

Minutes
Town of Lake Park, Florida
Special Call
Community Redevelopment Agency Board Meeting
Wednesday, March 19, 2014, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, March 19, 2014 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Michael O'Rourke, Kathleen Rapoza, and Christina Francois, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Christiane Francois was absent.

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

Special Presentation/Report:

1. Presentation, Acceptance, and Transmittal of the 2012-2013 CRA Annual Report

Executive Director Sugerman explained the item (see attached Exhibit "A").

Motion: A motion was made by Board Member Francois to approve, accept, and transmit the 2012-2013 CRA Annual Report; Board Member O'Rourke made the second.

Vote on Motion:

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

Motion passed 6-0.

Public Comment:

None

Consent Agenda:

2. Approval of Special Call CRA Board Meeting Minutes of October 2, 2013

Motion: A motion was made by Board Member O'Rourke to approve the Special Call CRA Board Meeting Minutes of October 2, 2013; Board Member Rapoza made the second.

Vote on Motion:

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

Motion passed 6-0.

NEW BUSINESS:

3. Canceling the April 2, 2014 Quarterly Board Meeting.

Executive Director Sugerman explained the item (see attached Exhibit "B").

Motion: A motion was made by Board Member Francois to approve the Canceling the April 2, 2014 Quarterly Board Meeting; Board Member Rapoza made the second.

Vote on Motion:

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

Motion passed 6-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman no comments.

BOARD MEMBERS COMMENTS:

Board Member Rapoza had no comments.

Board Member Flaherty requested that the meeting notice be placed on the marquee in front of Town Hall.


Board Member O'Rourke had no comments.

Vice-Chair Glas-Castro had no comments.

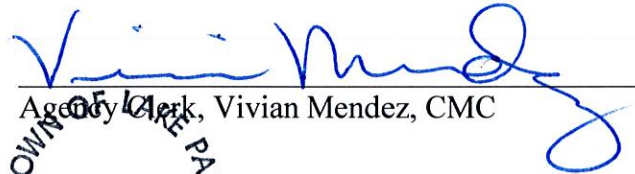
Chair DuBois had no comments.

ADJOURNMENT

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



Chair, James DuBois



Agency Clerk, Vivian Mendez, CMC

TOWN OF CLEAR LAKE PARK
SEAL
Town Seal

FLORIDA
Approved on this 2 of July, 2014

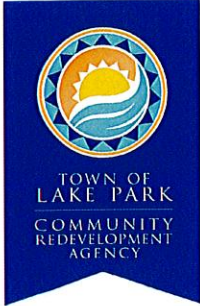


Exhibit "A"


CRA
Agenda Request Form

Meeting Date: March 19, 2014

Agenda Item No. Tab 1

Agenda Title: Presentation, Acceptance, and Transmittal of the 2012-2013 Annual Report

- SPECIAL PRESENTATION/REPORT CONSENT AGENDA
- OLD BUSINESS NEW BUSINESS
- DISCUSSION FOR FUTURE ACTION OTHER

Approved by Executive Director:  Date: 2/28/14

Dale S. Sugerman, Ph.D./Executive Director
Name/Title

Originating Department:	Costs: \$ 0.00	Attachments:
Executive Director	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	
	None	

Summary Explanation/Background:

Each year, the CRA Board of Directors must present an Annual Report for the prior fiscal year to the governing board which created the CRA Board. Attached is the Annual Report for the Fiscal Year 2012-2013.

Recommended Motion:

Move to accept the Annual Report for the Fiscal Year 2011-2012 and instruct the Executive Director to forward the same to the Town Commission.



TOWN OF
LAKE PARK

COMMUNITY
REDEVELOPMENT
AGENCY

**ANNUAL REPORT FISCAL
YEAR 2012/2013**

TOWN OF LAKE PARK, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

ANNUAL REPORT FOR FISCAL YEAR 2012-2013

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

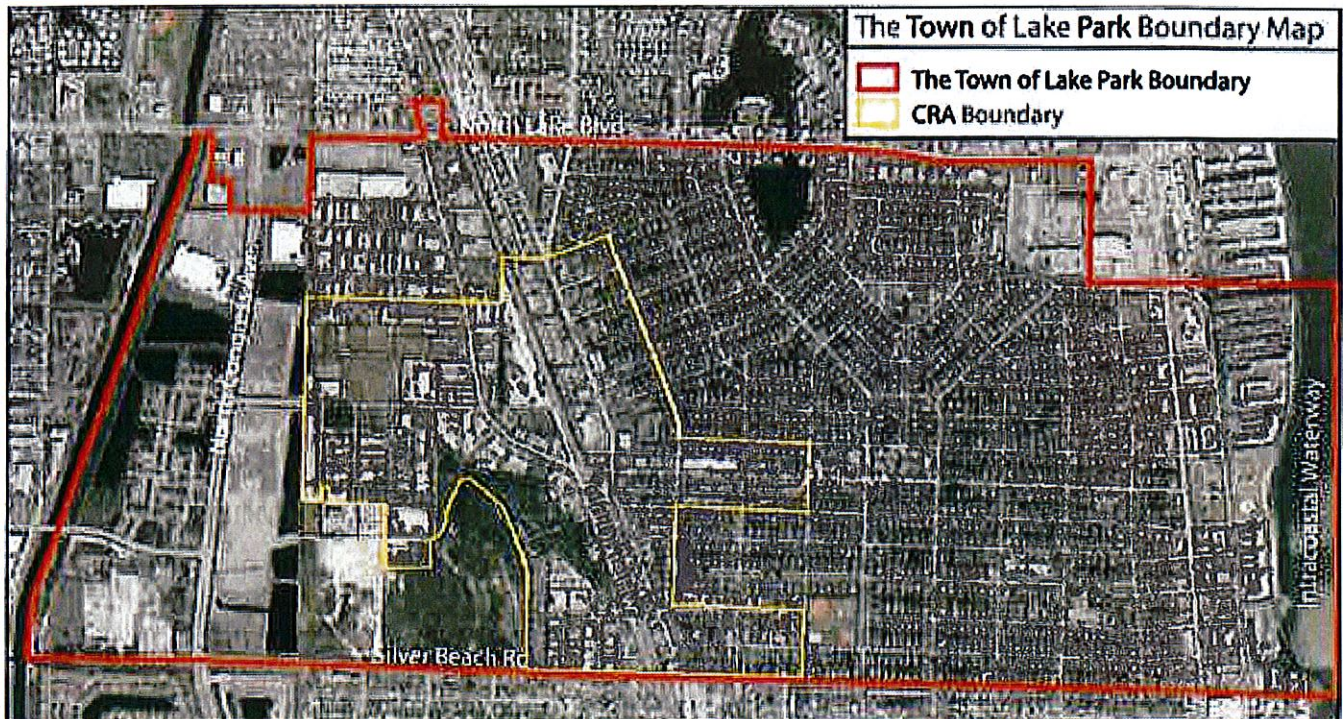


Figure 1 Town of Lake Park Boundary Map

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

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

ACTIVITIES OF THE CRA

During the 2012-2013 fiscal year, a number of activities were undertaken by the CRA. An outline of those activities, by month, included:

October, 2012

The CRA conducted a re-bidding of Security Services and that bid was opened on October 31st, resulting in two bidders submitting proposals.

November, 2012

The Artists of Palm Beach County opened their doors to the public on November 10, 2012. The first free class offered to the public (a pottery class) was conducted during the 2012 Seafood Festival weekend.

"The Give" a new consignment shop had its ribbon cutting on November 11, 2012.

December, 2012

The CRA Board awarded the CRA Security Officer Patrol Services (unarmed) contract, under Bid No. 01-12 (revised) to E.T. Securities. E.T. Securities began patrolling the CRA during the month of December.

Authorized the spending of \$900.00 for ficus hedge insecticide treatment and \$1,000 for ficus hedge fertilization for the landscaping along Park Avenue.

Received a verbal close-out report from Seafood Festival organizer Jennifer Spicer on the outcome of the 2012 event.

January, 2013

The Board of Directors determined that with the limited budget and the limited activities occurring within the CRA that it made sense that the Board conduct their meetings on a quarterly basis rather than once per month.

March, 2013

The first Special Call meeting of the year was held. At that meeting, a variety of topics were handled, including:

- Accepted the resignation of board member Sue-Ellen Mosler.
- Received and accepted the Annual Report presented by the Executive Director.
- Held extensive discussions regarding a parking/property dispute between two private property owners in the 700 block of Park Avenue.

April, 2013

Received a status report from staff on the year-to-date work undertaken by E.T. Security Services.

Had staff craft and then send out a survey to CRA businesses asking two questions about E.T. Security Services: 1) If the businesses had seen the security vehicle patrolling the CRA; and, 2) if the businesses knew that this patrol service was a service provided to them by the CRA.

Further discussed the parking/access dispute between the two private property owners in the 700 block of Park Avenue.

May, 2013

The Board of Directors voted to terminate the contract with E.T. Security Services.

July, 2013

Joe Friedman, President of the Artists of Palm Beach County gave an update report to the Board of Directors. He advised the Board that the original group of 60 members had recently grown to 120 members of the organization.

The Board approved themes for the placement of holiday decorations, including using banners on 10th Street and LED lit decorations for Park Avenue.

The staff conducted the fiscal year 2013-2014 CRA budget workshop.

August, 2013

The Board of Directors adopted the 2013-2014 annual operating budget of \$447,384.00 under Resolution No. 18-08-13.

The Board of Directors reviewed and approved the purchase of property and casualty insurance for fiscal year 2013-2014.

NEW BUSINESSES

During the 2012-2013 fiscal year, a number of new businesses were opened within the CRA.



Hometown District



Commerce District



Arts District

MOTOR VEHICLE

A Spidell Enterprises, 1140 Watertower Road, #15
Auto Sales Associate LLC, 806 Old Dixie Highway, #7
Autotechnik Inc., 849 15th Street
Bob's Canvas, 1233 Old Dixie Highway, #9
J&W Motors LLC, 870 Old Dixie Highway, #10
Jupiter Auto Exchange Inc., 1233 Old Dixie Highway, #8
Lasalle's Auto Nation, 825 15th Street, #5
Sideline Auto, 950 Old Dixie Highway, #10 & #11

RESTAURANT/CATERING

Grumpy Grouper Grille, 935/937 Park Avenue
Simply Delicious Affairs, 1194 Old Dixie Highway, #4
Sub King Venture, 1205 10th Street

RETAIL/WHOLESALE

Ace Multi-Services Inc., 700 Old Dixie Highway, #103
AG Wholesale Group, 849 15th Street, #4
She Sells Sea Shells Boutique, 941 Park Avenue
Sheebah Woodard, 921 Park Avenue
The Beauty Boudoir (hair salon), 838 Park Avenue

OFFICE/STUDIO/WAREHOUSE

AGS Trucking & Towing LLC, 849 15th Street, #6
AJ Squared Security, 1194 Old Dixie Highway, #15
Aurora Nurses Inc., 705 Park Avenue
Charles & Charles Tax Services, LLC, 917 Park Avenue
GTechniqu Florida, 802 Old Dixie Highway, #6
Guardian Pool & Spa, 815 14th Street
Hosie Naturals, LLC, 1173 Old Dixie Highway, Suite C
One Chance Entertainment Global, 840 Old Dixie Highway, #11 & #12
Prosperity Financial Group, 1233 Old Dixie Highway, #11
Sanctuary Musicians Club, 732 Park Avenue
Super Flag Taxi Company, 1250 Old Dixie Highway
Valleycrest Landscape Maintenance, 800 13th Street
Vintage Worship Gathering, 700 Park Avenue

MANUFACTURING AND STORAGE WAREHOUSES

Agapao Plumbing Inc., 1194 Old Dixie Highway, #20
All Around Recyclers, 850 13th Street, #13
Coastal Kitchen & Trim LLC, 1210 Gateway Road, #8
Window Doctor Screens of the Palm Beaches (New to CRA, not Town),
1133 Old Dixie Highway, #8

FINANCIALS

Balance Sheet*

As of September 30, 2013

Statement of Revenues, Expenditures

and changes in Fund Balance*

For the Year Ending September 30, 2013

Assets

Cash & Equivalents	\$ 156,412
Accounts Receivable	\$ 7,665
Notes Receivable	<u>\$ 108,643</u>
Total Assets	<u>\$ 272,720</u>

Liabilities

Accounts Payable	\$ 7,230
Accrued Payroll	\$ -
Due to other funds	<u>\$ 504,310</u>
Total Liabilities	\$ 511,540

Fund Balance

Restricted	\$ -
Unrestricted	<u>\$ (238,820)</u>
Total Fund Balance	<u>\$ (238,820)</u>

Total Liabilities & Fund Balance	<u>\$ 272,720</u>
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Revenue

Taxes	\$ 137,196
Intergovernmental	\$ 245,018
Investment Earnings	\$ 2,617
Other	<u>\$ 1</u>
Total Revenue	<u>\$ 384,832</u>

Expenses

Personnel Services	\$ -
Operating Expenses	\$ 131,056
Grants	\$ -
Debt Service	<u>\$ 260,678</u>
Total Expenses	\$ 391,734

Net change in Fund Balance	\$ (6,902)
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Fund Balance, beginning	<u>\$ (231,918)</u>
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Fund Balance, ending	<u>\$ (238,820)</u>
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* Unaudited

MEMBERS OF THE BOARD OF DIRECTORS

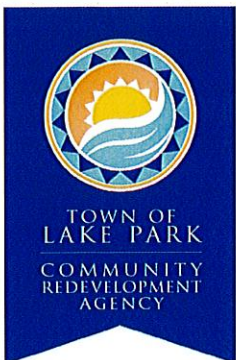
James DuBois, Chair
Kimberly Glas-Castro, Vice-Chair

Board Members

Erin T. Flaherty * Christiane Francois * Michael O'Rourke * Kathleen Rapoza
One Vacancy

STAFF OF THE CRA

Dale S. Sugerman, Ph.D., Executive Director
Thomas J. Baird, Esq., Agency Attorney
Vivian Mendez, CMC, Agency Clerk



TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

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

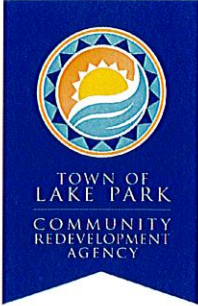


Exhibit "B"

CRA
Agenda Request Form

Meeting Date: March 19, 2014

Agenda Item No. Tab 3

Agenda Title: Cancelling the April 2, 2014 Regular Quarterly Board Meeting

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

Approved by Executive Director: [Signature] Date: 2/21/14

Dale S. Sugerman, Ph.D./Executive Director
Name/Title

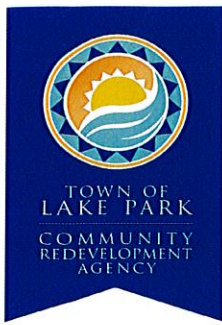
Table with 3 columns: Originating Department (Executive Director), Costs (0.00), Attachments (None)

Summary Explanation/Background:

The CRA Board will be conducting a Special Call Board meeting on March 19th in order to review and accept the 2012-2013 Annual Report, which must be filed with the State of Florida no later than March 31, 2014. Being that the CRA Board will be meeting on March 19th to conduct any pending/outstanding business of the CRA Board, there is no need to hold the regularly scheduled quarterly meeting just 14 days later. Therefore, if the Board thinks it best to cancel the regularly scheduled quarterly Board meeting of April 2, 2014, it will need to do so with a motion, a second, discussion, and a vote.

Recommended Motion:

I move to cancel the regularly scheduled quarterly Board meeting of April 2, 2014.



AGENDA

Special Call

Community Redevelopment Agency Meeting
Wednesday, March 19, 2014, 6:30 pm
Lake Park, Town Hall
535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant		
.....		
Dale S. Sugerman, Ph.D.	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER/ ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. SPECIAL PRESENTATION/REPORT
 - 1. Presentation, Acceptance, and Transmittal of the 2012 - 2013 CRA Annual Report Tab 1
- D. PUBLIC COMMENT

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.
- E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.
 - 2. Approval of Special Call CRA Board Meeting Minutes of October 2, 2013 Tab 2

- F. **NEW BUSINESS:**
3. **Canceling the April 2, 2014 Quarterly Board Meeting**

Tab 3

G. **EXECUTIVE DIRECTOR REPORT:**

H. **BOARD MEMBER COMMENTS**

I. **ADJOURNMENT**

The next scheduled CRA Board Meeting will be conducted on July 2, 2014