

**Minutes
Town of Lake Park, Florida
Community Redevelopment Agency
Board Meeting
Monday, August 20, 2018, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met for a special call budget meeting on Monday, August 20, 2018 at 6:30 p.m. Present were Vice-Chair Kimberly Glas-Castro, Board Members Christine Francois, Erin Flaherty, and Roger Michaud, Executive Director John D’Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez. Chair Michael O’Rourke and Board Members Anne Lynch and Rhonda “Jo” Brockman were absent.

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

Special Presentation/Report:

None

Public Comment:

None

NEW BUSINESS:

1. Resolution No. 46-08-18 Accepting the Community Redevelopment Agency Budget for Fiscal Year 2018/2019.

Executive Director D’Agostino explained that a Resolution accepting the Community Redevelopment Agency’s Budget must be adopted before September 30, 2018. He explained the item (see Exhibit “A”). Discussion ensued regarding incentives to attract new businesses to the Town. Executive Director D’Agostino suggested that the budget be amended and presented at the September 5, 2018 CRA Board Meeting. Vice-Chair Glas-Castro asked for clarification regarding the \$90k budget line for marketing. Executive Director D’Agostino explained that the marketing firm would be tasked with assessing and developing a marketing plan for the vacant properties within the CRA. Board Member Michaud asked if the budgeted amount was fixed. Executive Director D’Agostino explained that the budgeted amount was an estimate. Board Member Flaherty asked if the budgeted amount for marketing services was related to the funded priority about the reuse of the building located at 800 Park Avenue. Executive Director D’Agostino explained the reuse of the building located at 800 Park Avenue would be discussed at the September 5, 2018 CRA Board Meeting. Vice-Chair Glas-Castro questioned how Executive Director D’Agostino reached the estimate of \$90k for marketing services. Executive Director D’Agostino explained that he made the determination based on funds set aside to fill vacancies in the CRA. Board Member

Francois questioned if the funds would be taken from the CRA reserves. Executive Director D'Agostino answered, "No."

Motion: Board Member Flaherty moved to continue Resolution No. 46-08-18 to the September 5, 2018 CRA Board Meeting; Board Member Francois seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director D'Agostino announced that Dedicated IT and Noble Brewery would provide an update regarding the building located at 754 Park Avenue at the September 5, 2018 CRA Board Meeting.

BOARD MEMBERS COMMENTS:

Board Member Francois had no comments.

Board Member Brockman was absent.

Board Member Lynch was absent.

Board Member Flaherty had no comments.

Board Member Michaud had no comments.

Vice-Chair Glas-Castro had no comments.

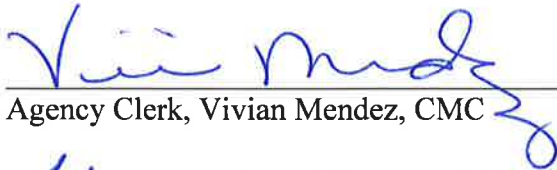
Chair O'Rourke was absent.

ADJOURNMENT

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Flaherty and seconded by Board Member Michaud, and by unanimous vote, the meeting adjourned at 7:03 p.m.



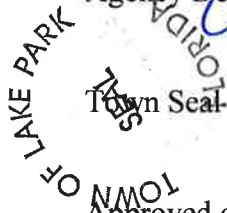
Chair, Michael O'Rourke



Agency Clerk, Vivian Mendez, CMC

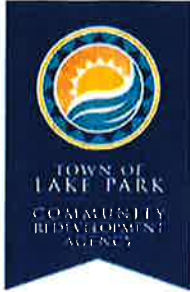


Agency Deputy Clerk, Shaquita Edwards



Approved on this 5th of September, 2018

Exhibit "A"



**CRA
Agenda Request Form**

Meeting Date: August 20, 2018 **Agenda Item No.** Tab 1

Agenda Title: DISCUSSION OF THE FISCAL YEAR 2018/2019 BUDGET AND APPROVAL OF THE RESOLUTION TO ADOPT THE CRA BUDGET FOR 2018/2019

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

Approved by Executive Director: [Signature] **Date:** 8-7-18

Lourdes Cariseo Finance Director
Name/Title

Originating Department: FINANCE	Costs: N/A Funding Source: Acct. # <input type="checkbox"/> Finance <u>X Cariseo</u>	Attachments: RESOLUTION Proposed Budget
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Summary Explanation/Background:

The Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park and is required to adopt a budget by resolution prior to September 30th of each year. This Resolution will formally adopt the proposed budget for the CRA for Fiscal Year 2018/2019.

Recommended Motion:

I move to approve Resolution No. 46-08-18, adopting the 2018-2019 Budget.

RESOLUTION NO. 46-08-18

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE 2018-2019 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 2018-2019.

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 2018-2019 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 - ANNUAL BUDGET							Schedule 1
COMMUNITY REDEVELOPMENT AGENCY (CRA)							
BUDGET SUMMARY							
FISCAL YEAR 2018-19							
	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	602,438	743,323	884,882	881,702	1,001,187	1,001,187	-
Personal Services	66,442	136,087	177,591	177,591	183,108	183,108	-
Operating Expenses	203,431	204,804	415,132	406,471	286,405	457,575	-
Capital Outlay	-	-	29,330	35,000	-	-	-
Debt Service	165,804	224,049	260,579	260,576	260,504	260,504	-
Non-Operating	-	-	2,250	-	100,000	100,000	-
Total Expenses	435,677	564,940	884,882	879,638	830,017	1,001,187	-
Surplus (Deficit)	166,761	178,383	-	2,064	171,170	-	-

2018/19 Increment	\$	77,356,185
Town Millage	5.3474	\$ 392,972
Palm Beach County Fire/Rescue Millage	3.4581	\$ 254,130
Palm Beach County Millage	4.7815	\$ 351,385
TOTAL		\$ 998,487

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

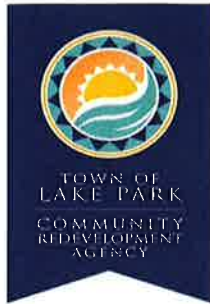
FISCAL YEAR 2018-19

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
110-55-552-520-48101	Office Supplies	-	-	250	-	-	250	250	-
110-55-552-520-48102	Operating Expenses	3,874	416	250	-	-	250	250	-
110-55-552-520-52000	Operating Supplies	-	-	2,475	204	306	2,475	2,475	-
110-55-552-520-54200	Memberships, Dues, & Subscription	795	920	920	920	920	1,630	1,630	-
110-55-552-520-82113	Grant - Artists of Palm Beach County	3,925	3,925	-	-	-	-	-	-
110-55-552-520-82118	Grants and Incentives	-	-	132,437	75,242	132,437	-	-	-
	TOTAL OPERATING EXPENSES	203,431	204,804	415,132	314,261	406,471	286,405	457,575	
110-55-552-520-63000	Improvements other than buildings	-	-	50,000	3,706	35,000	-	-	-
110-55-552-520-64100	Machinery & Equipment	-	-	29,330	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	29,330	3,706	35,000	-	-	
110-55-552-520-91010	Transfer to General Fund - ILA	169,325	169,256	169,256	169,256	169,256	169,183	169,183	-
110-55-552-520-91030	Transfer - ILA 2009	(3,521)	54,793	91,320	91,320	91,320	91,321	91,321	-
110-55-552-520-99901	Unappropriated	-	-	-	-	-	-	-	-
	TOTAL DEBT SERVICE	165,804	224,049	260,579	260,576	260,576	260,504	260,504	
110-55-552-520-82111	Economic Incentive (BIB)	-	-	2,250	-	-	100,000	100,000	-
110-55-552-520-96200	Unrealized Gain/Loss on Invest	-	-	-	-	-	-	-	-
110-389.900	Fund Balance Surplus	-	-	-	-	-	-	-	-
	TOTAL OTHER EXPENSES	-	-	2,250	-	-	100,000	100,000	
	TOTAL CRA EXPENDITURES	435,677	564,940	884,882	755,148	879,638	830,017	830,017	
	SURPLUS/(DEFICIT)	166,761	178,383	-	124,805	2,064	171,170	171,170	

LAKE PARK COMMUNITY REDEVELOPMENT AGENCY - ANNUAL BUDGET WORKSHEET
PROPOSED INITIATIVES
FISCAL YEAR 2018-19

	Project Title	Description and Justification	Cost
1	Treasure Coast Regional Planning Agency in Market Study/Branding Recommendations	The CRA is seeking to engage the services of a marketing firm to help market the CRA area, which would include putting into effect the recommendations made by Treasure Coast Regional Planning Agency in its Market Study/Branding Finding and Recommendations (e.g., working to attract millennials into the CRA area especially the downtown area, helping to attract businesses into the downtown area and help fill vacant commercial properties), and in general help market Lake Park as a hip area in which to locate.	In Budget
2	PBBSO Walking Patrols	Propose foot patrols Thursday-Saturday. Thursday 8 p.m.-Midnight (4 hrs.), Friday 5 p.m.-1 a.m. (8 hrs.) and Saturday 5 p.m.-2 a.m. (9 hrs.) = 21 hours/week at \$65/hr. PBBSO Detail Rate.	In Budget
3			
4			
5			
6			
7			
TOTALS			\$ -



AGENDA

Special Call

Community Redevelopment Agency
Budget Meeting
Monday, August 20, 2018, 6:30 pm
Lake Park, Town Hall
535 Park Avenue

Michael O'Rourke	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Rhonda "Jo" Brockman	—	Board Member
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
Anne Lynch	—	Board Member
Roger Michaud	—	Board Member
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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:**

None

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.

None

F. New Business:

**1. Resolution No. 46-08-18 Accepting the Community Redevelopment Agency
Budget for Fiscal Year 2018/2019.**

Tab 1

G. EXECUTIVE DIRECTOR REPORT:

H. BOARD MEMBER COMMENTS:

I. ADJOURNMENT

The next scheduled CRA Board Meeting will be conducted on September 5, 2018