



Lake Park Town Commission, Florida
Special Call Community Redevelopment Agency
Meeting Agenda

Wednesday, April 17, 2024 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Michael Hensley	—	Agency Member
Carmen Rodriguez	—	Agency Member
Mary Beth Taylor	—	Agency Member
Judith Thomas	—	Agency Member
Henry K. Stark	—	Agency Member
John O. D’Agostino	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	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.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION/REPORT:

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.

EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

CONSENT AGENDA:

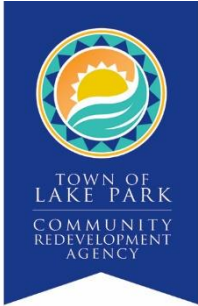
- [1.](#) March 6, 2024 Community Redevelopment Agency Meeting Minutes
- [2.](#) Update on the Proposed Streetscape Improvements for Park Avenue and 10th Street (the Project) and Request for Authorization by the Community Redevelopment Agency (CRA) Executive Director to Accept and Execute Two (2) Change Request Proposals from West Construction, Inc. Related to the Park Avenue & 10th Street Streetscape – PHASE 1 Scope of Work.

NEW BUSINESS:

- [3.](#) Resolution 18-04-24 Request to Authorize the Executive Director to Accept a Professional Services Proposal from Shawn Mitchell to Assist the CRA with the Annual Budget, Annual Report, Bond Issuance and Other Financial Services on an As-Needed Basis.

AGENCY MEMBER REQUESTS:**ADJOURNMENT:**

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on June 5, 2024.



**Community Redevelopment Agency
Agenda Request Form**

Meeting Date: April 17, 2024

Agenda Item No.

Agenda Title: March 6, 2024 Community Redevelopment Agency Meeting Minutes.

☐ SPECIAL PRESENTATION/REPORT ☒ **CONSENT AGENDA**
☐ OLD BUSINESS ☐ NEW BUSINESS
☐ OTHER:

Approved by Executive Director: John D'Agostino Date: 03/15/2024

Laura Weidgans, Deputy Town Clerk

Originating Department: Agency Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Meeting Minutes Exhibits A-B Exhibit C Avail in Clerk's Office
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case <u>LW</u> . Please initial one.

Exhibit C which is the CRA Annual Report is too large to attach and is available in the Clerk's Office

Recommended Motion: I move to approve the March 6, 2024 Community Redevelopment Agency Meeting Minutes.



Lake Park Town Commission, Florida

Community Redevelopment Agency Meeting Minutes

Wednesday, March 06, 2024 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Vacant	—	Agency Member
Carmen Rodriguez	—	Agency Member
Mary Beth Taylor	—	Agency Member
Judith Thomas	—	Agency Member
Henry K. Stark	—	Agency Member
John O. D'Agostino	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk

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CALL TO ORDER/ROLL CALL

6:33 P.M.

PRESENT

Chair Roger Michaud

Vice-Chair Kimberly Glas-Castro

Board Member Carmen Rodriguez

Board Member Mary-Beth Taylor

Board Member Judith Thomas

Board Member Henry Stark

PLEDGE OF ALLEGIANCE

The Pledge was led by Ms. Amy Angelo, Oceana Coffee.

SPECIAL PRESENTATION/REPORT:

1. 1301 10th Street (Lake Park Group) - First Quarterly Construction Update Report for 2024
Ms. Amy Angelo and contractor Mr. Patrick Stroebel from Morganti presented to the Board (Exhibit A). The Board gave positive feedback to them regarding the progress of the project. Board Member Thomas stated that the banner hanging on the inside of the fence was beautiful and suggested that the banner be hung on the outside of the fence. Mr. Stroebel appreciated the feedback and stated the banner would be placed on the outside of the fence very soon. Board Member Stark asked for a brief summary of what will take place from now until opening day. Mr. Stroebel provided an update that included second floor slab, A/C, plumbing, etc.

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.

NONE

EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

Executive Director John D'Agostino presented his comments via Exhibit "B". Newly hired Community Redevelopment Administrator, Ms. Allison Justice, introduced herself and gave a brief history of her career and background.

Executive Director D'Agostino thanked the Ambroise Family for the contributions of their father Paul Emmanuel Emile Ambroise. He explained that a tree has been planted in Blakely Park in honor and memory of the Ambroise Family. Board Member Thomas thanked the Executive Director for the dedication.

Board Member Taylor asked who will be doing the new administrator's 6 month evaluation. Executive Director D'Agostino advised that he would be providing the evaluation.

Board Member Stark commented on the CRA Administrator position.

CONSENT AGENDA:

Motion made to approve the Consent Agenda by Vice-Chair Glas-Castro, Seconded by Board Member Rodriguez.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark.

2. December 20, 2023 Special Call Community Redevelopment Agency Meeting Minutes

NEW BUSINESS:

3. Resolution 14-03-24 of the Community Redevelopment Agency of the Town of Lake Park Authorizing and Directing the Executive Director to Enter into an Employment Agreement with Allison Justice for the Position of Community Redevelopment Administrator.

Executive Director D'Agostino reviewed the agenda items and responded to questions regarding the probationary period, where they would be located and what Ms. Justice will be bringing to the table. Board Member Stark suggested that the Board be able to meet with Ms. Justice regularly. Executive Director D'Agostino agreed to this request and provided a description of how he believes Ms. Justice will contribute to the CRA. Board Member Taylor asked where Ms. Justice's office would be located. Executive Director D'Agostino stated that the Administrator would be at 800 Park Avenue.

Motion made to approve Resolution 14-03-24 by Board Member Stark, Seconded by Board Member Taylor.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark.

4. Each year the Executive Director provides a written report and summary of the Activities of the CRA for Fiscal Year 2022-2023.

Executive Director D'Agostino presented the Annual Report (see Exhibit "C").

Motion made by Board Member Stark, Seconded by Board Member Taylor.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark.

AGENCY MEMBER REQUESTS:

NONE

ADJOURNMENT:

7:42 P.M.

Motion made to adjourn by Board Member Thomas, Seconded by Board Member Stark.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Rodriguez, Board Member Taylor,
Board Member Thomas, Board Member Stark

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on June 5, 2024.

Chair, Roger D. Michaud

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Town Seal

Approved on this _____ of _____, 2024

**LAKE PARK, FL
OCEANA COFFEE HEADQUARTERS
CULINARY STUDIOS
FLORIDA CANNING CO,**



CONSTRUCTION PROGRESS REPORT



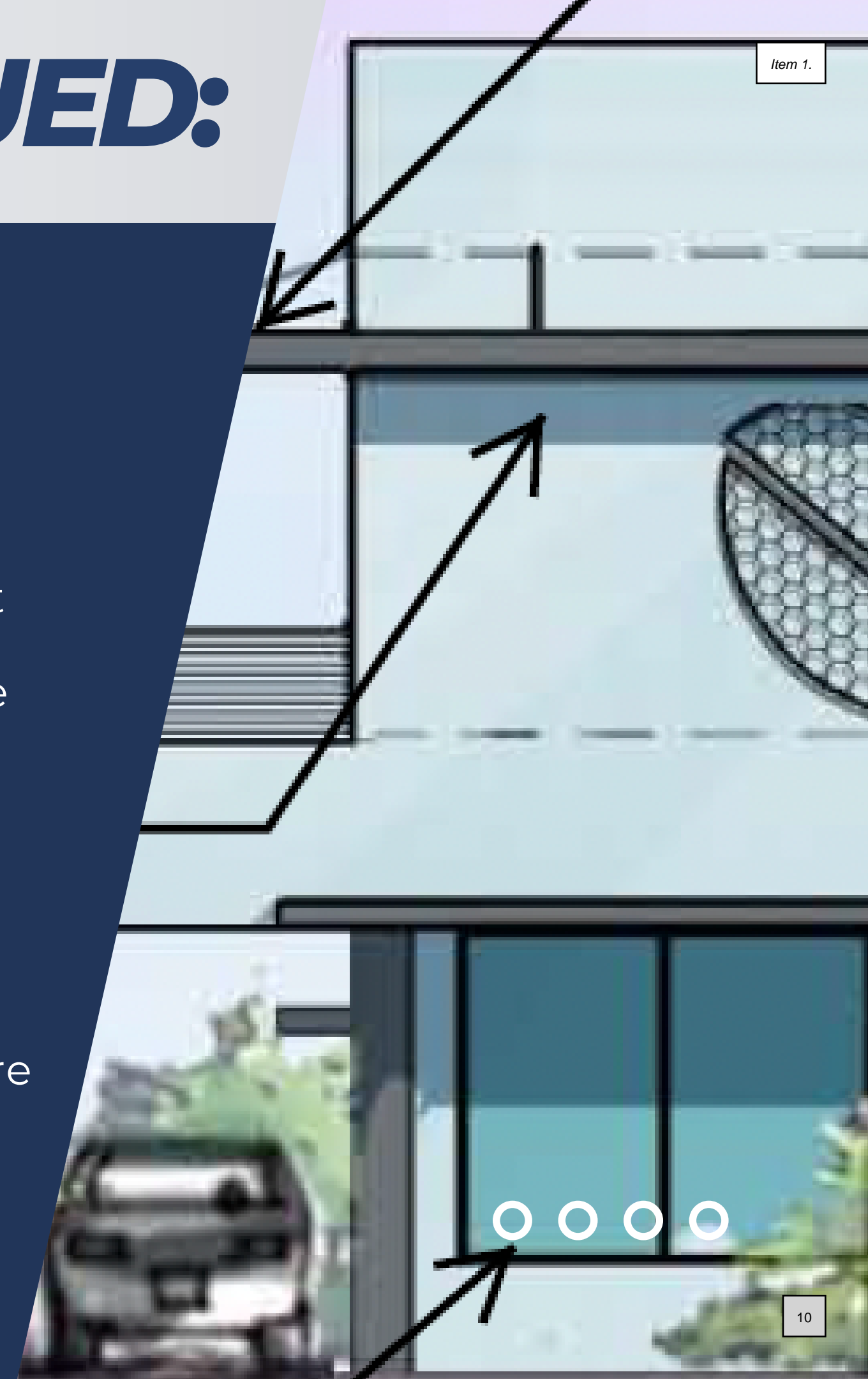
BENCHMARKS:

- 1. All underground, electrical, plumbing piping was installed and completed on January 15th. The underground inspection took place on the 16th and passed.
- 2. Backfill and compaction of the building pad completed on January 21st. Soil density samples were taken on the 21st and passed.
- 3. Concrete slab reinforcement started on Jan 22nd and completed on Jan 24th. Slab reinforcement inspections took place on the 25th and passed.
- 4. The first floor concrete slab was poured and completed on January 29th.



BENCHMARKS CONTINUED:

- 5. Masonry block wall has been installed up to second floor on February 9th.
- 6. Concrete Tie-Beam and Tie columns located at the openings on the first floor have been pour, except for the west storefront windows. Tie-beams and tie-columns at opens were inspected on 2/16 and passed.
- 7. Masonry block for the second floor tie-beams were completed on 02/22.
- 8. 2nd floor tie-beam concrete forming (form boards), where steel beams for the 2nd floor will be attached to, started on 02/22 and is in process.



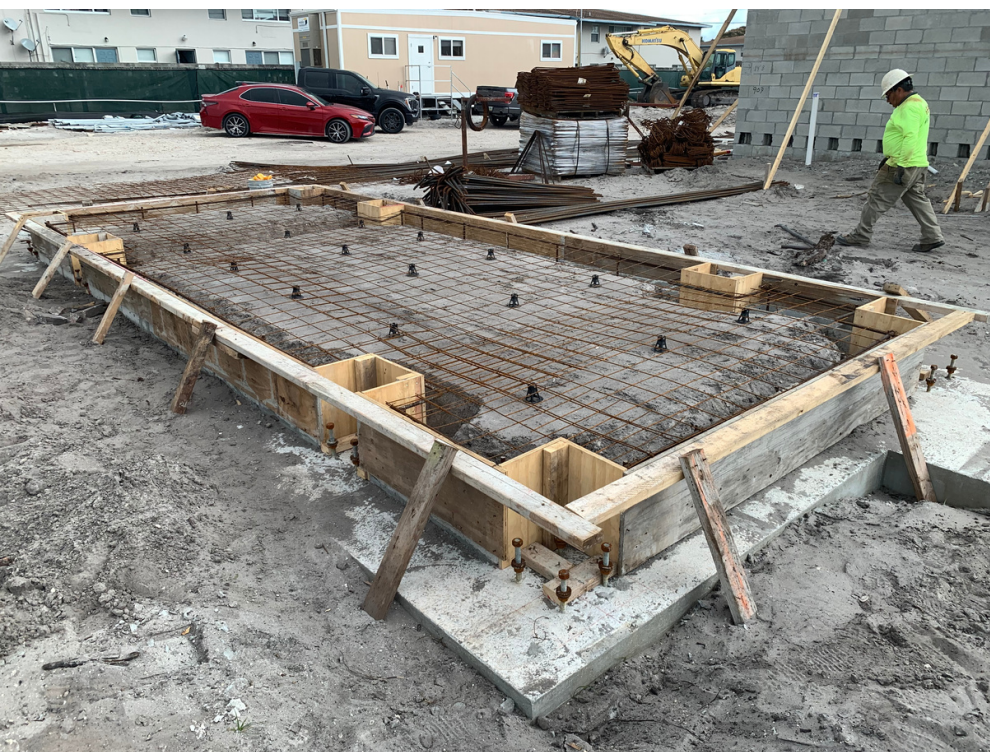


Aerial Images





Ground Images





JOIN US TO LIVE, WORK, & PLAY IN LAKE PARK



1301 10th Street, Lake Park



561.339.2913

We look forward to continuing the vision of the Lake Park CRA and facilitating bringing the culinary arts to your thriving performing arts district!





CRA EXECUTIVE DIRECTOR COMMENTS

COMMUNITY REDEVELOPMENT AGENCY MEETING Wednesday, March 6, 2024

COMMUNITY DEVELOPMENT

918 Park Avenue Building Analysis & Relocation: In follow-up to the feedback staff received at a recent hearing on this property, Staff will be moving forward with an RFP to engage a team of consultants to look into the possibility of successfully relocating the structure to a nearby location, along with the associated costs. With this being said, should the CRA need to fund this initiative, the existing CRA Master Plan identifies the following redevelopment goal, in part, ***“....promote and assist in the redevelopment of mixed-use catalyst projects on the corner of Park/10th...”*** ...since Town Staff is recently in receipt of a new submittal for a mixed-use development project on several properties at Park/10th, one of which is the 918 Park Avenue property, we may be able to use this CRA Master Plan redevelopment goal to pay for some of the necessary costs associated with the 918 Park Avenue building analysis and relocation efforts. Staff is still looking into this. If it is determined that a plan amendment is necessary, we will bring this forward separately as well. This comment is being provided in the event the CRA Board has any thoughts, comments, or concerns that would serve to be valuable to Staff as we work through this initiative.

HUMAN RESOURCES

We are pleased to introduce our new Community Redevelopment Administrator, Allison Justice. Ms. Justice has a Bachelor's Degree in Psychology from Kansas State University as well as a Master's Degree in Business Administration from Florida Atlantic University. She is a certified Redevelopment Professional through the Florida Redevelopment Association, and also holds certifications through the Urban Land Institute, Pimply and Pimley Finance Statement and Cash Flow Program, and American Institute of Banking Analyzing Financial Statements. Ms. Justice has served both the public and private sectors in various project management and leaderships roles with significant experience in CRA initiatives. We are very pleased to welcome Ms. Justice to our team.

ANNUAL REPORT FISCAL YEAR 2022-2023



TOWN OF
LAKE PARK

COMMUNITY
REDEVELOPMENT
AGENCY



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

ANNUAL REPORT FOR THE FISCAL YEAR 2022-2023

The Town of Lake Park (the Town), formerly known as Kelsey City, has a rich and diverse cultural history dating back nearly a century. The Olmsted Brothers (renowned landscape architects and creators of such noteworthy projects as the National Mall and the White House grounds) laid out the incorporated Kelsey City in 1923. The Town is one of the earliest master-planned communities in South Florida and continues to retain its original characteristics. In 1919, founder Harry Seymour Kelsey purchased 100,000 acres between Jupiter and Riviera Beach. Kelsey chose the scrub ridge for the site of Kelsey City (later renamed Lake Park). The Town maintains much of its original charm while simultaneously embracing the present and planning for the future. The Town will celebrate its Centennial Anniversary in 2023.

CREATION AND EXPANSION OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

In 1996, the Town of Lake Park Community Redevelopment Agency (C.R.A.) was created by a vote of both the Town Commission and the Palm Beach County Board of County Commissioners. Its purpose was, and remains, to restore and maintain a sense of place and community through the revitalization of the physical and economic environment throughout the Lake Park Community Redevelopment Agency's designated areas. The 1996.C.R.A. board presented a plan that served as the framework for programming redevelopment activities and implementing specific projects designed to leverage public interest and private investment required for revitalization. Redevelopment is one of the best ways to instill new life into areas adversely impacted by social, physical, environmental, or economic decline. The targeted area receives focused attention and financial investment to reverse the negative trends caused by slums and blighted areas. The C.R.A. creates jobs, restores a business climate, rehabilitates and increases business and housing opportunities for low- and -moderate-income residents and families.

The latest C.R.A. Master Plan calls for expanding the C.R.A. target area. The new target area will include Bert Bostrom Park. The expanded area includes homes along Silver Beach Road from 10th Street to U.S. Highway 1. The

expansion area extends 10th Street north from Northern Drive to Northlake Boulevard, encompassing 10th Court and Prosperity Farms Road to Northlake Boulevard. The expansion area is under consideration by the County.

The map illustrates the existing Lake Park C.R.A. and the proposed expansion areas.

Map of Existing Lake Park CRA and Proposed Expansion Areas



C.R.A. Master Plan Update and Future Focus

In the last annual report, C.R.A.'s Board of Directors requested an update to the C.R.A. Master Plan. In preparation for The Town of Lake Park C.R.A. Master Plan update, and under the Town of Lake Park's Purchasing Ordinance, the C.R.A. solicited proposals from planning firms to update the C.R.A. Master Plan in an ongoing effort to foster redevelopment options and smart sustainable growth in the Town through an updated C.R.A. Master Plan. The implemented C.R.A. Master Plan was workshopped and approved in the last reporting period. The C.R.A. Master Plan is attached as an Appendix

and identifies the C.R.A. areas, along with goals and objectives for areas that essentially serve as our future focus areas. This report will also highlight initiatives and plans for future growth and development. A look at possible future initiatives will ensure attainable development initiatives for the C.R.A.

RECENT GROWTH AND DEVELOPMENT

754 Park Avenue

The Park Avenue project changed ownership when 754 Park Avenue Lake Park L.L.C. (represented by Michael Aram) purchased the 754 Park Avenue building (which was previously under renovation). To date, the property owner has not moved forward with the completion of the building. The property is under code violations from the Town, with a lien recorded against the property since the building permits for the renovations have expired and the property remains unfinished. This property remains underdeveloped with partial completion of a plan that may or may not move forward. The objective of the C.R.A. is to either get the new owner to complete construction with updated plans or sell the property to a developer to complete the development.

Downtown Redevelopment Vision

The C.R.A. includes Park Avenue, Lake Park's main downtown corridor. The viability of space in the downtown area, which we also refer to as the Park Avenue Downtown District (PADD), requires significant development of residential, mixed-use buildings with increased density to create live, work, and recreate options for a successful rebirth of the PADD (a vital component of a viable PADD district). Density development along 10th Street, both North and South of Park Avenue, is critical to the success of business development and business sustainability. The PADD benefited from a comprehensive plan amendment, allowing for increased densities within select downtown areas. The State of Florida accepted the Comprehensive Plan Amendment, and the Town Commission passed Land Development Regulations to increase intensities. Now that density is in place for development along 10th Street and the extension of the PADD areas along 10th Street north and south of Park Avenue, additional mixed-use development projects that will propose increased densities and intensities are able to move forward in the application and approval process.

Businesses in the CRA PADD are struggling to attract customers from within the Lake Park boundaries. A significant reason for the lack of business from the local community evolves around housing costs. While Lake Park has historically had some of the lowest housing costs in the northern Palm Beach County area, the availability of disposable income remains out of reach for a majority of residents. Housing and Transportation costs for Lake Park residents, on average, constitute 52% of a family's housing and

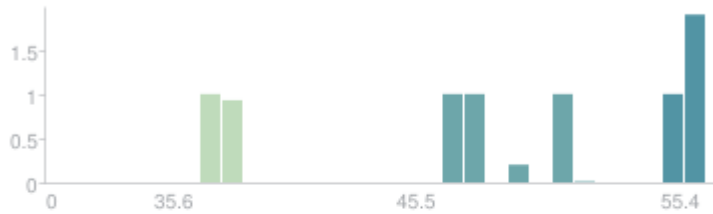
transportation income. The graph below illustrates the need to attract customers outside of Lake Park. The need for marketing plans and the ability of the C.R.A. to assist local businesses in implementing such plans is significant, as illustrated in the graph below.

H+T Costs % Income: 52%

[Fact Sheet](#)

Housing: 29% Transportation: 23%

Housing + Transportation Costs % Income



Housing + Transportation Costs % Income ?

Average: 52% Range: 33 - 59

Population	Household	Neighborhood
	Population	% of Population
< 24%	0	0%
24 - 36%	0	0%
36 - 45%	1,123	12.9%
45 - 54%	3,033	35%
54 - 66%	4,516	52.1%
66 - 78%	0	0%
78 - 87%	0	0%
87% +	0	0%
Total	8,672	100%

Over 4,500 residents in Lake Park commit between 54 to 66% of family income to housing and transportation expenses. With a population of just over 9,500 residents, almost half of the population in Lake Park cannot afford to have sufficient disposable income to support restaurants, cafés, and other businesses. In order to balance the affordable housing needs and provide for a new influx of residents in proximity to our CRA businesses so that they can further support them, additional density development in the downtown area is needed, along with affordable housing strategies such as accessory dwelling units. Such discussions will be on the horizon for the C.R.A Board of Directors and the Town Commission in 2023-2024.

The need for density development in the PADD cannot be overstated. The C.R.A. continues to explore the possibility of events intended to increase interest in the businesses within the CRA downtown district (PADD). With additional living units expected to come online in the next three to five years, the occupancies necessary to

support both the existing and additional businesses will ensure the success of restaurants, cafés, shops, and residential life in the newly expanded downtown areas of the C.R.A. While several variables impact redevelopment, such as the lack of control of land in the C.R.A., we must undertake creative ways to encourage development, redevelopment, and new investments in projects for the C.R.A. As of the writing of the C.R.A. report, staff estimates approximately 1,200 residential apartments are planned within the next one to five years. Additional dwelling units will allow more people to live in the downtown area and support local businesses. With increased density, structured parking will be necessary to accommodate the increase in density in the PADD area. Implementing some Lake Park Mobility Plan projects will also be essential to provide alternative transportation options, including developing a possible train station near the Park Avenue and 10th Street intersection.

Ultimately, through the efforts of the Community Development Department and the Town Commission, density-related development regulations in the PADD will ensure the success of the businesses that call the Lake Park C.R.A. home. Finally, the updated C.R.A. Master Plan promotes mixed-use development and other redevelopment opportunities that have proven successful in the rebirth of downtown districts in communities the C.R.A. Executive Director has managed.

Microbreweries

Two microbreweries – Kelsey City Brewery (along Park Avenue) and Coastal Karma Brewing (along 10th Street, just north of Park Avenue) – are open in the C.R.A. Both are located within the newly established PADD. The expanded PADD along the 10th will create additional synergy among breweries and restaurants. With the development of new residential dwelling units (approximately 1,200), the recipe for further business development is within the borders of the C.R.A.

C.R.A. Attractions for Millennials, Other Age Groups, and Out-of-state Residents

The eclectic feel of downtown businesses, the presence of diverse art, the possibility of a performance art group and retail shops in the PADD, and the diverse restaurant mix will continue to attract people of all age groups and genres to the downtown. The C.R.A. envisions additional mixed-use developments that will bring people, other specialty food establishments, and other unique uses and retail businesses to the C.R.A. Oceana Coffee (and two additional partners) received a million-dollar financial incentive package tied to development at the corner of Northern Drive and 10th Street. Oceana will open a commercial roasting/canning/shipping/receiving facility with retail options and commercial food kitchens. For the canning component, Oceana Coffee has partnered with a canning company. They have partnered with a commercial kitchen partner to operate this project component and create opportunities for home-based businesses to grow their respective companies out of a commercial kitchen footprint.

Hopefully, such business development opportunities will arise in the future. C.R.A. will increase. The newly established businesses will want to be located in the C.R.A. and create unique food options not found anywhere else in northern Palm Beach County.

Open-air cafés and unique restaurants will join the existing restaurants in the future. A new train station on 10th Street behind the existing Palm Beach County Fire Rescue building will provide additional mobility options in the planning and visioning stages of building a train station with residential units above. This extra mobility option aligns with the Town's discussions on the recently passed mobility plan and fee structure. This mobility plan proposes improvements intended to provide direct alternative transportation options to several areas within the C.R.A. Further, the mobility plan will serve as an added transportation connection (last mile) option to attract individuals of all ages to the C.R.A. and connect the CRA PADD to the parks, marina, and waterfront district.

A Marketing Plan

The C.R.A.'s updated Master Plan currently serves as the Town's marketing plan for the C.R.A., including marketing-related goals and objectives. In addition, in the next reporting period, C.R.A. staff plans to develop a more in-depth marketing and branding campaign for the C.R.A. A marketing specialist position is intended for the F.Y. 23-24 budget to work with businesses in the C.R.A. to create specific marketing strategies for companies in the C.R.A. 2023-2024.

Performing Arts Center

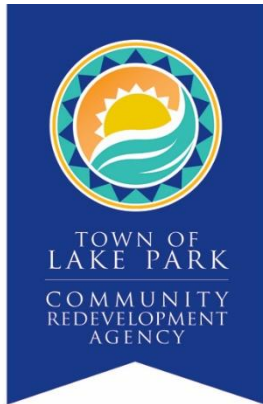
The Kelsey Theater's long-range plan may include a performance Arts Center in the 700 block of Park Avenue. The C.R.A. development focus for the 700 block of Park Avenue will be to find a developer to redevelop the property under the new C.R.A. Master Plan. Several for-profit and not-for-profit groups in South Florida can manage a future performing arts center. Future C.R.A. staff will be responsible for searching for and securing a Black Box Theater location tenant.

796 10th Street Façade Improvements

Brooklyn Cupcakes is an all-female, minority-owned company occupying a portion of the 796 10th Street property. The owners maintain their signature location consisting of a 500-square-foot business in Brooklyn, New York, and a mail-order business in partnership with Goldbelly. The C.R.A. financed a build-out and grease trap for the company and will contribute to a commercial kitchen exhaust hood if they expand their product offerings to include cooked food products on-site. The C.R.A. awarded \$94,050 for the hood system amortized over five years, within which the business must remain in operation. The hood system project has yet to be initiated. We continue to encourage the business owner to expand their product offering beyond cupcakes, which will require the

commercial exhaust system to be financed by the C.R.A. and installed by the business owners, assuming they meet the obligations of the awarded grant funds. Brooklyn Cupcake will also help the neighboring Coastal Karma brewery and other businesses in the area by providing much-needed food once the hood system project is realized.

In addition, the C.R.A. recently awarded \$360,000 for façade/exterior property improvements to the property located at 796 10th Street. The expected façade/exterior property improvements will cost an estimated \$1.2 million. A proposed 596-unit (market rate residential mixed-use project) will be considered directly across the Street from this location. C.R.A. With the upgrade to the façade/exterior of the property, we expect to see an expansion of the customer base for the property's businesses over the next two years. The location desperately needs additional food establishments to support each other while the mixed-use development projects in the area are underway.



Town of Lake Park Town CRA Meeting

Agenda Request Form

Meeting Date: XXXX Agenda Item No. _____

Agenda Title: Update on the Proposed Streetscape Improvements for Park Avenue and 10th Street (the Project) and Request for Authorization by the the Community Redevelopment Agency (CRA) Executive Director to Accept a and Execute Two (2) Change Request Proposals from West Construction, Inc. related to the Park Avenue & 10th Street Streetscape – PHASE 1 Scope of Work.

[] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA**
 [] BOARD APPOINTMENT [] OLD BUSINESS
 [] PUBLIC HEARING ORDINANCE ON _____ READING
 [] NEW BUSINESS
 [] OTHER: _____

Approved by Executive Director

John D'Agostino

Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town of Lake Park,
 ou=Town Manager,
 email=jdagostino@lakeparkflorida.gov, c=US
 Date: 2024.04.04 16:42:46 -04'00'

Date: _____

Jaime Morales/Public Works Director

Name/Title

Originating Department: Public Works	Net Change in Contract: Credit: - \$32,044.45 Funding Source: Streetscape PHASE 1 [X] Finance _____	Attachment 1: - Change Proposal Request CPR #002: Sidewalk Replacement Attachments 2: - Change Proposal Request CPR #003 Credit for eliminating the Sealing of the precast pavers
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes, I have notified everyone _____ OR Not applicable in this case _____ Please initial one.

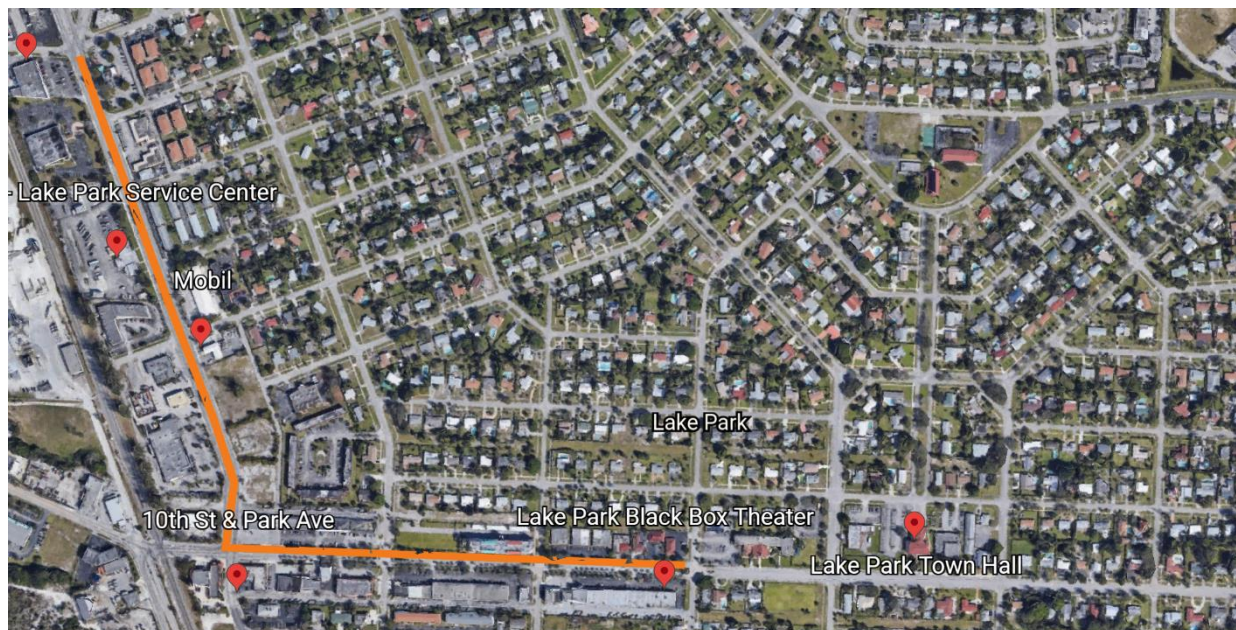
Background:

The Community Redevelopment Agency's (CRA) is committed to presenting an exceptional and inviting look and feel in its Downtown District.

It is with that understanding that the CRA Executive Director previously requested Town staff to work in conjunction with landscape architectural firm JMorton to develop preliminary conceptual designs for proposed hardscape and landscape improvements (the project) to Park Avenue, west of 7th Street to 10th Street, and 10th Street, north of Park Avenue to Northern Drive, (the project area).

The Park Avenue portion of the project's area is within the CRA's Park Avenue Downtown District and the remaining scope of the proposed hardscape and landscape (streetscape) improvements are located within the CRA area (*Figure 1*).

Figure 1



Town and JMorton staff previously presented conceptual designs of the proposed streetscape improvements to the Board and received the following direction:

- Design project to be implementable in phases for maximum fiscal flexibility
- Develop and present estimated implementation costs
- Incorporate public input/preferences through design and implementation

The streetscape design plans have been developed into project phases. Phase 1 includes the three (3) blocks on Park Avenue, starting at 7th Street and going west to the intersection of 10th Street and Park Avenue.

Phase 2 includes five (5) blocks along 10th Street starting at Park Avenue and going north to Northern Drive.

Town staff developed invitation to bid documents (ITB #114-2023) for the construction

of the Park Avenue / 10th Street Streetscape Improvements – Phase 1. Bids were received on September 14, 2023 and the project has been awarded to West Construction, Inc. on October 18, 2024.

The project was put on hold to allow the Town to implement a holiday lighting show in the downtown area of Park Avenue. The Town is ready to move forward with the project and in reviewing the project conditions has determined that in several areas the sidewalk is cracking and up lifting and needs replacing.

Town staff has reviewed the existing conditions and requested a bid price from the contractor to replace the damaged sidewalk. The contractor has provided a Change Proposal Request CPR #002, for the amount of \$44,171.55 for the sidewalk repair work.

Additionally, Town staff has decided not to move forward with the sealing of the existing roadway intersection and crosswalk pavers as was included in the original scope of work, and therefore has requested a credit change proposal to eliminate this work from the contract. The contractor provided Change Proposal Request #003 in the credit amount of -\$76,216.00. The net result is a credit to the contract price.

The execution of these two (2), change request transactions, will result in a benefit to the Town of needed sidewalk repair on Park Avenue at no additional price increase to the Streetscape Phase 1 construction contract.

Recommended Motion: I move to authorize the Executive Director to proceed with accepting and executing the Change Request Proposals #CPR #002 and CPR #003, modifying the scope of work to the benefit of the streetscape project scope of work.



Change Proposal Request (CPR)

Project Information		Change Proposal Request	
Project #	23-1586	Contract #	001
Title	LAKE PARK STREETScape	CPR #	002
Address	535 PARK AVENUE	Issue Date	20-Mar-2024
		Subject	Sidewalk Replacement
City, State, Zip	LAKE PARK, FL 33403		
Country			

Prime Contract Company		Owner	
Contact	Matthew West	Contact	
Company	West Construction, Inc.	Company	TOWN OF LAKE PARK
Address	820 North 4th St.	Address	650 Old Dixie Highway
City, State, Zip	Lantana, FL 33462	City, State, Zip	LAKE PARK, FL 33403
Country	United States	Country	
Phone	561-588-2027	Phone	561 881-3345
Fax	561-582-9419	Fax	881-3349

Description of the proposed change:

Sidewalk Replacement

Net Amount of this Proposed Change:**\$44,171.55**

The Contract time due to this Change Proposal Request is to be determined at a later date.

This document, when fully executed as accepted, shall constitute authorization to proceed with the work described herein.

Submitted By

Response: ☐ Accept ☐ Do Not AcceptWest Construction, Inc.
CompanyTOWN OF LAKE PARK
Company

By _____ Date _____ By _____ Date _____

Proposed Items

Item #	Item Description	Quantity	Unit	Unit Price	Subtotal
1	Demo Concrete Sidewalks	160	Hrs	45.00	7,200.00
2	Formwork for New Sidewalks	160	Hrs	45.00	7,200.00
3	Pour & Finish Concrete	64	Hrs	45.00	2,880.00
4	Dump Truck Driver	40	Hrs	55.00	2,200.00
5	MOT	1	LS	1,500.00	1,500.00
6	Concrete	25	CY	225.00	5,625.00
7	2X4s Stakes	1	LS	1,000.00	1,000.00
8	Debris disposal	4	Loads	900.00	3,600.00
9	Dump Truck	5	Days	900.00	4,500.00
10	Bobcat Skidsteer	10	Days	325.00	3,250.00
11	Plate Compactor	2	Days	90.00	180.00
12	OH&P @ 15%	1	LS	3,750.00	3,750.00
13	Bond & Insurance @ 3%	1	LS	1,286.55	1,286.55

Subtotal = \$44,171.55

Tax = \$0.00

Total = \$44,171.55



Self Performed Work - West Construction Inc.

Item #	Description	Qty	Unit	Price	Total	Comments
Labor						
1	Demo Concrete Sidewalks	160	hr	\$ 45.00	\$ 7,200.00	4 men-crew, 5 days
3	Formwork for new sidewalks	160	hr	\$ 45.00	\$ 7,200.00	4 men-crew, 5 days
4	Pour and Finish concrete	64	hr	\$ 45.00	\$ 2,880.00	4 men-crew, 2 days
5	Dump truck driver	40	hr	\$ 55.00	\$ 2,200.00	1 dump truck driver, 5 days
6	MOT	1	ls	\$ 1,500.00	\$ 1,500.00	MOT
Material						
7	Concrete	25	CY	\$ 225.00	\$ 5,625.00	
8	2x4s & stakes	1	ls	\$ 1,000.00	\$ 1,000.00	
9	Debris disposal	4	load	\$ 900.00	\$ 3,600.00	
10				\$ -	\$ -	
11				\$ -	\$ -	
Equipment						
12	Dump truck	5	day	\$ 900.00	\$ 4,500.00	Haul off concrete
13	Bobcat Skidsteer	10	day	\$ 325.00	\$ 3,250.00	
14	Plate Compactor	2	day	\$ 90.00	\$ 180.00	Compact soils
15				\$ -	\$ -	
16				\$ -	\$ -	
17	SUBTOTAL 1				\$ 39,135.00	

Subcontractors work -

Item #	Description	Qty	Unit	Price	Total	Taxable	Comments
Labor							
18				\$ -	\$ -		
19				\$ -	\$ -		
20				\$ -	\$ -		
21				\$ -	\$ -		
22				\$ -	\$ -		
23				\$ -	\$ -		
Material							
24				\$ -	\$ -		
25				\$ -	\$ -		
26				\$ -	\$ -		
27				\$ -	\$ -		
28				\$ -	\$ -		
Equipment							
29				\$ -	\$ -		
30				\$ -	\$ -		
31				\$ -	\$ -		
32				\$ -	\$ -		
33				\$ -	\$ -		
34	SUBTOTAL 2				\$ -		
35					Sub Total	\$	39,135.00
36					OH & P @ 15%	\$	3,750.00
37					Bond & Insurance @ 3%	\$	1,286.55
38					Grand Total	\$	44,171.55



Change Proposal Request (CPR)

Project Information	
Project #	23-1586
Title	LAKE PARK STREETSCAPE
Address	535 PARK AVENUE
City, State, Zip	LAKE PARK, FL 33403
Country	

Change Proposal Request	
Contract #	001
CPR #	003
Issue Date	22-Mar-2024
Subject	Credit for De-Scoping

Prime Contract Company	
Contact	Matthew West
Company	West Construction, Inc.
Address	820 North 4th St.
City, State, Zip	Lantana, FL 33462
Country	United States
Phone	561-588-2027
Fax	561-582-9419

Owner	
Contact	Robert F. Travieso, MPA
Company	TOWN OF LAKE PARK
Address	650 Old Dixie Highway
City, State, Zip	LAKE PARK, FL 33403
Country	
Phone	561 881-3345
Fax	881-3349

Description of the proposed change:

Credit for De-Scoping

Net Amount of this Proposed Change:**(\$76,216.00)**

The Contract time due to this Change Proposal Request is to be determined at a later date.

This document, when fully executed as accepted, shall constitute authorization to proceed with the work described herein.

Submitted By

Response: ☐ Accept ☐ Do Not AcceptWest Construction, Inc.
CompanyTOWN OF LAKE PARK
Company

By _____ Date _____

By _____ Date _____

Proposed Items

Item #	Item Description	Quantity	Unit	Unit Price	Subtotal
1	Alternate #1 - Phase 1: Sealing of Existing Vehicular Area (and crosswalks) Precast Pavers	1	LS	-50,471.00	-50,471.00
2	Alternate #2 - Phase 2: Sealing of Existing Vehicular Area (and crosswalks) Precast Pavers	1	LS	-25,745.00	-25,745.00

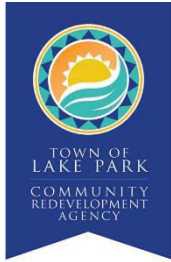
Subtotal = (\$76,216.00)

Tax = \$0.00

Total = (\$76,216.00)



Self Performed Work - West Construction Inc.							
Item #	Description	Qty	Unit	Price	Total		Comments
Labor							
1	Alternate #1 - Phase 1: Sealing of Existing Vehicular Area (and crosswalks) Precast Pavers	1	ls	\$ 50,470.00	\$ 50,470.00		credit back to owner
3	Alternate #2 - Phase 2: Sealing of Existing Vehicular Area (and crosswalks) Precast Pavers	1	s	\$ 25,745.00	\$ 25,745.00		credit back to owner
4					\$ -		
5					\$ -		
6					\$ -		
Material							
7					\$ -		
8					\$ -		
9					\$ -		
10				\$ -	\$ -		
11				\$ -	\$ -		
Equipment							
12					\$ -		
13					\$ -		
14					\$ -		
15				\$ -	\$ -		
16				\$ -	\$ -		
17	SUBTOTAL 1				\$ 76,215.00		
Subcontractors work -							
Item #	Description	Qty	Unit	Price	Total	Taxable	Comments
Labor							
18				\$ -	\$ -		
19				\$ -	\$ -		
20				\$ -	\$ -		
21				\$ -	\$ -		
22				\$ -	\$ -		
23				\$ -	\$ -		
Material							
24				\$ -	\$ -		
25				\$ -	\$ -		
26				\$ -	\$ -		
27				\$ -	\$ -		
28				\$ -	\$ -		
Equipment							
29				\$ -	\$ -		
30				\$ -	\$ -		
31				\$ -	\$ -		
32				\$ -	\$ -		
33				\$ -	\$ -		
34	SUBTOTAL 2				\$ -		
35							
36							
37							
38	Grand Total						\$ 76,215.00



CRA Agenda Request Form

Meeting Date:

4/17/2024

Agenda Item No.

Agenda Title: Resolution - Approve a Professional Services Agreement with Shawn Mitchell to assist the CRA with the annual budget, annual report, bond issuance and other financial services on an as-needed basis.

<input type="checkbox"/> SPECIAL PRESENTATION/REPORT <input type="checkbox"/> OLD BUSINESS <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION	<input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> NEW BUSINESS <input type="checkbox"/> OTHER: General Business
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Approved by Executive Director: _____ **Date:** _____

Allison Justice, CRA Administrator

Name/Title

Originating Department: CRA Executive Director John D'Agostino	Costs: \$35,000 Funding Source: CRA Acct. # 110 55 552 520 31000 Barbara A. <input type="checkbox"/> FinanceGould <div style="font-size: small; margin-top: 5px;"> Digitally signed by Barbara A. Gould DN: cn=Barbara A. Gould, o=Town of Lake Park, ou=Finance Dept. email=bgould@cityoflakeparkflorida.gov, c=US Date: 2024.04.17 14:15:33 -0400 </div>	Attachments: 1. Agreement with Shawn Mitchell for continuing service for financial consulting 2. Shawn Mitchell resume and experience
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Summary Explanation/Background:

The Lake Park CRA is governed by Florida Statue Chapter 163 Part III. With that, there are several unique financial requirements that benefit from having and experienced CRA Finance Consultant. Shawn Mitchell has been a budget manager and management analyst for the multiple cities. Outside of his full-time budgeting experience, Mr. Mitchell currently consults for several CRA's throughout South Florida. He provides full financial planning services for CRA's, which include long-range financial plans, annual budget preparation, and annual report preparation in accordance with State Statues. He also has experience in bond issuance and analyzing bonding capacity.

The CRA wishes to retain Mr. Mitchell to provide as-needed services and to assist the CRA Administrator during preparation of the annual budget and annual report. Specifically he will assist with preparing a new Five-Year Strategic Finance Plan for the Lake Park

CRA, analyzing bonding capacity and parcel by parcel comparisons of taxable values and new construction values.

Mr. Mitchell will bill the CRA at a rate of one-hundred five (\$105) dollars per hour with a contract amount which is expected to be less than \$35,000 making an RFP unnecessary. This contract will be for a period of three (3) years and an option to renew for two (2) additional years. Funding will be reviewed annually.

Recommended Motion:

I move to approve Resolution 18-04-24.

RESOLUTION 18-04-24**A RESOLUTION OF THE BOARD OF DIRECTORS DIRECTING THE CRA EXECUTIVE DIRECTOR TO SIGN A FINANCIAL CONSULTING SERVICES CONTRACT FOR THE LAKE PARK REDEVELOPMENT AGENCY AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town has all of the powers and authority conferred upon it according to the Florida Constitution and Chapter 166, Florida Statutes and the CRA under and Part III of Chapter 163 Community Redevelopment Act; and

WHEREAS, the Financial Services of Shawn Mitchell will provide complete financial planning services, including Long-range financial plans, annual budget preparation, and annual CRA report preparation under Chapter 163 Part III of the Community Redevelopment Act and

WHEREAS, the Town of Lake Park Community Redevelopment Agency will need to prepare a Five-Year Strategic Financial Plan and prepare Bond Authorization to prepare a complete financial analysis of the CRA's bonding capacity and to prepare a capacity and parcel-by-parcel comparisons of taxable values for new construction values; and

WHEREAS, the contract is not to exceed \$35,000. The principal hourly rate is One Hundred and Five Dollars per hour.

WHEREAS, The term of the contract will be three years with two one-year options for renewal; and

WHEREAS, the Executive Director recommends board approval for Shawn Mitchell to provide the financial services submitted by Shawn Mitchell.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1. The foregoing recitals are incorporated herein.

Section 2. The CRA Board of Directors now authorizes the CRA Executive Director to sign the Service Contract.

Section 3. This Resolution shall be effective upon execution.

**LAKE PARK COMMUNITY REDEVELOPMENT AGENCY
ACREEMENT FOR FY 23/24-FY24/25
SHAWN MITCHELL – CONTINUING SERVICES, FINANCIAL CONSULTING**

April 5, 2024

This Continuing Services Agreement (AGREEMENT) is made and entered into this fifth (5) day of April 2024, by and between the Town of Lake Park Community Redevelopment Agency, 535 Park Avenue, Lake Park, Florida, 33403 (the "CRA") and Shawn Mitchell, 2299 Rose Walk Drive, Alpharetta, GA 30005 (the "Consultant"), (collectively the Parties).

BACKGROUND:

The CRA requested a proposal from the Consultant for Continuing Financial Consulting Services on an as-needed basis to assist with CRA budget, annual report, bonding capacity and other financial assistance as requested. Consultant resume attached in **Exhibit A**.

SCOPE OF SERVICES

Consultant will assist the CRA with the following items upon request by the CRA:

- Analysis, creation, and review of the 5-Year Financing and Implementation Plan for the CRA including:
 - Annual budget and financial forecast
 - Agenda memorandum
 - Adopting Resolution
 - Presentation Materials
- Analysis and review of property tax parcels (data points provided by client) and values for the CRA including:
 - Parcel-by-parcel comparison of taxable values (current tax roll year vs. prior tax roll year) and change in parcel control numbers
- Analysis, creation, and review of the CRA Annual Report (statutory requirement) including compliance with State Statutes:
 - General background information
 - Historical/current economic and financial data
 - Report of activities (e.g. redevelopment projects, initiatives, etc.)
- Interface with the Town's Finance Department.
- Provide financial advisory services for projects and their sub-budgets.
- Provide assistance to the CRA on items not listed above but related to financial matters such as RFP/Q reviews, lease opportunities, bonding capacity, etc.

TERM OF SERVICE

The Term of the Contract will be for three (3) years with the option of renewal for an additional two (2) years if the contract maximum has not been met.

COMPENSATION

Consultant will charge one hundred five dollars (\$105.00) per hour for the work performed, not to exceed a total of \$35,000. The invoice must state the number of hours and a description of the work conducted.

TOWN OF LAKE PARK

By: _____

John O. D'Augustino, Town Manager/CRA Executive Director

Date: _____

ATTEST: _____

Vivian Mendez, Town Clerk

SHAWN MITCHELL

By: _____

Shawn Mitchell

Date: _____

TOWN OF LAKE PARK

BUDGET ADJUSTMENT
DEPARTMENT: 520 CRA

Adjustment No.: #4-2024
DATE: 4/8/2024

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	FROM	TO
Professional Services	110-552-520-31000		\$35,000.00
Contractual Services	110-552-520-34000	\$35,000.00	

TOTAL \$35,000.00 \$35,000.00

Explanation: See ARF for Professional Services Proposal for Shawn Mitchell

APPROVALS:

Commission: _____ Date: _____

SHAWN MITCHELL, MBA, CMA, CFM

2299 Rose Walk Drive ■ Alpharetta, GA 30005 ■ Phone: (470) 856-9730 ■ E-Mail: shawn.fms@gmail.com

PROFESSIONAL PROFILE

Senior-level financial manager with extensive finance, administration, and public accounting experience. Results-oriented with the ability to focus on both the macro-environment through strategic planning and the micro-environment by advancing operations through continuous process improvement initiatives, relevant financial management reporting, etc.

Core Competencies Include:

- Strategic Business Planning
- Operations Management and Reporting
- Financial Forecasting and Analysis
- Budgeting Management and Analysis
- Debt Management and Issuance
- Regulatory Compliance
- Multi-tasking and Prioritization Skills
- Written and Verbal Communication and Presentation Skills

CAREER EXPERIENCE

*January 2010
to Present*

Financial Consulting

Responsibilities include:

- Full financial planning services for CRA and other governmental entities including long-range financial plans, annual budget preparation, annual report preparation in accordance with State statutes, etc.

Clients include:

- West Palm Beach Community Redevelopment Agency;
- Pompano Beach Community Redevelopment Agency;
- Hallandale Beach Community Redevelopment Agency;
- Dania Beach Community Redevelopment Agency;
- Redevelopment Management Associates.

*March 2008 to
Present*

The City of Alpharetta, GA *Budget and Procurement Manager*

Alpharetta, GA
www.alpharetta.ga.us

*July 2004 to
March 2008*

The City of West Palm Beach, FL *Management Analyst*

West Palm Beach, FL
www.wpb.org

Responsibilities include:

- production, maintenance and reporting of the City's/Community Redevelopment Agency's ("CRA") \$300+ million annual budgets;
- development of budgetary and fiscal policy recommendations for Administration and departments;
- creation and maintenance of strategic financial reporting models including general revenue/expense and property value/new construction forecasts;
- management of the finance team in the preparation and structuring of debt issues and related marketing materials;
- review, research, modification, and proposal of changes or recommendations for the adoption of legal documents, grant agreements, etc.;

- full-analysis, research and reporting on special projects as identified by Administration, City Commission, or other Stakeholders;
- creation and preparation of fiscal oriented commission agenda items; etc.

Achievements Include:

- Strategic Business Planning - Creation, management, and implementation of a +\$270 million *5-year Strategic Finance Plan* for the CRA that sets forth the public financial commitment to redevelopment and has resulted in significant private investment within the Redevelopment Areas.
- Operations Management and Reporting - Creation and implementation of monthly management reporting for the City and CRA including the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds.
- Operations Management and Reporting - Creation and implementation of an Annual Report for the CRA in accordance with Florida Statutes that provides in-depth information to stakeholders about the geographic, demographic, economic, and financial history of the Agency. The FL Auditor General's Office recommends the Annual Report as a model for other CRAs to follow.
- Debt Management and Issuance - Directly involved in over \$250 million of debt-issuance (new-issue/refunding bonds and bank loans) since 2005 including the issuance in 2006 of tax increment revenue bonds for the CRA that were structured as a stand-alone pledge with an "A+" rating by Fitch. A major accomplishment as most bond issues by other CRAs within Florida require a backup pledge of the governing body.

*July 2001 to
April 2000*

The City of West Palm Beach, FL
Budget Supervisor; Senior Budget Analyst; Budget Analyst

West Palm Beach, FL

EDUCATION

May 2003

Florida Atlantic University Boca Raton, FL
Masters of Business Administration Degree (M.B.A.), Finance Track

May 1998

Florida Atlantic University Boca Raton, FL
Bachelors Degree, Finance

PROFESSIONAL CERTIFICATION

Certified Management Accountant (C.M.A.) Designation
Certified in Financial Management (C.F.M.) Designation
Institute of Certified Management Accountants (ICMA) - www.imanet.org

TECHNOLOGICAL PROFICIENCY

- | | |
|--|----------------------------------|
| • Lotus Notes | • Microsoft Windows OS |
| • ORACLE Financial Software | • Microsoft Windows Office Suite |
| • Fletcher Budget Preparation Software | • Microsoft Visio and Publisher |
| • Adobe Acrobat | • DBC Finance/Debt Manager |

REFERENCES

Personal and Professional references are available upon request.