

AGENDA

Special Call Community Redevelopment Agency Meeting
 Wednesday, August 21, 2013, 6:30 pm
 Lake Park Town Hall
 535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant	—	Board Member
.....		
Dale S. Sugerman, Ph.D.	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER/ ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. SPECIAL PRESENTATION/REPORT
 1. Resolution No. 18-08-13 To Adopt the CRA Budget for Fiscal Year 2013-2014 Tab 1
- D. PUBLIC COMMENT
 This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.
- E. GENERAL BUSINESS:
 2. Approval of CRA Board Meeting Minutes of July 3, 2013 Tab 2
- F. NEW BUSINESS:
 3. Resolution 19-08-13 Authorizing the Executive Director to Renew for Fiscal Year 2014 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency Tab 3
- G. EXECUTIVE DIRECTOR REPORT:

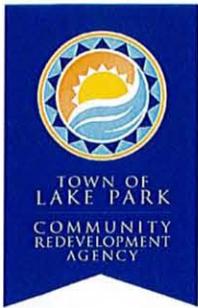
H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

Next Scheduled CRA Board Meeting will be held on Wednesday, October 2, 2013

**SPECIAL
PRESENTATION/
REPORT**

TAB 1



CRA
Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. Tab 1

Agenda Title: RESOLUTION TO ADOPT THE CRA BUDGET FOR FISCAL YEAR 2013/2014

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

Approved by Executive Director: [Signature] Date: 8/7/13

Blake K. Rane [Signature] Finance Director
Name/Title

Table with 3 columns: Originating Department (FINANCE), Costs/Funding Source/Act. #/Finance, Attachments (RESOLUTION)

Summary Explanation/Background:

The Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park and is required to adopt a budget by resolution prior to September 30th of each year. This Resolution will formally adopt the proposed budget for the CRA for Fiscal Year 2013/2014.

Recommended Motion:

I move to approve Resolution No. __-08-13, adopting the 2013-2014 Budget.

RESOLUTION NO. 18-08-13

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE 2013-2014 FISCAL YEAR BUDGET.

WHEREAS, the Town of Lake Park (“Town”) has previously created a Community Redevelopment Agency (CRA), pursuant to Section 163.356, *Florida Statutes*; and

WHEREAS, the Lake Park CRA has all of the statutory powers conferred upon it by Section 263.370, *Florida Statutes*; and

WHEREAS, the staff of the Lake Park CRA has prepared a budget governing operating and capital expenditures for Fiscal Year 2013-2014.

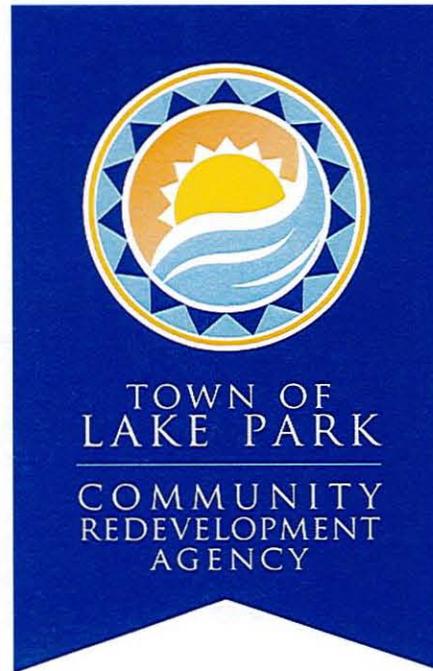
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1: The Fiscal Year 2013-2014 budget prepared for the Lake Park Community Redevelopment Agency is hereby approved, a copy of which is attached and incorporated herein.

Section 2. This resolution shall take effect immediately upon adoption.

TOWN OF LAKE PARK
Community Redevelopment Agency
PROPOSED BUDGET

August 21, 2013



FISCAL YEAR 2013-2014

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
FUND BUDGET SUMMARY
FISCAL YEAR 2013-14**

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	533,851	425,584	390,037	384,782	450,084	450,084	-
Personal Services	336,651	198,120	-	-	22,225	22,225	-
Operating Expenses	595,131	363,699	129,192	135,064	170,742	167,018	-
Capital Outlay	3,999	-	-	-	-	-	-
Debt Service	214,027	212,795	260,845	260,682	260,841	260,841	-
Non-Operating	203,388	59,624	-	-	-	-	-
Total Expenses	1,353,196	834,238	390,037	395,746	453,808	450,084	-
Surplus (Deficit)	(819,345)	(408,654)	-	(10,964)	(3,724)	-	-

2013/14 Increment	\$ 34,679,202
Town Millage	8.9000 \$ 291,251
Palm Beach County Millage	4.7815 \$ 156,133
TOTAL	\$ 447,384

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
REVENUES									
110-311.115	Ad Valorem Taxes - County	163,502	144,549	138,835	137,830	137,830	156,133	156,133	
110-345.305	Art Class Supplies	209							
110-345.400	Co-op Jury Fee	175							
110-345.705	Co-op Commissions Earned - Art	2,923							
110-345.710	Sale by Artist	11,686							
110-345.725	Co-op Commissions Earned	468							
110-345.900	Co-op Rent - Studio Space	7,759							
110-345.910	Co-op Rent - Display Space	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	605							
110-345.955	Co-Op Associate Memberships	225							
110-347.005	Festival Jury Fees	1,106							
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						
110-347.400	Art on Park Festival	909							
110-347.410	Art on Park Festival - Artist	5,274							
110-347.415	Art on Park Festival - Vendor	1,961							
110-347.420	Art on Park Festival - Merchant	16							
110-361.100	Interest Earnings	513	616	500	111	222	200	200	
110-361.120	Interest Income - Bus. Dev. Loans	1,391	2,118	1,600	1,712	1,711	2,500	2,500	

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
110-361.130	Sales Tax Commissions	73	8		1	1	-		
110-366.300	Event Sponsorship	400	3,000				-		
110-366.315	Event Sponsorship-Seafood Fest	500	7,340				-		
110-366.320	Sponsorship - Art on Park	1,200					-		
110-369.100	Miscellaneous Revenue	7		3,277			-		
110-369.300	Refund Prior Year Expense	-	100				-		
110-381.001	Transfer from General Fund	318,362	264,049	245,825	245,018	245,018	291,251	291,251	
110-389.900	Fund Balance Surplus	-		-					
	TOTAL REVENUE	533,851	425,584	390,037	384,672	384,782	450,084	450,084	-
	EXPENDITURES								
110-55-552-520-11000	Executive Salaries	124,769	89,649						
110-55-552-520-12000	Regular Salaries	48,714	19,214						
110-55-552-520-13000	Other & Part Time Salaries	48,918	54,201						
110-55-552-520-14000	Overtime Salaries	-	16						
110-55-552-520-15000	Special pay	726	720						
110-55-552-520-19900	Wages Reclassified						22,225	22,225	
110-55-552-520-21000	FICA	16,847	12,245						
110-55-552-520-22000	Retirement	11,162	5,636						
110-55-552-520-23100	Medical Insurance	25,136	12,586						
110-55-552-520-23200	Insurance - Dental	1,136	713		60	-			
110-55-552-520-23300	Insurance - Life	476	347						
110-55-552-520-23400	Insurance - Vision	168	85						
110-55-552-520-23500	Disability	3,025	1,833						
110-55-552-520-24000	Worker's Compensation Insurance	635	875						

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL**

FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
110-55-552-520-25100	Unemployment Compensation	4,231	-						
	TOTAL PERSONNEL EXPENSES	285,943	198,120	-	60	-	22,225	22,225	-
110-55-552-520-31000	Professional Services	26,122	16,074	1,000		-			
110-55-552-520-31100	Professional Svc - Town Attorney	5,197	10,066		1,225	-	2,500	2,500	
110-55-552-520-34000	Contractual Services	116,161	112,206	100,648	56,111	100,648	78,855	78,855	
110-55-552-520-34010	Contract PBC Sheriff	224,675	99,231						
110-55-552-520-34901	Administrative Fee	72,050	48,034				60,000	55,000	
110-55-552-520-40000	Travel & Training	1,026	215						
110-55-552-520-41100	Telephone	1,954	1,481		168	336	1,523	1,523	
110-55-552-520-41200	Postage & Shipping	1,057	202	100	37	74	50	50	
110-55-552-520-43000	Utilities	15,735	16,126	15,000	7,605	15,000	11,500	11,500	
110-55-552-520-44000	Rental & Leases - Office Space	6,600	9,402						
110-55-552-520-44100	Equipment Rentals	1,227	2,624	750	750	750	750	750	
110-55-552-520-44200	Equipment Leases	1,034							
110-55-552-520-45000	Insurance	11,525	10,651	9,769	7,327	9,769	9,769	9,829	
110-55-552-520-46000	Repair & Maintenance	10,689	7,926	1,200	4,058	5,200	5,000	6,216	
110-55-552-520-46070	Repair & Maintenance - Town Grounds	-	1,064						
110-55-552-520-47000	Printing	3,844	88						
110-55-552-520-48000	Promotional Activity	3,737	5,006						
110-55-552-520-48011	Promotional - Ride-in to Park	116							
110-55-552-520-48013	Promotional - Seafood Festival	7,388	10,487						
110-55-552-520-48014	Promo - Holiday Arts & Crafts	17,656							
110-55-552-520-48016	Promo - Cruise-in on Park/Jan	1,462							
110-55-552-520-48017	Promo - Cruise-in on Park/May	1,014							

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL**

FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
110-55-552-520-48050	Promotional - Art Festival	13,834							
110-55-552-520-48055	Promotional - Cruise-in on Park	1,444							
110-55-552-520-48100	Advertising	2,199							
110-55-552-520-51000	Office Supplies	1,386	433						
110-55-552-520-52000	Operating Expenses	1,635	4,376						
110-55-552-520-52100	Gasoline & Diesel Fuel	814	460						
110-55-552-520-52200	Small Tools & Other	209							
110-55-552-520-54200	Memberships, Dues, & Subscription	2,510	2,545	175	795	795	795	795	
	TOTAL OPERATING EXPENSES	554,300	358,697	128,642	78,076	132,572	170,742	167,018	-
110-55-552-520-63106	Improvements/800 Park Avenue	1,495							
110-55-552-520-64100	Machinery & Equipment	2,504							
	TOTAL CAPITAL OUTLAY	3,999	-	-	-	-	-	-	-
110-55-552-520-82111	Grant - Business Development	27,750							
110-55-552-520-82112	Grant - Mos'Art Theater	-	3,458						
110-55-552-520-82310	Downtown Awnings	21,887							
110-55-552-520-91001	Transfer to General Fund	153,751	56,166						
110-55-552-520-91010	Transfer to General Fund - ILA	169,575	169,250	169,520	113,012	169,520	169,516	169,516	
110-55-552-520-91030	Transfer - ILA 2009	27,521	26,127	54,795	54,792	54,795	54,795	54,795	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(1,416)			(161)	(161)			
	TOTAL OTHER EXPENSES	399,068	255,001	224,315	167,643	224,154	224,311	224,311	-
	TOTAL DEPT EXPENDITURES	1,243,310	811,818	352,957	245,779	356,726	417,278	413,554	-

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
525 - Art On Park Expenses									
EXPENDITURES									
110-55-552-525-12000	Regular Salaries	30,562							
110-55-552-525-13000	Other & Part Time Salaries	9,766							
110-55-552-525-21000	FICA	3,190							
110-55-552-525-22000	Retirement	141							
110-55-552-525-23100	Medical Insurance	6,174							
110-55-552-525-23200	Insurance - Dental	359							
110-55-552-525-23300	Insurance - Life	108							
110-55-552-525-23400	Insurance - Vision	45							
110-55-552-525-23500	Disability	363							
	TOTAL PERSONNEL EXPENSES	50,708	-	-	-	-	-	-	-
110-55-552-525-31000	Professional Services	4,559							
110-55-552-525-31500	Commissions Paid	12,461							
110-55-552-525-34000	Contractual Services	3,750							
110-55-552-525-41100	Telephone	2,695	2,060		1,145	2,290			
110-55-552-525-41200	Postage & Shipping	1,331							
110-55-552-525-43000	Utilities	3,453	2,038		101	202			
110-55-552-525-43250	Garbage & Trash	722	547	550					
110-55-552-525-46000	Repair & Maintenance	3,360							
110-55-552-525-47000	Printing	232							
110-55-552-525-48000	Promotional Activity	4,028							
110-55-552-525-49600	Bank Charges/Admin Fees	766	357						
110-55-552-525-51000	Office Supplies	818							

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
110-55-552-525-52000	Operating Supplies	2,280							
110-55-552-525-52200	Small Tools & Others	376							
	TOTAL OPERATING EXPENSES	40,831	5,002	550	1,246	2,492	-	-	-
110-55-552-525-91030	Transfer to General Fund - ILA	18,347	17,418	36,530	-	36,528	36,530	36,530	
	TOTAL OTHER EXPENSES	18,347	17,418	36,530	-	36,528	36,530	36,530	-
	TOTAL DEPT EXPENDITURES	109,886	22,420	37,080	1,246	39,020	36,530	36,530	-
	TOTAL CRA EXPENDITURES	1,353,196	834,238	390,037	247,025	395,746	453,808	450,084	-
	SURPLUS/(DEFICIT)	(819,345)	(408,654)	-	137,647	(10,964)	(3,724)	-	-

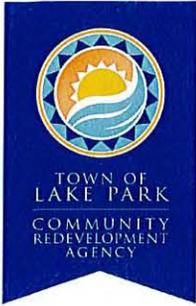
**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14**

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-31100	Professional Services	Town Attorney	\$ 2,500
520-34000	Contractual Services	Chris Wayne & Associates landscape maintenance (\$77960 + \$2000), & Web hosting (\$895)	78,855
520-41100	Telephone		1,523
520-41200	Postage & Shipping	Miscellaneous items	50
520-43000	Utilities	FP&L and Seacoast Utility Authority	11,500
520-44100	Equipment Rentals	Lift for decorations	750
520-45000	Insurance	Property and Casualty	9,769
520-46000	Repair and Maintenance	Sprinkler systems and the 800 Park Avenue building	5,000
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$620) State of Florida (\$175)	795

GENERAL BUSINESS

TAB 2



**CRA
Agenda Request Form**

Meeting Date: August 21, 2013

Agenda Item No. *Tab 2*

Agenda Title: CRA Meeting Minutes of July 3, 2013

- | | | | |
|--------------------------|------------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input type="checkbox"/> | NEW BUSINESS |
| <input type="checkbox"/> | DISCUSSION FOR FUTURE ACTION | <input checked="" type="checkbox"/> | OTHER: General Business |

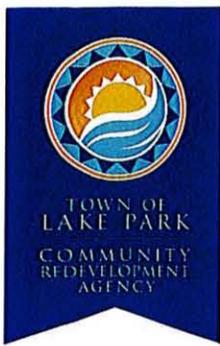
Approved by Executive Director: *DSS* **Date:** *8/7/13*

Shari Canada, CMC, Deputy Town Clerk
Name/Title

Originating Department: TOWN CLERK	Costs: \$ 0.00	Attachments: Agenda Minutes Exhibit "A" Exhibit "B"
	Funding Source: Acct. # [] Finance _____	

Summary Explanation/Background:

Recommended Motion: To approve the CRA Meeting Minutes of July 3, 2013.



AGENDA

Community Redevelopment Agency Meeting
 Wednesday, July 3, 2013, 6:30 pm
 Lake Park Town Hall
 535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant	—	Board Member
.....		
Dale S. Sugerman, Ph.D.	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

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A. CALL TO ORDER/ ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATION/REPORT

1. Artist of Palm Beach County Status Report by Joe Friedman Tab 1

D. PUBLIC COMMENT

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

E. GENERAL BUSINESS:

2. Approval of CRA Board Meeting Minutes of May 15, 2013 Tab 2

F. NEW BUSINESS:

3. Holiday Decorations – 10th Street, Park Avenue, and Town Green for Fiscal Year Budget 2013/2014 Tab 3

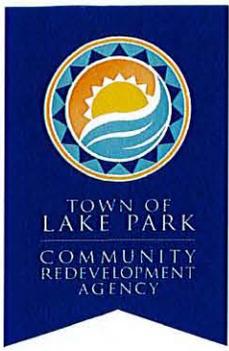
4. One Year Renewal of Agreement with Chris Wayne and Associates for Landscape Maintenance Services Within the CRA Tab 4

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

Next Scheduled CRA Board Meeting will be held on Wednesday, October 2, 2013



Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, July 3, 2013, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, July 3, 2013 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Christiane Francois was absent.

Agency Clerk Mendez performed the Roll Call.

Chair DuBois led the Pledge of Allegiance.

SPECIAL PRESENTATION/REPORT:

1. Artist of Palm Beach County Status Report by Joe Friedman

Joe Friedman, President of Artist of Palm Beach County provided a status report and review of the events in the past year. He stated that membership has increase from sixty (60) members to one hundred and twenty (120). He stated that he is working with staff for an Art in Public Places program. He thanked the Town for the quick repair to the window after the attempted break-in at the Art on Park building. He stated that they were pleased that the person who broke the window was unable to gain entry to the building.

Board Member Rapoza asked about having a children's art show.

Mr. Friedman stated that he would like to have a children's art show and that they are developing programs targeting children.

Board Member Flaherty stated that things are going good and to keep up the good work.

Board Member O'Rourke stated that there will be a gallery reception at the Art on Park building on July 18, 2013 from 5:00 pm to 8:00 pm. He thanked him for working with staff to put together an Art in Public Places program.

Vice-Chair Glas-Castro stated that she looks forward to the Art in Public Places program and offered to share insight from here experience with this type of program.

Board Member Rapoza stated that she was impressed with the diversity of media that the arts use.

Chair DuBois asked if they have used the kiln.

Mr. Friedman advised that they are still attempting to find someone to properly operate the kiln on a regular basis. He thanked all the staff for their assistance in getting up and running.

PUBLIC COMMENT:

None

GENERAL BUSINESS:

2. Approval of CRA Board Meeting Minutes of May 15, 2013

Motion: A motion was made by Board Member O'Rourke to approve the Meeting Minutes of May 15, 2013; Vice-Chair Glas-Castro made the second.

Vote on Motion:

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

Motion passed 5-0.

NEW BUSINESS:

3. Holiday Decorations – 10th Street, Park Avenue, and Town Green for Fiscal Year Budget 2013/2014

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

Board Member Rapoza asked about the three (3) new utility poles that were installed along 10th Street.

David Hunt, Public Works Director, advised that the three(3) new utility poles were installed as part of Florida Power and Light (FPL) storm hardening project. The old utilities poles are still in place and will still be in place for the upcoming holiday season.

Board Member Flaherty asked if the Board decided to go with an alternative would the Public Works staff be responsible to put up the decorations.

Public Works Director Hunt stated that he would not recommend the purchase of the lit decorations because the storage and maintenance is costly. He stated that if the Board opted for the banners staff would be able to install, remove and maintain the banners. He stated that due the agreement with FPL an outside contractor may be required to install the brackets in order to conform to the requirements for installation.

Board Member O'Rourke asked if the Town had a bucket truck.

Public Works Director Hunt advised that the Town does not own a bucket truck that one is rented on a as needed basis.

Vice-Chair Glas-Castro asked if Kasper Electric was a local Lake Park business.

Public Works Director Hunt stated “yes”.

Board Member O’Rourke stated that he does not like the lit decoration and suggested having banners on 10th Street and lit decoration and lighting the trees along Park Avenue.

Board Member Rapoza suggested that the decorations be added onto every year to increase the amount and type of holiday decorations.

Board Member Flaherty asked if the brackets could have lighting so that the banners could be lit at night.

Public Works Director Hunt explained that the FPL utility poles do not have built in sockets and the street lights themselves would light up the banners along 10th Street.

Board Member asked about the expense of adding outlets.

Public Works Director Hunt stated that all of electric on Park Avenue is underground and the expense would have to be researched.

Vice-Chair Glas-Castro stated that there will be limited financial resources next year and recommended banners to reduce cost.

Chair DuBois suggested a longer term project could be improving the “lightscapes” of the commercial areas in Town. For the upcoming holiday season he is willing to do banners on 10th Street and have the lit decoration on Park Avenue. He suggested that the Board transition 10th Street to banners, lit decorations along Park Avenue and in subsequent years add banners to Park Avenue and improve electric along 10th Street and Park Avenue for future decorations.

Board Member Flaherty suggested having every few poles on 10th Street with banners in between in order to not lose the lit decoration on 10th Street.

Chair DuBois commented that it may not look as nice to have fewer lit decoration on 10th Street.

The Board provided direction as followed: to have banners on 10th Street and to have Clarke Sales and Display, Inc place lit decorations along Park Avenue.

4. One Year Renewal of Agreement with Chris Wayne and Associates for Landscape Maintenance Services Within the CRA

Executive Director Sugerman explained the item (see Exhibit “B”).

Board Member Rapoza asked why Watertower Road was eliminated.

Executive Director Sugerman stated it was determined through a cost benefit analysis that the benefit was not worth the cost.

Chair DuBois stated that it was more cost effective for the Public Works Department to perform that service.

Board Member Rapoza asked who determines when special services are needed.

Executive Director Sugerman stated it is a combination of Public Work Director Hunt and Project Manager Richard Pittman.

Chair DuBois stated that Chris Wayne and Associates has been providing these services for some time and their prices are reasonable and hard to beat.

Motion: A motion was made by Board Member O'Rourke to approve the Meeting Minutes of May 15, 2013; Board Member Flaherty made the second.

Vote on Motion:

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

Motion passed 5-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman advised that the next quarterly meeting of the CRA will be on October 2, 2013. He is working with the Finance Department on the annual CRA budget. The Commission will have a Budget Workshop on July 17, 2013 and will include the budget for the CRA. He stated two new businesses opened within the CRA during June; 1) AJ Squared Security and 2) AGS Trucking and Towing. He advised that 801 Park Avenue (1 Park Place) is under contract and he has had discussions with the contracted purchaser. He stated that that contract purchaser has requested to meet with each of the Board Members individually to discuss future uses of the property.

BOARD MEMBERS COMMENTS:

Board Member Rapoza asked if the Palm Beach Sheriff's Office covers all of the Town.

Executive Director Sugerman stated "yes".

Board Member Flaherty thanked Joe Friedman and the members of Artists of Palm Beach County.

Board Member O'Rourke stated that the Artist of Palm Beach County will be hosting a Gallery Reception on July, 18, 2013 from 5:00 pm to 8:00 pm at the Art on Park building.

Vice-Chair Glas-Castro had no comments.

Chair DuBois asked who the contracted purchasers are for the 801 Park Avenue (1 Park Place) building.

Executive Director Sugerman stated the contract purchaser is "Lillypad" but he does not know if they will be the applicant for any permits.

Chair DuBois expressed his vision for the property.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 7:30 p.m.

Chair, James DuBois

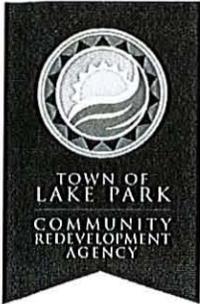
Deputy Agency Clerk, Shari Canada, CMC

Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2013

Exhibit "A"
7/3/2013



CRA
Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No. *Tab 3*

Agenda Title: Holiday Decorations- 10th Street, Park Avenue and Town Green for Fiscal year Budget 2013/14

- | | | | |
|-------------------------------------|------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input type="checkbox"/> | NEW BUSINESS: Resolution |
| <input checked="" type="checkbox"/> | DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> | OTHER |

Approved by Executive Director: *DSS* Date: 6/19/13

Richard Pittman/Project Manager *RP*
Name/Title

Originating Department: Public Works	Costs: \$ 8,175.00 Funding Source: Fiscal Year 2013/14 CRA Budget Acct. # [X] Finance <u><i>BK2</i></u>	Attachments: Proposal from Clark Sales Display, Inc. Photo of Decoration
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Summary Explanation/Background: The CRA is being asked to discuss the holiday decorations for the 2013 holiday season in preparation for budgeting. The holiday decorations for the past eight years have been 38 illuminated pole mounted decorations on 10th Street and on Park Avenue within the CRA.

For the past eight years Clark Sales Display, Inc. has provided, installed and removed the 38 illuminated pole mounted holiday decorations on 10th Street and on Park Avenue. Seventeen illuminated decorations have been installed on the Florida Power & Light Co. (FPL) utility poles on 10th Street. Twenty-one smaller illuminated pole mounted holiday decorations have been installed on Town owned street light poles on Park Avenue between 7th and 10th Streets. Clark Sales has maintained their cost of \$5,785.00 for the past five years. This year the cost has been increased 5 percent to \$6,075.00

The electric service for each decoration mounted on the FPL poles consists of a weatherhead, riser, fuse and holder, photo eye, and weatherproof receptacle. The

maintenance of the electrical service at each FPL pole has been the responsibility of the CRA. This year if the CRA Board again opts for lit holiday decorations, Kasper Electric will need to be retained to repair at least nine services that are mounted on FPL power poles along 10th Street. The estimated cost of maintenance is \$1,500.00.

In addition to putting up, taking down and storing the decorated holiday tree at the CRA Town Green, Public Works also installs holiday banners along Federal Highway which is outside the CRA District. Both of these activities require the use of a rented bucket truck which costs \$1,200.00. This cost will be split between the CRA District and the General Fund budgets. If the CRA Board approves maintaining the current holiday decorations scheme, it will need to approve \$8,175.00 for the CRA Fiscal Year 2013/14 budget.

The costs associated with the above option are as follows:

Clark Sales Display, Inc. - 38 decorations	\$6,075.00
Kasper Electric - repair electric services on poles	\$1,500.00
Bucket truck rental – 50% of \$1,200	<u>600.00</u>
TOTAL	\$8,175.00

The Board may also wish to consider alternate decorating plans for the light poles on 10th Street and Park Avenue. Staff offers the following suggestions:

1. FPL has placed three new utility poles on 10th Street; however, the old poles are still in place. The Town can seek permission from FPL to install new electric services on the new poles and either purchase outright or continue leasing lit holiday decorations. The style of the decoration could be updated to include different figures as well as L.E.D. lighting. This would also entail purchasing and installing new mounting brackets to match whatever decorations are chosen. Leasing L.E.D. holiday decorations would cost approximately 15 percent more than the \$6,075.00 current lease price. The list price of new L.E.D. holiday decoration ranges from \$500.00 to \$700.00.
2. The Town can seek permission from FPL to install banner brackets on the FPL power poles, purchase and install brackets, and purchase banners. One advantage to this option is that the Town and the CRA could not only purchase holiday themed banners, but also banners that would advertise coming events, the CRA District, or have seasonal themes. Up to 22 banners could be placed on 10th Street. This option would also require the rental of a bucket truck any time the banners were changed out.

The initial cost of changing to Town owned banners would be approximately the same cost as one year's lease of the illuminated holiday decorations.

3. The decorative light poles on Park Avenue already have brackets for lit decorations as well as banner arms. Whichever theme is selected for 10th Street can be duplicated on Park Avenue. If new types of lit decorations are selected, the mounting brackets may have to be changed or relocated on the poles.
4. Any of the above options can be mixed or matched. For example, banners could be placed on 10th Street and leased, lit, holiday decorations could continue to be placed on Park Avenue.

Staff is seeking direction for these 2013/14 CRA budget expenditures at this early date in order to reserve the illuminated decoration and schedule electrical maintenance early in October or to plan for an alternate holiday decorating scheme.

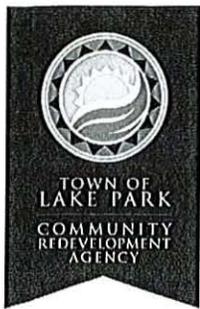
The following is a list of estimated typical costs associated with decorating options, particularly a CRA purchase of the decorations or banners:

- Annual lease for storage, maintenance, installation, and removal of illuminated decorations \$6,075.00
- Banner bracket, each (two required at each pole) \$ 85.00*
- Stock, printed banner, each \$ 70.00*
- L.E.D. holiday decoration, each \$ 700.00*
- Lit decoration bracket, each (not including installation) \$ 125.00*
- Bucket truck rental per day \$ 300.00

* cost if purchased by CRA

Recommended Motion: I move that the CRA Board direct staff to provide a budget figure for a holiday decoration scheme that has a majority endorsement. This funding amount shall be presented for approval in the CRA Fiscal Year 2013/14 Budget.

Exhibit "B"
7/3/2013



CRA
Agenda Request Form

Meeting Date: July 3, 2013

Agenda Item No. *Tab 4*

Agenda Title: One-Year Renewal of Agreement with Chris Wayne & Associates for Landscape Maintenance Services within the CRA

- | | | | |
|--------------------------|------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input checked="" type="checkbox"/> | NEW BUSINESS: Renew Agreement |
| | DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> | OTHER |

Approved by Executive Director: *DSS* Date: 6/19/13

Richard Pittman/ Project Manager *RP*
Name/Title

Originating Department: Public Works	Costs: \$ 75,960.00 Funding Source: CRA Acct. # 520-34000 [X] Finance <u><i>BKR</i></u>	Attachments: New Agreement (FY 2013/14) 2009 Agreement Contractor Correspondence
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Summary Explanation/Background: The CRA Board is being asked to approve a one year renewal of the Landscape Maintenance Agreement with Chris Wayne & Associates, Inc. (CWA) for landscape maintenance within the CRA.

CWA had been maintaining the high investment landscaping on Park Avenue, 10th Street, Watertower Road and the alleyways within the CRA from 2008 to 2012 . In 2009 the CRA Board approved an Annual Landscape Maintenance Agreement with CWA for three years with an option to renew for two additional years. The annual cost of the three year term was \$81,600.

In June of 2012 the CRA Board approved the first of two one-year renewals at a reduced cost and reduction in service, for an annual cost of \$75,960.00. Watertower Road maintenance was struck from the original agreement. In addition, there was an understanding that selected services such as pest control, tree trimming, and spot

fertilization would be performed and charged on an “as-needed” basis. The renewal term expires September 30, 2013. CWA is able to continue the same level of service in the CRA for the period October 1, 2013 to September 30, 2014 for the current annual cost of \$75,960.00. This renewal will be the fifth and final year of the agreement approved in 2009.

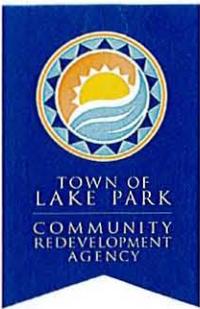
Approval of the renewal of the current landscape maintenance agreement for fiscal year 2013/14 in the amount of \$75,960.00 is recommended. If the Board does not wish to renew this last option year of the existing contract, the Public Works Department shall prepare bid documents for the CRA Landscape Maintenance Services, issue a request for proposals (RFP), and bring a recommendation for award to the CRA Board at its October 2, 2013 meeting.

In the interest of transparency, the CRA Board is being advised that CWA currently maintains the landscaping in the recently reconstructed alleyway south of Park Avenue between 7th and 8th Streets. The maintenance of this section of alleyway currently costs \$300 per month and is being paid for with the construction loan funds. The landscape project came with a one year warranty. In order to maintain the warranty the installing contractor was given the first year maintenance duties. Funds for this maintenance have been encumbered through January, 2014. Once the one year maintenance contract expires, the CRA Board will see in the proposed CRA budget an amount of \$2,000 (\$250.00/mo. for 8 months) for CWA to continue maintenance of this section of alleyway thru September, 2014.

Recommended Motion: I move to authorize the CRA Executive Director to execute a landscape maintenance agreement between Chris Wayne & Associates and the Lake Park CRA for the term October 1, 2013 thru September 30, 2014.

NEW BUSINESS

TAB 3



CRA
Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. *Tab 3*

Agenda Title: Resolution Authorizing the Executive Director to Renew for Fiscal Year 2014 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency

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

Approved by Executive Director: *DSS* Date: *8/7/13*

Bonnie McKeon-Sumner
Name/Title *HUMAN RESOURCES DIRECTOR*

Originating Department: Human Resources	Costs: \$9,829.00 Funding Source: Acct. # 110-55-552-520-45000 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: Copy of Gehring Group Property & Casualty Renewal Evaluation Effective October 1, 2013
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Summary Explanation/Background:

Fiscal Year 2013 is the third full year for which the Community Redevelopment Agency (CRA) has had in place property and casualty liability insurance coverage consisting of Property and Inland Marine, Crime Money and Securities, General Liability, and Public Officials Errors and Omissions/Employment Practices Liability insurance. The carrier for such insurance is the Florida League of Cities/Florida Municipal Insurance Trust (FMIT), and such coverage is due for renewal as of October 1, 2013. Gehring Group has obtained a renewal quote from FMIT for Fiscal Year 2014 for such property and casualty insurance in the amount of \$9,829.00 which represents an increase of 0.6 percent, or \$60.00, over the expiring coverage for Fiscal Year 2013.

Additionally, the CRA can expect to receive a minimum return of premium credit from FMIT in the amount of \$781.00 should the CRA elect to renew coverage with FMIT for Fiscal Year 2014. Staff is recommending approval.

Attached as Exhibit A is a copy of the Gehring Group Property and Casualty Renewal Evaluation effective October 1, 2013.

Recommended Motion: I move to approve Resolution _____.

RESOLUTION NO. 19-08-13

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW FOR FISCAL YEAR 2014 THE PROPERTY AND CASUALTY INSURANCE COVERAGE THROUGH THE FLORIDA LEAGUE OF CITIES/FLORIDA MUNICIPAL INSURANCE TRUST; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town Commission of the Town of Lake Park has previously created a Community Redevelopment Agency (CRA) pursuant to Section 163.356, Florida Statutes; and

WHEREAS, the Lake Park CRA has all of the statutory powers conferred upon it by Section 163.370, Florida Statutes; and

WHEREAS, the Lake Park CRA has determined that it is in the best interest of the CRA to provide for property and casualty insurance coverage for the CRA for Fiscal Year 2014 consisting of Property and Inland Marine, Crime Money and Securities, General Liability, and Public Officials Errors and Omissions/Employment Practices Liability insurance; and

WHEREAS, the Lake Park CRA has reviewed the Renewal Evaluation effective October 1, 2013 presented by Gehring Group, a copy of which is attached hereto and incorporated herein as **Exhibit "A"**, for the provision of property and casualty insurance coverage through the Florida League of Cities/Florida Municipal Insurance Trust; and

WHEREAS, the Lake Park CRA has directed that adequate funds be allocated for such coverage in Fiscal Year 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Lake Park CRA hereby authorizes and directs the Executive Director to renew for Fiscal Year 2014 the property and casualty insurance coverage through the Florida League of Cities/Florida Municipal Insurance Trust for the Lake Park CRA as outlined in the attached **Exhibit A**.

Section 3. This Resolution shall become effective immediately upon adoption.

**Town of Lake Park - Community Redevelopment Agency
 Florida Municipal Insurance Trust Package Renewal
 2013/2014 Program Evaluation**



EXHIBIT A

Coverage Type	Current Year 2012/2013			Proposed Year 2013/2014			
	Deductible	Liability Limits	Premium	Deductible	Liability Limits	Premium	Change
Property , Inland Marine	\$ 2,500	\$ 303,000	\$ 3,121	\$ 2,500	\$ 303,000	\$ 3,080	-1.3%
Crime Money & Securities Inside / Outside	\$ 1,000	\$25,000/\$10,000	Included	\$ 1,000	\$25,000/\$10,000	Included	
General Liability	\$ -	\$ 2,000,000	\$ 5,200	\$ -	\$ 2,000,000	\$ 5,200	0.0%
Public Officials Errors and Omissions/ Employment Practices Liability	\$ -	\$ 2,000,000	\$ 983	\$ -	\$ 2,000,000	\$ 1,081	10.0%
Premium Sub Total:			\$ 9,304			\$ 9,361	
Gehring Group Service Fee - 5%			\$ 465			\$ 468	
Total Annual Premium:			\$ 9,769			\$ 9,829	
<i>\$ Increase or Decrease:</i>			<i>N/A</i>			<i>\$ 60</i>	
<i>% Increase or Decrease:</i>			<i>N/A</i>			<i>0.6%</i>	

Return of Premium Credit : The CRA can expect a minimum ROP Credit in the amount of \$781, should they elect to renew with the FMIT.