

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, April 4, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, April 4, 2012 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Christiane Francois, Steven Hockman, Jeanine Longtin, and Sue-Ellen Mosler, Interim Executive Director Jamie Titcomb, and Agency Clerk Vivian Lemley. Board Member Tim Stevens arrived at 6:45 p.m.

Chair DuBois led the Pledge of Allegiance.

Agency Clerk Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Motion: A motion was made by Board Member Hockman to approve the Agenda; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 6-0

Public Comment:

Cynthia Grey, 503 Sabal Palm Drive, stated that the CRA awarded Don Ramon's \$40,000 and asked about the status of the opening of the restaurant. She asked about the budget and if it will be presented as part of the workshop on April 11, 2012.

Chair DuBois stated that the audit is being completed and that the budget for the upcoming fiscal year will not be presented until the summer.

Economic Development Director Jennifer Spicer stated that a full update will be provided at the April 11, 2012 workshop.

Chair DuBois asked if there has been any progress on Don Ramon's.

Economic Development Director Spicer stated that there has been progress and challenges due to the personal issues for the owner and discrepancies in the lease agreement.

Susan Lloyd, 220 Lake Shore Drive, stated that at previous meetings that she stated that the Governor of California Jerry Brown was attempting to disband the CRA in California because it was costing the State too much of the tax payer money, and that it was doing more harm than good and that budget cuts were needed. She stated that she was told at that time by Maria Davis that she was wrong. She stated that on December 29, 2011 the LA Times reported that CRA's in California had been abolished. She stated that Florida Representative Eric Fresen has proposed House Bill 547 regarding the termination of Community Redevelopment Agencies and it will be up for a vote this July. She stated that the bill proposes that communities that want to keep their CRA must perform a forensic audit every five years. She stated that a forensic audit has already been suggested to the Board and she hopes that the Board gives consideration to that suggestion. She asked why was the CRA abolished in California and a bill to terminate the CRA in Florida made. She explained that the reason is that in many cases the CRA costs more than it brings to a community. She stated that she thinks that the CRA workshop is going to be 100% supportive of the CRA and the Town continuing the CRA district. She stated that most people in the Town could care less one way or the other. She stated that Park Avenue looks pretty with empty buildings and all. She stated that the Town has the second highest millage in Palm Beach County and that changes need to be made to the Town's taxes. She requested that the Board be very careful with any decisions they make regarding the CRA district. She stated that the CRA pays \$90,000 a year for landscaping in the CRA and that she thinks that the amount is outrageous. She stated that the landscaping contract is up in September 2012 and unless a 30 day letter of termination is give the contract automatically renews for two years. She suggested that the landscaping be rebid to lower the cost and if need be cut back on services. She stated that the same goes for the cleaning service for the CRA office, which is also up in September and has the same automatic renewal clause. She stated that the CRA offices are cleaned twice a week and that she thinks once a week is more than sufficient. She stated that all cost cutting alternatives should be considered. She asked if Public Works can do the landscaping in the CRA.

Erin Flaherty, 639 Evergreen Drive, stated that he is promoting the upcoming Community Development District (CDC) Board meeting. He stated that the meeting will be every third Thursday of the month at Kelsey City Bar & Grill. He stated that the CDC has a website at lakeparkcdc.com and an e-mail address of lakeparkcdc@gmail.com. He stated that on May 2, 2012 he will be making a presentation to the CRA Board about the CDC and its activities.

CONSENT AGENDA:

1. CRA Board Meeting Minutes of March 7, 2012

Motion: A motion was made by Board Member Francois to approve the Consent Agenda; Board Member Hockman made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 6-0

DISCUSSION AND POSSIBLE ACTION:

2. Revised Draft of the Request for Qualifications for 800 Park Avenue

Interim Executive Director Titcomb stated that this item was before the Board at the March 7, 2012 meeting and the Board requested changes to the Request for Qualifications (RFQ). He stated that the item being presented at this meeting is the revised RFQ based on those comments and changes from the Board. He stated that one significant change is that a page has been added that provides that vision, goals and mission statement of the Art on Park Studio and Gallery.

Board Member Hockman asked about the provision that requires that the name Art on Park Studio and Gallery be used and if the CRA is signing over the name to the successful proposal.

Economic Development Director Spicer stated that it is a lease and that the tenant does not get the name. She stated that she does not think that the CRA should allow for the name to change because there is a tenant. She stated that by keeping the name the same that CRA would be keeping the legacy of the past services.

Board Member Hockman asked if the CRA is going to allow the person to put up another sign for their business.

Economic Development Director Spicer is not sure how that would work. She stated that the rental agreement will be in the name of the organization, but the location will be Art on Park Studio and Gallery.

Attorney Baird stated that if the Board wants to keep the name Art on Park Studio and Gallery it needs to be specified in the lease or if the Board wants to allow for it to be changed and that it is basically a point of negotiation between the Board and the tenant.

Chair DuBois stated that it is the Art on Park Building and the business inside the building could have a separate name, but this provision would continue to identify the building as the Art on Park Building.

Economic Development Director Spicer stated that the tenant could use the language Art of Park sponsored by and then the name of the business or association. She recommended that the Board keep the name.

Interim Executive Director Titcomb stated that this is a co-branding situation and is a point of negotiation with the future tenant.

Board Member Mosler stated that after reading the RFQ that her understanding is that the Board is expecting someone to “rent” the building and pay the operating expenses because the CRA cannot “rent” the building at a profit. She asked if the organization that comes in can make money on the activities and services.

Chair DuBois felt that they can make money.

Economic Development Director Spicer stated that she researched and found that a non-profit can make money.

Board Member Mosler stated that her understanding was that the tenant cannot make money because of the loan for the purchase of the building.

Economic Development Director Spicer stated that the CRA cannot make money on the rental or lease of the building other than to cover the operating expenses.

Board Member Mosler asked if the CRA is expecting that opportunities for classes at no charge be provided.

Economic Development Director Spicer stated “yes”.

Board Member Stevens stated that in terms of liability to the CRA the lessee’s responsibilities include maintaining the property insurance. He stated that the RFQ requires that the “Lessee must provide benefit programs to the community and general public” and that it seems vague and that it could be ironed out in the lease agreement, but as far as the RFQ is concerned he suggested changing the language to “Lessee must

provide a minimum of one free art/craft class to Lake Park residents every week” or something to that effect. He stated that way the proposer understand the CRA’s intention. He stated that the vision, mission and goal page was a great addition to the RFQ.

Economic Development Director Spicer asked if the one free art class is something that Board Member Stevens would like to have for the residents or for the general public.

Board Member Stevens stated that he is more concerned about Lake Park residents than the general public.

Board Member Francios stated that the RFQ requires that the lessee operate the facility 7 days a week, for sponsored Lake Park CRA events and the hours of operation must be provided in writing. She asked if the Board is going to request certain hours of operation or will that be up to the tenant and if other business on Park Avenue open on Sunday’s.

Economic Development Director Spicer stated that currently a couple of businesses on Park Avenue are open on Sunday’s. She stated that the Board requested that the RFQ stated that the facility be opened 7 days a week. She stated that she is not concerned that the gallery be opened at 9:00 a.m. She stated that the attempt is to create a more pedestrian friendly atmosphere on Park Avenue and if the building is going to close at 5:00 p.m. that will not work for the CRA.

Interim Executive Director Titcomb stated that the Board wants to keep a certain amount of flexibility so that when the responses are returned there is some negotiating room and ability to define some of the programmatic details instead of describing it so exactly in the RFQ that no one responds.

Board Member Longtin asked if this will have to go before the CRA and the Commission.

Interim Executive Director Titcomb stated that he believes that this is within the jurisdiction of the CRA Board. But would confirm. He stated that if the Commission were to have to weigh in on this action that it would be duplicative as all the members of the Commission sit on the CRA Board.

Board Member Longtin stated that at the last meeting the requirement of the submittal only being six pages in length was stricken, but the requirement is still in the document.

Interim Executive Director Titcomb stated that was an oversight that will be corrected.

Board Member Longtin stated that the RFQ stated that documents will be available Wednesday, April 10, 2012 and that she thinks that April 10, 2012 is a Tuesday. She asked for an explanation of the statement “The CRA Board also reserves the right to accept any submittals regardless if it’s determined that it would be in the CRA’s best interest to do so”. She stated that she can understand the requirements being like a wish list, but she is not going to want to micromanage the successful proposer. She asked regarding the property insurance if the tenant would be reimbursing the CRA for the property insurance or purchasing their own.

Interim Executive Director Titcomb stated that the intent is to assess the tenant and amortized rate for the property insurance.

Board Member Longtin stated that the tenant is being allowed to use the equipment that is in the building and asked if something should happen to that equipment who is responsible for the maintenance.

Interim Executive Director Titcomb stated that those liabilities would be addressed through the lease agreement.

Board Member Longtin stated that the document needs to be proof read before being released.

Interim Executive Director Titcomb stated that the document will be reviewed and corrections made before the document is released.

Board Member Hockman stated that the RFQ states that the payment of the lease amount is due upon receipt of invoice. He stated that he thought that there was not going to be a lease and that they would be getting the utilities in their name.

Economic Development Director Spicer stated that one of the reasons it is written that way is because the insurance is already paid for the year and that the lease would provide for payment of the insurance premium.

Chair DuBois stated that maybe a better term would be tenancy agreement.

Interim Executive Director Titcomb stated that clarification can be added and the lessee is a common term for tenant in contractual language.

Board Member Hockman asked about the timeframe for the responses.

Economic Development Director Spicer stated that the timeframe is based on a previous RFQ that was a more detailed engineering RFQ and she felt that the timeframe was sufficient to provide a response.

Board Member Hockman asked how many responses did that RFQ receive.

Economic Development Director Spicer stated that she has a list of entities and persons interested in the building that will be notified once the RFQ is released.

Interim Executive Director Titcomb stated that more time can be added to the response date if the Board so directs.

Board Member Hockman stated that he just wants to make sure that the interested parties have a enough time to respond.

Chair DuBois suggested adding a week.

Board Member Hockman stated that he thinks at least a week needs to be added.

Board Member Longtin asked for clarification of “Plans for Maintaining Effective Communication between the Town and Applicant/Lessee. Need or use of Town equipment.”

Economic Development Director Spicer stated that there is Town equipment such as security cameras and computer equipment currently in the facility that will remain and this was added so that the need and or use of that equipment would be clearly defined.

Board Member Longtin requested that the language be tighten up and included “Need or use of Town equipment at 800 Park Avenue”.

Board Member Mosler stated that the specifics of the equipment would be in the lease agreement.

Chair DuBois stated that a motion could be made to include the changes as discussed and subject to legal sufficiency, spelling and grammar check, extension of time to April 30, 2012, inventory of Town property located at building, and definition of the term lessee

Motion: A motion was made by Board Member Hockman to approve with the changes as discussed; Board Member Francois made the second.

Board Member Stevens asked if the motion includes the change “Lessee must provide benefit programs to the community and general public” to “Lessee must provide a minimum of one free art/craft class to Lake Park residents every week”.

Board Member Hockman stated “yes”.

Board Member Francois asked if the motion includes changing the submittal date to April 30, 2012 and then the selection date would be the week after that on May 2, 2012 or should it be changed to May 9, 2012.

Interim Executive Director Titcomb recommended that all the dates are adjusted accordingly.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		

Board Member Tim Stevens	X		
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 7-0

3. Discussion of Draft Agenda for the April 11, 2012 Workshop

Interim Executive Director Titcomb stated that at the March 7, 2012 meeting an initial draft agenda was presented and based on the Board's direction the workshop was rescheduled and the items requested were added. He stated that the intent of the workshop is to provide a comprehensive state of the CRA presentation. He stated that there has been some discussion about adding a discussion item regarding the CRA Advisory Committee to the agenda.

Chair DuBois suggested adding the discussion of the CRA Advisory Committee towards the end of the agenda.

Vice-Chair Rumsey asked if the meeting was scheduled for 6:30 p.m.

Interim Executive Director Titcomb stated "yes".

Board Member Longtin asked what outreach is being done to all of the CRA to let them know about the workshop.

Economic Development Director Spicer advised that a flyer is being sent out, and included in the CRA newsletter and on the CRA website.

Interim Executive Director Titcomb stated that staff would not be contacting all the businesses and residents individually. He stated that staff is using the CRA communication methods to make everyone generally aware of the workshop.

Board Member Longtin stated that in her opinion that the CRA has been relegated to three blocks and that very little outreach has been done beyond those three blocks. She stated that she would like staff to reach out to all of the businesses in the CRA.

Chair DuBois suggested sending a post card based on the addresses on the property tax rolls.

Economic Development Director Spicer stated that all suggestions for outreach are welcome.

Interim Executive Director Titcomb stated that staff would work to get notification out to as many property owners in the CRA as possible.

Board Member Francois suggested placing an ad in the newspaper.

Board Member Longtin stated that an ad was too costly and agreed with the suggestion of a post card.

Chair DuBois suggested contacting Jodie Wagner with the Palm Beach Post.

Board Member Stevens stated that he supports notifying everyone in the CRA and asked if there was a master list of property owners.

Economic Development Director Spicer stated that she has a master list. She stated that when she started she was advised that to collect e-mail addresses for the business on Park Avenue, 10th Street and the industrial area. She stated that all those e-mail addresses receive the CRA newsletter.

Chair DuBois stated that if he is provided with a phone list he will call the businesses and advise them of the workshop.

Economic Development Director Spicer stated that she would provide Mayor DuBois the list.

Attorney Baird stated that he has a conflict on April 11, 2012 and that in the past he has not attended workshop meetings and wanted to know if the Board desired for himself or a representative to be at the workshop. He stated that the reason he has not attended workshops in the past is because no formal action can be taken at a workshop.

Chair DuBois stated that during the workshop as questions come across for the Attorney a list will be developed to address at a later time.

Attorney Baird stated that in review of the draft agenda that he did not see any item that were particularly legal in nature.

Board Member Mosler stated that it was her understanding that the purpose of the workshop was to determine if the Board wants to continue with in-house management or outsource the management of the CRA.

Chair DuBois stated that is one of the items to be discussed at the workshop.

Board Member Mosler stated that she thought that was the primary reason for the workshop.

Chair DuBois stated that item two on the draft agenda is presentations from CRA management firms and it looks like the agenda has been added to in order to provide additional information to the Board.

Board Member Hockman asked if the Board will receive the agenda and presentation on the Friday before the workshop.

Interim Executive Director Titcomb stated that yes the Board will receive a copy of the presentation, but it will not be on the same time line the Board is used to because components of the presentation are being added and developed right up until the meeting. He stated that the Board will receive a copy of the presentation in advance of the meeting.

Chair DuBois asked if staff could reach out to the Palm Beach County delegation and advise them of the workshop so that they can come and see what is happening in the Lake Park CRA. He stated that agenda is a comprehensive overview of the CRA.

Interim Executive Director Titcomb stated that he would invite any persons that the Board desired and requested that the Board Member forward that information to him.

Board Member Longtin asked if the copy of the presentation will be placed on the website for public access.

Interim Executive Director Titcomb stated that if that is the Board's request he will make sure it is done. He stated that he wants to be clear that the content from the invited presenters are bringing that information with them to the workshop.

Board Member Longtin stated that any information that the presenters bring to the workshop could be added to the information on the website.

4. Fourth Addendum to the Palm Beach County Sheriff's Office CRA Service Agreement

Interim Executive Director Titcomb stated that the current Palm Beach County Sheriff's Office CRA service agreement is expiring and this item is seeking the renewal of the contract. He stated that he has reached out to Major Smith with the Palm Beach Sheriff's office regarding the CRA's concerns regarding the extension of the contract and the various options. He stated that the Sheriff's Office has expressed their desire to work with the CRA to continue to provide services. He stated that there is a cancellation clause in the contract where either party can cancel the agreement with appropriate notice. He stated that he is recommending that the Board execute the fourth addendum to this agreement.

Board Member Mosler asked how much of the total amount the contract is salary and how much is equipment.

Interim Executive Director Titcomb stated that the aggregate total of the contract is the total cost of a deputy, equipment and carrying costs dedicated into that position. He stated that he did not break it down into salary versus benefits versus equipment.

Board Member Francois asked when the one deputy at 8 hours per day would be working and if it is mostly at night.

Economic Development Director Spicer stated that the deputy does not have a set schedule right now because they do not want people to get used to seeing them at a set time.

Board Member Stevens asked what the timeframe for notification was on the termination of the agreement.

Lt Palenzuela stated that there are some other options to save money and he will meet with the Interim Executive Director and suggested the use of a closed detail.

Chair DuBois requested that the CRA advise the Sheriff's office as soon as possible if for any reason the CRA would have to terminate the agreement.

Board Member Hockman asked what was the rate for the closed detail.

Lt. Palenzuela stated that he thinks the vendor rate is \$40.00 an hour, but the CRA may get a discount.

Board Member Hockman stated the per the contract the CRA has the right to hire an additional deputy at \$37.76 per hour. He stated that at that rate for 56 hours per week at 52 weeks it come out to \$109,000 per year. He stated that would give 8 hours 7 days a week. He stated that he talked to the Interim Executive Director and requested that this contract be only 6 months so that it is on the same calendar as the budget.

Attorney Baird stated that this is a 12 month contract and stated that the Board would have to provide notice to terminate this contract in August in order to enter into a new agreement in October for 12 months in order to correspond with the fiscal year.

Board Member Hockman stated that is why he recommended changing this contract to a six month contract.

Interim Executive Director Titcomb stated that to change this to a six month contract instead of renewing this contract and terminating and entering into a new contract in October would trigger a more complex process involving legal review and other processes.

Vice-Chair Rumsey asked Board Member Hockman if it is his intent to make this a six month contract.

Board Member Hockman stated yes, but just to have to contract correspond with the fiscal year.

Board Member Longtin asked if it would be viable to use a security service like at the Marina for the CRA only instead of the Sheriff's Office. She stated that the Sheriff's Office cost is \$9,300.00 per month. She stated that there are armed security services.

Chair DuBois stated that he thought that a motion could include approving this agreement and to start looking at other alternatives and there is a termination clause in the Sheriff's

Office contract if another alternative is found. He stated that it takes time to put out a Request for Proposal and receive responses and by approving the agreement with the Sheriff's Office services would continue to be provided.

Board Member Stevens stated that he crunched the numbers and that the CRA is paying \$54.00 per hour for the Deputy and that the recently approved Marina Security agreement the cost was about \$14.00 per hour and assuming the same deal would be extended to the CRA, the CRA would get 4.1 security guards for the cost of 1 Deputy. He stated that a security officer is not as well trained and equipped as a Deputy, but would offer a larger security presence and if they are not armed that they would have cell phones and be just a phone call away from the 21 Deputies that serve the Town. He stated that looking at the budget something is going to have to give with the cost of services in the CRA. He stated that the cost of the Sheriff's Office contract for 6 months is \$54,000 for 1 Deputy and in comparison to the Marina Security agreement the same cost could provide 2 security officers for an entire year. He stated that having a security presence in the CRA is a top priority of the CRA.

Board Member Longtin asked if the term of the renewal is being changed. She stated that according to the agreement the term is May 1, 2012 through May 1, 2013.

Chair DuBois stated that it is his understanding that the date will be changed.

Interim Executive Director Titcomb stated that the change in the term would have to be approved by the Palm Beach Sheriff's Office as well.

Board Member Longtin stated that the Board could approve the agreement as is with a 60 day termination clause.

Interim Executive Director Titcomb stated that is the recommendation of staff.

Chair DuBois stated that the recommendation of staff is to approve the agreement with the understanding that there is a 60 day out and to direct staff to evaluate other alternatives to providing security services within the CRA.

Board Member Stevens asked if staff is certain that the agreement has a 60 termination clause because that is not specified in the addendum.

Interim Executive Director Titcomb stated that the termination clause is in the base contract and not listed in the addendum.

Motion: A motion was made by Board Member Francois to approve the Fourth Addendum to the Palm Beach County Sheriff's Office CRA Service Agreement and to direct staff to review alternatives for providing security services within the CRA and to bring back as soon as possible; Board Member Mosler made the second.

Interim Executive Director Titcomb recommended that this item be placed on the April 11, 2012 CRA workshop agenda for discussion in order to solicit suggestions from the residents and businesses in the CRA.

Chair DuBois stated that he would like to have a Finance Director to understand what is available for funding. He stated that it is unknown at this time if the CRA has the minimum funding for a private security firm. He stated that he would like to have that information before the Board decides to jump ship on the Sheriff's Office.

Board Member Hockman asked if staff would have enough time to get with the Sheriff's Office to get additional information regarding alternatives and their cost.

Interim Executive Director Titcomb stated that he would have that conversation with the Sheriff's Office.

Chair DuBois stated that he would like to see the level of services that has been budgeted be maintained.

Board Member Stevens stated that he will be voting no on this item because according to his calculation that if the Board moves forward with this agreement the CRA will not be able to pay for security services after October 1, 2012.

Chair DuBois stated that is his understanding also and that is why he was interested in the 60 day clause and notifying the Sheriff's Office as soon as possible that the CRA is considering the termination of the agreement, or other alternatives.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler	X		
Board Member Christiane Francois	X		
Board Member Steve Hockman		X	
Board Member Jeanine Longtin	X		
Board Member Tim Stevens		X	
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-2

COMMENTS BY BOARD MEMBERS AND EXECUTIVE DIRECTOR

Board Member Mosler no comments.

Board Member Francois stated that she would be out of Town for the April 11, 2012 workshop. She wished everyone a happy Easter.

Board Member Hockman encouraged everyone to attend and participate in the April, 11, 2012 workshop.

Board Member Longtin wished everyone a happy Easter.

Board Member Stevens stated that he was looking forward to the workshop on April 11, 2012 at 6:30 p.m.

Vice-Chair Rumsey asked for Board consensus regarding possible actions against Hot Pot to remove the grant or loan that the CRA gave them. He stated that the grant/loan was given 16 months ago and that there has been no action on the property.

Board Member Mosler stated that Hot Pot has had trouble with the Fire Department and had to do a complete reconstruction of a wall. She stated that Seacoast Utility Authority has held them up for several months because of a grease trap they purchased, that they thought was per specification, and the utility authority did not approve. She stated that Hot Pot wants to be open because of the money spent on the property.

Vice-Chair Rumsey stated that if that is the case that he can have his mind changed, but that he has seen no action at all.

Chair DuBois suggested getting a report from administration instead of incurring legal costs for legal review of Hot Pot.

Vice-Chair Rumsey stated that he is fine with that and that he is willing to wait until the workshop when staff provides a comprehensive review of projects in the CRA.

Interim Executive Director Titcomb stated that the status update on all the projects in the CRA will be a part of the CRA workshop presentation.

Chair DuBois thanked staff for their hard work.

Interim Executive Director Titcomb no comments.

ADJOURNMENT

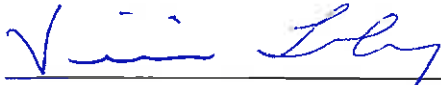
There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Rumsey and seconded by Board Member Stevens, and by unanimous vote, the meeting adjourned at 8:00 p.m.



Chair, James DuBois



Deputy Agency Clerk, Shari Canada, CMC



Agency Clerk, Vivian Lemley, CMC



FLORIDA

Approved on this 2 of May, 2012



AGENDA

Community Redevelopment Agency Meeting
Wednesday, April 4, 2012, 6:30 pm
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Chair
Kendall Rumsey	—	Vice-Chair
Christiane Francois	—	Board Member
Steven Hockman	—	Board Member
Jeanine Longtin	—	Board Member
Sue-Ellen Mosler	—	Board Member
Tim Stevens	—	Board Member
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Jamie Titcomb	—	Interim Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez Lemley, 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**

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL**

D. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**

E. **PUBLIC COMMENT**

This time is provided for audience members to address 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.

- F. **Consent Agenda:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Board member or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Agency Clerk. Cards must be submitted before the item is discussed.

Consent Agenda Items Recommended For Approval:

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| 1. CRA Board Meeting Minutes of March 7, 2012 | Tab 1 |
| G. <u>DISCUSSION AND POSSIBLE ACTION:</u> | |
| 2. Revised Draft of the Request for Qualifications for 800 Park Avenue | Tab 2 |
| 3. Discussion of Draft Agenda for the April 11, 2012 Workshop | Tab 3 |
| 4. Fourth Addendum to the Palm Beach County Sheriff's Office CRA Service Agreement | Tab 4 |
| H. <u>BOARD MEMBER COMMENTS</u> | |
| I. <u>EXECUTIVE DIRECTOR COMMENTS</u> | |
| J. <u>ADJOURNMENT</u> | |