



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 11/04/2026

Originating Department: CRA

Agenda Title: Resolution 104-11-26 - 1st Amendment - Park Avenue Decorative Lighting Agreement - Shellard Lighting Designs, LLC

Agenda Category: Consent

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** Contractual Services

Account Number: 110-552-520-34000 **Finance Signature:** Barbara Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution 104-11-26, First Amendment to Agreement with Shellard Lighting Designs, LLC, and Original Agreement and Exhibit "A"

Please initial one:

x Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

The CRA has identified a need to amend the current agreement with Shellard Lighting Designs, LLC to clarify the scope of services and associated pricing for the installation, maintenance, repair, and related services for the twinkle lights along Park Avenue within the Downtown District.

The original Agreement with Shellard Lighting Designs, LLC was approved by the CRA Board on March 19, 2025 pursuant to Resolution No. 10-03-25. The Agreement incorporated the vendor's quote as Exhibit

“A”; however, the Resolution approving the Agreement failed to include the related ongoing maintenance & repair costs identified in the quote.

Note: Various documents related to the original competitive process, RFQ No. 105-2025, are available for review by contacting the Town Clerk’s Office. The original executed Agreement is also available for review by contacting the Town Clerk’s Office.

The proposed 1st Amendment clarifies the Scope of Services by expressly referencing the services and pricing contained within Exhibit “A” of the original Agreement. The amendment is intended to provide greater clarity regarding the services being provided and the corresponding costs under the Agreement.

If approved, the CRA would continue to be responsible for the all fees as provided within the approved Exhibit “A” of the original Agreement, including:

- . \$150 per month for scheduled lighting inspections
- . \$47.50 per replacement light strand
- . \$15 per replacement controller
- . \$65 per hour for all labor costs
- . Palm Tree Rewrapping services per the rates established in Exhibit “A.”

The proposed 1st Amendment does not establish new pricing (the pricing above has been previously included within the current agreement – there is no change in pricing); but, instead, clarifies the costs that were included within the previously approved Exhibit A and ensures that monthly inspections must be scheduled and authorized by the CRA. Additional repairs, replacement materials and labor will be billed separately upon prior written authorization.

Funding for these services is available within the current FY 2027 CRA budget.

The proposed 1st Amendment was prepared by the Community Redevelopment Agency Administrator and reviewed by the current vendor, Shellard Lighting Designs, the Public Works Director, the Community Development Director, the Finance Director and the Town Attorney.

The CRA has previously worked with Shellard Lighting Designs and the vendor has provided consistent service under the Agreement.

Recommended Motion:

I move to approve Resolution 104-11-26 and authorize the 1st Amendment to the Park Avenue Decorative Lighting Agreement with Shellard Lighting Designs, LLC to clarify the scope of services and associated pricing; and authorize the Chair to execute the proposed 1st Amendment.