

AGENDA

Community Redevelopment Agency Meeting
 Wednesday, June 20, 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
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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. PRESENTATIONS:

- 1. 800 Park Avenue RFQ Shortlist Presentations Tab 1
- 2. CRA Budget Recommendations Tab 2

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. DISCUSSION AND POSSIBLE ACTION:

3. One Year Renewal of Contract with Chris Wayne & Associates for Landscape Maintenance Services within the CRA

Tab 3

H. BOARD MEMBER COMMENTS

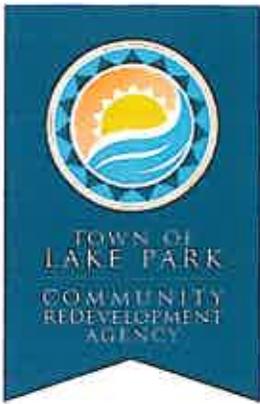
I. EXECUTIVE DIRECTOR COMMENTS

J. ADJOURNMENT

Presentation

TAB 1

TAB 2



**CRA
Agenda Request Form**

Meeting Date: June 20th 2012

Agenda Item No. E-2

- | | |
|--|--|
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Ordinance on First Reading | <input type="checkbox"/> Bid RFP/Award |
| <input type="checkbox"/> General Approval of Item | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Presentation | <input type="checkbox"/> Other |

SUBJECT: CRA Financial Position, Transition & Future Direction

RECOMMENDED MOTION/ACTION: Board Discussion and Direction

Approved by Executive Director *[Signature]* Date: 6/15/12

Prepared By: Finance Department, Finance Director & CRA Interim Director	Costs: \$ -0- Funding Source: Acct. #	Attachments: Discussion Options for CRA 2013 Budget Worksheet.
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Summary Explanation/Background:

Attached is an "Options for CRA 2013 Budget" worksheet to highlight recommended apportionment of the operating expenses projected for the CRA FY2013 budget, after obligatory fixed debt service.

The basic recommendations for Fiscal Year 2013 are as follows:

1. Renew a one year extension of the "CWA" Landscaping contract with modifications and reductions (See Item H-3).
2. NOT renew current Landscaping services contract provided by "Tree Huggers."
3. Engage Public Works to pick up additional CRA duties as modified through a work order system.
4. Exercise 60-day no penalty exit clause of PBSO contract for a dedicated CRA area law enforcement services.
5. RFP for private security services for critical areas and hours coverage.
6. Eliminate full time permanent CRA staffing positions and replace with professional support staff hours either in-house and/or RFP for outside contract support services.
7. RFP special events and stand alone projects as directed on a case by case basis.
8. Continue to pay fixed costs of insurance coverage and utilities.
9. Begin contributions toward Fund Balance Recovery.

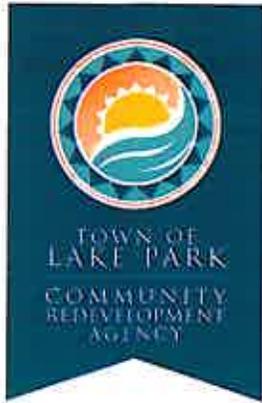
For FY2012 the CRA should continue to transition from the current operational practices to the recommend "best practices" model described at the June 6th CRA meeting and in our recommendations above for FY2013.

Discussion Options for CRA 2013 Budget
June 20, 2012

	2013
Landscaping	
CWA (1 year renewal of existing contract)	\$ 75,960
Public Works (general services)	\$ 6,000
Security (28 hours per week)	\$ 22,000
Support Staff	\$ 15,000
Miscellaneous	
Insurance - Liability	\$ 11,720
Utilities - primarily for irrigation	\$ 13,000
Contribution toward Fund Balance recovery	\$ 543
TOTAL OTHER EXPENSES	\$ 144,223

Discussion And Possible Action

TAB 3



**CRA
Agenda Request Form**

Meeting Date: June 20, 2012

Agenda Item No. *Tab 3*

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|-------------------|
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Ordinance on Second Reading | <input checked="" type="checkbox"/> | Discussion |
| <input type="checkbox"/> | Ordinance on First Reading | <input type="checkbox"/> | Bid RFP/Award |
| <input type="checkbox"/> | General Approval of Item | <input type="checkbox"/> | Consent |
| <input type="checkbox"/> | Presentation | <input type="checkbox"/> | Other |

SUBJECT: One Year Renewal of Contract with Chris Wayne & Associates for Landscape Maintenance Services within the CRA

RECOMMENDED MOTION/ACTION: Approve One Year Renewal With Reduced Cost and Services

Staff Signature *Richard Pittman* Date: *6/15/12*
 Approved by Executive Director *Jamun Stiel* Date: *6/15/12*

<p>Prepared By: Richard Pittman CRA Project Manager</p>	<p>Costs: \$75,960.00 Funding Source: CRA Acct. # 520-34000</p>	<p>Attachments: Draft Annual Agreement Contractor Correspondence</p>
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Summary Explanation/Background:

The May 2, 2012 CRA agenda initiated discussion associated with landscape maintenance within the CRA. Subsequent public discussion has included some of the landscape services being performed by the Department of Public Works. Administration proposes that the high investment landscaping continue to be maintained by Chris Wayne & Associates, Inc. and the turf and undeveloped properties be maintained by the Department of Public Works.

Grounds maintenance of specific Town owned properties within the CRA district are maintained thru contracts with Chris Wayne and Associates (CWA) 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 have an option for extension and are up for renewal at the end of September of this year.

CWA currently maintains Park Avenue from 7th St. to 10th St., 10th St. from Park Avenue to Northlake Blvd., all of the improved alleyways having Ficus hedges, and Watertower Road. The annual contract amount for this service is \$81,600. CWA has become aware that austerity measures will be needed in FY 2012/13. By removing Watertower Road mowing tasks and pro-bono services such as Whitefly control, CWA has offered that their annual contract, if renewed for FY2012/13, be reduced by \$5,640.00 to \$75,960.00. The CRA would bid out services such as insect control, plant replacement, and additional fertilization "as-needed". Public Works would take over maintenance on Watertower Road and less visible grounds currently maintained by Tree Huggers Landscape & Nursery, Incorporated.

Approval to renew the Annual Landscape maintenance Agreement with CWA with reduced costs and services is recommended.

DRAFT

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. ²⁰¹² ~~GWA 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 GWA are negotiating renewal, services shall remain the same as outlined below and shall be on a month to month basis.~~ ²⁰¹³ 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.

- 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~~ ^{\$75,960.00}. A monthly payment of ~~\$6,800.00~~ ^{\$6,330.00} 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

Accepted

Chris Wayne and Associates, Inc.

Client signature

Date: _____

Date: _____

Richard Pittman

From: chris@chriswayneinc.com
Sent: Friday, June 15, 2012 11:36 AM
To: Jamie Titcomb
Cc: Richard Pittman
Subject: CRA Maintenance Contract

Mr. Titcomb,

Thank you for taking the time to meet with me yesterday to discuss possible options to reduce the Town's landscape maintenance cost for the CRA while at the same time continuing to contract with CWA.

After careful review we have determined that we can reduce our annual contract amount by \$5,640.00 (470.00) per month by removing the maintenance of Tower Road from our scope as well as providing Whitefly treatment on an additional service basis as mutually agreed upon. I hope that you find this to be acceptable and we look forward to providing the Town with another year of service. If you have any questions please don't hesitate to contact me.

Sincerely,

Christopher Wayne Dellago, RLA
President
Chris Wayne and Associates, Inc.
Ph 561.746.4225
Fax 561.746.8991
Email chris@chriswayneinc.com