



AGENDA

Special Call
Community Redevelopment Agency
Meeting
Wednesday, September 3, 2008, 7:30 P.M.
Lake Park Town Hall
535 Park Avenue

Desca DuBois	—	Chair
Edward Daly	—	Vice-Chair
G. Chuck Balius	—	Board Member
Jeff Carey	—	Board Member
Patricia Osterman	—	Board Member
Christiane Francois	—	Board Member
Michelle McKenzie-Suiter	—	Board Member
.....		
Maria V. Davis	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez Lemley	—	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. **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 Items For Approval:

- | | |
|--|-------|
| 1. Budget Workshop Meeting Minutes of August 6, 2008 | Tab 1 |
| 2. Special Call CRA Board Meeting Minutes of August 6, 2008 | Tab 2 |
| 3. Award of Bid 02-2008 Improvements to Downtown Alleyways to All-Rite Paving Constructors, Inc. in the Amount of \$532,455.00 | Tab 3 |

F. **BOARD MEMBER COMMENTS**

G. **EXECUTIVE DIRECTOR COMMENTS**

H. **ADJOURNMENT**

Consent Agenda

TAB 1

**Community Redevelopment Agency
Agenda Request Form**

Meeting Date: September 3, 2008

Agenda Item No. *Tab 1*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> Ordinance on Second Reading | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> BID/RFP AWARD |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: CRA Budget Workshop Meeting Minutes of August 6, 2008.

RECOMMENDED MOTION/ACTION: Approve the Minutes from the CRA Budget Workshop Meeting of August 6, 2008.

Approved by Executive Director *W. Davis*

Date: *8/28/08*

Juan Lopez
Deputy Clerk

8/29/08
Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$ N/A Funding Source: Acct. #	Attachments: Application, memo
Department Review: <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <input checked="" type="checkbox"/> _____: Please initial one

Summary Explanation/Background:



**Town of Lake Park
Community Redevelopment Agency
Budget Workshop
Town Hall Commission Chambers
535 Park Avenue, Florida 33403
Wednesday, August 6, 2008 6:00 p.m.**

The Community Redevelopment Agency met for the purpose of a Budget Workshop on Wednesday, August 6, 2008 at 6:00 p.m. Present were Chair DuBois, Vice-Chair Daly, Board Members Balius, Carey, Suiter, Executive Director Maria Davis and Town Clerk Vivian Mendez. Board Members Osterman and Francois were absent.

Chair DuBois led the Pledge of Allegiance.
Town Clerk Vivian Mendez performed the Roll Call.

PRESENTATION
CRA Budget

Executive Director Maria Davis and Finance Director Anne Costello began a Power Point Presentation of the CRA Budget (see Exhibit "A").

Finance Director Anne Costello reviewed the slides titled "Taxable Values in CRA Area Over Last 10 Years" and "History of Tax Increment Funds (TIF)"(see Exhibit "A").

Executive Director Maria Davis reviewed and discussed the slide titled "Accomplishments FY 2008" (see Exhibit "A"). She stated that the repaving of 10th Street was approximately 98% completed. She acknowledged and congratulated the Town's CRA Project Manager Richard Pitman for his efforts on the repaving of 10th Street. She stated that the streetscape on Park Avenue was approximately 80% complete. She announced that the bid opening for the Downtown Alleyway Project would take place on August 27, 2008. The purchase of the 29 unit parcel on Foresteria Dr. was negotiated at 1.1 million and the closing was anticipated for August 25, 2008. She stated that the other three parcels on Foresteria Dr. were currently being appraised and she would get back to the Commission with the completed appraisals.

Finance Director Anne Costello continued the presentation starting with the slide titled "Revenue" see (Exhibit "A"). She stated that the total revenue project for the next fiscal year was \$1,802,150.

Executive Director Maria Davis continued the presentation starting with the slide titled "Expenditures" see (Exhibit "A"). She recommended a new position titled "Economic Development Director". She stated that there was a 50% vacancy rate on Park Avenue and the Town needed an experienced Economic Director to bring in business and to work with the CRA Consultant and Communications Consultant. This would dovetail all three together to also work on Bioscience projects and businesses. She recommended that office

space be set aside on Park Avenue to be utilized as an Economic Development office. She continued to review the Town's expenditures for professional services and contractual services. She recommended a façade improvement design criteria for those residents whose homes were built in the 50's and 60's and were in need of assistance for improvements. She recommended that architecture and design program graduate students come and take pictures of each building to come up with a new design. She stated that she utilized this program in the past and it was very successful and less expensive than hiring an architectural firm. She continued to review the Town's expenditures.

Board Member Balius explained to the public that the expenditures they were discussing were not additional funds. The funds did not come from the CRA Fund.

Executive Director Davis explained that the funds were paid out of the Town's General Fund that the CRA should have been paying all along. They were now properly doing the cost accounting for the CRA and properly charging off expenditures that should be charged to the CRA. She stated that up until last year the Town was improperly charging expenditures from the General Fund to the CRA. She continued the presentation by discussing the line item "Promotional Activities" under the slide "Expenditures" (see Exhibit "A"). She reviewed and discussed the slides titled "Capital Improvements" and "Programs" (see Exhibit "A").

Board Member Comments

Board Member Balius stated that he liked the idea of façade grants.

Chair DuBois agreed with the idea of façade grants and the implementation of a design plan for residences and businesses in the Town.

Vice-Chair Daly stated that a greater amount of funding was needed to help the businesses in the Town than the funds allocated in the past.

Executive Director Davis stated that the grants of the past were approximately \$2,000 to \$3,000 which was not enough to make a significant change.

Board Member Carey stated that he was in favor of façade improvement grants and matching funds with business owners to help them bring their signs into compliance.

Chair DuBois stated that she was in favor of having an Economic Development office located on Park Avenue.

Board Member Suiter stated that she was in favor of having an Economic Development person available for business owners and residents of the Town.

Discussion ensued between the board members regarding the creation of an Economic Development office.

The board members came to consensus to locate an Economic Development office on Park Avenue and hire an experienced Economic Development Director.

Board Member Osterman

Absent

Board Member Francois

Absent

ADJOURNMENT

There being no further business to come before the CRA Board the meeting adjourned at 6:25 p.m.

Chair DuBois

Deputy Clerk Jessica Shepherd

Town Clerk Vivian Mendez

(Town Seal)

Approved on this _____ day of _____, 2008

TAB 2

**Community Redevelopment Agency
Agenda Request Form**

Meeting Date: September 3, 2008

Agenda Item No. *Tab 2*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> Ordinance on Second Reading | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> BID/RFP AWARD |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Special Call CRA Meeting Minutes of August 6, 2008.

RECOMMENDED MOTION/ACTION: Approve the Minutes from the CRA Special Call Meeting of August 6, 2008.

Approved by Executive Director *W. Davis*

Date: *8/28/08*

James Shih
Deputy Clerk

8/29/08
Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$ N/A Funding Source: Acct. #	Attachments: Application, memo
Department Review: <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <input checked="" type="checkbox"/> _____: Please initial one.

Summary Explanation/Background:



Town of Lake Park
Special Call
Community Redevelopment Agency Meeting
Town Hall Commission Chambers
535 Park Avenue, Florida 33403
Wednesday, August 6, 2008 6:26 p.m.

The Community Redevelopment Agency met for the purpose of a Special Call CRA Meeting on Wednesday, August 6, 2008 at 6:26 p.m. Present were Chair DuBois, Vice-Chair Daly, Board Members Balius, Carey, Suiter, Executive Director Maria Davis and Town Clerk Vivian Mendez. Board Members Osterman and Francois were absent.

Chair DuBois led the Pledge of Allegiance.
Town Clerk Vivian Mendez performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

None

Motion: A motion was made by Board Member Balius to approve the agenda; Board Member Carey made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Balius	X		
Board Member Carey	X		
Board Member Osterman	Absent		
Vice Chair Daly	X		
Chair DuBois	X		
Board Member Francois	Absent		
Board Member Suiter	X		

Motion passed 5-0.

Consent Agenda

1. Special Call CRA Board Meeting Minutes of June 24, 2008
2. Award of Sidewalk Repair Bid

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Board Member Balius to approve the Consent Agenda; Vice-Chair Daly made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Balius	X		
Board Member Carey	X		
Board Member Osterman	Absent		
Vice Chair Daly	X		
Chair DuBois	X		
Board Member Francois	Absent		
Board Member Suiter	X		

Motion passed 5-0.

Discussion and Possible Action

Consulting Services to Update and Implement the CRA Master Plan

Executive Director Maria Davis introduced Chris Brown of Civic Design Associates.

Mr. Brown introduced himself and began a Power Point Presentation (see Exhibit "A") titled "Redevelopment Strategies for Lake Park, Florida". He gave a brief history of his work in Delray Beach. He explained how the City formed a task force which recommended that the City form a CRA, obtain a 22 million bond issue and take Atlantic Avenue from the Department of Transportation. He reviewed pictures showing the deterioration of Atlantic Avenue. He enumerated five strategies that he implemented in Delray Beach which were physical improvements, marketing and promotion, economic development, and flexible development regulations. He stated that Delray Beach enlarged their CRA area and recommended that the Town consider doing the same. He reviewed pictures of the beautification of Atlantic Avenue. He discussed the changes he made to parking facilities in Delray Beach. He recounted the marketing and promotion strategies that were utilized in Delray Beach. He talked about the various events that take place in Delray Beach. He stated that Delray Beach utilized grants and subsidized loans and gave examples. He discussed and explained how land acquisition and land assembly was important to the development of a city or town. He discussed the changes to parking that were made in Delray Beach. He stated that he had attracted 24 restaurants to downtown Delray Beach over a period of five years. He noted that commercial rents increased from \$8 per square foot to a range of \$30 to \$45 per square foot. He stated that Delray Beach's TIFF was \$300,000 and today it is 12 million. He concluded his presentation by restating his five main strategies for Economic Development.

Board Member Balius stated that the five strategies that Mr. Brown discussed has been the Town's vision since the 1990's but the Town did not have someone who was proactive with

implementing the programs. He stated the Executive Maria Davis would be the person to get the programs started.

Executive Director Davis stated that the Commission was in receipt of Mr. Brown's proposal. The contract is in the amount of \$50,000 for the update of the plan and to assist her through the next fiscal year. She stated Mr. Brown had successfully bid on an RFP with the City of Fort Pierce and the Town would be piggybacking off of that RFP.

Chair DuBois stated that she had stayed in the downtown area of Delray and eaten at some of its restaurants. She stated that she loved downtown Delray and that it was beautiful.

Mr. Brown stated that the extension of Park Avenue would be an important issue to tackle but should be considered for development. He stated that the Town should encourage their future Economic Development Director to push for the extension of Park Avenue. He gave a brief history of his experiences and projects involving the Department of Transportation.

Executive Director Davis made a correction and stated that the Town would be piggybacking off of a contract with the City of Fort Lauderdale.

Motion: A motion was made by Board Member Balius to approve the contract with Civic Design Associates for the update and implementation of the CRA Master Plan; Board Member Suiter made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Balius	X		
Board Member Carey	X		
Board Member Osterman	Absent		
Vice Chair Daly	X		
Chair DuBois	X		
Board Member Francois	Absent		
Board Member Suiter	X		

Motion passed 5-0.

CRA BOARD MEMBER COMMENTS

Chair DuBois

None

Board Member Balius

None

Board Member Carey

None

Board Member Osterman

Absent

Vice-Chair Daly

None

Board Member Francois

Absent

Board Member Suiter stated that a friend had mentioned to her that she noticed significant changes to the betterment of Lake Park.

Executive Director Davis

None

ADJOURNMENT

There being no further business to come before the CRA Board the meeting adjourned at 6:55 p.m.

Chair DuBois

Deputy Clerk Jessica Shepherd

Town Clerk Vivian Mendez

(Town Seal)

Approved on this _____ day of _____, 2008

TAB 3

**Lake Park Community Redevelopment Agency (CRA)
Agenda Request Form**

Meeting Date: **SEPTEMBER 03, 2008**

Agenda Item No. *Tab 3*

- | | |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> Ordinance on Second Reading
<input type="checkbox"/> Public Hearing

<input type="checkbox"/> ORDINANCE ON FIRST READING

<input type="checkbox"/> GENERAL APPROVAL OF ITEM

<input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION

<input type="checkbox"/> DISCUSSION

<input type="checkbox"/> BID/RFP AWARD

<input checked="" type="checkbox"/> CONSENT AGENDA |
|---|---|

SUBJECT: Approve Award of Bid for Town Bid #02-2008, Improvements to Downtown Alleyways, to All-Rite Paving Contractors, Inc. in the amount of \$ 532,455.00.

RECOMMENDED MOTION/ACTION: Approve

Approved by Executive Director *Richard Pittman* Date: *8/28/08*

Richard Pittman, CRA Project Manager
Name/Title

08/29/08
Date of Actual Submittal

Originating Department: Executive Director	Costs: \$ 532,455.00 Funding Source: CRA Alleyway Improvements Acct. #110-55-552-520-63100	Attachments: Bidders List
Department Review: <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: <u>July 27, 2008</u> Paper: <u>P.B.Post</u> <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Bids for the “Improvements to the Downtown Alleyways” project were opened August 27, 2008, with six bids being received. The Pompano Beach based firm of All-Rite Paving Contractors, Inc. submitted the low bid in the amount of \$ 532,455.00 (see attached bidder’s list).

The “Improvements to the Downtown Alleyways” project includes the pavement reconstruction, drainage improvement and provision of landscaped area in the following alleys; south of Park Ave. 8th-10th Streets, north of Park Ave. 9th-10th Streets, and east of 10th St. between Greenbrier Court and Northern Drive. The contract for the landscape, irrigation and fencing is a separate contract and has already been awarded. The contract requires completion of the work in the alley south of Park Avenue within 60 calendar days of Notice to Proceed. The contract allows 120 calendar days for completion of the entire project. Work will commence such that the alley work required in this contract south of Park Avenue will be complete prior to the Christmas holidays.

All-Rite Paving Contractors, Inc. has been in business since 1978. They are based in Broward County. The Town’s Engineer, Calvin, Giordano & Associates, Inc. has had experience with All-Rite Paving Contractors, Inc and recommends that All-Rite Paving be awarded the project.



Improvements To Lake Park Downtown Alleyways

Bid No. 02-2008 CGA Project No. 07-1350

Bid Opening Date and Time: 08/27/08 10:00am

Bidder's List

Name of Bidder	Amount of Bid	Rank
All-Rite Paving	\$532,455.00	1
Sunshine Land Design	\$545,996.59	2
Ahrens Companies	\$559,304.00	3
Homestead Concrete	\$669,731.00	4
Florida Blacktop Inc.	\$692,400.00	5
Ranger Construction	\$718,100.00	6