



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2026

Originating Department: Community Redevelopment Agency (CRA)
Resolution 28-04-26 – Agreement (Amendment #1) – 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.):

Cost of Item: \$5,833/mo **Funding Source:** Contractual Services

Account Number: 520-34000 **Finance Signature:** Barbara A. Gould

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). Additionally, on October 31, 2025, Ms. Justice resigned with the CRA/Town and was approved to serve as a consultant for six (6) months to provide CRA Administration and Project Management Services (October 8, 2025).

Ms. Justice's 6-month agreement as the CRA Administrator expires on April 30, 2026 and it is requested that the CRA Board consider an Amendment to the original Agreement to enable Ms. Justice to continue to serve in her current, consulting role for up to six (6) additional months. If

approved, the proposed Amendment would provide that the Ms. Justice will essentially serve on a month-to-month basis at the same rate (no change) as previously approved (\$5,833 per month).

Note: The Town is completing the selection process for the permanent CRA Administrator position and it is likely that this contract may only be required for 3 to 4 months (and not exceeding 6-months), depending on the notice required by the newly selected CRA Administrator from their current position as well as to provide an opportunity to learn and understand the aspects of the Town's CRA (i.e., current projects, budget, grants, relationships with CRA residents, property owners, businesses, investors, etc.) with the assistance of Ms. Justice.

If approved, Ms. Justice and her company, It's About Place, LLC, would continue to provide the following services to the Lake Park CRA (at no additional cost above the amount outlined within the original Agreement):

- Ongoing CRA Administrator Duties: Until a new administrator is retained, 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 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.
 - 10th 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 continue to attend monthly meetings in Lake Park as required. 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.
- CRA Administrator Search and Training: interviews and training for new CRA Administrator for transition of CRA Administrator role.

If approved, the term of the Ms. Justice would begin under the terms of the proposed contract beginning on May 1, 2026 and continue until a new CRA Administrator is hired and trained (not expected to exceed 6-months).

The proposed Agreement was prepared by It's About Place and was reviewed by the Town Manager/CRA Executive Director, the Finance 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 28-04-26 and authorize Amendment #1 to the current Agreement with It's About Place, LLC to provide 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 Amendment #1.