

AGENDA

Special Call
Community Redevelopment Agency Meeting
Wednesday, May 6, 2009, 7:30 P.M.
Lake Park Town Hall
535 Park Avenue

Desca DuBois	—	Chair
Jeff Carey	—	Vice-Chair
Edward Daly	—	Board Member
Patricia Osterman	—	Board Member
Kendall Rumsey	—	Board Member
Christiane Francois	—	Board Member
Michelle McKenzie-Suiter	—	Board Member
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Maria V. Davis	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian M. Lemley	—	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. **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. **Special Call CRA Board Meeting Minutes of April 1, 2009** **Tab 1**
 2. **Additional Compensation for Inspection Services to Calvin, Giordano & Associates, Inc. for the Alleyway Project** **Tab 2**
- F. DISCUSSION AND POSSIBLE ACTION:**
3. **Development of an Art Co-op and other Economic Development Incentives** **Tab 3**
- G. BOARD MEMBER COMMENTS**
- H. EXECUTIVE DIRECTOR COMMENTS**
- I. ADJOURNMENT**

Consent Agenda

TAB 1



CRA
Agenda Request Form

Meeting Date: May 6, 2009

Agenda Item No.

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|----------------|
| <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"/> | Consent |
| <input type="checkbox"/> | Presentation | <input type="checkbox"/> | Other |

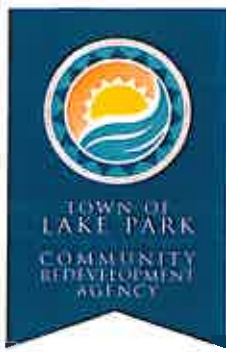
SUBJECT: Special Call CRA Meeting Minutes of April 1, 2009

RECOMMENDED MOTION/ACTION: To Approve the Special Call CRA Meeting Minutes of April 1, 2009

Approved by Executive Director *M. Davis* Date: *4/29/09*

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



**Town of Lake Park
Special Call
Community Redevelopment Agency Meeting
Town Hall Commission Chambers
535 Park Avenue, Florida 33403
Wednesday, April 1, 2009 7:30 p.m.**

The Community Redevelopment Agency met for the purpose of a Special Call CRA Meeting on Wednesday, April 1, 2009 at 7:30 p.m. Present were Chair DuBois, Vice-Chair Daly, Board Members Balius, Carey, Osterman, Suiter, Francois, and Executive Director Maria Davis and Agency Clerk Vivian Lemley.

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 Board Member Balius to approve the agenda; Board Member Osterman made the second.

Vote on Motion:

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

Motion passed 7-0.

Consent Agenda

1. Special Call CRA Board Meeting Minutes of March 18, 2009.
2. Approval of Change Orders for Improvements to Downtown Alleyways for Paving and Drainage

3. Approval of Change Orders for Improvements to Downtown Alleyways for Landscaping

Public Comment Open.

None

Public Comment Closed.

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

Vote on Motion:

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

Motion passed 7-0.

CRA BOARD MEMBER COMMENTS

Board Member Suiter asked if there were problems connecting with Seacoast in the last phase of the Alleyway Improvement Project.

John Downs of Calvin, Giordano, & Associates stated that there were no issues with Seacoast Utilities.

Board Member Suiter stated that she noticed that the landscaping was still being watered by hand.

John Downs of Calvin, Giordano, & Associates stated that the irrigation should be done by next week.

Board Member Balius
None

Board Member Carey
None

Chair DuBois

None

Vice-Chair Daly

None

Board Member Osterman

None

Board Member Francois stated that there were children using skateboards in the alleyways. She recommended that “No Skateboarding” and “No Loitering” signs be placed in the alleyway.

Executive Director Maria Davis stated that she would speak with the Sheriff’s office regarding the skateboarding in the alleyway and whether or not signs could be placed there.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Osterman and seconded by Board Member Carey, and by unanimous vote, the meeting adjourned at 7:35 p.m.

Chair DuBois

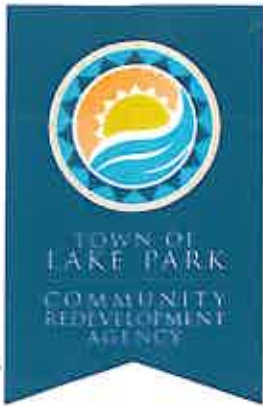
Agency Clerk Jessica Shepherd

Agency Clerk Vivian Lemley

(Town Seal)

Approved on this _____ day of _____, 2009

TAB 2



**CRA
Agenda Request Form**

Meeting Date: May 6, 2009

Agenda Item No.

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|----------------|
| <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"/> | Consent |
| <input type="checkbox"/> | Presentation | <input type="checkbox"/> | Other |

SUBJECT: Additional Compensation for Inspection Services to Calvin, Giordano and Associates, Inc. for the Alleyway Project

RECOMMENDED MOTION/ACTION: Approve

Approved by Executive Director *W. Davis* Date: *4/22/09*

Prepared By: Executive Director	Costs: \$ 26,000 Funding Source: Alleyway Project Debt Service Acct. #	Attachments: Letter from Calvin Giordano and Assoc., Inc.
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Summary Explanation/Background: Staff and the consulting engineers encountered significant performance problems with the low bid paving contractor for the Alleyway Project. In order to ensure that the Town received the quality project that it envisioned, it was necessary for staff and the consulting engineers to spend an inordinate amount of time on the job performing inspection services and guiding the contractor to ensure quality control.

Calvin Giordano and Associates, Inc. has requested to be compensated for the additional time that its staff spent on the job. Staff has reviewed this request and find it to be reasonable considering the extraordinary circumstances. Attached please find a letter from John P. Downs, Executive Vice President of Calvin, Giordano and Associates, Inc.



March 26, 2009

Ms. Maria Davis
Town Manager
Town of Lake Park
535 Park Avenue
Lake Park, Florida 33403

**RE: Town of Lake Park Alleyways Construction Phase
Request for additional compensation due to the necessity for
additional inspection services.
CGA Proposal No. 06-2748.15**

Dear Maria,

It is with some trepidation that I am presenting this request for additional compensation for inspection services on the above project. As you are aware, the paving contractor selected as a result of the Low Bid Process has caused both the Town and CGA to expend an inordinate amount of time in the field and the office addressing the quality of their work to ensure that the intent of the Town's project was met. The contractor did not have enough personnel on the project in the early stages and has repeatedly performed poor quality work that has required two and sometimes three attempts to repair. In my conversation with you dealing with the issues and our general dissatisfaction with the progress and quality of the work it was decided that more time needed to be spent in construction oversight than was initially anticipated.

The duration of the contract was to be 120 days, commencing October 13, 2008 and ending February 9, 2009. The contractor has communicated that they will be substantially complete by April 8, 2009, with final completion expected 30 days after that. That yields a project duration of 207 days. The original contract for construction phase services for the engineering elements of the project was valued at \$22,720, which included 96 hours of field inspection time. The construction phase services for the landscaping contractor's portion of the project was \$2,230 which included only two inspections. To date, exclusive of time related to the dumpster pads redesign and reconstruction, the project has consumed an effort of \$65,565 with approximately 350 hours of field inspection time. If the project is completed per the contractor's revised date, the project will consume an additional \$12,660, based upon 13 hours a week of field and 6 hours office time, for a total effort of \$78,225. This exceeds our total contract price by \$53,275.

Engineering
Construction Engineering
& Inspection
Municipal Engineering
Transportation Planning
& Traffic Engineering
Surveying & Mapping
Planning
Landscape Architecture
& Environmental Services
Construction Services
Indoor Air Quality
Data Technologies
& Development
Emergency Management
Services
Building Code Services
Governmental Services

560 Village Blvd., Suite 340
West Palm Beach, FL 33409
Phone: 561.684.6161
Fax: 561.684.6360

www.calvin-giordano.com

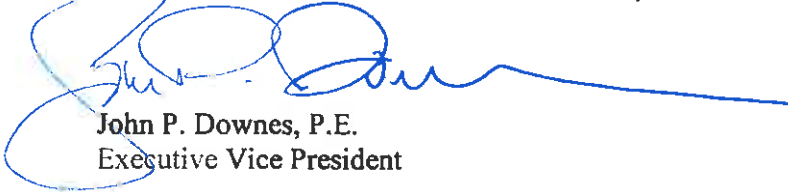
Maria, I am fully cognizant of some of the design related issues that occurred during the construction, and I admit they were very basic common sense type issues; however I did expect that we would have to make some field changes based on existing conditions. All that being said I do believe the project is a credit to you and your leadership. Personally I am very happy with the way it performed during last week's rain and feel that the Town residents will look very favorably on this project for years to come.

In closing; with respect to concerns relative to design and costs of the associated construction and in light of budgetary constraints in the town, I would like to ask you and the commission to consider additional compensation not for the total \$53,275 but for \$26,000. With this amount and the original contract of \$24,950 the total spent on construction observation and inspections will amount to \$50,950. This figure is approximately 6.0% of the total original construction cost or 5.6% of the construction costs with anticipated change orders, taking into account the total design fee and construction observation fee for this project versus the total construction cost i.e. \$114,000± versus \$910,000±. The soft costs are approximately 12.5% of the hard costs which is well within industry standards for a project of this nature.

Thank you in advance for considering this and please feel free to contact me should you wish to discuss it with me in more detail.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.



John P. Downes, P.E.
Executive Vice President

JP\srb

Attachment

TAB 3



**CRA
Agenda Request Form**

Meeting Date: May 6, 2009

Agenda Item No.

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|-------------------|
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Resolution |
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| <input type="checkbox"/> | General Approval of Item | <input type="checkbox"/> | Consent |
| <input type="checkbox"/> | Presentation | <input type="checkbox"/> | Other |

SUBJECT: Discussion Pertaining to the Development of an Art Co-op on Park Avenue and Other Economic Development Incentives

RECOMMENDED MOTION/ACTION:

Approved by Executive Director *W. Davis* Date: *4/30/09*

Prepared By: Executive Director	Costs: \$ TBD Funding Source: Acct. #	Attachments:
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Summary Explanation/Background: The CRA Consultants and staff have been meeting regularly as an “economic development team” to determine an appropriate theme to begin attracting the types of businesses to make our downtown a destination. The team has determined that our downtown absolutely lends itself to the arts as evidenced by a number of existing businesses as follows: two dance studios (ballet and Fred Estaire), Mos Art Gallery and Theatre, Art Van Go Studio (new shop which makes house calls to provide art lessons), Brown Baggin It (a sandwich shop that sells hand painted glass, water color paintings and photography), and Easel Art which sells art supplies and offers painting lessons. All of these businesses are located on Park Ave. between 7th and 10 streets.

The economic development team firmly believes that attracting a combination of “mom and pop” restaurants and a variety of artists to the Downtown is the best approach to establishing a vibrant Downtown District .

In order to attract restaurateurs and artisans, it is essential to provide incentives.

One such recommended incentive is to develop an artists' co-op, which would involve renting a storefront to provide space for a variety of artists. Attendant with renting the space, it would be necessary to make modifications to the premises to accommodate booths for the artists to work and/or display art. The artists would pay a monthly rent for the use of the space. The team has met with various artisans for discussion and guidance. It is the team's recommendation to develop an artists' co-op as an incentive to attract various artisans.

The team also discussed various incentives to attract restauranteurs. Such incentives would include the CRA providing rent relief, low interest business development loans, small marketing grants, etc.

Over the past two years, the CRA has accomplished many initiatives to place it in a very positive position to attract businesses. We've completed and/or programmed infrastructure initiatives such as the 10th street and Park Avenue streetscapes, alleyway improvements, acquisition of the Foresteria properties for future parking, etc. We will be offering façade improvement grants for Park Avenue properties upon receipt of the University of Miami's Façade Improvement Manual next month. We now have authority via the electorate to offer tax incentives to specific types of businesses. We have hired additional law enforcement officers to solely patrol the CRA and lastly, we will be installing grant funded security cameras downtown.

Staff is of the opinion that the next logical step in the process is the recruitment of artisans and restauranteurs. Staff wishes to commence efforts and be provided authority to offer incentives to begin the recruitment process to attract the appropriate businesses for the Town's downtown.