

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, August 1, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, August 1, 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, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Lemley. Board Member Stevens arrived at 6:43 pm.

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

PRESENTATIONS:

1. Proposed CRA 2012-2013 Budget

Finance Director Blake Rane presented the Budget (see Exhibit "A"). He stated that the Board discussed the budget at the June 6, 2012 CRA meeting and there have been some

adjustment made since that meeting. The revenue came in 5% lower than presented, the taxable value in the CRA is approximately 4.5% lower than last year. He reviewed the revenues, expenditures, and debt payments for the CRA.

Vice-Chair Rumsey asked for an explanation of the transfer from the General Fund of \$245,825 on page 3 of the proposed budget. (See Exhibit "A")

Finance Director Rane stated that is the Tax Increment Financing (TIF)

Vice-Chair Rumsey asked if that gets the CRA up to date on the TIF.

Finance Director Rane stated on the income statement it is up to date, but there is some clean-up work that needs to be done for Fiscal Year 2011 on the balance sheet.

Vice-Mayor Rumsey asked what the TIF would be in the 2014 budget.

Finance Director Rane stated that assuming that the taxable value and millage rates by the County and Town stay the same the TIF would be the same.

Vice-Chair Rumsey asked if the utilities of \$15,000 on page 4 (see Exhibit "A") is for the Arts building.

Finance Director Rane stated "no" that line item is to pay Seacoast Utility Authority for water and FPL for electricity for the streetlights and to run the pumps to water the various green areas.

Vice-Chair Rumsey asked for an explanation about the \$750 for equipment rental (see page 4 Exhibit "A")

Finance Director Rane stated that is for the rental of the truck to put up the holiday banners.

Vice-Chair asked for an explanation about the \$1200 for repair and maintenance (see page 4 Exhibit "A").

Finance Director Rane stated that is for the various pumps and equipment.

Board Member Longtin asked for an explanation of the \$500 from Interest Earnings (see page 2 Exhibit "A").

Finance Director Rane stated that the CRA has loaned money to various businesses in the CRA and this represents the interest that those companies will pay during the course of the year.

Board Member Longtin asked for an explanation regarding the Interest Income (see page 3 Exhibit "A")

Finance Director Rane explained that the Interest Income is money that the CRA has invested in various investment opportunities and that there is still some cash in the CRA and it will probably bring that much interest.

Board Member Longtin asked if those funds are shown in the budget.

Finance Director Rane stated "no" that those funds are reflect on the balance sheet.

Board Member Longtin asked if the holiday banners are only placed on Park Avenue in the CRA area.

Finance Director Rane stated that he has been advised that the banners are only on Park Avenue.

Public Works Director Dave Hunt stated that the Town has a contractor who put lighted decoration on 10th Street.

Vice-Chair Rumsey asked if the Town pays a contractor to put up the decorations on 10th street. Does the CRA pays for the rental of a truck and Town staff to put up the decoration on Park Avenue.

Public Works Director Hunt stated that banners are put up on Park Avenue by Town staff and electric ornaments on 10th Street are put up by a contractor. He stated that the electric ornaments are stored, maintained, and installed by the contractor.

Vice-Chair Rumsey asked how many banners are on Park Avenue.

Public Works Director Hunt stated 27.

Vice-Chair Rumsey asked how much it costs for the contractor to install the electric ornaments on 10th Street and if the contractor would be willing to install the banners on Park Avenue and how much that would cost.

Public Works Director Hunt stated that he would have to get that information.

Vice-Mayor Rumsey asked what is \$750 divided by 27.

Finance Director Rane stated that is about \$30.

Vice-Mayor Rumsey stated that is 30 per banner.

Board Member Longtin stated that she does not think the installation of the holiday banners should be charged to the CRA.

Board Member Hockman stated that there is nothing in the budget for special events like the Seafood Festival.

Executive Director Sugerman stated that he is correct. He stated that there will be a Seafood Festival and that he is currently in negotiations with an event planner to put on the Seafood Festival and other event at no charge. He stated that he is not prepared to bring that contract forward at this time because he is still in negotiations.

Commissioner Hockman asked if that was the same for the art show.

Executive Director Sugerman stated that the art show is not be negotiated with that event planner.

Chair DuBois stated that there may be an opportunity for an art show with the new tenants at Art on Park building.

Board Member Hockman asked for an explanation regarding the \$12,892 for Insurance and ask specifically if that included the insurance on the Art on Park building (see page 4 Exhibit "A").

Finance Director Rane stated that this is a special insurance policy written for the CRA and its assets which includes the 800 Park Avenue building.

Board Member Hockman stated that it was his understanding that the people proposed to lease the Art on Park building had to pay the insurance for the building.

Finance Director Rane explained that the agreement for the 800 Park Avenue building was on this agenda and that if the insurance is to be subsidized by the tenant then that amount will be adjusted in the budget.

Board Member Hockman asked for an explanation of the garbage for \$550 (see page 6 of Exhibit "A")

Finance Director Rane stated that is the annual fee for picking up the public garbage cans along Park Avenue.

Board Member Francois asked about the \$6,600 for Rental & Leases – Office Space and if that was for the CRA office.

Finance Director Rane stated "yes" and that staff is working on not having that expense. He stated that at the next CRA meeting on September 5, 2012 a finalized budget will be presented to the Board for approval.

- 2. CRA Updates Report:**
918 Park Avenue (Historic Building)
801 Park Avenue (One Park Place)
826 Park Avenue (Pho Hot Pot)

Economic Development Director Jennifer Spicer provided and update on the status of 918 and 801 Park Avenue (see Exhibit "B").

Julie Thach, owner of Pho Hot Pot Restaurant, provided a status update and stated that the restaurant would be opening soon. She stated that the business license was issued in the wrong name and she is waiting for a correct business license to be issued.

Board Member Longtin stated that the report states that the restaurant will open by August 15, 2012 and asked Ms. Thach when the restaurant will be open barring any unforeseen circumstances.

Ms. Thach stated that everything is done and that they are waiting for the business license.

Economic Development Director Spicer explained that a business license is required and that when the contractor completed the paperwork the contractor put the wrong business name and Palm Beach County will not issue a correct business license until the name is corrected.

Commissioner Longtin asked Attorney Baird for clarification on if the contractor put the wrong name what that has to do with the business license.

Attorney Baird stated that he does not know.

Chair DuBois thanked Ms. Thach for coming and wished her success.

Economic Development Director Spicer stated that Ms. Thach is offering tours of the restaurant to any of the Board Members to see the renovations.

Board Member Mosler asked if the restaurant will be open for lunch.

Economic Development Director Spicer stated "yes".

PUBLIC COMMENT:

No Comments.

CONSENT AGENDA:

3. **CRA Board Meeting Minutes of June 6, 2012**
4. **CRA Board Meeting Minutes of June 20, 2012**

Motion: A motion was made by Board Member Hockman to approve the Consent 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	X		
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 7-0.

DISCUSSION AND POSSIBLE ACTION:

5. License Agreement with Artists of Palm Beach County for Occupancy of 800 Park Avenue (Art of Park)

Executive Director Sugerman explained that this is the finalized license agreement with Artists of Palm Beach County for their occupancy of the 800 Park Avenue building. He stated that the agreement has been reviewed by all parties, including Attorney Baird and that all the documents are in order. He stated the Artists of Palm Beach County are present to answer any questions.

Chair DuBois suggested that on page 2 of the agreement it include the requirement to obtain a business license through the Town.

Board Member Longtin asked if that is on the license agreement on page 2.

Chair DuBois stated that on page 2 of the license agreement there is a list of requirements for the tenant and he thought a business license should be a part of that list.

Executive Director Sugerman stated that if there is an obligation for the artist to obtain a business license it would be an obligation under the Town Code and does not have to be a stipulation in the license agreement. He stated that if the Town Code requires that a business license is obtained one shall be whether the requirement is in the agreement or not.

Chair DuBois stated that on page 6 of the agreement he would like to add the following provision added requiring the name of the building remain "Art on Park" and that the operator would be permitted to add a sign with their name. He thought the Board decided that the name on the building would remain the same and the operator would be added to it.

Board Member Longtin asked Chair DuBois to reiterate what he is requesting.

Chair DuBois stated that he is attempting to keep the identification of the building itself as the "Art on Park" building and that the operators of the building would be permitted to add a sign with their name on it.

Board Member Hockman stated that building name would stay "Art on Park" and the group would have their own business name underneath the building name.

Chair DuBois concurred with Board Member Hockman and that the signage for the operator could be located elsewhere on the building wherever it is convenient.

Commissioner Stevens stated that he is in agreement with keeping the name "Art on Park". He stated item 2 of the agreement, second bullet states "a monthly schedule of Arts/Crafts classes that shall be open to the general public; 1 Arts/Crafts class at no cost to the public at least once a month" and that he wants to change it to 4 Arts/Crafts classes at no cost to the public at least once a month. He stated that the reason he wants the change is because the CRA has \$36,000 annually in debt service, equipment that is located at the facility and the usage of the property by the tenant.

Chair DuBois stated that he would give the operator some time to get up and going rather than require that level of service from the beginning.

Commissioner Stevens stated that he has no problem with adding starting in 2013, but he thinks for the investment that the CRA has put in that one class a week is fair.

Board Member Francois stated that she concurs. She asked how long is the term of the agreement.

Board Member Stevens stated that the agreement states a one year term, however the dates are missing.

Board Member Francois stated that the Board had discussed having outdoor events or art outdoors on Park Avenue and asked if that was part of the agreement.

Economic Development Director Spicer stated that the lease agreement was determined based on the Request for Qualifications (RFQ) that was approved by the Board. She stated that the RFQ specified that the "Art on Park" name must be kept and that the tenant can have a plaque that states the operator's name. She stated that the number of classes is also based on the RFQ, but things can be changed based on the applicant. She noted that the applicant has questions as well. She stated that the RFQ provided that the tenant take part in any events on Park Avenue.

Chair DuBois asked if there was specification about sponsoring or providing outdoor events in the RFQ.

Economic Development Director Spicer stated "no".

Board Member Stevens stated that is what was in the RFQ, but that during the presentations the applicant agreed that they were going to pursue outdoor activities.

Economic Development Director Spicer stated that Joe Friedman, President of Artists of Palm Beach County, is present if the Board wants to ask direct questions.

Chair DuBois stated that there may be conflict because the Town only allows four events per year without a waiver. He thinks it would be a good idea to find out from the applicant if they can run more classes than one a month after a year's time and would be interested in hosting and organizing some outdoor art events.

Board Member Longtin suggested that the Board continue to go through the agreement and get all the questions for the tenant to be answered at once.

Chair DuBois concurred with the suggestion.

Board Member Longtin stated that Chair DuBois' concern regarding keeping the name the same is addressed on page 1, item 2 of the agreement and read the sentence "The Gallery name 'Art on Park Studio and Gallery' shall remain the same". She concurred that the requirement for a business license needs to be added and that the license must remain current. She agrees with requiring four free classes a month that are free to the public and that during the presentations that all the groups stated that they would do so much more than one class a month. She finds the requirement extremely lacking. She thinks that all the applicants stated during their presentations that they would be amenable to doing outdoor shows. She stated that the agreement shows nowhere what was discussed during the presentations between the applicant and the Board. She stated that the word "to" is not necessary at the end of item 6 (see page 2 of Exhibit "A"). She stated that item 8 references an equipment list and asked how the equipment is marked to show it is Town property.

Economic Development Director Spicer stated that she does not think that the equipment is currently marked and if it is going to remain per the agreement then it should be marked.

Board Member Longtin stated that a sign off sheet for the equipment is needed and it should include the status and condition of equipment. She asked if Attorney Baird reviewed the contract.

Attorney Baird stated that he prepared the form of the contract and staff inserted the substance.

Board Member Longtin requested that in the future documentation be provided showing that Attorney Baird reviewed the document.

Attorney Baird clarified that on legal documents such as this that he does not negotiate the substance or the terms of the agreement. He prepares a form and then the negotiation takes place between the staff and the applicant or the Board and the applicant. He stated that even if he had provided the "good to go" form it would have only been for the format and form of the legal document.

Board Member Longtin stated that she understood that and she wants to see that form. She read item 12 "In the event the Premises shall be destroyed or so damaged or injured by fire or other casualty during the term of the License, whereby the same shall be rendered in the opinion of the Town un-tenantable, then the CRA shall have the right to render said Premises tenantable by repairs within 90 days there from. If said Premises are not in the opinion of the CRA rendered tenantable within said time, either party may cancel this License, and in the event of such cancellation the Tenant shall coordinate any change in responsibility for the utilities with the CRA." and asked for explanation.

Attorney Baird stated that it is standard language for leases and licenses; for example a hurricane destroys the property the CRA can repair the property or elect not to repair the property.

Board Member Longtin stated that these are professionals and if they need a year to get up and running that she would guarantee that one of the other applicants would not need a year to provide the classes, so she would hope that they can do more than one class a month in less than a year. She stated that she would give them a month maybe two because those classes need to get going. She asked who is liable for the equipment should something happen.

Attorney Baird stated that provision would not necessarily be in the agreement and if the tenant damaged the CRA's property then the tenant would be liable to damage done to the property and if necessary the CRA would enforce that in whatever legal means that the CRA has available to it.

Board Member Longtin stated that should be in the contract.

Attorney Baird stated that if the Board wants it added into the contract then it can be added.

Board Member Longtin stated that it should be in the contract if the equipment were to go missing and there is no clause to rectify the situation.

Board Member Francois stated that she would like the tenant to do more for the outdoor activities and classes then specified in the agreement.

Board Member Mosler stated that item 18 in the agreement covers Board Member Longtin's concerns about the tenant taking care of equipment.

Board Member Longtin asked which line.

Board Member Mosler stated that the entire paragraph discusses that the tenant is to maintain everything in good working order and in the same condition as when the tenant took possession.

Board Member Longtin asked if the equipment is specified.

Vice-Chair Rumsey read a portion of the provision; "Said equipment shall be maintained by the Tenant at the Tenants expense".

Board Member Mosler stated that she agrees that more than one class a month should be offered by the first of the year.

Board Member Hockman stated that in item 4 that the word "response" should be the "responsible". He stated that in item 4 it mentions Property Insurance and that it is subject to change annually and shall cover antiques and arts and asked whether the tenant is going to pay for the building insurance in case of damage to the building by fire or if the CRA is going to be covering that cost. He stated that he thinks the tenant should be aware of what the insurance cost is for the building. He stated that he agrees with the comments regarding the number of classes to be offered each month.

Vice-Chair Rumsey stated that he agrees with the comments regarding four classes a month and that he is fine with waiting until January 2013 to begin offering those classes. He is willing to provide the tenant a few months to get up and going, but the sooner the classes could be offered the more it would benefit the community. He stated that he concurs with the comments with more activities beyond the door and he understands that it is not in the agreement, but it has been something that was discussed during the presentation to the Board. He stated that based on that discussion he is comfortable that the tenant will be working outside of the doors to bring more things to the area.

Chair DuBois recapped the discussion. He stated that the request to add the provision to keep the building name the same has been removed because it is already in the agreement. The request to add requirement regarding business license has been removed because the Town has other methods to handle that requirement. He stated the questions that remain are; 1) 4 Arts/Crafts classes at no cost to the public at least once a month, 2) outdoor activities or events, and 3) building insurance.

Joe Friedman introduced himself as the President of Artists of Palm Beach County (APBC). He stated that adding more classes is not a problem and that not only are the members of APBC artists, but many are also professional teachers with many years of experience. He stated that their operations will expand as interest encourages APBC to expand. He stated that they would like to offer 4 or more and whatever they can do for the Town they would like to do as the Town is giving a great deal to them. He stated that this is his first opportunity to review this agreement in depth and he wants to make sure that everything that the Board is asking for is something that APBC can provide. He stated that as far as a business license that APBC will abide by all State and Local requirements. He stated that he had a question about being open seven days a week because he does not know if it is feasible because of other commitments by the members and requested that it be changed to six days a week.

Vice-Chair Rumsey stated that he thinks it was in the RFQ that the facility had to be open seven days a week because the Town is trying to create a vibrant downtown atmosphere.

Mr. Friedman stated that if seven days a week is what was agreed to then that is what APBC will do.

Mayor DuBois stated that he had questioned the feasibility of seven days a week, but it was in the RFQ.

Mr. Friedman stated that since there will also be studio space that there should be someone there all the time and that APBC has people that will be working on a regular basis.

Board Member Stevens asked about the outdoor venues.

Mr. Friedman stated that APBC will participate in Town functions and will also promote those functions through their resources. He stated that APBC is planning a celebration when they open because they have been looking for a home of their own for quite some time and this is a big step for APBC. He stated that APBC wants to be partners with the Town.

Board Member Stevens asked about APBC putting on their own events.

Mr. Friedman stated that APBC will be having shows on a regular rotating basis. He stated that all the shows will be juried and member artists will have their work hanging in the gallery.

Board Member Longtin asked if they will need five months to get classes going.

Mr. Friedman stated that it could happen within a month, but that it depends on traffic and interest.

Board Member Longtin asked if they can commit to offer the four classes a month by January 1, 2013.

Mr. Friedman stated "yes" that they would know by then the interest level.

Board Member Longtin asked if the Town does not have an outdoor event will they have an outdoor event.

Mr. Friedman stated that they will offer shows on a regular basis.

Board Member Longtin asked how many events are they planning.

Mr. Friedman stated that they have not laid it out. He stated that APBC will provide the activities as described in the RFQ.

Board Member Hockman stated that the RFQ did call for a monthly show in the building. He stated that the Board would like to continue the Art Show on Park Avenue in the Spring time.

Mr. Friedman stated that APBC will make every effort to make something happen outdoors as well as in the gallery. He stated that they want to bring people in and create

interest. He stated that Park Avenue is beginning to build an art community and they want to be a part of it and want to expand it as much as they can.

Board Member Longtin stated that in item 23 of the agreement on the second line the word "be" needs to be added between "shall" and "subject".

Chair DuBois asked Executive Director Sugerman if the Board provided enough direction in order to execute this document. He stated that the changes, other than clerical changes, are; 1) a provision for 4 classes a month by January 1, 2013 and 2) language to be added to do outdoor events.

Board Member Longtin suggested that this item be moved to the next meeting so that the agreement can be rewritten to be more in line with the RFQ.

Chair DuBois stated that there are only the two (2) items that have been brought forward from the Board for discussion for changes to the agreement.

Board Member Francois asked if a provision could be added to do the Art Festival in the Winter.

Chair DuBois stated that he did not know because that exceeds the RFQ. He stated that he is not prepared to add that to the agreement because the Board did not specify in the RFQ that the tenant would be expected to put on a street fair.

Board Member Stevens asked Mr. Friedman what the minimum number of outdoor events they would be comfortable doing.

Lucy Keshavarz, Board Member APBC, stated that she did the presentation on June 20, 2012 as Mr. Friedman was unavailable. She stated that some of the visioning that APBC did when they saw the space was how great the parking lot is. She explained how the doors to building could be opened and there could be an indoor/outdoor type event or events. She stated that APBC is not prepared tonight to reach agreement as they need their real estate attorney to review the agreement, although she does not think it is a big deal. She stated that the other thing that needs to be done now that they have the agreement in hand and they hear the Board comments is to put it all together with the presentation they made on June 20, 2012 with their Board to line all of it up. She stated as far as outdoor events that APBC would participate in the Town events and be a large presence, but for APBC to take on an outdoor event on the whole street, she does not think they are ready for that yet.

Chair DuBois stated that he does not have a problem with that position at all and at some point in the future maybe APBC would be able to do an art festival.

Vice-Chair Rumsey stated that he started the outdoor event conversation during the presentation and that APBC did propose opening the doors and going out into the parking lot and that the Board was excited and was good with that. He stated that his intention was never to ask APBC to create a street festival. He stated that his preference is to have APBC get up and running and then expand to a larger arts program as the opportunity

arises. He stated that the Board wants 4 classes a month free to the community and for those classes to start no later than January 2013. He stated that the Board would like to see activities outside the doors of the gallery and that for him that does not mean creating an arts festival downtown. He stated that staff knows the Board's concerns and suggested that staff and APBC work together on the final agreement and bring it back at the next meeting.

Chair DuBois stated that the Board has reached consensus regarding the changes to the agreement and for the agreement to be brought back at the next meeting.

Ms. Keshavarz stated that Mr. Friedman received the agreement approximately a week ago, but that APBC Board has not had to opportunity to discuss the agreement. She stated that their understanding of the process was that the CRA Board would discuss the agreement and approve it then it would come to them to discuss and approve.

Executive Director Sugerman asked for clarification from the Board regarding the 4 classes being offered by January 1, 2013.

Motion: A motion was made by Vice-Chair Rumsey to change the agreement to require four (4) Arts/Crafts classes at no cost to the Lake Park residents at least once a month beginning January 1, 2013; Board Member Stevens made the second.

Board Member Longtin stated that this is going to take them four (4) to five (5) month for this when the other groups were good to go.

Board Member Stevens suggested that the agreement could stipulate that one class a month is offered now until January 1, 2013 and then it moves to four classes a month.

Board Member Longtin stated that Board Member Stevens' suggestion is a good compromise and that if this is coming back at the next meeting it provides APBC another month.

Vice-Chair Rumsey stated that it will take a few months for APBC to actually get into the building and start doing anything.

Chair DuBois asked if there is a modification to the motion to offer one class a month until January 1, 2013.

Vice-Chair Rumsey amended his motion to include one class until January 1, 2013 and then four (4) classes a month thereafter.

Board Member Stevens seconded the amended motion.

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

Executive Director Sugerman asked for clarification regarding Board Member Hockman's question regarding insurance. He stated that since the CRA is the landlord and property owner the CRA is prepared to insure the property and pay for it. However, Board Member Hockman is asking if the tenant should reimburse the CRA for that expenditure.

Board Member Longtin stated that it was her understanding that the tenant is required to pay for electric, insurance, water and related expenses.

Board Member Hockman stated that the tenant has been told they have to pay the insurance, but it does not specify the amount of the premium. He stated that he understands that the insurance can go up from year to year, but if the tenant is going to pay for the building insurance then the Board needs to let them know how much.

Chair DuBois read the requirement from the contract "Property Insurance - subject to change annually, insurance shall cover Antiques and Arts" and stated that from his prospective that is renter's insurance on the interior and the personal property within the building and that he did not read that item as requiring real estate building insurance. He stated that he does not recall in the Board's discussions that real estate property insurance was included as a utility.

Board Member Hockman stated that the item states property insurance.

Board Member Longtin stated that the requirement is vague.

Board Member Hockman stated that the Board must make it clear that the tenant must carry renter's insurance for all contents including the potter's wheel and so forth and that the CRA is going to pay for the building insurance, but that the CRA will not be covering and the contents inside the building. He provided the example that if a hurricane comes and damages a wall that the CRA would pay to repair the wall, but not for any damage to any art or anything that is inside the building.

Chair DuBois stated that is his understanding.

Board Member Longtin stated that the CRA should pay the insurance and the tenant should reimburse the CRA for the building insurance.

Chair DuBois stated that was not his understanding.

Board Member Hockman asked if there is a fire in the building and there is art work that is damaged can the CRA be held liable if the tenant had their own renter's insurance and it did not get paid.

Attorney Baird stated that if the CRA was negligent it could be liable.

Board Member Hockman stated that as long as it is stated that the CRA does not cover any of the contents of the building, then the CRA is not liable.

Chair DuBois asked if the agreement will be changed to stated that this is for personal property insurance.

Executive Director Sugerman requested additional clarification. He stated that Board Member Longtin suggested that she would like the tenant to reimburse the CRA for building insurance premium and another Board Member said for just the contents of the building.

Board Member Hockman stated that the RFQ referenced the building insurance.

Chair DuBois stated that was not his understanding.

Chair DuBois asked for consensus on requiring the tenant to obtain renter's insurance for personal property on the interior of the building.

Board Member Francois concurred.

Board Member Longtin stated that the tenant's property is the tenant's property and the CRA is not responsible for the tenant's property and however they deal with it is their business.

Chair DuBois stated that would be a renter's insurance policy. He asked if a motion or consensus is required on this item.

Executive Director Sugerman stated that as long as the consensus is clear then consensus is fine, but if it is not clear then a motion, second and a vote would be required.

Chair DuBois asked for a motion regarding renter's insurance.

Board Member Francois asked if that insurance included everything inside.

Chair DuBois stated "yes".

Board Member Mosler asked if everything inside also included the Town's property inside as well as the tenant's.

Board Member Hockman stated "yes".

Motion: A motion was made by Board Member Francois to change the agreement to require the tenant to obtain personal property (renter's) insurance to include the tenant's personal property and the Town's property within the building; Board Member Mosler made the second.

Board Member Hockman asked how it works with if something happens on the outside in the parking lot does the CRA become liable.

Chair DuBois stated that the tenant is renting the entire property including the parking lot.

Commissioner Stevens stated that the Board is discussing personal property inside the building right now and that the next item regarding building insurance would cover outside which would include liability under an umbrella policy.

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

Chair DuBois stated that the next item is real estate insurance that is a budget item in the CRA budget and maybe another item regarding general liability.

Executive Director Sugerman stated that general liability is not addressed in the agreement and that the Town's general liability policy is not written in such a way that a breakdown of the cost of any facility or function covered by general liability is not possible.

Chair DuBois asked if there is a requirement in the agreement that specifies that the tenant have a general liability policy and that Town and CRA are covered as additionally insured.

Board Member Stevens asked if the Town and CRA should be reimbursed for the insurance by the tenant.

Chair DuBois stated that in the CRA budget is a line item for insurance and wanted to know if that was all insurance including liability and if the tenant should reimburse the amount related to the building.

Executive Director Sugerman stated that liability insurance is a batch insurance that covers all of the Town's property.

Chair DuBois stated that the line item insurance in the CRA budget is not clear on what it includes and for what buildings and functions and what the Board is asking the tenant to be responsible for.

Executive Director Sugerman stated that the amount for the building insurance can be determined, but not the liability insurance.

Chair DuBois stated that he was asking if the Board wants to require the tenant to have a certificate of liability and name the Town and CRA as additionally insured and if the tenant is to reimburse the CRA for the insurance referred to in the CRA budget.

Board Member Longtin suggested that Executive Director Sugerman get with the Town's insurance company and work out what insurance would be required to protect the Town.

Board Member Stevens stated that he sees this as a three step process; 1) the Town/CRA determining what insurance and the cost of the insurance will be required of the tenant, 2) for the tenant's Board of Directors to meet and decide what they are willing to pay in regards to insurance, and 3) to bring back the revised agreement for Board approval.

Executive Director Sugerman stated that the Town's liability insurance is an umbrella policy covering all Town property and that he is unable to carve out of the premium for just the "Art on Park" property. However, the Town's property insurance policy does provide for the ability to carve out the property insurance premium.

Motion: A motion was made by Board Member Stevens directing staff to determine the cost of the property insurance on 800 Park Avenue, provide the information to Artists of Palm Beach County to determine their willingness to pay all or a portion of the premium and to bring back the information to the Board at the September 5, 2012 meeting; Board Member Francois made the second.

Vice-Chair Rumsey asked what was in the RFQ regarding insurance.

Economic Development Director Spicer stated that the RFQ stated that the tenant would be responsible for operating expenses including the building insurance. However, if the

tenant wants renter's insurance the tenant can obtain renter's insurance for the interior contents of the building.

Vice-Chair Rumsey stated that the RFQ already states that the tenant will be paying the insurance on the building.

Economic Development Director Spicer stated "yes".

Vice-Chair Rumsey stated that if the individual artists want to insurance on their own art work it is for them to determine, but APBC will be responsible for paying the Town the cost of the insurance on the building.

Economic Development Director Spicer stated "yes" it is part of the operating expenses.

Vice-Chair Rumsey asked why the Board is having this conversation if the insurance requirement was in the RFQ.

Chair DuBois stated that the requirement is not clear in the agreement.

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

Board Member Stevens asked if a motion is needed to amend the contract to specify that the building insurance will be paid by the tenant.

Chair DuBois stated that it was included in the motion and that an amended agreement will be brought back to the Board for approval.

Board Member Mosler requested that the item state that the tenant will reimburse the CRA for the cost of the building insurance.

Executive Director Sugerman stated that is his understanding.

Board Member Hockman stated that the tenant needs to be advised what the cost of the building insurance is because it is not listed anywhere.

Board Member Longtin stated that the tenant needs to budget and that the tenant needs to be informed of any cost that the Town or CRA will be charging such as property maintenance, grounds maintenance, and insurance.

Board Member Stevens concurred and stated that the tenant would probably want concrete numbers regarding what they are responsible to pay.

6. Loan Recommendation for Grumpy Grouper

Executive Director Sugerman stated that this item is to have the Board consider entering into a loan agreement with Grumpy Grouper Grill II. He stated that the owner of the Grumpy Grouper II has not only seen this document, the owner has already executed the document, so there should be no discussion regarding the terms and conditions. He stated that there are a few blanks in the loan agreement because staff did not know when the agreement would be approved by the Board. He provided Exhibit "B" the collateral for the loan, which is the liquor license (see Exhibit "C"). He stated that it is a five year loan for \$40,000 at 2% for the Grumpy Grouper of Lantana to open a Grumpy Grouper II in Lake Park. He advised the owner Mr. Smith is present to answer any questions from the Board.

Chair DuBois asked if staff's recommendation is to approve the agreement.

Executive Director Sugerman stated "yes".

Board Member Longtin stated that the address for the CRA is listed as 921 Park Avenue and that it should be changed to 535 Park Avenue. She stated that even if the CRA keeps 921 Park Avenue that all the mail should come to Town Hall and then be distributed. She stated that in section 3.8 of the loan agreement a word is either missing or incomplete. She asked if the word equate in the third line is the correct word.

Attorney Baird stated that he thinks that the word should be adequate.

Board Member Longtin stated that the sentence is not clear and needs to be fixed. She asked if the funds are coming from this year's budget.

Executive Director Sugerman stated that the funds are not coming from the budget that the funds are coming from the balance sheet.

Board Member Longtin asked if this agreement is with Grumpy Grouper II, N.R.M or MHS as all three names are listed in the agreement.

Executive Director Sugerman stated that his understanding is that the agreement is with M.H.S. Enterprises of Lantana, Inc doing business as Grumpy Grouper Grill II.

Board Member Longtin asked how the funds will be distributed.

Executive Director Sugerman stated that a check will be written for \$40,000.

Chair DuBois asked whether the money would come as draws to be paid with receipts, as there is a provision that requires monthly, quarterly and annual reports.

Executive Director Sugerman explained that the requirement for the reports is for operational revenue and expenses, not of the construction or improvements to establish the business. He stated that the intent of the \$40,000 is to get the business up and running and these funds will go toward the \$125,000 of expenses for improvements.

Board Member Longtin stated that the commercial lease agreement states that the one year rent is \$1,500 and asked if the space is being rented for \$1,500 for year one and year two is \$1,575 and commented that is a great deal.

Economic Development Director Spicer stated that originally the rent was \$2,500 and the property owner asked what could be done to get a tenant into the property and she recommended that the rent be reduced to \$1,500.

Board Member Longtin asked if the tenant was going to be paying less than \$150.00 per month.

Economic Development Director Spicer stated that it is \$1,500 per month.

Board Member Longtin stated that the agreement states that year one is \$1,500 plus sales tax and it does not say monthly.

Economic Development Director Spicer stated that the owner might have made a mistake, but it is \$1,500 monthly.

Board Member Francois stated that the collateral for the loan is the liquor license and asked if it an SRX or COP license.

Richard Smith, owner of Grumpy Grouper, stated that it is a 4COP license doing business as an SRX license, which costs \$1850 per year and 51% of the business must be food. He stated that this liquor license will not cover the collateral on a \$40,000 loan.

Board Member Francois stated that the license in exhibit "B" is for the Lantana location and asked if Mr. Smith will be required to get another license for the Lake Park location.

Mr. Smith stated "yes" that the license is not transferable.

Board Member Francois stated that there really is no collateral.

Mr. Smith stated "just my handshake".

Board Member Francois asked if there was a personal guarantee on the loan.

Executive Director Sugerman stated that the only thing that has been offered as collateral is the liquor license.

Board Member Francois stated that she wants a personal guarantee.

Chair DuBois stated that when this property was originally brought to the Board as a grant there was no collateral, at least with the loan there is a small collateral.

Board Member Longtin disagreed and stated that there is no collateral.

Board Member Francois stated that she received a grant for the "Some Place Restaurant" and there was a personal guarantee.

Chair DuBois asked if Mr. Smith was in agreement of adding a personal guarantee to the loan agreement.

Mr. Smith stated "yes".

Board Member Stevens stated that as long as Mr. Smith is willing to do a personal guarantee on the loan that he is in support of the item.

Board Member Mosler read item 9 in the loan agreement "No proceeds from the Loan shall be disbursed to the Borrower upon receipt of documentation...." and asked for clarification on when the funds will be disbursed.

Board Member Stevens explained that the provision basically states that Mr. Smith has to enter into the lease or purchase agreement for the space and then once Mr. Smith does that the funds will be disbursed.

Board Member Mosler stated that the provision is unclear because it states that "No proceeds from the Loan shall be disbursed to the Borrower upon receipt...."

Board Member Stevens stated that the word "upon" should be changed to "until".

Board Member Longtin stated that she really wants Mr. Smith to bring the business to the Town, but she will be voting no on this because she is being told that the CRA has no money.

Chair DuBois recapped the changes of the loan agreement; 1) change of the CRA office address to 535 Park Avenue, 2) in section 3.8 change the word "equate" to "adequate", 3) the addition of a personal guarantee on the part of the borrower, 4) in section 9 change the word "upon" to "until" and 5) other clerical changes that need to be corrected.

Motion: A motion was made by Board Member Mosler to approve the agreement 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	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 6-1

7. Accept MHS Enterprises of Lantana, Inc. Promissory Note for Grumpy Grouper Restaurant

Board Member Longtin stated that the CRA office address should be changed to 535 Park Avenue.

Motion: A motion was made by Vice-Chair Rumsey to approve the Promissory Note; Board Member Francois made the second.

Board Member Hockman asked if the personal guarantee should be added as part of the promissory note.

Chair DuBois stated that it was part of the loan agreement and this is already a signed document and the Board action is to accept or not accept the note. He stated that the Board does not have to accept the document.

Board Member Hockman stated that Mr. Smith accepted the inclusion on a personal guarantee to the loan agreement and the address for the CRA office has to be changed because the Board has discussed moving the CRA office.

Attorney Baird stated that the Promissory Note does not have to be changed. The legal address for the CRA currently is as listed in the document. He stated that once the address changes the CRA can give notice to the borrower that the address has changed and specify all payments be made to the new address.

Board Member Longtin asked why not have the money come to Town Hall.

Attorney Baird explained because the address in the document is the legal address of the CRA today and the document is being executed today not at a future date when the CRA

offices are located 535 Park Avenue. He stated that regarding the personal guarantee it will be in the loan document and it does not need to be in the note.

Board Member Longtin read from the third paragraph of the promissory note “The Maturity Date of this facility shall be October 15, 2017” and asked if it should say facility.

Attorney Baird stated that is the language the bank uses and is correct.

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 6-1

COMMENTS BY BOARD MEMBERS AND EXECUTIVE DIRECTOR

Board Member Stevens stated that he is looking forward to the opening of the Grumpy Grouper in Lake Park.

Board Member Mosler stated that she thinks that the agenda packages are onerous and stated that she did not realize all the information that goes into the minutes. She thought that generally what was in the minutes is what action is taken and if the minutes are going to be everything that happened at the meeting why not get an audio tape.

Board Member Stevens stated that he suggested that and was shot down. He stated that it was \$149.00 a month to put the meeting video on the website and that everything is recorded and available at the library. He stated that he is not sure if there are funds in the budget, but he cannot bring it up again because he was on the losing side.

Chair DuBois stated that Board Member Stevens was not on the losing side, that the motion passed but that there was no funding available. He stated that it was proposed that funding be available in next year’s budget, but that is up for further discussion.

Board Member Stevens stated that the most accurate way to depict the meeting is streaming video on the website.

Chair DuBois stated the audio and/or video are not the official minutes of the meeting.

Board Member Mosler stated that official minutes do not have to be verbatim of everything that happened in the meeting.

Board Member Longtin stated that the minutes are not verbatim.

Board Member Mosler stated that the minutes are close to verbatim and that she does not understand why the minutes are done that way.

Chair DuBois stated that the CRA minutes are designed to be consistent with the way the Town Commission minutes are done.

Board Member Hockman welcomed Grumpy Grouper to the Town and stated that he hopes everything works out that Mr. Smith will show up.

Vice-Chair Rumsey stated that a resident contact him regarding the Burt Reynolds Institute for Film and Theatre and advised that the facility in Jupiter will be closing and asked if there was a location in Lake Park that is 900 to 1,000 square feet that could be utilized by the group. He stated that he will e-mail Executive Director Sugerman the contact information. He stated that it could be another shot in the arm for the downtown.

Board Member Longtin asked what the timeframe that they are looking for something to be available.

Vice-Chair Rumsey stated that he was asked not go into the details during the meeting because Mr. Reynolds does not want it discussed publicly.

Board Member Longtin suggested the use of the Mirror Ballroom.

Vice-Chair Rumsey stated the one of the things they are looking for is space to do productions.

Board Member Mosler stated that she might have space at the Mos' Art Center.

Chair DuBois requested that Vice-Mayor Rumsey work with staff and Board Member Mosler on this item.

Chair DuBois stated that it helps him if staff recommendations are included with the agenda material provided to the Board. He stated that he is looking forward to the opening of Grumpy Grouper.

Board Member Francois welcomed the Grumpy Grouper and stated that she hopes that the Board and Artist of Palm Beach County are able to come to terms.

Board Member Longtin stated that the fifth Whereas clause in the Grumpy Grouper Grill II Loan Agreement that the word “to” is missing between the words “available” and “Borrower”.

Executive Director Sugerman had no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Rumsey and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 8:15 p.m.


Chair, James DuBois


Deputy Agency Clerk, Shari Canada, CMC


Agency Clerk, Vivian Lemley, CMC



~~Approved~~ on this 5 of September, 2012

Exhibit "A"

TOWN OF LAKE PARK
Community Redevelopment Agency
PROPOSED BUDGET



FISCAL YEAR 2012-2013

TOWN OF LAKE PARK

PROPOSED BUDGET

CRA FUND 110

FISCAL YEAR

October 1, 2012 through September 30, 2013

TOWN OF LAKE PARK - ANNUAL BUDGET

CRA RECAP

FUND	110	FUNCTION	Community Redevelopment									
			Revenues & Expenditures									
		ACTIVITY	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13			
Budget Summary												
		Revenues	822,848	533,851	999,885	422,173	386,760	386,760	-			
		Personal Services	283,638	336,651	258,235	174,168	-	-	-			
		Operating Expenses	672,739	595,131	361,050	366,994	125,915	125,915	-			
		Capital Outlay	254,159	3,999	-	-	-	-	-			
		Debt Service	-	-	-	-	-	-	-			
		Non-Operating	339,442	417,415	385,100	304,308	260,845	260,845	-			
		Total Expenses	1,549,978	1,353,196	1,004,385	845,470	386,760	386,760	-			
		Surplus (Deficit)	(727,130)	(819,345)	(4,500)	(423,297)	-	-	-			

Personnel Recap

	Present	Department	Proposed	Adopted
Economic Development Director	100%	100%	0%	0%
Community Development Director	20%	20%	0%	0%
Recreation Director	25%	50%	0%	0%
Project Manager (25 hrs/week)	50%	50%	0%	0%
Grants Writer	50%	50%	0%	0%
Planner	10%	10%	0%	0%
Code Officer	10%	10%	0%	10%
Art Gallery & Studio Manager	100%	0%	0%	0%
Art Gallery Manager Assistant	100%	0%	0%	0%
	-	-	-	-

11/12 increment	32,144,911	Town	8.5	County	4.8800
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Cost Center 110 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2012			2013		
		2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET
	REVENUES						
110-311.100	Ad Valorem Taxes	-	-	259,850	-	-	-
110-311.115	Ad Valorem Taxes - County	250,104	163,502	146,025	145,578	138,835	138,835
110-311.120	Ad Valorem Taxes - Delinquent	-	-	500,000	-	-	-
110-345.305	Art Class Supplies	-	209	-	-	-	-
110-345.400	Co-op Jury Fee	525	175	-	-	-	-
110-345.705	Co-op Commissions Earned - Art	754	2,923	-	-	-	-
110-345.710	Sale by Artist	2,378	11,686	-	-	-	-
110-345.725	Co-op Commissions Earned - Prog	-	468	-	-	-	-
110-345.900	Co-op Rent - Studio Space	2,845	7,759	-	-	-	-
110-345.910	Co-op Rent - Display Space	1,452	4,363	-	-	-	-
110-345.925	Co-op Fees - Art Programs	-	905	-	-	-	-
110-345.930	Co-op Fees - Firing Fees	-	90	-	-	-	-
110-345.950	Co-op Dues	1,320	605	-	-	-	-
110-345.955	Co-Op Associate Memberships	100	225	-	-	-	-
110-347.005	Festival Jury Fees	-	1,106	-	-	-	-
110-347.010	Beer & Wine Festival	1,652	-	-	-	-	-
110-347.011	Ride-in to Park	28	-	-	-	-	-
110-347.013	Seafood Festival	-	1,083	-	3,654	-	-
110-347.014	Holiday Arts & Crafts Fair	-	8,071	-	-	-	-
110-347.016	Cruise-in on Park - Jan 2011	-	50	-	-	-	-
110-347.017	Cruise-in on Park - May 2011	-	25	-	-	-	-
110-347.018	Tree Lighting	-	-	-	150	-	-
110-347.310	Entry Fee - 5K Run	1,146	-	-	-	-	-
110-347.320	Donations - 5K Run	376	-	-	-	-	-
110-347.400	Art on Park Festival - Jury Fe	1,530	-	-	-	-	-
110-347.410	Art on Park Festival - Artist	5,746	909	-	-	-	-
110-347.415	Art on Park Festival - Vendor	1,620	5,274	-	-	-	-
110-347.420	Art on Park Festival - Merchan	817	1,961	-	-	-	-
110-361.100	Interest Earnings	523	16	-	500	500	500

Cost Center 110 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL		2011 ACTUAL		2012 CURR		ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
		2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2011 ACTUAL	2012 CURR YR BUDGET	2013 ESTIMATE FOR THE YEAR				
110-361.120	Interest Income - Bus. Dev. Lo	1,058	513	2,900	2,000	1,600	1,600				
110-361.130	Sales Tax Commissions	20	1,391	-	3	-	-				
110-362.110	Rent - 711 Foresteria	-	73	-	-	-	-				
110-366.300	Event Sponsorship	-	400	-	3,000	-	-				
110-366.310	Sponsorship - 5K Run	1,000	-	-	-	-	-				
110-366.315	Event Sponsorship-Seafood Fest	-	500	-	7,340	-	-				
110-366.320	Sponsorship - Art on Park	1,950	1,200	-	-	-	-				
110-369.100	Miscellaneous Revenue	-	7	-	-	-	-				
110-369.300	Refund Prior Year Expense	-	-	-	100	-	-				
110-381.001	Transfer from General Fund	545,904	318,362	-	259,848	245,825	245,825				
110-389.900	Fund Balance Surplus	-	-	91,110	-	-	-				
	TOTAL REVENUE	822,848	533,851	999,885	422,173	386,760	386,760				
	EXPENDITURES										
110-55-552-520-11000	Executive Salaries	110,823	124,769	120,350	91,474	-	-				
110-55-552-520-12000	Regular Salaries	48,769	48,714	38,525	19,214	-	-				
110-55-552-520-13000	Other & Part Time Salaries	52,562	48,918	46,975	46,975	-	-				
110-55-552-520-14000	Overtime Salaries	278	-	-	-	-	-				
110-55-552-520-15000	Special pay	684	726	720	720	-	-				
110-55-552-520-21000	FICA	16,233	16,847	15,825	7,700	-	-				
110-55-552-520-22000	Retirement	6,026	11,162	7,950	1,940	-	-				
110-55-552-520-23100	Health Insurance	18,671	25,136	22,400	4,200	-	-				
110-55-552-520-23200	Insurance - Dental	1,031	1,136	1,075	250	-	-				
110-55-552-520-23300	Insurance - Life	431	476	540	250	-	-				
110-55-552-520-23400	Insurance - Vision	150	168	130	45	-	-				
110-55-552-520-23500	Disability	2,027	3,025	2,870	1,000	-	-				
110-55-552-520-24000	Workers' Compensation Insuranc	1,310	635	875	400	-	-				
110-55-552-520-25100	Unemployment Compensation	495	4,231	-	-	-	-				
	TOTAL PERSONNEL EXPENSES	259,490	285,943	258,235	174,168	-	-				
110-55-552-520-31000	Professional Services	72,022	26,122	18,000	13,500	-	-				

Cost Center 110 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL		2011 ACTUAL		2012 CURR		ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
		2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 CURR YR BUDGET						
110-55-552-520-31100	Professional Svc - Town Atorn	5,041	5,197	2,000	7,500	1,000	1,000	1,000	1,000	1,000	1,000
110-55-552-520-34000	Contractual Services	117,500	116,161	104,020	114,500	94,198	94,198	94,423	94,423	94,423	94,423
110-55-552-520-34010	Contract PBC Sheriff	219,031	224,675	112,350	112,350	-	-	-	-	-	-
110-55-552-520-34901	Administrative Fee	49,925	72,050	72,050	48,034	-	-	-	-	-	-
110-55-552-520-40000	Travel & Training	435	1,026	180	35	-	-	-	-	-	-
110-55-552-520-41100	Telephone	2,534	1,954	1,500	1,800	225	225	-	-	-	-
110-55-552-520-41200	Postage & Shipping	1,191	1,057	1,000	250	100	100	100	100	100	100
110-55-552-520-43000	Utilities	17,973	15,735	14,300	15,750	15,000	15,000	15,000	15,000	15,000	15,000
110-55-552-520-44000	Rental & Leases - Office Space	6,600	6,600	6,600	6,600	-	-	-	-	-	-
110-55-552-520-44100	Equipment Rentals	1,763	1,227	1,000	2,225	750	750	750	750	750	750
110-55-552-520-44200	Equipment Leases	1,896	1,034	-	-	-	-	-	-	-	-
110-55-552-520-45000	Insurance	8,701	11,525	11,720	11,720	12,892	12,892	12,892	12,892	12,892	12,892
110-55-552-520-45400	Insurance Expense - Excess Cov	790	10,689	5,000	-	-	-	-	-	-	-
110-55-552-520-46000	Repair and Maintenance	18,288	-	-	-	-	-	-	-	-	-
110-55-552-520-46010	Repair & Maint. - Sidewalks	7,853	-	-	-	-	-	-	-	-	-
110-55-552-520-46070	Repair & Maintenance - Town Gr	21,437	3,844	-	1,100	-	-	-	-	-	-
110-55-552-520-47000	Printing	4,608	3,737	3,000	75	-	-	-	-	-	-
110-55-552-520-48000	Promotional Activity	14,264	-	1,500	4,925	-	-	-	-	-	-
110-55-552-520-48010	Promotional - Beer & Wine Fest	8,793	116	-	-	-	-	-	-	-	-
110-55-552-520-48011	Promotional - Ride-in to Park	3,155	-	-	-	-	-	-	-	-	-
110-55-552-520-48012	Promotional - Pet Parade	14	7,388	-	-	-	-	-	-	-	-
110-55-552-520-48013	Promotional - Seafood Festival	1,555	17,656	-	10,400	-	-	-	-	-	-
110-55-552-520-48014	Promo - Holiday Arts & Crafts	1,766	1,462	-	-	-	-	-	-	-	-
110-55-552-520-48016	Promo - Ride-in on Park/Jan 2011	-	1,014	-	-	-	-	-	-	-	-
110-55-552-520-48017	Promo - Ride-in on Park/May 2011	-	13,834	-	-	-	-	-	-	-	-
110-55-552-520-48050	Promotional - Art Festival	33,199	1,444	-	-	-	-	-	-	-	-
110-55-552-520-48055	Promotional - Cruise In On Park	3,390	2,199	-	-	-	-	-	-	-	-
110-55-552-520-48100	Advertising	6,655	1,386	-	-	-	-	-	-	-	-
110-55-552-520-49000	Other Current Charges	-	-	-	-	-	-	-	-	-	-
110-55-552-520-49400	Uniforms & Clothing	-	-	-	-	-	-	-	-	-	-
110-55-552-520-51000	Office Supplies	1,629	-	1,000	1,000	-	-	-	-	-	-

Cost Center 110 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
110-55-552-520-52000	Operating Expenses	9,498	1,635	2,000	2,700	-	-	-
110-55-552-520-52100	Gasoline & Diesel Fuel	750	814	750	500	-	-	-
110-55-552-520-52200	Small Tools & Other	963	209	-	-	-	-	-
110-55-552-520-54200	Memberships, Dues, & Subscript	2,510	2,510	2,525	2,525	-	-	-
	TOTAL OPERATING EXPENSES	645,729	554,300	360,495	363,489	125,365	125,365	-
110-55-552-520-61501	Property Acq - 711 Foresteria	169	-	-	-	-	-	-
110-55-552-520-61503	Property Acq - 800 Park Avenue	2,989	-	-	-	-	-	-
110-55-552-520-63000	Improvement Other Than Bldg	2,910	-	-	-	-	-	-
110-55-552-520-63103	Improvements - Sidewalks	3,220	-	-	-	-	-	-
110-55-552-520-63105	Improvements/Foresteria Proper	11,735	-	-	-	-	-	-
110-55-552-520-63106	Improvements/800 Park Avenue	189,330	1,495	-	-	-	-	-
110-55-552-520-64100	Machinery & Equipment	20,132	2,504	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	230,485	3,999	-	-	-	-	-
110-55-552-520-71000	Principal (See note below)	-	-	-	-	-	-	-
110-55-552-520-72000	Interest	-	-	-	-	-	-	-
110-55-552-520-73100	Bond Issuance Costs	-	-	-	-	-	-	-
	TOTAL DEBT SERVICE	-	-	-	-	-	-	-
110-55-552-520-82110	Grant - Facade Improvements	12,500	-	-	-	-	-	-
110-55-552-520-82111	Grant - Business Development	13,030	27,750	40,000	40,000	-	-	-
110-55-552-520-82112	Grant - Mos'Art Theater	-	-	-	3,458	-	-	-
110-55-552-520-82300	Window Design Coverings	6,533	-	-	-	-	-	-
110-55-552-520-82310	Downtown Awnings	-	21,887	-	-	-	-	-
110-55-552-520-91001	Transfer to General Fund	84,250	153,751	84,250	-	-	-	-
110-55-552-520-91010	Transfer to General Fund - ILA	169,640	169,575	169,525	169,525	169,520	169,520	169,520
110-55-552-520-91030	Transfer - ILA 2009	32,934	27,521	54,795	54,795	54,795	54,795	54,795
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(1,401)	(1,416)	-	-	-	-	-

Cost Center 110 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR	2012 ESTIMATE	2013 BY	2013 PROPOSED	2013 ADOPTED
		317,486	399,068	348,570	FOR THE YEAR	DEPARTMENT	BUDGET	BUDGET
TOTAL OTHER EXPENSES		317,486	399,068	348,570	267,778	224,315	224,315	-
TOTAL DEPT EXPENDITURES		1,453,190	1,243,310	967,300	805,435	349,680	349,680	-
525 - Art On Park Expenses								
EXPENDITURES								
110-55-552-525-12000	Regular Salaries	16,606	30,562	-	-	-	-	-
110-55-552-525-13000	Other & Part Time Salaries	3,310	9,766	-	-	-	-	-
110-55-552-525-21000	FICA	1,524	3,190	-	-	-	-	-
110-55-552-525-22000	Retirement	126	141	-	-	-	-	-
110-55-552-525-23100	Health Insurance	2,165	6,174	-	-	-	-	-
110-55-552-525-23200	Insurance - Dental	144	359	-	-	-	-	-
110-55-552-525-23300	Insurance - Life	49	108	-	-	-	-	-
110-55-552-525-23400	Insurance - Vision	17	45	-	-	-	-	-
110-55-552-525-23500	Disability	167	363	-	-	-	-	-
110-55-552-525-26000	Mileage Reimbursement	40	-	-	-	-	-	-
TOTAL PERSONNEL EXPENSES		24,148	50,708	-	-	-	-	-
110-55-552-525-31000	Professional Services	1,245	4,559	-	-	-	-	-
110-55-552-525-31500	Commissions Paid	2,378	12,461	-	-	-	-	-
110-55-552-525-34000	Contractual Services	1,920	3,750	-	-	-	-	-
110-55-552-525-41100	Telephone	1,401	2,695	-	1,600	-	-	-
110-55-552-525-41200	Postage & Shipping	116	1,331	-	-	-	-	-
110-55-552-525-43000	Utilities	1,743	3,453	-	1,100	-	-	-
110-55-552-525-43250	Garbage & Trash	93	722	555	550	550	550	550
110-55-552-525-46000	Repair & Maintenance	1,054	3,360	-	-	-	-	-
110-55-552-525-47000	Printing	245	232	-	-	-	-	-
110-55-552-525-48000	Promotional Activity	6,744	4,028	-	-	-	-	-
110-55-552-525-49600	Bank Charges/Admin Fees	349	766	-	255	-	-	-
110-55-552-525-51000	Office Supplies	470	818	-	-	-	-	-

Cost Center 110 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
110-55-552-525-52000	Operating Supplies	6,111	2,280	-	-	-	-	-
110-55-552-525-52200	Small Tools & Others	3,071	376	-	-	-	-	-
110-55-552-525-54200	Memberships, Dues, & Subscript	70	-	-	-	-	-	-
	TOTAL OPERATING EXPENSES	27,010	40,831	555	3,505	550	550	-
110-55-552-525-64100	Machinery & Equipment	23,674	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	23,674	-	-	-	-	-	-
110-55-552-525-71000	Principal (See note below)	-	-	-	-	-	-	-
110-55-552-525-72000	Interest	-	-	-	-	-	-	-
	TOTAL DEBT SERVICE	-	-	-	-	-	-	-
110-55-552-525-91030	Transfer to General Fund - ILA 2009	21,956	18,347	36,530	36,530	36,530	36,530	-
	TOTAL OTHER EXPENSES	21,956	18,347	36,530	36,530	36,530	36,530	-
	TOTAL DEPT EXPENDITURES	96,788	109,886	37,085	40,035	37,080	37,080	-
	TOTAL CRA EXPENDITURES	1,549,978	1,353,196	1,004,385	845,470	386,760	386,760	-
	SURPLUS/(DEFICIT)	(727,130)	(819,345)	(4,500)	(423,297)	-	-	-

CRA Budget Analysis FY12-13

Revenues:

- 311.110 Ad Valorem Taxes – Tax increment funds (property taxes) from the Town.
- 311.115 Ad Valorem Taxes – County – Tax increment funds (property taxes) from the County.
- 311.120 Ad Valorem Taxes – Delinquent – Delinquent tax increment funds (restricted reserves) from the Town.
- 361.120 Interest Income – Business Development Loans – Interest earned on business development loans provided to businesses within the CRA.
- 389.900 Fund Balance Surplus – Funds carried forward from current fiscal year dedicated to the operation of the CRA in Fiscal Year 2012.

Expenditures:

- 520-31100 Professional Services – Town Attorney – Cost of services provided by Town attorney estimated at \$1,000.
- 520-34000 Contractual Services – Grounds maintenance (Chris Wayne Associates @ \$75,960) for the areas zoned to the CRA, Security services provided under contract and various contracted labor needed (\$18,238).
- 520-41200 Postage & Shipping – Postage for general mailing is estimated at \$100.
- 520-43000 Utilities – Water (Seacoast) and electric (FPL) costs for utilities and irrigation (\$15,000).
- 520-44100 Equipment Rentals - Cost of renting bucket truck (\$750).
- 520-45000 Insurance – Property and liability insurance coverage (\$12,892).

- 520-46000** **Repair and Maintenance** – Repair and maintenance cost of downtown infrastructure (\$1,200) for brick paver repairs, bollard repairs, street light repairs, pressure cleaning, irrigation repairs, etc.
- 520-91010** **Transfer to General Fund – ILA 2008** – Contribution per inter-local agreement between the Town and the CRA for debt service payments due on loan for Alleyway Improvement Project and acquisition of 725 Foresteria (\$169,520).
- 520-91030** **Transfer – ILA 2009** – Debt service payments due on loan for land acquisitions on Foresteria (demolitions and improvements); 711 & 761 Foresteria (\$54,795).

Co-op Expenses

- 525-xxxxx** **Closure of Gallery effective October 1, 2011.**
- 525-43250** **Garbage & Trash** – Estimated Solid Waste Authority assessment (\$550).
- 525-91030** **Transfer to General Fund – ILA 2009** – Debt service payments due on loan for purchase and renovation of building at 800 Park Avenue (\$36,530).



CRA UPDATES

August 1, 2012

CRA Meeting

918 Park Avenue

On June 15, 2012, the pending purchase of the historical building located 918 Park Avenue, has been completed. The new property owner is currently working on property improvements to address the outstanding Town code violations. The owner intends to keep the mixed use of the building, and hopes to apply for exterior renovation for the Town's historic preservation board review.

801 Park Avenue

A Prospective buyer has entered into a contract for the purchase of this property; however, it is currently being revised due to necessary minor changes. The prospective buyer intends to maintain the mixed use of the building for future rental of apartments and commercial spaces.

826 Park Avenue

Pho Hot Pot restaurant has been approved for zoning on July 24, 2012. The final fire inspection has been completed on July 25, 2012. The building inspection has been scheduled for July 26, 2012. The restaurant is scheduled to open for business by August 15, 2012, pending the outcome of the building inspection.

Exhibit "C"

EXHIBIT B

C#6020166

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIV OF ALCOHOLIC BEVERAGES & TOBACCO

SEQ# L12030702967

DATE	BATCH NUMBER	LICENSE NBR	SERIES	TYPE
03/07/2012	117044572	BEV6011086	4COP	SRX

The RETAILER OF ALCOHOLIC BEVERAGES
Named below IS LICENSED
Under the provisions of Chapter 561 FS
Expiration date: MAR 31, 2013
CONSUMPTION ON PREMISES ONLY

N.R.M. INC.
GRUMPY GROUPER GRILL (THE)
224 NORTH 3RD STREET
LANTANA FL 33462

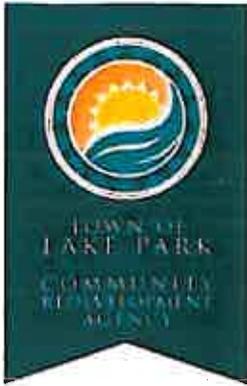
RICK SCOTT
GOVERNOR

KEN LAWSON
SECRETARY

DISPLAY AS REQUIRED BY LAW

ATTN:
DALE SUGARMAN

561
881
3314



AGENDA

Community Redevelopment Agency Meeting
 Wednesday, August 1, 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
.....		
Dale S. Sugerman, Ph.D.	—	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. **Proposed CRA 2012-2013 Budget** Tab 1
- F. **2. CRA UPDATES REPORT:** Tab 2
 - 918 Park Avenue (Historic Building)
 - 801 Park Avenue (One Park Place)
 - 826 Park Avenue (Pho Hot Pot)

G. 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.

- H. 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:

3. Approval of CRA Board Meeting Minutes of June 6, 2012 Tab 3
4. Approval of CRA Board Meeting Minutes of June 20, 2012 Tab 4

I. DISCUSSION AND POSSIBLE ACTION:

5. License Agreement with Artists of Palm Beach County for Occupancy of
800 Park Avenue (Art on Park) Tab 5
6. Loan Recommendation for Grumpy Grouper Tab 6
7. Accept MHS Enterprises of Lantana, Inc. Promissory Note for Grumpy Grouper
Restaurant Tab 7

J. BOARD MEMBER COMMENTS

K. EXECUTIVE DIRECTOR COMMENTS

L. ADJOURNMENT