



Lake Park Town Commission, Florida
Community Redevelopment Agency
Budget Workshop Agenda

Wednesday, August 21, 2024 at 6:00 PM

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

Roger Michaud	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Michael Hensley	—	Agency Member
Carmen Rodriguez	—	Agency Member
Mary Beth Taylor	—	Agency Member
Judith Thomas	—	Agency Member
Vacant	—	Agency Member
John O. D’Agostino	—	Executive Director
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. Presentation of the proposed CRA Budget for Fiscal Year 2025.
2. CRA Proposed Budget for Fiscal Year 2024-2025.

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.

EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

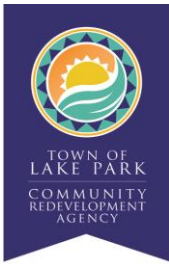
CONSENT AGENDA: NONE

NEW BUSINESS: NONE

AGENCY MEMBER REQUESTS:

ADJOURNMENT:

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on September 4, 2024.



CRA Agenda Request Form

Meeting Date: August 21, 2024

Agenda Item No.

Agenda Title: FY2025 CRA Budget Presentation

- SPECIAL PRESENTATION/REPORT
- OLD BUSINESS
- DISCUSSION FOR FUTURE ACTION
- CONSENT AGENDA
- NEW BUSINESS
- OTHER: General Business

Approved by Executive Director: **Bambi McKibbon-Turner** Date: **Human Resources Director,**
Allison Justice, CRA Administrator
 Name/Title

Digitally signed by Bambi McKibbon-Turner
 DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park, ou=Assistant Town Manager/
 email=bturner@lakeparkflorida.gov, c=US
 Date: 2024.08.16 09:54:03 -04'00'

Originating Department: Executive Director	Costs: \$ 0.00 Funding Source: Acct. # Jeff DaSilva <input type="checkbox"/> Finance <small>Digitally signed by Jeff DaSilva DN: cn=Jeff DaSilva, o=Town of Lake Park, ou=Finance Department, email=jdsilva@lakeparkflorida.gov, c=US Date: 2024.08.16 09:36:53 -04'00'</small>	Attachments: → Budget Presentation → Draft Finance Plan
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Summary Explanation/Background:

The Lake Park CRA is in the process of developing the budget and a Five (5) Year Strategic Finance Plan for the Community Redevelopment Area. This presentation will focus on the estimated/proposed Sources and Uses of Funding for the CRA in FY 2025.

NOTE: The final tax valuations from Palm Beach County are not yet available and the Carryforward amount from FY24 will not be finalized until November. At that point, the final Carryforward will be brought to the CRA Board in a Budget Amendment. The carryforward number at this time is a conservative estimate.

Sources		Uses	
Palm Beach County TIF	\$ 902,730.00	Personnel	\$ 243,757.00
Town of Lake Park TIF (Original CRA)	\$ 1,734,635.00	Operations	\$ 183,233.00
Town of Lake Park TIF (expanded CRA)	\$ 16,291.00	Indirect Cost Allocation (Town Services)	\$ 390,640.00
Carryforward (Estimated)	\$ 950,000.00	Debt Service (2008A)	\$ 168,500.00
		Economic Development	\$ 1,650,522.00
		Public Improvements/Infrastructure	\$ 910,000.00
		Reserves for Projects/Debt Issuance	\$ 57,004.00
\$ 3,603,656.00		\$ 3,603,656.00	

Recommended Motion:

Discuss any recommended amendments to the uses of the FY2025 budget



Lake Park CRA FY 2024/2025 Budget Presentation

Presented To: Town of Lake Park CRA Board

Date: August 21, 2024

AGENDA



- Overview: Sources/Uses
- Detailed Budget: Uses
 - Personnel
 - Operations/Indirect Costs
 - Economic Development
 - Public Improvements/Infrastructure
- Potential Bond Sources and Uses



SOURCES/USES

Sources

○ Palm Beach County TIF	\$ 902,730
○ Town of Lake Park TIF (original CRA)	\$1,734,635
○ Town of Lake Park TIF (expanded CRA)	\$ 16,291
○ Carryforward (Est)	\$1,000,000

TOTAL:

\$3,653,656

29.6%
INCREASE

Uses

○ Personnel	\$ 242,270
○ Operations	\$ 183,233
○ Indirect Cost Allocation (Town Svcs.)	\$ 439,245
○ Debt Service (2008A)	\$ 168,500
○ Economic Development	\$1,650,202
○ Public Improvements/Infrastructure	\$ 910,000
○ Reserves for Projects/Debt Issuance	\$ 60,206

TOTAL

\$3,653,656



Item 1.

Personnel

- CRA Administrator \$92,700
- Code Enforcement \$58,427
- Project/Marketing Coordinator (half year) \$30,000
- Benefits (taxes, health insurance, etc...) \$61,143

\$242,270



Operations/Indirect Costs

Operations/Indirect

- Professional Services, Finance \$ 20,000
- Town Attorney \$ 32,000
- Contractual Services \$ 55,430
 - Building Maintenance, general contractual
- General Operations \$ 75,803
 - Office, advertising, utilities, insurance, postage, etc...
- Repayment/Town Services \$439,245

\$622,478

Bond Repayment

- 2008 Bond, Alleyways \$ 81,465
- 2008 Bond, Acquisition \$ 87,035

\$168,500



Item 1.

Economic Development

- Professional Services
 - Real Estate, Design, etc... \$ 50,000
- Contractual Services
 - Information Dissemination \$ 50,000
 - Artists of PBC \$ 3,632
- Holiday Display \$ 182,890
- PBSO, Community Policing \$ 133,680
- Grant Programs
 - Oceana \$ 200,000
 - Liberty Square (796 10th St) \$ 360,000
 - Incentives \$ 650,000
 - Small Incentives \$ 20,000



\$1,650,202



Item 1.

Public Improvements/Infrastructure



- Landscaping/Tree Trimming (Park Ave) \$ 110,000
- Pedestrian Enhancements (Sidewalks) \$ 100,000
- Aquatic/Community Center (grant match) \$ 500,000
- Electric Upgrades/Sound (Park Ave) \$ 200,000

\$910,000



Item 1.

Potential BOND: Sources/Uses

Estimated Bond Capacity:

- Series 2025 \$ 6,640,000
- Series 2030 \$30,060,000

(Assuming Construction of Park Avenue Projects)

Bond Funding:

- 10th St. North
- 10th St. South
- Oval A Bout
- Septic to Sewer
- Drainage Outfall
- Parking
- Lighting Improvements
- Aquatic/Community Center



Item 1.

THANK YOU!

TOWN OF LAKE PARK PROPOSED BUDGET

COMMUNITY REDEVELOPMENT FUND

FISCAL YEAR

October 1, 2024 through September 30, 2025



Town of Lake Park

Item 2.

Budget Worksheet Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Fund: 110 - Community Redevelopment Fund							
Revenue							
110-311.115	Ad Valorem Taxes - County	631,382.00	621,952.00	696,877.00	699,404.00	902,730.00	0.00
110-381.001	Transfer from General Fund	1,162,739.00	1,162,739.00	1,338,794.00	1,338,794.00	1,850,553.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Correct 2015			0.00	0.00	-99,627.00	
2024-2025	Current Year			0.00	0.00	-1,750,926.00	
110-399.999	Balance Brought Forward	93,412.00	0.00	1,792,055.00	0.00	1,000,000.00	0.00
	Revenue Total:	1,887,533.00	1,784,691.00	3,827,726.00	2,038,198.00	3,753,283.00	0.00
Expense							
ExpAFR: 10 - Personnel Services							
110-552-520-11000	Executive Salaries	0.00	0.00	90,000.00	38,971.03	92,700.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	CRA Administrator			0.00	0.00	92,700.00	
110-552-520-12000	Regular Salaries	81,040.00	38,664.00	57,013.00	0.00	88,427.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	58,427.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	30,000.00	
110-552-520-21000	FICA	6,200.00	2,957.80	4,361.00	2,981.21	13,857.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	4,470.00	
2024-2025	CRA Administrator			0.00	0.00	7,092.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	2,295.00	
110-552-520-22000	Retirement	3,040.00	864.00	4,276.00	0.00	11,132.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: Item 2. 5

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	4,382.00	
2024-2025	CRA Administrator			0.00	0.00	6,750.00	
110-552-520-22100	Town Retirement Matching	0.00	0.00	0.00	0.00	1,461.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	1,461.00	
110-552-520-23100	Health Insurance	22,006.00	5,750.59	11,572.00	3,857.44	31,783.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	12,713.00	
2024-2025	CRA Administrator			0.00	0.00	12,713.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	6,357.00	
110-552-520-23200	Dental	812.00	202.86	426.00	142.00	1,015.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	406.00	
2024-2025	CRA Administrator			0.00	0.00	406.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	203.00	
110-552-520-23300	Insurance - Life	288.00	60.90	122.00	40.60	305.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	122.00	
2024-2025	CRA Administrator			0.00	0.00	122.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	61.00	
110-552-520-23400	Insurance - Vision	110.00	27.54	55.00	18.40	138.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	55.00	
2024-2025	CRA Administrator			0.00	0.00	55.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	28.00	
110-552-520-23500	Disability	1,000.00	157.92	316.00	168.00	885.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: Item 2. 5

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Code Compliance Officer			0.00	0.00	322.00	
2024-2025	CRA Administrator			0.00	0.00	402.00	
2024-2025	Project/Marketing Coordinator - Vacant			0.00	0.00	161.00	
110-552-520-24000	Worker's Compensation Insura	981.00	1,236.64	698.00	1,078.28	567.00	0.00
	ExpAFR: 10 - Personnel Services Total:	115,477.00	49,922.25	168,839.00	47,256.96	242,270.00	0.00
ExpAFR: 30 - Operating Expenditures/Expenses							
110-552-520-31000	Professional Services	109,412.00	149,970.35	113,487.00	106,235.72	70,000.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Other Professional Services			0.00	0.00	70,000.00	
110-552-520-31100	Professional Svc - Town Attorne	40,000.00	27,990.00	32,000.00	9,990.00	32,000.00	0.00
110-552-520-34000	Contractual Services	114,870.00	109,456.32	532,480.00	235,104.88	219,062.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Artists of the Palm Beaches			0.00	0.00	3,632.00	
2024-2025	Branding and Placemaking			0.00	0.00	50,000.00	
2024-2025	Custodial Services			0.00	0.00	3,500.00	
2024-2025	Johnson Controls			0.00	0.00	1,930.00	
2024-2025	Landscaping Services			0.00	0.00	110,000.00	
2024-2025	Other Contractual Services			0.00	0.00	50,000.00	
110-552-520-34001	Contract PBC Sheriff	138,000.00	115,825.00	133,680.00	89,250.00	133,680.00	0.00
110-552-520-40000	Travel & Training	2,500.00	4,423.41	3,500.00	10,005.74	16,000.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Florida Redevelopment Assoc Annual Conference			0.00	0.00	12,000.00	
2024-2025	FRA Academy			0.00	0.00	2,000.00	
2024-2025	Int'l Council of Shopping Centers (ICSC)			0.00	0.00	2,000.00	
110-552-520-41100	Telephone	0.00	0.00	0.00	258.45	600.00	0.00
110-552-520-41200	Postage & Shipping	2,500.00	11.14	6,000.00	8.69	9,000.00	0.00
110-552-520-43000	Utilities	15,000.00	14,890.21	15,000.00	10,244.80	15,000.00	0.00
110-552-520-44100	Equipment Rentals	0.00	714.08	1,000.00	465.45	1,000.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: Item 2. 5

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
110-552-520-45000	Insurance	6,566.00	9,139.50	13,000.00	10,065.50	15,103.00	0.00
110-552-520-46000	Repair and Maintenance	4,000.00	2,819.66	2,000.00	4,305.80	3,000.00	0.00
110-552-520-46010	Repair & Maint. - Sidewalks	0.00	4,640.00	0.00	0.00	0.00	0.00
110-552-520-47000	Printing	1,000.00	609.04	1,000.00	69.00	2,500.00	0.00
110-552-520-48000	Promotional Activity	0.00	0.00	0.00	178.41	2,500.00	0.00
110-552-520-48005	Holiday Display	6,700.00	6,013.17	6,700.00	13,142.26	0.00	0.00
110-552-520-48100	Advertising	2,500.00	98.88	2,500.00	3,403.50	2,500.00	0.00
110-552-520-48101	Office Supplies	100.00	0.00	100.00	163.49	1,500.00	0.00
110-552-520-48102	Seasonal rentals	26,000.00	26,000.00	29,900.00	29,823.00	182,890.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2024-2025	Banners	0.00	0.00	200.00
2024-2025	Decorations	0.00	0.00	1,000.00
2024-2025	DJ/Sound	0.00	0.00	1,000.00
2024-2025	Holiday Display	0.00	0.00	140,000.00
2024-2025	Holiday Tree	0.00	0.00	17,000.00
2024-2025	Marketing	0.00	0.00	190.00
2024-2025	Menorah and Kinara	0.00	0.00	2,400.00
2024-2025	Photography/Videography	0.00	0.00	1,600.00
2024-2025	Pole Decorations	0.00	0.00	10,500.00
2024-2025	Portable lght Towers	0.00	0.00	1,500.00
2024-2025	Portable Rest Rooms	0.00	0.00	5,000.00
2024-2025	Stage	0.00	0.00	1,000.00
2024-2025	Tents	0.00	0.00	1,500.00

110-552-520-49400	Uniforms & Clothing	0.00	0.00	0.00	424.95	300.00	0.00
110-552-520-51000	Office Supplies	0.00	0.00	0.00	1,598.23	0.00	0.00
110-552-520-52000	Operating Expenses	7,500.00	1,184.73	2,000.00	2,550.70	5,000.00	0.00
110-552-520-54200	Memberships, Dues, & Subscri	1,045.00	1,045.00	1,045.00	1,454.90	1,800.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2024-2025	Department of Economic Opportunity Distrct Renewal	0.00	0.00	175.00
2024-2025	Florida Redevelopment Association	0.00	0.00	1,000.00
2024-2025	Subscriptions	0.00	0.00	625.00

ExpAFR: 30 - Operating Expenditures/Expenses Total: 477,693.00 474,830.49 895,392.00 528,743.47 713,435.00 0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: Item 2. 5

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
ExpAFR: 60 - Capital Outlay							
110-552-520-63000	Improvement Other Than Bldg	329,500.00	21,003.22	614,990.00	604,065.13	700,000.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Aquatic Center (if approved by Commission)			0.00	0.00	500,000.00	
2024-2025	Electrical Upgrades - Park Ave			0.00	0.00	200,000.00	
110-552-520-63103	Improvements - Sidewalks	0.00	0.00	0.00	0.00	100,000.00	0.00
	ExpAFR: 60 - Capital Outlay Total:	329,500.00	21,003.22	614,990.00	604,065.13	800,000.00	0.00
ExpAFR: 80 - Grants and Aids							
110-552-520-82111	Grants - Small Residential/Busi	387,223.00	293,998.72	422,871.00	210,000.00	20,000.00	0.00
110-552-520-82118	Grants and Incentives	0.00	0.00	1,166,397.00	5,900.00	1,210,000.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Liberty Square - 796 10th Street			0.00	0.00	360,000.00	
2024-2025	Oceana			0.00	0.00	200,000.00	
2024-2025	Other Grants & Incentives			0.00	0.00	650,000.00	
110-552-520-82190	Reserve for Bond Issuance/Oth	0.00	0.00	0.00	0.00	159,833.00	0.00
	ExpAFR: 80 - Grants and Aids Total:	387,223.00	293,998.72	1,589,268.00	215,900.00	1,389,833.00	0.00
ExpAFR: 90 - Other Uses							
110-552-520-91010	Transfer to Gen Fund - ILA 200	168,690.00	168,690.00	168,597.00	168,597.00	168,500.00	0.00
110-552-520-91030	Transfer to Gen Fund - ILA 200	54,793.00	5,198.76	0.00	0.00	0.00	0.00
110-552-520-99110	Indirect Cost Allocation	354,157.00	254,157.00	390,640.00	390,639.96	439,245.00	0.00
	ExpAFR: 90 - Other Uses Total:	577,640.00	428,045.76	559,237.00	559,236.96	607,745.00	0.00
	Expense Total:	1,887,533.00	1,267,800.44	3,827,726.00	1,955,202.52	3,753,283.00	0.00
	Fund: 110 - Community Redevelopment Fund Surplus (Deficit):	0.00	516,890.56	0.00	82,995.48	0.00	0.00
	Report Surplus (Deficit):	0.00	516,890.56	0.00	82,995.48	0.00	0.00

Group Summary

ExpAFR	Defined Budgets					
	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Fund: 110 - Community Redevelopment Fund						
Revenue						
	1,887,533.00	1,784,691.00	3,827,726.00	2,038,198.00	3,753,283.00	0.00
Revenue Total:	1,887,533.00	1,784,691.00	3,827,726.00	2,038,198.00	3,753,283.00	0.00
Expense						
10 - Personnel Services	115,477.00	49,922.25	168,839.00	47,256.96	242,270.00	0.00
30 - Operating Expenditures/Expenses	477,693.00	474,830.49	895,392.00	528,743.47	713,435.00	0.00
60 - Capital Outlay	329,500.00	21,003.22	614,990.00	604,065.13	800,000.00	0.00
80 - Grants and Aids	387,223.00	293,998.72	1,589,268.00	215,900.00	1,389,833.00	0.00
90 - Other Uses	577,640.00	428,045.76	559,237.00	559,236.96	607,745.00	0.00
Expense Total:	1,887,533.00	1,267,800.44	3,827,726.00	1,955,202.52	3,753,283.00	0.00
Fund: 110 - Community Redevelopment Fund Surplus (Deficit):	0.00	516,890.56	0.00	82,995.48	0.00	0.00
Report Surplus (Deficit):	0.00	516,890.56	0.00	82,995.48	0.00	0.00

Fund Summary

	Defined Budgets					
Fund	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
110 - Community Redevelopment Fund	0.00	516,890.56	0.00	82,995.48	0.00	0.00
Report Surplus (Deficit):	0.00	516,890.56	0.00	82,995.48	0.00	0.00