



# Lake Park Town Commission, Florida

## Special Called Community Redevelopment Agency

### Meeting Agenda

Wednesday, October 08, 2025 at 6:30 PM

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

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|                              |   |                           |
|------------------------------|---|---------------------------|
| <b>Roger Michaud</b>         | — | <b>Chair</b>              |
| <b>Michael Hensley</b>       | — | <b>Vice-Chair</b>         |
| <b>John Linden</b>           | — | <b>Agency Member</b>      |
| <b>Michael O'Rourke</b>      | — | <b>Agency Member</b>      |
| <b>Judith Thomas</b>         | — | <b>Agency Member</b>      |
| <b>Vacant</b>                | — | <b>Agency Member</b>      |
| <b>Vacant</b>                | — | <b>Agency Member</b>      |
| <b>Richard J. Reade</b>      | — | <b>Executive Director</b> |
| <b>Thomas J. Baird, Esq.</b> | — | <b>Agency Attorney</b>    |
| <b>Vivian Mendez, MMC</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.***

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#### CIVILITY AND DECORUM

*The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:*

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA:**

**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.*

**CONSENT AGENDA:**

1. CRA Budget Meeting Minutes - September 8, 2025
2. Special Called CRA Meeting Minutes - September 17, 2025

**NEW BUSINESS:**

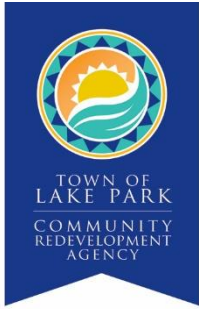
3. Resolution 73-10-25– Agreement – CRA Administration & Project Management Consulting Services - It's About Place, LLC - \$34,998 (\$5,833 per month)
4. Resolution 74-10-25 – Agreement - Specialized Landscaping Services – CRA District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

**CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

**AGENCY MEMBER REQUESTS:**

**ADJOURNMENT:**

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on December 3, 2025.



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** October 8, 2025 Special Called CRA Meeting  
**Originating Department:** Clerk  
**Agenda Title:** Minutes of the September 8, 2025 CRA Budget Meeting

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_  
**Date:** NA **Newspaper:** \_\_\_\_\_

**Attachments:** Minutes, Exhibit A  
 \_\_\_\_\_

**Please initial one:**

\_\_\_\_\_  
 Yes I have notified everyone  
 LW \_\_\_\_\_  
 Not applicable in this case

**Recommended Motion:**

I move to approve the September 8, 2025 CRA Budget Meeting Minutes.



# Lake Park Town Commission, Florida

## Special Call Community Redevelopment Agency Budget Meeting Minutes

Monday, September 08, 2025 at 5:30 PM

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

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|                              |   |                           |
|------------------------------|---|---------------------------|
| <b>Roger Michaud</b>         | — | <b>Chair</b>              |
| <b>Michael Hensley</b>       | — | <b>Vice-Chair</b>         |
| <b>John Linden</b>           | — | <b>Agency Member</b>      |
| <b>Michael O'Rourke</b>      | — | <b>Agency Member</b>      |
| <b>Judith Thomas</b>         | — | <b>Agency Member</b>      |
| <b>Vacant</b>                | — | <b>Agency Member</b>      |
| <b>Vacant</b>                | — | <b>Agency Member</b>      |
| <b>Richard J. Reade</b>      | — | <b>Executive Director</b> |
| <b>Thomas J. Baird, Esq.</b> | — | <b>Agency Attorney</b>    |
| <b>Vivian Mendez, MMC</b>    | — | <b>Agency Clerk</b>       |

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### CALL TO ORDER/ROLL CALL

5:38 P.M.

PRESENT

Chair Roger Michaud

Vice Chair Michael Hensley

Board Member Judith Thomas arrived at 6:00 P.M.

Board Member John Linden

ABSENT

Board Member Michael O'Rourke

### PLEDGE OF ALLEGIANCE

Chair Michaud

**SPECIAL PRESENTATION/REPORT:****1. Fiscal Year Community Redevelopment Agency (CRA) 2026 Budget.**

Finance Director Barbara Gould presented the CRA Budget to the Board (Exhibit A).

Board Member Linden asked questions regarding the merit increase for a new hire. Finance Director Gould clarified several points regarding the merit increase. The first point was that not all employees receive a 3% increase. The merit increase was based on an employee's performance. The second point was that the merit increase was earned on the anniversary of an employee's start date, or promotion. The last point was that the funds were placed in the budget in anticipation of the employee receiving the full 3% merit increase. Vice Chair Hensley questioned the cost of living increase of 1.5 percent for an employee that started a month ago. Executive Director Reade explained that an internal policy was to provide the increase for all employees. He explained that the Employee Handbook would be re-evaluated in the future. Board Member Linden proposed more detail be included to next year's budget.

Motion to approve the 2026 CRA Budget made by Vice Chair Hensley; Seconded by Board Member Linden. Voting Aye: All

**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

**CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

NONE

**ADJOURNMENT:**

6:08 P.M.

Motion to adjourn made by Vice Chair Hensley; Seconded by Board Member Thomas.

Voting Aye: All

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Chair, Roger D. Michaud

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Agency Clerk, Vivian Mendez, MMC

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Deputy Agency Clerk, Laura Weidgans

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2025



## Town of Lake Park Fiscal Year 2025/2026 Proposed Budget

## Exhibit A

| Fund: 110 - CRA                     |                                   | 2021-2022<br>YTD Activity | 2022-2023<br>YTD Activity | 2023-2024<br>YTD Activity | 2024-2025<br>Total Budget | 2024-2025<br>YTD Activity | 2025-2026<br>Total Budget | %              |
|-------------------------------------|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------|
| <b>Revenue</b>                      |                                   |                           |                           |                           |                           |                           |                           |                |
| 110-311.115                         | Ad Valorem Taxes - County         | \$ 517,894                | \$ 621,952                | \$ 699,404                | \$ 902,730                | \$ 902,383                | \$ 1,049,177              | 116.27%        |
| 110-369.100                         | Miscellaneous - Other             |                           |                           |                           |                           | \$ 5,343                  | \$ 500,000                | 9358.04%       |
| 110-381.001                         | Transfer From General Fund        | \$ 959,790                | \$ 1,162,739              | \$ 1,338,794              | \$ 1,816,806              | \$ 1,816,806              | \$ 2,012,287              | 110.76%        |
| 110-399.999                         | Balance Brought Forward           |                           |                           |                           | \$ 1,188,207              | \$ -                      | \$ 2,294,543              | ---            |
| <b>Revenue Total:</b>               |                                   | <b>\$ 1,477,684</b>       | <b>\$ 1,784,691</b>       | <b>\$ 2,038,198</b>       | <b>\$ 3,907,743</b>       | <b>\$ 2,724,532</b>       | <b>\$ 5,856,007</b>       | <b>214.94%</b> |
| <b>Expense</b>                      |                                   |                           |                           |                           |                           |                           |                           |                |
| <b>Personnel Expenditures</b>       |                                   |                           |                           |                           |                           |                           |                           |                |
| 110-552-520-11000                   | Executive Salaries                | \$ -                      | \$ -                      | \$ 51,457                 | \$ 95,400                 | \$ 87,214                 | \$ 99,291                 | 113.85%        |
| 110-552-520-12000                   | Regular Salaries                  | \$ -                      | \$ -                      | \$ 59,522                 | \$ 93,732                 | \$ 58,603                 | \$ 138,891                | 237.00%        |
| 110-552-520-14000                   | Overtime Salaries                 | \$ -                      | \$ -                      | \$ -                      | \$ -                      | \$ 284                    | \$ -                      | 0.00%          |
| 110-552-520-21000                   | FICA                              | \$ -                      | \$ -                      | \$ 8,489                  | \$ 14,469                 | \$ 10,796                 | \$ 18,222                 | 168.78%        |
| 110-552-520-22000                   | Retirement                        | \$ -                      | \$ -                      | \$ 4,881                  | \$ 15,272                 | \$ 8,243                  | \$ 32,464                 | 393.84%        |
| 110-552-520-22100                   | Town Retirement Matching          | \$ -                      | \$ -                      | \$ 1,541                  | \$ 1,461                  | \$ 2,746                  | \$ -                      | 0.00%          |
| 110-552-520-23100                   | Health Insurance                  | \$ -                      | \$ -                      | \$ 16,489                 | \$ 31,783                 | \$ 23,307                 | \$ 43,860                 | 188.18%        |
| 110-552-520-23200                   | Insurance - Dental                | \$ -                      | \$ -                      | \$ 608                    | \$ 1,130                  | \$ 828                    | \$ 1,356                  | 163.77%        |
| 110-552-520-23300                   | Insurance - Life                  | \$ -                      | \$ -                      | \$ 187                    | \$ 305                    | \$ 223                    | \$ 365                    | 163.68%        |
| 110-552-520-23400                   | Insurance - Vision                | \$ -                      | \$ -                      | \$ 78                     | \$ 138                    | \$ 92                     | \$ 165                    | 179.35%        |
| 110-552-520-23500                   | Disability                        | \$ -                      | \$ -                      | \$ 574                    | \$ 885                    | \$ 757                    | \$ 1,234                  | 163.01%        |
| 110-552-520-24000                   | Workers Compensation Insurance    | \$ -                      | \$ 899                    | \$ 1,078                  | \$ 567                    | \$ 920                    | \$ 1,942                  | 211.09%        |
| <b>Total Personnel Expenditures</b> |                                   | <b>\$ -</b>               | <b>\$ 899</b>             | <b>\$ 144,904</b>         | <b>\$ 255,142</b>         | <b>\$ 194,013</b>         | <b>\$ 337,790</b>         | <b>174.11%</b> |
| <b>Operating Expenditures</b>       |                                   |                           |                           |                           |                           |                           |                           |                |
| 110-552-520-31000                   | Professional Services             | \$ 66,587                 | \$ 139,700                | \$ 128,556                | \$ 98,810                 | \$ 53,536                 | \$ 57,200                 | 106.84%        |
| 110-552-520-31100                   | Professional Svc. - Town Attorney | \$ 4,100                  | \$ 23,100                 | \$ 11,730                 | \$ 32,000                 | \$ 21,191                 | \$ 21,500                 | 101.46%        |
| 110-552-520-34000                   | Contractual Services              | \$ 145,947                | \$ 94,238                 | \$ 255,974                | \$ 374,827                | \$ 316,163                | \$ 241,480                | 76.38%         |
| 110-552-520-34001                   | Contract PBC Sheriff              | \$ 93,600                 | \$ 95,275                 | \$ 108,100                | \$ 133,680                | \$ 133,680                | \$ 140,700                | 105.25%        |
| 110-552-520-40000                   | Travel & Training                 | \$ 2,855                  | \$ 3,645                  | \$ 13,615                 | \$ 16,000                 | \$ 10,464                 | \$ 8,010                  | 76.55%         |
| 110-552-520-41100                   | Telephone                         | \$ -                      | \$ -                      | \$ 340                    | \$ 600                    | \$ 928                    | \$ 1,269                  | 136.75%        |

| Fund: 110 - CRA                     |                                     | 2021-2022           | 2022-2023           | 2023-2024           | 2024-2025           | 2024-2025           | 2025-2026           |                |
|-------------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Description                         |                                     | YTD Activity        | YTD Activity        | YTD Activity        | Total Budget        | YTD Activity        | Total Budget        | %              |
| 110-552-520-41200                   | Postage & Shipping                  | \$ 2                | \$ 11               | \$ 9                | \$ 9,000            | \$ 10               | \$ 1,136            | 11360.00%      |
| 110-552-520-43000                   | Utilities                           | \$ 15,361           | \$ 13,478           | \$ 14,077           | \$ 15,000           | \$ 16,604           | \$ 18,836           | 113.44%        |
| 110-552-520-44100                   | Equipment Rentals                   | \$ 8,677            | \$ 714              | \$ 465              | \$ 1,000            | \$ -                | \$ -                | 0.00%          |
| 110-552-520-44200                   | Equipment Leases                    | \$ -                | \$ -                | \$ -                | \$ -                | \$ 638              | \$ 2,820            | 442.01%        |
| 110-552-520-45000                   | Insurance                           | \$ 5,783            | \$ 6,566            | \$ 10,066           | \$ 15,103           | \$ 15,457           | \$ 20,000           | 129.39%        |
| 110-552-520-46000                   | Repair & Maintenance                | \$ 4,148            | \$ 2,820            | \$ 4,306            | \$ 3,000            | \$ 2,492            | \$ 14,500           | 581.86%        |
| 110-552-520-47000                   | Printing                            | \$ -                | \$ 609              | \$ 69               | \$ 2,500            | \$ 2,327            | \$ 4,325            | 185.86%        |
| 110-552-520-48000                   | Promotional Activity                |                     |                     | \$ 866              | \$ 2,500            | \$ 2,592            | \$ 2,450            | 94.52%         |
| 110-552-520-48005                   | Holiday Display                     | \$ 3,608            | \$ 6,013            | \$ 13,142           | \$ -                | \$ -                | \$ -                | 0.00%          |
| 110-552-520-48100                   | Advertising                         | \$ 151              | \$ 99               | \$ 3,404            | \$ 2,500            | \$ 176              | \$ 7,950            | 4517.05%       |
| 110-552-520-48102                   | Seasonal Rentals                    | \$ 2,537            | \$ 26,000           | \$ 29,823           | \$ 182,890          | \$ 197,736          | \$ 201,680          | 101.99%        |
| 110-552-520-49400                   | Uniforms & Clothing                 | \$ -                | \$ -                | \$ 425              | \$ 300              | \$ -                | \$ 175              | 0.00%          |
| 110-552-520-51000                   | Office Supplies                     | \$ -                | \$ -                | \$ 1,805            | \$ 1,500            | \$ 4,366            | \$ 3,905            | 89.44%         |
| 110-552-520-52000                   | Operating Supplies                  | \$ 13,789           | \$ 1,185            | \$ 2,631            | \$ 5,000            | \$ 5,141            | \$ 2,915            | 56.70%         |
| 110-552-520-52100                   | Gasoline & Diesel Fuel              | \$ -                | \$ -                | \$ -                |                     | \$ 612              | \$ -                | 0.00%          |
| 110-552-520-54200                   | Memberships, Dues, & Subscriptions  | \$ 1,045            | \$ 1,045            | \$ 1,454            | \$ 1,800            | \$ 1,480            | \$ 1,155            | 78.04%         |
| <b>Total Operating Expenditures</b> |                                     | <b>\$ 368,190</b>   | <b>\$ 414,498</b>   | <b>\$ 600,857</b>   | <b>\$ 898,010</b>   | <b>\$ 785,593</b>   | <b>\$ 752,006</b>   | <b>95.72%</b>  |
| <b>Capital Outlay</b>               |                                     |                     |                     |                     |                     |                     |                     |                |
| 110-552-520-63000                   | Improvement Other Than Bldg         | \$ 14,058           | \$ 8,464            | \$ 626,029          | \$ 700,000          | \$ 5,865            | \$ 2,450,000        | 41773.23%      |
| 110-552-520-63050                   | Improvements - Streets              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | 0.00%          |
| 110-552-520-63050                   | Improvements - Sidewalks            | \$ -                | \$ -                | \$ -                | \$ 100,000          | \$ 100,000          | \$ 200,000          | 200.00%        |
| <b>Total Capital Outlay</b>         |                                     | <b>\$ 14,058</b>    | <b>\$ 8,464</b>     | <b>\$ 626,029</b>   | <b>\$ 800,000</b>   | <b>\$ 105,865</b>   | <b>\$ 2,650,000</b> | <b>0.00%</b>   |
| <b>Grants and Aids</b>              |                                     |                     |                     |                     |                     |                     |                     |                |
| 110-552-520-82111                   | Grants/Small Residential/Business   | \$ 82,869           | \$ 312,792          | \$ 210,000          | \$ 20,000           | \$ 15,259           | \$ 41,500           | 271.97%        |
| 110-552-520-82118                   | Grants and Incentives               |                     |                     | \$ 186,365          | \$ 1,176,253        | \$ 286,393          | \$ 850,000          | 296.79%        |
| 110-552-520-82190                   | Reserve                             |                     |                     | \$ -                | \$ 150,593          | \$ -                | \$ 272,622          | ---            |
| <b>Total Grants and Aids</b>        |                                     | <b>\$ 82,869</b>    | <b>\$ 312,792</b>   | <b>\$ 396,365</b>   | <b>\$ 1,346,846</b> | <b>\$ 301,652</b>   | <b>\$ 1,164,122</b> | <b>385.92%</b> |
| <b>Other Uses</b>                   |                                     |                     |                     |                     |                     |                     |                     |                |
| 110-552-520-91001                   | Transfer to General Fund            | \$ 99,270           | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | 0.00%          |
| 110-552-520-91010                   | Transfer to General Fund - ILA 2008 | \$ 154,715          | \$ 154,633          | \$ 168,597          | \$ 168,500          | \$ 168,500          | \$ 468,919          | 278.29%        |
| 110-552-520-91010                   | Transfer to General Fund - ILA 2009 | \$ 50,225           | \$ 50,227           |                     | \$ -                | \$ -                | \$ -                | 0.00%          |
| 110-552-520-99110                   | Indirect Cost - General Fund        | \$ 494,274          | \$ 232,977          | \$ 390,640          | \$ 439,245          | \$ 439,245          | \$ 483,170          | 110.00%        |
| <b>Total Other Uses</b>             |                                     | <b>\$ 798,484</b>   | <b>\$ 437,837</b>   | <b>\$ 559,237</b>   | <b>\$ 607,745</b>   | <b>\$ 607,746</b>   | <b>\$ 952,089</b>   | <b>156.66%</b> |
| <b>Expenditure Total:</b>           |                                     | <b>\$ 1,263,601</b> | <b>\$ 1,174,490</b> | <b>\$ 2,327,392</b> | <b>\$ 3,907,743</b> | <b>\$ 1,994,869</b> | <b>\$ 5,856,007</b> | <b>293.55%</b> |
| Profit/(Loss)                       |                                     | \$ 214,083          | \$ 610,201          | \$ (289,194)        | \$ -                | \$ 729,663          | \$ -                |                |



**Town of Lake Park**  
**Budget Fiscal Year 2025/2026**  
**Salary & Benefit Costs**  
**Merit 3%/COLA 1.5%**

Item 1.

| Department | Position                              | Status | Current Salary | Merit Increase 3% | COLA 1.5% | Total Expected Salary | FICA     | FRS      | Medical  | Opt-Out | Dental  | Life  | Vision | Disability | Worker's Comp | Total Salary & Benefits Costs |
|------------|---------------------------------------|--------|----------------|-------------------|-----------|-----------------------|----------|----------|----------|---------|---------|-------|--------|------------|---------------|-------------------------------|
| 520 - CRA  | Community Redevelopment Administrator |        | \$95,472       | \$2,864           | \$1,432   | \$99,768              | \$7,632  | \$13,598 | \$14,620 | \$0     | \$452   | \$122 | \$55   | \$504      | \$80          | \$136,831                     |
| 520 - CRA  | Code Compliance Officer               |        | \$73,549       | \$2,206           | \$1,103   | \$76,858              | \$5,880  | \$10,476 | \$14,620 | \$0     | \$452   | \$122 | \$55   | \$322      | \$1,822       | \$110,607                     |
| 520 - CRA  | Project/Marketing Coordinator         | Vacant | \$60,000       | \$1,800           | \$900     | \$62,700              | \$4,797  | \$8,546  | \$14,620 | \$0     | \$452   | \$122 | \$55   | \$408      | \$50          | \$91,750                      |
|            |                                       |        | \$229,020      | \$6,871           | \$3,435   | \$239,327             | \$18,309 | \$32,620 | \$43,860 | \$0     | \$1,356 | \$365 | \$165  | \$1,234    | \$1,952       | \$339,188                     |

| <b>TOWN OF LAKE PARK - ANNUAL BUDGET</b><br><b>COMMUNITY REDEVELOPMENT AGENCY (FUND 110)</b><br><b>DEPARTMENTAL BUDGET DETAIL</b><br><b>FISCAL YEAR 2025-26</b> |                           |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
| ACCOUNT NUMBER                                                                                                                                                  | DESCRIPTION               | BUDGET REQUEST<br>2025-26 |
| 110-311.115                                                                                                                                                     | Ad Valorem Taxes - County | \$1,049,177               |
|                                                                                                                                                                 |                           |                           |
|                                                                                                                                                                 |                           |                           |
|                                                                                                                                                                 |                           | \$0                       |
|                                                                                                                                                                 |                           |                           |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| ACCOUNT NUMBER | DESCRIPTION                    | PRELIMINARY<br>BUDGET<br>REQUEST<br>2025-26 |
|----------------|--------------------------------|---------------------------------------------|
| 110-369.100    | Miscellaneous - Other          | \$500,000                                   |
|                | Potential Sale of CRA Property | \$500,000                                   |
|                |                                | \$500,000                                   |
|                |                                |                                             |

| <b>TOWN OF LAKE PARK - ANNUAL BUDGET</b><br><b>COMMUNITY REDEVELOPMENT AGENCY (FUND 110)</b><br><b>DEPARTMENTAL BUDGET DETAIL</b><br><b>FISCAL YEAR 2025-26</b> |                            |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------|
| <b>ACCOUNT NUMBER</b>                                                                                                                                           | <b>DESCRIPTION</b>         | <b>PRELIMINARY<br/>BUDGET<br/>REQUEST<br/>2025-26</b> |
| 110-381.001                                                                                                                                                     | Transfer from General Fund | \$2,012,287                                           |
|                                                                                                                                                                 |                            |                                                       |
|                                                                                                                                                                 |                            |                                                       |
|                                                                                                                                                                 |                            | \$0                                                   |
|                                                                                                                                                                 |                            |                                                       |

| <b>TOWN OF LAKE PARK - ANNUAL BUDGET</b><br><b>COMMUNITY REDEVELOPMENT AGENCY (FUND 110)</b><br><b>DEPARTMENTAL BUDGET DETAIL</b><br><b>FISCAL YEAR 2025-26</b> |                         |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------|
| <b>ACCOUNT NUMBER</b>                                                                                                                                           | <b>DESCRIPTION</b>      | <b>PRELIMINARY<br/>BUDGET<br/>REQUEST<br/>2025-26</b> |
| 110-399.999                                                                                                                                                     | Balance Brought Forward | \$2,294,543                                           |
|                                                                                                                                                                 |                         |                                                       |
|                                                                                                                                                                 |                         |                                                       |
|                                                                                                                                                                 |                         | \$0                                                   |
|                                                                                                                                                                 |                         |                                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                                                                    | <b>PRELIMINARY<br/>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 110-552-520-31000     | Professional Services                                                                                 | \$57,200                                              |
|                       | Financial Consulting                                                                                  | \$8,200                                               |
|                       | Real Estate Services - Appraisals (4-5 to support Potential Property Purchases)                       | \$12,000                                              |
|                       | Real Estate Services (i.e. surveys, title searches, etc.)                                             | \$3,000                                               |
|                       | Disseminate CRA District Information (i.e. event support - Rust Market, cross promotion of CRA, etc.) | \$15,500                                              |
|                       | Park Avenue Banners (Approx. \$150 each)                                                              | \$3,500                                               |
|                       | Other Professional Services                                                                           | \$15,000                                              |
|                       |                                                                                                       | \$57,200                                              |
|                       |                                                                                                       |                                                       |

| TOWN OF LAKE PARK - ANNUAL BUDGET<br>COMMUNITY REDEVELOPMENT AGENCY (FUND 110)<br>DEPARTMENTAL BUDGET DETAIL<br>FISCAL YEAR 2025-26 |                                       |                        |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|
| ACCOUNT NUMBER                                                                                                                      | DESCRIPTION                           | BUDGET REQUEST 2025-26 |
| 110-552-520-31100                                                                                                                   | Professional Services - Town Attorney | \$21,500               |
|                                                                                                                                     | Town Attorney                         |                        |
|                                                                                                                                     |                                       |                        |
|                                                                                                                                     |                                       | \$0                    |
|                                                                                                                                     |                                       |                        |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                                                                                 | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 110-552-520-34000     | Contractual Services                                                                                               | \$241,480                             |
|                       | Landscape Services ( i.e. monthly maintenance, tree trimming,<br>landscape replacements, emergency services, etc.) | \$188,250                             |
|                       | Alleyway Cleanup (i.e. 700-900 blocks, etc.)                                                                       | \$20,000                              |
|                       | Park Avenue Lighting Maintenance                                                                                   | \$1,800                               |
|                       | Park Avenue Lighting Replacement                                                                                   | \$3,500                               |
|                       | RMA Contract (i.e. marketing services, graphic design, advisory<br>services, event support, etc.)                  | \$7,500                               |
|                       | Alarm Monitoring                                                                                                   | \$1,930                               |
|                       | Custodial                                                                                                          | \$3,500                               |
|                       | Other Contractual Services                                                                                         | \$15,000                              |
|                       |                                                                                                                    | \$241,480                             |
|                       |                                                                                                                    |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                            | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|----------------------------------------|------------------------------|
| 110-552-520-34001 | Contract PBC Sheriff                   | \$140,700                    |
|                   | PBSO Extra Detail Patrols as Scheduled | \$140,700                    |
|                   |                                        | \$140,700                    |
|                   |                                        |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 110-552-520-40000 | Travel & Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$8,010                      |
|                   | <b>Florida Redevelopment Association (October 14-17, 2025)</b><br><b>West Palm Beach, FL - CRA Chair &amp; Board Members, CRA</b><br><b>Executive Director, CRA Administrator, CRA</b><br><b>Project/Marketing Coordinator</b><br><br>Registration Fee (with tours) x 8 \$3,560<br>Mileage (30 miles @\$\$.70 x 3 days x 2) \$189<br>Mileage (30 miles @\$\$.70 x 2 days x 5) \$210<br>Parking \$20 x 2 x 3 days \$120<br>Parking \$20 x 6 x 2 days \$240<br>Academy Classes x 3 \$2,080<br><br><b>Various Web Trainings</b> \$1,611 |                              |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$8,010                      |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                      | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|--------------------------------------------------|------------------------------|
| 110-552-520-41100 | Telephone                                        | \$1,269                      |
|                   | State of Florida                                 | \$6                          |
|                   | Mobile Phone - CRA Administrator                 | \$423                        |
|                   | Mobile Phone - CRA Project/Marketing Coordinator | \$423                        |
|                   | Mobile Phone - Code Compliance Officer           | \$423                        |
|                   |                                                  |                              |
|                   |                                                  | \$1,269                      |
|                   |                                                  |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                 | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|---------------------------------------------|------------------------------|
| 110-552-520-41200 | Postage & Shipping                          | \$1,136                      |
|                   | Postage for Community Outreach Meetings x 4 | \$1,136                      |
|                   |                                             | \$1,136                      |
|                   |                                             |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                       | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|----------------------------------------------------------|---------------------------------------|
| 110-552-520-43000     | Utilities                                                | \$18,836                              |
|                       | Water & Sewer - Downtown (\$1,395 per month)             | \$16,736                              |
|                       | Water & Sewer - 7th Street Pocket Park (\$100 per month) | \$1,200                               |
|                       | Water & Sewer - CRA Office (\$75 per month)              | \$900                                 |
|                       |                                                          |                                       |
|                       |                                                          | \$18,836                              |
|                       |                                                          |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION              | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|--------------------------|------------------------------|
| 110-552-520-44200 | Equipment Leases         | \$2,820                      |
|                   | Copier (\$235 per month) | \$2,820                      |
|                   |                          | \$2,820                      |
|                   |                          |                              |

| <b>TOWN OF LAKE PARK - ANNUAL BUDGET</b><br><b>COMMUNITY REDEVELOPMENT AGENCY (FUND 110)</b><br><b>DEPARTMENTAL BUDGET DETAIL</b><br><b>FISCAL YEAR 2025-26</b> |                                                                                  |                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------|
| <b>ACCOUNT NUMBER</b>                                                                                                                                           | <b>DESCRIPTION</b>                                                               | <b>BUDGET REQUEST 2025-26</b> |
| 110-552-520-45000                                                                                                                                               | Insurance                                                                        | \$20,000                      |
|                                                                                                                                                                 | FMIT - FY 2026 Estimated Premium (i.e. general, professional, cyber, auto, etc.) | \$20,000                      |
|                                                                                                                                                                 |                                                                                  | \$20,000                      |
|                                                                                                                                                                 |                                                                                  |                               |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                                     | PRELIMINARY<br>BUDGET<br>REQUEST<br>2025-26 |
|-------------------|-----------------------------------------------------------------|---------------------------------------------|
| 110-552-520-46000 | Repairs & Maintenance                                           | \$14,500                                    |
|                   | Pressure Washing - Park Avenue (\$6,000 x 2)                    | \$12,000                                    |
|                   | General Maintenance (i.e. pest control, fuses, fasteners, etc.) | \$2,500                                     |
|                   |                                                                 |                                             |
|                   |                                                                 | \$14,500                                    |
|                   |                                                                 |                                             |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                                                                    | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|------------------------------------------------------------------------------------------------|------------------------------|
| 110-552-520-47000 | Printing                                                                                       | \$4,325                      |
|                   | CRA District Informational Materials (i.e. brochures, flyers, posters, banners, annual report) | \$4,250                      |
|                   | Business Cards                                                                                 | \$75                         |
|                   |                                                                                                |                              |
|                   |                                                                                                | \$4,325                      |
|                   |                                                                                                |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                                      | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|-------------------------------------------------------------------------|---------------------------------------|
| 110-552-520-48000     | Promotional Activity                                                    | \$2,450                               |
|                       | Promotional Items (i.e. magnets, bags, key chains, event support, etc.) | \$2,450                               |
|                       |                                                                         | \$2,450                               |
|                       |                                                                         |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                                                           | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|----------------------------------------------------------------------------------------------|---------------------------------------|
| 110-552-520-48100     | Advertising                                                                                  | \$7,950                               |
|                       | Holiday Lighting - CRA Downtown District (i.e. radio, television, print, social media, etc.) | \$7,950                               |
|                       |                                                                                              | \$7,950                               |
|                       |                                                                                              |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                                                 | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|-----------------------------------------------------------------------------|------------------------------|
| 110-552-520-48102 | Seasonal Rentals                                                            | \$201,680                    |
|                   | Christmas Tree, Menorah, Kinara                                             | \$29,823                     |
|                   | Light Display - Park Avenue                                                 | \$136,357                    |
|                   | Disseminate CRA District Information                                        | \$30,000                     |
|                   | Lighting - Public Areas & Buildings (i.e. CRA building, fire station, etc.) | \$5,500                      |
|                   |                                                                             | \$201,680                    |
|                   |                                                                             |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                       | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|-----------------------------------|------------------------------|
| 110-552-520-49400 | Uniforms & Clothing               | \$175                        |
|                   | CRA Project/Marketing Coordinator | \$175                        |
|                   |                                   |                              |
|                   |                                   | \$175                        |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                                          | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|----------------------------------------------------------------------|------------------------------|
| 110-552-520-51000 | Office Supplies                                                      | \$3,905                      |
|                   | Office Supplies (i.e. pens, ink, post it notes, etc.)                | \$375                        |
|                   | CRA Information Booth (i.e. tablecloth, backdrop, decorations, etc.) | \$1,580                      |
|                   | Office Furnishings (i.e. storage, desks, table, chairs, etc.)        | \$1,950                      |
|                   |                                                                      | \$3,905                      |
|                   |                                                                      |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                                                              | BUDGET<br>REQUEST<br>2025-26 |
|-------------------|------------------------------------------------------------------------------------------|------------------------------|
| 110-552-520-52000 | Operating Expenses                                                                       | \$2,915                      |
|                   | Various Expenses (i.e. fertilization, small tools, marketing refreshments, awards, etc.) | \$2,417                      |
|                   | PBC Fire (i.e. ad-valorem assessment, inspections, etc.)                                 | \$498                        |
|                   |                                                                                          |                              |
|                   |                                                                                          | \$2,915                      |
|                   |                                                                                          |                              |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                   | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|------------------------------------------------------|---------------------------------------|
| 110-552-520-54200     | Memberships, Dues & Subscriptions                    | \$1,155                               |
|                       | Florida Redevelopment Association (FRA)              | \$980                                 |
|                       | Florida Commerce Special District Accountability Fee | \$175                                 |
|                       |                                                      |                                       |
|                       |                                                      | \$1,155                               |
|                       |                                                      |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                      | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|---------------------------------------------------------|---------------------------------------|
| 110-552-520-63000     | Improvements Other Than Bldg.                           | \$2,450,000                           |
|                       | 10th Street Streetscape (Park Avenue to Northern Drive) | \$1,000,000                           |
|                       | Phase I - Master Plan - Bert Bostrom Community Center   | \$400,000                             |
|                       | Parking - CRA Downtown Alleyways                        | \$500,000                             |
|                       | Roadway Improvements - Various Locations - CRA District | \$500,000                             |
|                       | Reserve                                                 | \$50,000                              |
|                       |                                                         | \$2,450,000                           |
|                       |                                                         |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>               | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|----------------------------------|---------------------------------------|
| 110-552-520-63050     | Improvements - Sidewalks         | \$200,000                             |
|                       | Various Locations - CRA District | \$200,000                             |
|                       |                                  |                                       |
|                       |                                  | \$200,000                             |
|                       |                                  |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (FUND 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2025-26**

| <b>ACCOUNT NUMBER</b> | <b>DESCRIPTION</b>                                                                                | <b>BUDGET<br/>REQUEST<br/>2025-26</b> |
|-----------------------|---------------------------------------------------------------------------------------------------|---------------------------------------|
| 110-552-520-82111     | Grants - Small Residential/Business                                                               | \$41,500                              |
|                       | Various CRA District Grants - (i.e. paint, plant, pave, beautify Lake Park, grand openings, etc.) | \$41,500                              |
|                       |                                                                                                   | \$41,500                              |
|                       |                                                                                                   |                                       |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                                  | PRELIMINARY<br>BUDGET<br>REQUEST<br>2025-26          |
|-------------------|----------------------------------------------|------------------------------------------------------|
| 110-552-520-82118 | Grants & Incentives                          | \$850,000                                            |
|                   | Oceana Coffee (Grant Award Payment - 4 of 5) | \$200,000                                            |
|                   | 903 Park Avenue (Kelsey Market)              | \$100,000                                            |
|                   | Proposed New Grants Awards                   | \$550,000                                            |
|                   |                                              | <div data-bbox="1440 1330 1667 1386">\$850,000</div> |

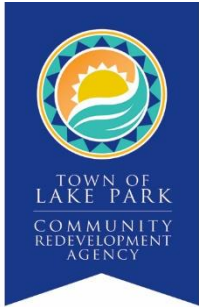
**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                          | PRELIMINARY<br>BUDGET<br>REQUEST<br>2025-26 |
|-------------------|--------------------------------------|---------------------------------------------|
| 110-552-520-82190 | Reserve                              | \$272,622                                   |
|                   | Potential Bond Issuance Expenditures | \$272,622                                   |
|                   |                                      | \$272,622                                   |
|                   |                                      |                                             |

**TOWN OF LAKE PARK - ANNUAL BUDGET****COMMUNITY REDEVELOPMENT AGENCY (FUND 110)****DEPARTMENTAL BUDGET DETAIL****FISCAL YEAR 2025-26**

| ACCOUNT NUMBER    | DESCRIPTION                         | PRELIMINARY<br>BUDGET<br>REQUEST<br>2025-26 |
|-------------------|-------------------------------------|---------------------------------------------|
| 110-552-520-91010 | Transfer to General Fund - ILA 2008 | \$486,919                                   |
|                   |                                     |                                             |
|                   |                                     | \$0                                         |
|                   |                                     |                                             |

| TOWN OF LAKE PARK - ANNUAL BUDGET<br>COMMUNITY REDEVELOPMENT AGENCY (FUND 110)<br>DEPARTMENTAL BUDGET DETAIL<br>FISCAL YEAR 2025-26 |                              |                                             |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------|
| ACCOUNT NUMBER                                                                                                                      | DESCRIPTION                  | PRELIMINARY<br>BUDGET<br>REQUEST<br>2025-26 |
| 110-552-520-99110                                                                                                                   | Indirect Cost - General Fund | \$483,170                                   |
|                                                                                                                                     |                              |                                             |
|                                                                                                                                     |                              |                                             |
|                                                                                                                                     |                              | \$0                                         |
|                                                                                                                                     |                              |                                             |



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** October 8, 2025 Special Called CRA Meeting  
**Originating Department:** Clerk  
**Agenda Title:** Special Called CRA Meeting Minutes - September 17, 2025

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_  
**Date:** NA **Newspaper:** \_\_\_\_\_

**Attachments:** Minutes  
 \_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone  
 LW \_\_\_\_\_ Not applicable in this case

**Recommended Motion:**

I move to approve the Special Called CRA Meeting Minutes for September 17, 2025.



# Lake Park Town Commission, Florida

## Special Called Community Redevelopment Agency

### Meeting Minutes

Wednesday, September 17, 2025 at 6:30 PM

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

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|                              |   |                           |
|------------------------------|---|---------------------------|
| <b>Roger Michaud</b>         | — | <b>Chair</b>              |
| <b>Michael Hensley</b>       | — | <b>Vice-Chair</b>         |
| <b>John Linden</b>           | — | <b>Agency Member</b>      |
| <b>Michael O'Rourke</b>      | — | <b>Agency Member</b>      |
| <b>Judith Thomas</b>         | — | <b>Agency Member</b>      |
| <b>Vacant</b>                | — | <b>Agency Member</b>      |
| <b>Vacant</b>                | — | <b>Agency Member</b>      |
| <b>Richard J. Reade</b>      | — | <b>Executive Director</b> |
| <b>Thomas J. Baird, Esq.</b> | — | <b>Agency Attorney</b>    |
| <b>Vivian Mendez, MMC</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.***

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#### CALL TO ORDER/ROLL CALL

6:37 P.M.

PRESENT

Chair Roger Michaud

Vice Chair Michael Hensley

Board Member John Linden

Board Member Michael O'Rourke

ABSENT

Board Member Judith Thomas

#### PLEDGE OF ALLEGIANCE

Chair Michaud

**APPROVAL OF AGENDA:**

Motion to approve the agenda made by Vice Chair Hensley, Seconded by Board Member O'Rourke.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke

**SPECIAL PRESENTATION/REPORT:**

NONE

**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

**CONSENT AGENDA:**

1. Lake Park Community Redevelopment Agency (CRA) Minutes - September 3, 2025.
2. Resolution No. 65-09-2025 – Amendment (Renewal) – Law Enforcement Service Agreement – Palm Beach County Sheriff's Office – FY 2026 - \$140,700.

Motion to approve the Consent Agenda made by Board Member O'Rourke, Seconded by Vice Chair Hensley.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke

**NEW BUSINESS:**

NONE

**CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

CRA Administrator Allison Justice announced that the Rust Market was taking place this weekend. She announced that she would be moving out of state next month. She would present an employment contract to work remotely for six-months to help complete some projects. The Board expressed how much they have enjoyed working with her and wished her well in her future endeavors.

**AGENCY MEMBER REQUESTS:**

NONE

**ADJOURNMENT:**

6:41 P.M.

Motion to adjourn made by Board Member O'Rourke, Seconded by Vice Chair Hensley.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on October 8, 2025.

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Chair, Roger D. Michaud

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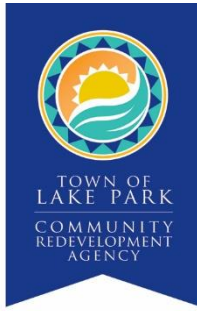
Agency Clerk, Vivian Mendez, MMC

Town Seal

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Deputy Agency Clerk, Laura Weidgans

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2025



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** October 8, 2025

**Originating Department:** Community Redevelopment Agency (CRA)  
Resolution – Agreement – CRA Administration & Project Management  
Consulting Services - It's About Place, LLC - \$34,998 (\$5,833 per  
month)

**Agenda Title:** \_\_\_\_\_

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agenda Category** (i.e., Consent, New Business, etc.): \_\_\_\_\_

\_\_\_\_\_ \$34,998  
 (\$5,833 per  
 month - Six  
 month Term)

**Cost of Item:** \_\_\_\_\_ **Funding Source:** 110-55-552-520-34000

**Account Number:** \_\_\_\_\_ **Finance**  
**Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

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

**Attachments:** Resolution, Agreement

\_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

AJ \_\_\_\_\_ Not applicable in this case

#### Summary Explanation/Background:

In March 2024, Ms. Allison Justice was retained by the Lake Park CRA as a contract employee to take on the role of CRA Administrator for the CRA, in the amount of \$90,000 per year (min. of 30 hours per week).

On September 17, 2025, Ms. Justice submitted her letter of resignation with the Town, effective October 31, 2025.

As a result, the CRA has a need to secure the services of Ms. Justice on a contractual basis to assist the Lake Park CRA on a limited, part-time basis until a new Administrator is hired and possibly beyond this time period to support the completion of various on-going projects and the administration of the CRA department.

If approved, the CRA Board would enter into a six (6) month agreement with Ms. Justice's CRA and project management consulting company, It's About Place, LLC, in the amount of \$34,998 (\$5,833 per month). If approved, the Town Commission would accept Chris Wayne and Associates' approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

If approved, Ms. Justice and her company, It's About Place, LLC, would provide the following services to the Lake Park CRA:

- Ongoing CRA Administrator Duties: Through April 2026, Allison Justice will continue to be the main point of contact for the Lake Park CRA and be involved in day to day operations remotely.
- Incentive Implementation: Consultant will continue to move the grants through the process by working with the property/business owners, CRA Attorney and CRA Board.
- Training/Oversight – Project/Marketing Coordinator: Continue the role of CRA Administrator by providing training and oversight to the newly hired project/marketing coordinator for the CRA. The Coordinator will continue to report to and obtain approvals through the Consultant.
- CRA Oversight/Compliance: CRAs have reporting requirements throughout the year which will be facilitated by the consultant.
- Budget Management/Bond Issuance: Manage the approved CRA Budget and assist Town in securing a Bond in order to complete Capital Projects within the Five Year Capital Plan.
- Project Management/Capital Projects: If requested, the Consultant will assume the role of CRA Project Manager to help oversee and complete the following Capital Projects along with the Capital Project Manager. Although the CRA will not be the lead project manager, since the CRA is the funding arm of many of these projects, CRA participation is critical for their success.
  - 10<sup>th</sup> Street South: Project meetings and CRA participation
  - Bert Bostrom: CRA Oversight of Phase 1 and Participation and negotiation for Phase 2
  - 800 Park Avenue: Sale of property
  - New CRA Space: assist with lease or purchase of a new CRA office
  - Septic to Sewer Improvement Project (as needed)
- CRA Meetings and Senior Staff Meetings: Consultant will attend a maximum of six (6) in person meetings within the contract timeframe. These will include CRA Meetings (Special or Regular) as well as Director Meetings on Thursday's following the CRA Meetings. Consultant will attend other Director Meetings virtually. The Consultant will also be in attendance for the Town's and CRA's Holiday Event on December 5, 2025.
- CRA Administrator Search: Should the Town decide to move forward with hiring a full time CRA Administrator, the Consultant will provide assistance throughout the hiring process.

If approved, Ms. Justice would begin under the terms of the proposed contract beginning on November 1, 2025 and continue through April 2026 (and may be extended with agreement by both parties).

The proposed Agreement was prepared by It's About Place and was reviewed by the Town Manager/CRA Executive Director and the Town Attorney.

The CRA has worked with Ms. Justice and she has provided a quality product and excellent customer service.

**Recommended Motion:**

I move to approve Resolution 73-10-25 and enter into a six (6) month agreement with It's About Place, LLC for CRA Administration & Project Management Consulting Services, in the amount of \$34,998 (\$5,833 per month); and authorize the CRA Chair to execute the proposed Agreement with Its's About Place, LLC.

**CRA RESOLUTION NO. 73-10-25**

**A RESOLUTION OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE AN AGREEMENT WITH IT'S ABOUT PLACE, LLC FOR CRA ADMINISTRATOR SERVICES FOR THE CRA; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Lake Park Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park (Town) with such power and authority as has been conferred upon it by Chapter 163, Part III, Florida Statutes; and

**WHEREAS**, the CRA's Board of Commissioners (the Board) has previously determined that there is a need for professional services to implement the CRA's redevelopment activities as set forth in the CRA Master Plan; and

**WHEREAS**, the owner of It's About Place, LLC, Ms. Allison Justice, has been a contracted employee of the Town and the acting CRA Administrator since March 2024; and

**WHEREAS**, Allison Justice has submitted her resignation from the Town as a contract employee, effective October 31, 2025; and

**WHEREAS**, the Board believes it is in the best interest of the CRA to retain Ms. Justice as a CONSULTANT, acting as the CRA Administrator to continue her work promoting redevelopment activities as outlined in the CRA Master Plan; and

**WHEREAS**, the CONSULTANT will be retained for a period of six (6) months from November 1, 2025 to April 30, 2025; and

**WHEREAS**, the agreement can be extended if beyond the initial six (6) months if requested by the board; and

**WHEREAS**, the agreement can be terminated by either party within 30 days notice; and

**WHEREAS**, the compensation for this agreement is \$34,998 for the six (6) month period, billed monthly; and

**NOW THEREFORE**, the CRA and the CONSULTANT in consideration of the benefits flowing from each to the other do hereby agree as follows:

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE PARK COMMUNITY REDEVELOPMENT AGENCY BOARD OF COMMISSIONERS, AS FOLLOWS:**

**Section 1.** The foregoing recitals are incorporated herein.

**Section 2.** The Chairman of the CRA is hereby authorized and directed to execute the Agreement with the CONSULTANT, a copy of which is attached hereto and incorporated by reference hereto as Exhibit A.

**Section 3.** This resolution shall take effect immediately upon execution.

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT TO PROVIDE CRA IMPLEMENTATION SERVICES (Agreement)** is made and entered into this \_\_\_\_8th\_\_ day of October 2025, by and between the Town of Lake Park Community Redevelopment Agency, 535 Park Avenue, Lake Park, Florida, 33403 (“CRA”) and It’s About Place, LLC whose address is 2852 Old 60, Wilkesboro, NC 28697 (“Consultant”), (collectively the Parties).

### WITNESSETH THAT:

**WHEREAS**, the Lake Park Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park (Town) with such power and authority as has been conferred upon it by Chapter 163, Part III, Florida Statutes; and

**WHEREAS**, the CRA’s Board of Commissioners (the Board) has previously determined that there is a need for professional services to implement the CRA’s redevelopment activities as set forth in the CRA Master Plan; and

**WHEREAS**, the owner of It’s About Place, LLC, Ms. Allison Justice, has been a contracted employee of the Town and the acting CRA Administrator since March 2024; and

**WHEREAS**, Allison Justice has submitted her resignation from the Town as a contract employee, effective October 31, 2025; and

**WHEREAS**, the Board believes it is in the best interest of the CRA to retain Ms. Justice as a CONSULTANT, acting as the CRA Administrator to continue her work promoting redevelopment activities as outlined in the CRA Master Plan.

**NOW THEREFORE**, the CRA and the CONSULTANT in consideration of the benefits flowing from each to the other do hereby agree as follows:

### **1.0 SCOPE OF SERVICES:**

SEE EXHIBIT A attached hereto and made a part hereof.

### **2.0 COMPENSATION**

Compensation for the scope of services shall be for a period of 6 months for a total price of: **\$34,998**. CONSULTANT will invoice the Town monthly at: **\$5,833** and the

Town will pay the invoice within 30 days of its receipt. Should the Town require additional services, the compensation for these services will be billed on an hourly basis in accordance with the rate schedule provided in "Exhibit A"

### **3.0 NOTICES**

All notices or other communications required, contemplated, or permitted under this Agreement (not including invoices) shall be in writing and shall be hand delivered, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

As to the CRA:

Richard Reade, Executive Director  
CRA of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403

As to It's About Place:

It's About Place, LLC  
2852 Old 60  
Wilkesboro, NC 28697  
Attn: Allison Justice

### **4.0 PUBLIC RECORDS**

4.1 With respect to public records, the Consultant is required to:

- #.1 Keep and maintain public records required by the Town to perform the service.
- #.2 Upon the request of the Town's custodian of public records, provided the Town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
- #.3 Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Consultant does not transfer the records which are part of this Agreement to the Town.
- #.4 Upon the completion of the term of the Agreement, transfer, at no cost, to

the Town all public records in possession of the Consultant; or keep and maintain the public records associated with the services provided for in the Agreement. If the Consultant transfers all public records to the Town upon completion of the term of the Agreement, the Consultant shall destroy any duplicate public records that are exempt of confidential from public records disclosure. If the Consultant keeps and maintains public records upon completion of the term of the Agreement, the Consultant shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Towns custodian of public records, in a format that is compatible with the information technology systems of the Town.

- #.5** IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONSULTANT SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

## **5.0 EQUAL OPPORTUNITY/MBE PARTICIPATION**

- 5.1 The Consultant hereby assures that no person shall be discriminated against on the grounds of race, color, creed, national origin, handicap, age, or sex, in any activity under this Agreement. The Consultant shall take all measures necessary to effectuate these assurances.
- 5.2 The Consultant acknowledges that the CRA encourages the participation of minority owned, and women owned business enterprises in the Town's procurement and contracting activity. Accordingly, the Consultant shall take all necessary and reasonable steps to ensure that women and minority business enterprises (W/MBE) have the opportunity to compete for and perform work related to this Agreement.

## **6.0 INDEMNIFICATION, INSURANCE, AND LICENSE REQUIREMENTS**

The Consultant shall maintain the following insurance coverages in the amounts specified below during the term of the Agreement and any extensions thereof:

- 6.1 Workers' compensation insurance for all employees of the Consultant for statutory limits in compliance with applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the Consultant.

6.2 The Consultant shall maintain a Commercial General Liability Policy on an Occurrence Form with the following limits:

\$1,000,000.00 Each occurrence (Bodily Injury and Property Damage)

\$1,000,000.00 Products/Completed Operations Aggregate

\$2,000,000.00 General Aggregate

\$1,000,000.00 Personal and Advertising Injury

\$500,000.00 Damage to Premises Rented to You

- 6.3 The CRA shall be included as an additional named insured under the Consultant's Commercial General Liability policy, and a waiver of subrogation against the CRA shall be included in all workers' compensation policies. Current valid insurance policies meeting the requirements herein shall be maintained during the term of the agreement, and any extensions thereof. A current certificate of insurance issued not more than 30 calendar days prior to the Consultant's submission of its bid documents which demonstrates that the Consultant maintains the required coverages shall be submitted to the CRA as a prerequisite to the execution of the Agreement. All policies shall provide a 30 day notice of cancellation to the named insured. The Certificate of Insurance shall provide the following cancellation clause: "Should any of the above described policies be cancelled before the expiration date thereof, notice of such cancellation will be delivered in accordance with the policy provisions." It shall be the responsibility of the Consultant to ensure that all sub Consultants are adequately insured or covered under their policies. The required insurance coverages shall be issued by an insurance company duly authorized and licensed to do business in the state of Florida with minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability: B+ to A+.

## **7.0 TERM**

The initial term of this Agreement shall begin on November 1, 2025 and end on April 30, 2025 (six months), unless terminated earlier in accordance with terms set forth herein. This Agreement may be renewed for an additional term upon the written approval of the CRA.

## **8.0 TERMINATION**

Either party may terminate the Agreement by providing 30 days advance written notice of its intention to do so.

## **9.0 NON-EXCLUSIVITY**

The award of this Agreement shall not impose any obligation on the CRA to utilize the Consultant for all work within its profession for, which the CRA may requires said professional services during the term of the Agreement. \*The CRA specifically reserves the right to concurrently contract with other companies for similar work if it deems such an action to be in the CRA's best interest.

## **10.0 OFFICE OF THE INSPECTOR GENERAL**

The Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Agreement and in furtherance thereof may demand and obtain records and testimony from the Consultant and its Sub consultants. The Consultant understands and agrees that in addition to other remedies and consequences provided by law, the failure of the Consultant or its Sub consultants to fully cooperate with the Office of Inspector General of Palm Beach County when requested may be deemed by the Town to be material breach of this Agreement justifying its termination. The Office of Inspector General in Palm Beach County is established by Palm Beach County Code Section 2-421-2-440. Consultant acknowledges that its failure to cooperate with the Inspector General of Palm Beach County is a violation of Palm Beach Code, Section 2-421-2-440, and that it may be punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree-misdemeanor.

## **11.0 RELATIONSHIP BETWEEN THE PARTIES**

- 11.1 The Consultant is an independent contractor and is not an employee or agent of the Town. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent Consultant, between the CRA and the Consultant, its employees, agents, sub consultants, or assigns, during or after the performance of this Agreement. The Consultant is free to provide similar services for others.
- 11.2 The Consultant shall not assign, delegate, or otherwise transfer its rights and obligations as set forth in this Agreement without the prior written consent of the CRA. Any attempted assignment in violation of this provision shall be void.
- 11.3 The Consultant shall not pledge the CRA's credit or make the CRA a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

## **12. GENERAL PROVISIONS**

- 12.1 Notwithstanding any provisions of this Agreement to the contrary, the Parties shall not be held liable for any failure or delay in the performance of their respective obligations pursuant to this Agreement that arises from

fires, floods, strikes, embargoes, acts of the public enemy, unusually severe weather, outbreak of war, restraint of government, riots, civil commotion, force majeure, act of God, or for any other cause of the same character which is unavoidable through the exercise of due care and beyond the control of the parties. Failure to perform shall be excused during the continuance of such circumstances, but the CRA shall have the option of terminating this Agreement or electing to allow the Agreement to remain in effect.

- 12.2 The laws of the State of Florida shall govern all aspects of this Agreement. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall be in the Fifteenth Judicial Circuit for claims under state law and in the Southern District of Florida for any claims which are justifiable in federal court.
- 12.3 In the event any provisions of this Agreement shall conflict, or appear to conflict, the Agreement, including all exhibits, attachments and all documents specifically incorporated by reference, shall be interpreted as a whole to resolve any inconsistency.
- 12.4 Failures or waivers to insist on strict performance of any covenant, condition, or provision of this Agreement by the parties, their successors and assigns shall not be deemed a waiver of any of its rights or remedies, nor shall it relieve the other party from performing any subsequent obligations strictly in accordance with the terms of this Agreement. No waiver shall be effective unless in writing and signed by the party against whom enforcement is sought. Such a waiver shall be limited to the provisions of this Agreement specifically referred to therein and shall be not deemed a waiver of any other provision. No waiver shall constitute a continuing waiver unless the writing states otherwise.
- 12.5 All words used herein in the singular form will extend to and include the plural. All words used in the plural form will extend to and include the singular. All words used in any gender will extend to and include all genders.
- 12.6 Should any term or provision of this Agreement be held, to any extent, invalid or unenforceable, as against any person, entity or circumstance during the term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity shall not affect any other term or provision of this Agreement, to the extent that the Agreement shall remain operable, enforceable and in full force and effect to the extent permitted by law.
- 12.7 This Agreement may be amended only with the written approval of the

parties.

- 12.8 This Agreement states the entire understanding and Agreement between the parties and supersedes any and all written or oral representations, statements, negotiations, or Agreements previously existing between the parties with respect to the subject matter of this Agreement. The Consultant recognizes that any representations, statements, or negotiations made by CRA staff do not suffice to legally bind the CRA in a contractual relationship unless they have been reduced to writing and signed by an authorized CRA representative. This Agreement shall inure to the benefit of and shall be binding upon the parties, their respective assigns, and successors in interest.

### 13.0 INVOICING AND PAYMENT

- 13.1 The Consultant's invoices shall be emailed or mailed to the following address:

Finance Department  
Town of Lake Park  
Attn: Account Payable  
535 Park Avenue  
Lake Park, Florida 33403  
[accountpayable@lakeparkflorida.gov](mailto:accountpayable@lakeparkflorida.gov)

- 13.2 Invoices for fees or other compensation for services or expenses shall be submitted to the CRA in detail sufficient for a proper pre-audit and post-audit thereof. All invoices for services shall be accompanied by an appropriate invoice. This appropriate invoice shall include the work order number, the original value of the work order, the amount of work billed to date, the amount of the current invoice and the amount remaining for the work order.
- 13.3 Travel expenses shall only be paid on a reimbursement basis, and only when authorized by the CRA. The Consultant shall submit all documentation, including receipts in order to be entitled to reimbursement in accordance with Section 112.061, Florida Statutes.
- 13.4 Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the CRA at all times during the term of this Agreement and for three years after final payment for any of the work orders have been made. Copies of these records shall be promptly furnished to the CRA upon written request.

13.5 Records of costs incurred shall include the Consultant's general accounting records and the project records, together with supporting documents and records, of the Consultant and any approved Sub consultants performing work pursuant to a work order, and all other records of Consultant and approved Sub consultants considered necessary by the CRA for a proper audit of project costs.

13.6 The CRA shall pay the full amount of the invoice within 30 days of receipt, upon acceptance of the work by the CRA's assigned project manager.

## 15.0 ATTORNEY FEES

If either party is required to initiate a legal action, including appeals, to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have made and execute this Agreement as of the day and year last execute below.

**ATTEST:**

By: \_\_\_\_\_  
Vivian Mendez, CRA Clerk

**CRA OF LAKE PARK:**

By: \_\_\_\_\_  
Roger Michaud, Chair

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

By: \_\_\_\_\_  
Thomas J. Baird, CRA Attorney

**IT'S ABOUT PLACE, LLC**

By: Allison Justice  
Allison Justice, Consultant

Digitally signed by Allison Justice  
DN: cn=Allison Justice, o=Lake Park CRA, ou,  
email=ajustice@lakeparkflorida.gov, c=US  
Date: 2025.10.01 12:20:58 -04'00'



It's About Place, LLC ("Consultant")  
Allison Justice, Owner

**TO:** Town of Lake Park ("Client")  
Richard Reade, Town Manager

September 17, 2025

It's About Place, LLC ("Consultant/Allison Justice") is pleased to provide the following scope of services for Project Management support for the Town of Lake Park CRA Implementation. The following proposal will outline tasks already progress or anticipated to be moving forward within the next several months. These tasks would be completed remotely solely by Allison Justice ("Consultant") with monthly meeting attendance as outlined at no additional fee. I look forward to continuing work with the Town of Lake Park and supporting the CRA goals.

## A. Scope of Work

The Consultant's scope of work will include:

**1.0 Ongoing CRA Administrator Duties:** Through April 2026, Allison Justice will continue to be the main point of contact for the Lake Park CRA and be involved in day-to-day operations remotely. This includes, but not limited to:

- 1.1 Ongoing email correspondence
- 1.2 Contracts, Resolutions, Agenda Request forms
- 1.3 Coordination with Community Development Department on: Code, Building and Site Plan discussions
- 1.4 Property owner communications
- 1.5 Other duties as assigned by the Executive Director

**2.0 Incentive Implementation:** The following are incentives that have been discussed with potential grantees. These have not been approved by the CRA Board, but are in various stages of discussion. Consultant will continue to move the grants through the process by working with the property/business owners, CRA Attorney and CRA Board.

- 2.1 Twiggs Academy – SIP Grant
- 2.2 1249 10<sup>th</sup> Street – Façade and Exterior Improvement Grant
- 2.3 Big Johns Eatery – 754 10<sup>th</sup> St. SIP or Commercial Buildout
- 2.4 140 Bayberry – PPP Grant
- 2.5 Zero Empty Spaces- Relocation and Development Assistance Grant
- 2.6 Green Garden Supply – Façade and Exterior Improvement Grant

**3.0 Training/Oversight – Project/Marketing Coordinator:** Continue the role of CRA Administrator by providing training and oversight to the newly hired project/marketing coordinator for the CRA. The Coordinator will continue to report to and obtain approvals through the Consultant.



**4.0 CRA Oversight/Compliance:** CRAs have reporting requirements throughout the year that will be facilitated by the consultant.

- 4.1 Annual Report Preparation: February/March 2026
- 4.2 Goals and Objectives: Preparation and Reporting for Special District (December)
- 4.3 Weekly manager update coordination with Project/Marketing Coordinator

**5.0 Budget Management/Bond Issuance:**

- 5.1 Manage the approved CRA Budget to ensure any spending by the CRA is budgeted and follows the Town's Procurement rules.
- 5.2 Assist Town in securing a Bond in order to complete Capital Projects within the Five Year Capital Plan by working with the Town Finance Department and selecting a financial consultant to assist with Bond issuance.

**6.0 Project Management/Capital Projects:** The following projects are scheduled within the FY2026 budget. If requested, the Consultant will assume the role of CRA Project Manager to help oversee and complete the following Capital Projects along with the Capital Project Manager. Although the CRA will not be the lead project manager, since the CRA is the funding arm of many of these projects, CRA participation is critical for their success.

- 6.1 10<sup>th</sup> Street South: Project meetings and CRA participation
- 6.2 Bert Bostrom: CRA Oversight of Phase 1, participation and negotiation for Phase 2
- 6.3 800 Park Avenue: Disposal management
- 6.4 New CRA Space: assist with lease or purchase of a new CRA office
- 6.5 Septic to Sewer – If requested

**7.0 CRA Meetings and Sr. Staff Meetings:** Consultant will attend a maximum of **six (6)** in person meetings within the contract timeframe. These will include CRA Meetings (Special or Regular) as well as Director Meetings on Thursday's following the CRA Meetings. Consultant will attend other Director Meetings virtually. It is anticipated that the Consultant will be in person for 2-3 days each month (Nov-April). The Consultant will also attend for the Holiday Event on December 5.

**8.0 CRA Administrator Search:** Should the Town decide to move forward with hiring a full time CRA Administrator; the Consultant will provide assistance in the hiring process.

- 8.1 Job Description
- 8.2 Interviews and selection assistance

**B. Compensation/Timeline:****\$ 34,998**

Invoices will be billed monthly at a **rate of \$5,833 per month.**

Timeline will begin on November 1, 2025 and continue through April 2026 and may be extended with agreement by both parties.

Additional services/meetings provided upon request at a reduced hourly rate:

Discounted Hourly Rate: \$125/HR

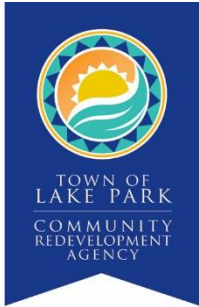
**Signed:**

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Allison Justice, Owner  
It's About Place, LLC

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Roger Michaud, Board Chair  
Lake Park CRA



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** October 8, 2025  
**Originating Department:** Community Redevelopment Agency (CRA)  
Resolution – Agreement - Specialized Landscaping Services – CRA  
**Agenda Title:** District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agenda Category** (i.e., Consent, New Business, etc.): \_\_\_\_\_

**Cost of Item:** \$188,250 **Funding Source:** Contractual Services  
110-552-520-  
**Account Number:** 34000 **Finance Signature:** Barbara A. Gould

**Advertised:**  
**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution, Agreement, Pricing and Schedule  
 \_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone  
 AJ \_\_\_\_\_ Not applicable in this case

### Summary Explanation/Background:

On September 3, 2025, the Town Commission accepted the rankings of the Evaluation Committee for RFQ #116-2025 for Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot, and Bert Bostrom Park, which was issued on June 15, 2025, and closed on July 22, 2025. As a result, staff is requesting the CRA Board to consider an agreement between the CRA and Chris Wayne and Associates in the amount of \$188,250.

The proposed agreement would follow the Town of Lake Park's Procurement Policy - Sec. 2-246. Thresholds for the procurement of goods and services.

1. For goods and services with a value greater than \$10,000 but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods, and the response forms to be used by Offerors in response to the request for quotation (RFQ).

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 116-2025 and published addendums and the RFQ Advertisement, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into a three (3) year agreement with two (2) additional one-year extensions with Chris Wayne and Associates in the amount of \$188,250 annually (\$15,687.50 per month). If approved, the Town Commission would accept Chris Wayne and Associates' approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 Budget – CRA Fund. This funding is generally provided by the Town's Tax Increment Financing (TIF) revenues.

If approved, the new vendor is expected to begin providing landscaping services on October 9, 2025, through September 30, 2028.

The proposed Agreement was prepared by the Town's CRA Administrator and reviewed by the Public Works Director, the proposed vendor, Chris Wayne and Associates, the Finance Director and the Town Attorney.

The Town has previously worked with the proposed vendor, and they have provided a quality product and good customer service.

**Recommended Motion:**

I move to approve Resolution 74-10-2025 and enter into a three (3) year Agreement with Chris Wayne and Associates for Specialized Landscaping Services within the CRA District, in the amount of \$188,250 annually (\$15,687.50 per month); and authorize the CRA Chair to execute the proposed Agreement with Chris Wayne and Associates.

**CRA RESOLUTION NO. 74-10-25**

**A RESOLUTION OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE AN AGREEMENT WITH CHRIS WAYNE AND ASSOCIATES, INC. FOR SPECIALIZED LANDSCAPING SERVICES WITHIN THE CRA PURSUANT TO RFQ #116-2025; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the CRA is a dependent special district of the Town of Lake Park (“TOWN”) with such power and authority as has been conferred upon it by Chapter 163, Part III, Florida Statutes; and

**WHEREAS**, the CRA solicited proposals through a Request for Qualifications (“RFQ”) pursuant to the TOWN’s procurement procedures seeking qualified firms or individuals to provide Specialized Landscaping Services for areas within the CRA; and

**WHEREAS**, the Chris Wayne and Associates, Inc.(hereinafter, CONSULTANT) responded to the RFQ and an Evaluation Committee determined that the CONSULTANT is qualified to provide the specialized services solicited by the CRA; and

**WHEREAS**, on September 3, 2025 the CRA accepted the evaluation committee’s ranking and authorized the CRA’s coordinator to negotiate an agreement with the CONSULTANT for specialized services in accordance with the CONSULTANT’S proposal; and

**WHEREAS**, negotiations have been successfully completed, resulting in a proposed agreement for Specialized Landscape Services throughout the CRA, including Park Avenue, 10<sup>th</sup> Street, the CRA Parking Lot and Centennial Memorial Park in the amount of \$188,250 annually.

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE PARK COMMUNITY REDEVELOPMENT AGENCY BOARD OF COMMISSIONERS, AS FOLLOWS:**

**Section 1.** The foregoing recitals are incorporated herein.

**Section 2.** The Chairman of the CRA is hereby authorized and directed to execute the Agreement with the CONSULTANT , a copy of which is attached hereto and incorporated by reference hereto as Exhibit A.

**Section 3.** This resolution shall take effect immediately upon execution.

## AGREEMENT FOR LANDSCAPING SERVICES

THIS **AGREEMENT FOR SPECIALIZED LANDSCAPING SERVICES** (the “Agreement”) is made and entered into this 8<sup>th</sup> day of October, 2025, by and between the Town of Lake Park Community Redevelopment Agency, a dependent special district of the Town of Lake Park, Florida, 535 Park Avenue, Lake Park, Florida 33403 (“Town”), and Chris Wayne and Associates, Inc., 15863 97th Drive N., Jupiter, FL 33478 (“Consultant”) (individual “Party” or collectively the “Parties”).

### WITNESSETH THAT

**WHEREAS**, the Town of Lake Park Community Redevelopment Agency (“CRA”) issued a Request for Qualifications (RFQ #116-2025), for Specialized Landscaping Services; and

**WHEREAS**, on September 3, 2025, the CRA’s Board of Commissioners accepted an evaluation committee’s ranking and authorized negotiations with Chris Wayne and Associates, Inc.; and

**WHEREAS**, the CRA and Chris Wayne and Associates, Inc. have negotiated a scope of services and compensation for the specialized landscaping services to be provided to the CRA by the Consultant; and

**WHEREAS**, the CRA desires to enter into an agreement with the Consultant to provide the Services in accordance with the negotiated terms and conditions as set forth in this Agreement;

**NOW THEREFORE, the CRA and the Consultant, in consideration of the mutual promises contained herein, agree as follows:**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year last executed below.

## **SECTION 1. SCOPE OF SERVICES AND PERFORMANCE:**

**1.1** The CONSULTANT shall, to the satisfaction of the CRA, fully and timely provide the services for as outlined in RFQ No. 116-2025, a copy of which is attached as **Exhibit 1** and incorporated herein by reference as if fully set forth herein (“SERVICES”).

**1.2** In the performance of the SERVICES, the CONSULTANT shall use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar localities. The CONSULTANT shall use due care in performing its professional services and shall have due regard for acceptable professional planning standards and principles. The CONSULTANT’S standard of care shall not be altered by the application, interpretation, or construction of any other provision of this AGREEMENT.

**1.3** The schedule and compensation associated with the SERVICES is set forth in **Exhibit 2**, attached hereto and incorporated herein.

**1.4** In the event the CRA requires any services beyond those set forth in this AGREEMENT, the additional services shall be provided through a proposal to the CRA to amend the AGREEMENT or as an additional agreement, which shall set forth the additional services and which shall be in accordance of the hourly rate schedule provided by the CONSULTANT herein. The additional services shall be subject to the CRA’s approval of an amendment to the AGREEMENT and its appropriation of funds during the fiscal year in which the services are to be rendered.

**1.5** The CONSULTANT shall keep the CRA fully informed, at all times, of its activities and progress in performing the SERVICES.

**1.6** The SERVICES shall be performed by the CONSULTANT to the satisfaction of the CRA’s Executive Director (or designee) who shall decide all questions, difficulties or disputes of any nature whatsoever that may arise pursuant to the AGREEMENT. The Executive Director’s determination as to any questions, difficulties or disputes regarding the CONSULTANT’S fulfillment of the SERVICES hereunder, including the character, quality, amount and value of the services rendered shall be final and binding upon the CONSULTANT.

**1.7** Any adjustments to the SERVICES, compensation and/or the term in which the SERVICES are to be performed shall be the subject of a written amendment to the AGREEMENT, approved by the CRA, and executed in writing by the parties hereto.

## **SECTION 2. FEES FOR SERVICES**

**2.1** The CONSULTANT’s compensation for the SERVICES shall be billed to the CRA monthly in the amount of \$15,687.50 (\$188,250 annually) based on the pricing in **Exhibit 2**. The invoices shall include a detailed breakdown of the services rendered, specifically indicating each task performed, weight of garbage collected and all materials supplied. The CRA shall not reimburse CONSULTANT for any additional costs incurred as a direct or indirect result of CONSULTANT providing the SERVICES to the CRA pursuant to the AGREEMENT, or for any

amounts not identified herein. CONSULTANT shall not be entitled to an increase in the agreed to sum or payments or compensation of any kind from CRA for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of periods of suspension or delay, disruption or hindrance from any circumstances beyond the CONSULTANT's control.

**2.2** Subject to CONSULTANT providing the CRA with all required support and backup for any request for monthly payment, the CRA shall pay CONSULTANT within thirty (30) calendar days of its receipt of CONSULTANT's monthly invoices for any undisputed portion of requested payment. The CRA may withhold payment for the CONSULTANT'S failure to comply with any term, condition, or requirement of this AGREEMENT. CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least ten (10) years after completion of the PROJECT. CRA shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT's place of business.

**2.3** Notwithstanding any provisions of this AGREEMENT to the contrary, the CRA may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of CONSULTANT'S inadequate work as determined by the CRA; or from loss due to fraud based upon reasonable evidence. In addition, CRA shall be permitted to deduct from the CONSULTANT's compensation amounts incurred or costs incurred by CRA as a result of CONSULTANT's violation of this AGREEMENT or for damages associated with CONSULTANT's negligent performance of its services. Upon the CRA's resolution of the basis for its withholding of a payment, the CRA shall make payment. The CRA shall not be required to pay any interest on the amounts withheld. To the extent the parties cannot work out any disputes as to payment, the parties shall submit the dispute to the CRA Board for final determination.

### **SECTION 3. TERM OF THE AGREEMENT**

The term of the AGREEMENT shall commence on **execution by both parties through September 30, 2028** with two additional one-year extensions available with approval by the CRA Board. The term shall only be modified or extended by written agreement of the parties.

### **SECTION 4. TERMINATION**

**4.1** This AGREEMENT may be terminated without cause or for convenience by the CRA for any reason, or no reason at all, by providing CONSULTANT with notice at least thirty (30) calendar days before the termination date. In the event of such termination, CONSULTANT shall, as its sole and exclusive remedy, be entitled to receive compensation for all work satisfactorily completed and approved by the CRA through the date of the written notice of termination. The CRA shall not be required to make payment for any services that have not been performed, or not previously approved by the CRA. CONSULTANT agrees that in the event the AGREEMENT is terminated by the CRA, for any reason, it is not entitled to any damages beyond the work satisfactorily performed and approved by the CRA through the date of termination. CONSULTANT acknowledges it is not entitled to any other damages, including but not limited to expectation, incidental or consequential damages associated with the termination.

**4.2** The CRA may terminate the AGREEMENT for default pursuant to Section 5. In the event CONSULTANT abandons or fails to perform the SERVICES or causes the AGREEMENT to be terminated by the CRA for a default, CONSULTANT shall indemnify CRA against its losses (monetary or otherwise) pertaining to the termination, including, but not limited to, the CRA's reasonable administrative costs and legal fees incurred should the CRA elect to procure and retain another consultant for the completion of the PROJECT.

## **SECTION 5. DEFAULT**

**5.1** An event of default shall mean the following:

- a. CONSULTANT has not performed services on a timely basis;
- b. CONSULTANT has refused or failed to supply properly skilled or qualified personnel for the services to be performed;
- c. CONSULTANT has failed to obtain the approval of the CRA where required by this AGREEMENT;
- d. CONSULTANT has refused or failed, except in the case for which an extension of time is provided, to provide the SERVICES.
- e. CONSULTANT disregards or violates applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority;
- f. CONSULTANT's material breach of this AGREEMENT; or
- g. CONSULTANT is adjudged a bankrupt, or if CONSULTANT makes a general assignment for the benefit of its creditors, or if a receiver is appointed on account of this insolvency.

**5.2** In the event CONSULTANT fails to comply with any provision of this AGREEMENT, the CRA may, but is not obligated to provide CONSULTANT with notice or an option to cure, declare the CONSULTANT in default, notify the CONSULTANT in writing, and give the CONSULTANT seven (7) calendar days to cure the default. If the CONSULTANT fails to cure any default, the CONSULTANT shall only be entitled to compensation for any services which have been completed to the satisfaction of the CRA through the date of termination, minus any damages incurred by the CRA. In the event payment has been made for any professional services not completed, the CONSULTANT shall return these sums to the CRA within ten (10) calendar days after its receipt of written notice from the CRA of the sums due. Nothing herein shall limit the CRA's right to terminate for convenience or without cause at any time, with or without notice and option to cure, as set forth herein.

**5.3** In the event of a default by the CONSULTANT, it shall be liable for all direct, incidental, or consequential damages the CRA incurs as a result the default.

**5.4** The CRA may take advantage of each and every remedy specifically existing at law or in equity. Each and every remedy shall be in addition to every other remedy specifically given or otherwise existing and may be exercised from time to time as often and in such order as may be deemed expedient by the CRA. The exercise or the beginning of the exercise of one remedy shall not be deemed to be a waiver of the right to exercise any other remedy. The CRA's rights and remedies as set forth in this AGREEMENT are not exclusive and are in addition to any other right and remedies available to the CRA in law or in equity.

## **SECTION 6. POLICY OF NON-DISCRIMINATION**

CONSULTANT shall not discriminate against any person in its operations, activities or delivery of services under this AGREEMENT. CONSULTANT shall affirmatively comply with all applicable provisions of federal, state and town equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as basis for service delivery.

## **SECTION 7. DRUG FREE WORKPLACE**

CONSULTANT agrees that it currently maintains and shall continue to maintain a Drug Free Workplace.

## **SECTION 8. INDEPENDENT AGREEMENTOR**

CONSULTANT is an independent CONTRACTOR under this AGREEMENT. The SERVICES provided by CONSULTANT shall be by direct employees of the CONSULTANT who are subject only to its supervision. CONSULTANT shall be responsible for the enforcement of its personnel policies, the payment of its employees or sub-consultants, if any, the payment of any applicable taxes, FICA, social security, health insurance, pension or any other benefits for the CONSULTANT'S employees who render service under this AGREEMENT. Nothing contained herein shall create an employer-employee relationship between the CRA and CONSULTANT.

## **SECTION 9. ASSIGNMENT**

Neither this AGREEMENT, nor any of the SERVICES to be performed herein, shall be assigned, transferred or otherwise delegated to others, including to any sub-consultants by CONSULTANT, without the prior written consent of the CRA.

## **SECTION 10. CONFLICTS OF INTEREST**

**10.1** Neither CONSULTANT nor any of its employees shall have or hold any employment or contractual relationship that is antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment related to its performance under this AGREEMENT.

## **SECTION 11. INSURANCE, INDEMNIFICATION/HOLD HARMLESS**

The Consultant shall maintain the following insurance coverages in the amounts specified below during the term of the AGREEMENT and any extensions thereof:

**11.1** Workers' compensation insurance for all employees of the CONSULTANT for statutory limits in compliance with applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the CONSULTANT and their employees hired by CONSULTANT.

**11.2** The CONSULTANT shall maintain a Commercial General Liability Policy ("CGL") on an Occurrence Form with the following limits:

\$1,000,000.00 Each occurrence (Bodily Injury and Property Damage)

\$1,000,000.00 Products/Completed Operations Aggregate

\$5,000,000.00 General Aggregate

\$1,000,000.00 Personal and Advertising Injury

\$500,000.00 Damage to Premises Rented to You

**11.3** The CONSULTANT shall maintain non-owned Auto Liability Insurance (including coverages for hired or leased vehicles) with limits of \$1,000,000 each accident, combined single limit.

**11.4** CONSULTANT shall maintain Professional Liability (Errors and Omissions) coverage for liabilities arising out of CONSULTANT's services under this AGREEMENT with limits of \$2,000,000 per occurrence and \$2,000,000 million in the aggregate.

**11.5** The CRA shall be included as an additional named insured under the CONSULTANT'S CGL policy, and a waiver of subrogation against the CRA shall be included in all workers' compensation policies. Current valid insurance policies meeting the requirements herein shall be maintained during the term of the AGREEMENT, and any extensions thereof. A current certificate of insurance issued not more than 30 calendar days prior to the CONSULTANT'S submission of its bid documents which demonstrates that the CONSULTANT maintains the required coverages shall be submitted to the CRA as a prerequisite to the execution of the AGREEMENT. All policies shall provide a 30 day notice of cancellation to the named insured. The Certificate of Insurance shall provide the following cancellation clause: "Should any of the above described policies be cancelled before the expiration date thereof, notice of such cancellation will be delivered in accordance with the policy provisions." It shall be the responsibility of the CONSULTANT to ensure that all subcontractors are adequately insured or covered under their policies. The required insurance coverages shall be issued by an insurance company duly authorized and licensed to do business in the state of Florida with minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial

Stability: B+ to A+.

**11.6** To the fullest extent provided by law, the CONSULTANT shall indemnify, defend and hold harmless CRA, and any of its elected or appointed officials, agents, employees, and volunteers from and against any and all liability, suits, actions, whether in law or in equity, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury, sickness, diseases, death; or damage to, or the destruction of tangible property or loss of use resulting therefrom, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT, its officials, agents, or employees in the performance of the services of CONSULTANT under this AGREEMENT. This indemnification is separate and apart from, and in no way limited by any insurance provided or required under this AGREEMENT or otherwise. CONSULTANT's indemnification obligations shall survive the termination of the AGREEMENT.

**11.7** CONSULTANT acknowledges that as part of this AGREEMENT specific and separate consideration has been paid for this hold harmless and indemnification provision, and further agrees with the foregoing provision of indemnity and also agrees with the collateral obligation of insuring said indemnity as set forth herein.

**11.8** CONSULTANT shall indemnify CRA for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any infringement or claim of infringement by CONSULTANT of any patent, trademark, copyright, trade secret or other proprietary right relating to services furnished pursuant to this AGREEMENT. CONSULTANT shall defend and/or settle at its own expense any action brought against the CRA to the extent that is based on a claim that the services furnished to CRA, or on behalf of the CRA, by CONSULTANT pursuant to this AGREEMENT.

## **SECTION 12. COSTS AND ATTORNEY'S FEES**

If either CRA or CONSULTANT is required to enforce or interpret the terms of this AGREEMENT by legal action, the prevailing party shall be entitled to recover from the other party any and all such reasonable costs and expenses, including by not limited to reasonable attorney's fees, including fees associated with mediation/arbitration, or a successful appeal.

## **SECTION 13. NOTICES**

Whenever either party desires to give notice to the other, it shall be given by written notice, sent by certified United States mail, with return receipt requested, hand delivered, or by email or facsimile transmission, addressed to the party for whom it is intended, and proof of receipt. Notice shall be deemed given upon receipt by any method of delivery authorized above. For the present, the parties designate the following as the respective places for giving of notice.

**FOR CONSULTANT:** Chris Dellago, RLA/ISA  
Chris Wayne and Associates, Inc.  
15683 97<sup>th</sup> Drive N

Jupiter, FL 33478  
Phone: 561-746-4225

**FOR CRA:**

Richard Reade, Executive Director  
Lake Park Community Redevelopment Agency  
535 Park Avenue, Lake Park, FL 33403  
Tel. (561) 881-3304 Fax. (561) 881-3314  
[rreade@lakeparkflorida.gov](mailto:rreade@lakeparkflorida.gov)

**With Copy to:**

Thomas J. Baird, Esquire  
CRA Attorney  
c/o Town of Lake Park  
535 Park Avenue, Lake Park, FL 33403  
Tel. (561) 650-8232  
[TBaird@JonesFoster.com](mailto:TBaird@JonesFoster.com)

**SECTION 14. COMPLIANCE WITH LAWS**

CONSULTANT shall fully obey and comply with all federal, state, county, and town laws, administrative regulations or rules, which are or shall become applicable to the services performed under the terms of this AGREEMENT.

**SECTION 15. TRUTH-IN NEGOTIATIONS CERTIFICATE**

Signature of this AGREEMENT by CONSULTANT shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this AGREEMENT are accurate, complete, and current at the time of AGREEMENT.

**SECTION 16. WARRANTIES OF CONSULTANT**

The CONSULTANT hereby warrants and represents that at all times during the term of this AGREEMENTS and any extensions of time or amendments hereto, that it shall maintain in good standing all required licenses, certifications and permits required under federal, state and local laws necessary to perform the services.

**SECTION 17. GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL**

This AGREEMENT shall be construed in accordance with, and governed by, the laws of the state of Florida. Venue of any action to enforce this AGREEMENT shall be in Palm Beach County, Florida or in the Southern District of Florida for any applicable federal actions. TO THE EXTENT ALLOWED BY APPLICABLE LAW, THE PARTIES HEREBY WAIVE THE

RIGHT TO TRIAL BY JURY IN CONNECTION WITH ANY LITIGATION OR JUDICIAL PROCEEDING RELATED TO OR CONCERNING, DIRECTLY OR INDIRECTLY, THIS AGREEMENT. THIS WAIVER IS INTENDED TO AND DOES ENCOMPASS EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO A JURY TRIAL WOULD OTHERWISE ACCRUE. THIS WAIVER SHALL APPLY TO THE AGREEMENT AND ANY FUTURE AMENDMENTS, SUPPLEMENTS OR MODIFICATIONS HERETO.

## **SECTION 18. HEADINGS**

Headings are for convenience of reference only and shall not be considered in any interpretation of this AGREEMENT.

## **SECTION 19. SEVERABILITY**

If any provision of this AGREEMENT or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this AGREEMENT, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and may be enforced to the fullest extent permitted by law.

## **SECTION 20. CONFLICT**

In the event of a conflict between the terms of this AGREEMENT and any terms or conditions in any attached documents, the terms in this AGREEMENT shall prevail.

## **SECTION 21. SURVIVAL OF PROVISIONS**

Any terms or conditions of this AGREEMENT that require acts beyond the date of its termination shall survive the termination of this AGREEMENT, shall remain in full force and effect unless and until the terms of conditions are completed, and shall be fully enforced by either party. If any portion or provision of this AGREEMENT is deemed illegal or unenforceable by a court of competent jurisdiction, the remaining provisions or portions remain in full force and effect.

## **SECTION 22. ENTIRE AGREEMENT**

This AGREEMENT and its attachments constitute the entire AGREEMENT between CONSULTANT and CRA, and all verbal agreements, negotiations or understandings between the parties are merged herein.

## **SECTION 23. PUBLIC RECORDS**

The CONSULTANT is required to:

**23.1** Keep and maintain public records required by the CRA to perform the service.

**23.2** Upon the request of the TOWN's custodian of public records, the CONSULTANT shall provide the CRA with its work product records, which shall be considered public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.

**23.3** Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this AGREEMENT, and following completion of this AGREEMENT if the CONSULTANT does not transfer the records which are part of this AGREEMENT to the CRA.

**23.4** Upon the completion of the term of the AGREEMENT, transfer, at no cost, to the CRA all public records in possession of the CONSULTANT; or keep and maintain the public records associated with the services provided for in the AGREEMENT. If the CONSULTANT transfers all public records to the CRA upon completion of the term of the AGREEMENT, the CONSULTANT shall destroy any duplicate public records that are exempt of confidential from public records disclosure. If the CONSULTANT keeps and maintains public records upon completion of the term of the AGREEMENT, the CONSULTANT shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the CRA, upon request from the Towns custodian of public records, in a format that is compatible with the information technology systems of the Town.

**23.5** IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONSULTANT SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

## **SECTION 24. WAIVER**

The waiver by either party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this AGREEMENT shall not be construed as a waiver of any future or continuing similar or dissimilar failure. The failure to notify CONSULTANT or terminate the AGREEMENT by the CRA for any breach or default of CONSULTANT does not waive the CRA's ability to declare a default or terminate the AGREEMENT at any time.

## **SECTION 25. AMENDMENTS**

The parties contemplate that there may be additional services to be performed by the CONSULTANT. The additional services shall be set forth in a written amendment to this AGREEMENT, which shall include the additional services to be provided and the terms of the compensation for these services.

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this AGREEMENT on the respective dates under each signature:

DATED this \_\_\_\_ day of \_\_\_\_\_ 2025.

**LAKE PARK CRA**

ATTEST:

By: \_\_\_\_\_  
Roger Michaud, Chairman

\_\_\_\_\_  
Vivian Mendez, Agency Clerk

(TOWN SEAL)

Approved as form and legal sufficiency

By: \_\_\_\_\_  
Thomas J. Baird, CRA Attorney

\_\_\_\_ day of \_\_\_\_\_, 2025

**Chris Wayne and Associates, Inc.**

\_\_\_\_\_  
By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and title

Dated this \_\_\_\_ day of \_\_\_\_\_, 202

## Exhibit 1

### Landscape Maintenance Frequency Schedule and Cost Proposal

| Activity                                         | Frequency                                   | Notes                                                         | Proposed Cost |
|--------------------------------------------------|---------------------------------------------|---------------------------------------------------------------|---------------|
| Litter Pick-Up and Disposal                      | Weekly (52x/year)                           | Monthly reporting to Public Works is required                 | \$10,000.00   |
| Turf Mowing, Edging, String Trimming (All Areas) | Weekly during the growing season (42x/year) | Adjust frequency based on growth rate and seasonal conditions | \$30,000.00   |
| Ornamental Hedge Pruning and Bed Maintenance     | Weekly during the growing season (42x/year) | Maintain shape and a clear line of sight                      | \$56,000.00   |
| Ficus Hedge Pruning (to 6' max height)           | Monthly (12x/year)                          | Per linear foot as specified                                  | \$30,000.00   |
| Whitefly Treatment (Granular, Systemic)          | Biannually (2x/year)                        | Apply during active pest cycle periods                        | \$4,000.00    |
| Whitefly Treatment (Liquid Spray)                | Annually (1x/year)                          | Typically, spring or summer is used as preventive control     | \$2,500.00    |
| Turf Fertilization (All Areas)                   | Biannually (2x/year)                        | Use the Town-supplied fertilizer                              | \$1,200.00    |
| Hedge & Groundcover Fertilization                | Biannually (2x/year)                        | Nutrient management based on plant type                       | \$6,000.00    |
| Palm Tree Fertilization (Spikes)                 | Biannually (2x/year)                        | Minimum of five micronutrient spikes per tree                 | \$3,500.00    |
| Mulch & Annuals Installation                     | Biannually (2x/year)                        | Annuals and mulch are replenished in a spring/fall rotation   | \$12,000.00   |
| Mulch Only Application                           | Annually (1x/year)                          | Typically, winter or the pre-growing season                   | \$12,000.00   |
| Tree Pruning < 25'                               | Annually (1/3 of the total inventory)       | Cycle all trees every 3 years                                 | \$6,000.00    |
| Tree Pruning > 25' (with MOT)                    | Annually (1/3 of the total inventory)       | Includes traffic control as needed                            | \$8,000.00    |
| Irrigation Inspection and Operation              | Weekly Post-Mow (42x/year)                  | Check clocks, zones, and visible repairs                      | \$3,150.00    |

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# **SPECIALIZED LANDSCAPE MAINTENANCE SERVICES**

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**SUBMITTED TO:**  
**LAKE PARK COMMUNITY  
REDEVELOPMENT AGENCY (CRA) AND  
THE TOWN OF LAKE PARK**  
**REQUEST FOR QUALIFICATIONS (RFQ) 116-2025**  
**July 22, 2025**

**SUBMITTED BY:**



**15863 97<sup>th</sup> Drive N., Jupiter, FL 33478**  
**Phone: 561-746-4225**

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**LETTER OF TRANSMITTAL**

**Chris Wayne and Associates, Inc.**

15863 97<sup>th</sup> Drive N.

Jupiter, FL 33478

chris@chriswayneinc.com

561-746-4225 (O)

561-307-1939 (C)

**Date:** July 22, 2025

**To:** Town of Lake Park

Attn: Lake Park Community Redevelopment Agency

535 Park Avenue

Lake Park, FL 33403

**Subject:** Letter of Transmittal – Bid Proposal Submission for RFQ No. 116-2025 - Specialized Landscape Maintenance Services

Dear Lake Park Community Redevelopment Agency,

On behalf of Chris Wayne and Associates, Inc., please accept the enclosed bid proposal in response to the Town of Lake Park's solicitation for Specialized Landscape Maintenance Services, as outlined in RFQ No. 116-2025.

Our proposal includes all required documentation, completed forms, and relevant supporting materials in accordance with the bid instructions. We believe our firm is well-positioned to provide the Town with exceptional service, drawing on our experience and dedication to high-quality project delivery.

We appreciate the opportunity to submit this proposal and thank you for considering Chris Wayne and Associates, Inc. as a potential partner. Should you need any additional information or clarification, please feel free to contact me directly at 561-746-4225 or chris@chriswayneinc.com.

Sincerely,



**Christopher Dellago, RLA/ISA**

President of Chris Wayne and Associates, Inc.

**Chris Wayne and Associates, Inc.** - 15863 97<sup>th</sup> Dr. N., Jupiter, FL 33478

Phone: 561-746-4225 - chris@chriswayneinc.com

LA6666678 • U-20161 • FL-10171A

## *State of Florida Department of State*

I certify from the records of this office that CHRIS WAYNE AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on July 2, 2004.

The document number of this corporation is P04000100196.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 4, 2024, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Third day of April, 2024*

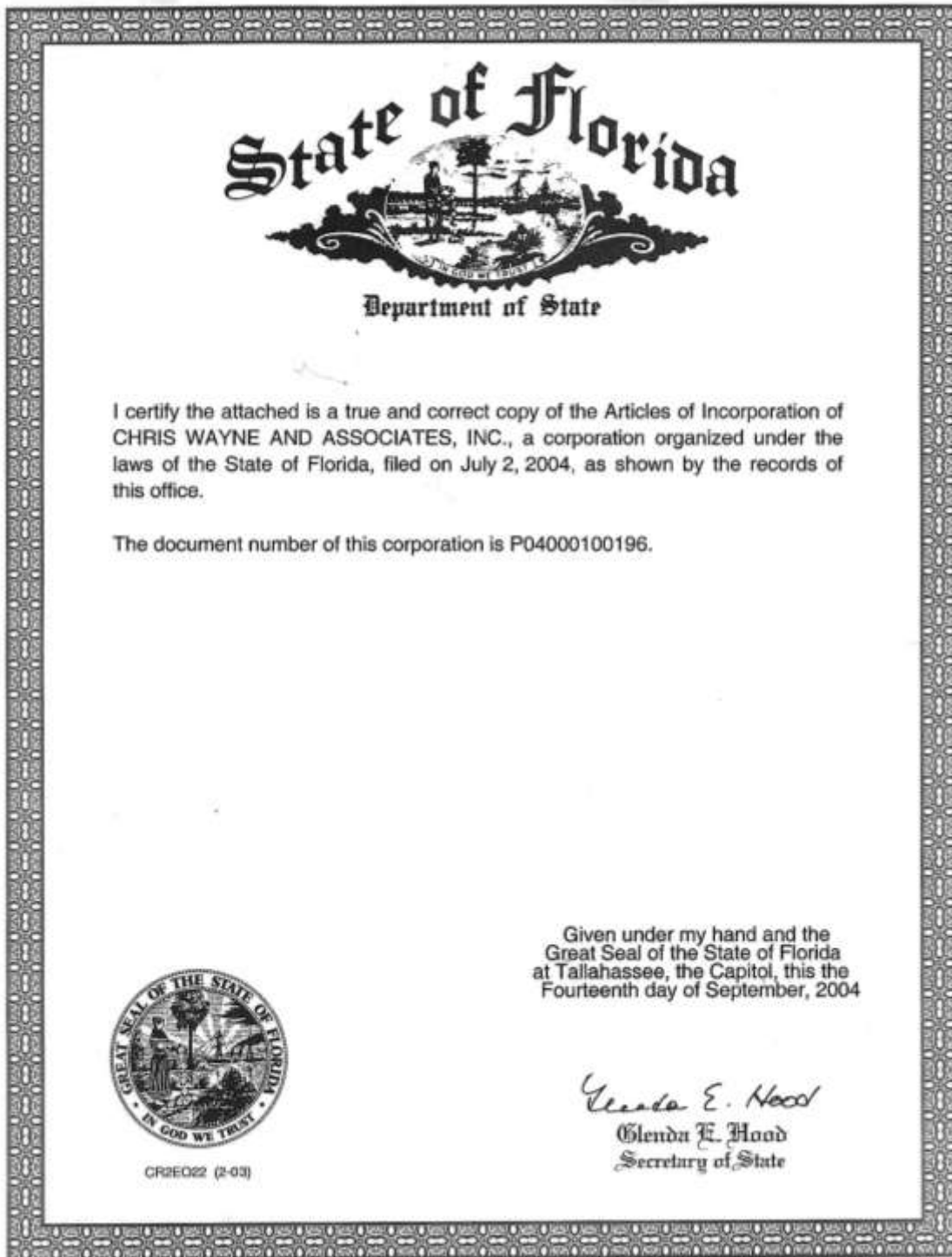


  
*Secretary of State*

Tracking Number: 2484804693CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



**QUALIFICATIONS, EXPERIENCE, AND BACKGROUND**

**CORPORATE HEADQUARTERS**

15863 97<sup>TH</sup> Drive N.  
Jupiter, FL 33478  
Phone: 561-746-4225

**CORPORATE OFFICERS**

Christopher Dellago, RLA  
President/CEO  
Sandra Martin - Office Manager/COO

**TYPE OF ORGANIZATION**

Privately Held Corporation  
Federal ID #20-1399029  
Corporate ID #P04000100196

**YEARS IN BUSINESS**

Chris Wayne and Associates, Inc. has  
been in business since 7/2/2004.

**PROFESSIONAL LICENSES**

Landscape Architect – LA6666678  
ISA Certified Arborist – FL-10171A  
Irrigation Contractor – U-20161

**COMPANY CONTACT**

Sandra Martin  
Phone: 561-746-4225  
Email: sandy@chriswayneinc.com  
Notary: HH 389455

**STAFF**

Christopher Dellago, RLA/ISA –  
Landscape Architect/Arborist  
Scott Barber, RLA – Landscape  
Architect/Senior CAD Technician  
Sie H. Wong, PE – Structural Engineer  
Nancy Branstrom – Graphic Artist  
Pablo Montejo – Maintenance/Construction  
Field Manager  
Rolando Lopez – Maintenance Field  
Supervisor  
Javier Moreno – Lead Irrigation Technician  
Sandra Martin – Office Manager/  
Permitting

**DISPUTES/JUDGMENTS**

None



## Resume

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### Christopher W. Dellago, RLA

President/CEO

Chris Wayne and Associates, Inc.

Florida Registered Landscape Architect License #LA6666678

Irrigation Contractor License #U-20161

ISA Certified Arborist – #FL-10171A

### Education

B.L.A. University of Florida, 2000.

### Distinguishing Qualifications

A graduate of the University of Florida and lifelong Florida resident well versed in the flora of Florida. Prior to founding CWA Mr. Dellago worked as project manager for engineering firms such as Gee & Jenson and CH2 M Hill. Managed multi-disciplinary projects, supervising engineers, architects, and planners on projects ranging from port destination island master plans, Olympic venues, resort roof top gardens and city streetscapes. As owner of CWA, Mr. Dellago has worked closely with local governments managing numerous government commercial and high end residential landscape designs, specializing in streetscapes, parks and municipal facilities for over 20 years.

### Relevant Experience

Project Management, Construction Administration and Construction Practices. Regional Park and Sports Complex irrigation design. Vast knowledge of local tree and plant materials. FDOT and Palm Beach County streetscape requirements and ADA regulations, design, construction detailing, and permitting.

### Representative Projects

- **Leasburg Downtown Trail** – Lead landscape architect/project manager for design of 5 mile linear bike and pedestrian trail through downtown Leasburg, Florida. Project included site planning, demolition plans, signage & striping, planting plans, irrigation, lighting, site amenities, parking and ADA accessibility. Grading and storm water management.

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- **2008 Qingdao China Olympic Sailing Venue** – Project landscape architect, responsible for master planning Olympic sailing venue. Program included resort, Olympic village, shops, restaurants, entertainment, and pedestrian and vehicle traffic circulation.
- **Stake Island, Cruse Destination Port** – Landscape architect working with port engineers in the master planning of Ballast Island off the coast of Belize. Designs included shopping/entertainment district, resort, tender facilities, utilities, lazy lagoon, wildlife sanctuary and theme park.
- **Brushy Creek MUD, Brushy Creek Texas** – Lead landscape architect for landscape irrigation and hardscape design for water treatment facility in Brushy Creek Texas. Design included construction detailing of perimeter walls, fencing, gates entry, signature, planting plans entry, waterfall feature, and community monument signage.
- **13<sup>th</sup> Street Design, Riviera Beach Florida** – Landscape architect for design of streetscape. Included planting and irrigation along .5 mile port gateway corridor.
- **Bicentennial Park Master Plan, City of Riviera Beach Florida** – Design included beach improvements, water feature, restroom/concession building, pedestrian walkways and amphitheater.
- **Cunningham Park** – Landscape architect responsible for site planning, hardscape and monument signage, basketball courts, splash pad, parking improvements, landscape, irrigation designs, pavilions, and site amenities.
- **Manalapan Town Hall** – Landscape planting plans, monument sign design.
- **City of Riviera Beach Signs Project** – Landscape architect responsible for monument sign design and renovations of proposed and existing signs throughout city. Sign designs included structural detailing, lighting, irrigation and landscape improvements.



## Resume

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### Scott J. Barber, RLA

Landscape Architect / Project Manager

### Education

B.L.A., Landscape Architecture, S.U.N.Y. College of Environmental Science and Forestry, 1994  
A.A.S., Landscape Development, Design and Contracting, Alfred State College, 1985

### Professional Registrations

Registered Landscape Architect: Florida (1999, No. LA-0001660)

### Distinguishing Qualifications

- Project management and design experience in all aspects of the land development process for projects including public involvement, master planning, site design, zoning and land use approvals, environmental and land development permits, environmental assessments, LEED™ accreditation, project beautification, construction document preparation and construction administration. Project clientele includes state and municipal agencies, large scale commercial and residential clients.
- Awards: 2015 FTE Sustainability Award, 2012 ASLA Honor Award – St Vincent Greenway Planning & Research, 2012 AWS - Environmental Project of the Year, 2009 South East Construction - Best Engineering Design, 2000 FNGA Award of Excellence - New Installations Over \$500,000 (Peanut Island).

### Relevant Experience

As a Landscape Architect and Project Manager, more than 26 years of experience has been gained through involvement in project management, project design, and construction administration for land development projects with design fee budgets ranging from \$10,000 to \$1,000,000 and construction budgets ranging from \$50,000 to \$70,000,000.

Project experience includes active and passive recreational areas including department of transportation and local streetscape corridors, way finding sign design and programming, active and passive recreation areas, landscaping, hardscape, and irrigation systems, rain water harvesting

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systems, riparian restoration, waterfront development, and large residential and commercial facilities.

### Representative Projects

- **Riviera Beach City Signs Program, City of Riviera Beach CRA, Riviera Beach, FL** - Responsible for planning, design, and development of a master sign program and construction documents for 9 city entrance signs, and 1 double faced monument sign at City Hall. Professional services included architectural and structural design, logo and lettering program, and design of decorative lighting, landscape, and irrigation systems. Two sign designs included electronic message boards.
- **Wellington Veterans' Park, Village of Wellington, Wellington, FL** - Responsible for planning, design, and development of a master park plan and construction documents for a 1.6-acre passive park including a central fountain feature with flags, pedestrian areas with furnishings and hardscape paths, six granite monuments signs, project identification wall and sign program, including lighting, landscape, and irrigation design. Tasks included bidding and construction administration services.
- **Okeeheelee Park South, Jim Brandon Equestrian Center, South Entrance Drive Revisions, Palm Beach County Parks and Recreation, West Palm Beach, FL** - Responsible for providing site design and construction management services for the southern park entrance expansion including entry sign feature design, roadway landscape and irrigation system design, trailhead, picnic area, and boat ramp facility. Tasks included vehicular circulation, way finding sign design and parking area design, and vegetation mitigation planning.
- **Wellington Equestrian Trails Master Plan; Village of Wellington; Wellington, FL** - Responsible for planning, design, and development of a master equestrian trail redevelopment plan for 56 miles of existing trails within the Village boundary. Services included public interviews, historical research, preparation of 6 trail master plan graphics including trail head and way finding sign design, a 16-year financial strategic redevelopment plan and cost estimate, and phased construction guide which was presented to the Village Council for adoption into the Village's Comprehensive Plan. The master plan also included a maintenance plan with equipment list, trail tread options, sign design and implementation plan, shelter structures and trail I.D/location roadway crossing markers as part of a trail safety initiative.
- **Peanut Island Park "Phase 1", Palm Beach County, FL** - Responsible for site planning, pedestrian circulation design, way finding sign programming, and preparation of landscape, irrigation, and hardscape plans for a 3.5 acre camp ground, including a 1 mile loop trail system, 20 slip boat dock, and water taxi station, on the northeast corner of the island.

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- **Manatee County Port Authority, Entrance Improvements, Palmetto, FL** – Responsible for planning, design, and development of a master corridor plan and construction documents for the Port entrance water features, identification sign program and public art displays for two entry drives and 1,500-linear foot highway frontage along US41 within the FDOT Right-of-Way. Planning efforts and site design included the preparation of a T-21 & Florida Highway Beautification Grant applications, which were approved for a total of \$400,000. Other services included public presentations, decorative lighting, landscape and irrigation system design, and construction administration services.

## Resume

**Sie H. Wong, PE**

Florida Registered Engineer #PE62212

### PROJECT MANAGEMENT / DESIGN MANAGEMENT/ STRUCTURAL ENGINEER

A highly effective project management and design professional, with over 15 years of project managements and over 24 years of design experiences, possesses ability to deliver the project results within the specific timeframe to the highest standard and quality. Implement methodical project planning and design that makes complex projects possible to reduce time taken and cost involved through analysis, design and problem solving. Strong team's player with multi-tasking skills coordinates team members to build positive and valuable relationships that support the project goals and deliverable.

### PROFESSIONAL EXPERIENCES

**Self-Employment, Coral Springs, FL**

2020 ~ present

#### **Structural Engineering**

- Coordinated design between disciplines, reviewed and analyzed engineering and/or architectural drawings on multi-stories hotel, single and multi-stories residential building, commercial building, and industrial building, as well as renovation, extension of existing residential and commercial building.
- Responsible for structural design and preparing construction documents on next and existing residential, commercial, and industrial projects.
- Liaison with building official for special client's requested items and delivering within the timeframe of the dateline.
- Performed compliance inspections during the construction phase and resolved RFI issues related to structural design from contractors

**ENCO INTERNATIONAL, LLC, Miami, FL**

2016 ~ 2020

#### **Structural Design Manager:**

- Coordinated design between disciplines, reviewed and analyzed engineering and/or architectural drawings on multi-stories hotel, single and multi-stories residential building, commercial building, and industrial building, as well as renovation, extension of existing residential and commercial building across Florida and Caribbean region.
- Trained and developed design team in Shanghai, China and Delhi, India; Reviewed project design and QA/QC for engineering and/or architectural drawings and calculations produced by design teams.
- Developed and managed a structural design team in Miami by developing a CAD and design standard for the company.
- Research and develop structural engineering techniques and approaches including concrete, steel, masonry, wood design, aluminum and light gage metal.
- Responsible for document structural design by recording design features, requirements and warnings.
- Liaison with building official for special client's requested items and delivering within the timeframe of the dateline.
- Performed compliance inspections during the construction phase and resolved RFI issues related to structural design from contractors.

**Self-Employment, Sibu, Sarawak & Miami, Florida**

2010 ~ 2016

#### **Structural Engineer**

- Coordinated design between different disciplines, reviewed and analyzed engineering and/or architectural drawings on multi-stories hotel design, single family houses and townhouses design.

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- Managed a design team to perform post tensions design by using ETABS software and produced quality structural drawings for different projects.
- Reviewed, analyzed and produced engineering drawings local authority submittal; as well as performed site inspection on varies projects.
- Researched and developed structural engineering techniques and approaches including concrete, steel, masonry, wood design, aluminum and light gage metal.
- Responsible for document structural design by recording design features, requirements and warnings.
- Liaison with building official for special client's requested items and delivering within the timeframe of the dateline.
- Performed compliance inspections during the construction phase and resolved RFI issues related to structural design from contractors.

**Construction Manager**

- Created and reviewed requests for information and requests for proposal and change order.
- Peformed site inspection during the construction to ensure all work is performed in accordance with approved drawings, specifications, manual and procedures.
- Reviewed material quantity take off and estimate for the construction project prepared by my team member.
- Oversaw the logistical requirements of the projects.
- Managed and delegated work to colleagues within your teams and subcontractors.
- Meeting regularly with clients, design consultants, and third parties to report on the progress.
- Liaison with client's requested items and delivering the finish product within the timeframe of the dateline.
- Regularly reviewed timings, budget, labor, risk and project plans to ensure project work stays on track.
- Monitored and supervised the team members to ensure quality and safety on construction sites.

**KAH CHIONG ENGINEERING SDN BHD, Sibü, Malaysia**

2008 ~ 2010

**Project /Construction Manager:**

- Secured 100+ acres land acquisition in early stage on River Palm City's housing development for Kah Chiong Development Sdn Bhd delivering 3% under budget and within the deadlines.
- Determined project objectives, priorities, requirements and conducting site investigations for feasibility of River Palm City's housing development.
- Secured 30 million loans from financial institutes and successfully negotiated interest down by 1%.
- Managed 30+ employees including mentored and trained a 10+members of design team based in Shanghai, China as well as administration staffs, marketing team and field engineering team in Sibü, Malaysia by coordinated, reviewed and analyzed all engineering and architectural blueprints to prepare work schedules, cost estimate and acquired all necessary resources to complete the projects.
- Provide exceptional knowledge for quality assurance and checking on 5 consultants, 10+ contractors and 20+ material suppliers to keep projects within timeframes as well as giving best product and excellent services to the clients.
- Analyzed technology, resources and market demand to judge feasibility of projects, exploring opportunities to add value to job accomplishments.
- Evaluated and/or negotiated contracts with vendors and financial institutes to reduce operation cost and material cost for the projects.

**TAVERES ENGINEERING INC , Boca Raton, Florida**

2006 - 2008

**Structural Engineer**

- Coordinated design between different disciplines, reviewed and analyzed engineering and/or architectural drawings on multi-stories hotel design, single family houses and townhouses design.
- Managed a design team to perform post tensions design by using ETABS software and produced quality structural drawings for different projects.
- Designed and inspected hurricanes impact glass window on varies houses for All Weather Protective System Inc.

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- Reviewed, analyzed and produced engineering drawings local authority submittal; as well as performed site inspection on various projects.

#### **GROUND FLOOR ENGINEERING, Fort Lauderdale, FL**

2004 ~ 2006

##### **Structural Design Manager:**

- Coordinated design between disciplines, reviewed and analyzed engineering and/or architectural drawings on multi-stories hotel, single and multi-stories residential building, commercial building, and industrial building, as well as renovation, extension of existing residential and commercial building.
- Trained and developed offshore 60+ design team members in Shanghai, China and Delhi, India within a year; Reviewed project design and QA/QC for engineering and/or architectural drawings and calculations produced by design teams.
- Managed to submit 20+ projects of construction documents to building official each month by utilized the design teams, slashed the operation cost by 30% while only used only half of the production time.
- Researched and developed structural engineering techniques and approaches including concrete, steel, masonry, wood design, aluminum and light gage metal.
- Responsible for document structural design by recording design features, requirements and warnings.
- Liaison with building official for special client's requested items and delivering within the timeframe of the dateline.
- Performed compliance inspections during the construction phase and resolved RFI issues related to structural design from contractors.

#### **STANTEC (Formerly Known as MWH), Sunrise, FL**

2000-2004

##### **Structural Engineer**

- Responsible for structural design, construction documents, CAD development in a 3D intelligent modeling environment and extraction of 2D composition drawings for small bridges, pump stations, retaining walls, power generator structures, water treatment plant, wastewater treatment plant, seawater desalination plant, water pipe support structures and substation foundation.
- Performed compliance inspections during the construction phase and resolved RFI issues related to structural design from contractors.
- Responsible for budget tracking and coordinated the work of all disciplines from pre-design through final design and was involved in all aspect of CMS activities.
- Project Experiences
  - Beaver Water Treatment Facilities Expansion Phase II, IV & V, Arkansas
  - North Lee County Water Treatment Plant 2.3A, Florida
  - Tobacco Road Water Treatment Plant Design Build Ph2-Engineering, Augusta, Georgia
  - NEWPP phase1 & 2 (80 MGD Water Purification System), Houston, Texas
  - GRW Engineers, Kentucky
  - Saws ASR Project, San Antonio, Texas
  - Well Field Expansion Project, Florida
  - Seawater Desalination Plant, Trinidad
  - City of Margate Water Treatment Plant Emergency Generator System, Florida
  - Mayaguez Regional Wastewater Treatment Plant, Puerto Rico
  - Montgomery County Water Treatment Plant, Ohio
  - USAF -Langley Air Force Base, Virginia

#### **EDUCATION AND QUALIFICATION**

**Professional Engineer on State of Florida (PE62122)**

**Master of Science in Civil Engineering, University of Toledo, Ohio**

**Bachelor of Science in Civil Engineering, University of Toledo, Ohio**

Dec 1999

May 1998

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## Resume

**Nancy E. Branstrom, ASIA**  
Graphic Designer / Visual Arts Specialist

### Education

Bachelor of Fine Arts in Graphic Design, University of Florida

### Relevant Experience

Mrs. Branstrom is responsible for the implementation of design options into visually understandable, readable formats for use in acquiring and production of land development projects. The projects vary from expansive port projects, local park and recreational projects to small reclamation industrial sites. Mrs. Branstrom possesses the ability to create hand-illustrated graphics combined with computer graphics to produce visually pleasing images for multi-purpose uses.

### REPRESENTATIVE PROJECTS:

***Milani Park, Palm Beach County, Highland Beach, Florida*** – Prepared site plan and landscape plan graphics for a proposed county park located in Highland Beach, Florida. Park design includes boardwalk with beach access, along with lifeguard restroom and guardhouse facilities. Graphic illustration included a site plan illustration combined with a perspective rendering of the project. The illustration represented the design features of grassed parking stalls, paved walkways, and the main park entrance.

***Radnor Park, Palm Beach County, Jupiter, Florida*** - Prepared illustrative graphic drawings for the lead designers use in a document he prepared for the client that illustrated different approaches for both vehicular and pedestrian access onto and off of a site and presented constraints in both site location and topography. Concepts illustrated activity nodes internal circulation and areas for possible beach access. An illustrative Master Plan was also prepared.

***Constitution Park, Village of Tequesta, Florida*** - Graphic Artist. Prepared illustrative drawings depicting park entry features, architecture, overall site plan and key features.

***Montrose Plant Property, City of Los Angeles, CA***- Graphic Designer. Created three options for development of an industrial site with a restricted reuse area. The client used this graphic and design exercise as visual aids in acquiring grant funds to be used in the redevelopment of the area. The final product combined computer graphics and hand drawn plan graphics to get a quick impact on the audience.

***Port Manatee, Manatee Port Authority, Palmetto, Florida*** – Prepared illustrative master plan and renderings for entry landscape feature for the port. Design included half scale recreations of popular Florida lighthouse at the entries along with fountains. Sheet metal entry signage along with 30' tall aluminum ship at center of 100' long water wall signage feature.

***Hammock Dunes, Flagler Beach, Florida, Ginn Development*** – Graphic Designer. Assisted in the design and preparation of the residential development for the project. Responsible for graphic illustration and rendering of the entire project in the many phases of it's conceptual

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existence to the final graphic illustrations used in marketing the development, including illustrations of the golf courses and main clubhouse details.

***Sleepy Hollow Recreation Complex, City of Leesburg, Florida*** – Graphic Designer. The project involved designing the illustrations for a large sports field complex to be used in the process of planning and developing this project

***North American Properties (Publix Site), Palm Beach Gardens, Florida*** - Graphic Designer. Developed illustrative graphics of the concept site plan and landscape plan for the Publix site. Developed many illustrative perspectives for client use in presenting the landscape vision required by the City of Palm Beach Gardens for site approval.

***University of Michigan, MI***, - Graphic Designer. Illustrated the designed planting and GFRC rock features for 2.18-acre storm water basin. Illustration consisted of depicting Dissipation, Floodplain, and Wetland cells along with associated plantings. GFRC (Geo synthetic Reinforced Concrete) designed veneers over drainage structures to create natural environment.

***ESS Fire station #16, Martin County, Florida*** - Graphic Designer. Illustrated the phasing of the fire station to be relocated on site with the constraints of a natural preserved environment, as well as the existing conditions, budget schedules and final illustrative master plan used in acquiring the project. The presentation was produced within the constraints of the project presentation and in a timely manner to win the project.

***Port of New Orleans, City of New Orleans, LA*** - Graphic Designer. Created three boards for the lead architect to present three levels of a new cruise terminal being built in five months time. The board was quickly executed using existing CADD files plotted out and drawn directly upon development of an industrial site with a restricted reuse area. The client used this graphic and design exercise as visual aids in acquiring grant funds to be used in the redevelopment of the area. The final product combined computer graphics and hand drawn plan graphics to get a quick impact on the audience.



## Resume

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### Pablo Montejo

Maintenance/Construction Field Manager  
Chris Wayne and Associates, Inc.

#### Relevant Experience

Has been employed with Chris Wayne and Associates, Inc. for the past 18 years. Has a vast knowledge of local tree and plant materials. Has performed and run many construction projects successfully, and maintenance services for both commercial and residential. Also a skilled Irrigation Technician. He is requested by all our clients.



## Resume

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### Rolando Lopez

Maintenance Field Supervisor  
Chris Wayne and Associates, Inc.

#### Relevant Experience

Experienced and detail-oriented Landscape Maintenance Supervisor with over 7 years of hands-on and leadership experience in commercial and residential landscape management. Proven ability to lead crews, manages schedules, ensure quality control, and maintain strong client relationships. Adept at troubleshooting landscaping issues, prevent major problems, and delivering top-quality service that meets or exceeds client expectations. Trains and mentors new employees on landscaping techniques, equipment usage, and safety protocols.

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## Resume

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### Javier Moreno

Lead Irrigation Technician  
Chris Wayne and Associates, Inc.

### Relevant Experience

Javier has been employed with Chris Wayne and Associates, Inc. for the past 2 years. He has a vast knowledge of all aspects of irrigation. Experience in the installation of new irrigation systems layout, installation of pumps, clocks, etc. Javier has an understanding of the principles of hydraulics and precipitation rates. He is able to troubleshoot and diagnose system issues and able to formulate the most economical corrective measures. He works closely with CWA maintenance foremen to advise, repair, and program systems as needed. He is well versed in technical advances in the industry.



## Resume

### **Sandra Martin**

Office Manager / COO

**Chris Wayne and Associates, Inc.** – Jupiter, FL

### **Relevant Experience**

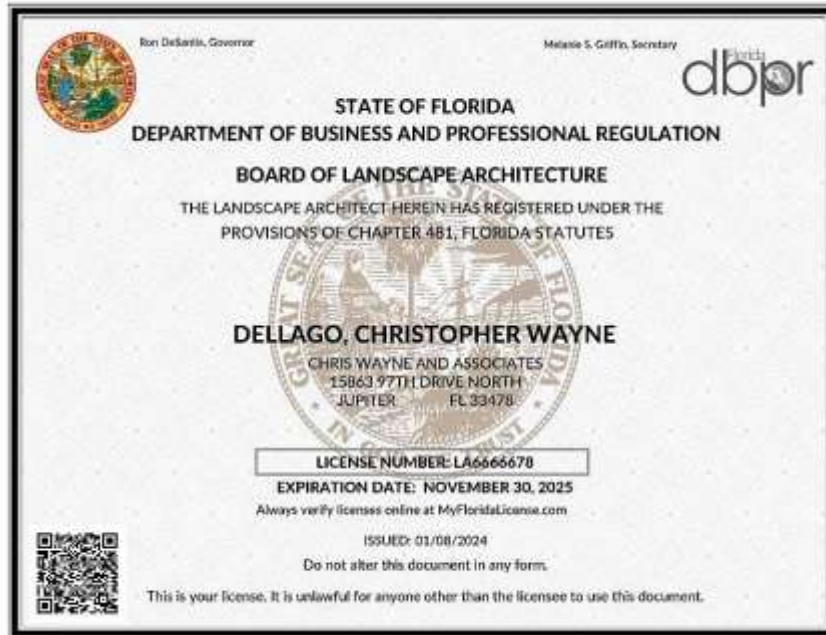
Ms. Martin is experienced in the preparation of government documents and contracts. She is responsible for bookkeeping, payroll, and the day-to-day operations of Chris Wayne and Associates, Inc. Ms. Martin is a highly motivated, dedicated and detail oriented individual with exceptional people skills.

- Oversee daily office operations, ensuring smooth business processes and efficient workflow for a successful landscaping design/build corporation.
- Serves as the first point of contact for clients, vendors, and employees, managing inquiries and providing exceptional customer service.
- Coordinate client appointments, schedule landscape projects, and ensure all timelines are adhered to.
- Maintain accurate records of client contracts, invoices, and payments through QuickBooks and other financial tools.
- Prepare and track budgets for various landscaping projects and office expenses, ensuring all financial goals are met.
- Collaborate with the operations team to ensure all client requirements are met with precision and high quality.
- Implement office policies and procedures to streamline administrative tasks, reduce errors, and increase overall efficiency.
- Ensure compliance with all local, state, and federal regulations pertaining to office operations and landscaping services.
- Permitting
- Contract Preparation
- Bid Submittals
- Construction Administration
- Code Reviews and Compliances
- Licensing

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## The International Society of Arboriculture

Hereby Announces That

*Christopher Dellago*

Has Earned the Credential

**ISA Certified Arborist®**

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Cathy Pollock*  
Cathy Pollock  
CEO & Executive Director

18 July 2024

Issue Date

31 December 2027

Expiration Date

FL-10171A

Certification Number



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Construction Industry Licensing Board of  
Palm Beach County

(561) 233-5525

Planning, Zoning & Building Department  
Contractors Certification Division  
2300 N. Jog Road, 2nd Floor, Suite 2W-61  
West Palm Beach, FL 33411

CHRISTOPHER W DELLAGO  
15863 97TH DR N  
JUPITER, FL 33478

Congratulations on obtaining your **IRRIGATION SPRINKLER CONTRACTOR** Certificate and for applying for certification in Palm Beach County. With this Certificate of Competency, you become or continue to be one of thousands of Floridians certified by the Construction Industry Licensing Board (CILB) of Palm Beach County. Our Construction certificates range from General, Building, and Residential to Specialty trades unique to our County. The following is proof of your Certificate of Competency along with your scope of work.

Frank Keiser, Chair

Construction Industry Licensing Board  
of Palm Beach County

Oscar Alvarez, Director

| License Number | Type of Competency Certification |
|----------------|----------------------------------|
| U-20161        | IRRIGATION SPRINKLER CONTRACTOR  |

Named below is a Certified Contractor as outlined in the Standards to perform under the provisions of Special Act Chapter 67-1876, Laws of Florida as amended and as mandated by State Statute.



NAME : CHRISTOPHER W DELLAGO  
FIRM : CHRIS WAYNE & ASSOCIATES INC  
DBA :  
15863 97TH DR N  
JUPITER, FL 33478



Issued : 10/03/2023

Expiration date: 09/30/2025

Page 1 of 2

Print Date: 11/29/2023 1:35:14PM

**IRRIGATION SPRINKLER CONTRACTOR** contractor are those who are qualified to design, install, maintain, repair, alter or extend, within professional and governmental regulations, all piping, sprinkler heads, control system components, pumps, and chemical injectors for irrigation of lawns and plant materials. Electrical work is limited to 98 volts, except for connection of pigtailed equipment or replacement of identical controls and motors. Any equipment requiring 230 volts, 3 phases or more will require a certified electrical contractor. For water source, the contractor may connect to the discharge side of a code-approved backflow preventer provided by a licensed plumbing contractor, draw from a legal surface water source, or connect to a water well head drilled by a licensed water well driller. Such contractors shall subcontract to a Certified Electrical Contractor, Plumbing Contractor, Paving Contractor, Water Well Driller, Horizontal Driller or Masonry Contractor as needed to complete the irrigation system. (Rev. 1/13)

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## **Firms Years In Business and Experience:**

Chris Wayne and Associates, Inc. (CWA) is a full service landscape architecture design, construction and maintenance company. CWA's team of landscape architects, irrigation and landscape contractors, and landscape maintenance personnel are trained and equipped to handle all of your landscape needs. CWA is committed to providing our clients with the highest quality landscape design, construction and maintenance possible. Serving Palm Beach County for nearly 21 years, CWA has designed and built some of the areas nicest parks, fences, roadways, signage, and high-end residential landscapes. CWA has experience in all aspects of landscape design, construction, irrigation and maintenance. From plan development, construction and maintenance and irrigation, CWA has the experience to get your job done.

## **Landscape Architecture:**

Landscape Consultation  
Graphic Presentations  
Irrigation Design  
Exterior Lighting Design  
Construction Administration Services

Conceptual and Master Planning  
Landscape and Hardscape Design  
Planting Plans  
Permitting  
Landscape Inspections

## **Landscape and Hardscape Construction:**

Irrigation Construction  
Landscape Construction  
Sodding  
Putting Green Construction  
Pathways/Concrete/Pavers

Potable Water Taps  
Lighting Installation  
Artificial Turf Installation  
Large Tree and Palm Installation  
Site Furnishings

Christopher Dellago, Registered Landscape Architect (RLA) and Arborist (ISA), is a highly skilled project manager with extensive experience in landscape architecture, design, and project oversight. As a project manager, he is adept at leading complex projects from inception to completion, ensuring that design intent, budget constraints, and timelines are adhered to while maintaining a focus on innovative, sustainable, and aesthetically impactful solutions.

**Professional Expertise:** Dellago's expertise spans a variety of disciplines within landscape architecture and project management. His background in landscape architecture allows him to approach each project with a comprehensive understanding of site planning, environmental sustainability, and the integration of natural and built environments. As a Registered Landscape Architect, Dellago's technical skills and design vision are complemented by a thorough knowledge of regulatory standards, permitting processes, and construction practices.

His project management skills are built on years of experience working on diverse projects, ranging from public parks and urban spaces to private residential developments and corporate

campuses. He is well-versed in coordinating multidisciplinary teams, managing client relations, and overseeing every phase of project development.

### Key Skills:

1. **Urban Landscapes:** Christopher Dellago, RLA/ISA, brings decades of specialized experience in urban landscape architecture throughout Palm Beach County. As a licensed landscape architect and ISA-certified arborist, Mr. Dellago has played a pivotal role in shaping the region's urban fabric through innovative, sustainable, and community-centered design. His portfolio includes streetscapes, civic spaces, mixed-use developments, and urban infill projects that reflect a deep understanding of South Florida's ecological conditions, zoning requirements, and aesthetic values. Christopher has consistently collaborated with municipal governments, private developers, and planning boards to enhance the livability and visual identity of cities like West Palm Beach, Boca Raton, and Delray Beach. His approach integrates native plantings, storm water management strategies, pedestrian-oriented design, and arboricultural expertise, making him a trusted leader in balancing development with environmental stewardship. From master planning to site-specific detailing, Mr. Dellago's work continues to shape the future of urban spaces across Palm Beach County.
2. **Leadership and Team Management:** Dellago excels in managing multidisciplinary teams of designers, engineers, contractors, and consultants. He fosters a collaborative environment that encourages open communication and mutual respect, ensuring that all team members are aligned with project goals.
3. **Client Liaison and Relationship Management:** Dellago has a strong ability to communicate with clients and stakeholders, translating their needs into actionable design and planning strategies. He prioritizes building strong, trusting relationships, ensuring clients are informed and engaged throughout the project lifecycle.
4. **Project Planning and Scheduling:** Dellago is adept at creating and managing detailed project plans that incorporate timelines, resource allocation, risk management, and deliverables. His ability to keep projects on track, while accommodating changes and unforeseen challenges, is one of his key strengths.
5. **Budget Management:** He has a strong track record in managing project budgets, negotiating contracts, and ensuring that projects remain financially viable without sacrificing design quality. Dellago is skilled at identifying cost-saving opportunities without compromising on the project's objectives or integrity.
6. **Sustainability and Innovation:** A champion of sustainable design, Dellago integrates environmental best practices into his projects, advocating for solutions that reduce environmental impact while enhancing the functionality and aesthetic appeal of landscapes.
7. **Problem-Solving and Adaptability:** Dellago's ability to navigate challenges and adapt to evolving circumstances makes him a reliable project manager. He effectively addresses obstacles such as design conflicts, site issues, or unexpected delays while maintaining focus on the project's goals.

Christopher Dellago, RLA, is a seasoned project manager whose deep understanding of landscape architecture and project management ensures that each project he oversees is executed efficiently and creatively. His ability to lead teams, manage complex logistics, and deliver high-quality results within budget and on time has made him a trusted professional in the industry. Whether overseeing large-scale public developments or private projects, Dellago's commitment to innovation, sustainability, and client satisfaction is central to his success as a project manager.

Chris Wayne and Associates, Inc., a premier landscape architecture firm based in Jupiter, Florida, has established a reputation for innovative, sustainable, and aesthetically appealing design solutions. With a strong emphasis on client collaboration and environmental stewardship, the firm specializes in a wide range of landscape architecture services, including residential, commercial, and public space design, site planning, urban landscape, and environmental restoration.

Founded by Christopher Wayne Dellago, RLA/ISA in 2004, the firm combines a deep understanding of Florida's unique ecosystem with cutting-edge design principles. With a team of experienced professionals, Chris Wayne and Associates, Inc. consistently delivers projects that not only meet but exceed client expectations, ensuring long-lasting and sustainable landscapes that enhance the quality of life.

Key services offered by Chris Wayne and Associates include:

- Precise Landscape Maintenance Services
- Irrigation Services – Design/Build/Maintain
- Custom Landscape/Irrigation/Hardscape Design
- Conceptual, Site, and Master Planning
- Environmental Restoration & Mitigation
- Storm Water Management Solutions
- Sustainable Landscape Practices
- Project Management

Chris Wayne and Associates confirms that we are both able and willing to provide all the services requested, as outlined in your solicitation. Additionally, we understand the importance of compliance and assure you that all services will be provided in full accordance with all applicable laws, rules, regulations, and court orders. We are committed to delivering high-quality service while adhering to all legal and regulatory requirements.

We hereby confirm that the key personnel identified in our proposal are currently employed by or retained by Chris Wayne and Associates, Inc. Additionally, we provide a written commitment that the proposed team members will remain employed with or retained by Chris Wayne and Associates, Inc. throughout the term of the contract, barring any unforeseen circumstances. We understand the importance of maintaining continuity in staffing and are dedicated to ensuring the success of the project through the expertise and dedication of our proposed team. Should any

**Chris Wayne and Associates, Inc.** - 15863 97<sup>th</sup> Dr. N., Jupiter, FL 33478

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changes in personnel be necessary, we will promptly notify the Town of Lake Park and propose suitable replacements to maintain the quality and integrity of the project.

We would like to confirm that, upon notification of the agreement award, we will provide the required insurance coverage within five days. Specifically, we will ensure that the following policies are in place:

- General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance
- Professional Liability Insurance

### **REFERENCE #1**

|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Company/Agency Name:    | Town of Manalapan                                                                                  |
| Address:                | 600 South Ocean Boulevard                                                                          |
|                         | Manalapan, FL 33462                                                                                |
| Similar work Performed: | Provide Design Services, Install Landscaping at Town Facilities, Maintenance & Irrigation Services |
| Date of work Performed: | 2004 - Present                                                                                     |
| Point of Contact:       | Erika Petersen/Town Clerk                                                                          |
| Phone Number:           | 561-383-2541                                                                                       |
| Fax Number:             | 561-585-9498                                                                                       |
| Email:                  | epetersen@manalapan.org                                                                            |

### **REFERENCE #2**

|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| Company/Agency Name:    | Town of Lake Park                                                                                 |
| Address:                | 535 Park Avenue                                                                                   |
|                         | Lake Park, FL 33403                                                                               |
| Similar work Performed: | Provide Design Services, Install Landscaping at Town Facilities, Maintenance Services, Irrigation |
| Date of work Performed: | 2004 - Present                                                                                    |
| Point of Contact:       | Maria Davis / Town Manager / Jason Tenney / Marina Manager                                        |
| Phone Number:           | 786-229-9709 / 561-222-3792                                                                       |
| Fax Number:             | N/A                                                                                               |
| Email:                  | mdavis2282@aol.com / jtenney@lakeparkflorida.gov                                                  |

### **REFERENCE #3**

|                      |                                        |
|----------------------|----------------------------------------|
| Company/Agency Name: | Village of Tequesta Parks & Recreation |
| Address:             | 399 Seabrook Road                      |
|                      | Tequesta, FL 33469                     |

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|                         |                                                                                 |
|-------------------------|---------------------------------------------------------------------------------|
| Similar work Performed: | Provide Design Services, Install Landscaping, Maintenance & Irrigation Services |
| Date of work Performed: | 2004 - Present                                                                  |
| Point of Contact:       | Mr. Greg Corbitt/Director                                                       |
| Phone Number:           | 561-768-0473                                                                    |
| Fax Number:             | N/A                                                                             |
| Email:                  | gcorbitt@tequesta.org                                                           |

#### **REFERENCE #4**

|                         |                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------|
| Company/Agency Name:    | City of Riviera Beach - CRA                                                                 |
| Address:                | 600 W Blue Heron Blvd., Suite C-225                                                         |
|                         | Riviera Beach, FL 33404                                                                     |
| Similar work Performed: | Provide Constructed Roadway Landscapes, Parks, Irrigation Construction, Maintenance, Design |
| Date of work Performed: | 2004 - Present                                                                              |
| Point of Contact:       | Minoka Nugent                                                                               |
| Phone Number:           | 561-844-3408                                                                                |
| Fax Number:             | N/A                                                                                         |
| Email:                  | mnugent@rbcr.com                                                                            |

#### **REFERENCE #5**

|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Company/Agency Name:    | Westgate/Belvedere Homes CRA                                                                       |
| Address:                | 1280 N. Congress Avenue Suite 215                                                                  |
|                         | West Palm Beach, FL 33409                                                                          |
| Similar work Performed: | Install Landscaping at Town Facilities, provide Design Services, Maintenance & Irrigation Services |
| Date of work Performed: | 2013 - Present                                                                                     |
| Point of Contact:       | Mr. Elizee Michel, AICP/Executive Director                                                         |
| Phone Number:           | 561-640-8181 Ext. 102 or 561-543-0490                                                              |
| Fax Number:             | 561-640-8180                                                                                       |
| Email:                  | EMichel@pbcgov.org                                                                                 |

## **TECHNICAL APPROACH TO SCOPE OF SERVICES**

### **Work Plan and Maintenance Frequency and Methodology**

CWA maintains a dynamic but manageable workload, currently overseeing six active projects, including two park renovations (Q3 2025 completion), one streetscape redesign (Q2 2025), and several HOA landscape improvements. This project aligns seamlessly with our core services and scheduling. Our organizational flexibility allows us to quickly allocate resources and prioritize Town assignments with dedicated project managers and support staff meeting and exceeding the scope of services outlined by the Town. All service visits will be performed as scheduled.

### **Value-Added Services**

Hiring CWA, you get not only maintenance experience personnel and knowledge; you will get access to Landscape Architects, Engineers, with two decades with the Town of Lake Park. CWA's Landscape Architect designed Park Avenue, the Alleyways, Ilex Park, and contractor for Lake Shore Park, Park Avenue, 10<sup>th</sup> Street, Ilex Park, the Alleyways, and remodeled Kelsey Park fountain.

### **Understanding of the Town's Needs, Goals, and Objectives & Overall Project Approach**

Chris Wayne and Associates (CWA) fully understands the Town's commitment to enhancing public spaces, promoting sustainability, and executing landscape improvements that are both aesthetically impactful and fiscally responsible. We recognize the Town's objectives to complete high-quality landscape architecture projects within defined budgets and schedules, while supporting community identity, resilience, and accessibility.

Our approach focuses on collaborative planning, creative design solutions, and value engineering to deliver plans and specifications aligned with the Town's vision. From conceptual development through construction documentation, our team leverages over 30 years of experience to ensure every detail meets the Town's functional, environmental, and aesthetic expectations.

### **M/WBE Participation Efforts**

CWA is committed to supporting local and diverse economies. We actively seek participation from Minority/Women-Owned Business Enterprises (M/WBEs) through outreach, sub-consultant opportunities, and equitable bidding practices. Our firm maintains relationships with local M/WBE-certified suppliers and service providers and will engage them wherever feasible on this contract.

### **Knowledge of Scope of Services and Cost-Conscious Methods**

CWA has deep knowledge of the scope requirements, including site analysis, conceptual planning, and design development, preparation of construction documents, cost estimating, and permitting assistance. We emphasize cost-effective material selection, low-maintenance planting palettes, and phased implementation strategies to ensure deliverables remain within budget. Our team utilizes the latest CAD and GIS technologies to model and refine plans with efficiency and accuracy.

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### **Relevant Experience**

Our extensive portfolio of municipal projects such as streetscape enhancements, park redevelopments, storm water-integrated landscapes, and trail systems demonstrates our capacity to fulfill the Town's scope. Notably, recent projects for Palm Beach County and the City of Riviera Beach highlight our ability to navigate regulatory requirements and community expectations while delivering on time and within budget.

### **Project Prioritization & Team Availability**

All Town assignments will be given priority status and managed directly by senior leadership. Our dedicated project team is immediately available to begin work upon contract execution. Regular internal workload reviews ensure responsiveness, and resource allocation can be adjusted in real-time to meet accelerated schedules when needed.

### **Facilities, Technology, and Resources**

CWA operates from a fully equipped studio in Jupiter, FL with advanced landscape architecture software (AutoCAD, Adobe Creative Suite, ChatGPT), remote collaboration platforms, and in-house printing. Our site inspection equipment, drone mapping, and digital design tools allow for timely site assessments, precise deliverables, and efficient project tracking.

### **Timely Execution of Work Authorizations & Past Performance**

CWA has a proven history of managing continuing service contracts with responsiveness and efficiency. Our streamlined internal processes and direct client communication channels allow us to respond to work authorizations rapidly. Past municipal clients have noted our ability to deliver complete construction-ready plans within weeks of authorization when necessary. We consistently maintain project timelines through diligent scheduling, in-house QA/QC, and ongoing stakeholder engagement.

### **FEE PROPOSAL**

Itemized pricing by task/service area please see Exhibit B Landscape Maintenance Frequency Schedule and Cost Proposal submitted separately in this solicitation.

Hourly rates for key personnel:

|                                           |          |
|-------------------------------------------|----------|
| Arborist                                  | \$150.00 |
| Chemical Technician (for Pest/Fertilizer) | \$70.00  |
| Equipment Operator                        | \$70.00  |
| Irrigation Technician                     | \$75.00  |
| Irrigation Laborer                        | \$50.00  |
| Lighting Technician                       | \$70.00  |
| Supervisor                                | \$60.00  |
| General Labor                             | \$50.00  |
| Technician (Generic)                      | \$70.00  |
| Tree Technician                           | \$75.00  |
| Project Manager/Planner                   | \$150.00 |
| Landscape Architect                       | \$300.00 |
| Design Professional                       | \$150.00 |
| Graphic Artist                            | \$150.00 |
| Drafting Technician (Cad)                 | \$100.00 |
| Administrative                            | \$75.00  |

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