

AGENDA

Community Redevelopment Agency Meeting
 Wednesday, October 2, 2013, 6:30 pm
 Lake Park Town Hall
 535 Park Avenue

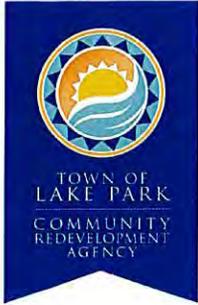
James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant		
.....		
Dale S. Sugerman, Ph.D.	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, CMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER/ ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. SPECIAL PRESENTATION/REPORT
None
- D. 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.
- E. General Business:
 - 1. Approval of Special Call CRA Board Meeting Minutes of August 21, 2013 Tab 1
- F. NEW BUSINESS:
 - 2. Review the Practice of Continuing Quarterly Board Meetings Tab 2
 - 3. Cancelling the January 1, 2014 Board Meeting Tab 3
- G. EXECUTIVE DIRECTOR REPORT: Update Report
- H. BOARD MEMBER COMMENTS
- I. ADJOURNMENT
The next scheduled CRA Board Meeting will be conducted on April 2, 2014

GENERAL BUSINESS

TAB 1



**CRA
Agenda Request Form**

Meeting Date: October 2, 2013

Agenda Item No. *Tab 1*

Agenda Title: CRA Meeting Minutes of August 21, 2013

- | | |
|---|---|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> OLD BUSINESS | <input type="checkbox"/> NEW BUSINESS |
| <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION | <input checked="" type="checkbox"/> OTHER: General Business |

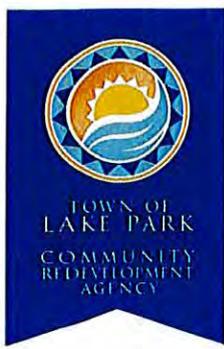
Approved by Executive Director: *DSS* **Date:** *8/28/13*

Shari Canada, CMC, Deputy Town Clerk
Name/Title

Originating Department: TOWN CLERK	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: Agenda Minutes Exhibit "A" Exhibit "B" Exhibit "C" Exhibit "D"
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Summary Explanation/Background:

Recommended Motion: To approve the CRA Meeting Minutes of August 21, 2013.



AGENDA

Special Call Community Redevelopment Agency Meeting
 Wednesday, August 21, 2013, 6:30 pm
 Lake Park Town Hall
 535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O'Rourke	—	Board Member
Kathleen Rapoza	—	Board Member
Vacant	—	Board Member
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Dale S. Sugerman, Ph.D.	—	Executive Director
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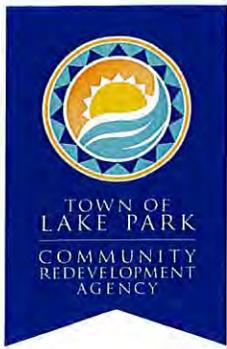
PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record 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.*

- A. CALL TO ORDER/ ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. SPECIAL PRESENTATION/REPORT
 - 1. Resolution No. 18-08-13 To Adopt the CRA Budget for Fiscal Year 2013-2014 Tab 1
- D. 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.
- E. GENERAL BUSINESS:
 - 2. Approval of CRA Board Meeting Minutes of July 3, 2013 Tab 2
- F. NEW BUSINESS:
 - 3. Resolution 19-08-13 Authorizing the Executive Director to Renew for Fiscal Year 2014 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency Tab 3
- G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

Next Scheduled CRA Board Meeting will be held on Wednesday, October 2, 2013



Minutes
Town of Lake Park, Florida
Special Call Community Redevelopment
Agency Board Meeting
Wednesday, August 21, 2013, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met on Wednesday, August 21, 2013 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.

Agency Clerk Mendez performed the roll call.

Board Members Christiane Francois and Michael O'Rourke were absent.

Chair DuBois led the Pledge of Allegiance.

SPECIAL PRESENTATION/REPORT:

1. Resolution No 18-08-13 To adopt the CRA Budget for Fiscal Year 2013-2014

Executive Director Sugerman presented the budget (see attached Exhibit "A").

Vice-Chair Glas-Castro stated that on Schedule 1 Total Expenses line item under Manager's Proposed column the amount is \$450,084 and asked if that number should coincide with total in the table at the bottom of the page eight (8) of \$ 447,384 of the budget (see attached Exhibit "B").

Finance Director Blake Rane explained that there are other revenue items included in the \$450,084. The CRA does not only receive the Tax Increment Finance (TIF) revenue from the County and Town, but there is also a smaller amount of interest income and a small amount of money the CRA has on deposit with the bank. The interest income comes from loans that the CRA has made to various business owners in the CRA.

Executive Director Sugerman stated that the Interest Earnings and the Interest Income - Bus. Dev. Loans line items can be found on the bottom of page nine (9) of the budget (see attached Exhibit "C").

Chair DuBois stated that the CRA budget is very dependent on the TIF calculations and that next year it may be more as property values change and hopefully go up. He asked if there are events that would be cost neutral in the CRA to enhance business profile, location, and occupancy rates such as the Art Fair and the Seafood Festival. He understands that it takes a lot of funds to plan and kick off a new event, but suggested that there may be operators that could host an event on Park Avenue.

Executive Director Sugerman stated that this budget does not attempt to accommodate new events. Yet if those activities were to take place the budget could allow for it and then there would be a mid-year budget adjustment.

Chair DuBois asked if the millage rate that the Town sets is less than the recommended 8.9 mils what is the mechanism that would be used to accommodate that change in this budget.

Executive Director Sugerman stated that the CRA is a dependent district and that the Town Commission sets the millage rate. He stated that staff has discussed in anticipation of a reduction in the proposed millage rate and has determined which line items will be reduced in order to allow for the reduction.

Motion: A motion was made by Board Member Vice-Chair Glas-Castro to approve Resolution No. 18-08-13 to Adopt the CRA Budget for Fiscal Year 2013-2014; Biard 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.

PUBLIC COMMENT:

None

GENERAL BUSINESS:

2. Approval of CRA Board Meeting Minutes of July 3, 2013

Motion: A motion was made by Board Member Rapoza to approve the Meeting Minutes of July 3, 2013; Vice-Chair Glas-Castro 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:

3. Resolution 19-08-13 Authorizing the Executive Director to Renew for Fiscal Year 2014 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency

Executive Director Sugerman explained the item (see attached Exhibit “D”).

Motion: A motion was made by Board Member Flaherty to approve Resolution 19-08-13 Authorizing the Executive Director to Renew for Fiscal Year 2014 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency; Vice-Chair Glas-Castro 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.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman stated that on Wednesday, August 28, 2013 the Artist of Palm Beach County will be hosting an event at the Art on Park building starting at 6:00 pm. The featured artist is Raymond Neubert. He stated that the event is free and open to the public, but pre-registration is necessary.

BOARD MEMBERS COMMENTS:

Board Member Rapoza no comments.

Board Member Flaherty no comments.

Vice-Chair Glas-Castro no comments.

Chair DuBois no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 6:46 p.m.

Chair, James DuBois

Deputy Agency Clerk, Shari Canada, CMC

Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2013

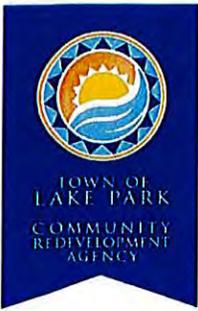


Exhibit "A"

CRA
Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. Tab 1

Agenda Title: RESOLUTION TO ADOPT THE CRA BUDGET
FOR FISCAL YEAR 2013/2014

- Consent Agenda
- Presentation
- Other
- Discussion/Possible Action
- Resolution

Approved by Executive Director: *BKR* Date: 8/7/13

BKR
Blake K. Rane Finance Director
Name/Title

Originating Department: FINANCE	Costs: N/A Funding Source: Acct. # [] Finance _____	Attachments: RESOLUTION
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Summary Explanation/Background:

The Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park and is required to adopt a budget by resolution prior to September 30th of each year. This Resolution will formally adopt the proposed budget for the CRA for Fiscal Year 2013/2014.

Recommended Motion:

I move to approve Resolution No. __-08-13, adopting the 2013-2014 Budget.

Exhibit "B"

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
FUND BUDGET SUMMARY
FISCAL YEAR 2013-14**

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	533,851	425,584	390,037	384,782	450,084	450,084	-
Personal Services	336,651	198,120	-	-	22,225	22,225	-
Operating Expenses	595,131	363,699	129,192	135,064	170,742	167,018	-
Capital Outlay	3,999	-	-	-	-	-	-
Debt Service	214,027	212,795	260,845	260,682	260,841	260,841	-
Non-Operating	203,388	59,624	-	-	-	-	-
Total Expenses	1,353,196	834,238	390,037	395,746	453,808	450,084	-
Surplus (Deficit)	(819,345)	(408,654)	-	(10,964)	(3,724)	-	-

2013/14 Increment	\$ 34,679,202
Town Millage	8.9000 \$ 291,251
Palm Beach County Millage	4.7815 \$ 156,133
TOTAL	\$ 447,384

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
REVENUES									
110-311.115	Ad Valorem Taxes - County	163,502	144,549	138,835	137,830	137,830	156,133	156,133	
110-345.305	Art Class Supplies	209							
110-345.400	Co-op Jury Fee	175							
110-345.705	Co-op Commissions Earned - Art	2,923							
110-345.710	Sale by Artist	11,686							
110-345.725	Co-op Commissions Earned	468							
110-345.900	Co-op Rent - Studio Space	7,759							
110-345.910	Co-op Rent - Display Space	4,363							
110-345.925	Co-op Fees - Art Programs	905							
110-345.930	Co-op Fees - Firing Fees	90							
110-345.950	Co-op Dues	605							
110-345.955	Co-Op Associate Memberships	225							
110-347.005	Festival Jury Fees	1,106							
110-347.013	Seafood Festival	1,083	3,654						
110-347.014	Holiday Arts & Crafts Fair	8,071							
110-347.016	Cruise-in on Park - Jan 2011	50							
110-347.017	Cruise-in on Park - May 2011	25							
110-347.018	Tree Lighting	-	150						
110-347.400	Art on Park Festival	909							
110-347.410	Art on Park Festival - Artist	5,274							
110-347.415	Art on Park Festival - Vendor	1,961							
110-347.420	Art on Park Festival - Merchant	16							
110-361.100	Interest Earnings	513	616	500	111	222	200	200	
110-361.120	Interest Income - Bus. Dev. Loans	1,391	2,118	1,600	1,712	1,711	2,500	2,500	

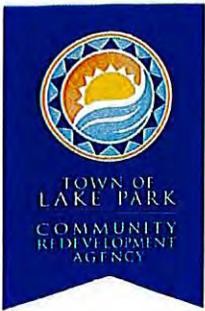


Exhibit "D"

CRA
Agenda Request Form

Meeting Date: August 21, 2013

Agenda Item No. Tab 3

Agenda Title: Resolution Authorizing the Executive Director to Renew for Fiscal Year 2014 the Florida League of Cities/Florida Municipal Insurance Property and Casualty Insurance Coverage for the Community Redevelopment Agency

- Consent Agenda
- Presentation
- Other
- Discussion/Possible Action
- Resolution

Approved by Executive Director: [Signature] Date: 8/7/13

[Signature]
Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$9,829.00 Funding Source: Acct. # 110-55-552-520-45000 <input checked="" type="checkbox"/> Finance <u>[Signature]</u>	Attachments: Copy of Gehring Group Property & Casualty Renewal Evaluation Effective October 1, 2013
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Summary Explanation/Background:

Fiscal Year 2013 is the third full year for which the Community Redevelopment Agency (CRA) has had in place property and casualty liability insurance coverage consisting of Property and Inland Marine, Crime Money and Securities, General Liability, and Public Officials Errors and Omissions/Employment Practices Liability insurance. The carrier for such insurance is the Florida League of Cities/Florida Municipal Insurance Trust (FMIT), and such coverage is due for renewal as of October 1, 2013. Gehring Group has obtained a renewal quote from FMIT for Fiscal Year 2014 for such property and casualty insurance in the amount of \$9,829.00 which represents an increase of 0.6 percent, or \$60.00, over the expiring coverage for Fiscal Year 2013.

Additionally, the CRA can expect to receive a minimum return of premium credit from FMIT in the amount of \$781.00 should the CRA elect to renew coverage with FMIT for Fiscal Year 2014. Staff is recommending approval.

Attached as Exhibit A is a copy of the Gehring Group Property and Casualty Renewal Evaluation effective October 1, 2013.

Recommended Motion: I move to approve Resolution _____.

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
FUND BUDGET SUMMARY
FISCAL YEAR 2013-14**

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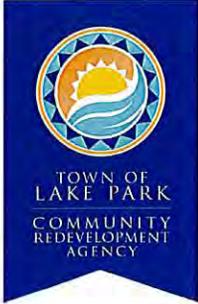
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COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14**

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110-361.120	Interest Income - Bus. Dev. Loans	1,391	2,118	1,600	1,712	1,711	2,500	2,500	

NEW BUSINESS

TAB 2



**CRA
Agenda Request Form**

Meeting Date: October 2, 2013

Agenda Item No. *Tab 2*

Agenda Title: Review the Practice of Continuing Quarterly Board Meetings

- | | | | |
|--------------------------|------------------------------|-------------------------------------|---------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input checked="" type="checkbox"/> | NEW BUSINESS |
| <input type="checkbox"/> | DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> | OTHER |

Approved by Executive Director: *D&P* **Date:** *9/13/13*

Dale S. Sugerman, Ph.D./Executive Director
Name/Title

Originating Department: Executive Director	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: None
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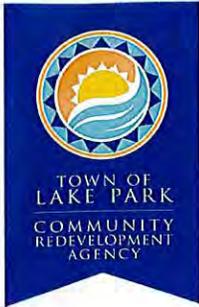
Summary Explanation/Background:

At the January 16, 2013 meeting of the CRA Board, a decision was made to modify the meeting schedule of the Board from monthly to quarterly. This past year the Board has met on a quarterly basis, with Special Call meetings from time to time when warranted by circumstances. At the January 16, 2013 Board meeting, it was also discussed that this decision to move from a monthly meeting to a quarterly meeting would be revisited within the year. This agenda item is to allow for a discussion about keeping the Board meetings scheduled on a quarterly basis, or moving them back to monthly.

Recommended Motion:

I move to continue holding the CRA Board meetings on a quarterly basis; allowing for Special Call meetings from time to time when warranted by circumstances.

TAB 3



CRA
Agenda Request Form

Meeting Date: October 2, 2013

Agenda Item No. Tab 3

Agenda Title: Cancelling the January 1, 2014 Board Meeting

- [] SPECIAL PRESENTATION/REPORT [] CONSENT AGENDA
[] OLD BUSINESS [X] NEW BUSINESS
[] DISCUSSION FOR FUTURE ACTION [] OTHER

Approved by Executive Director: [Signature] Date: 9/13/13

Dale S. Sugerman, Ph.D./Executive Director
Name/Title

Table with 3 columns: Originating Department (Executive Director), Costs (0.00), Attachments (None). Includes fields for Funding Source, Acct. #, and Finance.

Summary Explanation/Background:

The regularly scheduled meeting of the CRA Board falls on January 1, 2014. Since this is New Year's Day, it would be inappropriate to hold that meeting. Seeing as there is likely no business that will need to be conducted on that day, it is recommended that the meeting be cancelled.

Recommended Motion:

I move to cancel the January 1, 2014 regularly scheduled CRA Board meeting; allowing for a Special Call meeting on or near that date if warranted by circumstances.