

AGENDA

Special Call

Community Redevelopment Agency Meeting
 Wednesday, August 19, 2015, 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		
.....		
John O. D'Agostino	—	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

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.

1. Approval of CRA Board Meeting Minutes of June 3, 2015 Tab 1

F. NEW BUSINESS:

2. Resolution No. 19-08-15 Discussion of the Fiscal Year 2015/2016 CRA Budget and Approval of the Resolution to Adopt the CRA Budget for 2015/2016 Tab 2

3. Negotiation of a License Agreement between the Town of Lake Park Community Redevelopment Agency and Artist of Palm Beach County Tab 3

4. Resolution No. 20-08-15 Property and Casualty Renewals Tab 4

5. CGI Communication Video for the CRA Tab 5

6. CRA Budget Initiative – Display Lighting Improvements, 800 Park Avenue Tenants, Artist of Palm Beach County Tab 6

G. EXECUTIVE DIRECTOR REPORT:

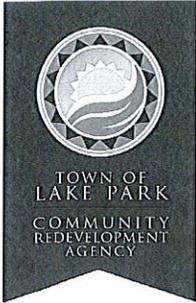
H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on December 2, 2015

Consent Agenda

TAB 1



CRA
Agenda Request Form

Meeting Date: August 19, 2015

Agenda Item No.

Agenda Title: CRA Board meeting minutes of June 3, 2015

-
- | | | | |
|--------------------------|------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input checked="" type="checkbox"/> | CONSENT AGENDA |
| <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:  **Date:** 7-1-15

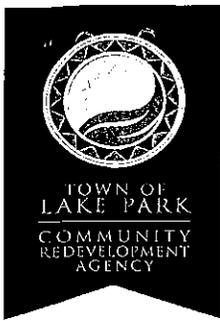
Vivian Mendez, CMC - Agency Clerk

Name/Title

Originating Department: Agency Clerk	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: Agenda Minutes Exhibit "A"
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Summary Explanation/Background:

Recommended Motion: To adopt the CRA Board meeting minutes of June 3, 2015.



AGENDA

Community Redevelopment Agency Meeting
 Wednesday, June 3, 2015, 6:30 pm
 Lake Park, Town Hall
 535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
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Vacant		
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F. NEW BUSINESS:

2. Award of Contract for CRA Landscape Maintenance, Town Bid 102-2015 to Terracon Services, Inc. in the amount of \$97,104.40

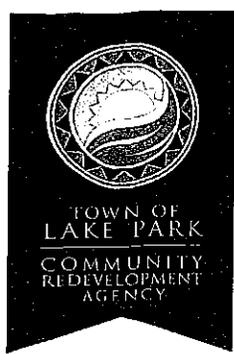
Tab

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on September 2, 2015



Minutes
Town of Lake Park, Florida
Community Redevelopment Agency
Board Meeting
Wednesday, June 3, 2015, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, June 3, 2015 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Christina Francois, Michael O'Rourke, Kathleen Rapoza, Executive Director John D'Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez.

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

Special Presentation/Report:

None

Public Comment:

None

Consent Agenda:

1. Approval of Special Call CRA Board Meeting Minutes of April 1, 2015.

Motion: Board Member Francois moved to approve the consent agenda; Board Member Flaherty made the second.

Vote on Motion:

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

Motion passed 6-0.

NEW BUSINESS:

2. Award of Contract for CRA Landscape Maintenance, Town Bid 102-2015 to Terracon Services, Inc. in the amount of \$97,104.40.

Public Works Director Dave Hunt explained the item (see Exhibit "A"). He requested an additional \$600 be budgeted immediately to cover the contractor's expense to conduct an inventory of the planted material and other tasks initially. Board Member Francois had difficulty comparing the two bids. Public Works Director Dave Hunt explained how the

bid document was established using the high standard of service the CRA currently receives by CWA & Associates. He stated that although CWA & Associates bid for the first year contract was lower than Terracon Services, the overall bid cost over the course of the three (3) year term would be less to the CRA. Vice-Chair Glas-Castro expressed concern with changing to a new contractor and the level of service that Terracon Services would provide to the CRA. Project Manager Richard Pittman explained that he spoke with the two (2) references (the Town of Jupiter and the Village of Tequesta) regarding the level of service performed by Terracon Services, Inc while contracted for those municipalities. He stated that both municipalities spoke highly of Terracon Services level of service. Board Member Flaherty asked why the fertilizer would be purchased by the Town but applied by the contractor. Public Works Director Hunt explained that they did not want the cost of the fertilizer to increase the cost of the bid throughout the next three (3) years. Board Member Rapoza asked who determines the daily tasks performed by the contractor. Public Works Director Hunt explained that the daily tasks are outlined in the bid documents along with eight (8) pages of specifications that the contractor would be responsible for performing. Board Member Flaherty asked why the landscaping of the CRA was outsourced instead of Public Works performing the landscaping for that area. Public Works Director Hunt explained that there was exceptional landscape material planted in the CRA. He stated that the current level of staffing he has in the Grounds Maintenance Department are a turf maintenance crew. He explained that he does not have the expertise on staff needed to maintain the planted material.

Motion: Board Member O'Rourke moved to award of contract for CRA landscape maintenance services to Terracon Services, Inc. in the amount of \$97,104.40; Board Member Flaherty made the second.

Chair DuBois expressed concern with changing to another contractor. He stated that he would support staying with the current contractor. Vice-Chair Glas-Castro asked under what findings does the CRA Board have to not award the contract to Terracon Services and not agree with staff's recommendation. Agency Attorney Thomas Baird explained what the bid document states regarding responsible responsive bidder. Board Member Francois stated that she would be voting against awarding the contract to Terracon Services. Board Member Rapoza stated that she would be voting against awarding the contract to Terracon Services. Board Member O'Rourke reminded the Board that staff has followed the bid process and has offered a recommendation as a result of following that process. The Board would have to justify why they were not awarding the bid to Terracon Services. Discussion ensued regarding changing to another contractor and staff's recommendation to the CRA Board.

Vote on Motion:

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

Motion passed 4-2.

EXECUTIVE DIRECTOR REPORT:

Executive Director D'Agostino explained the latest incentives to promote the businesses in the CRA area. He explained that a possible part-time Events Coordinator would help bring more events to the CRA area and help businesses.

BOARD MEMBERS COMMENTS:

Board Member Francois had no 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 responded to the Executive Director's report as it relates to the budget and supporting businesses in the CRA. Finance Director Blake Rane explained that a 15 percent preliminary taxable value in the CRA was provided by Palm Beach County. He explained that staff would be looking for direction from the Board as to how those funds should be spent. Chair DuBois stated that he would make a decision on how the funds should be spent if the Taxable Increment Financing (TIF) would be able to carry the cost of the CRA out of the pocket of the Town. Finance Director Rane explained that the Town provides many services to the CRA, so in the current fiscal year there was a modest amount that the CRA was paying back to the Town for those services. He explained that the information would be brought forward with the budget. Chair DuBois stated that there has been success in having other organizations put on events in the Town and Park Avenue. He suggested that the businesses in the CRA could contribute towards a festival. Executive Director D'Agostino explained that the Town could make In-Kind contributions to facilitate festivals. Vice-Chair Glas-Castro expressed concern that events in the CRA have not been successful in the past and the CRA could be supportive if a business wants to sponsor or hold an event. Commissioner O'Rourke stated that it would be a good idea to have events held in the CRA, but it should be up to the businesses to coordinate the event. The Board discuss the vacant buildings in the CRA and how those businesses could be anchors to reviving the area.

ADJOURNMENT

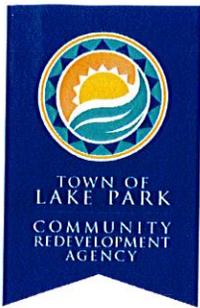
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 7:26 p.m.

Chair, James DuBois

Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2015



**CRA
Agenda Request Form**

Exhibit "A"

Meeting Date: June 1, 2015

Agenda Item No.

Agenda Title: Approve Award of Contract for CRA Landscape Maintenance, Town Bid No. 102-2015 "A", to Terracon Services, Inc. in the Amount of \$97,104.40 for the First Year of the Three Year Contract

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

Approved by Executive Director:

Date:

5-26-15

Richard Pittman/Project Manager
Name/Title

RP

Originating Department: Public Works	Costs: \$ \$97,104.40	Attachments: Advertisement Bid Tabulation Bid Submittals Bid Document
	Funding Source: CRA FY2015/16	
	Acct. # 520-34000	
	<input checked="" type="checkbox"/> Finance <i>BKR</i>	

Summary Explanation/Background: The landscape maintenance in the CRA downtown areas is performed by an outside vendor. The landscape maintenance services are currently being performed by Chris Wayne & Associates, Incorporated (CWA). The agreement with CWA is for continued landscape maintenance through September, 2015.

On April 12, 2015 the Town advertised Bid No.102-2015, Landscape Maintenance Services, Contract "A", CRA Downtown Landscape Maintenance and Contract "B", Lake Park Harbor Marina Landscape Maintenance. The advertisement and bid document are included as attachments.

The bid process resulted in five firms requesting bid documents and four (4) landscape maintenance companies attending the mandatory pre-bid meeting. Two bids were received for Contract "A" CRA Downtown Landscape Maintenance. One bid was received for Contract "B" which will be on a future Town Commission meeting agenda.

The CRA Downtown landscape maintenance contract includes maintenance of turf, shrubs, trees, hedges, ground cover, weeding, mulch, irrigation system maintenance and spraying for White Fly. Fertilization is included with the Town providing the fertilizer.

The locations include: Park Avenue, 7th to 10th Street; 10th Street, Park Ave. to Northlake Boulevard; the Town Green, the alleyway south of Park Avenue; the alleyway north of Park Avenue between 9th and 10th Streets; the alleyway east of 10th Street. The contract maintenance requirements are more extensive than currently being performed by CWA.

The bid document, including the schedule of bid items, breaks down the maintenance requirements into three individual categories. Bid items 1 thru 15 are the routine maintenance items to be performed throughout each year of the three year contract.

Bid items 1A thru 5A provide unit prices for landscape maintenance to be performed at the Town Green which is located at the northeast corner of Park Avenue and 9th Street. This is the leased grassed area used for special events. The contract is structured so that this maintenance can be removed from the annual landscape services in the event the CRA wants to terminate the lease or the developer proceeds to construct on the property.

The bid document provides a means for the contractor to perform an "Initial Maintenance Event." This is essentially a cleanup, fix up and touch up of turf, shrubs, hedge and irrigation within the first month of the contract (see page 2 of bid tabulation).

The term of the contract is three (3) years with the option of two, one-year extensions. The contract provides that the contract may be terminated by the Town without cause upon providing the contractor with at least thirty (30) days prior written notice (contract page 23).

Terracon Services, Inc. submitted the lowest responsive, responsible bid for the CRA Downtown Landscape Maintenance. Their bid price for the first year will be \$97,104.40 and does not include an immediate \$600 cost for Terracon Services to inventory plants and palm trees and prepare estimated costs for budgeting and future resets (see bid item 3 on page 2 of bid tabulation). The second and third years of the contract will cost \$82,836.40.

Terracon Services, Inc. has been in business since 1997. The business is located in Jupiter Florida.

This contract will commence October 1, 2015. Therefore the budget for FY 2015/16 will need to include the recommended award amount plus funds to cover fertilizer, irrigation materials and some amount of plant replacement.

First Year Annual Contract Amount	\$97,104.40
Second Year Annual Contract Amount	\$82,836.40
Third Year Annual Contract Amount	\$82,836.40
TOTAL THREE YEAR CONTRACT AMOUNT	\$262,777.20

Recommended Motion: I move to approve a three year contract with Terracon Services, Inc. in the amount of \$97,104.40 for the first year to perform the requirements of Bid No.102-2015, CRA Downtown Landscape Maintenance.

**BID TABULATION-TOWN BID NO. 102-2015 CONTRACT "A"
CRA DOWNTOWN LANDSCAPE MAINTENANCE SERVICES**

ITEM #	DESCRIPTION OF BID ITEM	TERRACON SERVICES, INC.		CHRIS WAYNE & ASSOCIATES, INC.	
		QTY.	AMOUNT	QTY.	AMOUNT
1	Indemnification	L.S.	\$ 100.00	L.S.	\$ 100.00
2	Litter pick-up and disposal	52/\$57.69	\$ 3,000.00	52/\$30.00	\$ 1,560.00
3	Supply labor, equipment, and material to maintain truf areas and ornamental hedges	42/\$619.05	\$ 26,000.00	42/\$1,275.00	\$ 53,550.00
4	Operate and inspect irrigation system/repair damages.	42/\$190.48	\$ 8,000.00	42/\$140.00	\$ 5,880.00
5	Provide Maintenance of Traffic (10th St.)	42/\$47.62	\$ 2,000.00	42/\$28.57	\$ 1,200.00
6	Prune Ficus hedges	8/\$200.00	\$ 1,600.00	8/\$1,000.00	\$ 8,000.00
7	Ficus hedge granular, systemic White Fly pesticide	2/\$200.00	\$ 400.00	2/\$200.00	\$ 400.00
8	Ficus hedge spray, White Fly pesticide	1/\$600.00	\$ 600.00	1/\$200.00	\$ 200.00
9	Fertilize all turf areas with Town supplied fertilizer	2/\$280.00	\$ 560.00	2/\$200.00	\$ 400.00
10	Fertilize all ornamental hedges and ground cover with Town supplied fertilizer	2/\$300.00	\$ 600.00	2/\$500.00	\$ 1,000.00
11	Fertilize palm trees with micro-nutrient fertilizer spikes	2/\$2000.00	\$ 4,000.00	2/\$1,750.00	\$ 3,500.00
12	Place annuals and two inch of mulch in designated areas	2/\$4.40/s.f.	\$ 12,328.80	2/\$2.75/s.f.	\$ 7,705.50
13*	Place two inch of mulch in designated areas	1/\$1.40/s.f.	\$ 4,506.60	1/\$0.50/s.f.	\$ 1,609.50
14	Trim Palm tree or thin and lift deciduous tree less than 25'	33/\$45.00/tree	\$ 1,485.00	33/\$30.00/tree	\$ 990.00
15	Trim Palm tree or thin and lift deciduous tree greater than 25'	33/\$65.00/tree	\$ 5,200.00	33/\$30.00/tree	\$ 2,400.00
	TOTAL ITEMS BASE BID ITEMS 1-15		\$ 70,380.40		\$ 88,495.00
	ALTERNATE I--TOWN GREENE				
1A	Litter pick-up and disposal	52/\$45.00	\$ 2,340.00	52/\$5.00	\$ 260.00
2A	Operate and inspect irrigation system/repair damages	52/\$70.00	\$ 3,640.00	52/\$15.00	\$ 780.00
3A	Maintain turf areas and ornamental hedges	30/\$200.00	\$ 6,000.00	30/\$25.00	\$ 750.00
4A	Fertilize all turf areas with Town supplied fertilizer	2/\$168.00	\$ 336.00	2/\$15.00	\$ 30.00
5A	Fertilize all ornamental hedges and ground cover with Town supplied fertilizer.	2/\$70.00	\$ 140.00	2/\$30.00	\$ 60.00
	TOTAL ITEMS ALTERNATE I ITEMS 1A-5A		\$ 12,456.00		\$ 1,880.00
	TOTAL BID ITEMS: BASE BID + ALTERNATE I		\$ 82,836.40		\$ 90,375.00

BID TABULATION-TOWN BID NO. 102-2015 CONTRACT "A"

CRA DOWNTOWN LANDSCAPE MAINTENANCE SERVICES (Cont.)

ITEM #	INITIAL MAINTENANCE EVENT DESCRIPTION	TERRACON SERVICES, INC.		CHRIS WAYNE & ASSOCIATES, INC.	
		QTY.	AMOUNT	QTY.	AMOUNT
1	Mobilization	L.S.	\$ 200.00	L.S.	Incl.
2	Initial litter collection & disposal, turf cut, string trimming, edging, and power blow; Wet check CRA and Town Greene irrigation systems; Prune/hedge all ornamentals; Edge, weed , and rake beds; Remove and dispose of all over-growth, dead vegetation and debris; Provide labor and materials to fertilize palm trees; Provide labor to place Town provided turf and ornamental fertilizer; Apply granular, systemic type White Fly insecticide to Ficus hedges; Mulch all beds.	Job	\$ 14,068.00	Job	\$ 6,600.00
3	Provide list of plant material and palm trees with est. costs for budgeting purposes for future resets.	Job	\$ 600.00	Job	\$ -
TOTAL INITIAL MAINTENANCE BID ITEMS 1-3			\$ 14,868.00		\$ 6,600.00

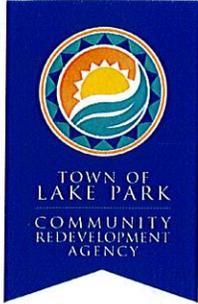
Recommended Award to Terracon Services, Inc.

*Error found in unit price extension and adjusted on Terracon Services bid.

Tabulated by Richard Pittman, Project Manager 5/18/2015

New Business

TAB 2



**CRA
Agenda Request Form**

Meeting Date: August 19, 2015 **Agenda Item No.**

Agenda Title: **DISCUSSION OF THE FISCAL YEAR 2015/2016
BUDGET AND APPROVAL OF THE RESOLUTION
TO ADOPT THE CRA BUDGET FOR 2015/2016**

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

Approved by Executive Director: *J. K. Rane* **Date:** 8-3-15

Blake K. Rane Finance Director
Name/Title

Originating Department: <p align="center">FINANCE</p>	Costs: N/A Funding Source: Acct. # <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: <p align="center">RESOLUTION Proposed Budget</p>
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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 2015/2016.

Recommended Motion:

I move to approve Resolution No. __-08-15, adopting the 2015-2016 Budget.

RESOLUTION NO. 19-08-15

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE 2015-2016 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 2015-2016.

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 2015-2016 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

PROPOSED BUDGET

COMMUNITY REDEVELOPMENT AGENCY

FISCAL YEAR

October 1, 2015 through September 30, 2016

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

BUDGET SUMMARY

FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	384,831	444,706	520,293	516,993	605,686	-
Personal Services	-	25,495	62,848	63,123	66,691	-
Operating Expenses	131,025	156,585	196,798	178,184	240,070	-
Capital Outlay	-	-	-	-	-	-
Debt Service	210,625	260,841	260,647	260,647	298,925	-
Non-Operating	-	-	-	-	-	-
Total Expenses	341,650	442,921	520,293	501,954	605,686	-
Surplus (Deficit)	43,181	1,785	-	15,039	-	-

2015/16 Increment	\$	46,792,836
Town Millage	5.3474	\$ 237,709
Palm Beach County Fire/Rescue Millage	3.4581	\$ 153,724
Palm Beach County Millage	4.7815	\$ 212,553
TOTAL		\$ 603,986

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

Schedule 2

FISCAL YEAR 2015-16

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 07/31/15	ESTIMATE FOR THE YEAR 2014-15	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
REVENUES								
110-311.115	Ad Valorem Taxes - County	137,196	154,465	181,929	179,547	179,547	212,553	
110-361.100	Interest Earnings	142	103	200	-	-	100	
110-361.120	Interest Income - Bus. Dev. Loans	2,475	1,806	2,500	982	1,178	1,500	
110-369.100	Miscellaneous Revenue		781		-	-		
110-369.300	Refund Prior Year Expense		16		604	604	100	
110-381.001	Transfer from General Fund	245,018	287,535	335,664	335,664	335,664	391,433	
	TOTAL REVENUE	384,831	444,706	520,293	516,797	516,993	605,686	-
EXPENDITURES								
110-55-552-520-19900	Wages Reclassified	-	21,158	62,848	52,373	62,848	66,691	
110-55-552-520-25100	Unemployment Compensation	-	4,337	-	275	275	-	
	TOTAL PERSONNEL EXPENSES	-	25,495	62,848	52,648	63,123	66,691	-
110-55-552-520-31000	Professional Services	323		7,191		-	15,000	
110-55-552-520-31100	Professional Svc - Town Attorney		4,454	5,000	2,109	2,812	10,000	
110-55-552-520-34000	Contractual Services	90,201	76,127	82,000	57,623	82,600	98,000	
110-55-552-520-34010	Contract PBC Sheriff	9,361		-				
110-55-552-520-34901	Administrative Fee		51,176	70,000	58,333	70,000	70,000	
110-55-552-520-41100	Telephone	168						
110-55-552-525-41100	Telephone	1,535						
110-55-552-520-41200	Postage & Shipping	38	7	1,000			1,000	
110-55-552-520-43000	Utilities	12,941	12,051	12,000	8,480	11,307	12,000	
110-55-552-520-43250	Garbage & Trash		550	1,000			1,000	

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

FISCAL YEAR 2015-16

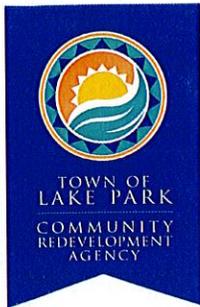
Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 07/31/15	ESTIMATE FOR THE YEAR 2014-15	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
110-55-552-520-44000	Rental & Leases - Office Space		600			-	-	
110-55-552-520-44100	Equipment Rentals	750		2,000	400	400	2,000	
110-55-552-520-45000	Insurance	9,769	9,696	12,000	10,023	10,023	12,000	
110-55-552-520-46000	Repair & Maintenance	5,144	1,129	3,812	-	-	11,800	
110-55-552-520-47000	Printing				103	155	-	
110-55-552-520-48100	Advertising				93	93	-	
110-55-552-520-52000	Operating Supplies						2,475	
110-55-552-520-54200	Memberships, Dues, & Subscription	795	795	795	795	795	795	
110-55-552-520-82113	Grant - Artists of Palm Beach County						4,000	
	TOTAL OPERATING EXPENSES	131,025	156,585	196,798	137,959	178,184	240,070	-
110-55-552-520-82111	Grant	1,921						
110-55-552-520-91010	Transfer to General Fund - ILA	169,520	169,516	169,325	141,104	169,325	169,256	
110-55-552-520-91030	Transfer - ILA 2009	4,577	54,795	54,792	45,660	54,792	54,793	
110-55-552-525-91030	Transfer to General Fund - ILA	36,528	36,530	36,530	30,442	36,530	36,530	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(355)						
110-389.900	Fund Balance Surplus						38,346	
	TOTAL OTHER EXPENSES	212,191	260,841	260,647	217,206	260,647	298,925	-
	TOTAL CRA EXPENDITURES	343,216	442,921	520,293	407,813	501,954	605,686	-
	SURPLUS/(DEFICIT)	41,615	1,785	-	108,984	15,039	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16
Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-19900	Wages Reclassified	15% of the Town Manager, 15% of the Finance Director, 15% of the Assistant to the TM, 5% of the Town Clerk and Deputy Town Clerk, 20% of the Project Manager, and 10% of the Irrigation Tech I	\$ 66,691
		TOTAL PERSONNEL EXPENSES	\$ 66,691
520-31000	Professional Services	Property marketing, networking, and consulting	\$ 15,000
520-31100	Prof. Ser. - Attorney	Town Attorney	10,000
520-34000	Contractual Services	Terracon Services, Inc. landscape maintenance (\$97,105), & Web hosting (\$895)	98,000
520-34901	Administrative Fee	Services provided the CRA by other Town staff members	70,000
520-41200	Postage & Shipping	Miscellaneous items	1,000
520-43000	Utilities	FP&L and Seacoast Utility Authority	12,000
520-43250	Garbage & Trash	SWA Fee	1,000
520-44100	Equipment Rentals	Lift for decorations, etc.	2,000
520-45000	Insurance	Property and Casualty	12,000
520-46000	Repair and Maintenance	Irrigation system repairs (\$1,800), reset of plant materials (\$10,000)	11,800
520-52000	Operating Supplies	Irrigation materials (\$1,200), fertilizer (\$1,275)	2,475
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$620) State of Florida (\$175)	795
520-82113	Grant - Artists of Palm Beach County	Artists of Palm Beach County - potential building lighting grant	4,000
		TOTAL OPERATING EXPENSES	\$ 240,070

TAB 3



**CRA
Agenda Request Form**

Meeting Date: August 19, 2015 **Agenda Item No.**

Agenda Title: **NEGOTIATION OF A LICENSE AGREEMENT
BETWEEN THE TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY AND
ARTISTS OF PALM BEACH COUNTY**

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

Approved by Executive Director: *J. D. Gaffney* **Date:** 8-3-15

Blake K. Rane Finance Director
Name/Title *BKR*

Originating Department: FINANCE	Costs: N/A	Attachments: License Agreement
	Funding Source: Acct. # <input checked="" type="checkbox"/> Finance <i>BKR</i>	

Summary Explanation/Background:

The Town of Lake Park Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park and as such entered into a license agreement on September 5, 2012 with the Artists of Palm Beach County. A copy of this agreement is attached. Such agreement expired on October 14, 2013. Pursuant to clause 6, the parties at the end of the term may exercise the option to renew the license for an additional term, or for such modified terms to which the parties mutually agree. The purpose of this item is to authorize the Executive Director to negotiate another license agreement with the Artists of Palm Beach County.

Recommended Motion:

I move to authorize the Executive Director to negotiate a license agreement with the Artists of the Palm Beach County.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (the License), entered into this 5 day of September 2012, between the TOWN OF LAKE PARK Community Redevelopment Agency, whose address is 535 Park Ave, Lake Park, FL 33403, (hereinafter CRA) and ARTISTS OF PALM BEACH COUNTY (hereinafter Tenant)

In consideration of the covenants and agreements recited herein below the CRA hereby rents to Tenant the property at 800 Park Avenue, Lake Park, Florida, 33403 (the Premises).

1. The Premises are to be used as an Art Gallery and for art classes and public education and for such other uses as the CRA specifically allows.
2. The Tenant's responsibilities to maintain this License throughout the term and any renewals include the Tenant providing:
 - Art class programs to the community and general public;
 - A monthly schedule of Arts/Crafts classes that shall be open to the general public, including:
 - At least one (1) Arts/Crafts class at no cost to the public held at least once a month beginning within 30 days of the final execution of this Agreement and then Arts/Crafts classes at no cost to the public held at least four (4) times per month beginning January 1, 2013 and continuing through the end of the Agreement period.
 - Operating the Studio Gallery Monday through Saturday as well as during sponsored Town of Lake Park, or CRA events;
 - A posting of written hours of operation for the Art Studio and Gallery.
 - The Gallery name "Art on Park Studio and Gallery" shall remain the same.
3. The Premises is to be licensed for a one year term. The term shall begin the 15th day of OCT., 2012, and end on OCT 14th 2013

4. There shall be no rent during the term of this Agreement, however Tenant shall be responsible for all operating expenses listed below and operating expenses shall be registered in the name of the Tenant.
 - Utilities: Electric and Water;
 - Garbage/Trash;
 - Sanitation;
 - Monthly telephone and internet;
 - Interior/exterior cleaning;
 - Grounds maintenance;
 - Insurance:
 - The Tenant shall be responsible for providing and paying for the cost of personal property (renters) insurance on all contents of the Premises.
 - The Tenant shall be responsible for reimbursing the CRA for the cost of property insurance on the building.
5. Tenant accepts the space "as is, where is" with no additions or alterations by the CRA. Any structural changes to the Gallery property will require Town Commission and Town of Lake Park CRA Board advance approval.
6. At the end of the term, the parties may agree to exercise mutual options to renew the License for an additional term, or for such modified term to which the parties mutually agree to.
7. The Tenant shall not assign the License, nor sub-let the Premises or any part thereof.
8. The CRA will keep the equipment listed in exhibit "A" attached hereto and incorporated herein at the Property for Tenant's use. Said equipment shall be maintained by the Tenant at Tenant's expense.
9. Tenant agrees to abide by the Required Professional Disciplines outlined in Article II of the Request for Qualifications.

10. All personal property placed or moved into the Premises above described shall be at the risk of the Tenant or owner thereof, and the CRA shall not be liable for any damage to said personal property as a result of any fire, water damage from flooding, or the bursting or leaking of water pipes, or from any act of negligence of any occupants of the building or of any other person whomsoever. Tenant acknowledges that the CRA does not maintain insurance for the benefit of its Tenants' personal property, and that it is Tenant's responsibility to maintain its own insurance.
11. The Tenant shall comply with all statutes, ordinances, rules, orders, regulations and requirements of the Federal, State, County, the CRA and the Town of Lake Park and shall also promptly comply with and execute all rules, orders and regulations of the same, including, but not limited to all applicable building, and fire prevention codes. Tenant shall be responsible for obtaining from the Town of Lake Park all necessary licenses and permits to operate the Premises.
12. In the event the Premises shall be destroyed or so damaged or injured by fire or other casualty during the term of the License, whereby the same shall be rendered in the opinion of the Town un-tenantable, then the CRA shall have the right to render said Premises tenantable by repairs within 90 days there from. If said Premises are not in the opinion of the CRA rendered tenantable within said time, either party may cancel this License, and in the event of such cancellation the Tenant shall coordinate any change in responsibility for the utilities with the CRA.

13. The prompt payment of the utilities for the Premises and the faithful observance of any rules and regulations which may be made by the CRA, are the conditions upon which the License is made and accepted and any failure on the part of the Tenant to comply with the terms of the License, or any of said rules and regulations which may be hereafter prescribed by the License shall at the option of the CRA, work a forfeiture of the License, and all of the rights of the Tenant hereunder.
14. If the Tenant shall abandon or vacate the Premises on or before the expiration of the term, the CRA may enter the Premises without notice and without being liable in any way therefore, and maintain possession of the Premises and take such other actions thereafter as it deems appropriate.
15. The Tenant hereby pledges and assigns to the CRA all personal property, including, but not limited to, the furniture, fixtures, goods and chattels of Tenant, which shall or may be brought or put on the Premises as security for the payment of the rent, and Tenant agrees that a lien against same may be enforced by distress foreclosure or otherwise at the election of the CRA.
16. It is hereby agreed between the parties that in the event the CRA decides to remodel, alter or demolish all or any part of the Premises, or in the event of the sale of all or any part of the Premises; requiring this space, the Tenant shall vacate the Premises upon 30 days advance written notice. It is furthered agreed between the parties that should any of these events occur Tenant may elect to cancel the License upon 30 days advance written notice to CRA.

17. The CRA, or any of his agents, shall have the right to enter the Premises during all reasonable hours, to examine the same; to make such repairs, additions or alterations as may be deemed necessary for the safety, comfort, or preservation of the Premises. The right of entry shall likewise exist for the purpose of removing place cards, signs, fixtures, alterations, or additions, which do not conform to the License, or to any written rules and regulations pertaining to the Premises.
18. CRA hereby acknowledges that the Premises are in good order and repair, unless otherwise indicated herein. Tenant shall, at its own expense and at all times, maintain the premise in good and safe condition, including plate glass, doors, locks, electrical wiring, plumbing and heating and air conditioning installations and any other system or equipment upon the premise. Tenant shall surrender the Premises in the condition they are in at the beginning of the first term of the License and shall maintain the Premises in the same condition, order and repair as they are at the commencement of said term, excepting only reasonable wear and tear arising from the use thereof, and to make good to said CRA immediately upon demand, any damage to water apparatus, or electric lights or any fixture, appliances or appurtenances of said premises, or of the building, caused by any act or neglect of Tenant, or of any person or persons in the employ or under the control of the Tenant. The Town will keep the equipment listed in Exhibit 'A' which is attached hereto and incorporated herein at the Property for Tenant's use. Said equipment shall be maintained by the Tenant at the Tenant's expense.

19. The License shall bind the parties and their assigns or successors, heirs, and personal representatives.
20. It is understood and agreed between the parties that the written notice via certified mail or hand delivered to the parties at their respective addresses referenced hereinabove shall constitute sufficient notice for the receiving party to comply with any of the terms of the License.
21. The rights of the CRA under the foregoing shall be cumulative, and failure on the part of the CRA to exercise promptly any rights given hereunder shall not operate to forfeit any of the said rights.
22. It is further understood and agreed between the parties hereto that any charges against the Tenant by the CRA for service or for work done on the Premises by order of the Tenant or otherwise accruing under this License shall be the financial responsibility of the Tenant and shall be subject to the written approval of the CRA.
23. It is hereby agreed by the parties that any signs to be installed, or awnings, in connection with the use of the Premises shall be subject to the approval of the CRA. Any signs or awnings installed must also be permitted by the Town of Lake Park and Tenant is responsible for complying with all Town codes associated with such installation.
24. **RADON GAS NOTIFICATION:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings. Additional

information regarding radon and radon testing may be obtained from the Palm Beach County Public Health unit.

25. The License shall be construed in accordance with the laws of Florida. Venue for any action by either party to enforce the terms of the License shall be in Palm Beach County.
26. In the event either party shall be required to enforce the terms of the License, the prevailing party shall be entitled to recover its costs and attorney's fees.

IN WITNESS WHEREOF, the parties hereto have executed this instrument for the purpose herein expressed, the day and year above written.

**LAKE PARK COMMUNITY
REDEVELOPMENT AGENCY**

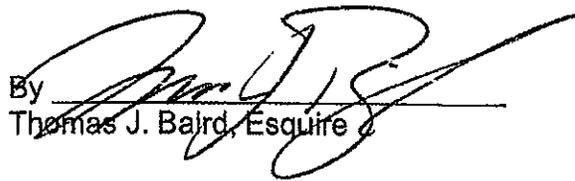
By _____



Approved as to form
And Legal Sufficiency

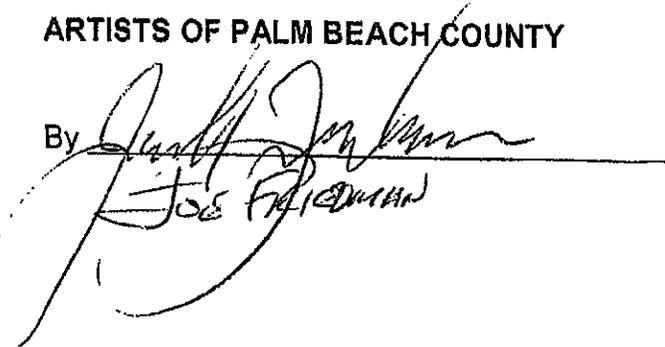
By _____

Thomas J. Baird, Esquire



ARTISTS OF PALM BEACH COUNTY

By _____



JOE FRIEDMAN

p:\docs\26508\00003\doc\1de8863.doc

Exhibit "A"

- Lighting System
- Air conditioning unit – must be maintained by Tenant
- Kiln (inside of kiln room)
- Refrigerator/Microwave/towel holder
- 1 Safe box
- 1 Wall hand dryer
- 1 wall mirror
- Partitions – 11 (white) 7 (grey)
- Pedestals – 8 (white) 2 (black)
- (3) potters wheels
- 1 Desk
- 1 Jewelry case
- 3 Chairs
- Trash can – 1 tall (bathroom) 1 small (reception area)
- Filing cabinet
- 1 Lg. artificial plant
- 1 Art on Park entrance carpet
- 1 Fire extinguisher
- 1 Easel
- 1 Ladder and 1 broom
- 1 Aluminum shelving
- 1 Counter for cash register
- Security cameras/system shall remain on premises and be maintained by Tenant

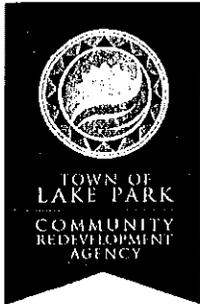
In the event that the lighting system needs to be changed/replaced, a written request shall be submitted to the Town Clerk's office by the Tenant, for CRA Board and Commission approval.

In the event the kiln equipment needs removal from the premises, a written request shall be submitted to the Town Clerk's office by the Tenant, for CRA Board and Commission approval.

It is recommended that the AC Unit be maintained periodically and filters must be changed on a monthly basis at the Tenant's expense

TAB 4

TAB 5



CRA
Agenda Request Form

Meeting Date: August 19, 2015 Agenda Item No.

Agenda Title: CGI Communications

- [] SPECIAL PRESENTATION/REPORT [] CONSENT AGENDA
[] OLD BUSINESS [X] NEW BUSINESS:
[] DISCUSSION FOR FUTURE ACTION [] OTHER

Approved by Executive Director: [Signature] Date: 8-4-15

John O. D'Agostino

Name/Title

Table with 3 columns: Originating Department (Executive Director), Costs (\$ 0.00), Attachments (CGI Communications Contract and TM Letter to Business Owners in Lake Park).

Summary Explanation/Background: The Town entered into an agreement with CGI in March of 2013. The contract term is three years ending in March 2016. I was contacted by Brandon Bartz, Vice President of Community Operations for CGI regarding additional promotional activities for Lake Park.

According to the contract (attached), there are no upfront costs to the Town of Lake Park. CGI receives revenue from sponsored advertisements. The attached letter to the businesses in Lake Park explains how CGI Communications works.

Recommended Motion: Move that the Community Redevelopment Agency complete a streamline video explaining the value and opportunity for businesses to locate or relocate to the Town of Lake Park's Community Redevelopment District as so designated on the Town of Lake Park Zoning Map dated 06-07-2012.

CGI Communications, Inc.
Granite Building
130 East Main Street
Rochester, NY 14604
Phone: 800.398.3029
Fax: 866.429.8611
www.relocate.org

AT NO COST TO YOU, CGI Communications, the parent company of relocate.org will provide your Community the opportunity to be featured on the Community Video Network- in its COMMUNITY VIDEO PROGRAM, under the following terms:

1. We'll introduce your Community via our *Community Video Program*, which will link to your Community's Website from the Community Video Network (CVN)
2. We'll consult with you to script, videotape and edit from raw footage to final video, with professional voice-over and background music, a customized 60 second video, to be streamed on CVN and your Community's Website via our dedicated server in *Community Video Program* format.
3. We will also produce an additional chapter on Quality of Life and your choice of an Education or Relocation chapter. We will also provide a Community Organizations chapter to showcase nonprofits.
4. The Town of Lake Park, Florida and the Lake Park Town Commission will be given final approval rights of the content and video footage of the Community Videos.
5. We retain all control and responsibility for our Content, which will comply with local community standards, including all sponsors, videos and links, which you agree to display to all users from a link on the Homepage of your Website.
6. You'll provide us with a signed Letter of Recognition/Introduction on Community Letterhead and the right to use the name and likeness of your director /president.
7. This agreement is for three (3) years from date of linkage can be renewed annually at no cost and under the same terms and conditions unless notice to terminate is given by you at least 60 days before the end of a term, in which case, the agreement terminates upon completion of that term.

The undersigned understand and agree to all the above terms and have full authority to sign this agreement.

Community: TOWN OF LAKE PARK Community Video Network
Signature: Dale S. Suberman Signature: Nicole Rong
Printed Name & Title: DALE S. SUBERMAN Printed Name & Title: TOWN MANAGER

Date: 3/21/13

Website, Email and Phone: _____



Office of the
Town Manager

July, 2015

Dear Lake Park Business Owner:

The Town of Lake Park is announcing the launch of a new program designed to have a significant impact on the promotion of our wonderful community and the businesses who reside in the Town. The Town entered into a three-year agreement with CGI Communications in April of 2013. CGI Communications has the ability to produce a series of streaming online videos highlighting our community, its benefits and the livability of our community for residents, families, visitors and our business community.

CGI is a leader in online marketing solutions. They work with thousands of communities and businesses across the country. With an easily viewable interface on the official Town website (www.lakeparkflorida.gov), the series of videos, many of which are still in production, will highlight area attractions, economic development opportunities, quality of life initiatives and much more. Lake Park is known as the Jewel of the Palm Beaches. Your business can become part of why Lake Park is unique by telling your story in a video stream format. Today, internet advertisements are fueling the success of many businesses in our area. Become part of this exciting advertising campaign today, one that may benefit your business development and growth.

In addition to the videos being on the Town's official web site, they will be featured on relocate.org, the largest relocation online network in the nation. The Town of Lake Park is dedicated to highlighting the businesses in Town and the advantages of living and working in our community. We believe that through the use of the internet and through social media itself, your message will be heard by millions of viewers who search the internet on a daily basis and this is why we have chosen to partner with CGI Communications in order to provide you with an added opportunity to advertise your business at a discounted rate. This discounted rate may be absorbed by the Town if approved and will depend upon the overall participation by the business owners. We encourage you to participate!

A representative from CGI Communications will be contacting you with an opportunity to take advantage of their innovative digital media tools and services. Your participation in supporting this program may have a financial benefit to you and your fellow business owners and from a pure added exposure standpoint, will create a win-win situation for everyone involved.

Sincerely Yours,
Town of Lake Park



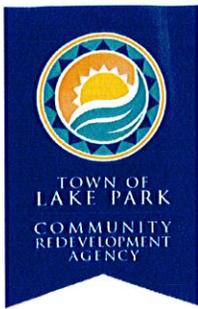
John D'Agostino
Town Manager

cc: Mayor James DuBois
Town Commission

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3304
Fax: (561) 881-3314

www.lakeparkflorida.gov

TAB 6



**CRA
Agenda Request Form**

Special Call

Meeting Date: August 19, 2015

Agenda Item No.

Agenda Title: CRA Budget Initiative – Display Lighting Improvements, 800 Park Avenue Tenants, Artists of Palm Beach County

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

Approved by Executive Director: *J. R. Galt* **Date:** 8-4-15

J. R. Galt
David Hunt / Public Works Director

Originating Department: Public Works	Costs: \$ 4,000.00 Funding Source: Fiscal Year 2016 CRA Budget Acct. #: To Be Determined <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	Attachments: Contractor's Lighting Proposal
--	---	---

Summary Explanation/Background:

The tenants occupying 800 Park Avenue, Artists of Palm Beach County, have requested that the CRA fund display lighting improvements for the building. This request is being proposed for funding in the 2015 - 2016 CRA budget as a cost reimbursable grant in the amount of \$4,000.00.

The 800 Park Avenue building is owned by the Lake Park CRA. The building was renovated with funds from the 2009 – 2010 budget. The building was originally occupied by the CRA's Art-On-Park co-op starting in April of 2010. At that time the type of track lighting used to illuminate art presentations was halogen and fluorescent. LED lighting was new to the market and had a high cost.

The Artists of Palm Beach County have requested improved display lighting. The recommendation is that \$4,000.00 be budgeted for the purpose of a cost reimbursable grant to the Artists of Palm Beach County to upgrade the existing lighting to LED and to add

additional lighting in order to better illuminate the exhibits. The lighting improvements would remain in the building when the Artists of Palm Beach County vacate. The existing light fixtures and lamps that are removed during the change-out would be returned to the Town (CRA).

A copy of a contractor's lighting improvement proposal is attached.

Recommended Motion: I recommend that \$4,000.00 be included in the CRA Fiscal Year 2016 Budget for a Cost Reimbursable Grant to be used for Display Lighting Improvements in the 800 Park Avenue building.



Invoice #
JULP09

1751 W. 10th STREET
RIVIERA BEACH, FL 33404

DATE: July 22, 2015

CUSTOMER INFO	BILL TO	SHIP TO
Contact: John Palozzi Company: Art on Park Address: 800 Park Ave Lake Park FL 33403 Phone: 561 345-2842 Fax: Email:	Contact: SAME Company: SAME Address: SAME Phone: SAME Fax: SAME Email: SAME	Contact: SAME Company: SAME Address: SAME Phone: SAME Fax: SAME Email: SAME

COMMENTS OR SPECIAL INSTRUCTIONS
 This proposal includes the installation of new LED PAR30 light bulbs in 24 existing fixtures and 14 new fixtures. The retrofit of 7 existing T8 4 foot fixtures to LED and the installation of 3 new T8 4 foot fixtures. The installation of 8 feet of track and the installation of tape lighting around the glass display case.

SALES REP	P.O. NUMBER	SHIP VIA	TERMS	
		best	NET 30	
QUANTITY	SKU	DESCRIPTION	UNIT PRICE	AMOUNT
3	PTN-CEW101-06	4 foot T8 Surface mount Fixture	\$ 32.50	\$ 97.50
20	PTN-671499821	LED T8 4 Foot 4000k	\$ 25.00	\$ 500.00
38	PTN-671400373	LED Par30	\$ 28.99	\$ 1,101.62
1	PTN-E-CLK30W	LED Flexible Cable Strip Lighting Kit	\$ 299.95	\$ 299.95
1	PTN-EK1T8W	8 Foot Track - White	\$ 45.99	\$ 45.99
14	PTN-E-KGR3RW	PAR30 Track Light Fixture - White	\$ 19.99	\$ 279.86
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

SUBTOTAL	\$ 2,324.92
TAX RATE	-
SALES TAX	\$0.00
SHIPPING & HANDLING	
Labor	\$1,600.00
Less Deposit	\$ -
TOTAL	\$ 3,924.92

Signature: _____ Date: _____

Thank you for your business!