



# Lake Park Town Commission, Florida

## Community Redevelopment Agency Meeting Minutes

Wednesday, September 06, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

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<b>Roger Michaud</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>John Linden</b>	—	<b>Agency Member</b>
<b>Carmen Rodriguez</b>	—	<b>Agency Member</b>
<b>Mary Beth Taylor</b>	—	<b>Agency Member</b>
<b>Judith Thomas</b>	—	<b>Agency Member</b>
<b>Henry K. Stark</b>	—	<b>Agency Member</b>
<b>John O. D'Agostino</b>	—	<b>Executive Director</b>
<b>Lainey Francisco</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Agency Clerk</b>

*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.*

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### CALL TO ORDER/ROLL CALL

6:30 P.M.

#### PRESENT

Chair Roger Michaud

Vice-Chair Kimberly Glas-Castro

Board Member John Linden

Board Member Carmen Rodriguez

Board Member Mary-Beth Taylor

Board Member Judith Thomas

#### ABSENT

Board Member Henry Stark

## **PLEDGE OF ALLEGIANCE**

A member of the audience led the pledge.

## **SPECIAL PRESENTATION/REPORT:**

NONE

## **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.*

NONE

## **CONSENT AGENDA:**

Motion made to approve the Consent Agenda by Board Member Linden, Seconded by Board Member Rodriguez.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Taylor, Board Member Thomas

1. Special Call Community Redevelopment Agency Meeting Minutes

## **NEW BUSINESS:**

2. Discussion of the Fiscal Year 2023/2024 Budget and Approval of Resolution 68-09-23 to Adopt the Community Redevelopment Agency Budget.

Executive Director John D'Agostino explained the budget (see Exhibit "A"). Board Member Linden asked if the Town had a total cost estimated to complete the Septic to Sewer project. Executive Director D'Agostino explained that the estimate to complete the project was approximately \$4 Million.

Vice-Chair Glas-Castro asked if there was a list of projects planned and an estimated cost. Executive Director D'Agostino stated that a list has not been completed, but would provide the board with a list by the September 20, 2023 Special Call CRA Meeting. Vice-Chair Glas-Castro asked what the policing schedule was for the area. Executive Director D'Agostino provided the schedule. He stated that the streets would be power washed prior to the holiday season.

Chair Michaud asked if additional policing services would be sought in the future. Executive Director D'Agostino explained that they may hire additional Code Compliance Officers for the area. He explained the educational opportunities available to Code Compliance Officers.

Motion made to approve Resolution 68-09-23 by Board Member Linden, Seconded by Board Member Taylor.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Thomas, and Board Member Rodriguez.

**EXECUTIVE DIRECTOR COMMENTS:**

Executive Director D'Agostino provided his comments via Exhibit "B".

**AGENCY MEMBER REQUESTS:**

NONE

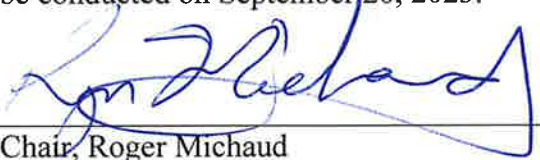
**ADJOURNMENT:**

7:02 P.M.

Motion made to adjourn by Board Member Taylor, Seconded by Vice-Chair Glas-Castro.

Voting Yea: Chair Michaud, Board Member Linden, Board Member Rodriguez, Board Member Thomas

**FUTURE MEETING DATE:** The next Special Call Community Redevelopment Agency Meeting will be conducted on September 20, 2023.

  
Chair, Roger Michaud

  
Agency Clerk, Vivian Mendez, MMC



Approved on this 20th of September, 2023

**TOWN OF LAKE PARK**

Exhibit A

**PROPOSED BUDGET**

**COMMUNITY REDEVELOPMENT FUND**

**FISCAL YEAR**

**October 1, 2023 through September 30, 2024**

Rept:124 - Itemized Budget For Year 2024 Version 1  
PROPOSED CRA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
REVENUES						
110-311.115	Ad Valorem Taxes - County	517,894.00	631,382.00	621,952.00	696,877.00	
110-369.100	Miscellaneous Income	400,000.00	0.00	0.00	0.00	
110-381.001	Transfer from General Fund	959,790.00	1,162,739.00	1,162,739.00	1,338,794.00	
110-399.999	Balance Brought Forward	0.00	93,412.00	0.00	1,555,578.00	
	TOTAL REVENUE	1,877,684.00	1,887,533.00	1,784,691.00	3,591,249.00	
EXPENDITURES						
110-55-552-520-12000	Regular Salaries	0.00	81,040.00	0.00	57,013.00	
	1 Code Compliance Officer				57,013.00	
110-55-552-520-21000	FICA	0.00	6,200.00	0.00	4,361.00	
	1 Code Compliance Officer				4,361.00	
110-55-552-520-22000	Retirement	0.00	3,040.00	0.00	4,276.00	
	1 Code Compliance Officer				4,276.00	
110-55-552-520-23100	Health Insurance	0.00	22,006.00	0.00	11,572.00	
	1 Code Compliance Officer				11,572.00	
110-55-552-520-23200	Dental	0.00	812.00	0.00	426.00	
	1 Code Compliance Officer				426.00	
110-55-552-520-23300	Insurance - Life	0.00	288.00	0.00	122.00	
	1 Code Compliance Officer				122.00	
110-55-552-520-23400	Insurance - Vision	0.00	110.00	0.00	55.00	
	1 Code Compliance Officer				55.00	
110-55-552-520-23500	Disability	0.00	1,000.00	0.00	316.00	

Rept:124 - Itemized Budget For Year 2024 Version 1  
PROPOSED CRA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Code Compliance Officer				316.00	
110-55-552-520-2400	Worker&#39;s Compensation Insurance	0.00	981.00	0.00	0.00	
110-55-552-520-24000	Worker&#39;s Compensation Insurance	0.00	0.00	899.25	698.00	
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	TOTAL PERSONNEL EXPENSES	0.00	115,477.00-	899.25-	78,839.00-	
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110-55-552-520-31000	Professional Services	73,347.69	109,412.09	153,378.45	25,000.00	
	1 Marketing				25,000.00	
110-55-552-520-31100	Professional Svc - Town Attorney	10,200.00	40,000.00	21,900.00	32,000.00	
110-55-552-520-34000	Contractual Services	180,800.31	114,870.00	107,667.04	657,480.00	
	1 Landscape Services				95,000.00	
	2 Landscape Services Contingency Tree Trimming				10,700.00	
	3 Johnson Controls				1,930.00	
	4 Holiday Displays Including Electrical Upgrades				120,000.00	
	5 Signage				75,000.00	
	6 Custodial Services				3,440.00	
	7 EV Chargers including Electrical Upgrades				14,000.00	
	8 It's About Place, LLC				90,000.00	
	9 Hello Sunshine LLC				54,000.00	
	10 Creative Contracting Group				193,410.00	
110-55-552-520-34010	Contract PBC Sheriff	127,980.00	138,000.00	75,125.00	133,680.00	
110-55-552-520-40000	Travel & Training	2,854.57	2,500.00	2,395.41	3,500.00	
110-55-552-520-41200	Postage & Shipping	1.73	2,500.00	11.14	6,000.00	
	1 Outreach				6,000.00	
110-55-552-520-43000	Utilities	18,343.69	15,000.00	10,952.75	15,000.00	
110-55-552-520-44100	Equipment Rentals	8,827.80	0.00	714.08	1,000.00	
110-55-552-520-45000	Insurance	5,783.00	6,566.00	6,566.00	13,000.00	
110-55-552-520-46000	Repair and Maintenance	4,403.22	4,000.00	1,529.16	2,000.00	
110-55-552-520-47000	Printing	0.00	1,000.00	0.00	1,000.00	
110-55-552-520-48005	Tree Lighting	3,607.63	6,700.00	6,013.17	6,700.00	

Rept:124 - Itemized Budget For Year 2024 Version 1  
PROPOSED CRA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	1 Banners				1,000.00	
	2 Decorations				500.00	
	3 DJ/Sound System				800.00	
	4 Marketing				300.00	
	5 Photography/Videography				300.00	
	6 Portable Light Towers				1,000.00	
	7 Portable Restrooms				500.00	
	8 Stage				500.00	
	9 Santa Suite Rental				300.00	
	10 Tents				1,500.00	
110-55-552-520-48100	Advertising	151.41	2,500.00	98.88	2,500.00	
110-55-552-520-48101	Office Supplies	0.00	100.00	0.00	100.00	
110-55-552-520-48102	SEASONAL RENTALS	2,537.00	26,000.00	26,000.00	29,900.00	
	1 Rental of Menorah and Kinara				2,400.00	
	2 Rental of Holiday Tree				17,000.00	
	3 Pole Decorations and Wraps				10,500.00	
110-55-552-520-52000	Operating Expenses	13,788.99	7,500.00	993.48	2,000.00	
110-55-552-520-54200	Memberships, Dues, & Subscriptions	1,045.00	1,045.00	1,045.00	1,045.00	
	1 Department of Economic Opportunity District Annual Fees				175.00	
	2 Florida Redevelopment Association				870.00	
	TOTAL OPERATING EXPENSES	453,672.04-	477,693.09-	414,389.56-	931,905.00-	
110-55-552-520-63000	Improvement Other Than Bldg	14,058.00	329,500.00	98,912.42	432,000.00	
	1 To Complete Scope for Landscape Upgrades				200,000.00	
	2 Septic to Sewer Matching Funds				200,000.00	
	3 New LPR Camera System				32,000.00	
	TOTAL CAPITAL OUTLAY	14,058.00-	329,500.00-	98,912.42-	432,000.00-	

Rept:124 - Itemized Budget For Year 2024 Version 1  
PROPOSED CRA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
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110-55-552-520-82111	Grant - Business Development	82,869.00	387,223.00	293,998.72	422,871.00	
	1 Oceana (2 of 5)				200,000.00	
	2 Other				222,871.00	
110-55-552-520-82118	Grants and Incentives	0.00	0.00	0.00	1,166,397.00	
	1 Previously Approved/Suggested Programs				1,166,397.00	
110-55-552-520-91010	Transfer to Gen Fund - ILA 2008	168,780.00	168,690.00	154,632.50	168,597.00	
110-55-552-520-91030	Transfer to Gen Fund - ILA 2009	7,609.08	54,793.00	50,226.88	0.00	
110-55-552-520-99110	Indirect Cost Allocation	539,207.52	354,157.00	232,977.25	390,640.00	
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	TOTAL OTHER EXPENSES	798,465.60-	964,863.00-	731,835.35-	2,148,505.00-	
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	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
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	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	
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Rept:124 - Itemized Budget For Year 2024 Version 1  
PROPOSED CRA

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
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	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
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	TOTAL DEPT EXPENDITURES	1,266,195.64-	1,887,533.09-	1,246,036.58-	3,591,249.00-	
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	NET INCOME	611,488.36	0.09-	538,654.42	0.00	
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## CRA EXECUTIVE DIRECTOR COMMENTS

Exhibit B

### COMMUNITY REDEVELOPMENT AGENCY MEETING

Wednesday, September 6, 2023

#### COMMUNITY DEVELOPMENT

- Oceana Coffee at 1301 10th Street is receiving their master permit this week. Site work/construction is estimated to commence next week. They are on schedule and have complied with the dates prescribed in their CRA grant agreement up until this point.
- A CRA special call meeting is needed on **September 20** at 6:30 p.m. to consider a Grant application for 796 10th Street for exterior property/facade improvements. The CRA Board would need to confirm their acceptance for a special call meeting.
- FYI- A Holiday Lights Stakeholder Meeting will be held on **September 12** at 8:30 a.m. at Town Hall (for property owners and business owners within the project area ONLY - this meeting is NOT open to the general public). The goal is to receive input on this initiative that will be presented at a future meeting for contract award. Mailers, emails and hand delivery of flyers has been provided to property owners and business owners.