

**Minutes  
Town of Lake Park, Florida  
Community Redevelopment Agency  
Board Meeting  
Wednesday, August 2, 2017, 6:30 p.m.  
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met for a regular meeting on Wednesday, August 2, 2017 at 6:32 p.m. Present were Vice-Chair Kimberly Glas-Castro, Board Members Rhonda “Jo” Brockman, Anne Lynch, and Roger Michaud, Executive Director John D’Agostino, Assistant Agency Attorney Jamie Gavigan, and Agency Clerk Vivian Mendez. Chair Michael O’Rourke, Board Members Erin Flaherty, and Christiane Francois were absent.

Agency Clerk Mendez performed the roll call and Vice-Chair Glas-Castro led the pledge of allegiance.

**Special Presentation/Report:**

None

**Public Comment:**

None

**Consent Agenda:**

**1. Approval of CRA Board Meeting Minutes of June 21, 2017.**

**Motion: Board Member Lynch moved to approve the consent agenda; Board Member Michaud seconded the motion.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty			Absent
Board Member Christiane Francois			Absent
Board Member Roger Michaud	X		
Board Member Anne Lynch	X		
Board Member Rhonda “Jo” Brockman	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair Michael O’Rourke			Absent

Motion passed 4-0.

**NEW BUSINESS:**

**2. Resolution No. 62-08-17 Approving the CRA Budget for Fiscal Year 2017/2018**

Executive Director D’Agostino explained the budget and the proposed revenue for the CRA (see Exhibit “A”). Board Member Brockman expressed enthusiasm for the proposed businesses in the CRA.

**Motion: Board Member Michaud moved to approve 62-08-17; Board Member Board Member Lynch seconded the motion.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty			Absent
Board Member Christiane Francois			Absent
Board Member Roger Michaud	X		
Board Member Anne Lynch	X		
Board Member Rhonda “Jo” Brockman	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair Michael O’Rourke			Absent

Motion passed 4-0.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director D’Agostino had no report.

**BOARD MEMBERS COMMENTS:**

**Board Member Francois** was absent

**Board Member Brockman** had no comments.

**Board Member Lynch** had no comments.

**Board Member Flaherty** was absent.

**Board Member Michaud** had no comments.

**Vice-Chair Glas-Castro** had no comments.

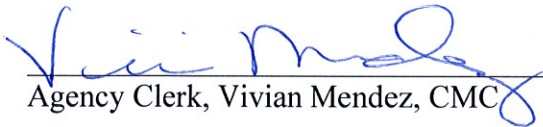
**Chair O’Rourke** was absent.

**ADJOURNMENT**

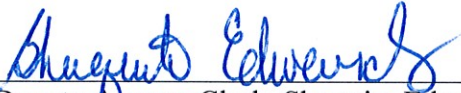
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Michaud and seconded by Board Member Lynch, and by unanimous vote, the meeting adjourned at 7:10 p.m.



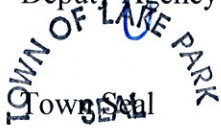
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Chair, Michael O'Rourke



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Agency Clerk, Vivian Mendez, CMC

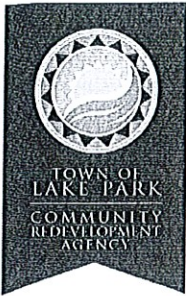


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Deputy Agency Clerk, Shaquita Edwards



Approved on this 6 of September, 2017

Exhibit "A"



CRA  
Agenda Request Form

Meeting Date: August 2, 2017

Agenda Item No. *Tab 2*

Agenda Title: Special Call CRA Budget Meeting

- |   |   |
|---|---|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORT  | <input type="checkbox"/> CONSENT AGENDA   |
| <input type="checkbox"/> OLD BUSINESS                 | <input checked="" type="checkbox"/> NEW BUSINESS: FY 17-18<br>Budget Presentation |
| <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> OTHER  |

Approved by Executive Director: *J. D'Agostino* Date: 7-5-17

John O. D'Agostino, Executive Director

Name/Title

<b>Originating Department:</b>	Costs: \$	<b>Attachments:</b> • Resolution <u>62-08-17</u>
	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	

**Summary Explanation/Background:** For the first time in several years, the CRA budget will not have a fund balance deficit. Further, the budget increased from \$750,229 to \$884,882. Property values in the CRA increased by seventeen percent. The initiatives on Schedule Five have been reduced. We will not improve the Town Green, prepare engineering plans for the Park Avenue sidewalk realignment project nor will we fund the parking lot at 761 Foresteria Drive using CRA Funds.

We are proposing to provide tax incentives, and loan guarantees for two properties in the CRA. Both properties have been vacant for over ten years. The CRA is not collecting the full value on the property in the form of taxes. Both properties are key to the rebirth of the Park Avenue sector. 801 Park Avenue or One Park Place appears to be moving forward. We anticipate a signed contract to purchase the building the week of July 3<sup>rd</sup>.

Both properties once rehabbed and receive their occupancy permit will exponentially increase tax revenue to the CRA. The Redevelopment Authority will commit approximately \$132,437 to façade improvements and to defray some of the construction costs for 754

Park Avenue. The Executive Director will propose a four year funding of \$100,000 in the first two years and \$50,000. One Park Place, CRA is proposing to pay the Town's portion of the property taxes for a period of five years. The tax estimate is \$26,000.

These two projects are the lynch pins to the success of the CRA long term. The revenue that we will see from the two properties will result in a greater return on our investment over time.

**Recommended Motion:** Move to approve Resolution 62-08-2017

RESOLUTION NO. 62-08-17

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE 2017-2018 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 2017-2018.

**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 2017-2018 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, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	517,033	602,438	750,229	745,353	884,882	884,882	-
Personal Services	63,123	66,442	138,842	136,086	177,591	177,591	-
Operating Expenses	179,798	203,431	294,320	222,221	334,138	415,132	-
Capital Outlay	-	-	50,000	50,000	429,330	29,330	-
Debt Service	205,168	202,334	260,579	260,727	260,579	260,579	-
Non-Operating	194	-	6,488	-	2,250	2,250	-
Total Expenses	448,283	472,207	750,229	669,034	1,203,888	884,882	-
Surplus (Deficit)	68,750	130,231	-	76,318	(319,006)	-	-

2017/18 Increment	\$ 68,345,665
Town Millage	5.3474 \$ 347,198
Palm Beach County Fire/Rescue Millage	3.4581 \$ 224,529
Palm Beach County Millage	4.7815 \$ 310,455
<b>TOTAL</b>	<b>\$ 882,182</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
110-311.115	Ad Valorem Taxes - County	179,547	210,238	263,667	263,607	257,607	310,455	310,455	
110-361.120	Interest Income - Bus. Dev. Loans	1,218	767	1,000	367	551	1,000	1,000	
110-369.100	Miscellaneous Revenue			-	1,633	1,633	1,700	1,700	
110-369.300	Refund Prior Year Expense	604		-		-	-	-	
110-381.001	Transfer from General Fund	335,664	391,433	485,562	485,562	485,562	571,727	571,727	
	<b>TOTAL REVENUE</b>	<b>517,033</b>	<b>602,438</b>	<b>750,229</b>	<b>751,169</b>	<b>745,353</b>	<b>884,882</b>	<b>884,882</b>	<b>-</b>
<b>EXPENDITURES</b>									
110-55-552-520-19900	Wages Reclassified	62,848	66,442	138,842	90,724	136,086	177,591	177,591	
110-55-552-520-25100	Unemployment Compensation	275	-	-	-	-	-	-	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>63,123</b>	<b>66,442</b>	<b>138,842</b>	<b>90,724</b>	<b>136,086</b>	<b>177,591</b>	<b>177,591</b>	<b>-</b>
110-55-552-520-31000	Professional Services	-	2,530	55,250	9,745	55,250	68,000	40,000	
110-55-552-520-31100	Professional Services - CRA Attorney	2,394	6,916	10,000	650	975	10,000	10,000	
110-55-552-520-34000	Contractual Services	77,436	76,757	98,000	40,391	60,587	119,943	98,000	
110-55-552-520-34901	Administrative Fee	70,000	70,000	70,000	46,667	70,000	70,000	70,000	
110-55-552-520-34910	Bad Debt Expense	6,182	-	-	-	-	-	-	
110-55-552-520-40000	Travel & Training	-	111	2,000	7,273	10,910	9,000	7,000	
110-55-552-520-41200	Postage & Shipping	-	8	1,000	-	-	1,000	1,000	
110-55-552-520-43000	Utilities	12,213	13,766	12,000	7,562	7,562	12,000	12,000	
110-55-552-520-43250	Garbage & Trash	-	6,541	1,000	538	807	1,000	1,000	
110-55-552-520-44100	Equipment Rentals	400	599	2,000	-	-	2,000	2,000	
110-55-552-520-45000	Insurance	10,023	8,291	12,000	8,329	8,329	10,000	10,000	
110-55-552-520-46000	Repair & Maintenance	159	8,875	11,800	4,545	6,818	11,800	12,300	
110-55-552-520-47000	Printing	103	-	500	-	-	500	500	
110-55-552-520-48000	Promotional Activity	-	-	10,000	-	-	10,000	10,000	
110-55-552-520-48100	Advertising	93	443	5,000	43	65	5,000	5,000	

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
110-55-552-520-48101	Office Supplies	-	-	250	-	-	250	250	
110-55-552-520-48102	Operating Expenses	-	3,874	250	-	-	250	250	
110-55-552-520-52000	Operating Supplies	-	-	2,475	-	-	2,475	2,475	
110-55-552-520-54200	Memberships, Dues, & Subscription	795	795	795	920	920	920	920	
110-55-552-520-82113	Grant - Artists of Palm Beach County	-	3,925	-	-	-	-	-	
110-55-552-520-82118	Grants and Incentives	-	-	-	-	-	-	132,437	
	<b>TOTAL OPERATING EXPENSES</b>	<b>179,798</b>	<b>203,431</b>	<b>294,320</b>	<b>126,663</b>	<b>222,221</b>	<b>334,138</b>	<b>415,132</b>	<b>-</b>
110-55-552-520-63000	Improvements other than buildings	-	-	50,000	-	50,000	429,330	29,330	
110-55-552-520-64100	Machinery & Equipment	3,295	-	-	-	-	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>3,295</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>429,330</b>	<b>29,330</b>	<b>-</b>
110-55-552-520-91010	Transfer to General Fund - ILA	169,325	169,325	169,256	112,937	169,406	169,256	169,256	
110-55-552-520-91030	Transfer - ILA 2009	(687)	(3,521)	54,793	36,528	54,792	54,793	54,793	
110-55-552-525-91030	Transfer to General Fund - ILA	36,530	36,530	36,530	24,353	36,530	36,530	36,530	
	<b>TOTAL DEBT SERVICE</b>	<b>205,168</b>	<b>202,334</b>	<b>260,579</b>	<b>173,818</b>	<b>260,727</b>	<b>260,579</b>	<b>260,579</b>	<b>-</b>
110-55-552-520-82111	Economic Incentive (BIB)	-	-	-	-	-	2,250	2,250	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	194	-	-	-	-	-	-	
110-389.900	Fund Balance Surplus	-	-	6,488	-	-	-	-	
	<b>TOTAL OTHER EXPENSES</b>	<b>194</b>	<b>-</b>	<b>6,488</b>	<b>-</b>	<b>-</b>	<b>2,250</b>	<b>2,250</b>	<b>-</b>
	<b>TOTAL CRA EXPENDITURES</b>	<b>451,578</b>	<b>472,207</b>	<b>750,229</b>	<b>391,205</b>	<b>669,034</b>	<b>1,203,888</b>	<b>884,882</b>	<b>-</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>65,455</b>	<b>130,231</b>	<b>-</b>	<b>359,964</b>	<b>76,318</b>	<b>(319,006)</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2017-18**

**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.	\$ 177,591
		TOTAL PERSONNEL EXPENSES	\$ 177,591
520-31000	Professional Services	Property marketing, networking, and consulting (\$25,000), design services 10th and Park (\$15,000), and Park Avenue sidewalk realignment (\$28,000)	\$ 40,000
520-31100	Prof. Ser. - Attorney	Town Attorney	10,000
520-34000	Contractual Services	Terracon Services, Inc. landscape maintenance (\$97,105), Web hosting (\$895), <del>New Website (\$11,943), Town Green Improvements (\$10,000)</del>	98,000
520-34901	Administrative Fee	Services provided the CRA by other Town staff members	70,000
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)	920
		TOTAL OPERATING EXPENSES	\$ 282,695

**LAKE PARK COMMUNITY REDEVELOPMENT AGENCY - ANNUAL BUDGET WORKSHEET**

**PROPOSED INITIATIVES and FUNDED PRIORITIES**

**FISCAL YEAR 2017-18**

**Schedule 5**

	Project Title	Description and Justification	Revenue	Cost
1	Town Green Improvements	Sod and hedge replacement at Town Green		\$ 10,000
2	Park Avenue Sidewalk Realignment	Prepare engineering plans for sidewalk realignment on Park Avenue.		\$ 28,000
3	Website Redesign	Upgrade of the Town's official website by Vision Internet for Library sub-site		\$ 11,943
4	10th and Park Avenue Intersection Landscape Plan	Prepare roadway and landscaping plan for intersection improvement (complete streets).		\$ 15,000
5	Park Avenue security cameras	Upgrade the security cameras on Park Avenue. The existing cameras were installed at the end of 2011 and technology has greatly improved resolution and features. The estimated cost includes new recording equipment.		\$ 29,330
6	Tax and other Incentives, and Grants	Incentives and Grants that align for some of the initiatives outlined in the CRA Plan in the various target areas, particularly as it relates to housing initiatives in the CRA in sub-area 2 where housing improvements have been identified. Depending on what (if any) the set aside funds could be, a rehabilitation program can be coordinated.  Possible tax incentives / targeted industry tax refund set aside (local contribution) for the redevelopment of the Brownfields site (as a local incentive).		\$ 128,468
7	Parking improvements	Parking improvements on the CRA owned site (761 Foresteria Drive). <b>Moved to the Special Project Fund.</b>		\$ 400,000
TOTALS			\$ -	\$ 622,741