Minutes
Town of Lake Park, Florida
Special Call
Community Redevelopment Agency Board Meeting
Wednesday, July 2, 2014, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, July 2, 2014 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, and Kathleen Rapoza, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Christiane Francois and Michael O'Rourke were absent.

Agency Clerk Mendez performed the roll call and Chair DuBois led the pledge of allegiance.

Special Presentation/Report:
None

Public Comment:
None

Consent Agenda:
1. Approval of Special Call CRA Board Meeting Minutes of March 19, 2014

Motion: A motion was made by Board Member Flaherty to approve the consent agenda; Board Member Rapoza made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke			Absent
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 4-0.

NEW BUSINESS:
2. Resolution 19-07-14 Discussion of the Fiscal Year 2014-2015 Budget and Approval of the Resolution to Adopt the CRA Budget for 2014-2015.

Executive Director Sugerman and Finance Director Blake Rane explained the item (see attached Exhibit "A").

Vice-Chair Glas-Castro commented that this is a status quo budget.

Executive Director Sugerman agreed.

Board Member Flaherty asked for clarification regarding the webhosting.

Executive Director Sugerman explained that the CRA is charged for its website.

Chair DuBois asked for clarification regarding the professional services funds being allowed to be used for other services. He asked if the funds should be placed instead in the Town's General Fund.

Finance Director Rane explained that the CRA has a negative fund balance.

Executive Director Sugerman explained that it is not labeled as reserves because the CRA has a negative fund balance and if funds were identified in the reserves line item it would possibly suggest to the External Auditor that there are some funds available to pay off the negative fund balance.

Motion: Vice-Chair Glas-Castro moved to approve Resolution 19-07-14; Board Member Flaherty seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke			Absent
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 4-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman provided the board with his Quarterly verbal report (see Exhibit "B").

BOARD MEMBERS COMMENTS:

Board Member Rapoza had no comments.

Board Member Flaherty thanked Finance Director Rane and Town Manager Sugerman for their work on creating the budget.

Board Member Francois was absent.

Board Member O'Rourke was absent.

Vice-Chair Glas-Castro had no comments.

Chair DuBois had no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Flaherty and seconded by Board Member Rapoza, and by unanimous vote, the meeting adjourned at 7:00 p.m.

Chair, James DuBois

Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this 1 of October, 2014

TOWN OF LAKE PARK

PROPOSED BUDGET

COMMUNITY REDEVELOPMENT AGENCY

FISCAL YEAR
October 1, 2014 through September 30, 2015

Exhibit "A"

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY (CRA)

FUND BUDGET SUMMARY

FISCAL YEAR 2014-15 **Schedule 1**

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Agengy Proposed 2014-15	Executive Director Proposed 2014-15	Adopted Budget 2014-15
Revenue	425,584	384,831	450,084	447,012	520,293	520,293	-
Personal Services	198,120	-	22,225	21,158	60,039	60,039	-
Operating Expenses	363,701	132,946	167,018	163,466	199,607	199,607	-
Capital Outlay	-	-	-	-	-		
Debt Service	212,023	210,270	260,841	260,841	260,647	260,647	-
Non-Operating	-	-	-	-	-		
Total Expenses	773,844	343,216	450,084	445,464	520,293	520,293	-
Surplus (Deficit)	(348,260)	41,615	-	1,548	-	-	-

2014/15 Increment	$ 40,126,099	
Town Millage	8.8055	$ 335,664
Palm Beach County Millage	4.7815	$ 181,929
TOTAL		$ 517,593

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	EXECUTIVE DIRECTOR PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
110-311.115	Ad Valorem Taxes - County	144,549	137,196	156,133	156,135	156,135	181,929	181,929	
110-347.013	Seafood Festival	3,654							
110-347.018	Tree Lighting	150							
110-361.100	Interest Earnings	616	142	200	74	111	200	200	
110-361.120	Interest Income - Bus. Dev. Loans	2,118	2,475	2,500	1,357	2,036	2,500	2,500	
110-361.130	Sales Tax Commissions	8			-	-	-	-	
110-366.300	Event Sponsorship	3,000							
110-366.315	Event Sponsorship-Seafood Fest	7,340							
110-369.100	Miscellaneous Revenue				781	1,172			
110-369.300	Refund Prior Year Expense	100			16	24			
110-381.001	Transfer from General Fund	264,049	245,018	291,251	287,535	287,535	335,664	335,664	
110-389.900	Fund Balance Surplus			-					
	TOTAL REVENUE	425,584	384,831	450,084	445,898	447,012	520,293	520,293	-
	EXPENDITURES								
110-55-552-520-11000	Executive Salaries	89,649							
110-55-552-520-12000	Regular Salaries	19,214							
110-55-552-520-13000	Other & Part Time Salaries	54,201							
110-55-552-520-14000	Overtime Salaries	16							
110-55-552-520-15000	Special pay	720							
110-55-552-520-19900	Wages Reclassified			22,225	14,105	21,158	60,039	60,039	
110-55-552-520-21000	FICA	12,245							
110-55-552-520-22000	Retirement	5,636							

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	EXECUTIVE DIRECTOR PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
110-55-552-520-23100	Medical Insurance	12,586							
110-55-552-520-23200	Insurance - Dental	713							
110-55-552-520-23300	Insurance - Life	347							
110-55-552-520-23400	Insurance - Vision	85							
110-55-552-520-23500	Disability	1,833							
110-55-552-520-24000	Worker's Compensation Insurance	875							
	TOTAL PERSONNEL EXPENSES	198,120	-	22,225	14,105	21,158	60,039	60,039	-
110-55-552-520-31000	Professional Services	16,074	323			-	10,000	10,000	
110-55-552-520-31100	Professional Svc - Town Attorney	10,066		2,500	4,359	6,539	5,000	5,000	
110-55-552-520-34000	Contractual Services	112,206	90,201	78,855	44,349	78,855	82,000	82,000	
110-55-552-520-34010	Contract PBC Sheriff	99,232	9,361			-		-	
110-55-552-520-34901	Administrative Fee	48,034		55,000	34,117	51,176	70,000	70,000	
110-55-552-520-40000	Travel & Training	215				-			
110-55-552-520-41100	Telephone	1,481	168	1,523	-	-			
110-55-552-520-41200	Postage & Shipping	202	38	50	-	-	1,000	1,000	
110-55-552-520-43000	Utilities	16,126	12,840	11,500	7,818	11,727	12,000	12,000	
110-55-552-520-43250	Garbage & Trash				550	825	1,000	1,000	
110-55-552-520-44000	Rental & Leases - Office Space	9,402			-	-			
110-55-552-520-44100	Equipment Rentals	2,625	750	750	600	900	2,000	2,000	
110-55-552-520-45000	Insurance	10,651	9,769	9,829	7,305	10,958	12,000	12,000	
110-55-552-520-46000	Repair & Maintenance	7,926	5,144	6,216	1,128	1,692	3,812	3,812	
110-55-552-520-46070	Repair & Maintenance - Town Grounds	1,064				-			

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	EXECUTIVE DIRECTOR PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
110-55-552-520-47000	Printing	88				-			
110-55-552-520-48000	Promotional Activity	5,006				-			
110-55-552-520-48013	Promotional - Seafood Festival	10,487				-			
110-55-552-520-51000	Office Supplies	433				-			
110-55-552-520-52000	Operating Expenses	4,376				-			
110-55-552-520-52100	Gasoline & Diesel Fuel	460				-			
110-55-552-520-54200	Memberships, Dues, & Subscription	2,545	795	795	795	795	795	795	
	TOTAL OPERATING EXPENSES	358,699	129,389	167,018	101,021	163,466	199,607	199,607	-
110-55-552-520-82111	Grant	-	1,921						
110-55-552-520-82112	Grant - Mos'Art Theater	3,458							
110-55-552-520-91001	Transfer to General Fund	56,166							
110-55-552-520-91010	Transfer to General Fund - ILA	169,250	169,520	169,516	113,011	169,517	169,325	169,325	
110-55-552-520-91030	Transfer - ILA 2009	26,127	4,577	54,795	36,530	54,795	54,792	54,792	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(772)	(355)		-	-			
	TOTAL OTHER EXPENSES	254,229	175,663	224,311	149,541	224,312	224,117	224,117	-
	TOTAL DEPT EXPENDITURES	811,048	305,052	413,554	264,667	408,935	483,763	483,763	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	EXECUTIVE DIRECTOR PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
525 - Art On Park Expenses									
	EXPENDITURES								
110-55-552-525-41100	Telephone	2,060	1,535		-	-	-		
110-55-552-525-43000	Utilities	2,038	101		-	-	-		
110-55-552-525-43250	Garbage & Trash	547				-	-		
110-55-552-525-49600	Bank Charges/Admin Fees	357				-	-		
	TOTAL OPERATING EXPENSES	5,002	1,636	-	-	-	-	-	-
110-55-552-525-91030	Transfer to General Fund - ILA	17,418	36,528	36,530	24,353	36,530	36,530	36,530	
	TOTAL OTHER EXPENSES	17,418	36,528	36,530	24,353	36,530	36,530	36,530	-
	TOTAL DEPT EXPENDITURES	22,420	38,164	36,530	24,353	36,530	36,530	36,530	-
	TOTAL CRA EXPENDITURES	833,468	343,216	450,084	289,020	445,464	520,293	520,293	-
	SURPLUS/(DEFICIT)	(407,884)	41,615	-	156,878	1,548	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-19900	Wages Reclassified	15% of Dale Sugerman, 15% of Blake Rane, 25% of Janet Perry, 20% of Richard Pittman, and 10% Allen Pahal	$ 60,039
		TOTAL PERSONNEL EXPENSES	$ 60,039
520-31000	Professional Services	Future Consulting	$ 10,000
520-31100	Prof. Ser. - Attorney	Town Attorney	5,000
520-34000	Contractual Services	Chris Wayne & Associates landscape maintenance ($77960 + $2000), & Web hosting ($895)	82,000
520-34901	Administrative Fee	Services provided the CRA by the General Fund staff	70,000
520-41200	Postage & Shipping	Miscellaneous items	1,000
520-43000	Utilities	FP&L and Seacoast Utility Authority	12,000
520-43250	Garbage & Trash	SWA Fee	1,000
520-44100	Equipment Rentals	Lift for decorations	2,000
520-45000	Insurance	Property and Casualty	12,000
520-46000	Repair and Maintenance	800 Park Avenue building	3,812
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association ($620) State of Florida ($175)	795
		TOTAL OPPERATING EXPENSES	$ 199,607

TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

Exhibit "B"

MEMORANDUM

TO: Members of the Board of Directors

FROM: Dale S. Sugerman, Ph.D., Executive Director

DATE: July 2, 2014

SUBJECT: Executive Director's Report

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Over the last quarter, the following businesses have opened within the CRA:

A National Solar
804 Old Dixie Highway, Suite 6 — 10 employees

Balil Caribbean Restaurant
940 Park Avenue, Suite 107 — 3 employees

Case & Keg Beer World Inc. II
1233 Old Dixie Highway Suite 14 — 1 employee

Designer Consigner, Inc
505 10th Street — 1 employee

Outstanding Hair Studio Barbershop
700 Old Dixie Highway, Suite 102 — 1 employee

411 Tactical Inc.
1250 Old Dixie Highway — 2 employees

After Lease Auto Sales
1301 10th Street — 3 employees

C&P Global Solutions
1250 Old Dixie Highway, Suite 6 — 1 employee

Castle Delivery 132 Miller Way, Suite 8	2 employees
Excelsior Customs 801 15th Street, Suite 1	3 employees
The Brewhouse Gallery 720 Park Ave	3 employees
Chrisstylz 1001 W. Jasmine Drive, Suite B	3 employees
Palm Beach Grill Cleaner 802 Old Dixie Hwy, Unit 6	3 employees
Total jobs created this past quarter	36 employees

Update on 801 Park Avenue

The owner of the property has now engaged the services of Fisher Contracting Corp. to finish the build-out of the building. Fisher Contracting Corp. is due to come to the Town during the week of July 14th for a pre-application meeting dealing with what needs to be done to complete the building such that it can receive its Certificate of Occupancy. The general contractor believes that the final construction work on the building can commence within 75 to 90 days.

Respectfully submitted,

Dale

Dale S. Sugerman, Ph.D.
Executive Director