

### Lake Park Town Commission, Florida

### **Special Called Community Redevelopment Agency**

### **Budget Meeting Agenda**

Monday, September 08, 2025 at 5:30 PM

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

**Roger Michaud** Chair **Michael Hensley Vice-Chair Agency Member** John Linden Michael O'Rourke **Agency Member Agency Member Judith Thomas Agency Member** Vacant **Agency Member** Vacant **Executive Director** Richard J. Reade Thomas J. Baird, Esq. **Agency Attorney** Vivian Mendez, MMC **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.

#### CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

### CALL TO ORDER/ROLL CALL

### PLEDGE OF ALLEGIANCE

### SPECIAL PRESENTATION/REPORT:

1. Fiscal Year Community Redevelopment Agency (CRA) 2026 Budget

### **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.

#### CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

#### **ADJOURNMENT:**

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on December 3, 2025.



### **Town of Lake Park Town Commission**

### **Agenda Request Form**

<b>Meeting Date:</b>		Septemb	per 8, 2025		
<b>Originating Depart</b>	ment:	Finance	Department		
Agenda Title:		FY 2026	6 Budget - CRA		
Approved by Town	Manag	ger:		Date:	
Cost of Item:	\$0.00	)	Funding Source:	CRA	
<b>Account Number:</b>	Vario	ous	Finance Signature:	Barbara A. Gould	
Advertised:					
Date:			Newspaper:		
Attachments:	Draft	t 2025/202	26 CRA Budget		
Please initial one:					
	_ Yes ]	I have noti	ified everyone		
	Not a	applicable	in this case		

### **Summary Explanation/Background:**

The proposed Fiscal Year (FY) 2026 Budget - CRA is being presented to the CRA Board for review and recommendation to the Town Commission for final adoption (and in accordance with state law) in September 2026.

The Town's staff has been working since March 5, 2025 to develop projected FY 2026 revenues and expenditures to meet the CRA's priorities as well as other operational priorities to ensure that the CRA District within the Town of Lake Park continues to grow and provide the highest levels of services that are expected by our community and to ensure that the Town remains a great place to live, work, play and learn.

### **Recommended Motion:**

N/A



### Town of Lake Park Fiscal Year 2025/2026 Proposed Budget

		-												
		2	021-2022	2	2022-2023		2023-2024	:	2024-2025	2	2024-2025	2	2025-2026	
Fund: 110 - CRA	Description	ΥT	D Activity	Y.	TD Activity	Υ	TD Activity	To	otal Budget	Y	TD Activity	To	tal Budget	%
Revenue									_				_	
110-311.115	Ad Valorem Taxes - County	\$	517,894	\$	621,952	\$	699,404	\$	902,730	\$	902,383	\$	1,049,177	116.27%
110-369.100	Miscellaneous - Other							ļ		\$	5,343	\$	500,000	9358.04%
110-381.001	Transfer From General Fund	\$	959,790	\$	1,162,739	\$	1,338,794	\$	1,816,806	\$	1,816,806	\$	2,012,287	110.76%
110-399.999	Balance Brought Forward							\$	1,188,207	\$	-	\$	2,294,543	
Revenue Total:		\$	1,477,684	\$	1,784,691	\$	2,038,198	\$	3,907,743	\$	2,724,532	\$	5,856,007	214.94%
Expense				İ				İ						
Personnel Expenditu	ıres													
110-552-520-11000	Executive Salaries	\$		\$	-	\$	51,457	\$	95,400	\$	87,214	\$	99,291	113.85%
110-552-520-12000	Regular Salaries	\$	-	\$	-	\$	59,522	\$	93,732	\$	58,603	\$	138,891	237.00%
110-552-520-14000	Overtime Salaries	\$		\$		\$	_	\$	-	\$	284	\$	-	0.00%
110-552-520-21000	FICA	\$	_	\$		\$	8,489	\$	14,469	\$	10,796	\$	18,222	168.78%
110-552-520-22000	Retirement	\$	_	\$	_	\$	4,881	\$	15,272	\$	8,243	\$	32,464	393.84%
110-552-520-22100	Town Retirement Matching	\$	-	\$	-	\$	1,541	\$	1,461	\$	2,746	\$	-	0.00%
110-552-520-23100	Health Insurance	\$	-	\$	-	\$	16,489	\$	31,783	\$	23,307	\$	43,860	188.18%
110-552-520-23200	Insurance - Dental	\$	-	\$	-	\$	608	\$	1,130	\$	828	\$	1,356	163.77%
110-552-520-23300	Insurance - Life	\$	-	\$	-	\$	187	\$	305	\$	223	\$	365	163.68%
110-552-520-23400	Insurance - Vision	\$	-	\$	-	\$	78	i	138	\$	92	\$	165	179.35%
110-552-520-23500	Disability	\$		\$	-	\$	574	\$	885	\$	757	\$	1,234	163.01%
110-552-520-24000	Workers Compensation Insurance	\$	-	\$	899	\$	1,078	\$	567	\$	920	\$	1,942	211.09%
Total Personnel Exp	enditures	\$		\$	899	\$	144,904	\$	255,142	\$	194,013	\$	337,790	174.11%
Operating Expenditu	ıres					<u> </u>		<u> </u>						
110-552-520-31000	Professional Services	\$	66,587	\$	139,700	\$	128,556	\$	98,810	\$	53,536	\$	57,200	106.84%
110-552-520-31100	Professional Svc Town Attorney	\$	4,100	\$	23,100		11,730	\$	32,000		21,191	\$	21,500	101.46%
110-552-520-34000	Contractual Services	\$	145,947	\$	94,238		255,974	\$	374,827		316,163	\$	241,480	76.38%
110-552-520-34001	Contract PBC Sheriff	\$	93,600	\$	95,275	\$	108,100	\$	133,680	\$	133,680	\$	140,700	105.25%
110-552-520-40000	Travel & Training	\$	2,855	\$	3,645	\$	13,615	\$	16,000	\$	10,464	\$	8,010	76.55%
110-552-520-41100	Telephone	\$		\$		\$	340	\$	600	\$	928	\$	1,269	136.75%

		20	021-2022		2022-2023		2023-2024		2024-2025	•	2024-2025	,	2025-2026	
Fund: 110 - CRA	Description	! -	D Activity		TD Activity		ZUZ3-ZUZ4 TD Activity		2024-2025 otal Budget	_	TD Activity		otal Budget	%
110-552-520-41200	Postage & Shipping	\$	2	\$	11				9,000		10		1,136	11360.00%
110-552-520-43000	Utilities			\$	13,478			\$	15,000		16,604	\$	18,836	113.44%
110-552-520-44100	Equipment Rentals	\$ \$	8,677	\$	714			\$			-	\$		0.00%
110-552-520-44200	Equipment Leases	\$		\$		\$		\$	-	\$	638	\$	2,820	442.01%
110-552-520-45000	Insurance	\$	5,783	\$	6,566	\$		\$	15,103	\$	15,457	\$	20,000	129.39%
110-552-520-46000	Repair & Maintenance	\$	4,148	\$	2,820	\$	4,306	\$	3,000	\$	2,492	\$	14,500	581.86%
110-552-520-47000	Printing	\$ \$	-	\$	609	\$	69	\$	2,500	\$	2,327	\$	4,325	185.86%
110-552-520-48000	Promotional Activity					\$	866	\$	2,500	\$	2,592	\$	2,450	94.52%
110-552-520-48005	Holiday Display	\$	3,608	\$	6,013	\$	13,142	\$	-	\$	-	\$	-	0.00%
110-552-520-48100	Advertising	\$	151	\$	99	\$	3,404	\$	2,500	\$	176	\$	7,950	4517.05%
110-552-520-48102	Seasonal Rentals	\$	2,537	\$	26,000	\$		\$	182,890	\$	197,736	\$	201,680	101.99%
110-552-520-49400	Uniforms & Clothing	\$	-	\$	-	\$	425	\$	300	\$	-	\$	175	0.00%
110-552-520-51000	Office Supplies	\$	-	\$	-	\$	1,805	\$	1,500	\$	4,366	\$	3,905	89.44%
110-552-520-52000	Operating Supplies	\$	13,789	\$	1,185	\$	2,631	\$	5,000	\$	5,141	\$	2,915	56.70%
110-552-520-52100	Gasoline & Diesel Fuel	\$	-	\$	-	\$	-			\$	612	\$	-	0.00%
110-552-520-54200	Memberships, Dues, & Subscriptions	\$	1,045	\$	1,045	\$	1,454	\$	1,800	\$	1,480	\$	1,155	78.04%
Total Operating Expe	enditures	\$	368,190	\$	414,498	\$	600,857	\$	898,010	\$	785,593	\$	752,006	95.72%
Capital Outlay									İ					
110-552-520-63000	Improvement Other Than Bldg	\$	14,058	\$	8,464	Φ	626,029	\$	700,000	Ф	5,865	\$	2,450,000	41773.23%
110-552-520-63050	Improvements - Streets		14,030	\$	0,404	\$	·	\$	700,000	<u>Ψ</u> \$	3,003	\$	2,430,000	0.00%
110-552-520-63050	Improvements - Sidewalks	\$ \$	<u>-</u>	\$		\$		\$	100,000	<i>T</i>	100,000		200,000	200.00%
Total Capital Outlay	improvements - Oldewarks	\$	14,058		8,464			\$	800,000	\$	105,865		2,650,000	0.00%
Total Capital Outlay		Ψ	14,000	Ψ	0,404	Ψ	020,023	Ψ	000,000	Ψ	103,003	Ψ	2,030,000	0.00 /6
Grants and Aids														
110-552-520-82111	Grants/Small Residential/Business	\$	82,869	\$	312,792	\$	210,000	\$	20,000	\$	15,259	\$	41,500	271.97%
110-552-520-82118	Grants and Incentives					\$	186,365	\$	1,176,253	\$	286,393	\$	850,000	296.79%
110-552-520-82190	Reserve	T		[		\$	-	\$	150,593	\$	-	\$	272,622	
<b>Total Grants and Aid</b>	ls	\$	82,869	\$	312,792	\$	396,365	\$	1,346,846	\$	301,652	\$	1,164,122	385.92%
Other Uses						 								
110-552-520-91001	Transfer to General Fund	\$	99,270	\$		\$	-	\$		\$		\$		0.00%
110-552-520-91010	Transfer to General Fund - ILA 2008	\$	154,715	\$	154,633			\$	168,500	\$	168,500	\$	468,919	278.29%
110-552-520-91010	Transfer to General Fund - ILA 2009	\$	50,225	+'-	50,227	<u>*</u> -		\$	-	\$	-	\$	-	0.00%
110-552-520-99110	Indirect Cost - General Fund	\$	494,274		232,977	\$	390,640	\$	439,245	\$	439,245		483,170	110.00%
Total Other Uses		\$	798,484	\$	437,837	\$		\$		\$	607,746	_	952,089	156.66%
Expenditure Total:		\$	1,263,601	\$	1,174,490	\$		\$	3,907,743	\$	1,994,869	\$	5,856,007	293.55%
Profit/(Loss)		\$	214,083	\$	610,201	\$		\$	-	\$	729,663	\$	-	

Item 1.



#### Town of Lake Park Budget Fiscal Year 2025/2026 Salary & Benefit Costs Merit 3%/COLA 1.5%

Department	Position	Status	Current Salary	Merit Increase 3%	COLA 1.5%	Total Expected Salary	FICA	FRS	Medical	Opt-Out	Dental	Life	Vision	Disability		Total Salary & Benefits Costs
520 - CRA	Community Redevelopment Admir	nistrator	\$95,472	\$2,864	\$1,432	\$99,768	\$7,632	\$13,598	\$14,620	\$0	\$452	\$122	\$55	\$504	\$80	\$136,831
520 - CRA	Code Compliance Officer		\$73,549	\$2,206	\$1,103	\$76,858	\$5,880	\$10,476	\$14,620	\$0	\$452	\$122	\$55	\$322	\$1,822	\$110,607
520 - CRA	Project/Marketing Coordinator	Vacant	\$60,000	\$1,800	\$900	\$62,700	\$4,797	\$8,546	\$14,620	\$0	\$452	\$122	\$55	\$408	\$50	\$91,750
			\$229,020	\$6,871	\$3,435	\$239,327	\$18,309	\$32,620	\$43,860	\$0	\$1,356	\$365	\$165	\$1,234	\$1,952	\$339,188

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-311.115	Ad Valorem Taxes - County	\$1,049,177
		\$0

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-369.100	Miscellaneous - Other	\$500,000
	Potential Sale of CRA Property	\$500,000
		\$500,000

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-381.001	Transfer from General Fund	\$2,012,287
		\$0

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-399.999	Balance Brought Forward	\$2,294,543
		\$0
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ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-552-520-31000	Professional Services	\$57,200
	Financial Consulting Real Estate Services - Appraisals (4-5 to support Potential Property Purchases)	\$8,200 \$12,000
	Real Estate Services (i.e. surveys, title searches, etc.) Disseminate CRA District Information (i.e. event support - Rust Market, cross promotion of CRA, etc.)	\$3,000 \$15,500
	Park Avenue Banners (Approx. \$150 each)	\$3,500
	Other Professional Services	\$15,000
		\$57,200

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ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-31100	Professional Services - Town Attorney	\$21,500
	Town Attorney	
		<b>ታ</b> ለ
		\$0

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-34000	Contractual Services	\$241,480
	Landscape Services ( i.e. monthly maintenance, tree trimming, landscape replacements, emergency services, etc.)	\$188,250
	Alleyway Cleanup (i.e. 700-900 blocks, etc.)	\$20,000
	Park Avenue Lighting Maintenance	\$1,800
	Park Avenue Lighting Replacement	\$3,500
	RMA Contract (i.e. marketing services, graphic design, advisory services, event support, etc.)	\$7,500
	Alarm Monitoring	\$1,930
	Custodial	\$3,500
	Other Contractual Services	\$15,000
		\$241,480

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-34001	Contract PBC Sheriff	\$140,700
	PBSO Extra Detail Patrols as Scheduled	\$140,700
		\$140,700

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-40000	Travel & Training	\$8,010
	Florida Redevelopment Association (October 14-17, 2025) West Palm Beach, FL - CRA Chair & Board Members, CRA Executive Director, CRA Administrator, CRA Project/Marketing Coordinator	
	Registration Fee (with tours) x 8	\$3,560
	Mileage (30 miles @\$.70 x 3 days x 2)	\$189
	Mileage (30 miles @\$.70 x 2 days x 5)	\$210
	Parking \$20 x 2 x 3 days	\$120
	Parking \$20 x 6 x 2 days	\$240
	Academy Classes x 3	\$2,080
	Various Web Trainings	\$1,611
		\$8,010

FISCAL YEAR 2025-26

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-41100	Telephone	\$1,269
	State of Florida  Mobile Phone - CRA Administrator  Mobile Phone - CRA Project/Marketing Coordinator  Mobile Phone - Code Compliance Officer	\$6 \$423 \$423 \$423

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-41200	Postage & Shipping	\$1,136
	Postage for Community Outreach Meetings x 4	\$1,136
		\$1,136

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-43000	Utilities	\$18,836
	Water & Sewer - Downtown (\$1,395 per month) Water & Sewer - 7th Street Pocket Park (\$100 per month) Water & Sewer - CRA Office (\$75 per month)	\$16,736 \$1,200 \$900 \$18,836

FISCAL YEAR 2025-26

DESCRIPTION	BUDGET REQUEST 2025-26
Equipment Leases	\$2,820
Copier (\$235 per month)	\$2,820
	\$2,820
	Equipment Leases

FISCAL YEAR 2025-26

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-45000	Insurance	\$20,000
	FMIT - FY 2026 Estimated Premium (i.e. general, professional, cyber, auto, etc.)	\$20,000
		\$20,000

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-552-520-46000	Repairs & Maintenance	\$14,500
	Pressure Washing - Park Avenue (\$6,000 x 2)  General Maintenance (i.e. pest control, fuses, fasteners, etc.)	\$12,000 \$2,500
		\$14,500

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-47000	Printing	\$4,325
	CRA District Informational Materials (i.e. brochures, flyers, posters, banners, annual report)	\$4,250
	Business Cards	\$75
		\$4,325

FISCAL YEAR 2025-26

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-48000	Promotional Activity	\$2,450
	Promotional Items (i.e. magnets, bags, key chains, event support, etc.)	\$2,450

1100AL 1LAN 2020-20		
	ACCOUNT NUMBER	

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-48100	Advertising	\$7,950
	Holiday Lighting - CRA Downtown District (i.e. radio, television, print, social media, etc.)	\$7,950
		\$7,950

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-48102	Seasonal Rentals	\$201,680
	Christmas Tree, Menorah, Kinara Light Display - Park Avenue Disseminate CRA District Information Lighting - Public Areas & Buildings (i.e. CRA building, fire station, etc.)	\$29,823 \$136,357 \$30,000 \$5,500

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-49400	Uniforms & Clothing	\$175
	CRA Project/Marketing Coordinator	\$175
		\$175

1100AL 1LAN 2023-20		
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-51000	Office Supplies	\$3,905
	Office Supplies (i.e. pens, ink, post it notes, etc.) CRA Information Booth (i.e. tablecloth, backdrop, decorations, etc Office Furnishings (i.e. storage, desks, table, chairs, etc.)	\$375 \$1,580 \$1,950

\$3,905

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-52000	Operating Expenses	\$2,915
	Various Expenses (i.e. fertilization, small tools, marketing refreshments, awards, etc.)	\$2,417
	PBC Fire (i.e. ad-valorem assessment, inspections, etc.)	\$498
		\$2,915

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-54200	Memberships, Dues & Subscriptions	\$1,155
	Florida Redevelopment Association (FRA) Florida Commerce Special District Accountability Fee	\$980 \$175
		\$1,155

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ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-63000	Improvements Other Than Bldg.	\$2,450,000
	10th Street Streetscape (Park Avenue to Northern Drive) Phase I - Master Plan - Bert Bostrom Community Center Parking - CRA Downtown Alleyways Roadway Improvements - Various Locations - CRA District Reserve	\$1,000,000 \$400,000 \$500,000 \$500,000 \$50,000

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-63050	Improvements - Sidewalks	\$200,000
	Various Locations - CRA District	\$200,000
		\$200,000
		φ200,000

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST 2025-26
110-552-520-82111	Grants - Small Residential/Business	\$41,500
	Various CRA District Grants - (i.e. paint, plant, pave, beautify Lake Park, grand openings, etc.)	\$41,500

FISCAL YEAR 2025-26

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-552-520-82118	Grants & Incentives	\$850,000
	Oceana Coffee (Grant Award Payment - 4 of 5) 903 Park Avenue (Kelsey Market) Proposed New Grants Awards	\$200,000 \$100,000 \$550,000 \$850,000

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-552-520-82190	Reserve	\$272,622
	Potential Bond Issuance Expenditures	\$272,622
		\$272,622

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-552-520-91010	Transfer to General Fund - ILA 2008	\$486,919
		40
		\$0

ACCOUNT NUMBER	DESCRIPTION	PRELIMINARY BUDGET REQUEST 2025-26
110-552-520-99110	Indirect Cost - General Fund	\$483,170
		\$0