	Consent
[ ]	Presentation	[ ]	Other

SUBJECT: CRA Workshop Updates

RECOMMENDED MOTION/ACTION:

Approved by Executive Director _____ **Date:** 4/27/12

Prepared By: Jennifer Spicer, *Economic Development Director*	**Costs: $ 0** **Funding Source:** **Acct. #**	**Attachments:** **CRA Workshop Updates**

On our April 11th, 2012 workshop presentation, the CRA Board had multiple comments and suggestions. Attached are some specific and targeted activities we are implementing to prioritize these suggestions to expand and improve our CRA communications in content and to include all the relevant stake holders. Additionally, we are actively engaging conversations with the presenting groups from the workshop to focus our efforts on renewed efforts and best practices in the areas most critical for the current needs of our CRA.

TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

From: Jennifer Spicer, Economic Development Director

To: Jamie Titcomb- Interim Town Manager

Subject: April 11, 2012 CRA Workshop presentation

Date: May 2, 2012

The following areas are where we are taking immediate action to implement some of the suggestions by this board. We welcome additional suggestions to help improve the effectiveness of our efforts to attract new businesses and participation in our growing CRA as market conditions improve.

1. Advertising

- CRA E-Newsletter- adding all of the CRA businesses and creating a consistent email distribution schedule for periodic updates for the community, businesses and the public
- CRA webpage- implementing a "contact us" application, where it will allow us to reach out and retrieve additional contacts, attracting businesses and the public to view what's happening in the Town of Lake Park CRA
- The CRA is preparing a marketing strategy for all vacant store fronts, targeting specific usage for each vacant space. These will be toured along with realtors/brokers and other agencies
- Facebook is currently being updated, inviting businesses to network with the Lake Park CRA
- The CRA continues to communicate with the Palm Beach Post, bringing updates to their attention for additional exposure/marketing

2. CRA Business Outreach

- Maintaining open lines of communication with all of the CRA businesses and consistently sending them invites to all CRA meetings
- Offering free advertising to all of the CRA businesses on a monthly basis, Utilizing the CRA webpage, CRA e-newsletter and Channel 18, continuing the featured business of the month page on Channel 18
- The CRA will continue mail/emailing out the "We are open for Business flyer" to many businesses within other municipalities

- In addition, the CRA is seeking for a volunteer position to assist with miscellaneous tasks, such as updating business master list etc. This master list changes periodically, as businesses relocate in and out of the Town CRA.

3. Networking

- The CRA is currently scheduling a "meet and greet" gathering with Realtors/Brokers. Targeting available store fronts for additional exposure. In addition, the CRA will continue to network with all key agencies for additional assistance with our marketing strategy and any benefits that may be of assistance to our businesses and prospects

4. Suggestions

- Retail Lease Trac is a website that provides thousands of contacts on companies that are looking for a relocation/expansion. It is a very detailed site and it provides full information about these companies, it gives you the company profile and the location that they are focusing on relocating. would be beneficial to become a member and reach out to thousands of these companies
- Due to the lack of funding, it is recommended that the CRA seeks for its own funding resources; available funding will assist and persuade new businesses. In addition, it will assist with beautification projects

5. Events

- The CRA will continue sponsoring events to attract businesses and increase traffic/exposure to our businesses and vacant store fronts. Our 3rd Annual Seafood Festival will be on November 10, 2012
- The CRA events have shown high interest from vendors, sponsors, community and spectators, therefore, we are utilizing volunteer assistance to organize additional events that were in place but were cancelled, due to the lack of assistance. It is to the CRA best interest that we continue exposing our Downtown CRA through special events and other activities. Special Events are a key component to our revitalization.

TAB 6

CRA
Agenda Request Form

Tab 6

Meeting Date: May 2nd 2012 **Agenda Item No. H-4**

[ ]	Public Hearing	[ ]	Resolution
[ ]	Ordinance on Second Reading	[X]	Discussion
[ ]	Ordinance on First Reading	[ ]	Bid RFP/Award
[ ]	General Approval of Item	[ ]	Consent
[ ]	Presentation	[ ]	Other

SUBJECT: **Consider separating scheduled CRA Meetings from Town Commission Meetings (alternate nights)**

RECOMMENDED MOTION/ACTION: **Commission Discussion and Direction**

Staff Signature _____ **Date:** 4/27/12

Approved by Executive Director _____ **Date:** _____

Prepared By:	Costs: $ -0-	Attachments:
James Titcomb CRA Interim Director	Funding Source: Acct. #	None

Summary Explanation/Background:

In response to public commentary, the CRA Board is asked to discuss the scheduling of their meetings and to consider NOT holding CRA Board meetings on the same nights as the regular Town Commission meetings. Referencing the volume of CRA and Town business, as well as the ability for the public and commission alike to both attend and effectively absorb content throughout their current back-to-back configuration, the board needs to discuss the pros and cons of separate meeting schedules, frequency and other related issues to give direction for future scheduling.