

AGENDA

Special Call

Community Redevelopment Agency
 Budget Meeting
 Monday, August 20, 2018, 6:30 pm
 Lake Park, Town Hall
 535 Park Avenue

Michael O'Rourke	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Rhonda "Jo" Brockman	—	Board Member
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Anne Lynch	—	Board Member
Roger Michaud	—	Board Member
John O. D'Agostino	—	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. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete

a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

None

F. New Business:

1. Resolution No. 46-08-18 Accepting the Community Redevelopment Agency Budget for Fiscal Year 2018/2019.

Tab 1

G. EXECUTIVE DIRECTOR REPORT:

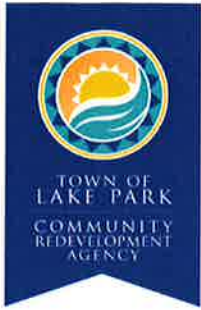
H. BOARD MEMBER COMMENTS:

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on September 5, 2018

New Business

TAB 1



**CRA
Agenda Request Form**

Meeting Date: August 20, 2018

Agenda Item No. Tab 1

Agenda Title: **DISCUSSION OF THE FISCAL YEAR 2018/2019
BUDGET AND APPROVAL OF THE RESOLUTION
TO ADOPT THE CRA BUDGET FOR 2018/2019**

- | | |
|---|---|
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Discussion/Possible Action |
| <input type="checkbox"/> Presentation | <input checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Other | |

Approved by Executive Director: *[Signature]* **Date:** 8-7-18

Lourdes Cariseo Finance Director
Name/Title

Originating Department: <p align="center">FINANCE</p>	Costs: N/A Funding Source: Acct. # <input type="checkbox"/> Finance <u><i>L. Cariseo</i></u>	Attachments: <p align="center">RESOLUTION Proposed Budget</p>
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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 2018/2019.

Recommended Motion:

I move to approve Resolution No. 46-08-18, adopting the 2018-2019 Budget.

RESOLUTION NO. 46-08-18

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE 2018-2019 FISCAL YEAR BUDGET.

WHEREAS, the Town of Lake Park (“Town”) has previously created a Community Redevelopment Agency (CRA), pursuant to Section 163.356, *Florida Statutes*; and

WHEREAS, the Lake Park CRA has all of the statutory powers conferred upon it by Section 263.370, *Florida Statutes*; and

WHEREAS, the staff of the Lake Park CRA has prepared a budget governing operating and capital expenditures for Fiscal Year 2018-2019.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1: The Fiscal Year 2018-2019 budget prepared for the Lake Park Community Redevelopment Agency is hereby approved, a copy of which is attached and incorporated herein.

Section 2. This resolution shall take effect immediately upon adoption.

TOWN OF LAKE PARK

PROPOSED BUDGET

COMMUNITY REDEVELOPMENT AGENCY

FISCAL YEAR

October 1, 2018 through September 30, 2019

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
BUDGET SUMMARY
FISCAL YEAR 2018-19**

Schedule 1

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	602,438	743,323	884,882	881,702	1,001,187	1,001,187	-
Personal Services	66,442	136,087	177,591	177,591	183,108	183,108	-
Operating Expenses	203,431	204,804	415,132	406,471	286,405	457,575	-
Capital Outlay	-	-	29,330	35,000	-	-	-
Debt Service	165,804	224,049	260,579	260,576	260,504	260,504	-
Non-Operating	-	-	2,250	-	100,000	100,000	-
Total Expenses	435,677	564,940	884,882	879,638	830,017	1,001,187	-
Surplus (Deficit)	166,761	178,383	-	2,064	171,170	-	-

2018/19 Increment	\$ 77,356,185
Town Millage	5.3474 \$ 392,972
Palm Beach County Fire/Rescue Millage	3.4581 \$ 254,130
Palm Beach County Millage	4.7815 \$ 351,385
TOTAL	\$ 998,487

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2018-19

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
REVENUES									
110-311.115	Ad Valorem Taxes - County	210,238	257,251	310,455	307,994	307,994	351,385	351,385	
110-361.120	Interest Income - Bus. Dev. Loans	767	510	1,000	232	348	1,000	1,000	
110-369.100	Miscellaneous Revenue			1,700	-	1,633	1,700	1,700	
110-369.300	Refund Prior Year Expense			-		-	-	-	
110-381.001	Transfer from General Fund	391,433	485,562	571,727	571,727	571,727	647,102	647,102	
	TOTAL REVENUE	602,438	743,323	884,882	879,953	881,702	1,001,187	1,001,187	
EXPENDITURES									
110-55-552-520-19900	Wages Reclassified	66,442	136,087	177,591	176,605	177,591	183,108	183,108	
110-55-552-520-25100	Unemployment Compensation	-	-	-	-	-	-	-	
	TOTAL PERSONNEL EXPENSES	66,442	136,087	177,591	176,605	177,591	183,108	183,108	
110-55-552-520-31000	Professional Services	2,530	10,020	40,000	55,250	40,000	40,000	130,000	
110-55-552-520-31100	Professional Services - CRA Attorney	6,916	5,750	10,000	3,150	10,000	10,000	10,000	
110-55-552-520-34000	Contractual Services	76,757	78,349	98,000	98,000	98,000	98,000	179,170	
110-55-552-520-34901	Administrative Fee	70,000	70,000	70,000	52,500	70,000	73,000	73,000	
110-55-552-520-34910	Bad Debt Expense	-	-	-	-	-	-	-	
110-55-552-520-40000	Travel & Training	111	7,273	7,000	469	5,000	7,000	7,000	
110-55-552-520-41200	Postage & Shipping	8	8	1,000	-	-	1,000	1,000	
110-55-552-520-43000	Utilities	13,766	13,061	12,000	9,085	12,000	12,000	12,000	
110-55-552-520-43250	Garbage & Trash	6,541	538	1,000	528	1,000	1,000	1,000	
110-55-552-520-44100	Equipment Rentals	599	-	2,000	605	1,200	2,000	2,000	
110-55-552-520-45000	Insurance	8,291	8,329	10,000	8,308	8,308	10,000	10,000	
110-55-552-520-46000	Repair & Maintenance	8,875	6,020	12,300	-	12,300	12,300	12,300	
110-55-552-520-47000	Printing	-	49	500	-	-	500	500	
110-55-552-520-48000	Promotional Activity	-	-	10,000	10,000	15,000	10,000	10,000	
110-55-552-520-48100	Advertising	443	146	5,000			5,000	5,000	

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2018-19**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
110-55-552-520-48101	Office Supplies	-	-	250	-	-	250	250	
110-55-552-520-48102	Operating Expenses	3,874	416	250	-	-	250	250	
110-55-552-520-52000	Operating Supplies	-	-	2,475	204	306	2,475	2,475	
110-55-552-520-54200	Memberships, Dues, & Subscription	795	920	920	920	920	1,630	1,630	
110-55-552-520-82113	Grant - Artists of Palm Beach County	3,925	3,925	-	-	-	-	-	
110-55-552-520-82118	Grants and Incentives	-	-	132,437	75,242	132,437	-	-	
	TOTAL OPERATING EXPENSES	203,431	204,804	415,132	314,261	406,471	286,405	457,575	
								-	
110-55-552-520-63000	Improvements other than buildings	-	-	50,000	3,706	35,000			
110-55-552-520-64100	Machinery & Equipment	-	-	29,330	-	-	-	-	
	TOTAL CAPITAL OUTLAY	-	-	29,330	3,706	35,000	-	-	
								-	
110-55-552-520-91010	Transfer to General Fund - ILA	169,325	169,256	169,256	169,256	169,256	169,183	169,183	
110-55-552-520-91030	Transfer - ILA 2009	(3,521)	54,793	91,320	91,320	91,320	91,321	91,321	
110-55-552-520-99901	Unappropriated	-	-						
	TOTAL DEBT SERVICE	165,804	224,049	260,579	260,576	260,576	260,504	260,504	
110-55-552-520-82111	Economic Incentive (BIB)	-	-	2,250	-	-	100,000	100,000	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	-	-	-	-	-	-	-	
110-389.900	Fund Balance Surplus	-	-	-	-	-	-	-	
	TOTAL OTHER EXPENSES	-	-	2,250	-	-	100,000	100,000	
	TOTAL CRA EXPENDITURES	435,677	564,940	884,882	755,148	879,638	830,017	830,017	
	SURPLUS/(DEFICIT)	166,761	178,383	-	124,805	2,064	171,170	171,170	

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2018-19**

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-19900	Wages Reclassified	25% of the Town Manager, 15% of the Human resources Director, 15% of the Finance Director, 10% of the Assistant to the TM, 10 % of the Grants Writer, 5% of the Town Clerk and the Deputy Town Clerk, 10% of the Public Works Director, 10% the Project Manager, 10% of the Grounds Maintenance Foreman, 10% of the Irrigation Tech 2, 15% of the Community Development Director, 40% of the Special Events Director, 20% of the Special Events Coordinator, and 20% of the Recreation Supervisor.	\$ 179,108
		TOTAL PERSONNEL EXPENSES	\$ 179,108
520-31000	Professional Services	Property marketing, networking, and consulting (\$25,000), designe services 10th and Park (\$15,000).	\$ 130,000
520-31100	Prof. Ser. - Attorney	Town Attorney	10,000
520-34000	Contractual Services	Terracon Services, Inc. landscape maintenance (\$97,105), Web hosting (\$895),	179,170
520-34901	Administrative Fee	Services provided the CRA by other Town staff members	73,000
520-40000	Travel & Training	Staff to FRA Conference	7,000
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, etc.	2,000
520-45000	Insurance	Property and Casualty	10,000
520-46000	Repair and Maintenance	Irrigation system repairs (\$1,800), reset of plant materials (\$10,000), 800 Park Building (\$500)	12,300
520-47000	Printing		500
520-48000	Promotional Activity		10,000
520-48100	Advertising		5,000
520-48101	Office Supplies		250
520-48102	Operating Expenses		250
520-52000	Operating Supplies	Irrigation materials (\$1,200), fertilizer (\$1,275)	2,475
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$745) State of Florida (\$175) Chamber of Commerce	1,630
		TOTAL OPPERATING EXPENSES	\$ 457,575

LAKE PARK COMMUNITY REDEVELOPMENT AGENCY - ANNUAL BUDGET WORKSHEET

PROPOSED INITIATIVES

FISCAL YEAR 2018-19

	Project Title	Description and Justification	Cost
1	Treasure Coast Regional Planning Agency in Market Study/Branding Recommendations	The CRA is seeking to engage the services of a marketing firm to help market the CRA area, which would include putting into effect the recommendations made by Treasure Coast Regional Planning Agency in its Market Study/Branding Finding and Recommendations (e.g., working to attract millennials into the CRA area especially the downtown area, helping to attract businesses into the downtown area and help fill vacant commercial properties), and in general help market Lake Park as a hip area in which to locate.	In Budget
2	PBSO Walking Patrols	Propose foot patrols Thursday-Saturday. Thursday 8 p.m.-Midnight (4 hrs.), Friday 5 p.m.-1 a.m. (8 hrs.) and Saturday 5 p.m.-2 a.m. (9 hrs.) = 21 hours/week at \$65/hr. PBSO Detail Rate.	In Budget
3			
4			
5			
6			
7			
TOTALS			\$ -