



AGENDA

Special Call

Community Redevelopment Agency
Wednesday, August 3, 2022, 6:30 P.M.
Commission Chamber, Town Hall
535 Park Avenue, Lake Park, 33403

Michael O'Rourke	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
John Linden	—	Agency Member
Roger Michaud	—	Agency Member
Mary Beth Taylor	—	Agency Member
Henry K. Stark	—	Agency Member
<hr style="border-top: 1px dashed black;"/>		
John O. D'Agostino	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	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:**

1. May 4, 2022 Special Call Community Redevelopment Agency Meeting Minutes.

Tab 1

F. **NEW BUSINESS:**

2. Resolution 41-08-22 Authorizing and Directing the Chair to Sign a Grant Agreement with Bilingual Education Services.

Tab 2

3. Resolution 42-08-22 Authorizing and Directing the Chair to Sign a Grant Agreement with Brooklyn Cupcakes.

Tab 3

4. Update on the Proposed Pocket Park as Best Use Alternatives for the Community Redevelopment Agency (CRA) Property Located at 610 7th Street and Request for Authorization for the CRA Executive Director to Accept a Proposal from J. Morton Landscape Architecture for the Preparation of Construction-Ready Plans for the Park.

Tab 4

G. EXECUTIVE DIRECTOR REPORT:

H. AGENCY MEMBER COMMENTS

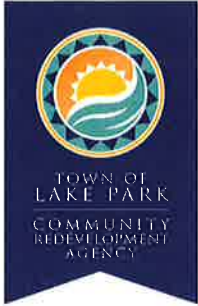
I. REQUEST FOR FUTURE AGENDA ITEMS:

J. ADJOURNMENT

The next scheduled Community Redevelopment Agency Meeting will be conducted on September 7, 2022.

Consent Agenda

TAB 1



Community Redevelopment Agency

Agenda Request Form

Meeting Date: August 3, 2022

Agenda Item No.

Agenda Title: May 4, 2022 Special Call Community Redevelopment Agency Board Meeting Minutes.

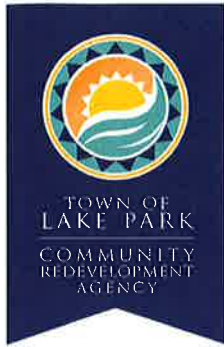
- | | | | |
|--------------------------|------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input checked="" type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input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

Approved by Executive Director: *ACTIN* *Paul McPherson* Date: *7/19/2022*

Shaquita Edwards, Deputy Clerk
Name, Title

Originating Department: Agency Clerk	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: -Minutes -Exhibit "A"
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Recommended Motion: I move to approve the May 4, 2022 Special Call Community Redevelopment Agency Board Meeting Minutes.



Minutes
Town of Lake Park, Florida
Special Call
Community Redevelopment Agency
Wednesday, May 4, 2022 6:30 P.M.
Town Hall Commission Chamber,
535 Park Avenue, Lake Park, Florida 33403

The Community Redevelopment Agency Board met for a Special Call meeting on Wednesday, May 4, 2022 at 6:30 p.m. Present were Chair Michael O'Rourke, Vice-Chair Kimberly Glas-Castro, Agency Members John Linden, Mary Beth Taylor and Henry Stark, Executive Director John D'Agostino, Agency Attorney Thomas Baird, and Agency Clerk Shaquita Edwards. Agency Member Roger Michaud was absent.

Agency Clerk Edwards performed the roll call and Chair O'Rourke led the pledge of allegiance.

SPECIAL PRESENTATION/REPORT:

None

CONSENT AGENDA:

1. March 16, 2022 Special Call Community Redevelopment Agency Meeting Minutes.

Motion: Board Member Linden moved to approve the consent agenda; Vice-Chair Glas-Castro seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Flaherty	X		
Board Member Linden	X		
Board Member Michaud			Absent
Board Member Stark	X		
Vice-Chair Glas-Castro	X		
Chair O'Rourke	X		

Motion passed 5-0.

PUBLIC COMMENT:

None

NEW BUSINESS:

2. Final CRA Master Plan prepared by Business Flare.

Kevin Crowder of Business Flare presented to the CRA Members (see Exhibit “A”). Chair O’Rourke thanked Mr. Crowder for his presentation and asked for clarification of the previous use of sub-districts as related to the Downtown District. Mr. Crowder explained that the intent was to encourage connectivity of the sub-districts. Chair O’Rourke asked for clarification of density and growth within the CRA. Mr. Crowder explained that the CRA Master Plan was not a regulatory document but encouraged the CRA Board and the Commission to work towards redevelopment friendly land development regulations. Vice-Chair Glas-Castro thanked Mr. Crowder; she announced that the use of public funds for the CRA had to be budgeted and included in the Master Plan. She commented that she did not see enhanced Code Enforcement and Community Policing within the CRA Master Plan. She referred to the use of Tax Increment Financing (TIF) Funds for enhanced Code Enforcement and Community Policing. Mr. Crowder explained that the CRA Master Plan could be updated to clarify the use of TIF Funds. Agency Member Taylor asked for clarification of a specific capital improvement project. Chair O’Rourke and Mr. Crowder explained that the objective of the CRA Master Plan was to identify capital projects but not the specific implementation of the projects. Agency Member Stark asked Mr. Crowder to identify specific types of businesses that he believed would benefit the Town of Lake Park residents. Mr. Crowder identified family-friendly restaurants, and neighborhood super markets as businesses that he believed would benefit the Town of Lake Park residents. Mr. Crowder explained the concepts of Market Maximization and Strategic Leasing.

Motion: Vice-Chair Glas-Castro moved to recommend the approval of the CRA Master Plan to the Town Commission with the inclusion of Code Enforcement and Community Policing; Agency Member Taylor seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Flaherty	X		
Board Member Linden	X		
Board Member Michaud			Absent
Board Member Stark	X		
Vice-Chair Glas-Castro	X		
Chair O’Rourke	X		

Motion passed 5-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director D’Agostino announced that Town staff had met with developers whom disclosed an interest in the CRA.

REQUEST FOR FUTURE AGENDA ITEMS:

None

AGENCY MEMBERS COMMENTS:

Agency Member Linden had no comments.

Board Member Michaud was absent.

Board Member Stark asked for a timeline for the potential developments within the CRA. Executive Director D'Agostino explained that the communications between staff and the developers were preliminary and that he would provide an update at a future CRA Board Meeting.

Board Member Taylor had no comments.

Vice-Chair Glas-Castro had no comments.

Chair O'Rourke had no comments.

ADJOURNMENT

There being no further business to come before the CRA and by unanimous vote, the meeting adjourned at 7:13 p.m.

Chair, Michael O'Rourke

Agency Clerk, Vivian Mendez, MMC

Agency Clerk, Shaquita Edwards, MPA, MMC

Town Seal

Approved on this _____ of _____, 2022

Exhibit "A"

Town of Lake Park, FL

CRA Plan Concept Overview

May 4, 2022



Plan Concept

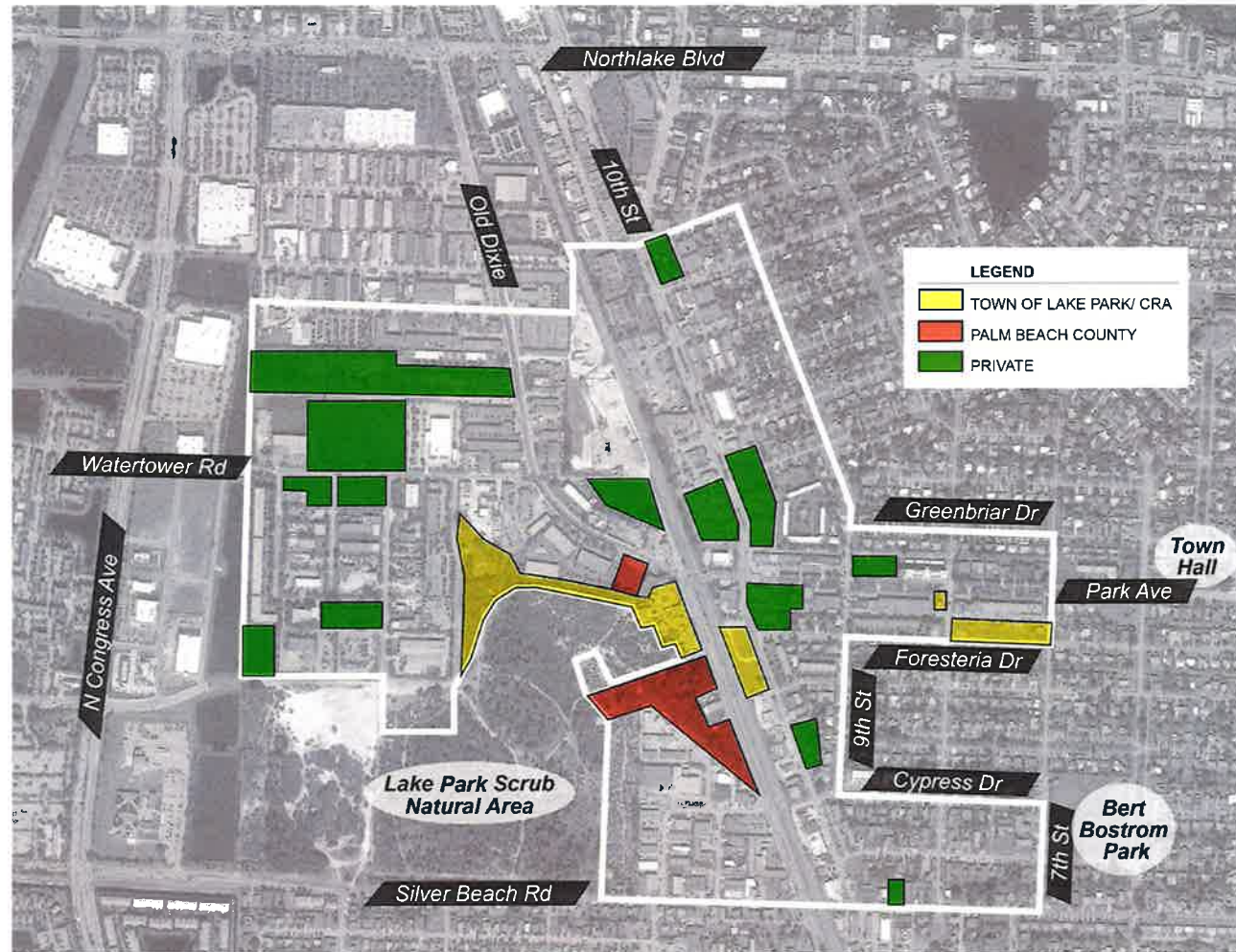


The plan is realistic and actionable, and encourages:

- Compatible development that respects community character and the Town's rich history.
- Supports entrepreneurship and provides CRA support for entrepreneurs and small businesses to succeed, including strategies that attract additional customers to the commercial areas; that attract investment and development that enhances existing space and provides new space for businesses; and that assist with aesthetic improvements to local businesses.
- Provides much needed infrastructure and capital investments on aesthetics, connectivity, and projects that build on the Town's successful clean and safe initiatives.
- Enhancements to existing residential property and supports development of new residential projects that are consistent with community character and which provide a "healthy housing mix."

Existing Conditions

- Limited land availability
- Land control
- High demand
- Entrepreneurship
- Market access



Summary of Public Input

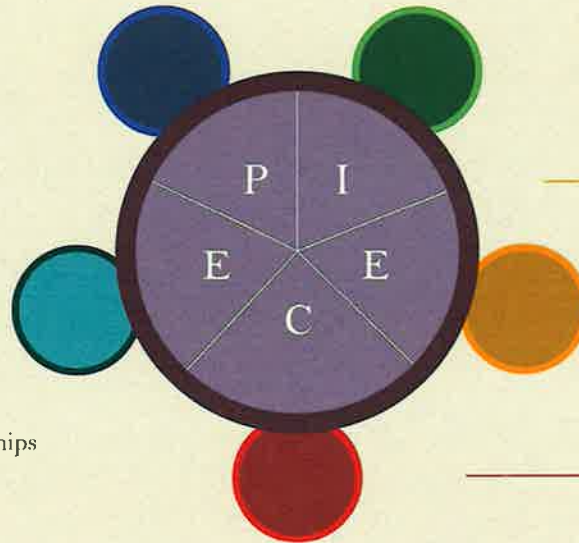
PIECE ANALYSIS™ OF LAKE PARK CRA

PRESERVE

- Historical Charm
- Historic Grid Pattern/ Layout
- Landscape
- Legacy Businesses
- Railroad Connection

ENHANCE

- Downtown Feel & Identity
- A Reason to Come Here
- The Experience
- Park Ave by Night
- Smaller Retail Spaces
- Local Businesses Network/ Partnerships
- Residential Offerings



INVEST

- Creating a Destination
- Public Events/ Farmer's Market
- Main Street Programming
- Commercial Facades
- Marketing & Promotion of Town

EXPOSE

- Historic Downtown
- Vibrant, Active, and Walkable
- Planning History
- Frederick Law Olmsted
- Industrial Opportunity
- Pleasant Place to Live

CAPITALIZE

- Small Town Charm
- Industrial Space
- Accessibility

Redevelopment Program Initiatives

Economic Development

Retain and expand targeted industries

Enhance place “identity”

Continue supporting small businesses, entrepreneurs and non-profits

Expand marketing and promotion efforts

Public Improvements and Infrastructure

Gateways

Wayfinding

Enhanced Lighting

Streetscapes and Aesthetics

Utilities and Underground Infrastructure



Redevelopment Program Initiatives

Housing and Residential Life

Housing rehabilitation

Residential aesthetic improvements along corridors

Multifamily workforce housing development along the opportunity corridors

Improve quality of life within the CRA through open space enhancements

Clean and Safe Initiatives

Transit, Transportation and Parking

Transit Oriented Development

Transit connectivity enhancements within and near the CRA

Transportation enhancements

Parking management



Redevelopment Program Initiatives

Redevelopment Support

Land Development Regulations

Land Acquisition and Disposition

Financing and Funding

Redevelopment Administration, Resources and Staffing

Key Redevelopment Projects

Mixed use TOD at the Railside Site

Adopt a targeted TIF Recapture Program

Marketing and promotion of the CRA

Regulatory Enhancements

Capital Improvements to Park Avenue crossover

Septic to Sewer

Gateway Intersection Improvements

Gateway structures

Park Avenue Extension

Connectivity and Walkability

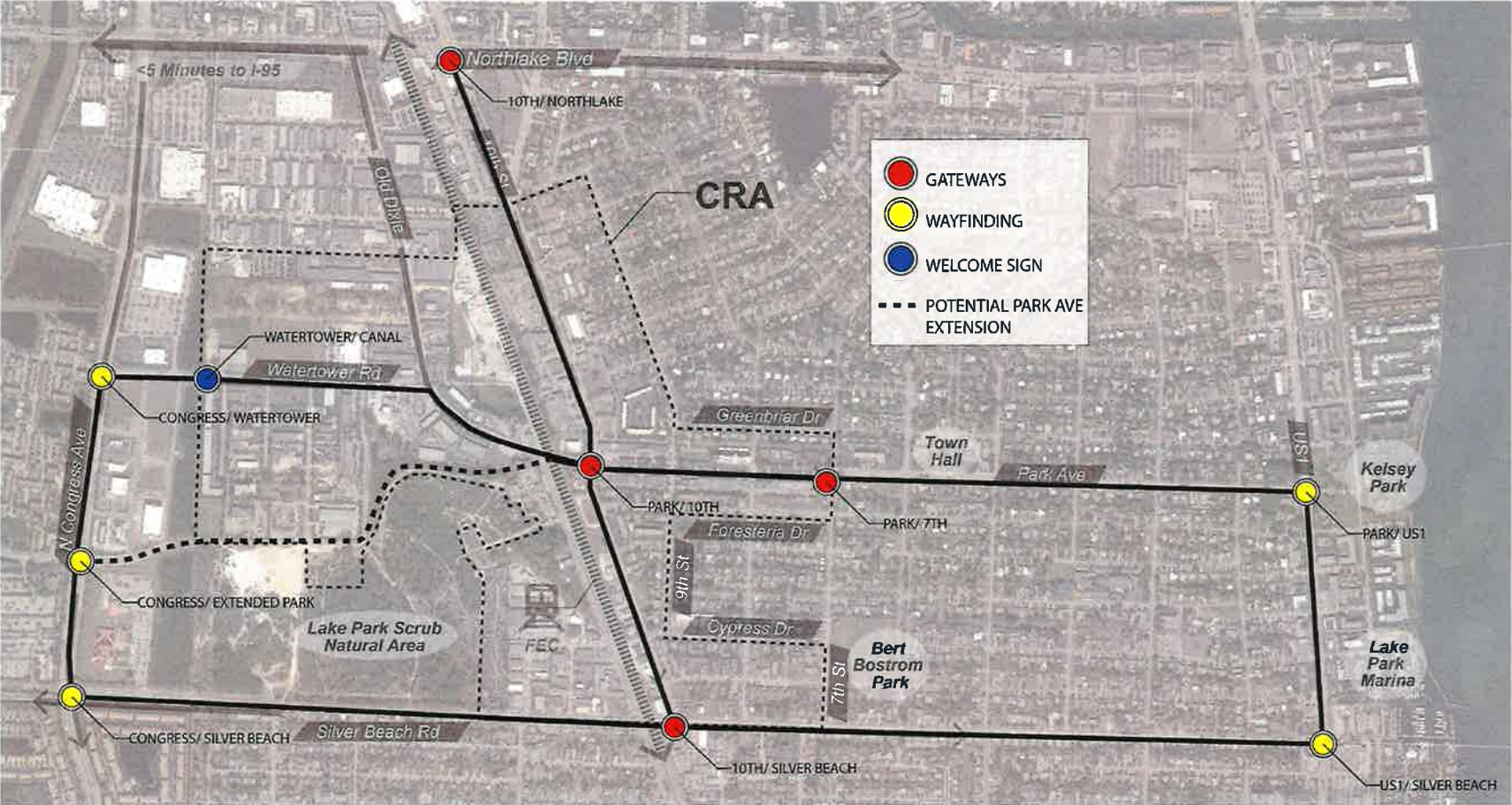
Lighting Enhancements

Parking Lot Enhancements

Rehabilitation Incentives



Redevelopment Projects



Financial Projections

Base Value

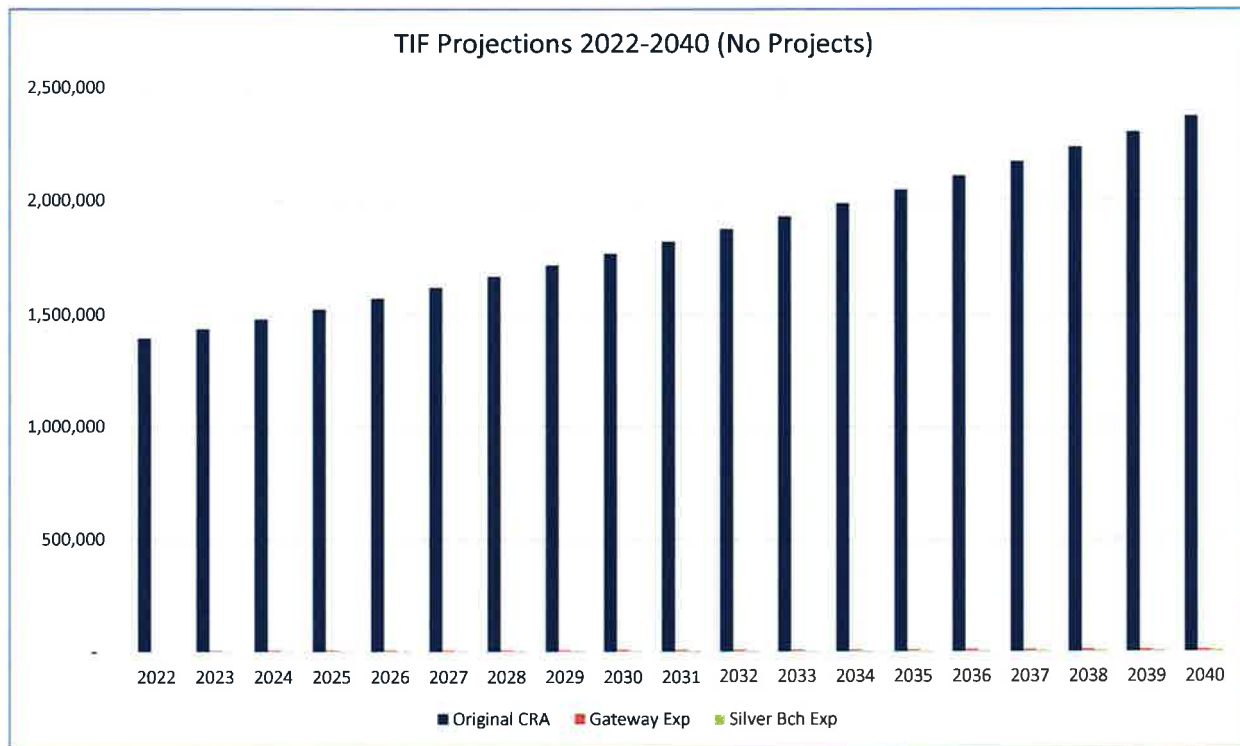
\$6,070,754

2022/23 Projection

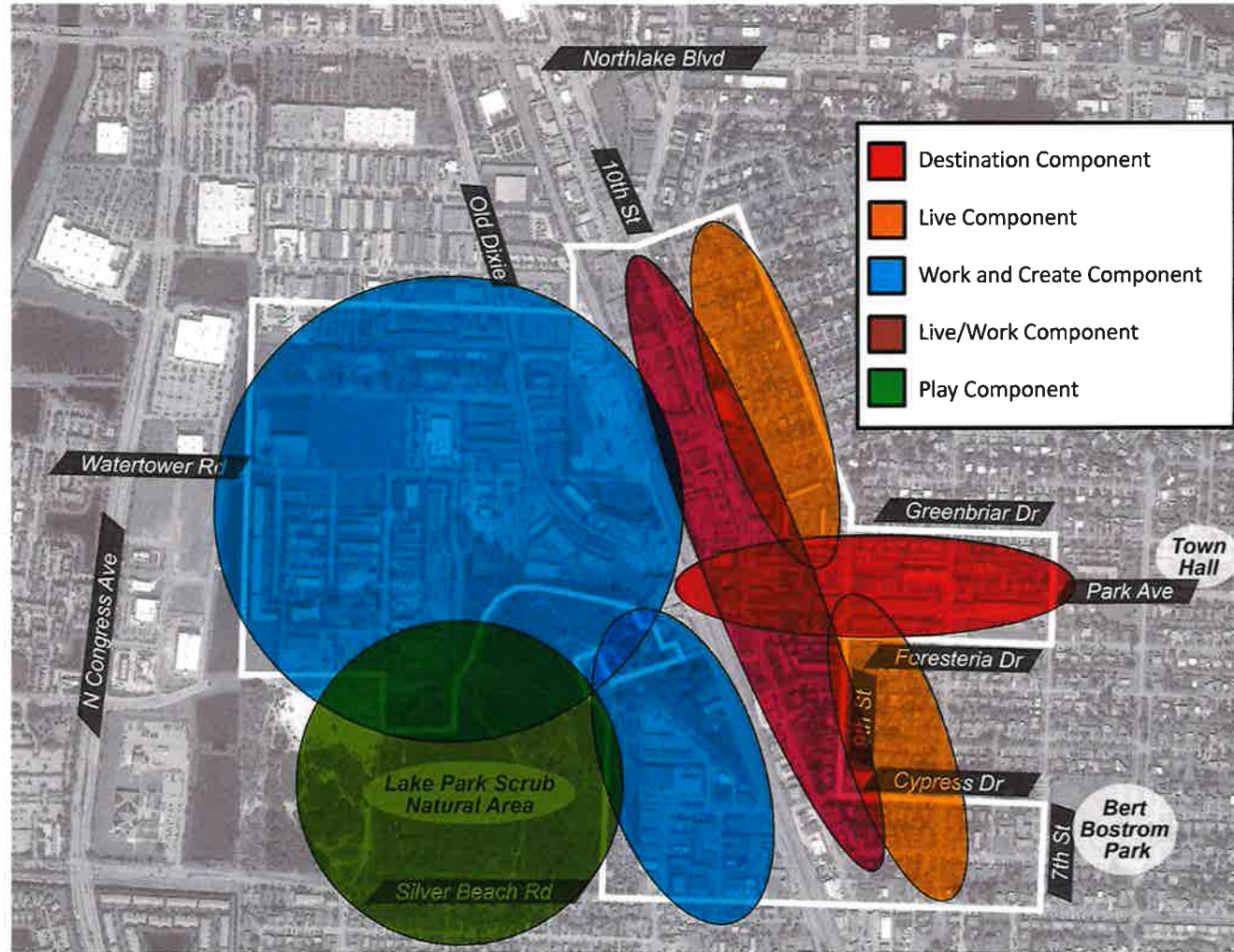
\$181,235,112

Increment

\$175,164,358

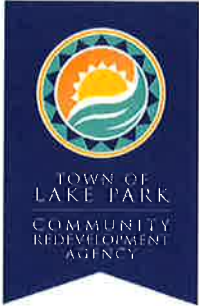


Redevelopment Concept



New Business

TAB 2



**CRA
Agenda Request Form**

Meeting Date: August 3, 2022

Agenda Item No.

Agenda Title: A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE CHAIRMAN TO SIGN A GRANT AGREEMENT WITH BILINGUAL EDUCATION SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE

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

Approved by Executive Director: *ACTING* *Kimberly Rowley* Date: *7/21/2022*

Kimberly Rowley for MD
Nadia Di Tommaso, Community Development Director

<p>Originating Department:</p> <p align="center">Town Manager/Community Development</p>	<p>Costs: \$ 51,000 & Legal Review</p> <p>Funding Source:</p> <p>CRA-Grants-Business Development / Legal #108</p> <p>Acct. # 110-55-552-520-82111</p> <p><input type="checkbox"/> Finance <i>[Signature]</i></p>	<p>Attachments:</p> <p>-Resolution 41-08-22</p> <p>-Redevelopment Grant Agreement</p> <p>-Bilingual Education Services Presentation and 501(c)(3) designation</p>
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Background and Summary

Bilingual Education Services (BES) is seeking a redevelopment grant from the CRA in the amount of \$51,000 (the Grant) to be used toward its 6-month start-up costs associated with the BES, whose office is located at 501 10th Street, Lake Park, Florida (the Property).

The CRA, through the current CRA Master Plan, has the authority pursuant to Chapter 163, Part III, Florida Statutes, to provide financial incentives in the form of grants to not-for-profit organizations to implement strategies and provide services that benefit the community and economic well-being of the Town's community redevelopment area. BES has agreed to use the Grant to provide bilingual education and tutoring services to the Haitian community in the community redevelopment area, a community they have a longstanding relationship with and have served in various capacities in the past. This would be the first location in Lake Park and their proposed operation is detailed in their enclosed presentation. While their ongoing sustainability plan relies on enrollment fees and grants (primarily), staff does think this is a needed service in the community. Long term sustainability is difficult to predict however, a grant will ensure they can get started. The agreement also includes provisions requiring their ongoing operation for 5 years in order to retain the full amount of their grant.

Recommended Motion: I move to APPROVE Resolution 41-08-22.

RESOLUTION NO. : 41-08-22

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE CHAIRMAN TO SIGN A GRANT AGREEMENT WITH BILINGUAL EDUCATION SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park's Community Redevelopment Agency (the CRA) has such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Bilingual Education Services (BES) is seeking a redevelopment grant from the CRA in the amount of \$51,000 (the Grant) to be used toward its 6-month start-up costs associated with the BES, whose office is located at 501 10th Street, Lake Park, Florida (the Property); and

WHEREAS, the CRA has the authority pursuant to Chapter 163, Part III, Florida Statutes, to provide financial incentives in the form of grants to not-for-profit organizations to implement strategies and provide services that benefit the community and economic well-being of the Town's community redevelopment area; and

WHEREAS, the CRA's Executive Director recommends that the CRA's Board of Commissioners (the Commission) provide the Grant to BES to assist it with its "start-up costs"; and

WHEREAS, BES has agreed to use the Grant to provide bilingual education and tutoring services to the Haitian community in the community redevelopment area; and

WHEREAS, the Commission is willing to make the Grant available to BES on the terms set forth in the Agreement which is attached hereto and incorporated herein.

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

Section 1. The foregoing recitals are incorporated herein .

Section 2. The Commission hereby directs and authorizes the Commission Chairman to execute an agreement with Bilingual Education Services, a copy of which is attached hereto and incorporated herein.

Section 3. This Resolution shall become effective upon its execution.

REDEVELOPMENT GRANT AGREEMENT

THIS REDEVELOPMENT GRANT AGREEMENT ("Agreement") is made this ____ day of _____, 2022, by and between The Town of Lake Park's Community Redevelopment Agency ("CRA"), having an address at 535 Park Avenue, Lake Park, Florida 33403, and Bilingual Education Services, ("BES") having an address at 501 10th Street, Lake Park, FL 33403 (the Property).

RECITALS

WHEREAS, the Town of Lake Park's Community Redevelopment Agency (the CRA) has such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Bilingual Education Services (BES) is seeking a redevelopment grant from the CRA in the amount of \$51,000 (the Grant) to be used toward its 6-month start-up costs; and

WHEREAS, BES is a 501(c)(3) not for profit corporation, located at 501 10th Street, Lake Park, Florida (the Property); and

WHEREAS, the CRA has the authority pursuant to Chapter 163, Part III, Florida Statutes, to provide financial incentives in the form of grants to not-for-profit organizations to implement strategies and provide services that benefit the community and economic well-being of the Town's community redevelopment area; and

WHEREAS, the CRA's Executive Director recommends that the CRA's Board of Commissioners (the Commission) provide the Grant to BES to assist it with its "start-up costs" which BES has agreed to use to facilitate the ongoing provision of non-profit services to the community redevelopment area; and

WHEREAS, the services provide by BES include bilingual education services and tutoring services to the Haitian community in Lake Park; and

WHEREAS, the Commission agrees to make the Grant available to BES based upon the terms set forth in this Agreement.

NOW THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

- 1. Recitals.** The recitals are incorporated herein.
- 2. CRA Grant.** The Town's Community Redevelopment Agency (CRA) agrees to provide BES with a one-time Grant in the amount of \$51,000. The Grant shall be [amortized over the five years of the Term. Each year BES remains in business during the Term, its obligation to repay the entire grant] in the event it does not remain in business for the entire term shall be reduced by \$10,200.
- 3. Use of Funds.** Payments shall be made to BES upon the Town's receipt and verification of the invoices for each of the above items. The use of the funds is restricted to the expenses listed in the table below:

Expenses for 6 months			
Start up Expenses		Per/month	Total for 6 mths
Rent & Facilities	6 months	1065	\$6,390.00
Internet services	6 months	149	\$894.00
Advertising	6 months	500	\$3,000.00
Utilities	6 months	65	\$390.00
Instructor (AM & PM)	6 months	3000	\$18,000.00
Total			\$28,674.00
Office Supplies (for 6 months)			
Copy paper	Qty	Price/unit	
Pens	3	\$76.99	\$230.97
Pencils	3	\$60.89	\$182.67
Markers	3	40.39	\$121.17
Highlighters	3	\$15.79	\$47.37
Stapler	1	\$34.49	\$34.49
Staples	1	\$101.49	\$101.49
Manila folder	2	\$9.29	\$18.58
Hanging folders	2	\$20.29	\$41
Post-it sticky notes	2	\$12.59	\$25
USB drive	1	\$7.99	\$15.98
Post-it sticky Easel pad	1	\$124.49	\$124.49
Brochures and flyers (printing)			\$500.00
Total			\$1,442.97
Classroom Equipment-One time purchase			
Laptops	10	\$749.00	\$7,490.00
Student desk	10	\$499.99	\$4,999.90
Filing cabinet	1	\$248.99	\$248.99
Shredder	1	\$187.19	\$187.19
Projector	1	\$499.99	\$499.99
Copier	1	\$749.00	\$749.00
Sound bar system	1	\$149.99	\$149.99
Repairs ad Building costs			\$5,000.00
Total			\$19,325.06
Fundraising expenses			
Leasing			\$2,000.00

Artists			\$1,000.00
Total			\$3,000.00
Custodial supplies	QTY	price/unit	
Prof. Surface Disinfectant	3	34.19	\$102.57
Lysol cleaning wipes	6	10.99	\$65.94
Clorox disinfectant wipes	2	68.29	\$136.58
Toilet paper	2	101.89	\$203.78
Paper Towel	2	135.79	\$271.58
Purell Hand Sanitizer	3	107.99	\$323.97
Purell Hand soap	1	69.99	\$69.99
Trash bags	2	50.69	\$101.38
Miscellaneous		200	\$200.00
Total			\$1,475.79

GRAND TOTAL: \$50,917.82

4. **Term.** [BES shall remain in business at the Property] for five years from the date of execution of the Agreement.
5. **Repayment.** Should BES close or relocate its business, it agrees to return the Grant funds it has received from the CRA the amount of the funds which the CRA has paid to it up until it ceases operations on the Property.
6. **Assignment.** This Agreement shall not be assigned without the CRA's written prior written consent.
7. **Amendment.** This Agreement shall not be revised, changed or amended except by a written amendment executed by both parties.
8. **Governing Law/Venue.** This Agreement shall be construed in accordance with and governed by the laws of the state of Florida, without giving effect to choice of law rules. Venue shall be in the federal or state courts located in Palm Beach County, Florida.
9. **Counterparts.** This Agreement may be executed in duplicate counterparts which when construed together shall constitute a single instrument.
10. **Severability.** Any provision of this Agreement which is deemed by a court of competent jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remainder of such provision or the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.

11. Indemnification. BES agrees to indemnify and save harmless the Town its elected or appointed officers, employees, agents, and consultants from and against any and all liability, expense, or damage of any kind or nature and from any suits or claims, including reasonable legal fees and expenses, on account of any matter, whether in suit or not, arising out of this Agreement.

12. Attorney Fees. In the event either party is required to enforce this Agreement, the prevailing party shall be entitled to the reimbursement of its attorney fees and court costs.

The parties hereto have duly executed this Agreement on the day and year first above written.

TOWN OF LAKE PARK CRA

By: _____
Michael O'Rourke, Chairman

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: _____
Thomas J. Baird, General Counsel

BILINGUAL EDUCATION SERVICES

By: _____

Its: _____



Bilingual Education Center for Education And Training

“A Haitian Community Center for Integration and Orientation “

Our Mission Statement

To preserve and strengthen the Palm Beach County Haitian immigrant community center by providing programs and services that are rooted in and promote Haitian values, ethics and traditions and that meet the social, cultural, recreational and educational needs of Palm Beach County Haitian Immigrant community

Our Core Values

We hold and cherish our intrinsic values that identify us as Haitians including cultural, recreational, educational and social activities among us in Florida.

We seek to build and maintain partnerships with other Palm Beach County institutions such as health care district, school district, palm train and others to provide more services.

We are committed to inclusiveness by reaching out through our services and programs to all Haitian population groups including interfaith families.

We actively adapt to the continually evolving needs of the Haitian community to serve them more effectively.

We provide programs and services to a broad range of needs and interests for different category of individuals including seniors.

We strive to create a welcome, friendly, and kind environment for our participants to help them feel a sense of belonging as we offer them the highest quality of experiences and professional services.

We welcome and promote volunteerism by creating opportunities for volunteer involvement.

Our Programs

Adults Literacy- Provide English language and literacy instruction for adult English language learner and who are non-literate or semi-literate in their home language.

Senior Activities- The Senior Adult Program at the Haitian Community Center is geared for people in their late 60s,70s, 80s and 90s who want to be stimulated intellectually and socially.

Youth mentoring- We promote youth mentoring because it has several positive impacts on young people including the enhancement of their cognitive, physical and social development.

Students Education reinforcement - Tutoring for kids Grade K – 6), Homework assistance

Adults Education training- Adults are exposed to an array of short –term vocational programs that can help them get the personal skills they need to get into a new career and enter the workplace as quick as possible

Careers Development- We assist our participants to identify their talents through career assessment, develop them through education and deploy them through job placement

Clothing and furniture’s bank, Food Bank- We believe that food is an essential basic need that people need.

Bilingual Education Services Training Center BUDGET 2022-2023

Classroom Equipment-One time purchase			
Laptops	10	\$749.00	\$7,490.00
Student desk	10	\$499.99	\$4,999.90
Filing cabinet	1	\$248.99	\$248.99
Shredder	1	\$187.19	\$187.19
Projector	1	\$499.99	\$499.99
Copier	1	\$749.00	\$749.00
Sound bar system	1	\$149.99	\$149.99
Repairs ad Building costs			\$5,000.00
Total			\$19,325.06
Fundraising expenses			
Leasing			\$2,000.00
Artists			\$1,000.00
Total			\$3,000.00
Custodial supplies			
	QTY	price/unit	
Prof. Surface Disinfectant	3	\$34.19	\$102.57
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Clorox disinfectant wipes	2	\$68.29	\$136.58
Toilet paper	2	\$101.89	\$203.78
Paper Towel	2	\$135.79	\$271.58
Purell Hand Sanitizer	3	\$107.99	\$323.97
Purell Hand soap	1	\$69.99	\$69.99
Trash bags	2	\$50.69	\$101.38
Miscellaneous		\$200.00	\$200.00
Total			\$1,475.79

Expenses for 6 months			
Start up Expenses		Per/month	Total for 6 mths
Rent & Facilities	6 months	1055	\$6,390.00
Internet services	6 months	149	\$894.00
Advertising	6 months	500	\$3,000.00
Utilities	6 months	65	\$390.00
Instructor (AM & PM)	6 months	3000	\$18,000.00
Total			\$28,674.00
Office Supplies (for 6 months)			
Copy paper	Qty	Price/unit	
Pens	3	\$76.99	\$230.97
Pencils	3	\$60.89	\$182.67
Markers	3	40.39	\$121.17
Highlighters	3	\$15.79	\$47.37
Stapler	1	\$34.49	\$34.49
Staples	1	\$101.49	\$101.49
Manila folder	2	\$9.29	\$18.58
Hanging folders	2	\$20.29	\$41
Post-it sticky notes	2	\$12.59	\$25
USB drive	1	\$7.99	\$15.98
Post-it sticky Easel pad	1	\$124.49	\$124.49
Brochures and flyers (printing)			\$500.00
Total			\$1,442.97



Sustainability

- To remain viable and perform our mission BEST we will have to become self-sustainable. The expenses that are recurring will be the lease agreement, Rent and Utilities.

- We have developed a Sustainability Plan that will include Fees, Grant procurement and Fundraising in the for of local Gala's.

- We have projected out the 6 months costs for these items (see budget) an estimate that it will be \$28,000. To offset those costs, we have developed the following sustainability plan.

Fee Schedule

Working with a tutor can dramatically improve a student's skill level. In today's fast pace of education, a tutor could be the perfect opportunity for an achiever to get ahead in their studies. Our programs are designed to reach out and help individual with their educational needs. The students will be charged based on the following fee schedule:

\$20/hr. of instruction	\$20
3 times per week	\$60
20 students/ week	\$1200
4 sessions month	\$4800
6 months	\$28,000

GRANTS

To financially support our next project or undertaking we are leveraging our resources by seeking donations in the form of grants.

1. Free money

Grants can help organizations create new or expanded offerings. Grants provide your organization with an opportunity to create a new funding stream that does not need to be repaid.

2. Create new or expanded programs

3. Collaboration = bigger impact

4. Success breeds more \$ Success breeds success in grant funding too. Securing grant funding can result in a domino effect with more organizations seeing the value in our goals and mission



- FLORIDA DEPARTMENT OF EDUCATION
- Request for Application (RFA Entitlement)
- Bureau / Office
- Division of Career and Adult Education

- Program Name
- Adult Education and Family Literacy – State Leadership, Florida Adult and Family Literacy Resource Center, Florida Literacy Coalition, Non-Competitive
- <http://www.floridaliteracy.org/index.html>

GRANTS that have been applied for by BEST



Fundraising Gala's
 Three fundraising
 events per year
 with the goal of
 raising \$10,000 per
 event.

WELLNESS AND HEALTH GALA 2020

BILINGUAL EDUCATION CENTER AND TRAINING SERVICES

GOLD SPONSOR

\$ 2000

- SEATING FOR 8 GUESTS (1 FULL TABLE)
- 8 TICKETS TO VIP RECEPTION
- RECOGNITION PLAQUE
- COMPANY NAME AND/OR LOGO INCLUDED ON ALL THE FOLLOWING MEDIA OPPORTUNITIES:
 - RADIO PUBLIC SERVICE ANNOUNCEMENTS (60 SECOND)
 - 1/2 OF FULL PAGE AD TO PROMOTE EVENT ON SOCIAL MEDIA
- DESIGNATED TABLE AREA PROMOTIONAL EVENTS (TABLE PROVIDED)
- BANNER PLACEMENT MAIN ENTRANCE/EXIT
- COMPANY RECOGNITION DURING ALL STAGE ANNOUNCEMENTS
- 10 MINUTES PRESENTATION LIVE, ON-SCREEN AT ALL TIME

SILVER SPONSOR \$1000

- SEATING FOR 4 GUESTS (SHARED TABLE)
- 4 TICKETS TO VIP RECEPTION
- RECOGNITION PLAQUE
- COMPANY NAME AND/OR LOGO INCLUDED ON THE FOLLOWING MEDIA OPPORTUNITIES:
 - RADIO PUBLIC SERVICE ANNOUNCEMENTS (60 SECOND) SPOTS - 1/2 OF FULL PAGE COLOR AD TO PROMOTE EVENT ON SOCIAL MEDIA
- DESIGNATED TABLE AREA PROMOTIONAL
- BANNER PLACEMENT (MAIN ENTRANCE & EXIT)
- COMPANY NAME AND/OR LOGO ON SCREEN PLAY THROUGHOUT VENUE
- COMPANY RECOGNITION DURING ALL STAGE ANNOUNCEMENTS
- OPPORTUNITY FOR COMPANY REPRESENTATIVE TO PARTICIPATE IN STAGE PROGRAM

THIS LEVEL OF SUPPORT WILL ALLOW BILINGUAL EDUCATION SERVICES TO MAKE AN IMPACT IN OUR COMMUNITY:
 • EXTEND OUR REACH INTO THE COMMUNITY - REFUND OUR EDUCATIONAL FUND SO WE CAN ASSIST MORE STUDENTS
 • PROFITS FROM THIS EVENT WILL BE USED TO RE-OPEN BILINGUAL EDUCATION SERVICES (DEBT)
 • ESTABLISH AN IMPACT STRATEGY FOR STUDENTS AT RISK OF DROPPING OUT.

BRONZE SPONSOR

\$500

- SEATING FOR 2 GUESTS (SHARED TABLE)
- 2 TICKETS TO VIP RECEPTION
- COMPANY NAME AND/OR LOGO INCLUDED ON THE FOLLOWING MEDIA OPPORTUNITIES:
 - RADIO PUBLIC SERVICE ANNOUNCEMENTS (60 SECOND)
 - 1/2 OF FULL PAGE AD TO PROMOTE EVENT ON FACEBOOK
 - 1/2 OF FULL PAGE AD TO PROMOTE PUBLIC SERVICE
- DESIGNATED TABLE AREA
- COMPANY NAME AND/OR LOGO ON PINK FRONT SCREEN PLAYING THROUGHOUT THE EVENT
- COMPANY RECOGNITION DURING ALL STAGE ANNOUNCEMENTS
- OPPORTUNITY FOR COMPANY REPRESENTATIVE TO PARTICIPATE IN STAGE PROGRAM

THIS LEVEL OF SUPPORT WILL ALLOW BILINGUAL EDUCATION SERVICES TO MAKE AN IMPACT IN OUR COMMUNITY:
 • EXTEND OUR REACH INTO THE COMMUNITY - REFUND OUR EDUCATIONAL FUND SO WE CAN ASSIST MORE STUDENTS
 • PROFITS FROM THIS EVENT WILL BE USED TO RE-OPEN BILINGUAL EDUCATION SERVICES (DEBT)
 • ESTABLISH AN IMPACT STRATEGY FOR STUDENTS AT RISK OF DROPPING OUT.

OUR
SPONSORS

Sponsors List	
1	The American Public Adjuster
2	Team Prosperity
3	Av. Mentor
4	Av. Byrnes Guillaume
5	Global Services
6	Creative Beauty Salon
7	Toyota
8	Sunshine Wellness
11	Nissan West Palm Beach
12	Holy Church of Grace
13	Life Insurance Agent
14	Bless Medical Center
15	Caring Hearts Medical Center
16	Reddish Bull
17	Diri Ayiti Cheri
23	FSB Group



Atlas Virtual Paralegal

324 Datura St., Suite 150
West Palm Beach, FL 33401
Office: 561-509-1387

Mission Statement

The mission of **Atlas Virtual Paralegal** is to provide all law firms with innovative, client-centered, and competitively priced legal services. Furthermore, it is our mission to assist them with their legal needs in a fast and reliable manner.

rele **BYRNES** -561-201-8350

Law Offices of Byrnes Guillaume,
Attorney at law, PLLC

2101 Vista Parkway Suite 288

West Palm Beach, FL 33411

Education

- BS degree in Marketing Florida State University
- Juris Doctorate Western New England College School of Law
- MBA Howard University.

Licenses

- State of Florida Courts
- United States District Court Southern District of Florida
- Supreme Court of the United States of America

A graphic for Radio Vision Nouvelle. On the left, a blue background contains the text "VISION NOUVELLE" in white, followed by "The voice of the Haitian community!" in white italics, and "LISTEN NOW" with a small icon. On the right, a photograph shows a radio studio with a prominent red "ON AIR" sign. Below the graphic, the text "Radio Vision Nouvelle" is written in a stylized font with blue and red colors.

VISION NOUVELLE

The voice of the Haitian community!

LISTEN NOW 

CALL US FOR **Radio Vision Nouvelle**

ADVERTISING

561-242-8155

www.wpom1600am.com

VOICE OF THE

HAITIAN

RELE KEITH - 561 -475-2282



REDDISH BULL FINANCE

We're Bullish About Financing American Real Estate

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 14 2020

BILINGUAL EDUCATIONAL SERVICES &
; TRAINING CENTER
C/O LEON GAITHER
6299 PINESTEAD DRIVE
LAKE WORTH, FL 33463-0000

Employer Identification Number:
85-1681601
DLN:
26053584001310
Contact Person: ID# 31954
CUSTOMER SERVICE
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
June 30, 2020
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

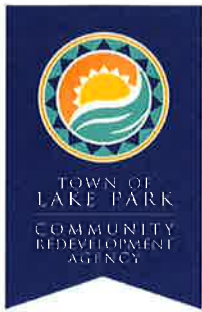
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

TAB 3



CRA
Agenda Request Form

Meeting Date: August 3, 2022

Agenda Item No.

Agenda Title: A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE CHAIRMAN TO SIGN A GRANT AGREEMENT WITH BROOKLYN CUPCAKE; AND PROVIDING FOR AN EFFECTIVE DATE

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

ACTING
Approved by Executive Director: *Carol W. [Signature]* Date: *7/21/2022*

Kimberly Rowley for [Signature]
Nadia Di Tommaso, Community Development Director

Originating Department: <p align="center">Town Manager/Community Development</p>	Costs: \$ 130,000 & Legal Review Funding Source: CRA-Grants-Business Development / Legal #108 Acct. # 110-55-552-520-82111 <input type="checkbox"/> Finance <i>[Signature]</i>	Attachments: -Resolution <u><i>46</i></u> -08-22 -Redevelopment Grant Agreement -History
---	---	--

Background and Summary

Brooklyn Cupcake (BC) is an established business in Brooklyn, New York who is seeking a redevelopment grant from the CRA in the amount of \$130,000 (the Grant) to be used for the redevelopment of its property located at 798 10th Street, Lake Park, Florida (the Property). The Property will be leased by Brooklyn Cupcake and will be their first in Florida. Brooklyn Cupcake has experienced significant delays with their design professionals, but is now working closely with Seacoast and the Town to complete their

buildout at the Property. Due to the delays, their temporary location costs increased and the material costs have increased dramatically for their permanent buildout. Consequently, Brooklyn Cupcake is requesting \$130,000 to assist with the grease trap costs and additional buildout costs. This is the minimum amount needed in order to keep them moving forward and get them open. The CRA, through the current CRA Plan, has the authority pursuant to Chapter 163, Part III, Florida Statutes, to provide financial incentives in the form of grants to small business owners proposing to re-develop properties within the Town's community redevelopment area.

Brooklyn Cupcake has provided the following out-of-pocket costs and explains they will incur additional costs beyond these expenditures (related to the ongoing operation of their business once opened):

<i>Brooklyn Cupcake Expense Items</i>			
Mobilization	\$12,000.00		
Architect	\$1,500.00		
Demolition	\$7,700.00		
Electrical	\$12,750.00		
HVAC	\$4,500.00		
New duct work coming off of mains in proposed kitchen area			
new defusers and returns			
Heat calculations			
Clean existing unit after construction to remove any dust and debris			
Flooring	\$18,000.00		
Ventilation	?		
Paint	\$7,107.50		
RFP Sheets	\$4,000.00		
Cabinets & Counters	\$5,500.00		
Alarm and Cameras	\$1,000.00		
Lighting	\$2,500.00		
Seating/Tables	\$3,700.00		
Bathroom Fixtures	\$1,500.00		
Signage	\$4,500.00		
Overhead & Profit	\$18,000.00	B'klyn Cupcake	\$90,757.50
		Total	

Consequently, they are requesting assistance to cover the following additional expenses related to their buildout and grease trap (which, if approved, will hopefully get them open by approximately November 2022):

Lake Park Grant Items

Sea Coast Utility			
Administrative Fee	\$1,140.00		
Connection Fee	\$8,267.00		
Survey	\$4,700.00		
Engineer	\$2,500.00		
DeeVan			
SANITARY SEWER	\$25,100.00		
82' - 6" SDR-26 PVC			
3 - 6" clean-out assemblies			
1 - 6"x6" cut in wye			
1 LS - Sawcut and remove existing asphalt			
625 SF - Asphalt restoration			
GREASE TRAP	\$12,500.00		
1 - 750 gallon grease trap with ring and covers set to grade			
* Bid assume existing pipe has enough cover to set the pipe			
Dual RPZ backflow valve & installation	\$10,000.00		
Plumbing (permits and work)	\$32,000.00		
Floor and foundation wall cut and restoration			
15' - 6" PVC			
3 compartment sink plumbing and installation			
Floor drain installation			
Camera existing drains			
2 ADA bathroom installations (toilet, hand sink)			
Framing, Boarding, Taping, & Drop Ceiling	\$33,793.00	Lake Park Total	\$130,000.00

Recommended Motion: I move to APPROVE Resolution 42-08-22.

RESOLUTION NO. : 42-08-22

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE CHAIRMAN TO SIGN A GRANT AGREEMENT WITH BROOKLYN CUPCAKE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park's Community Redevelopment Agency (the CRA) has such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Brooklyn Cupcake (BC) is seeking a redevelopment grant from the CRA in the amount of \$130,000 (the Grant) to be used for the redevelopment of its property located at 798 10th Street, Lake Park, Florida (the Property); and

WHEREAS, the CRA has the authority pursuant to Chapter 163, Part III, Florida Statutes, to provide financial incentives in the form of grants to small business owners proposing to re-develop properties within the Town's community redevelopment area; and

WHEREAS, the CRA's Executive Director recommends that the CRA's Board of Commissioners (the Commission) provide the Grant to BC to assist it with build-out and grease trap/infrastructure costs; and

WHEREAS, the Commission is willing to make the Grant available to BC on the terms set forth in an agreement between the CRA and BC.

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

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Commission hereby directs and authorizes the Board Chairman to execute the Grant Agreement with Brooklyn Cupcake, a copy of which is attached hereto and incorporated herein.

Section 3. This Resolution shall become effective upon its execution.

REDEVELOPMENT GRANT AGREEMENT

THIS REDEVELOPMENT GRANT AGREEMENT ("Agreement") is made this ____ day of _____, 2022, by and between The Town of Lake Park's Community Redevelopment Agency ("CRA"), having an address at 535 Park Avenue, Lake Park, Florida 33403, and Brooklyn Cupcake, ("BC") having an address at 798 10th Street, Lake Park, FL 33403 (the Property).

RECITALS

WHEREAS, the Town of Lake Park's Community Redevelopment Agency (the CRA) has such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Brooklyn Cupcake (BC) is seeking a redevelopment grant from the CRA in the amount of \$130,000 (the Grant) to be used for the redevelopment of its property located at 798 10th Street, Lake Park, Florida (the Property); and

WHEREAS, the CRA has the authority pursuant to Chapter 163, Part III, Florida Statutes, to provide financial incentives in the form of grants to small business owners proposing to develop their properties within the Town's community redevelopment area; and

WHEREAS, the CRA's Executive Director recommends that the CRA's Board of Commissioners (the Commission) provide the Grant to BC which is to be used to assist it with the build-out of the Property and grease trap/infrastructure costs; and

WHEREAS, the Commission agrees to make the Grant available to BC on the terms set forth in this Agreement.

NOW THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

- 1. Recitals.** The recitals are incorporated herein.
- 2. CRA Grant.** The Town's Community Redevelopment Agency (CRA) agrees to provide BC with the Grant in the amount of \$130,000. [The Grant shall be amortized over the five years of the Term. Each year BES remains in business during the Term, its obligation to repay the entire grant in the event it does not remain in business for the entire term shall be reduced by \$26,000.
- 3. Use of Funds.** [Payments shall be made to BC upon the Town's receipt and verification of the invoices for the grease trap and build-out. The funds shall be used by BC as follows:

Sea Coast Utility			
Administrative Fee		\$1,140.00	
Connection Fee		\$8,267.00	
Survey		\$4,700.00	
Engineer		\$2,500.00	
DeeVan			
SANITARY SEWER		\$25,100.00	
82' - 6" SDR-26 PVC			
3 - 6" clean-out assemblies			
1 - 6"x6" cut in wye			
1 LS - Sawcut and remove existing asphalt			
625 SF - Asphalt restoration			
GREASE TRAP		\$12,500.00	
1 - 750 gallon grease trap with ring and covers set to grade			
* Bid assume existing pipe has enough cover to set the pipe			
Dual RPZ backflow valve & installation		\$10,000.00	
Plumbing (permits and work)		\$32,000.00	
Floor and foundation wall cut and restoration			
15' - 6" PVC			
3 compartment sink plumbing and installation			
Floor drain installation			
Camera existing drains			
2 ADA bathroom installations (toilet, hand sink)			
Framing, Boarding, Taping, & Drop Ceiling		\$33,793.00	
			Lake Park Total
			\$130,000.00

4. Term. BC shall remain in business at the Property for five years from the date of execution of the Agreement.

5. Repayment. Should BC elect to close or relocate its business, it agrees to pay back to the CRA the amount of the funds which the CRA has paid to it up until it ceases operations on the Property.

6. Assignment. This Agreement shall not be assigned without the CRA's written prior written consent.

7. Amendment. This Agreement shall not be revised, changed or amended except by a written amendment executed by both parties.

8. Governing Law/Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of Florida, without giving effect to choice of law rules. Venue shall be in the federal or state courts located in Palm Beach County, Florida.

9. Counterparts. This Agreement may be executed in duplicate counterparts which when construed together shall constitute a single instrument.

10. Severability. Any provision of this Agreement which is deemed by a court of competent jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or

unenforceability without invalidating the remainder of such provision or the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.

11. Indemnification. BC agrees to indemnify and save harmless the Town its elected or appointed officers, employees, agents, and consultants from and against any and all liability, expense, or damage of any kind or nature and from any suits or claims, including reasonable legal fees and expenses, on account of any matter, whether in suit or not, arising out of this Agreement.

12. Attorney Fees. In the event either party is required to enforce this Agreement, the prevailing party shall be entitled to the reimbursement of its attorney fees and court costs.

TOWN OF LAKE PARK CRA

By: _____
Michael O'Rourke, Chairman

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: _____
Thomas J. Baird, General Counsel

BROOKLYN CUPCAKE

By: _____

Its: _____



Founded by sisters Carmen Rodriguez and Gina Madera, Brooklyn Cupcake is a story of unconditional belief and unrelenting commitment. Founded in 2010, Brooklyn Cupcake was born out of challenge and has grown to represent hope for a community that help lift it to becoming the Best of New York. When owner Carmen Rodriguez found herself at a career crossroads, she recruited her sister Gina Madera and cousin Michelle Caballero to help her create something special in their hometown of Brooklyn. Building this cupcake shop would require family and friends to join together and commit to making Carmen's vision a reality. It wasn't long before the little neighborhood spot would start to get big attention. What began as simply weekend cupcakes for the family children has become NYC's celebrated new cupcake shop. Taking advantage of their mixed cultural background and Brooklyn upbringing, with the help of their cousin, Michele Caballero, the sisters created a menu of Puerto Rican and Italian inspired cupcakes. The flavors included favorites like Flan, Dulce de Leche, Tres Leche, Tiramisu, Rainbow Cookie and Coquito. Today Brooklyn Cupcake is The Best of New York as per the NY Daily News readers. The shop is listed in the Zagat NY Dining Guide and enjoys an incredible following throughout the Tri-State area and beyond.

Sunny Anderson visits Brooklyn Cupcake







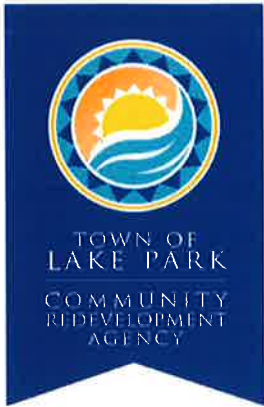
Brooklyn Made Gold Certified

Managed by the Brooklyn Chamber of Commerce, Brooklyn-Made is a certification program for locally-made goods.

[Check Us Out](#)



TAB 4



Town of Lake Park Town CRA Meeting

Agenda Request Form

Meeting Date: August 03, 2022 | Agenda Item No. _____

Agenda Title: Update on the Proposed Pocket Park (the Park) as a Best Use Alternative for the Community Redevelopment Agency (CRA) Property, located at 610 7th Street and Request for Authorization for the CRA Executive Director to Accept a Proposal from J. Morton Landscape Architecture for the Preparation of Construction-Ready Plans for the Park.

- | | | | |
|-------------------------------------|-----------------------------------|--------------------------|----------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORTS | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | BOARD APPOINTMENT | <input type="checkbox"/> | OLD BUSINESS |
| <input type="checkbox"/> | PUBLIC HEARING ORDINANCE ON _____ | | READING |
| <input checked="" type="checkbox"/> | NEW BUSINESS | | |
| <input type="checkbox"/> | OTHER: _____ | | |

Approved by Executive Director *Roberto F. Travieso* Date: 7/27/2022

Roberto F. Travieso/Public Works Director
Name/Title

Originating Department: <p style="text-align: center;">Public Works</p>	Costs: \$20,230.00 Acct No.: CRA Professional Services: 110-31000 <input checked="" type="checkbox"/> Finance 	Attachments: 1. PowerPoint of original and updated design concept for the proposed pocket park at the CRA property located at 610 7th street. 2. Architecture Design Services proposal from JMorton Landscape Architecture
Advertised: Date: _____ Paper: _____ <input checked="" 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:

At the July 7, 2021 Special Call Meeting of the Community Redevelopment Agency (CRA), the Board approved the purchase of a property abutting the CRA's public parking lot, which has a street address of 610 7th Street. After the purchase and at the direction of the CRA Executive Director, Agency Staff investigated several options for potential uses of this strategically located property.

During the September 1, 2021 meeting of the CRA, the Board was presented with three (3) proposed uses for said property: 1. Parking Lot Expansion, 2. Dog Park, and 3. Pocket Park.

During this meeting, the Board discussed these and other use options and narrowed their preference to Options 2 and 3 (Dog Park and Pocket Park, respectively). Additionally, Agency Staff offered to further refine design elements for the preferred property uses and return to the Board with additional information for further discussion.

At a follow-up CRA meeting on October 6, 2021, Agency Staff presented the refined use options and the Board determined that the property was too small for an adequate dog park and that a Pocket Park was the best use for the property; however, at that time the CRA was focusing on Agency debt reduction and the 610 7th Street property improvement project was tabled.

On December 1, 2021, the CRA Board approved the demolition of the one-story single-family house located at 610 7th Street. The property currently sits vacant land.

This agenda items seeks to:

1. Obtain approval from the CRA Board to dedicate the property located at 610 7th Street for a (pocket) park use.
2. Obtain feedback from the Board regarding the proposed design concept for the Park (**Attachment 1**).
3. Request authorization for the CRA Executive Director to Accept a Proposal from J. Morton Landscape Architecture for the preparation of construction-ready plans for the park.

Finally, the estimated construction cost of the Park, including design (**Attachment 2**) is as follows:

610 7th Street Pocket Park

Architectural Design	\$ 20,230.00
Permitting	\$ 2,000.00
Construction	<u>\$ 100,000.00</u>
	\$ 122,232.00

The Executive Director recommends approval of the proposed conceptual design and JMorton's proposal to develop construction-ready plans for the Park.

Recommended Motion: I move to dedicate the CRA property, located at 610 7th Street, for a (pocket) park use and authorize the CRA Executive Director to accept a proposal from JMorton Landscape Architecture for the preparation of construction-ready plans for the Park.

Conceptual Design for Lake Park Pocket Park

Department of Public Works

John Wille

Capital Projects Manager, Town of Lake Park

Hays Henderson, PLA

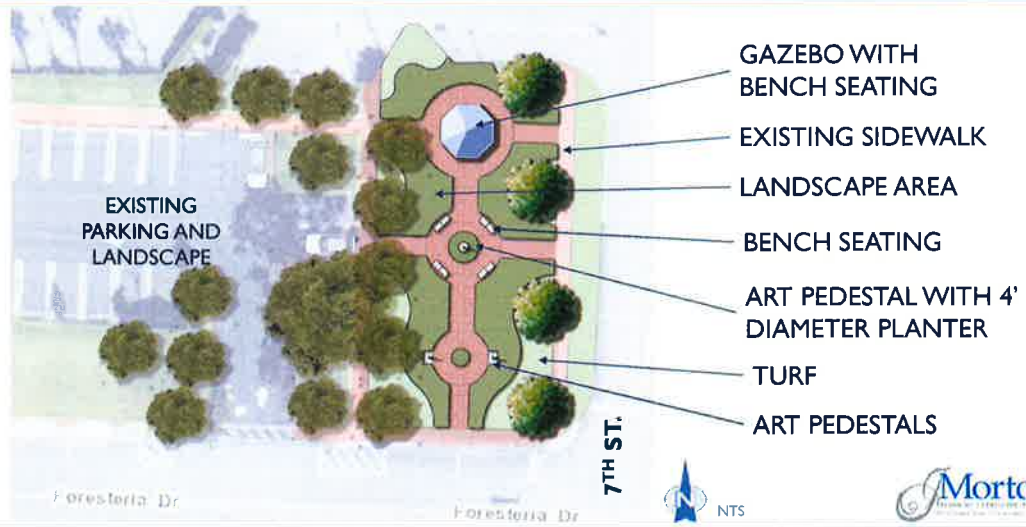
Project Manager



7th Street Pocket Park Original Concept



7th Street Pocket Park Alternative Concept



Landscape Design Services Proposal



■ Landscape Design:

- Preparation of Landscape Plan
- Landscape Construction Observation
- Representation of Landscape Plan

■ Hardscape Design:

- Preparation of Hardscape Plans
- Hardscape Construction Observation
- Representation of Hardscape Plans

■ Irrigation Design:

- Preparation of Irrigation Plan
- Irrigation Construction Observation



July 20, 2022

Revised July 22, 2022

Mr. John Wille, Capital Improvements
Mr. Roberto F. Travieso, MPA, Director of Public Works
Mr. Dwayne Bell, Sr., Operations Manager
Town of Lake Park
640 Old Dixie Highway
Lake Park, FL 33403

VIA ELECTRONIC MAIL ONLY – jwille@lakeparkflorida.gov; rtravieso@lakeparkflorida.gov;
dbell@lakeparkflorida.gov

RE: Proposal for Professional Services for Town of Lake Park 7th Street Pocket Park Concept Plan

Dear Mr. Wille, Mr. Travieso and Mr. Bell:

We appreciate the opportunity to submit the following proposal for the 7th Street Pocket Park concept plan. This proposal outlines the services necessary for the preparation and representation of landscape architecture services in preparation of the 7th Street Pocket Park landscape and hardscape construction plans in the Town of Lake Park.

We understand your desire to provide a community space suitable for the town residents and adjacent commercial users. JMorton Planning and Landscape Architecture will provide plan documents which work to implement the Client's vision for the pocket park.

The following proposal is divided into tasks and materials under a Preparation or Representation group. Generally, **Preparation** entails the preparation of documents and/or materials for review. Likewise, **Representation** entails such things as coordination, correspondence and attendance at meetings and/or conference calls. Once the submittal has been made to the Town of Lake Park, all preparation, coordination and plan document revisions will be billed hourly under the Representation portion of the contract.

Should you have any questions regarding this proposal, please contact our office. We look forward to working with you on this project and future developments.

JMorton Planning & Landscape Architecture, Inc.

A handwritten signature in blue ink that reads 'Jennifer L. Morton'.

Jennifer L. Morton, PLA, LEED AP
LA 0001666



PROPOSAL FOR PROFESSIONAL SERVICES

for 7th Street Pocket Park

Landscape Design Services

- 1. Preparation of Landscape Plan **\$4,860****

 - Preparation of base maps from architects and engineer's construction drawings.
 - Refinement of the concept plan previously prepared by our office integrating the landscape and feature elements.
 - Preparation of conceptual planting plans for all planting areas. These plans will depict species, size and relationships of plant materials.
 - Preparation of landscape drawings for use with the permit submittal and representation of drawings before the Town of Lake Park, if necessary.
 - Preparation of final working drawings for landscaped areas including exterior landscape strips, accent areas and planters.
 - Green walls, hanging planters or other custom design items are not included in the proposal.
 - Preparation of final plant schedule identifying the plant species, common name, botanical name, size, quantity, specifications and special requirements.
 - Project permit submittals or submittal fees are not included in the landscape plan design fees.

- 2. Landscape Construction Observation **\$950****

 - Provide site observation as requested to review the landscape installation.
 - Report to Client and Contractor the results of the site inspection as it pertains to the completeness, accuracy and quality of the related installations.
 - Proposal includes on site meeting; (1) final acceptance site review and Letter of Compliance.

- 3. Representation of Landscape Plan **\$750****

 - One (1) design team or presentation meetings, phone conversation or email correspondence with government official, architect, client, engineer or other professional concerning the landscape plan.

- 4. Preparation of Hardscape Plans **\$5,670****

 - Preparation of base maps from architects and engineer's construction drawings.
 - Refinement of the hardscape concept plan previously prepared by our office integrating the landscape and hardscape program feature elements.
 - Preparation of dimensional layout plans for hardscape areas.
 - Preparation of civil, structural, electrical or other engineering services if required is not included and to be prepared by others. Project permit submittals or submittal fees are not included in the hardscape plan design fees.

-
- 5. Hardscape Construction Observation **\$1,500****
- Provide site observation as requested to review the hardscape installation.
 - Report to Client and Contractor the results of the site inspection as it pertains to the completeness, accuracy and quality of the related installations.
 - Proposal includes on site meetings; (1) final acceptance site review and Letter of Compliance.
- 6. Representation of Hardscape Plans **\$500****
- Phone conversation or email correspondence with government official, architect, client, engineer or other professional concerning the hardscape/signage plan.
- 7. Preparation of Irrigation Plan **\$4,500****
- Preparation of base maps from final engineer, surveyor and landscape drawings.
 - Preparation of irrigation design and construction drawings based on municipal code, Florida Building Code 7th Ed. (2020) Appendix 'F', and per manufacturers installation recommendations.
 - Complete layout of ground level irrigation components in common areas including mainline, irrigation service taps, controller location, pump station location, irrigation valves, sleeves and sprinkler heads.
 - Project water source is expected to be on site well and pump station, potable or reuse if available. Size, type, and pressure T.B.D. Water meter and backflow device provided by others.
 - Green walls, hanging planters or other custom design items are not included in the proposal
 - Project water use application and/or permit for WMD and water modeling if required, is not included. Fee is available upon request.
 - Project permit submittals or submittal fees are not included in the irrigation plan preparation fees.
- 8. Irrigation Construction Observation **\$1,500****
- Provide site observation as requested to review the irrigation installation.
 - Report to Client and Contractor the results of the site inspection as it pertains to the completeness, accuracy and quality of the related installations.
 - Preparation if necessary of Change Orders, addendum, or plan changes and assistance in approval of contractor's requisition for payment are to be invoiced on an hourly basis.
 - Proposal includes on site meetings; (1) final acceptance site review and Letter of Compliance.

PROPOSAL TOTAL **\$20,230**

Please note: Preparation of materials and submittals outside of this Scope are considered hourly work and will be billed under the Representation portion of the contract.

Fees

This fee estimate is valid for ninety (90) days from the date of this proposal.

The above fees do not include the fees of other professionals or regular reimbursable expenses such as prints, sepias, mylars, travel expenses including mileage, photographic work, etc. Such expenses shall be billed at the rate of cost plus an additional 15%.

Fees billed shall become due and payable upon client receiving said invoice. Unpaid bills shall bear interest at a rate of eighteen percent (18%) per annum, commencing thirty (30) days after the invoice date until date paid. In the event legal action is required to collect past due fees, JMorton Planning & Landscape Architecture shall be entitled to recover all reasonable attorney fees and costs including appeal.

Payment

JMorton Planning & Landscape Architecture requires payment for all services rendered within thirty (30) days of the invoice date as specified above. If payment for services rendered is not received within thirty (30) days, a Stop Work Order will be issued for your project and no professional services or representation will be conducted by our firm until your account is paid in full.

Marketing

JMorton Planning & Landscape Architecture retains the right to post a marketing/information sign on the subject property.

Additional Work

The Scope of Services which is identified under this proposal as being included with the fee schedule cannot contemplate certain elements which are not controlled by our firm. The changes created by our clients, by governmental agencies, or yet a third entity which is beyond control of our firm, are not included in this proposal and are considered additional work. The following are some examples of items which are included in the proposal and those that are not:

Items included in this proposal are as follows:

- Documents and drawings for a complete application to a listed governmental agency if noted under Scope of Services.
- Attendance and representation at the number and types of meetings described under Scope of Services.

Items **not** considered as part of this proposal are as follows:

- Additional revisions to drawings above the number listed in this proposal.
- Preparation of revisions to documents after governmental submittal or changes requested by client, governmental agencies or third entities that are not listed as code requirement.
- Revisions to documents based on Conditions of Approval placed on a project.
- Attendance at additional meetings, site observation, public hearings, or other events, which are not specified in this proposal.
- Preparation of additional documents, drawings or coordination with other professionals is not considered part of this proposal.
- Preparation of revisions to drawings based on incomplete information being provided by client or other consultant, or changes in the project program.

Hourly Rates

At the request of the client, or as identified in the Scope of Services, JMorton Planning & Landscape Architecture shall provide additional work on an hourly basis based on our current hourly rates. Hourly rate schedules are updated each year to reflect current market conditions and as such the client will be billed at the current rate in effect at the time of billing. Clients will be notified in advance of any rate increases.

PLANNING SERVICES	
Principal Planner	\$325.00
Senior Project Manager	\$250.00
Project Manager	\$200.00
Planner	\$150.00
LANDSCAPE ARCHITECTURE SERVICES	
Principal Landscape Architect	\$325.00
Senior Project Manager	\$250.00
Project Manager	\$200.00
Senior Designer	\$200.00
Designer	\$150.00

OTHER PROFESSIONAL SERVICES	
Expert Witness	\$500.00
Administrative Assistant	\$105.00

DIRECT EXPENSE	
Copies, Black & White	\$0.40
Copies, Color	\$1.50 ea.
All Third Party Expenses	Cost + 15%

If the terms of this proposal are acceptable, please sign below and return to our office as soon as possible.

Signature / Title

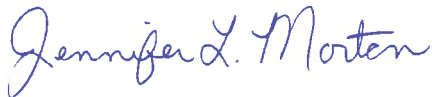
Date

Company

Mailing Address

Email for Billing

Email for Correspondence



Jennifer L. Morton, PLA, LEED AP
Jennifer L. Morton, JMorton Planning & Landscape Architecture
LA 0001666