



# AGENDA

**Community Redevelopment Agency Meeting**  
**Wednesday, March 1, 2017, 6:30 p.m.**  
**Lake Park, Town Hall**  
**535 Park Avenue**

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Rhonda “Jo” Brockman</b>	—	<b>Board Member</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Anne Lynch</b>	—	<b>Board Member</b>
<b>Michael O’Rourke</b>	—	<b>Board Member</b>
<b>John O. D’Agostino</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Agency Clerk</b>

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

- A. **CALL TO ORDER/ ROLL CALL**
- B. **PLEDGE OF ALLEGIANCE**
- C. **SPECIAL PRESENTATION/REPORT**  
None

D. **PUBLIC COMMENT**  
 This time is provided for addressing items that **do not** appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.

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

1. CRA Board Meeting Minutes of December 7, 2016 Tab 1

2. Special Call CRA Board Meeting minutes of January 18, 2017 Tab 2

F. **NEW BUSINESS:**

3. CRA Board Review and Acceptance of the Annual Report Tab 3

4. CRA Market Analysis Tab 4

5. Resolution No. 13-03-17 Budget Adjustment Tab 5

G. **EXECUTIVE DIRECTOR REPORT:**

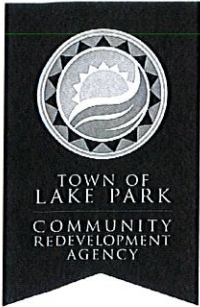
H. **BOARD MEMBER COMMENTS**

I. **ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on June 7, 2017**

# **Consent Agenda**

# TAB 1



CRA  
Agenda Request Form

Meeting Date: March 1, 2017      Agenda Item No. *Tab 1*

Agenda Title:      CRA Board Meeting Minutes of December 7, 2016

- |                          |                              |                                     |                          |
|--------------------------|------------------------------|-------------------------------------|--------------------------|
| <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  |

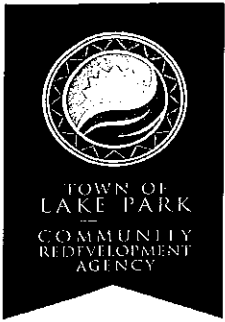
Approved by Executive Director: *J. R. City*      Date: 2-6-17

*Vinny*      2/3/17  
Name/Title

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

Summary Explanation/Background:

Recommended Motion: To approve CRA Board Meeting Minutes of December 7, 2016



# AGENDA

Community Redevelopment Agency Meeting  
 Wednesday, December 7, 2016, 6:30 p.m.  
 Lake Park, Town Hall  
 535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Rhonda “Jo” Brockman</b>	—	<b>Board Member</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Anne Lynch</b>	—	<b>Board Member</b>
<b>Michael O’Rourke</b>	—	<b>Board Member</b>
.....		
<b>John O. D’Agostino</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Agency Clerk</b>

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

**A. CALL TO ORDER/ ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATION/REPORT**

None

**D. PUBLIC COMMENT**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

**E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete**

a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

1. Special Call CRA Budget Meeting minutes of August 10, 2016 Tab 1

2. Professional Services Contract to Town Engineering Firm, Calvin, Giordano & Associates, Inc. for the Survey of Park Avenue Sidewalks Tab 2

F. NEW BUSINESS:

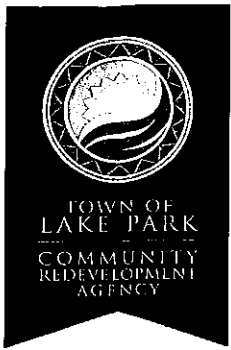
3. Resolution No. 57-12-16 License Addendum for use of 800 Park Avenue by the Artists of Palm Beach County and Permission to use the Kiln in the newly established Kiln Room. Tab 3

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on March 1, 2017



**Minutes  
Town of Lake Park, Florida  
Community Redevelopment Agency  
Board Meeting  
Wednesday, December 7, 2016, 6:30 p.m.  
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met for a regular meeting on Wednesday, December 7, 2016 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Rhonda “Jo” Brockman, Erin Flaherty, Anne Lynch, and Michael O’Rourke, Executive Director John O. D’Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez. Board Member Christiane Francois was absent.

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

**Special Presentation/Report:**

None

**Public Comment:**

None

**Consent Agenda:**

- 1. Special Call CRA Budget Meeting minutes of August 10, 2016**
- 2. Professional Services Contract to Town Engineering Firm, Calvin, Giordano & Associates, Inc. for the Survey of Park Avenue Sidewalks**

**Motion: Board Member Flaherty moved to approve the consent agenda; Board Member Lynch seconded the motion.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O’Rourke	X		
Board Member Anne Lynch	X		
Board Member Rhonda “Jo” Brockman	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.



**NEW BUSINESS:**

**3. Resolution No. 57-12-16 License Addendum for use of 800 Park Avenue by the Artists of Palm Beach County and Permission to use the Kiln in the newly established Kiln Room.**

**Public Comment:**

**Kelley Allen – 800 Park Avenue**, requested Board approval to use the kiln room and have a 6 inch vent installed on the back wall. The kiln room would be used as a glass bead making studio. A letter was provided to the Board regarding the request. (see Exhibit “A”).

Board Member Brockman asked who insure the building. She asked if it would be insured separately for the room. She asked if it would increase the insurance amount the CRA pays. Executive Director D’Agostino explained that the CRA does own the building, but the Lease Agreement with the Artist of Palm Beach County states that they provide liability insurance on the building itself. He further explained that the Town carries the Property and Casualty liability insurance and seek the Artist of Palm Beach County reimbursement for Property and Casualty insurance. Board Member Brockman asked if there was proper ventilation in the room. Executive Director D’Agostino explained that the Palm Beach County Fire Department inspected the room and determined that there was not enough ventilation, which was the reason the request for additional ventilation was before the Board.

Board Member Flaherty asked for clarification if the glass kiln was the same kiln that was currently in the building. Executive Director D’Agostino stated that it was not the same kiln as the kiln that was currently in the room. The glass kiln was not owned by the Town and would be provided by the Artist.

Board Member O’Rourke asked what was being done with the CRA owned kiln in the room. Ms. Allen explained that the kiln owned by the CRA would remain in the room.

Board Member Brockman asked how often the glass kiln would be used. Ms. Allen stated that she would personally use the glass kiln several days a week, but was unclear if there was any interest from other artist to use the room.

**Motion: Board Member O’Rourke moved to approve Resolution No. 57-12-16 and allow Kelley Allen the use of her personal bead kiln in the Kiln Room at 800 Park Avenue; Board Member Lynch seconded the motion.**

**Vote on Motion:**

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O’Rourke	X		
Board Member Anne Lynch	X		
Board Member Rhonda “Jo” Brockman	X		

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

Motion passed 6-0.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director D’Agostino gave an update on 801 Park Avenue. He stated that there were issues with the planting material that the Town has used around the back of the building in that it was causing concerns to Seacoast Utilities. He stated that the concern was that the trees would penetrate the water main line. He stated that the owner of 801 Park Avenue wants the Town to remove the trees and use a different type of planting. He stated that the only way to know if the trees roots are causing an issue was to excavate the area. Community Development Director Nadia DiTommaso explained that according to the landscape plan, certain trees are required. Those particular trees have not been installed yet because Seacoast Utilities expressed concern with those trees. She explained that there may be a need to change the landscape plan, which, if significant, would need to come back before the Commission at some point. Executive Director D’Agostino stressed that staff has worked tirelessly to get this project completed so that the property owner could obtain their Certificate of Occupancy, which in turn would allow the Town to collect taxes on the property. He further stated that the other issue with this property was that the property owner has the potential to have foreign exchange students that are in the resort type industry occupy the property.

Vice-Chair Glas-Castro asked if the property owner would receive their Certificate of Occupancy this year or would the Town miss out on another year of taxes from this property. Executive Director D’Agostino explained that it would be tight, but staff was hopeful of completion this year. He explained that Palm Beach County Property Appraiser does not allow for a partially completed building to be placed on the tax roll. Vice-Chair Glas-Castro explained that Palm Beach County would if the building were occupiable. Chair DuBois suggested having a staff member from the Palm Beach County Property Appraisers Office visit the site and advise the Town if the building is occupiable.

He explained that staff has been reaching out to business owners along 700, 800, and 900 blocks of Park Avenue providing them with a plan and schedule for road reconstruction. He stated that the 700 block of Park Avenue would be completely reconstructed. He stated that the 800 and 900 block of Park Avenue would be completely overlaid and drainage with an estimated completion of between 2-3 months. He stated that a meeting was scheduled with the business owners along those blocks and only two (2) business owners attended. He explained that another meeting would be scheduled along Park Avenue at a different time in anticipation of a better turnout. He explained that the entire street would not be closed during construction as originally planned. Instead one side would be closed at a time with passage during the entire construction process.

**BOARD MEMBERS COMMENTS:**

**Board Member Francois** was absent.

**Board Member Brockman** had no comments.

**Board Member Lynch** had no comments.

**Board Member Flaherty** had no comments.

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

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

**Chair DuBois** had no comments.

**ADJOURNMENT**

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member O'Rourke and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 7:00 p.m.

---

Chair, James DuBois

---

Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2017

Exhibit "A"

December 2, 2016

Dear members of the Community Redevelopment Association (CRA) of the Town of Lake Park,

On behalf of the Artists of Palm Beach County (APBC), I am formally requesting permission to install a 6 inch vent on the back (south) wall of the kiln room of the Art on Park gallery building located at 800 Park Avenue, Lake Park. This vent is needed to create a properly equipped glass bead making studio. The existing vent in the room is a 4 inch vent that is dedicated (permanently attached) to the kiln and can not be adapted for this purpose.

The APBC board of directors has approved preliminary plans for a studio at the site if all safety and regulatory conditions are met and if approved by the Town of Lake Park CRA. I have met and received approval from Fire Plans Examiner Donna Damico of the PBC Board of County Commissioners Fire Rescue and have obtained a quote from CMI for the permit application and work amounting to \$887.00, which the APBC has approved to pay if other funding can not be obtained.

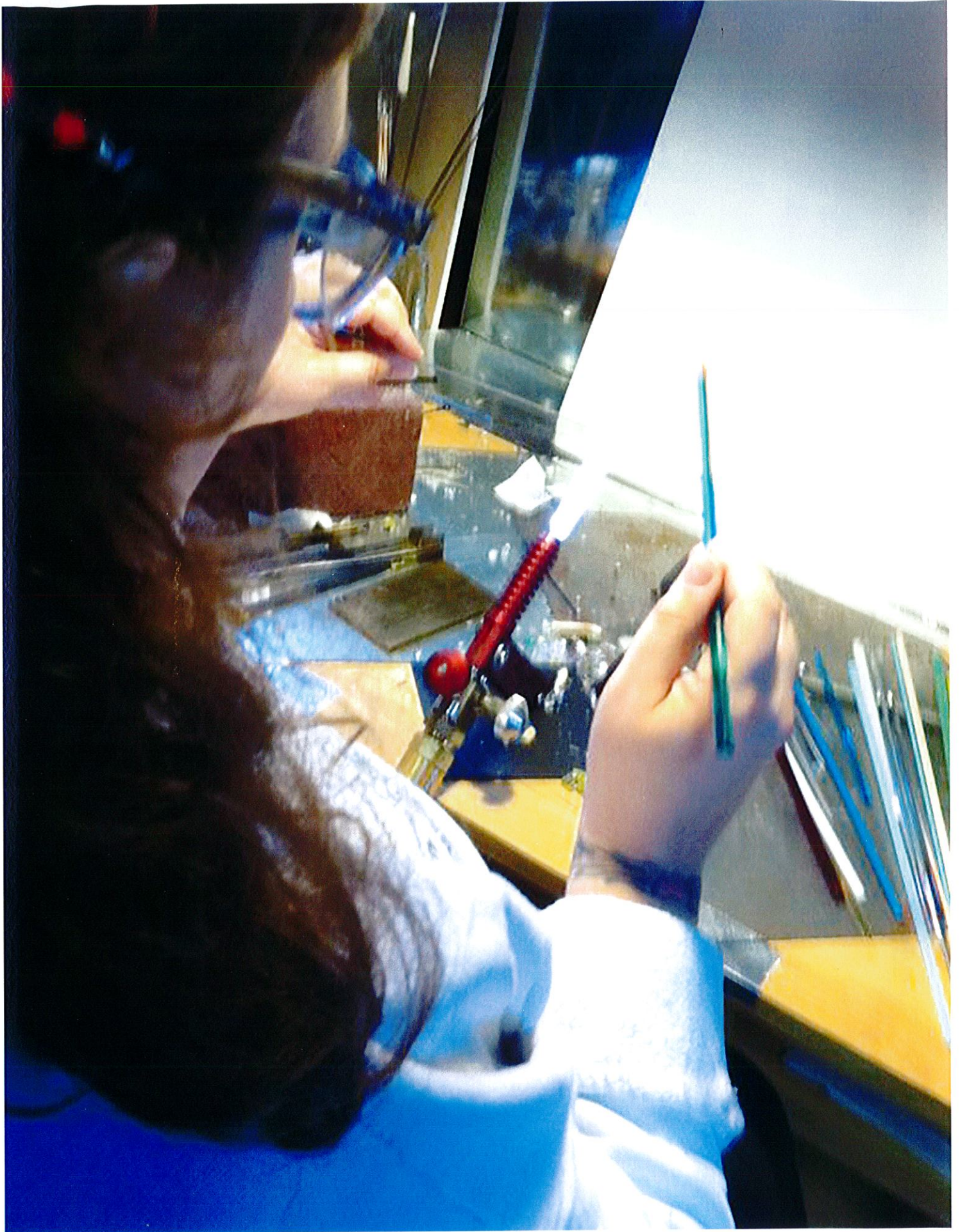
This modification to the building will allow me and any future glass workers to use the kiln room for our art. Should this request be approved, The Town of Lake Park will have a unique facility to demonstrate and teach glass bead making, hopefully attracting more people to the Art on Park gallery and to our area.

Thank you for your consideration,



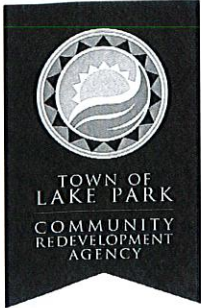
Kelley Allen  
APBC





# TAB 2





CRA  
Agenda Request Form

Meeting Date: March 1, 2017

Agenda Item No. Tab 2

Agenda Title: Special Call CRA Board Meeting Minutes of January 18, 2017

- |                          |                              |                                     |                          |
|--------------------------|------------------------------|-------------------------------------|--------------------------|
| <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  |

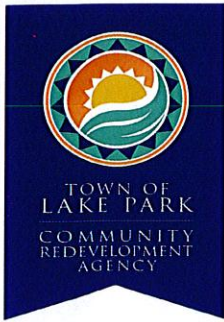
Approved by Executive Director: *[Signature]* Date: 2-6-17

*Vivian Mendez, Agency Clerk*  
Name/Title

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

Summary Explanation/Background:

Recommended Motion: I move to approve the Special Call CRA Board Meeting Minutes of January 18, 2017.



# AGENDA

**Special Call Community Redevelopment Agency Meeting**  
**Wednesday, January 18, 2017, 6:30 p.m.**  
**Lake Park, Town Hall**  
**535 Park Avenue**

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Rhonda “Jo” Brockman</b>	—	<b>Board Member</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Anne Lynch</b>	—	<b>Board Member</b>
<b>Michael O’Rourke</b>	—	<b>Board Member</b>

---

John O. D’Agostino	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

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

**A. CALL TO ORDER/ ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATION/REPORT**

None

**D. PUBLIC COMMENT**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

**E. NEW BUSINESS:**

1. Addendum to the License Agreement between the Town of Lake Park and the Artists of Palm Beach County to include Insurance Liability Language.

Tab 1

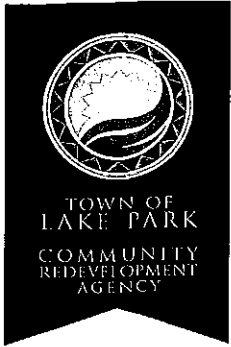
**F. EXECUTIVE DIRECTOR REPORT:**



**G. BOARD MEMBER COMMENTS**

**H. ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on March 1, 2017**



**Minutes**  
**Town of Lake Park, Florida**  
**Special Call**  
**Community Redevelopment Agency**  
**Board Meeting**  
**Wednesday, January 18, 2017, 6:30 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met for a special call meeting on Wednesday, January 18, 2017 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Rhonda “Jo” Brockman, Christine Francois, Erin Flaherty, Anne Lynch, and Michael O’Rourke, Executive Director John D’Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez.

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

**Special Presentation/Report:** None

**Public Comment:** None

**Consent Agenda:** None

**NEW BUSINESS:**

**1. Addendum to the License Agreement between the Town of Lake Park and the Artists of Palm Beach County to include Insurance Liability Language.**

Executive Director D’Agostino explained the item (see Exhibit “A”). Board Member O’Rourke asked if the Artist of Palm Beach County had been made aware of the change. Executive Director D’Agostino stated that they were made aware. Board Member O’Rourke expressed concern with allowing this group use of the Gallery for a nominal fee of \$12.00 per year. He asked if any other alternatives to renting the Gallery have been sought that could pay more than \$12.00. Executive Director D’Agostino explained that the CRA or the Town would need to go through a “Request for Proposal” process to rent the Gallery to another entity. He stated that the opportunity would be explored at the end of the lease with the Artist of Palm Beach County.

**Motion: Board Member Lynch moved to approve Resolution 02-01-17 License Addendum for the Artist of Palm Beach County for use of 800 Park Avenue effective December 1, 2016 through November 30, 2017; Board Member Francois seconded the motion.**

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 Anne Lynch	X		
Board Member Rhonda "Jo" Brockman	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 7-0.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director D'Agostino had no report.

**BOARD MEMBERS COMMENTS:**

**Board Member Francois** had no comments.

**Board Member Brockman** had no comments.

**Board Member Lynch** had no comments.

**Board Member Flaherty** had no comments.

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

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

**Chair DuBois** had no comments.

**ADJOURNMENT**

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Flaherty and seconded by Board Member O'Rourke, and by unanimous vote, the meeting adjourned at 6:38 p.m.

---

Chair, James DuBois

---

Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2017

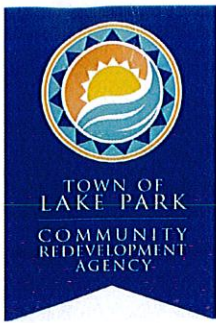


Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 18, 2017

Agenda Item No. Tab 1

**Agenda Title: Addendum to the License Agreement between the Town of Lake Park and the Artists of Palm Beach County to include Insurance Liability Language.**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS
- OTHER: \_\_\_\_\_

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *John O. D'Agostino* Date: 1/13/17

John O. D'Agostino, Town Manager

Name/Title

<p><b>Originating Department:</b>  Town Manager</p>	<p>Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Resolution License Amendment Artists of Palm Beach County</li> </ul>
<p><b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>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.</p>	<p>Yes I have notified everyone or Not applicable in this case _____ <i>god</i> <b>Please initial one.</b></p>

**Summary Explanation/Background:** Recently the Board of Directors of the CRA approved a license amendment for the Artists of Palm Beach County to continue to use 800 Park Avenue for Artists and to use a bead kiln in a properly outfitted side room at 800

Park Avenue. The building is owned by the CRA and currently occupied by the Artists of Palm Beach from December 1, 2016 to November 30, 2017.

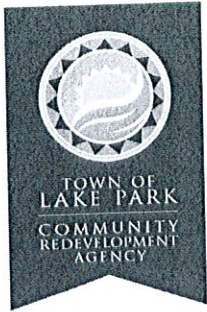
The purpose of this amendment is to insert language into the Contract provided by Gehring Group indemnifying the CRA and the Town of Lake Park from further liability exposure.

The following dates are offered for your consideration:

**Recommended Motion:** Move to approve Resolution No. 02-01-17 License Addendum for the Artists of Palm Beach County for use of 800 Park Avenue effective December 1, 2016 through November 30, 2017.

# **New Business**

# TAB 3



CRA  
Agenda Request Form

Meeting Date: March 1, 2017

Agenda Item No. *Tab 3*

**Agenda Title:** CRA Board Review and Acceptance of the Annual Report

- SPECIAL PRESENTATION/REPORT
- OLD BUSINESS
- DISCUSSION FOR FUTURE ACTION
- CONSENT AGENDA
- NEW BUSINESS: FY 17 Funding Initiatives
- OTHER

Approved by Executive Director: *J. D'Agostino* Date: *2-22-17*

John O. D'Agostino, Executive Director

Name/Title

<b>Originating Department:</b>	Costs: \$	<b>Attachments:</b> • CRA Annual Report 2015-2016
	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	

**Summary Explanation/Background:** Each Year, the CRA Board of Directors must present an annual report for the prior fiscal year to the governing board that created the CRA Board. Attached is the annual report for Fiscal Year 2015-2016.

**Recommended Motion:** Motion to accept the Annual CRA Report for Fiscal Year 2015-2016 and Instruct the Executive Director to forward the same to the Town Commission.



# ANNUAL REPORT FISCAL YEAR 2015/16



TOWN OF  
LAKE PARK

---

COMMUNITY  
REDEVELOPMENT  
AGENCY



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

**ANNUAL REPORT FOR FISCAL YEAR 2015/2016**

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



In January of 2010, the CRA adopted a revised Community Redevelopment Agency Plan in an effort to update the vision for the “downtown” and commercial/industrial areas of the Town.

The following are the some of the priorities that the Executive Director has been pursuing this fiscal year. They include:

- Promote the sale of the 940 Park Avenue (Sorota Property) and combining that property with other parcels to create an anchor development project at the intersection of Park Avenue and Tenth Street.
- Promote and support the redevelopment of other parcels along Park Avenue.
- Identification of key parcels within the CRA along Park Avenue for redevelopment. Such parcels include: The Old Park Avenue Barbeque Building, 918 Park Avenue and 940 Park Avenue as referenced above.
- Promotion of the Arts and art related initiatives such as the Back Alley Arts Festival (Mural Display).
- Passage of the Mural Ordinance and the Commission’s Support of the First Mural Application by A.J. Brockman.

- Strengthening the connections between Northlake Boulevard, primarily along Tenth Street and Old Dixie Highway.
- Linking the Land Use Development Regulations for the Mixed Use District along US Route One with businesses in the CRA.
- Creation of a linear Park from US Route One and Seventh Street connecting development along US Route One Mixed Use Development District with the CRA.
- The redevelopment of a number of small retail shops to specialty retail shops along Park Avenue throughout the 700-900 blocks of the CRA.
- The continuation of our efforts to build and diversify the Town's tax base within the CRA.

## ACTIVITIES

During the 2015-2016 fiscal year, a number of initiatives were discussed and undertaken by the CRA. An outline of such activities is as follows:

December 2, 2015:

A meeting of the CRA Board was held at which the following actions were taken:

- Reviewed Primary Revenue Sources to the Redevelopment Agency
- Approval of Minutes for the Special Call CRA Board Meeting of August 19, 2015
- Discussed incentives for attracting businesses into the CRA

March 2, 2016:

- A meeting of the CRA Board was held at which the Annual Report of the CRA for FY 2014/2015 was accepted by the Board, and the minutes of the December 2, 2015 CRA Board meeting were approved.
- A mandatory Pre-Bid Conference was held for bidders interested in submitting a comprehensive Market Analysis for the CRA. After a review of the scope of services for the Market Analysis, staff recommended that the CRA not proceed with the initial scope and to refine the scope to accurately reflect the deliverables desired.

June 1, 2016:

At a regular CRA Board meeting held on this date, various rail initiatives were discussed with Kim Delaney, Ph.D., Director of Strategic Development and Policy for the Treasure Coast Regional Planning Council which consisted of Brightline, formerly All Aboard Florida, FEC Coastal Link and Quiet Zone topics. Dr. Delaney discussed in her presentation that the responsibility for the crossing at Silver Beach Road would be shared between the Town of Lake Park and the City of Riviera Beach. The train conductor would be responsible for blowing the train whistle at certain locations along the rail right-of-way. The Palm Beach County and the State of Florida have updated and executed maintenance agreement with all Aboard Florida that presume the additional costs associated with the project. Dr. Delaney explained that improvements to the rail corridor would establish complete sidewalks across grade crossing and pedestrian gates as well as to ensure the highest degree of safety, and explained that the fencing plan has not been presented but it would most likely accompany the project. Dr. Delaney continued the presentation by explaining the FEC Tri-Rail Coastal Link Project extension providing service from Miami-Dade County to Pam

Beach County. She explained that the FEC Coastal Link and Complete Streets Project addressed land-use patterns and implementations for state-wide consideration. Projected plans to be implemented in neighboring municipalities that include bike lanes, on street parking and land configuration.

The following additional actions took place at this June 1, 2016 CRA Board meeting, as follows:

- Approval of CRA Board Meeting Minutes of March 2, 2016,
- Setting the date for a Special Call Meeting for FY 2016-2017 Budget for Wednesday August 10, 2016 at 6:30 pm. (annual budget initiatives included: Park Avenue Beautification, Infrastructure Development [additional parking is needed to accommodate activates at the Brewhouse Gallery and Kelsey Theatre. Housing, Façade Improvement Grants, Marketing and Community Activities]).

#### August 10, 2016:

A Special Call CRA Board meeting was held at which the following actions took place:

- Fiscal Year 2016/2017 budget was discussed and Resolution No 27-08-16 was approved to adopt the CRA Budget for FY 2016-2017
- Approval of Special Call CRA Board Meeting Minutes of June 1, 2016; and
- Authorizing and directing the Executive Director to Accept Property and Casualty Insurance Coverage through Preferred Governmental Insurance Trust for CRA for Fiscal Year 2016/2017

The CRA Board will continue to hold Quarterly meetings and allowing for Special Call meetings from time to time when warranted through extenuating circumstances.

The CRA Executive Director continues to work with the owners of One Park Place to encourage completion of the building. The owners have improved the outside of the property by painting and addressing exterior and interior Code violations under a New Master Building Permit. Ninety percent of the property improvements are completed. During this past fiscal year period, the Master Building Permit was issued on June 10, 2016; however, it expired on January 14, 2017. The Town will take the property owners to the Special Magistrate Hearing on March 2, 2017 to address the expired Master Building Permit.

Property completion is crucial to activity along the Park Avenue Business Corridor. The Board and Staff remain vigilant in getting an occupancy permit completed on the building. The Property is for sale by Reichel Real Estate for \$6.9 million. Various minor issues remain unresolved by the property owner such as; landscaping, the water is not turned on and appliances have not been installed.

#### **NEW BUSINESSES**

During the 2015-2016 fiscal year, a number of new businesses were opened (and several name changes/changes of ownership/location changes occurred) within the CRA. These were as follows:



**CRA Businesses October 2015 through September 2016** *(verification if they are still in operation has not been conducted)*

Palm Beach Upholstery Inc 1309 S Killian Drive	Cory Pimm 1309 S Killian Dr Lake Park, FL 33403 561-478-9408	Upholstery & Window Treatments	New Business
<i>Florida Homes &amp; Condominiums</i> 1001 W. Jasmine Drive	Gilbert Trower 238 Bravado Lane Palm Beach Shores, FL 33404 <a href="mailto:giltrower@mac.com">giltrower@mac.com</a> 561-373-4313	Real Estate Office/Sales	New Business
<i>HP/HR Renal Investments, Inc.</i> 116 Miller Way #7	Hans Pierson/Renuka Pierson 17736 123 <sup>rd</sup> Terrace North Jupiter, FL 33478 954-658-5249	Manufacturing/Retail of Firearms	New Business
<i>The Kelsey Theatre</i> 700 Park Avenue	Rhonda Jo Brockman/700 Park Avenue Holdings, LLC 700 Park Avenue Lake Park, FL 33403 <a href="mailto:info@brewhousegallery.com">info@brewhousegallery.com</a> 561-328-7481	Theatre	Ownership Transfer
Economical Auto Car LLC 902 Old Dixie Hwy. #1	Junior Dzierwa 902 Old Dixie Hwy. #1 Lake Park, FL 33403	Auto Repair	New Business
DHD Tax Service LLC 917 Park Avenue	Dieufort Datis 917 Park Avenue Lake Park, FL 33403	Tax Services	New Business
Best Solution Multi-Service 501 10 <sup>th</sup> Street #513	Julner Viljean 5135 Glencove Lane West Palm Beach, FL 33415	Tax preparer and other filing service	New Business
Palm Beach Spa Medics LLC 836 Park Avenue	Alice Dudley 836 Park Avenue Lake Park, FL 33403	Cosmetology Salon	New Business
Dalian Xindali Import & Export USA 840 13 <sup>th</sup> Street #42	Jian Dong 2391 Old Dixie Hwy. Riviera Beach, FL 33404	Import/Export Car Parts	New Business

Lugnut Customs Inc. 801 15 <sup>th</sup> Street, #3	Lewis Isenberg 340 Martin Avenue Greenacres, FL 33463	Auto Repair	Location transfer
NL Auto Services Inc DBA AAMCO Transmission 1320 10 <sup>th</sup> Street	Lee Konsker 366 Mohawk Lane Boca Raton, FL 33487 561-848-6994 Cell 561-451-5882	Auto Repair	Ownership Transfer
AMC Custom Builders 1568 Watertower Road	Christopher C. Harris 1568 Watertower Road Lake Park, FL 33403	Business Office	New Business
Ro Jays Musician Services 700 Old Dixie Highway, STE 206	Roger Worthy 700 Old Dixie Highway, Ste. 206 Lake Park, FL 33403	Music Instruction Studio	New Business
Preventative Fire Services 1233 Old Dixie Highway, #5	Leslie Trafeler 1233 Old Dixie Highway #5 Lake Park, FL 33403	Office/Warehouse	New Business
Bonanza Entertainment LLC 700 Old Dixie Highway	Belinda Hemmings 1225 W 285 <sup>th</sup> Street Riviera Beach, FL 33404	Recording Studio	New Business
Mattress by Appointment 1125 Old Dixie Highway	Leonard Bladgett 1125 Old Dixie Highway Lake Park, FL 33403	Retail Store	New Business
Northlake Care Center 750 Bayberry Drive	Northlake Facility, Inc. 4302 Hollywood Blvd., #369  Hollywood, FL 33021	Nursing Home	Name Change
At the Hairnet 748 Park Avenue, #E	Kerri Olah-Brennan 800 Bannock Terrace Palm Beach Gardens, FL 33418	Salon	New Business
Burton Productions, LLC 791 Park Avenue, #3	Thomas Burton Jr. 791 Park Avenue, #3 Lake Park, FL 33403	Home Office	New Business
Elohim Jireh Landscape, Inc. 1210 Gateway Road, #1	Victor Stewart 1016 Indian Trace Circle, #308 Riviera Beach, FL 33407	Office Warehouse	Additional Business

Marine Plumbing Company, LLC 110 10 <sup>th</sup> Street	Robert Mullaney 110 10 <sup>th</sup> Street Lake Park, FL 33403	Office Warehouse	New Business
Palm Chic Boutique 748-D Park Avenue	Joseph Heilner 207 Woodlake Drive Jupiter, FL 33458	General Retail	New Business
Spectrum Collision & Auto Repair 1145 Water Tower Road	Khaled Grayeb 1145 Water Tower Road Lake Park, FL 33403	Auto Body and Paint	New Business
JPR Auto Repair 1230 Gateway Rd, Suite 7 & 8	Nile Ovant 1230 Gateway Rd., Suite 7 Lake Park, FL 33403	Auto Repair	New Business
Mrs. Manning's Consignment 941 Park Avenue	1250 Rosegate Blvd. Riviera Beach, FL 33404	Retail Store	New Business
Grapes Furniture D/B/A Good Things 1194 Old Dixie Hwy., Suite 102	Rosemary Jackson 1194 Old Dixie Hwy., Suite 102 Lake Park, FL 33403	Retail Store	New Business
Kelsey Vintage Goods 748-B Park Avenue	Michael Silberman 748-B Park Avenue Lake Park, FL 33403	Retail Store	New Business
Wide World of Cars 1301 10 <sup>th</sup> Street	Jerry Lee 1301 10 <sup>th</sup> Street Lake Park, FL 33403	Auto Dealer	Ownership Transfer
Empire Barbershop 910 10 <sup>th</sup> Street	Jonathan Urena 910 10 <sup>th</sup> Street Lake Park, FL 33403	Barbershop	New Business
All Ways Entertainment 732 Park Avenue	James Robertson 16345 Randolph Siding Road Jupiter, FL 33478	Professional Office	New Business
Coastal Life Realty 1194 Old Dixie Hwy., STE 10	Roy Flournoy 1194 Old Dixie Hwy., Ste 10 Lake Park, FL 33403	Professional Office	New Business
Diversified Roofing 1194 Old Dixie Hwy., Ste 17	Mathew Drozd 1194 Old Dixie Hwy., Ste 17 Lake Park, FL 33403	Business Office	Location Transfer

Lamia Neighborhood 1205 10 <sup>th</sup> Street	Sirajul Siraj 1205 10 <sup>th</sup> Street Lake Park, FL 33403	Convenient Store	New Business
Coastal Life Development 1194 Old Dixie Hwy. #10	Roy Flournoy 1194 Old Dixie Hwy., #10 Lake Park, FL 33403	Professional Office	New Business
Exclusively Hybrid 990 Old Dixie Hwy.	Alexander Valler 990 Old Dixie Hwy., #9  Lake Park, FL 33403	Auto Repair	New Business
PB Dance Academy 936 Park Avenue	Palm Beach Dance Academy Inc. 736 Park Avenue Lake Park, FL 33403	Dance Studio	Location Transfer
Silver Spoon Restaurant 934 Park Avenue	Rurel Allen 934 Park Avenue Lake Park, FL 33403	Restaurant	Location Transfer



# TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

Balance Sheet\*  
As of September 30, 2016

Statement of Revenues, Expenditures  
and changes in Fund Balance\*  
For the Year Ending September 30, 2016

<b>Assets</b>	
Cash & Equivalents	\$ 215,403
Accounts Receivable	\$ 1,687
Notes Receivable	\$ 28,679
Due from other funds	-
<b>Total Assets</b>	<u><u>\$ 245,769</u></u>
<b>Liabilities</b>	
Accounts Payable	\$ -
Accrued Payroll	-
Due to other funds	279,280
<b>Total Liabilities</b>	<u><u>\$ 279,280</u></u>
<b>Fund Balance</b>	
Restricted	\$ -
Unrestricted	(33,510)
<b>Total Fund Balance</b>	<u><u>\$ (33,510)</u></u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><u>\$ 245,770</u></u>

<b>Revenue</b>	
Taxes	\$ 210,238
Intergovernmental	391,433
Investment Earnings	767
Other	-
<b>Total Revenue</b>	<u><u>\$ 602,438</u></u>

<b>Expenses</b>	
Personnel Services	\$ 66,442
Operating Expenses	199,506
Grants	3,925
Capital Expenses	-
Debt Service	260,648
<b>Total Expenses</b>	<u><u>\$ 530,521</u></u>

**Net change in Fund Balance** \$ 71,917

Fund Balance, beginning	\$ (105,427)
<b>Fund Balance, ending</b>	<u><u>\$ (33,510)</u></u>

\* Unaudited

Note	
<b>Fund Balance improved by:</b>	<u><u>\$ 71,917</u></u>



Hometown District



Commerce District



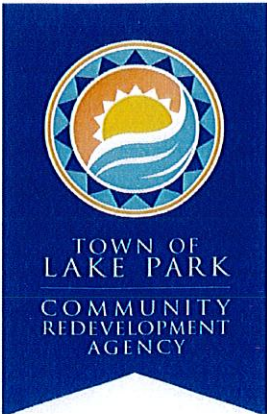
Arts District

**MEMBERS OF THE BOARD OF DIRECTORS**

James DuBois	Chair
Kimberly Glas-Castro	Vice-Chair
Rhonda “Jo” Brockman	Board Member
Erin T. Flaherty	Board Member
Christiane Francois	Board Member
Anne Lynch	Board Member
Michael O’Rourke	Board Member

**STAFF OF THE CRA**

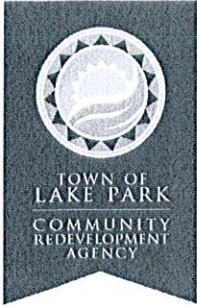
John D’Agostino	Executive Director
Thomas J. Baird, Esq.	Agency Attorney
Vivian Mendez, CMC	Agency Clerk



**TOWN OF LAKE PARK  
COMMUNITY REDEVELOPMENT AGENCY**

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

# TAB 4




**CRA  
Agenda Request Form**

**Meeting Date: March 1, 2017    Agenda Item No. TAB 4**

**Agenda Title: CRA Market Analysis**


- |   |   |
|---|---|
| <input checked="" type="checkbox"/> SPECIAL PRESENTATION/REPORT<br><input type="checkbox"/> OLD BUSINESS<br><input type="checkbox"/> DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> NEW BUSINESS: FY 17 Funding Initiatives<br><input type="checkbox"/> OTHER |
|---|---|

Approved by Executive Director:     Date: 2-27-17

John O. D'Agostino, Executive Director

---

Name/Title

<b>Originating Department:</b>	Costs: \$ 52,250 Funding Source: Acct. # 520-31000 <input checked="" type="checkbox"/> Finance <u></u>	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Treasurer Coast Regional Planning Council Proposal Transmittal Letter</li> <li>• Service Scope</li> </ul>
--------------------------------	--	--

**Summary Explanation/Background:** The Executive Director has identified a need to complete a market analysis for the CRA. The analysis will include a review of the CRA Plan, the Comprehensive Plan and current and future Land Use Development Regulations of the Town and CRA. The development of the US Route One Mixed Use District will have an impact on CRA businesses. The Market Study will require the expertise of a land development economist to analyze the demographic and economic profile of the CRA, review and analyze market trends and conditions. Review Economic Development potentials, business retention and development analysis. A target industry analysis will also be performed along with recommended incentives to address market potentials and timing. The analysis will required 20 stakeholder interviews with elected officials, business and property owners, investors and real estate professionals.

A public workshop will be held to review preliminary findings and to determine priorities of the CRA Board of Directors and the Town Commission. The workshop will include a market

depth, leakage, target market, financial/regulatory gaps the potential financial and regulatory options and to determine priorities of the Commission. Presentation of Preliminary Market Analysis and Marketing Plan. To include Market Analysis and Market Plan with findings and recommendation to staff, Commission and CRA Board. Final Market Analysis and Plan transmittal

**Recommended Motion:** Move to fund the Market Analysis and Plan as proposed by Treasure Coast Regional Planning Council and Staff.

TREASURE COAST REGIONAL PLANNING COUNCIL

INDIAN RIVER - ST. LUCIE - MARTIN - PALM BEACH

February 22, 2017

John D'Agostino  
Town Manager  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403

Subject: Market Assessment and Marketing/Branding Plan

Dear Mr. D'Agostino:

Thank you for considering the Treasure Coast Regional Planning Council (TCRPC) to assist the Town with the development of a market assessment and marketing/branding plan for the Lake Park Community Redevelopment Agency. Given our understanding of the goals and objectives of the Town, TCPRC has prepared a scope, timeline, and fee estimate for your consideration. It includes the following components:

- Due Diligence Review of Town and CRA Regulatory and Planning Documents
- Market Assessment and Economic Development Analysis
- Interviews with Stakeholders and Focus Groups
- Public Workshop to Present Findings and Obtain Public Input
- Market Assessment and Marketing/Branding Plan

The total fee for Council to provide the services as delineated in the scope is \$55,250. Council anticipates all work can be completed within a six-month timeframe.

Council looks forward to an opportunity to work with the Town on this important project. Thank you.

Sincerely,



Michael J. Busha, AICP  
Executive Director

Attachment

cc: Michael Davis, Chair  
Kim DeLaney, TCRPC

**LAKE PARK CRA  
MARKET ASSESSMENT & MARKETING/BRANDING PLAN**

TASK	EST. TIMEFRAME	FEE
<p><b>(1) DUE DILIGENCE REVIEW</b></p> <p>General review and assessment of relevant CRA documents to determine approach, regulatory framework, entitlements, densities &amp; priorities, including:</p> <ul style="list-style-type: none"> <li>• CRA Plan</li> <li>• Comprehensive Plan</li> <li>• Land Development Regulations</li> <li>• Preliminary Field Work</li> <li>• Work Session 1 with Town Staff</li> </ul>	Month 1	\$ 2,500
<p><b>(2) MARKET ASSESSMENT</b></p> <p>Working with a land development economist, prepare market assessment and economic development analysis, including:</p> <ul style="list-style-type: none"> <li>• Demographic &amp; Economic Profile</li> <li>• Real Estate Market Trends &amp; Conditions</li> <li>• Market Demand/Absorption Potentials</li> <li>• Field Work to Assess Conditions</li> </ul> <p><b>DELIVERABLE:</b></p> <p>→ Technical Memorandum 1 summarizing findings of demographic and economic profile, real estate market conditions and preliminary market demand/absorption potentials. This will be completed prior to stakeholder interviews and to inform TCRPC work session in Task 3. Remaining tasks in market assessment to be completed after interviews.</p>	Months 2-3	\$ 9,500
<p><b>(3) STAKEHOLDER INTERVIEWS &amp; FOCUS GROUPS</b></p> <p>Conduct up to 20 interviews/focus group(s) with elected officials, business and property owners, citizen/neighborhood representatives, investors and real estate professionals to further inform market findings/potentials, business retention and development opportunities and recommended economic/regulatory options. Town to provide meeting room for interviews.</p> <ul style="list-style-type: none"> <li>• Conduct site/area reconnaissance</li> <li>• Conduct up to 20 stakeholder interviews/focus group(s)</li> <li>• Work Session 2 with Town Staff to Review Preliminary Findings</li> </ul> <p><b>DELIVERABLE:</b></p> <p>→ Technical Memorandum 2 summarizing key findings from interviews &amp; field work</p>	Months 2-3	\$ 12,750

<p><b>(4) PUBLIC WORKSHOP</b></p> <p>Facilitate public workshop to review preliminary findings, target market &amp; metrics (e.g., market potentials, retail leakage, target markets, economic/regulatory gaps), potential economic/regulatory options, and determine priorities per Town Council.</p> <ul style="list-style-type: none"> <li>• Public workshop with Town Council, CRA Board, other stakeholders as identified by Town Staff</li> <li>• Town to provide advertising, workshop venue, and refreshments</li> </ul> <p>DELIVERABLES:</p> <ul style="list-style-type: none"> <li>→ Workshop presentation (power point format)</li> <li>→ Technical Memorandum 3 providing summary of workshop public input, findings, and preliminary recommendations</li> </ul>	<p>Month 4</p>	<p>\$ 16,000</p>
<p><b>(5) PRESENTATION OF DRAFT MARKET ASSESSMENT &amp; MARKETING/BRANDING PLAN</b></p> <p>Presentation of DRAFT Market Assessment &amp; Marketing/Branding Plan, with summary of findings and recommendations, to Town staff and Town Council/CRA Board</p> <ul style="list-style-type: none"> <li>• Transmittal of DRAFT Market Analysis &amp; Marketing/Branding Plan (for staff review/edit), including market assessment, retail opportunity-gap analysis, business retention and development analysis, recommended incentives to address market potentials, findings &amp; preliminary recommendations</li> <li>• Integration of staff edits</li> <li>• Presentation of DRAFT Market Assessment &amp; Marketing/Branding Plan to Town Council/CRA Board</li> </ul> <p>DELIVERABLES:</p> <ul style="list-style-type: none"> <li>→ Overview presentation (power point format)</li> <li>→ Draft Market Assessment &amp; Marketing/Branding Plan</li> </ul>	<p>Month 5</p>	<p>\$ 12,500</p>
<p><b>(6) PRESENTATION OF FINAL MARKET ASSESSMENT &amp; MARKETING/BRANDING PLAN</b></p> <p>Transmittal of FINAL Market Assessment &amp; Marketing/Branding Plan, with summary of findings and recommendations, to Town staff</p> <ul style="list-style-type: none"> <li>• Transmittal of FINAL Market Assessment &amp; Marketing/Branding Plan</li> </ul> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> <li>→ Final Market Assessment &amp; Marketing/Branding Plan</li> </ul>	<p>Month 6</p>	<p>\$ 2,000</p>
<p><b>TOTAL FEES</b></p>		<p><b>\$ 55,250</b></p>

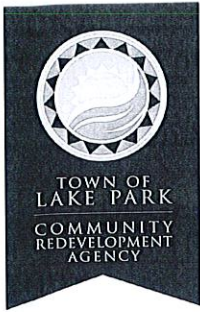


**LAKE PARK CRA  
MARKET ASSESSMENT & MARKETING/BRANDING PLAN**

TASK	EST. TIMEFRAME	FEE
<p><b>(1) DUE DILIGENCE REVIEW</b></p> <p>General review and assessment of relevant CRA documents to determine approach, regulatory framework, entitlements, densities &amp; priorities, including:</p> <ul style="list-style-type: none"> <li>• CRA Plan</li> <li>• Comprehensive Plan</li> <li>• Land Development Regulations</li> <li>• Preliminary Field Work</li> <li>• Work Session 1 with Town Staff</li> </ul>	Month 1	\$ 2,500
<p><b>(2) MARKET ASSESSMENT</b></p> <p>Working with a land development economist, prepare market assessment and economic development analysis, including:</p> <ul style="list-style-type: none"> <li>• Demographic &amp; Economic Profile</li> <li>• Real Estate Market Trends &amp; Conditions</li> <li>• Market Demand/Absorption Potentials</li> <li>• Field Work to Assess Conditions</li> </ul> <p><b>DELIVERABLE:</b></p> <p>→ Technical Memorandum 1 summarizing findings of demographic and economic profile, real estate market conditions and preliminary market demand/absorption potentials. This will be completed prior to stakeholder interviews and to inform TCRPC work session in Task 3. Remaining tasks in market assessment to be completed after interviews.</p>	Months 2-3	\$ 9,500
<p><b>(3) STAKEHOLDER INTERVIEWS &amp; FOCUS GROUPS</b></p> <p>Conduct up to 20 interviews/focus group(s) with elected officials, business and property owners, citizen/neighborhood representatives, investors and real estate professionals to further inform market findings/potentials, business retention and development opportunities and recommended economic/regulatory options. Town to provide meeting room for interviews.</p> <ul style="list-style-type: none"> <li>• Conduct site/area reconnaissance</li> <li>• Conduct up to 20 stakeholder interviews/focus group(s)</li> <li>• Work Session 2 with Town Staff to Review Preliminary Findings</li> </ul> <p><b>DELIVERABLE:</b></p> <p>→ Technical Memorandum 2 summarizing key findings from interviews &amp; field work</p>	Months 2-3	\$ 12,750

<p><b>(4) PUBLIC WORKSHOP</b></p> <p>Facilitate public workshop to review preliminary findings, target market &amp; metrics (e.g., market potentials, retail leakage, target markets, economic/regulatory gaps), potential economic/regulatory options, and determine priorities per Town Council.</p> <ul style="list-style-type: none"> <li>• Public workshop with Town Council, CRA Board, other stakeholders as identified by Town Staff</li> <li>• Town to provide advertising, workshop venue, and refreshments</li> </ul> <p>DELIVERABLES:</p> <ul style="list-style-type: none"> <li>→ Workshop presentation (power point format)</li> <li>→ Technical Memorandum 3 providing summary of workshop public input, findings, and preliminary recommendations</li> </ul>	<p>Month 4</p>	<p>\$ 16,000</p>
<p><b>(5) PRESENTATION OF DRAFT MARKET ASSESSMENT &amp; MARKETING/BRANDING PLAN</b></p> <p>Presentation of DRAFT Market Assessment &amp; Marketing/Branding Plan, with summary of findings and recommendations, to Town staff and Town Council/CRA Board</p> <ul style="list-style-type: none"> <li>• Transmittal of DRAFT Market Analysis &amp; Marketing/Branding Plan (for staff review/edit), including market assessment, retail opportunity-gap analysis, business retention and development analysis, recommended incentives to address market potentials, findings &amp; preliminary recommendations</li> <li>• Integration of staff edits</li> <li>• Presentation of DRAFT Market Assessment &amp; Marketing/Branding Plan to Town Council/CRA Board</li> </ul> <p>DELIVERABLES:</p> <ul style="list-style-type: none"> <li>→ Overview presentation (power point format)</li> <li>→ Draft Market Assessment &amp; Marketing/Branding Plan</li> </ul>	<p>Month 5</p>	<p>\$ 12,500</p>
<p><b>(6) PRESENTATION OF FINAL MARKET ASSESSMENT &amp; MARKETING/BRANDING PLAN</b></p> <p>Transmittal of FINAL Market Assessment &amp; Marketing/Branding Plan, with summary of findings and recommendations, to Town staff</p> <ul style="list-style-type: none"> <li>• Transmittal of FINAL Market Assessment &amp; Marketing/Branding Plan</li> </ul> <p>DELIVERABLE:</p> <ul style="list-style-type: none"> <li>→ Final Market Assessment &amp; Marketing/Branding Plan</li> </ul>	<p>Month 6</p>	<p>\$ 2,000</p>
<p><b>TOTAL FEES</b></p>		<p><b>\$ 55,250</b></p>

# TAB 5



CRA  
Agenda Request Form

Meeting Date: March 1, 2017      Agenda Item No. Tab 5

Agenda Title: ESTABLISH A BUDGET ADJUSTMENT IN THE AMOUNT OF \$30,250 TO FUND THE CRA AREA MARKET STUDY

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

Approved by Executive Director: [Signature] Date: 2-27-17

Blake K. Rane [Signature] Finance Director  
Name/Title

<b>Originating Department:</b>  <b>FINANCE</b>	Costs: N/A Funding Source: Acct. # <input checked="" type="checkbox"/> Finance <u>[Signature]</u>	<b>Attachments:</b>  <b>RESOLUTION <u>13-03-17</u></b> <b>Attachment A</b>
--	--	---

**Summary Explanation/Background:**

The Community Redevelopment Agency's (CRA) is a dependent special district of the Town of Lake Park. This Resolution will adjust the CRA budget to fund the market analysis that is proposed in the "CRA Market Analysis" agenda item. The changes to the budget are detailed on Attachment A.

**Recommended Motion:**

I move to approve Resolution No. 13-03-17.

**RESOLUTION NO. 13-03-17**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE COMMUNITY REDEVELOPMENT AGENCY BUDGET FOR FISCAL YEAR 2016-2017 AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 27-08-16; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.**

**WHEREAS**, the Community Redevelopment Agency (“CRA”) has previously established the budget for the CRA for the fiscal year beginning October 1, 2016 and ending September 30, 2017; and

**WHEREAS**, at the time of its adoption, the budget properly reflected expected revenues and appropriations; and

**WHEREAS**, the CRA Board deems it necessary and advisable to amend the budget for the Town of Lake Park for Fiscal Year 2016-2017, which was adopted by Resolution No. 27-08-16.

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

**Section 1.** The whereas clauses are true and correct and are supported herein.

**Section 2.** An amended budget of the CRA is hereby approved and adopted as set forth in the attached Attachment “A”.

**Section 3.** The Annual Budget establishes limitations on expenditures by fund and by department within funds, and the total appropriation of each fund may not be increased or decreased without specific authorization by a duly enacted resolution effecting such amendment or transfer. However, specific activity and department amounts may be exceeded upon authorization of the Executive Director so long as excesses exist in other activities within said fund budget. Notwithstanding the forgoing, the CRA Board shall approve by resolution the transfer of all appropriations in excess of \$10,000 and all transfers from the CRA’s Fund Balance Account.

**Section 4.** If any section, subsection, sentence, clause, phase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Section 5.** This resolution shall take effect immediately upon adoption.



CRA Budget Adjustment Itemization

March 1, 2017

ATTACHMENT "A"

General Fund

	Account Number	Proposed Change	Totals
Total Community Development Agency Expenses			\$ 750,229
Professional Services	110-55-552-520-31000	\$ 30,250	
Grants	110-55-552-520-82111	\$ (20,000)	
Fund Balance Surplus	110-55-552-520-99901	\$ (10,250)	
Total of Expense Changes		\$ -	-
Proposed Budget			<u>\$ 750,229</u>