

AGENDA

Community Redevelopment Agency Meeting
Wednesday, November 7, 2012, 6:30 pm
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Chair
Kendall Rumsey	—	Vice-Chair
Christiane Francois	—	Board Member
Steven Hockman	—	Board Member
Jeanine Longtin	—	Board Member
Sue-Ellen Mosler	—	Board Member
Tim Stevens	—	Board Member
.....		
Dale S. Sugerman, Ph.D.	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez Lemley, CMC	—	Agency Clerk

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

A. **CALL TO ORDER**

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL**

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

E. **PUBLIC COMMENT**

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

F. **GENERAL BUSINESS:**

1. Approval of CRA Board Meeting Minutes of October 3, 2012

Tab 1

G. **EXECUTIVE DIRECTOR REPORT:**

H. **BOARD MEMBER COMMENTS**

I. **ADJOURNMENT**

General Business

TAB 1



CRA
Agenda Request Form

Meeting Date: November 7, 2012

Agenda Item No. *Tab 1*

Agenda Title: CRA Meeting Minutes of October 3, 2012

- | | |
|--|---|
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Discussion/Possible Action |
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Other | |

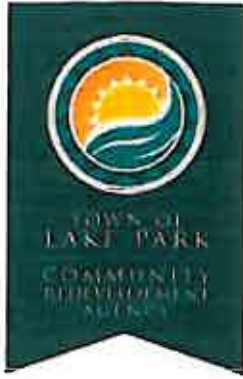
Approved by Executive Director: *[Signature]* Date: *10/15/12*

Shari Canada, CMC Deputy Town Clerk
Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Agenda Minutes
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Summary Explanation/Background:

Recommended Motion: To approve the CRA Meeting Minutes of October 3, 2012.



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A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. ADDITIONS/DELETIONS - APPROVAL OF AGENDA

E. PUBLIC COMMENT

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

F. Consent Agenda: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Board member or person so requests, in which event the item will be removed from the general order of business and considered in its normal

sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Agency Clerk. Cards must be submitted before the item is discussed.

Consent Agenda Items Recommended For Approval:

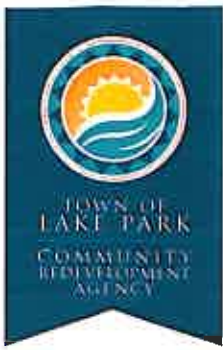
1. Approval of CRA Board Meeting Minutes of September 5, 2012

Tab 1

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT



Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, October 3, 2012, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, October 3, 2012 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Christiane Francois, Jeanine Longtin, and Sue-Ellen Mosler, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Lemley. Board Member Stevens arrived at 6:35 pm. Board Member Steve Hockman was absent

Chair DuBois led the Pledge of Allegiance.

Agency Clerk Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Motion: A motion was made by Board Member Francois to approve the Agenda; Vice-Chair Rumsey made the second.

Vote on Motion:

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

Motion passed 5-0

PUBLIC COMMENT:

No Comments.

CONSENT AGENDA:

1. Approval of CRA Board Meeting Minutes of September 5, 2012

Motion: A motion was made by Board Member Stevens to approve the Consent Agenda; Vice-Chair Rumsey made the second.

Vote on Motion:

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

Motion passed 6-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman presented a report (see attached Exhibit "A").

Board Member Stevens asked on what staff recommendation is regarding the 25 hours verse 35 hours of CRA security officer patrol services.

Executive Director Sugerman stated that he does not have a recommendation that he believes that this is a policy decision.

Vice-Chair Rumsey asked if the 35 hours was provided, what would the estimated cost be to continue the service at 35 hours in fiscal year 2014.

Executive Director Sugerman stated that it would cost approximately \$27,500.

Chair DuBois stated that the anticipated start of the security services contract is January 1, 2013 and asked if there is a possibility that the services could start earlier to cover the holiday season.

Executive Director Sugerman stated that it is conceivable, but would require that it be specified that once a vendor is selected that they would have ten (10) days to start from the award of contract.

Chair DuBois stated that it may be a good idea to have additional hours for during the holiday season only.

Board Member Francois stated that it is only an additional ten (10) hours per week.

Executive Director Sugerman explained that it is two issues: 1) when the contactor starts and 2) how much funds are expended on the service. He stated that December 15, 2012 is a Saturday and imagines that the selected vendor would be able to start on a Saturday.

Chair DuBois stated that he would anticipate that being a busy shopping day. He suggested 25 hours per week for the nine (9) months remaining in the fiscal year.

Board Member Francois agreed that it should remain as 25 hours per week as planned.

Board Member Stevens thinks it should remain as 25 hours per week.

Vice-Chair Rumsey thinks it should remain as 25 hours per week and that additional \$5,500 that would have to be found in the next year's budget to maintain the 35 hours per week would be difficult.

Board Member Mosler thinks it should remain as 25 hours per week. She asked if the services provided in the CRA would be similar to the services provided at the Marina and asked for an explanation of those services.

Executive Director Sugerman stated "yes" and explained that the security officer is unarmed and that they ride around looking for activity and they are a presence to deter unwanted activity. He stated that they have no arrest powers and that they would contact Palm Beach Sheriff's Office (PBSO) for assistance if needed.

Board Member Mosler stated that she does not think it is necessary for the vendor to start earlier than January 1, 2013.

Board Member Longtin stated that she would concur with the consensus and asked for a status update on One Park Place.

Executive Director Sugerman advised that there has been no change since the last CRA meeting.

Vice-Mayor Rumsey asked about the Seafood Festival and if the Town has a breakdown of the fifty-eight (58) vendors and how many are food or arts and crafts. He stated that last year there were more arts and crafts than food vendors and more food than seafood vendors.

Executive Director Sugerman stated that the Town does have a breakdown by name of vendor and fee paid and thinks that based on that information can determine whether they are food or arts and crafts. He can provide the list to the Board.

Vice-Chair Rumsey requested the breakdown for the Board. He stated that he would like to see more food vendors than arts and crafts.

Executive Director Sugerman stated that the Town does not control the type of vendors that will be at the Seafood Festival.

Board Member Mosler asked how this compares to last year.

Vice-Chair Rumsey stated that it looks to be about the same as last year. He requested an analysis on vendors compared to last year.

Executive Director Sugerman stated that staff will do its best to do a comparative analysis, but he is not sure what information the Town has from last year.

Vice-Chair Rumsey stated that he does not want staff to spend a lot of time working on this, but if there were something that can be put together quickly that, he would appreciate it.

Board Member Longtin stated that she has had issues in the past that there would be an event and there would be no breakdown of vendors.

Executive Director Sugerman stated that for this year's Seafood Festival the Town has the breakdown of vendors.

Vice-Mayor Rumsey stated that the funds related to the Seafood Festival is not the Town's because the Town has turned over the production of the Festival to a production company.

Executive Director Sugerman stated that the Town has a right to audit the financials related to the Seafood Festival.

Board Member Longtin stated that if the Town chooses to take over the Festival next year it would be interesting to have this information.

Vice-Chair Rumsey concurred that the information would be good to have for future years.

Board Member Francois asked if fifty-eight (58) vendor and eight (8) sponsor was the final vendor total.

Executive Director Sugerman stated that it is not the final total and that additional checks have been received by both the Town and the production company for the event and it is anticipated to continue until right before the event.

Board Member Mosler asked if the Town is charging for services it is providing to the producer.

Executive Director Sugerman stated that if the Town does have charges for such things as clean-up and set-up of booths the Town will charge the going rate for those services, but he does not know what the Town's costs will be at this time.

Board Member Longtin asked if the producer is required to do all of that work.

Executive Director Sugerman stated “yes”, but if the Town does become a contractor to the production company then the Town will charge for those services.

Board Member Stevens stated that at last year’s event a lot of the food vendors were located in the same area and it created a bottle neck and suggested that the food vendors should be spread out more.

Executive Director Sugerman stated that he would pass the suggestion along to the production company, but that the Town does not control the set-up and location of the vendors. He stated that the Town will be a vendor at the event with four (4) or five (5) booths at no charge.

Vice-Chair Rumsey asked if the Town’s booths are included in the fifty-eight (58).

Executive Director Sugerman stated that he did not know.

COMMENTS BY BOARD MEMBERS

Board Member Mosler asked how a business within the CRA get placed on the CRA website, Facebook and other marketing sites.

Executive Director Sugerman stated that if a business within the CRA wants to be listed they just need to contact the office of the Executive Director or the CRA website and send an e-mail.

Vice-Chair Rumsey stated that a new business is opening in the CRA called “The Give”. It will be like a Goodwill style thrift store, but it will be more high end items. It will be located at 1263 10th Street. A percentage of all the profits will go to help take care of families with children suffering from life threatening diseases.

Chair DuBois asked if there will be a ribbon cutting ceremony with the Chamber of Commerce.

Vice-Chair Rumsey stated that there will be a ribbon cutting ceremony with the tentative date of Sunday, November 11, 2012 at 11:00 am.

Chair DuBois stated that the Ambassador’s Club with the Chamber of Commerce does ribbon cuttings and they advertised on the website and bring in a lot of people to participate.

Board Member Stevens stated that November 11 is National Corduroy Day and that he is looking forward to the Seafood Festival.

Board Member Longtin no comments.

Board Member Francois no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Rumsey and seconded by Board Member Stevens, and by unanimous vote, the meeting adjourned at 7:00 p.m.

Chair, James DuBois

Deputy Agency Clerk, Shari Canada, CMC

Agency Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2012

REPORT

TAB 2



MEMORANDUM

TO: Members of the Board of Directors

FROM: Dale S. Sugerman, Ph.D., Executive Director

DATE: November 7, 2012

SUBJECT: Monthly Update Report

Smile!

Our CRA website does not have a current picture of the members of the CRA Board. To that end, we would like to take a group picture at the beginning of the CRA Board meeting on November 7th. Please keep this in mind when you dress for the meeting.

Artists of Palm Beach County

The License Agreement between the CRA and the Artists of Palm Beach County has been fully executed by both parties. The first year term began on October 15th and will run through October 14, 2013. While the Artists originally hoped to be open on October 15th, they ran into a few problems in securing their necessary insurance. That is currently being resolved and they intend on opening their facility by November 8th. I reminded them that they have a requirement to provide at least one arts/crafts class at no cost to the public, once a month, beginning within 30 days of the final execution of the Agreement (which would be November 14th) and they have assured me that they don't see a problem with providing the free class prior to November 14. They have told me that they have a large number of teaching artists in their membership. They will be getting back to me soon to announce what they have planned for the first class and most likely will be able to publish their schedule for the required free classes through the end of December.

2012 Seafood Festival

As of October 30th, we had 89 vendors taking 100 spaces at the 2012 Seafood Festival. There are a number of complimentary spaces being provided to Town and civic associations. Complimentary spaces will be provided to the Lake Park

Harbor Marina, the Lake Park Town Library, the Lake Park Historical Society and the Seeds of Hope Community Garden. Each of the major sponsors is given a booth at no charge as well. To date, the Town has not incurred any expense, but for the travel time by a Public Works Department employee and a truck to pick up and deliver a Variable Message Board which will be used to promote the event.

All of the businesses and residents along Park Avenue have been sent letters explaining to them the hours of the event and the closing of the various intersections so that folks will know that there will be some time when vehicular traffic will be prohibited along and crossing Park Avenue. We hope to see you all at this year's Seafood Festival.

Grumpy Grouper

Interior build-out of the new restaurant located at 918 Park Avenue is still underway. At this point in time, Mr. Smith has all of his project permits; so it is only a matter of how quickly his contractor can complete the interior restaurant build-out. Rick does not know if the construction work will be completed in time for the restaurant to be open for the Seafood Festival. If he cannot open by that weekend, he does plan on having a booth at the Seafood Festival to promote the soon-to-be-open restaurant.

New Businesses in the CRA

Ms. Belkys Diaz plans on opening Lucky's Produce at 800 10th Street just before Thanksgiving. As you can tell from the name of the business, it will be a fresh produce store.

Although we do not have a final confirmation of a ribbon-cutting ceremony for November 11th, we anticipate that The Give II plans on opening on that day at 1263 10th Street. The Give II is a retail store selling gently used clothes, furniture and household items to help families battling pediatric cancer.

Palm Beach Regency, 850 Old Dixie Highway. This furniture warehouse business (storage only) was started out of owner Patricia Boris' home in 2011. They have now re-located into the Old Dixie Highway space as a showroom and a facility to store their products. They are making changes to the interior of the building from the way that it was use by the prior tenant. We have put this business in touch with Palm Beach County for potential funding opportunities.

Coastal Kitchen & Trim, 1210 Gateway Road #6 is a new business which has located in the CRA. It is an office/warehouse location which sells kitchen cabinets.

In cooperation with the Palm Beach County Department of Economic Sustainability, we are working with 4 prospective new businesses within the CRA, including an owner who is interested in 4 locations on Park Avenue for a bakery, an ice cream parlor and two boutique shops; a restaurant specializing in conch, ribs, and crabs (as a second location to one already operating in Delray Beach); a current restaurant seeking to expand his existing pizza business, and; a representative of an investment firm looking to purchase 10-12 different adjacent addresses in the industrial area of Old Dixie Highway.

Re-Bidding of CRA Security Officer Patrol Services

On Wednesday, October 31st we opened bids for the provision of CRA Security Officer Patrol Services. While we have not analyzed the bids as of the writing of this Monthly Report, I can advise the Board that there were a total of two bidders who responded to the Request for Proposals.



Dale S. Sugerman, Ph.D.
Executive Director