

# AGENDA

Community Redevelopment Agency Meeting  
Wednesday, October 1, 2014, 6:30 pm  
Lake Park, Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michael O'Rourke</b>	—	<b>Board Member</b>
<b>Kathleen Rapoza</b>	—	<b>Board Member</b>
<b>Vacant</b>		
.....		
<b>Dale S. Sugerman, Ph.D.</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.

**F. NEW BUSINESS:**

**2. Holiday Decoration Design for 2014**

**Tab 2**

**3. Four Month Extension of CRA Landscape Maintenance Contract with Chris Wayne & Associations, Inc.**

**Tab 3**

**G. EXECUTIVE DIRECTOR REPORT:**

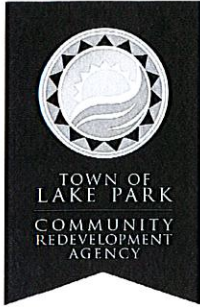
**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on January 7, 2015**

# **Consent Agenda**

# TAB 1



**CRA**  
**Agenda Request Form**

**Meeting Date: October 1, 2014**

**Agenda Item No. 1**

**Agenda Title: CRA Meeting Minutes of July 2, 2014**

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

**Approved by Executive Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

8/25/14

*Vivian Mendez, CMC – Agency Clerk*  
Name/Title

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

**Recommended Motion: To adopt the CRA Board Meeting Minutes of July 2, 2014.**



# AGENDA

Community Redevelopment Agency Meeting  
Wednesday, July 2, 2014, 6:30 pm  
Lake Park, Town Hall  
535 Park Avenue

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<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
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A. CALL TO ORDER/ ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATION/REPORT

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1. Approval of Special Call CRA Board Meeting Minutes of March 19, 2014

Tab 1

**F. NEW BUSINESS:**

**2. Resolution No. 19-07-14 Discussion of the Fiscal year 2014/2015 Budget and Approval of the Resolution to Adopt the CRA Budget for 2014/2015.**

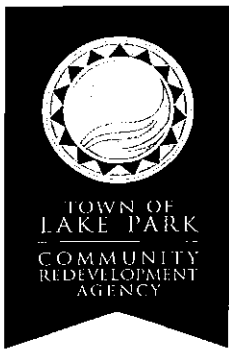
**Tab 2**

**G. EXECUTIVE DIRECTOR REPORT:**

**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on October 1, 2014**



**Minutes**  
**Town of Lake Park, Florida**  
**Special Call**  
**Community Redevelopment Agency Board Meeting**  
**Wednesday, July 2, 2014, 6:30 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, July 2, 2014 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, and Kathleen Rapoza, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Christiane Francois and Michael O'Rourke were absent.

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

**Special Presentation/Report:**

None

**Public Comment:**

None

**Consent Agenda:**

**1. Approval of Special Call CRA Board Meeting Minutes of March 19, 2014**

**Motion: A motion was made by Board Member Flaherty to approve the consent agenda; Board Member Rapoza made the second.**

Vote on Motion:

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

Motion passed 4-0.

**NEW BUSINESS:**

**2. Resolution 19-07-14 Discussion of the Fiscal Year 2014-2015 Budget and Approval of the Resolution to Adopt the CRA Budget for 2014-2015.**

Executive Director Sugerman and Finance Director Blake Rane explained the item (see attached Exhibit "A").

Vice-Chair Glas-Castro commented that this is a status quo budget.



Executive Director Sugerman agreed.

Board Member Flaherty asked for clarification regarding the webhosting.

Executive Director Sugerman explained that the CRA is charged for its website.

Chair DuBois asked for clarification regarding the professional services funds being allowed to be used for other services. He asked if the funds should be placed instead in the Town's General Fund.

Finance Director Rane explained that the CRA has a negative fund balance.

Executive Director Sugerman explained that it is not labeled as reserves because the CRA has a negative fund balance and if funds were identified in the reserves line item it would possibly suggest to the External Auditor that there are some funds available to pay off the negative fund balance.

**Motion: Vice-Chair Glas-Castro moved to approve Resolution 19-07-14; Board Member Flaherty 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			Absent
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 4-0.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director Sugerman provided the board with his Quarterly verbal report (see Exhibit "B").

**BOARD MEMBERS COMMENTS:**

**Board Member Rapoza** had no comments.

**Board Member Flaherty** thanked Finance Director Rane and Town Manager Sugerman for their work on creating the budget.

**Board Member Francois** was absent.

**Board Member O'Rourke** was absent.

**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 Rapoza, 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 \_\_\_\_\_, 2014

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **COMMUNITY REDEVELOPMENT AGENCY**

**FISCAL YEAR**

**October 1, 2014 through September 30, 2015**

*Exhibit "A"*

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
FUND BUDGET SUMMARY  
FISCAL YEAR 2014-15**

**Schedule 1**

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Agency Proposed 2014-15	Executive Director Proposed 2014-15	Adopted Budget 2014-15
Revenue	425,584	384,831	450,084	447,012	520,293	520,293	-
Personal Services	198,120	-	22,225	21,158	60,039	60,039	-
Operating Expenses	363,701	132,946	167,018	163,466	199,607	199,607	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	212,023	210,270	260,841	260,841	260,647	260,647	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	773,844	343,216	450,084	445,464	520,293	520,293	-
Surplus (Deficit)	(348,260)	41,615	-	1,548	-	-	-

2014/15 Increment	\$ 40,126,099
Town Millage	8.8055 \$ 335,664
Palm Beach County Millage	4.7815 \$ 181,929
<b>TOTAL</b>	<b>\$ 517,593</b>

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

**FISCAL YEAR 2014-15**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	EXECUTIVE DIRECTOR PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
<b>REVENUES</b>									
110-311.115	Ad Valorem Taxes - County	144,549	137,196	156,133	156,135	156,135	181,929	181,929	
110-347.013	Seafood Festival	3,654							
110-347.018	Tree Lighting	150							
110-361.100	Interest Earnings	616	142	200	74	111	200	200	
110-361.120	Interest Income - Bus. Dev. Loans	2,118	2,475	2,500	1,357	2,036	2,500	2,500	
110-361.130	Sales Tax Commissions	8							
110-366.300	Event Sponsorship	3,000							
110-366.315	Event Sponsorship-Seafood Fest	7,340							
110-369.100	Miscellaneous Revenue				781	1,172			
110-369.300	Refund Prior Year Expense	100			16	24			
110-381.001	Transfer from General Fund	264,049	245,018	291,251	287,535	287,535	335,664	335,664	
110-389.900	Fund Balance Surplus								
	<b>TOTAL REVENUE</b>	<b>425,584</b>	<b>384,831</b>	<b>450,084</b>	<b>445,898</b>	<b>447,012</b>	<b>520,293</b>	<b>520,293</b>	<b>-</b>
<b>EXPENDITURES</b>									
110-55-552-520-11000	Executive Salaries	89,649							
110-55-552-520-12000	Regular Salaries	19,214							
110-55-552-520-13000	Other & Part Time Salaries	54,201							
110-55-552-520-14000	Overtime Salaries	16							
110-55-552-520-15000	Special pay	720							
110-55-552-520-19900	Wages Reclassified			22,225	14,105	21,158	60,039	60,039	
110-55-552-520-21000	FICA	12,245							
110-55-552-520-22000	Retirement	5,636							

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

**FISCAL YEAR 2014-15**

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110-55-552-520-23100	Medical Insurance	12,586							
110-55-552-520-23200	Insurance - Dental	713							
110-55-552-520-23300	Insurance - Life	347							
110-55-552-520-23400	Insurance - Vision	85							
110-55-552-520-23500	Disability	1,833							
110-55-552-520-24000	Worker's Compensation Insurance	875							
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>198,120</b>	<b>-</b>	<b>22,225</b>	<b>14,105</b>	<b>21,158</b>	<b>60,039</b>	<b>60,039</b>	<b>-</b>
110-55-552-520-31000	Professional Services	16,074	323				10,000	10,000	
110-55-552-520-31100	Professional Svc - Town Attorney	10,066		2,500	4,359	6,539	5,000	5,000	
110-55-552-520-34000	Contractual Services	112,206	90,201	78,855	44,349	78,855	82,000	82,000	
110-55-552-520-34010	Contract PBC Sheriff	99,232	9,361						
110-55-552-520-34901	Administrative Fee	48,034		55,000	34,117	51,176	70,000	70,000	
110-55-552-520-40000	Travel & Training	215							
110-55-552-520-41100	Telephone	1,481	168	1,523					
110-55-552-520-41200	Postage & Shipping	202	38	50			1,000	1,000	
110-55-552-520-43000	Utilities	16,126	12,840	11,500	7,818	11,727	12,000	12,000	
110-55-552-520-43250	Garbage & Trash				550	825	1,000	1,000	
110-55-552-520-44000	Rental & Leases - Office Space	9,402							
110-55-552-520-44100	Equipment Rentals	2,625	750	750	600	900	2,000	2,000	
110-55-552-520-45000	Insurance	10,651	9,769	9,829	7,305	10,958	12,000	12,000	
110-55-552-520-46000	Repair & Maintenance	7,926	5,144	6,216	1,128	1,692	3,812	3,812	
110-55-552-520-46070	Repair & Maintenance - Town Grounds	1,064							

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

**FISCAL YEAR 2014-15**

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110-55-552-520-47000	Printing	88							
110-55-552-520-48000	Promotional Activity	5,006							
110-55-552-520-48013	Promotional - Seafood Festival	10,487							
110-55-552-520-51000	Office Supplies	433							
110-55-552-520-52000	Operating Expenses	4,376							
110-55-552-520-52100	Gasoline & Diesel Fuel	460							
110-55-552-520-54200	Memberships, Dues, & Subscription	2,545	795	795	795	795	795	795	795
	<b>TOTAL OPERATING EXPENSES</b>	<b>358,699</b>	<b>129,389</b>	<b>167,018</b>	<b>101,021</b>	<b>163,466</b>	<b>199,607</b>	<b>199,607</b>	<b>-</b>
110-55-552-520-82111	Grant	-	1,921						
110-55-552-520-82112	Grant - Mos'Art Theater	3,458							
110-55-552-520-91001	Transfer to General Fund	56,166							
110-55-552-520-91010	Transfer to General Fund - ILA	169,250	169,520	169,516	113,011	169,517	169,325	169,325	
110-55-552-520-91030	Transfer - ILA 2009	26,127	4,577	54,795	36,530	54,795	54,792	54,792	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(772)	(355)						
	<b>TOTAL OTHER EXPENSES</b>	<b>254,229</b>	<b>175,663</b>	<b>224,311</b>	<b>149,541</b>	<b>224,312</b>	<b>224,117</b>	<b>224,117</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>811,048</b>	<b>305,052</b>	<b>413,554</b>	<b>264,667</b>	<b>408,935</b>	<b>483,763</b>	<b>483,763</b>	<b>-</b>

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

**FISCAL YEAR 2014-15**

**Schedule 2**

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<b>525 - Art On Park Expenses</b>									
<b>EXPENDITURES</b>									
110-55-552-525-41100	Telephone	2,060	1,535	-	-	-	-	-	-
110-55-552-525-43000	Utilities	2,038	101	-	-	-	-	-	-
110-55-552-525-43250	Garbage & Trash	547	-	-	-	-	-	-	-
110-55-552-525-49600	Bank Charges/Admin Fees	357	-	-	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>5,002</b>	<b>1,636</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
110-55-552-525-91030	Transfer to General Fund - ILA	17,418	36,528	36,530	24,353	36,530	36,530	36,530	36,530
	<b>TOTAL OTHER EXPENSES</b>	<b>17,418</b>	<b>36,528</b>	<b>36,530</b>	<b>24,353</b>	<b>36,530</b>	<b>36,530</b>	<b>36,530</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>22,420</b>	<b>38,164</b>	<b>36,530</b>	<b>24,353</b>	<b>36,530</b>	<b>36,530</b>	<b>36,530</b>	<b>-</b>
	<b>TOTAL CRA EXPENDITURES</b>	<b>833,468</b>	<b>343,216</b>	<b>450,084</b>	<b>289,020</b>	<b>445,464</b>	<b>520,293</b>	<b>520,293</b>	<b>-</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>(407,884)</b>	<b>41,615</b>	<b>-</b>	<b>156,878</b>	<b>1,548</b>	<b>-</b>	<b>-</b>	<b>-</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2014-15**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-19900	Wages Reclassified	15% of Dale Sugerman, 15% of Blake Rane, 25% of Janet Perry, 20% of Richard Pittman, and 10% Allen Pahal	\$ 60,039
		<b>TOTAL PERSONNEL EXPENSES</b>	<b>\$ 60,039</b>
520-31000	Professional Services	Future Consulting	\$ 10,000
520-31100	Prof. Ser. - Attorney	Town Attorney	5,000
520-34000	Contractual Services	Chris Wayne & Associates landscape maintenance (\$77960 + \$2000), & Web hosting (\$895)	82,000
520-34901	Administrative Fee	Services provided the CRA by the General Fund staff	70,000
520-41200	Postage & Shipping	Miscellaneous items	1,000
520-43000	Utilities	FP&L and Seacoast Utility Authority	12,000
520-43250	Garbage & Trash	SWA Fee	1,000
520-44100	Equipment Rentals	Lift for decorations	2,000
520-45000	Insurance	Property and Casualty	12,000
520-46000	Repair and Maintenance	800 Park Avenue building	3,812
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$620) State of Florida (\$175)	795
		<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 199,607</b>

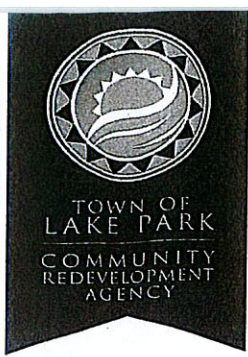


Exhibit "B"

## MEMORANDUM

TO: Members of the Board of Directors  
FROM: Dale S. Sugerman, Ph.D., Executive Director  
DATE: July 2, 2014  
SUBJECT: Executive Director's Report

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Over the last quarter, the following businesses have opened within the CRA:

**A National Solar**

804 Old Dixie Highway, Suite 6 10 employees

**Balil Caribbean Restaurant**

940 Park Avenue, Suite 107 3 employees

**Case & Keg Beer World Inc. II**

1233 Old Dixie Highway Suite 14 1 employee

**Designer Consigner, Inc**

505 10<sup>th</sup> Street 1 employee

**Outstanding Hair Studio Barbershop**

700 Old Dixie Highway, Suite 102 1 employee

**411 Tactical Inc.**

1250 Old Dixie Highway 2 employees

**After Lease Auto Sales**

1301 10<sup>th</sup> Street 3 employees

**C&P Global Solutions**

1250 Old Dixie Highway, Suite 6 1 employee

**Castle Delivery**

132 Miller Way, Suite 8

2 employees

**Excelsior Customs**

801 15<sup>th</sup> Street, Suite 1

3 employees

**The Brewhouse Gallery**

720 Park Ave

3 employees

**Chrisstylz**

1001 W. Jasmine Drive, Suite B

3 employees

**Palm Beach Grill Cleaner**

802 Old Dixie Hwy, Unit 6

3 employees

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Total jobs created this past quarter

36 employees

**Update on 801 Park Avenue**

The owner of the property has now engaged the services of Fisher Contracting Corp. to finish the build-out of the building. Fisher Contracting Corp. is due to come to the Town during the week of July 14<sup>th</sup> for a pre-application meeting dealing with what needs to be done to complete the building such that it can receive its Certificate of Occupancy. The general contractor believes that the final construction work on the building can commence within 75 to 90 days.

Respectfully submitted,

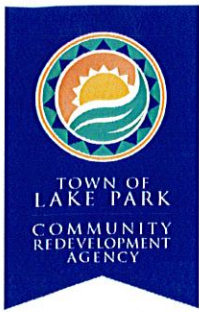


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Dale S. Sugerman, Ph.D.  
Executive Director

# **New Business**

# TAB 2



**CRA  
Agenda Request Form**

Meeting Date: October 1, 2014

Agenda Item No. 2


**Agenda Title: Holiday Decoration Design for 2014**

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

Approved by Executive Director:  Date: 9/15/14

  
David Hunt / Public Works Director

<b>Originating Department:</b>	<b>Estimated Costs: \$ 6,000.00</b>	<b>Attachments:</b>
<b>Public Works</b>	<b>\$ 2,000.00</b>	None
	<b>Funding Source: General Fund</b>	
	<b>CRA Budget</b>	
	<b>Acct. # 408-34000</b>	
	<b># 520-44100</b>	
	<b>[X] Finance</b> <u></u>	

**Summary Explanation/Background:**

The holiday decoration design layout for 2014 requires modification from previous years, specifically with regard to 10<sup>th</sup> street. Previously, lit decorations, along with Town owned electrical equipment, hung from Florida Power and Light (FP&L) poles. Last year, replacement poles were placed alongside the poles that held the decorations with the intention of removing the old poles once the phone and cable television companies relocated their equipment. The Town owned electrical equipment requires service but it is inadvisable to spend money on items that may be removed at any time. For liability reasons, FP&L will no longer allow decorations or banners to be placed on the new poles.

In order to accommodate this change in field conditions, Public Works has prepared a plan that places holiday decorations in the 10<sup>th</sup> street medians between Northlake Boulevard and Greenbriar Court. The plan features two, large, fully lit wreaths (48 inches in diameter), one located at the northern-most median of 10<sup>th</sup> street facing north, and the other on the

southern-most median facing south. In the medians that do not have a source of electricity, Public Works proposes to purchase and place non-lit decorations which include holiday banners hung from our banner poles at two locations on 10<sup>th</sup> street, as well as highly visible, large, colorful bows hung from trees in the medians and the banner poles.

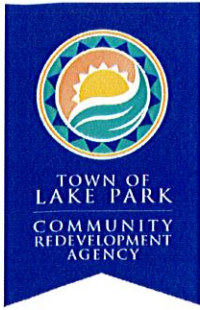
The second half of the plan includes 21 L.E.D. (light emitting diode) pole decorations along Park Avenue nearly identical to the previous year. Also, the Town Green shall be decorated in a manner similar to previous years with a holiday tree and assorted ground displays.

**Recommended Motion:**

**I move that staff proceed with implementing the holiday decoration plan as discussed.**

# TAB 3





CRA
Agenda Request Form

Meeting Date: October 1, 2014

Agenda Item No. 3

Agenda Title: Four Month Extension of CRA Landscape Maintenance Contract with Chris Wayne & Associates, Inc.

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

Approved by Executive Director: [Signature] Date: 9/23/14

Richard Pittman/Project Manager
Name/Title

Table with 3 columns: Originating Department (Public Works), Costs (\$ 25,320.00), Attachments (Letter Agreement). Includes funding source (CRA), acct. # (520-34000), and checked finance option.

Summary Explanation/Background:

The CRA Board is being asked to approve a four month extension of the CRA Landscape Maintenance Agreement with Chris Wayne & Associates, Incorporated.

The landscaping on Park Avenue, the 10th Street medians and numerous alleyways within the CRA District has been maintained by Chris Wayne & Associates, Inc. for numerous years. On July 3, 2013 the CRA Board approved a one year extension of the contract to terminate September 30, 2014. This being the last year of the contract, these services need to be competitively bid thru an advertised Request for Proposal. The CRA Board will be asked to approve a new contract based on the outcome of this bid process at the January 7, 2015 meeting.

The Public Works Department has not been able to complete the bid documents required to advertise the landscape maintenance services. This requires the extension of the current contract for four months allowing the bid document to be completed, advertised, bids evaluated and a recommendation prepared for Board approval. The goal is to have a new contract in place commencing February 1, 2015.

Recommended Motion: I recommend that the Board approve a four month extension of the Annual CRA Landscape Maintenance contract with Chris Wayne & Associates, Incorporated.



Public Works  
Department

650 Old Dixie Highway  
Lake Park, FL 33403  
Phone: (561) 881-3345  
Fax: (561) 881-3349

[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)

Mr. Chris Dellago, RLA  
Chris Wayne & Associates, Inc.  
15863 97<sup>th</sup> Drive North  
Jupiter, Fl. 33478

September 15, 2014

*Chris*  
Dear Mr. Dellago:

RE: Letter of Agreement  
Contract Extension for CRA Landscape Maintenance  
Contract Extension of Lake Park Harbor Marina Landscape Maintenance

Chris Wayne and Associates, Inc. currently performs landscape maintenance within the Lake Park CRA under a contract approved by the Lake Park CRA on July 3, 2013. The compensation for this service is \$6,330.00 /month. The contract expires September 30, 2014.

Chris Wayne and Associates, Inc. currently performs landscape maintenance at the property of the Lake Park Harbor Marina under a contract approved by the Lake Park Town Commission on September 10, 2013. The compensation for this service is \$2907.42/month. The contract expires September 30, 2014.

The Lake Park CRA and the Town of Lake Park have a need to extend the aforementioned contracts for four months (thru January 31, 2015) at which time it is anticipated that new landscape maintenance contracts will commence. The monthly costs and payments for these services thru January 31, 2015 will remain as currently exists. It is the intent for the CRA and the Town to publicly solicit bids and award contracts for these services.

Please indicate your acceptance of a four month contract extension of both contracts and compensation by signing below and returning to the Town of Lake Park Public Works Department.

Thank you.

*J. David Hunt*  
Sincerely,  
J. David Hunt

Director of Public Works

Accepted by: *Chris Dellago*  
Chris Dellago, President CWA

Date: *9/19/2014*