

# AGENDA

Community Redevelopment Agency Meeting  
Wednesday, March 17, 2010, immediately following the  
Regular Commission Meeting  
Lake Park Town Hall  
535 Park Avenue

<b>Desca DuBois</b>	—	<b>Chair</b>
<b>Steven Hockman</b>	—	<b>Board Member</b>
<b>Jeanine Longtin</b>	—	<b>Board Member</b>
<b>Patricia Osterman</b>	—	<b>Board Member</b>
<b>Kendall Rumsey</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michelle McKenzie-Suiter</b>	—	<b>Board Member</b>
<hr/>		
<b>Maria V. Davis</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian M. Lemley, 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**
- B. **PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- 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 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**

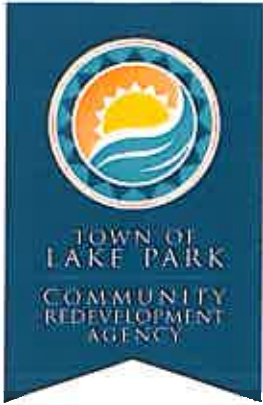
to complete a public comment card located on either side of the Chambers and given to the Agency Clerk. Cards must be submitted before the item is discussed.

**Consent Items For Approval:**

1. CRA Board Meeting Minutes of January 20, 2010 Tab 1
  2. CRA Board Meeting Minutes of February 17, 2010 Tab 2
  3. First Addendum to the Law Enforcement Service Agreement Tab 3
- F. **DISCUSSION AND POSSIBLE ACTION**
4. Establish and Classify the Position of Art Studio and Gallery Manager Tab 4
- G. **BOARD MEMBER COMMENTS**
- H. **EXECUTIVE DIRECTOR COMMENTS**
- I. **ADJOURNMENT**

# **Consent Agenda**

# TAB 1



**CRA  
Agenda Request Form**

**Meeting Date: March 17, 2010**

**Agenda Item No. 1**

- |                          |                             |                                     |                |
|--------------------------|-----------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Public Hearing              | <input type="checkbox"/>            | Resolution     |
| <input type="checkbox"/> | Ordinance on Second Reading | <input type="checkbox"/>            | Discussion     |
| <input type="checkbox"/> | Ordinance on First Reading  | <input type="checkbox"/>            | Bid RFP/Award  |
| <input type="checkbox"/> | General Approval of Item    | <input checked="" type="checkbox"/> | <b>Consent</b> |
| <input type="checkbox"/> | Presentation                | <input type="checkbox"/>            | Other          |

**SUBJECT: CRA Meeting Minutes of January 20, 2010**

**RECOMMENDED MOTION/ACTION: To Approve the CRA Meeting Minutes of January 20, 2010**

Approved by Executive Director *M. Davis* Date: *3/11/10*

<p><b>Prepared By:</b>   <b>Jessica Shepherd</b>  <b>Deputy Town Clerk</b></p>	<p><b>Costs: \$</b>   <b>Funding Source:</b>  <b>Acct. #</b></p>	<p><b>Attachments:</b></p>
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**Summary Explanation/Background:**



**Town of Lake Park**  
**Community Redevelopment Agency Meeting**  
**Town Hall Commission Chambers**  
**535 Park Avenue, Florida 33403**  
**Wednesday, January 20, 2010 7:00 p.m.**

The Community Redevelopment Agency met on Wednesday, January 20, 2010 at 7:00 p.m. Present were Chair DuBois, Vice-Chair Carey, Board Members Rumsey, Osterman, Francois, Agency Clerk Vivian Lemley and Executive Director Maria Davis. Board Members Daly and Suiter were absent.

Chair DuBois led the Pledge of Allegiance.  
 Agency Clerk Vivian Lemley performed the Roll Call.

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**

None

**Motion: A motion was made by Vice-Chair Carey to approve the agenda; Board Member Francois made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly			Absent
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		
Chair DuBois	X		
Board Member Francois	X		
Board Member Suiter			Absent

Motion passed 5-0.

**Consent Agenda**

1. CRA Meeting Minutes of January 6, 2010

**Public Comment Open.**

None

**Public Comment Closed.**

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

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Daly			Absent
Board Member Rumsey	X		
Board Member Osterman	X		
Vice Chair Carey	X		
Chair DuBois	X		
Board Member Francois	X		
Board Member Suiter			Absent

Motion passed 5-0.

## **PUBLIC HEARING**

### **Review and approve CRA Master Plan**

Executive Director Davis gave a status update and a brief history and explanation of the CRA Master Plan. She introduced James Hill and his partner Chris Brown of Civic Design Associates.

Mr. Hill began a PowerPoint presentation titled "Amendments to the Community Redevelopment Agency Plan" (see Exhibit "A"). He gave a history and explanation of the CRA (see page 2 of Exhibit "A"). He reviewed and explained the "CRA Boundary Map" (see page 3 of Exhibit "A"). He reviewed the "CRA's Accomplishments to Date" (see page 4 of Exhibit "A"). He explained the CRA's "Priorities for the Future" (see page 5 of Exhibit "A"). He stated that since Park Avenue was "off the beaten path", they needed to find a way to increase vehicular and foot traffic from Northlake Blvd. to Park Avenue. He gave an outline of the plan (see page 6 of Exhibit "A"). He explained the "Background and Statutory Provisions of the CRA" (see page 7 of Exhibit "A"). He reviewed the "Existing Conditions" of the CRA (see pages 8 through 12 of Exhibit "A"). He gave an analysis of the CRA (see page 13 of Exhibit "A"). He reviewed the "Functional Needs of the CRA" (see page 14 of Exhibit "A"). He discussed the CRA's "Market Conditions and Potential" (see page 15 of Exhibit "A"). He reviewed a list of "Redevelopment Programs" (see page 16 of Exhibit "A"). He discussed the implementation of the CRA's priorities and major projects (see pages 17 through 19 of Exhibit "A"). He discussed the potential for expansion of the CRA (see page 20 of Exhibit "A"). He discussed "Budget Considerations" (see page 21 of Exhibit "A"). He reviewed "Current Budget Items" for the CRA (see page 22 of Exhibit "A").

Board Member Rumsey asked how many years the taxing amount holds for a newly expanded area.

Mr. Brown explained how an expansion takes place. He stated that the old base is joined with the new base and combined into one trust fund. He stated that he and Mr. Hill advised another city to wait one more year before doing their expansion because there would be a drop in their assessments. He explained that it would be best to wait for the assessments to drop to their lowest before expanding.

Discussion ensued between Mr. Brown and the Board regarding the Amendments to the CRA Plan.

Board Member Rumsey stated that the Town had a building on Park Avenue that was in need of Historic Preservation. He asked if the Town could work in partnership with the present owner to obtain grant money for the building.

Mr. Brown stated that if the Town did not own the property, it could not obtain grant money from Tallahassee. He recommended purchasing the building in order to get state funding.

Board Member Rumsey asked how long it would be before the Town could use the proposed green space.

Mr. Brown explained the benefits of having a green space in the Downtown District and stated that the 900 block could be utilized as a future green space.

Board Member Rumsey asked Mr. Brown what he thought of having an artist colony on Park Avenue.

Mr. Brown stated that an artist colony was a fantastic idea. He explained the benefits of the Town keeping its industrial space.

Board Member Rumsey asked what percentage of the warehouses in the Downtown District were vacant.

Community Development Director Patrick Sullivan stated that he was not aware of any warehouses that were completely vacant.

Board Member Rumsey spoke about a place in Atlanta, Georgia called Kingplow which was an old district of warehouses and factories that had become abandoned. He stated that a developer went in and redeveloped the property into an artist colony. He stated that it was an amazing place and suggested that the Board look into doing the same for the warehouses in the Downtown District. He asked if there were green building grants available and stated that it would be an ideal opportunity for the expansion of the ball field and a new community center.

Executive Director Davis stated that the Town has been applying to Florida Communities Trust for the last two years. The Town has identified 14 properties that would be eligible for those grants. She stated that the plan was to acquire those 14 properties, expand the green space and apply for grants for a community center. She stated that Grants Writer Virginia Martin was helping the Town obtain those grants.



Grants Writer Virginia Martin explained that the Florida Communities Trust funding was not available that year. She explained that once the Town has the land then it can apply for grants from organizations such as the Kresky Foundation to do the planning for the buildings. She stated that they were looking into building green buildings that could be models for the entire area.

Board Member Rumsey explained the benefits of having green buildings. He asked if there was grant money to secure the land.

Grants Writer Virginia Martin stated that the Florida Communities Trust would purchase the land and there was no match required for the grant. She stated that the property owners had already been notified.

Executive Director Davis stated that there was an overwhelming positive response from property owners who were willing to sell their properties.

Board Member Rumsey asked if there would be grant money to build the Community Center as well.

Grants Writer Virginia Martin explained that there would be USDA grant money available for community facilities and there was also Department of Energy money available for a green building. There were a number of sources available wherein a package could be assembled and no local dollars would be spent.

Board Member Rumsey asked if the project would cost approximately 4 to 5 million dollars.

Grants Writer Virginia Martin stated that the project would cost at least 4 to 5 million dollars.

Board Member Rumsey asked if the project would be mostly covered by grant money.

Grants Writer Virginia Martin stated that yes it would.

Board Member Francois asked if Mr. Brown would recommend buying green space.

Mr. Brown stated that it would be beneficial for the Town to purchase green space and he explained the reasons why.

Discussion ensued between Mr. Brown and the Board regarding green space in the Town.

### **CRA BOARD MEMBER COMMENTS**

**Board Member Francois** stated that she wished that the CRA Plan could come sooner.

**Board Member Osterman** stated that a resident called her regarding the chimes in the clock tower. She stated that the call was in regards to the volume and the frequency. The resident stated that she had spoken to staff about her concerns and the concerns have been addressed but then revert back to the previous settings. She stated the chimes were a positive thing but the

Town needed to listen to the concerns of its residents. She recommended finding a middle ground.

**Chair DuBois** asked Executive Director Davis to explain the history behind the clock tower.

**Executive Director Davis** explained that the clock tower had not been working for approximately 6 years. The chimes were repaired and a program was installed to play music every 15 minutes. The complaint came in from only one resident who lives two blocks away from the tower. She stated that she tried to work with the resident. She stated that they reduced the number of times the songs came on to two times per hour and the volume had been turned down. She stated that the system had gone down for several months and then was again repaired. She stated that the resident may have gotten used to the quiet and they complained once the music began playing again.

**Board Member Osterman** stated that the resident had informed her that there were other residents who were complaining but were afraid to call. She stated that the Town needed to find a balance.

Discussion ensued between the Board regarding options to reduce the songs and chimes on the clock tower.

**Board Member Rumsey** recommended playing one song per hour and chimes three times per hour on the clock tower.

**Executive Director Davis** stated that she would reduce the clock tower's songs to one per hour and chimes to three times per hour.

**Board Member Daly**

Absent

**Chair DuBois**

None

**Vice-Chair Carey**

None

**Board Member Rumsey**

None

**Board Member Suiter**

Absent

**Executive Director Davis** stated that the art studio was moving along very nicely.

**ADJOURNMENT**

There being no further business to come before the CRA Board and after a motion to adjourn by Vice-Chair Carey and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 8:10 p.m.

\_\_\_\_\_  
Chair DuBois

\_\_\_\_\_  
Agency Clerk Jessica Shepherd

\_\_\_\_\_  
Agency Clerk Vivian Lemley

(Town Seal)

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2010

# TAB 2



**CRA  
Agenda Request Form**

**Meeting Date: March 17, 2010**

Agenda Item No. 2

- |                          |                             |                                     |                |
|--------------------------|-----------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Public Hearing              | <input type="checkbox"/>            | Resolution     |
| <input type="checkbox"/> | Ordinance on Second Reading | <input type="checkbox"/>            | Discussion     |
| <input type="checkbox"/> | Ordinance on First Reading  | <input type="checkbox"/>            | Bid RFP/Award  |
| <input type="checkbox"/> | General Approval of Item    | <input checked="" type="checkbox"/> | <b>Consent</b> |
| <input type="checkbox"/> | Presentation                | <input type="checkbox"/>            | Other          |

**SUBJECT: CRA Meeting Minutes of February 17, 2010**

**RECOMMENDED MOTION/ACTION: To Approve the CRA Meeting Minutes of February 17, 2010**

Approved by Executive Director *W. Davis* Date: *3/11/10*

<p><b>Prepared By:</b>  Jessica Shepherd Deputy Town Clerk</p>	<p><b>Costs: \$</b>  <b>Funding Source:</b> <b>Acct. #</b></p>	<p><b>Attachments:</b></p>
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**Summary Explanation/Background:**



**Minutes**  
**Town of Lake Park, Florida**  
**Community Redevelopment Agency Board Meeting**  
**Wednesday, February 17, 2010, 7:00 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, February 17, 2010 at 7:00 p.m. Present were Chair DuBois, Vice-Chair Carey, Board Members Daly, Francois, Osterman, Suiter, Executive Director Maria Davis, and Agency Clerk Vivian Lemley. Board Member Rumsey was absent.

Chair DuBois led the Pledge of Allegiance.  
 Agency Clerk Vivian Lemley performed the Roll Call.

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**

None.

**Motion: A motion was made by Vice-Chair Carey to approve the agenda; Board Member Daly made the second.**

Vote on Motion:

Board Member	Present	Absent	Other
Board Member Ed Daly	X		
Board Member Christiane Francois	X		
Board Member Patricia Osterman	X		
Board Member Kendall Rumsey		X	
Board Member Michelle Suiter	X		
Vice-Chair Jeff Carey	X		
Chair Desca DuBois	X		

Motion passed 6-0

**Consent Agenda**

- 1. CRA Meeting Minutes of February 3, 2010**

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

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Ed Daly	X		
Board Member Christiane Francois	X		
Board Member Patricia Osterman	X		
Board Member Kendall Rumsey			X
Board Member Michelle Suiter	X		
Vice-Chair Jeff Carey	X		
Chair Desca DuBois	X		

Motion passed 6-0

**General Approval of Item**

**Lease and License Agreements for the Art Studio and Gallery**

Board Member Osterman stated that there were two agreements, one for the display area and one for the work space area. In the display area agreement there was a general out clause but there was not one in the work space agreement. She recommended adding an out clause to the work space agreement.

Executive Director Davis stated that she had thought the out clause was in both agreements and stated that it should be added to the work space agreement as well.

**Motion: A motion was made by Board Member Osterman to approve the Lease and License Agreements for the Art Studio and Gallery and to modify the work space agreement by adding an out clause; Vice-Chair Carey made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Ed Daly	X		
Board Member Christiane Francois	X		
Board Member Patricia Osterman	X		
Board Member			

Kendall Rumsey			X
Board Member Michelle Suiter	X		
Vice-Chair Jeff Carey	X		
Chair Desca DuBois			Abstained

Motion passed 5-0

**Board Member Comments**

**Chair DuBois** stated that she received a wonderful letter from Joan Miller of the Palm Beach Ballet Center (see Exhibit "A"). She read the thank you letter to the audience.

**Board Member Rumsey**

Absent

**Board Member Suiter** stated that she wanted to comment on comments that were made at the last Commission Meeting of February 3, 2010 that pertained to the CRA. She stated that comments that came from the audience were disheartening to her. She stated that a resident had stated that he had come up to the podium and asked questions but did not get the answers he was looking for. She explained that there time restraints and agendas to follow at the meetings and therefore it was not a time to have hour long discussions. She stated that she was a volunteer board member and resident of the community and would be more than happy to provide residents with her phone number so that they can call her with any questions they may have. She stated that her phone number was 561-779-1437. She stated that she preferred calls on the evenings or weekends and that they could leave her a message and she would get back to them.

**Vice-Chair Carey**

None

**Board Member Osterman**

None

**Board Member Daly**

None

**Board Member Francois** stated that she agreed with Board Member Suiter and everything she votes for she does for the better of the Town and that she was also available for questions and may be contacted as well. She reminded everyone that March 9, 2010 was a very important day for voting. She encouraged residents to come out and vote.

**Executive Director Davis** congratulated Board Member Suiter for becoming the new City Manager for the Town of Glen Ridge.



**ADJOURNMENT**

There being no further business to come before the Board and after a motion to adjourn by Board Member Osterman and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 7:12 p.m.

\_\_\_\_\_  
Chair Desca DuBois

\_\_\_\_\_  
Agency Clerk, Vivian Lemley

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2010

# TAB 3



**CRA  
Agenda Request Form**

**Meeting Date: March 17, 2010**

**Agenda Item No. 3**

- |                          |                             |                                     |                |
|--------------------------|-----------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Public Hearing              | <input type="checkbox"/>            | Resolution     |
| <input type="checkbox"/> | Ordinance on Second Reading | <input type="checkbox"/>            | Discussion     |
| <input type="checkbox"/> | Ordinance on First Reading  | <input type="checkbox"/>            | Bid RFP/Award  |
| <input type="checkbox"/> | General Approval of Item    | <input checked="" type="checkbox"/> | <b>Consent</b> |
| <input type="checkbox"/> | Presentation                | <input type="checkbox"/>            | Other          |

**SUBJECT: First Addendum to the Law Enforcement Service Agreement**

**RECOMMENDED MOTION/ACTION: Approve**

Approved by Executive Director *He Davis* Date: *3/10/10*

<b>Prepared By:</b>  <b>Executive Director</b>	<b>Costs: \$224,675</b>  <b>Funding Source: Contract PBC Sheriff Acct. #110-55-552-520-34010</b>	<b>Attachments:</b> Letter, First Addendum, Agreement
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**Summary Explanation/Background: The CRA Board voted to hire two Palm Beach County Sheriff's Office deputies to patrol the CRA in March 2009. The negotiated cost of those two deputies was \$215,000. The Sheriff's Office has submitted its first renewal of the agreement with a 4.5% increase for a total of \$224,675. There was a projected 4% increase included in Fiscal Year 2009-2010 budget. The .5% shortfall of \$447.90 will be absorbed in the existing budget.**

PALM BEACH COUNTY

# SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



MAJOR DAN SMITH  
COUNTYWIDE OPERATIONS  
PHONE: (561) 681-4520

FAX: (561) 681-4525

E-MAIL: [smlthd@pbso.org](mailto:smlthd@pbso.org)

March 01, 2010

Maria Davis, Executive Director  
Lake Park Community Redevelopment Agency  
535 Park Avenue  
Lake Park, Florida 33403

Dear Executive Director Davis:

The Palm Beach County Sheriff's Office adjustments for the Lake Park CRA Law Enforcement Service Agreement renewal for FY11 is; 4.5%. This represents the merit increase which is required per the current PBA contract.

	<u>FY10</u>	<u>FY11</u>
Lake Park CRA	\$215,000.00	\$224,675.00

A first addendum will be submitted with the cost adjustment for signature prior to expiration of the original contract.

Sincerely,

Major Dan Smith  
Countywide Operations

**FIRST ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT  
SHERIFF RIC L. BRADSHAW AND LAKE PARK COMMUNITY REDEVELOPMENT AGENCY**

This First Addendum to the Law Enforcement Service Agreement is made by and between Lake Park Community Redevelopment Agency (hereinafter referred to as "Lake Park CRA"), a public body corporate and politic, duly created and operated pursuant to Chapter 163, Part III, Florida Statutes, located in Palm Beach County, and Ric L. Bradshaw, Sheriff of Palm Beach County, Florida (hereinafter referred to as "Sheriff"). Lake Park CRA and the Sheriff shall hereinafter be referred to as the "Parties."

**WHEREAS**, the Parties executed a Law Enforcement Service Agreement effective May 01, 2009, (the "Agreement"), by which the Sheriff agreed to perform law enforcement services; and

**WHEREAS**, the Parties wish to renew said Agreement for an additional twelve (12) months, effective May 01, 2010.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained the receipt and sufficiency of which are hereby acknowledged, it is agreed upon as follows:

1. In accordance with Section 5 of the Law Enforcement Service Agreement, the Parties have agreed to renew the Agreement for an additional twelve (12) month term. The term of this renewal is May 01, 2010 through April 30, 2011.
2. Section 5 of the Law Enforcement Service Agreement is amended as to the cost as follows: The total cost of personnel and equipment shall be \$224,675.00. Monthly payments shall be \$18,722.92. The last monthly payment shall be \$18,722.88.
3. In all other respects, the terms and conditions of the Agreement shall continue unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the Parties hereto have executed the Addendum to the Agreement as of the last date all signatures below are affixed.

**PALM BEACH COUNTY SHERIFF'S OFFICE**

**LAKE PARK COMMUNITY  
REDEVELOPMENT AGENCY**

BY: \_\_\_\_\_  
Ric L. Bradshaw, Sheriff

BY: \_\_\_\_\_

Title: Sheriff

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_  
Daniel R. Smith, Major

Witness: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## LAW ENFORCEMENT SERVICE AGREEMENT

This Agreement was made and entered into on the 26<sup>th</sup> day of MARCH, 2009, between Ric L. Bradshaw, Sheriff of Palm Beach County, Florida, hereinafter referred to as the Sheriff, and Lake Park Community Redevelopment Agency, a public body corporate and politic, duly created and operated pursuant to Chapter 163, Part III, Florida Statutes, located in Palm Beach County, Florida hereinafter referred to as Lake Park CRA.

Whereas, the Lake Park CRA, pursuant to its authority as provided in Section 163.370, Florida Statutes, wishes to contract with the Sheriff for performance of law enforcement / security services and related functions within its boundaries in Palm Beach County, Florida, and the Sheriff is agreeable to rendering these services on the terms and conditions hereafter set forth:

1. In entering into this Agreement, it is Lake Park CRA intent to contract for the service of two deputy sheriff's within the boundaries of the Lake Park CRA for 80 hours per week. The purpose of doing so is to have a high profile patrol specifically dedicated to the area encompassed by the boundaries of the Lake Park CRA to promote a higher degree of protection and security for the property, residents, businesses, and visitors within the boundaries of the Lake Park CRA. The Lake Park CRA shall provide an outline of specific problems to be addressed by the Sheriff and services desired to be performed by the Sheriff, which when reviewed and accepted by the Sheriff shall become the operating profile of this Agreement.
2. The Sheriff shall provide law enforcement/security services within the geographical area which comprises the Lake Park CRA. The Sheriff shall exercise the authority granted to him by the laws of the State of Florida and as prescribed by the Florida Constitution, Florida Statute Chapter 30 and Florida Statute Chapter 316, and as further outlined under the codes of Palm Beach County and the Town of Lake Park.
3. In order to perform these services, the Sheriff shall furnish and supply all necessary labor, supervision, equipment and supplies necessary to maintain the services rendered. The activities of deputies assigned to perform services, pursuant to this Agreement, shall be reported and documented and records will be maintained as required by the Sheriff's Office and Florida State Statutes. The rendition of services, standards of performance, discipline and other matters incident to the performance of such services and the control of personnel employed shall be within the sole discretion of the Sheriff consistent with the operating profile referenced hereinabove.

In the event of a dispute between the parties as to the extent of the duties and functions rendered hereunder, the final determination shall be made by the Sheriff. The Sheriff shall be required, pursuant to this Agreement, to provide services of no less than 80 hours per week or 16 hours per day, five days per week. Additional hours per week will be secured through PBSO Extra-Duty Permit agreements at the then current extra-duty permit hourly rate. Specific duty hours and days of service will vary depending on assessed need, and they will be

adjusted by agreement between the liaison representing Lake Park CRA and the Captain of District 10 of the Sheriff's Office.

4. Persons employed in the performance of services provided are employees of the Sheriff and not employees of Lake Park CRA. As such they receive all benefits, compensation, training and promotions from the Sheriff.
5. The initial term of this Agreement shall be 12 months, beginning May 1, 2009 and ending on April 30, 2010. This Agreement may be renewed by the parties, subject to computation of cost at the time of renewal and a written Amendment extending the term.

Total cost of personnel and equipment, for the contracted 80 hours/week, during the initial term of the Agreement shall be \$215,000. Monthly payments shall be in the amount of \$17,916.67. The last (12<sup>th</sup>) month's payment shall be \$17,916.63. Said amount shall be paid in advance and received by the Sheriff by the 25<sup>th</sup> day of the month preceding the month for which the payment is due. If payment is not received by the last day of the month for which it is due, the Agreement shall be in default and the Sheriff shall provide written notice of same and shall give the Lake Park CRA five days to cure the default before terminating the Agreement for non-payment.

Additional hours secured through extra-duty permits will be billed separately through the Extra-duty permits office.

6. This Agreement may be cancelled by either party for any reason providing the canceling party gives the other party 60 days advance written notice.
7. This Agreement may be modified only if such modification is in writing and signed by both parties.
8. All notices and the exchange of information by and between the parties to this Agreement shall be as follows:
  - A. The authorized representative for Lake Park CRA shall be its Executive Director Davis, at (561) 881-3304, 535 Park Avenue, Lake Park, Florida 33403.
  - B. The authorized representative of the Sheriff is the Major of Agency Operations, Palm Beach County Sheriff's Office (561) 688-3188, 3228 Gun Club Road, West Palm Beach, Florida 33406, or his/her successor.
9. To the extent permitted by law, and without waiving any constitutional or statutory sovereign immunity protections, the Sheriff shall indemnify and hold harmless Lake Park CRA against any actions, claims or damages which may arise out of the negligence and/or intentional act of the Sheriff, his deputies, agents, and employees in furtherance of this Agreement and in the course and scope of his/her employment. Lake Park CRA shall indemnify and hold harmless the Sheriff, his

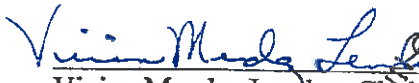

deputies, agents, and employees against any actions, claims or damages arising out of Lake Park CRA, and its officers' and agents' negligence and/or intentional acts in connection with the services provided under this Agreement.


10. This Agreement shall not be assigned.
11. If a party to this Agreement intends to provide any publicity, public relations, advertisements or signs with respect to any activities conducted in association with this Agreement, the party intending to publicize the activity shall obtain the other party's approval of the materials being used to advertise the activity prior to the materials being posted.

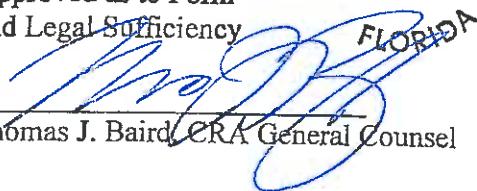
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first written above.

Lake Park Community  
Redevelopment Agency  
535 Park Avenue  
Lake Park, Florida 33403

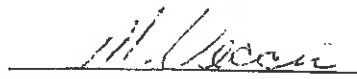
ATTEST

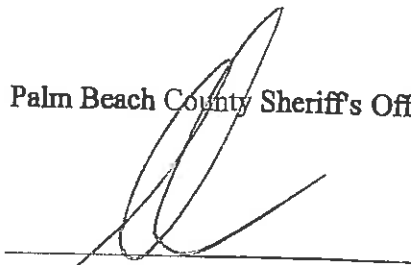
  
Vivian Mendez Lemley, Clerk  


By:   
Desca Dubois, Chair

Approved as to Form  
and Legal Sufficiency  
  
Thomas J. Baird, CRA General Counsel

ATTEST:

  
Michael Veccia, Major

Palm Beach County Sheriff's Office  
  
Ric L. Bradshaw, Sheriff



# TAB 4



**CRA  
Agenda Request Form**

**Meeting Date: March 17, 2010**

Agenda Item No. **4**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> Resolution                   |
| <input type="checkbox"/> Ordinance on Second Reading | <input checked="" type="checkbox"/> <b>Discussion</b> |
| <input type="checkbox"/> Ordinance on First Reading  | <input type="checkbox"/> Bid RFP/Award                |
| <input type="checkbox"/> General Approval of Item    | <input type="checkbox"/> Consent                      |
| <input type="checkbox"/> Presentation                | <input type="checkbox"/> Other                        |

**SUBJECT: Establish and Classify the Position of Art Studio and Gallery Manager**

**RECOMMENDED MOTION/ACTION: Approve**

Approved by Executive Director *W. Davis* Date: *3/12/10*

<b>Prepared By:</b>  <b>Executive Director</b>	<b>Costs: \$</b>  <b>Funding Source:</b> <b>Acct. #</b>	<b>Attachments:</b> Job Description and Budget
--	--	--

**Summary Explanation/Background:** When preparing the Fiscal Year 2009/2010 budget for the Studio and Gallery, the plan was to utilize an Arts Consultant who would be augmented by part-time employees to manage the day to day operation of the facility. Since then, the thinking has evolved and staff believes that it is in the best interest of CRA to recommend staffing the facility with a full time studio and gallery manager in lieu of a consultant.

The attached job description for the position outlines the very specific skills required of the position to properly manage the operation. Staff is recommending a salary range of \$35,000-\$50,000 depending on education, qualifications and experience. The combined Fiscal Year 2009/2010 budget allocation for the consultant (\$12,000) and part-time staff (\$23,400) is \$37,400. This allocation constitutes a budget for nine months with the anticipation that the facility would have opened in January 2010.

Construction was delayed due to unanticipated asbestos abatement requirements. The opening of the facility is now projected to be the last week in March, which is six months into the Fiscal Year. As stated above, the nine month allocation for the consultant and part-time staff was budgeted at \$37,400. To illustrate the difference in costs, if a candidate is selected at the low end of the range (\$35,000), the six month salary including benefits would be \$24,750. If a candidate is selected at the high range (\$50,000) the six month

salary including benefits would be \$32,825. Both ranges are below the budgeted allocation of \$37,400. It is impossible to foresee what the requirements of part-time staff would be at this point in time. Any increase in the budget required to accommodate part-time staffing for the facility would be absorbed in the existing budget.



## **TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY ART STUDIO AND GALLERY MANAGER**

### **CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the Community Redevelopment Agency (CRA) Executive Director, directly responsible for all duties and responsibilities attendant to the day-to-day operation of a working art studio and display gallery center. This is an exempt professional position which serves at the pleasure of the CRA Executive Director.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position of Art Studio and Gallery Manager.

#### **Examples of Essential Functions:**

1. Responsible for recruiting a variety of high quality working artists who create art on studio premises.
2. Markets and promotes the studio and gallery to maximize the leasing of all available space to appropriate tenants.
3. Ensures that all studio rules and procedures are enforced.
4. Sets up displays and maintains records to ensure that inventory is rotated regularly.
5. Maintains and updates a listing of inventory as required.
6. Assists with the sale of art displayed in both studio and gallery space.
7. Responsible for purchasing supplies for title cards, price tags, signage, handout materials, etc.
8. Conducts monthly business meetings with tenants and members.
9. Schedules studio and display artists' work shifts.
10. Calculates and collects the monthly rent for studio and display space.
11. Calculates all sales proceeds and commissions.
12. Markets and conducts monthly artist(s) openings to showcase respective studio/gallery artists.
13. Develops and schedules regular events to promote the artists, studios and gallery.
14. Updates the CRA website to maintain current information.
15. Solicits artists to conduct a variety of demonstrations/classes.
16. Recommends revenue enhancement measures.
17. Works cooperatively with CRA and Town staff.
18. Effectively settles tenant disputes.
19. Coordinates and schedules volunteer/member and assistant efforts as required.

## **REQUIREMENTS:**

### **Education and Experience:**

Bachelor's Degree from an accredited college or university in Fine Art is desirable, but not required. Must have documented experience in managing an art gallery, museum or artists' cooperative and strong knowledge of working art studios, as well as the experience and ability to effectively coordinate events to showcase gallery and artists. Strong retail, marketing, financial and business management experience is highly desirable.

### **Knowledge, Skills and Abilities:**

- Knowledge of the arts.
- Knowledge of gallery, museum and studio operations.
- Knowledge of working studios
- Knowledge of setting up art displays
- Ability to personally set up art displays
- Knowledge of and ability to market art and artists
- Ability to plan, coordinate and execute events
- Knowledge of computers and cash registers and the ability to process information/merchandise through computer system and cash register system
- Ability to read, count, handle receipts accurately, write accurately and prepare and maintain accurate records
- Ability to communicate effectively both verbally and in writing
- Must have strong interpersonal skills
- Must be able to work independently with very little direction
- Must have ability to establish and foster positive working relationships with CRA and Town staff and the public

### **Physical Requirements:**

Tasks require physical activity and the ability to lift a minimum of 20 lbs. Must be able to stoop, bend, stretch, climb, kneel, walk and push. Must have dexterity in the use of hands, arms and fingers.

### **Environmental Requirements:**

Tasks performed will have exposure to dust, dirt, smells, fumes, heat, etc.

It is the policy of the Town of Lake Park CRA to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to,

the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 CURR YR BUDGET	2009 ACTUAL TO DATE	2009 ESTIMATE FOR THE YEAR	2010 PROPOSED BUDGET	2010 ADOPTED BUDGET
<b>525- Co-op Expenditures</b>								
001-55-552-525-13000	Other & Part Time Salaries	-	-	-	-	-	23,400	23,400
001-55-552-525-21000	FICA	-	-	-	-	-	1,800	1,800
110-55-552-525-31000	Professional Services	-	-	-	-	-	12,000	12,000
110-55-552-525-34000	Contractual Services	-	-	-	-	-	5,300	5,300
110-55-552-525-43000	Utilities	-	-	-	-	-	7,200	7,200
110-55-552-525-43250	Garbage & Trash	-	-	-	-	-	2,700	2,700
110-55-552-525-48000	Promotional Activity	-	-	-	-	-	15,000	15,000
110-55-552-520-51000	Office Supplies	-	-	-	-	-	1,250	1,250
110-55-552-525-52000	Operating Supplies	-	-	-	-	-	5,000	5,000
110-55-552-525-52200	Small Tools & Others	-	-	-	-	-	1,250	1,250
	<b>TOTAL OPERATING EXPENSES</b>	-	-	-	-	-	<b>74,900</b>	<b>74,900</b>
110-55-552-525-63107	Improvements - 800 Park Avenue	-	-	-	-	-	-	-
110-55-552-525-71000	Principal (See note below)	-	-	-	-	-	18,000	18,000
110-55-552-525-72000	Interest	-	-	-	-	-	18,550	18,550
	<b>TOTAL OTHER EXPENSES</b>	-	-	-	-	-	<b>36,550</b>	<b>36,550</b>
	<b>TOTAL DEPT EXPENDITURES</b>	206,268	2,141,013	2,870,346	1,745,815	3,268,460	1,883,475	1,883,475
	<b>SURPLUS/(DEFICIT)</b>	781,020	1,323,504	(1,760,546)	(737,369)	153,635	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
WAGE AND BENEFITS - DETAIL**

FUND	520	FUNCTION	Community Redevelopment									
DEPT		ACTIVITY	Revenues & Expenditures									
Position Classification	FT/PT	Merit Date	Hourly Rate	Hours	Base Wages	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost	
Economic Dev Director	FT	10/7	38.46	2,080	79,997	10,445	480	127	60	979	92,088	
Project Manager	PT	3/31	35.35	1,040	36,764	-	-	-	-	-	36,764	
Grants Writer	FT	6/4	34.34	1,040	35,714	5,220	240	98	36	416	41,724	
Code Compliance Officer	FT	1/29	17.32	208	3,603	680	48	14	12	42	4,399	
Planner 1	FT	12/4	21.13	208	4,395	680	48	16	12	51	5,202	
Code Compliance Officer	FT	10/30	24.30	208	5,054	1,425	48	19	12	59	6,617	
Community Dev. Director	FT	4/10	42.94	416	17,863	1,365	96	39	12	208	19,583	
Recreation Director	FT	10/4	30.92	520	16,078	3,555	120	50	15	185	20,003	
Co-op Attendants	PT		12.00	1,950	23,400	-	-	-	-	-	23,400	
**Note: 50% of Grants Writer salary budgeted to 520 CRA												
**Note: 20% of Community Dev. Director salary budgeted to 520 CRA												
**Note: 10% of Planner salary budgeted to 520 CRA												
**Note: 10% of Code Compliance Officer salary budgeted to 520 CRA												
**Note: 10% of Code Compliance Officer salary budgeted to 520 CRA												
**Note: 25% of Recreation Director salary budgeted to 520 CRA												
					222,868	23,370	1,080	363	159	1,940	249,780	
Total Wages & Benefits												

