

Minutes
Town of Lake Park, Florida
Community Redevelopment Agency
Board Meeting
Wednesday, March 2, 2016, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue

The Community Redevelopment Agency Board met for a regular meeting on Wednesday, March 2, 2016 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Christine Francois, Erin Flaherty, Michael O'Rourke, and Kathleen Rapoza, Executive Director John D'Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez. Board Member Rhonda "Jo" Brockman was absent.

Agency Clerk Mendez performed the roll call and Chair DuBois lead the pledge of allegiance.

Special Presentation/Report:

1. Presentation, Acceptance and Transmittal of the Fiscal Year (FY) 2015 Annual Report.

Executive Director D'Agostino explained the item (see Exhibit "A"). He then explained that a mandatory pre-bid conference had taken place on March 2, 2016 at 2:00 p.m., and that eight agencies attended. He also explained the possibility of a Special Call Meeting to take place in May of 2016. He explained that once the Annual Report was accepted by the CRA Board it would also need to be accepted by the Commission before it could be sent to the State for final approval. He explained The Financial Statement of The Community Development Agency.

Board Member Flaherty asked if the budgeted professional services were sought. Executive Director D'Agostino referenced The Market Analysis Study and answered yes.

Chair DuBois referenced the Statement of Revenue and Expenditures for The Community Development Agency. He asked if personnel services and operation expenses were considered administrative fees.

Executive Director D'Agostino explained that the funds listed in that category were for professional services as referenced.

Executive Director D'Agostino asked the Board to choose a member to participate in the sub-selection committee for the Market Analysis for the CRA

Board Member O'Rourke volunteered to be a member of the selection committee.

Motion: Board Member O'Rourke moved to approve the Fiscal Year 2015 CRA Annual Report; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Board Member Rhonda "Jo" Brockman			Absent
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

Public Comment:

None

Consent Agenda:

2. Approval of CRA Board Meeting Minutes of December 2, 2015

Motion: Board Member O'Rourke moved to approve the consent agenda; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Board Member Rhonda "Jo" Brockman			Absent
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 6-0.

NEW BUSINESS:

None

EXECUTIVE DIRECTOR REPORT:

Executive Director D'Agostino did not have a report.

BOARD MEMBERS COMMENTS:

Board Member Francois had no comments.

Board Member Brockman was absent.

Board Member Rapoza had no comments.

Board Member Flaherty had no comments.

Board Member O'Rourke asked for the status of the 801 Park Avenue property. Executive Director D'Agostino explained that the Town was exercising the fine process. He stated that the case would be heard by the Special Magistrate. Board Member O'Rourke asked for the status of expanding the CRA area. Executive Director D'Agostino explained that a needs analysis would need to be done to determine if the expansion were necessary.

Vice-Chair Glas-Castro stated that the Palm Beach County Board of County Commissioners would need to approve the expansion of the CRA boundaries. Executive Director D'Agostino agreed with Vice-Chair Glas-Castro regarding the procedure that would need to be conducted. Vice-Chair Glas-Castro asked for the status of the foreclosure case. Agency Attorney Baird explained that Mr. Sorota, owner of the property was being represented by an attorney in Fort. Lauderdale. He explained that the foreclosure was contested and that an answer was not due but once received the foreclosure process would continue.

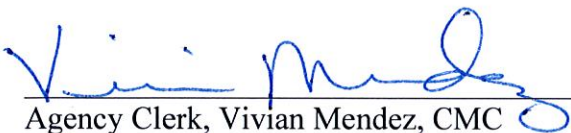
Chair DuBois had no comments.

ADJOURNMENT

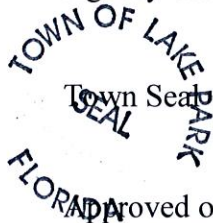
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 6:55 p.m.



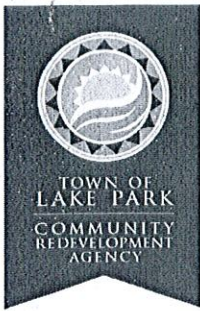
Chair, James DuBois



Agency Clerk, Vivian Mendez, CMC



Approved on this 1 of June, 2016



CRA *Exhibit A*
Agenda Request Form

Meeting Date: March 2, 2015

Agenda Item No. *Tab 1*

Agenda Title: Presentation, Acceptance and Transmittal of the FY 2015 Annual Report

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

Approved by Executive Director: *J. D'Agostino* Date: *2-23-16*
 John O. D'Agostino, Executive Director

Name/Title

Originating Department: Executive Director	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: CRA Annual Report for Fiscal Year 2015 CRA Adopted Budget FY 15-16
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Summary Explanation/Background:

Each year, the Community Redevelopment Agency (CRA) Board of Directors must present an annual report for the prior fiscal year to the governing board which created the CRA Board. Attached is the annual report for the Fiscal Year 2015.

Recommended Motion:

I move to accept the annual report for the Fiscal Year 2015 and instruct the Executive Director to forward the same to the Town Commission.

ANNUAL REPORT FISCAL YEAR 2014/15



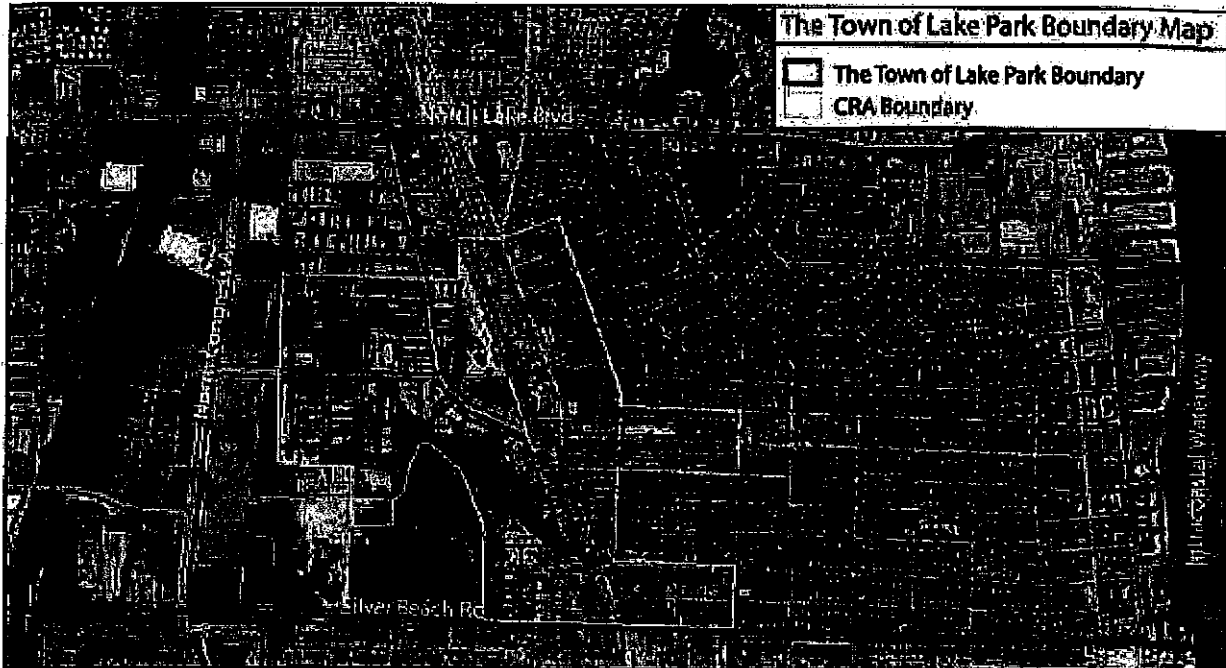
TOWN OF
LAKE PARK

COMMUNITY
REDEVELOPMENT
AGENCY

**TOWN OF LAKE PARK, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY**

ANNUAL REPORT FOR FISCAL YEAR 2014-2015

The Town of Lake Park, one of the earliest master-planned communities in South Florida still retains many of the characteristics of its original plan which was set out by Harry Seymour Kelsey back in 1919. Nearly 80 years later, in 1996, the Town of Lake Park Community Development Agency (CRA) was established. The original CRA plan identified a series of problems and needs, as well as some general opportunities for the designated area. Figure 1 is a map of the Lake Park CRA in context to the physical boundaries of the entire Town of Lake Park.



In January of 2010, the CRA adopted a revised Community Redevelopment Agency Plan in an effort to update the vision for the “downtown” and commercial/industrial areas of the Town. A number of priorities were established by the Plan, including:

- Spearheading a signature catalyst development that would anchor the intersection of Park Avenue and Tenth Street.
- Promoting and supporting the redevelopment of other parcels along Park Avenue.
- Identification of key parcels within the CRA along Park Avenue for redevelopment.
- Promoting the arts and arts related uses including performing arts and related activities as the thematic focus of the downtown.
- Strengthening the connections to Northlake Boulevard, primarily along Tenth Street and Old Dixie Highway.
- The redevelopment of a number of substandard multi-family properties that are located throughout the CRA.
- The continuation of efforts to build and diversity the Town’s tax base within the commercial and industrial properties in the west portion of the CRA.

ACTIVITIES

During the 2014-2015 fiscal year, a number of initiatives were discussed and undertaken by the CRA. An outline of such activities is as follows:

October 1 2014:

The first regular CRA Board meeting of the 2014-2015 fiscal year was held at which the Board took the following actions:

- Approval of the CRA Board Meeting Minutes of July 2, 2014.
- Holiday Decoration Design for 2014.
- Extension of CRA Landscape Maintenance Contract with Chris Wayne and Associates.
- The CRA Board will continue to hold Quarterly meetings and allowing for Special Call meetings from time to time when warranted by extenuating circumstances;

The CRA continues to work with the contract purchasers of the building located at 801 Park Avenue within the CRA to prepare the building for occupancy. The structure is 90 percent complete, the owner must hire a contractor, pull permits and complete the work.

January 7, 2015:

A Regular CRA Board meeting was held. At that meeting, a variety of topics were handled:

- Approval of CRA Board Meeting Minutes of October 1, 2014
- Authorization of Three Month Extension to the Current Landscape Maintenance Contract with Chris Wayne and Associates;
- Appointment of an Interim Executive Director; and
- Authorize the Chair of the CRA to sign a License Agreement with One Park Place LLC for use of the Town Green at 801 Park Avenue.

March 4, 2015

A Special Call CRA Board meeting was held. At that meeting, a variety of topics were handled:

- Approval of the CRA Board Meeting Minutes of January 7, 2015; and
- Presentation, Acceptance and Transmittal of the Fiscal Year 2014 Annual Director's Report.

April 1, 2015:

A Regular CRA Board meeting was held. At that meeting, a variety of topics were discussed or handled.

- Approval of Special Call CRA Board Meeting Minutes of March 4, 2015; and
- Award of Extension of Landscape Service Contract; and
- Change the date of Quarterly Community Redevelopment Agency Board Meetings.

June 3, 2015:

A regular meeting of the CRA Board was held. At this meeting items were discussed or voted upon.

- Approval of CRA Board Meeting Minutes of April 1, 2015; and
- Award of CRA Landscape Maintenance Contract Town Bid 102-2015 to Terracon Services, Inc. in the amount of \$97,104.40.

August 19, 2015:

A Special Call CRA Board Meeting was held. At this meeting several items were discussed or voted upon.

- Approval of the CRA Board Meeting Minutes of June 3, 2015; and
- Fiscal Year 2015/2016 CRA Budget was approved along with Resolution 19-08-15; and
- Authorizing Board Staff to negotiate a license agreement between the Town of Lake Park Community Development Agency and the Artists of Palm Beach County; and
- Resolution 20-08-15 providing for Property and Casualty Insurance Renewals for the CRA; and
- Discussion about enhancing the CGI Communication Video to include businesses within the CRA; and
- Display Lighting Improvements for the Artists of Palm Beach 800 Park Avenue.
- Discussed the need to complete a Market Analysis of the CRA.

NEW BUSINESSES

During the 2014-2015 fiscal year, a number of new businesses were opened (and several name changes/changes of ownership/location changes occurred) within the CRA. These were as follows:

Business Name	Address	Type of Business
<u>Bill Clark Marine Services LLC.</u>	110 10 th Street	Marine Business
<u>Blue World Naturals LLC</u>	1194 Old Dixie Hwy. #102 and #103	Online Retail of Essential Oils/Natural Products
<u>DNA Surface Concepts</u>	801 15 th street #2	Automotive Restoration
<u>Dynamic Machine Works LLC</u>	850 Old Dixie Hwy. #7	Machine Shop
<u>H. W. Professional Services</u>	902 Old Dixie Hwy. #3	Janitorial Services
<u>I Electrical Contracting</u>	947 Park Avenue	Electrical Contracting

<u>Kings Custom Designs LLC</u>	801 15 th Street #3	Vehicle Machine Shop/Repairs
<u>L.A.F. Business Corp./L.A.F. Tax & Accounting</u>	1194 Old Dixie Hwy. #9	Tax and Educational Services/Multi-Services
<u>Marabella Corp. DBA Supa Cars</u>	125 Miller Way #23	Buy and Sell Used Cars
<u>Nikiani Inc/Buggy Gear</u>	804 Old Dixie Hwy. #4	Stroller/Baby Products
<u>Palm Beach Drapery and Upholstery Studio</u>	1169 Old Dixie Hwy. suite 1	Office Warehouse
<u>Pool Tek of the Palm Beaches</u>	900 10 th Street	Office & Storage Warehouse
<u>RAG Express</u>	1251 10 th Street	Import/Export Office
<u>Rechic Unique Boutique</u>	700 Old Dixie Hwy. #207	Service/Boutique
<u>Shannon D. Allen Cosmetologist</u>	505 10 th Street	Beauty Salon
<u>Site Rite Services LLC</u>	1481 Kinetic Road	Private Utility Service
<u>Ted's Beauty Salon</u>	911 Park Avenue	Beauty Salon
<u>The CJ Foundation</u>	800 10 th Street	Benevolent/Social/Recreational Club
<u>Tomas Used and New Tires Auto Repair</u>	1400 10 th Court	Auto Repair
<u>Trilogy Turbos</u>	902 Old Dixie Hwy. #3	Auto Mechanic
<u>TRL Tax Group/Tadaw Records</u>	955 Park Avenue Unit #B	Business Office
<u>Waterfront Services, LLC</u>	900 10 th Street	Office & Storage Warehouse

**TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY**

Balance Sheet*
As of September 30, 2015

Assets	
Cash & Equivalents	\$ 205,585
Accounts Receivable	\$ 4,072
Notes Receivable	\$ 39,660
Due from other funds	-
Total Assets	<u>\$ 249,317</u>
Liabilities	
Accounts Payable	\$ -
Accrued Payroll	-
Due to other funds	<u>408,795</u>
Total Liabilities	<u>\$ 408,795</u>
Fund Balance	
Restricted	\$ -
Unrestricted	<u>(159,478)</u>
Total Fund Balance	<u>\$ (159,478)</u>
Total Liabilities & Fund Balance	<u>\$ 249,317</u>

**Statement of Revenues, Expenditures
and changes in Fund Balance***
For the Year Ending September 30, 2015

Revenue	
Taxes	\$ 179,547
Intergovernmental	335,684
Investment Earnings	1,217
Other	<u>604</u>
Total Revenue	<u>\$ 517,032</u>
Expenses	
Personnel Services	\$ 63,122
Operating Expenses	173,617
Grants	-
Capital Expenses	3,295
Debt Service	<u>260,647</u>
Total Expenses	<u>\$ 500,681</u>
 Net change in Fund Balance	 \$ 16,351
Fund Balance, beginning	<u>\$ (175,829)</u>
Fund Balance, ending	<u>\$ (159,478)</u>

* Unaudited

Note	
Fund Balance improved by:	<u>\$ 16,351</u>



Hometown District



Commerce District



Arts District

MEMBERS OF THE BOARD OF DIRECTORS

James DuBois	Chair
Kimberly Glas-Castro	Vice-Chair
Erin T. Flaherty	Board Member
Michael O'Rourke	Board Member
Kathleen Rapoza	Board Member
Christiane Francois	Board Member
Jo Brockman	Board Member

STAFF OF THE CRA

John D'Agostino	Executive Director
Thomas J. Baird, Esq.	Agency Attorney
Vivian Mendez, CMC	Agency Clerk



TOWN OF
LAKE PARK
COMMUNITY
REDEVELOPMENT
AGENCY

TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

Town Hall ❖ 535 Park Avenue, Lake Park, FL 33403
561-881-3304 (Phone) ❖ 561-881-3314 (Fax) ❖ www.lakeparkcra.com

TOWN OF LAKE PARK

ADOPTED BUDGET

COMMUNITY REDEVELOPMENT AGENCY

FISCAL YEAR

October 1, 2015 through September 30, 2016

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
BUDGET SUMMARY
FISCAL YEAR 2015-16**

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	384,831	444,706	520,293	516,993	605,686	605,686
Personal Services	-	25,495	62,848	63,123	66,691	66,691
Operating Expenses	131,025	156,585	196,798	178,184	240,070	240,070
Capital Outlay	-	-	-	-		
Debt Service	210,625	260,841	260,647	260,647	260,579	260,579
Non-Operating	1,566	-	-	-	38,346	38,346
Total Expenses	343,216	442,921	520,293	501,954	605,686	605,686
Surplus (Deficit)	41,615	1,785	-	15,039	-	-

2015/16 Increment	\$ 46,792,836
Town Millage	5.3474 \$ 237,709
Palm Beach County Fire/Rescue Millage	3.4581 \$ 153,724
Palm Beach County Millage	4.7815 \$ 212,553
TOTAL	\$ 603,986

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 07/31/15	ESTIMATE FOR THE YEAR 2014-15	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
REVENUES								
110-311.115	Ad Valorem Taxes - County	137,196	154,465	181,929	179,547	179,547	212,553	212,553
110-361.100	Interest Earnings	142	103	200	-	-	100	100
110-361.120	Interest Income - Bus. Dev. Loans	2,475	1,806	2,500	982	1,178	1,500	1,500
110-369.100	Miscellaneous Revenue		781		-	-		-
110-369.300	Refund Prior Year Expense		16		604	604	100	100
110-381.001	Transfer from General Fund	245,018	287,535	335,664	335,664	335,664	391,433	391,433
	TOTAL REVENUE	384,831	444,706	520,293	516,797	516,993	605,686	605,686
EXPENDITURES								
110-55-552-520-19900	Wages Reclassified	-	21,158	62,848	52,373	62,848	66,691	66,691
110-55-552-520-25100	Unemployment Compensation	-	4,337	-	275	275	-	-
	TOTAL PERSONNEL EXPENSES	-	25,495	62,848	52,648	63,123	66,691	66,691
110-55-552-520-31000	Professional Services	323		7,191		-	15,000	15,000
110-55-552-520-31100	Professional Services - CRA Attorney		4,454	5,000	2,109	2,812	10,000	10,000
110-55-552-520-34000	Contractual Services	90,201	76,127	82,000	57,623	82,600	98,000	98,000
110-55-552-520-34010	Contract PBC Sheriff	9,361		-				-
110-55-552-520-34901	Administrative Fee		51,176	70,000	58,333	70,000	70,000	70,000
110-55-552-520-41100	Telephone	168			-	-	-	-
110-55-552-525-41100	Telephone	1,535			-	-	-	-
110-55-552-520-41200	Postage & Shipping	38	7	1,000	-	-	1,000	1,000
110-55-552-520-43000	Utilities	12,941	12,051	12,000	8,480	11,307	12,000	12,000
110-55-552-520-43250	Garbage & Trash		550	1,000	-	-	1,000	1,000

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 07/31/15	ESTIMATE FOR THE YEAR 2014-15	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
110-55-552-520-44000	Rental & Leases - Office Space		600			-	-	-
110-55-552-520-44100	Equipment Rentals	750		2,000	400	400	2,000	2,000
110-55-552-520-45000	Insurance	9,769	9,696	12,000	10,023	10,023	12,000	12,000
110-55-552-520-46000	Repair & Maintenance	5,144	1,129	3,812	-	-	11,800	11,800
110-55-552-520-47000	Printing				103	155	-	-
110-55-552-520-48100	Advertising				93	93	-	-
110-55-552-520-52000	Operating Supplies	-	-	-	-	-	2,475	2,475
110-55-552-520-54200	Memberships, Dues, & Subscription	795	795	795	795	795	795	795
110-55-552-520-82113	Grant - Artists of Palm Beach County	-	-	-	-	-	4,000	4,000
	TOTAL OPERATING EXPENSES	131,025	156,585	196,798	137,959	178,184	240,070	240,070
110-55-552-520-91010	Transfer to General Fund - ILA	169,520	169,516	169,325	141,104	169,325	169,256	169,256
110-55-552-520-91030	Transfer - ILA 2009	4,577	54,795	54,792	45,660	54,792	54,793	54,793
110-55-552-525-91030	Transfer to General Fund - ILA	36,528	36,530	36,530	30,442	36,530	36,530	36,530
	TOTAL DEBT SERVICE	210,625	260,841	260,647	217,206	260,647	260,579	260,579
110-55-552-520-82111	Grant	1,921					-	-
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(355)	-	-	-	-	-	-
110-389.900	Fund Balance Surplus	-	-	-	-	-	38,346	38,346
	TOTAL OTHER EXPENSES	1,566	-	-	-	-	38,346	38,346
	TOTAL CRA EXPENDITURES	343,216	442,921	520,293	407,813	501,954	605,686	605,686
	SURPLUS/(DEFICIT)	41,615	1,785	-	108,984	15,039	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16**

Schedule 4

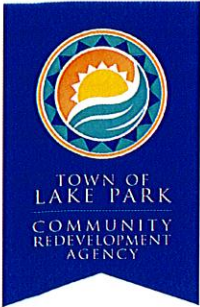
Account #	Account Name	Task, Description, and/or Vendor	Cost
520-19900	Wages Reclassified	15% of the Town Manager, 15% of the Finance Director, 15% of the Assistant to the TM, 5% of the Town Clerk and Deputy Town Clerk, 20% of the Project Manager, and 10% of the Irrigation Tech I	\$ 66,691
		TOTAL PERSONNEL EXPENSES	\$ 66,691
520-31000	Professional Services	Property marketing, networking, and consulting	\$ 15,000
520-31100	Prof. Ser. - Attorney	Town Attorney	10,000
520-34000	Contractual Services	Terracon Services, Inc. landscape maintenance (\$97,105), & Web hosting (\$895)	98,000
520-34901	Administrative Fee	Services provided the CRA by other Town staff members	70,000
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	12,000
520-46000	Repair and Maintenance	Irrigation system repairs (\$1,800), reset of plant materials (\$10,000)	11,800
520-52000	Operating Supplies	Irrigation materials (\$1,200), fertilizer (\$1,275)	2,475
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$620) State of Florida (\$175)	795
520-82113	Grant - Artists of Palm Beach County	Artists of Palm Beach County - potential building lighting grant	4,000
		TOTAL OPERATING EXPENSES	\$ 240,070

**TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16**

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Artists of the Palm Beaches Grant	Artists of Palm Beach County - potential building lighting grant		\$ 4,000
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			\$ 4,000
TOTALS FOR INITIATIVES THAT ARE NOT INCLUDED IN THE PROPOSED BUDGET			
COMBINED TOTALS			\$ 4,000

TAB 3



**CRA
Agenda Request Form**

Meeting Date: June 1, 2016 **Agenda Item No.** *Tab 3*

Agenda Title: **Setting the Date for a special Call Budget Meeting for the Fiscal Year 2016-2017**

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

Approved by Executive Director: *[Signature]* **Date:** 5-16-16

Blake K. Rane *BKR* Finance Director
Name/Title

Originating Department: FINANCE	Costs: \$ N/A Funding Source: N/A Acct. # N/A <input checked="" type="checkbox"/> Finance __BKR__	Attachments: Proposed Lake Park CRA 2016/17 Budget Calendar
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Summary Explanation/Background:

Attached is a summary schedule of the dates and tasks required to prepare, present and pass a budget for the Lake Park CRA. The proposed schedule provides for a meeting for the Board and the public can come to express their views on the Proposed Budget and/or on any specific element of the proposed Budget. Additionally, there are proposed one-on-one meetings with each Board Member. We will provide each Board Member with a printed budget and post the Proposed Budget on the CRA web-site prior to the meeting.

Recommended Motion:

I move we set the date for a Special Call CRA meeting for August 17, 2016 at 6:30 p.m.;

Lake Park Community Redevelopment Agency

2016/17 Budget Calendar

<u>Dates</u>	<u>Required Budget Action</u>
May 6	Worksheets available to staff (publicshare\BUDGET FY 2016-2017)
June 1	Estimate of Taxable Value received from Property Appraiser
June 8	Budgets due back to Finance for review
Week of June 20	Budget meeting with the Executive Director, HR, Finance, and Public Works to review and set a proposed budget
July 1	Property Appraiser submits Certificate of Taxable Value (DR420)
July 12	Budget meeting with the Executive Director, HR, Finance, and Public Works to review changes necessary as a result of the Certificate of Taxable Value
July 15	Preliminary budget is delivered to the CRA Board
August 8-12	One-on-one meetings with the Board Members
<u>August 17</u>	The CRA Board holds a special call <u>Budget Meeting</u> to review the budget. The Board will either: accept the Budget; or give staff recommendations and set a date for a second special call CRA Board Meeting.



AGENDA

Community Redevelopment Agency Meeting
 Wednesday, March 2, 2016, 6:30 p.m.
 Lake Park, Town Hall
 535 Park Avenue

James DuBois	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Rhonda “Jo” Brockman	—	Board Member
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Michael O’Rourke	—	Board Member
Kathleen Rapoza	—	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

1. Presentation, Acceptance and Transmittal of the FY 2015 Annual report

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. 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.

2. Approval of CRA Board Meeting Minutes of December 2, 2015

Tab 2

F. NEW BUSINESS:

None

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on June 1, 2016