

# AGENDA

Community Redevelopment Agency Meeting  
 Wednesday, April 1, 2015, 6:30 pm  
 Lake Park, Town Hall  
 535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michael O'Rourke</b>	—	<b>Board Member</b>
<b>Kathleen Rapoza</b>	—	<b>Board Member</b>
<b>Vacant</b>		
.....		
<b>Bambi McKibbon-Turner</b>	—	<b>Interim Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Agency Clerk</b>

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**

None

**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. 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 Commissioner 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 Town Clerk. Cards must be submitted before the item is discussed.

**F. NEW BUSINESS:**

**2. Award of Extension for Landscape Services Contract**

**Tab 2**

**3. Change in Date of Quarterly Community Redevelopment Agency Board Meetings**

**Tab 3**

**G. EXECUTIVE DIRECTOR REPORT:**

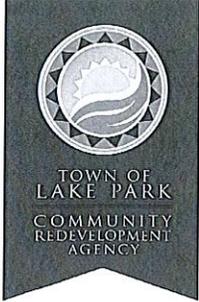
**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on July 1, 2015**

# **Consent Agenda**

# TAB 1



**CRA  
Agenda Request Form**

Meeting Date: April 1, 2015

Agenda Item No. **1**

**Agenda Title: Special Call CRA Board meeting minutes of March 4, 2015**

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

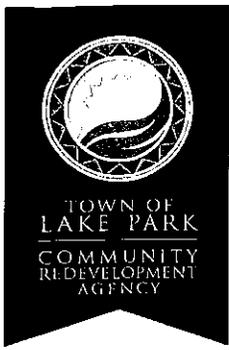
Approved by Executive Director: *(Signature)* Date: 3/10/2015

*Vivian Mendez, CMC - Agency Clerk*  
Name/Title

<b>Originating Department:</b>  Agency Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> Agenda Minutes Exhibit "A"
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**Summary Explanation/Background:**

**Recommended Motion: To adopt the Special Call CRA Board meeting minutes of March 4, 2015.**



**Minutes**  
**Town of Lake Park, Florida**  
**Special Call**  
**Community Redevelopment Agency**  
**Board Meeting**  
**Wednesday, March 4, 2015, 6:30 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, March 4, 2015 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Michael O'Rourke, Kathleen Rapoza, Interim Executive Director Bambi Turner, and Agency Clerk Vivian Mendez. Board Member Christina Francois was absent.

Agency Clerk Mendez performed the roll call and Chair DuBois led the pledge of allegiance.

**Special Presentation/Report:**

1. Presentation, Acceptance, and Transmittal of the Fiscal Year 2014 Annual Report.

Interim Executive Director Turner explained the item (see Exhibit "A"). Board member O'Rourke asked for clarification with the negative balance reflected on the Financials on page 7 of the report. Finance Director Blake Rane explained that due to the CRA overspending in prior years, the Financials for the CRA reflect a negative balance. He stated that in the past three years the CRA has had a small positive impact on the CRA budget. Board member O'Rourke asked if the property on Park Avenue, when built out, would be an increase in CRA funds. Finance Director Rane stated that it would be an increase to the CRA funds. Board member Rapoza asked if tax cuts would affect the CRA. Finance Director Rane explained that on the Financial statement it shows Revenue taxes, which come from Palm Beach County to the CRA and the second line is Intergovernmental, which are the funds that come from the Town to the CRA. He explained that those are the two categories that make a difference.

**Motion: Board Member O'Rourke moved to accept and transmit the fiscal year 2014 annual report and instruct the Interim Executive Director to forward to same to the Town Commission; Board Member Rapoza 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.

**Public Comment:**

None

**Consent Agenda:**

**2. Approval of CRA Board Meeting Minutes of January 7, 2015.**

**Motion: Board Member O'Rourke moved to approve the consent agenda; Board Member Rapoza 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:**

None

**EXECUTIVE DIRECTOR REPORT:**

Interim Executive Director had no report.

**BOARD MEMBERS COMMENTS:**

**Board Member Rapoza** had no comments.

**Board Member Flaherty** had no comments.

**Board Member O'Rourke** had no comments.

**Vice-Chair Glas-Castro** had no comments.

**Chair DuBois** had no comments.

**ADJOURNMENT**

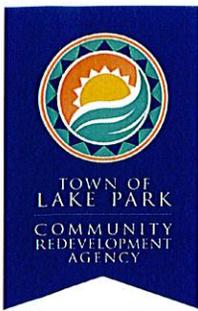
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 6:40 p.m.

\_\_\_\_\_  
Chair, James DuBois

\_\_\_\_\_  
Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2015



CRA *Exhibit "A"*  
Agenda Request Form

Meeting Date: March 4, 2015

Agenda Item No. 1

**Agenda Title: Presentation, Acceptance and Transmittal of the FY 2014 Annual Report**

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

Approved by Executive Director: *Bonnie McKibbin Turner* Date: *2/25/2015*

*Bonnie McKibbin-Turner*  
Name/Title

<b>Originating Department:</b>  Executive Director	Costs: \$ -0- Funding Source: Acct. # [ ] Finance _____	<b>Attachments:</b> CRA Annual Report for Fiscal Year 2014
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**Summary Explanation/Background:**

Each year, the Community Redevelopment Agency (CRA) Board of Directors must present an annual report for the prior fiscal year to the governing board which created the CRA Board. Attached is the annual report for the Fiscal Year 2014.

**Recommended Motion:**

**I move to accept the annual report for the Fiscal Year 2014 and instruct the Executive Director to forward the same to the Town Commission.**

# ANNUAL REPORT FISCAL YEAR 2013/2014



TOWN OF  
LAKE PARK

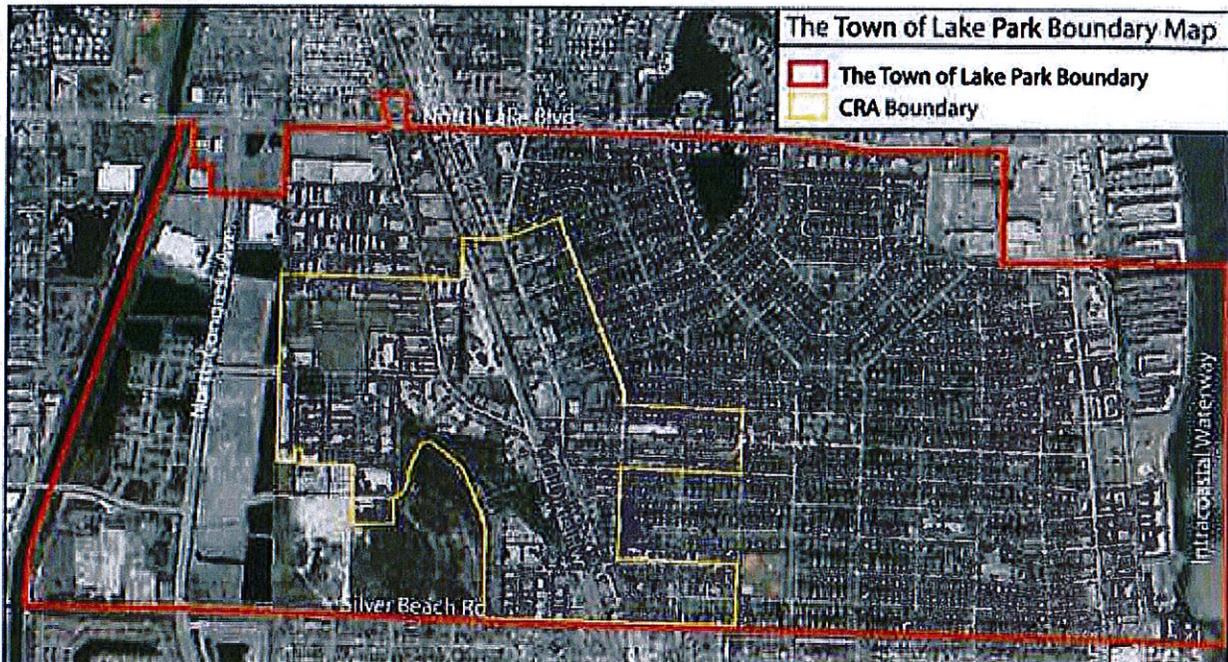
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COMMUNITY  
REDEVELOPMENT  
AGENCY

**TOWN OF LAKE PARK, FLORIDA  
COMMUNITY REDEVELOPMENT AGENCY**

**ANNUAL REPORT FOR FISCAL YEAR 2013-2014**

The Town of Lake Park, one of the earliest master-planned communities in South Florida still retains many of the characteristics of its original plan which was set out by Harry Seymour Kelsey back in 1919. Nearly 80 years later, in 1996, the Town of Lake Park Community Development Agency (CRA) was established. The original CRA plan identified a series of problems and needs, as well as some general opportunities for the designated area. Figure 1 is a map of the Lake Park CRA in context to the physical boundaries of the entire Town of Lake Park.



In January of 2010, the CRA adopted a revised Community Redevelopment Agency Plan in an effort to update the vision for the “downtown” and commercial/industrial areas of the Town. A number of priorities were established by the Plan, including:

- Spearheading a signature catalyst development that would anchor the intersection of Park Avenue and Tenth Street.
- Promoting and supporting the redevelopment of other parcels along Park Avenue.
- Promoting the arts and arts related uses and activities as the thematic focus of the downtown.
- Strengthening the connections to Northlake Boulevard, primarily along Tenth Street and Old Dixie Highway.
- The redevelopment of a number of substandard multi-family properties that are located throughout the CRA.
- An effort to build and diversity the Town’s tax base within the commercial and industrial properties in the west portion of the CRA.

## **ACTIVITIES**

During the 2013-2014 fiscal year, a number of activities were undertaken by the CRA. An outline of such activities is as follows:

### **October 2013**

The first regular CRA Board meeting of the 2013-2014 fiscal year was held at which the Board took the following actions:

- Approval of the Special Call CRA Board meeting minutes of August 21, 2013
- Approval of continuing to hold CRA Board meetings on a quarterly basis and allowing for Special Call meetings from time to time when warranted by circumstances;
- Cancellation of the January 1, 2014 regular CRA Board meeting and allowing for a Special Call meeting on or near that date if warranted by circumstances; and
- Receipt and acceptance of the Executive Director's Report

Additionally, the contract purchasers of the building located at 801 Park Avenue within the CRA closed their deal with the bank during the second week of October.

### **March 2014**

A Special Call CRA Board meeting was held. At that meeting, a variety of topics were handled:

- Receipt and acceptance of the Annual Report presented by the Executive Director
- Approval of the Special Call CRA Board meeting minutes of October 2, 2013; and
- Cancellation of the April 2, 2014 quarterly board meeting

### **July 2014**

A Special Call CRA Board meeting was held. At that meeting, a variety of topics were handled:

- Adoption of the FY 2014-2015 annual operating budget of \$520,293 pursuant to Resolution No. 19-07-14; and
- Receipt of the quarterly verbal report by the Executive Director

## **NEW BUSINESSES**

During the 2013-2014 fiscal year, a number of new businesses were opened (and several name changes/changes of ownership/location changes occurred) within the CRA. These were as follows:

<b>Business Name</b>	<b>Address</b>	<b>Type of Business</b>	<b>Reason for BTR</b>
<b><u>411 Tactical Inc.</u></b>	1250 Old Dixie Highway	Office/Warehouse	New Business
<b><u>A National Solar</u></b>	804 Old Dixie Highway	Office	New Business

	Suite 6		
<b><u>A Touch of Class Boutique</u></b>	1001 W. Jasmine Drive Suite B	Retail Clothing	New Business
<b><u>After Lease Auto Sales</u></b>	1301 10 <sup>th</sup> Street	Auto Sales	New Business
<b><u>A-Plus Tax Services</u></b>	928 Park Avenue	Professional Tax Office	New Business
<b><u>Artists of Palm Beach County</u></b>	800 Park Avenue	Art Gallery/Studio (non-profit)	New Business
<b><u>Balil Caribbean Restaurant</u></b>	940 Park Avenue Suite 107	Specialty Restaurant	New Business
<b><u>C&amp;M Auto, LLC</u></b>	950 Old Dixie Highway Suite 2	Vehicle Sales & Repair	New Business
<b><u>C&amp;P Global Solutions</u></b>	1250 Old Dixie Highway Suite 6	Office/Warehouse	New Business
<b><u>Case &amp; Keg Beer World, Inc. II</u></b>	1233 Old Dixie Highway Suite 14	Office/Warehouse	New Business
<b><u>Castle Deliver</u></b>	132 Miller Way Suite 8	Storage Warehouse	New Business
<b><u>Chefcorp, Inc.</u></b>	935 Park Avenue	Bakery (Retail and Distribution)	New Business
<b><u>Christstylz</u></b>	1001 W. Jasmine Drive Suite B	Barbershop/ Beauty Shop	New Business
<b><u>Compusentry, LLC</u></b>	802 Old Dixie Highway Suite 2	Business Office	Additional Business
<b><u>Crossfit PBA</u></b>	850 13 <sup>th</sup> Street Unit 16	Personal Services/Health	Name Change/Change of Owner

<b><u>Custom Mechanical Inc.</u></b>	202 Old Dixie Highway	Air Conditioning & Electrical Contractor	Location Transfer from 1414 10 <sup>th</sup> Street
<b><u>Designer Consigner, Inc.</u></b>	505 10 <sup>th</sup> Street	Retail Shop	New Business
<b><u>Donnini Motor Cars</u></b>	804 Old Dixie Highway Suite 7	Vehicle Sales	New Business
<b><u>Excelsior Customs</u></b>	801 15 <sup>th</sup> Street Suite 1	Vehicle Repair Shop	New Business
<b><u>Express Tax Service</u></b>	1251 10 <sup>th</sup> Street	Professional Office	Location Transfer from 1255 10 <sup>th</sup> Street
<b><u>Family Convenience Store</u></b>	722 Park Avenue	Convenience Store	New Business
<b><u>Frederico Lopes Auto &amp; Truck Repair</u></b>	1140 Watertower Road Suite 21-22	Auto Repair	New Business
<b><u>Haiti Vision, Inc.</u></b>	1251 10 <sup>th</sup> Street	Office for Non-Profit	Location Transfer from 1255 10 <sup>th</sup> Street
<b><u>IDT Holdings, Inc.</u></b>	802 Old Dixie Highway Suite 2	Business Office	Additional Business
<b><u>J.L. Woodworks, LLC</u></b>	210 Brant Road Bay 6	Woodworking	New Business
<b><u>Jacky Love</u></b>	525 10 <sup>th</sup> Street Suite 513	Barber Shop	New Business
<b><u>Justice Tax Service</u></b>	700 Old Dixie Highway #208	Office for Tax Services	New Business
<b><u>M&amp;J Automotive</u></b>	806 Old Dixie Highway Suite 7	Auto Repair	Location Transfer from 815 14 <sup>th</sup> Street

<b><u>Madra Mor Company</u></b>	798 10 <sup>th</sup> Street	Office	New Business
<b><u>Master Automotive Center, Inc.</u></b>	849 15 <sup>th</sup> Street Unit 4	Vehicle Sales & Repair	New Business
<b><u>Palm Beach Academy of Health &amp; Beauty</u></b>	1220-a 10 <sup>th</sup> Street	Vocational Beauty School	Transfer of Ownership
<b><u>Palm Beach Artisans</u></b>	748 Park Avenue Suite F	Art Gallery/Interior Design Studio	New Business
<b><u>Palm Beach Auto Direct Corporation</u></b>	802 Old Dixie Highway Suite 7	Auto Sales	Location Transfer from 1332 Old Dixie Highway, Suite 32
<b><u>Palm Beach Grill Cleaner</u></b>	802 Old Dixie Highway Unit 6	Appliance Store	New Business
<b><u>Palm Beach School of Dance</u></b>	736 Park Avenue	Instructional Studio	New Business
<b><u>Peak Power &amp; MFG., Inc.</u></b>	1210 Gateway Road Suite 3	Sales Office for Manufacturing Machinery	New Business
<b><u>Sana's Sewing &amp; Interior Decorating</u></b>	1125 Old Dixie Highway Suite 4	Studio/Office for Interior Decorator	New Business
<b><u>Sentinel Pool and Spa</u></b>	133 Miller Way #B	Office/Warehouse	New Business
<b><u>Servizio Ferrari</u></b>	950 Old Dixie Highway Suite 8	Vehicle Repair	New Business
<b><u>Shellco Construction Corporation</u></b>	1300 Gateway Road	Office for Contractor	New Business
<b><u>So Flo iRepair, Inc.</u></b>	726 Park Avenue	Electronic Repair Shop	New Business
<b><u>Tess, LLC</u></b>	849 15 <sup>th</sup> Street	Office/Warehouse	New Business

<b><u>The Brewhouse Gallery</u></b>	720 Park Avenue	Art Gallery Studio /Coffeeshop	New Business
<b><u>Tom's Diesel Truck &amp; Auto Shop, Inc.</u></b>	825 15 <sup>th</sup> Street Unit 6	Motor Vehicle Repair	New Business
<b><u>Universal Technologies</u></b>	1001 W. Jasmine Drive Unit E	Appliance Repair Shop	New Business
<b><u>USA Grill &amp; Patio, Inc.</u></b>	1233 Old Dixie Highway Suite 14	Appliance Store	New Business
<b><u>Yoi Auto</u></b>	1140 Watertower Road Suite 1	Auto Repair	Name Change



Hometown District



Commerce District



Arts District

## FINANCIALS

**Balance Sheet\***  
As of September 30, 2014

**Statement of Revenues, Expenditures  
and changes in Fund Balance\***  
For the Year Ending September 30, 2014

**Assets**

Cash & Equivalents	\$ 167,492
Accounts Receivable	\$ 14,962
Notes Receivable	\$ 83,124
Due from other funds	-
<b>Total Assets</b>	<b><u>\$ 265,579</u></b>

**Liabilities**

Accounts Payable	\$ -
Accrued Payroll	-
Due to other funds	454,095
<b>Total Liabilities</b>	<b><u>\$ 454,095</u></b>

**Fund Balance**

Restricted	\$ -
Unrestricted	<u>(190,301)</u>
<b>Total Fund Balance</b>	<b><u>\$ (190,301)</u></b>

<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 263,794</u></b>
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**Revenue**

Taxes	\$ 154,465
Intergovernmental	287,535
Investment Earnings	1,909
Other	797
<b>Total Revenue</b>	<b><u>\$ 444,706</u></b>

**Expenses**

Personnel Services	\$ 25,495
Operating Expenses	156,585
Grants	-
Debt Service	260,841
<b>Total Expenses</b>	<b><u>\$ 442,921</u></b>

<b>Net change in Fund Balance</b>	<b>\$ 1,785</b>
<b>Fund Balance, beginning</b>	<b><u>\$ (238,820)</u></b>
<b>Fund Balance, ending</b>	<b><u>\$ (237,035)</u></b>

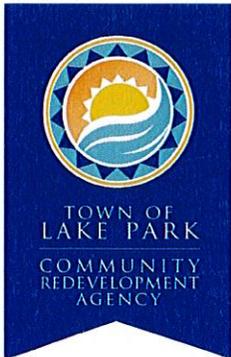
\* Unaudited

## **MEMBERS OF THE BOARD OF DIRECTORS**

James DuBois	Chair
Kimberly Glas-Castro	Vice-Chair
Erin T. Flaherty	Board Member
Michael O'Rourke	Board Member
Kathleen Rapoza	Board Member
Christiane Francois	Board Member
Vacant	Board Member

## **STAFF OF THE CRA**

Bambi McKibbon-Turner	Interim Executive Director
Thomas J. Baird, Esq.	Agency Attorney
Vivian Mendez, CMC	Agency Clerk



### **TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY**

Town Hall ❖ 535 Park Avenue, Lake Park, FL 33403  
561-881-3304 (Phone) ❖ 561-881-3314 (Fax) ❖ [www.lakeparkcra.com](http://www.lakeparkcra.com)



# AGENDA

## Special Call

Community Redevelopment Agency Meeting

Wednesday, March 4, 2015, 6:30 p.m.

Lake Park, Town Hall

535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michael O'Rourke</b>	—	<b>Board Member</b>
<b>Kathleen Rapoza</b>	—	<b>Board Member</b>
<b>Vacant</b>		
.....		
<b>Bambi McKibbon-Turner</b>	—	<b>Interim Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
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  - 1. Presentation, Acceptance, and Transmittal of the Fiscal Year 2014 Annual Report Tab 1
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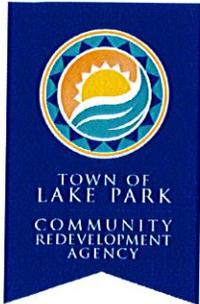
**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on April 1, 2015**

# **New Business**

# TAB 2



**CRA  
Agenda Request Form**

Meeting Date: April 1, 2015

Agenda Item No. 2

**Agenda Title: CRA Landscape Maintenance-Contract Time Extension**

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

Approved by Executive Director: *Richard Pittman* Date: 3/26/2015

Richard Pittman / Project Manager  
Name/Title

<b>Originating Department:</b> Public Works	Costs: \$ \$6,330.00 per month Funding Source: CRA Current Budget Acct. # 520-34000 <input checked="" type="checkbox"/> Finance <i>BKR</i>	<b>Attachments:</b> Letter of Agreement
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**Summary Explanation/Background:**

The Community Redevelopment Agency Board has approved two extensions for the Chris Wayne & Associates, Inc. (CWA) landscape maintenance contract for Park Avenue and 10<sup>th</sup> Street for Fiscal Year 2015. The latest extension approved at the January 7, 2015 CRA Board Meeting will expire on April 30, 2015. Staff is recommending a third contract extension until a new contract is in place. The current contract with CWA is \$6,330.00 per month.

CWA is agreeable to a contract extension through September 30, 2015 (see attached Letter of Agreement). The solicitation for CRA Landscape Maintenance Service is scheduled to be advertised April 12, 2015. The bid opening will be scheduled for the week of May 11<sup>th</sup>. The RFP package is written to allow the CRA Board to elect to commence a new contract for maintenance in July or on October 1<sup>st</sup>. The recommendation for the contract commencement date of the new contract will be based on the monthly price of the new contract versus the current monthly cost using CWA. The recommendation for the award of a new CRA Landscape Maintenance contract and time extension, if desired, will be on the June 3<sup>rd</sup> Special Call CRA Board Meeting agenda.

**Recommended Motion:**

Based on the advertisement date and bid opening, I move to approve a time extension of the CRA landscape maintenance contract with CWA until a new contract is in place.



Public Works  
Department

650 Old Dixie Highway  
Lake Park, FL 33403  
Phone: (561) 881-3345  
Fax: (561) 881-3349

[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)

March 13, 2015

Mr. Chris Dellago, RLA, President  
Chris Wayne & Associates, Inc.  
15863 97<sup>th</sup> Drive North  
Jupiter, Florida 33478

Dear Mr. <sup>Chris</sup>Dellago:

RE: Letter of Agreement  
Contract Extension for CRA District Landscape Maintenance  
Contract Extension of Lake Park Harbor Marina Landscape Maintenance

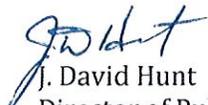
Chris Wayne and Associates, Inc. (CWA) currently perform landscape maintenance within the Lake Park CRA District under a contract extension approved by the Lake Park CRA Board on January 7, 2015. The compensation for this service is \$6,330.00 per month. The contract, with the extension, will expire on April 30, 2015.

Chris Wayne and Associates, Inc. currently perform landscape maintenance at the Lake Park Harbor Marina property under a contract extension approved by the Lake Park Town Commission on January 7, 2015. The compensation for this service is \$2907.42 per month. This contract, with the extension, will also expire on April 30, 2015.

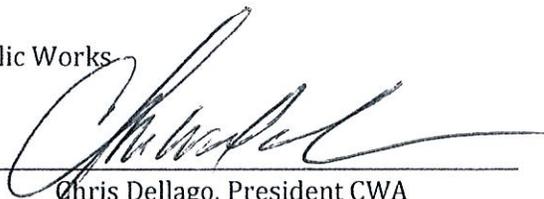
The Lake Park CRA and the Town of Lake Park have a need to extend the aforementioned contracts to the end of the fiscal year (September 30, 2015) at which time it is anticipated that new landscape maintenance contracts will commence. The current CWA monthly charges have been budgeted for through September 30<sup>th</sup>. We propose that CWA agree to an additional five month extension at the current rates while the Town publicly solicits bids for new, five year contracts (an initial three year contract with two, one year extension options). By re-bidding the contract, you will have the opportunity to adjust your rates to reflect current costs and expenses. In addition, the Town will be able to adjust its Fiscal Year 2016 Budget figures to allow for any rate increases that may arise from the competitive bidding process.

Please indicate your acceptance of an additional five month contract extension for both of CWA's current contracts and compensation by signing below and returning to the Town of Lake Park Public Works Department.

Respectfully yours,

  
J. David Hunt  
Director of Public Works

Accepted by: \_\_\_\_\_

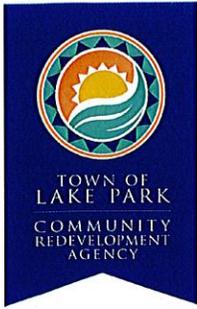
  
Chris Dellago, President CWA

Date: \_\_\_\_\_

3/16/15

cc: B. McKibbon-Turner, Interim Town Manager  
B. Rane, Finance Director  
R. Pittman, Project Manager

# TAB 3



**CRA  
Agenda Request Form**

Meeting Date: April 1, 2015

Agenda Item No. 3

**Agenda Title: Change in Date of Quarterly Community Redevelopment Agency Board Meetings**

- |                          |                |                                     |                                   |
|--------------------------|----------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> | Consent Agenda | <input checked="" type="checkbox"/> | <b>Discussion/Possible Action</b> |
| <input type="checkbox"/> | Presentation   | <input type="checkbox"/>            | Resolution                        |
| <input type="checkbox"/> | Other          |                                     |                                   |

Approved by Executive Director: *[Signature]* Date: 3/23/15  
*Interim Executive Director*

Name/Title

<b>Originating Department:</b>  <b>Executive Director</b>	<b>Costs: \$ -0-</b> Funding Source: Acct. # [ ] Finance _____	<b>Attachments:</b> <b>None</b>
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**Summary Explanation/Background:**

At the October 2, 2013 Community Redevelopment Agency (CRA) meeting, the decision was made to continue holding the CRA Board meetings on a quarterly basis, allowing for Special Call meetings from time to time when warranted by circumstances. Such meetings have taken place during the first month of each fiscal quarter.

In order to better facilitate the approval of the CRA budget, the property and casualty insurance renewals for the new fiscal year, and the CRA Annual Report, staff is recommending that the CRA Board meetings take place during the third month of each fiscal quarter, allowing for Special Call meetings from time to time when warranted by circumstances.

At such time as the CRA becomes more active, the CRA Board may establish a more frequent meeting schedule.

**Recommended Motion:** I move that the quarterly CRA Board meetings be held during the third week of each fiscal quarter, allowing for Special Call meetings from time to time when warranted by circumstances.