



AGENDA

Community Redevelopment Agency
Budget Workshop
Wednesday, August 18, 2010, 7:00 P.M.
Lake Park Town Hall
535 Park Avenue

Desca DuBois	—	Chair
Patricia Osterman	—	Vice-Chair
Steven Hockman	—	Board Member
Jeanine Longtin	—	Board Member
Kendall Rumsey	—	Board Member
Christiane Francois	—	Board Member
Leila Kidd McCann	—	Board Member
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Maria V. Davis	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian M. Lemley, 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**
- B. **PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **DISCUSSION**
 - 1. **Community Redevelopment Agency Budget**
- E. **ADJOURNMENT**

TOWN OF LAKE PARK

PROPOSED BUDGET

CRA FUND 110

FISCAL YEAR

October 1, 2010 through September 30, 2011

**TOWN OF LAKE PARK - ANNUAL BUDGET
CRA RECAP**

FUND	110	FUNCTION	Community Redevelopment
		ACTIVITY	Revenues & Expenditures

Budget Summary	Actual Expenses 2007-08	Actual Expenses 2008-09	Current Budget 2009-10	Actual as of 3/31/2010	Estimate for the Year 2009-10	By Department 2010-11	Proposed Budget 2010-11
Revenues	3,464,517	1,087,880	1,883,475	768,972	1,034,683	1,309,350	1,312,200
Personal Services	98,423	223,498	248,080	128,711	267,935	288,775	288,775
Operating Expenses	271,423	474,224	903,067	326,003	679,660	701,110	678,275
Capital Outlay	1,766,859	1,931,431	21,995	204,425	240,380	-	-
Non-Operating	4,308	305,140	859,070	187,213	638,195	345,150	345,150
Total Expenses	2,141,013	2,934,293	2,032,212	846,352	1,826,170	1,335,035	1,312,200
Surplus (Deficit)	1,323,504	(1,846,413)	(148,737)	(77,380)	(791,487)	(25,685)	-

Personnel Recap

	Present	Proposed	Adopted
Economic Development Director	100%	100%	
Community Development Director	20%	20%	
Recreation Director	25%	50%	
Project Manager (25 hrs/week)	PT	PT	
Grants Writer	50%	50%	
Planner	10%	10%	
Code Officer	10%	10%	
Code Officer	10%	10%	
Art Gallery & Studio Manager	100%	100%	
	-	-	-

10/11increment	36,572,340	Town	8.5163	County	4.7500
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Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 CURR YR BUDGET	2010 ACTUAL TO 3/31/10	2010 ESTIMATE FOR THE YEAR	2011 BY DEPARTMENT	2011 PROPOSED BUDGET
REVENUES								
110-311.100	Ad Valorem Taxes	612,691	-	504,260	-	-	295,900	295,900
110-311.115	Ad Valorem Taxes - County	303,424	306,439	257,215	256,062	256,062	165,050	165,050
110-311.120	Ad Valorem Taxes - Delinquent	-	-	250,000	-	250,000	250,000	250,000
110-337.175	Grant - PBC Regions	2,525	-	-	-	-	-	-
110-345.400	Co-op Jury Fee	-	-	-	150	475	500	500
110-345.705	Co-op Commissions Earned	-	-	-	135	400	1,000	1,000
110-345.710	Co-op Sale by Artist	-	-	-	605	1,510	3,000	3,000
110-345.900	Co-op Rent - Studio Space	-	-	13,500	-	3,800	18,000	18,000
110-345.910	Co-op Rent - Display Space	-	-	-	-	2,025	6,300	6,300
110-345.925	Co-op Fees - Art Programs	-	-	-	-	-	2,500	2,500
110-345.950	Co-op Dues	-	-	-	385	1,155	1,100	1,100
110-345.955	Co-Op Associate Memberships	-	-	-	100	100	-	-
110-347.310	Entry Fee - 5K Run	-	-	-	1,146	1,150	-	-
110-347.320	Donations - 5K Run	-	-	-	-	376	-	-
110-347.400	Art on Park Festival - Jury Fee	-	-	-	1,530	1,530	1,250	2,000
110-347.410	Art on Park Festival - Artist Booth	-	-	-	-	5,750	8,750	8,750
110-347.415	Art on Park Festival - Vendor Fee	-	-	-	1,785	1,620	1,600	3,000
110-347.420	Art on Park Festival - Merch. Sales	-	-	-	606	820	800	1,500
110-361.100	Interest Earnings	3,074	5,622	8,500	223	500	250	250
110-361.120	Interest Income - Bus. Dev. Loan	-	-	-	463	1,175	1,350	1,350
110-362.110	Rent - 711 Foresteria	-	1,813	-	-	-	-	-
110-366.310	Sponsorship - 5K Run	-	-	-	1,000	1000	-	-
110-366.320	Sponsorship - Art on Park	-	-	-	1,500	1950	2,000	2,000
110-369.300	Refund Prior Year Expense	-	500	-	-	-	-	-
110-381.001	Transfer from General Fund	122,803	773,506	-	503,282	503,285	-	-
110-381.115	Transfer from General Fund - I	2,420,000	-	-	-	-	-	-
110-389.900	Fund Balance Surplus	-	-	850,000	-	-	550,000	550,000
	TOTAL REVENUE	3,464,517	1,087,880	1,883,475	768,972	1,034,683	1,309,350	1,312,200

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 CURR YR BUDGET	2010 ACTUAL TO 3/31/10	2010 ESTIMATE FOR THE YEAR	2011 BY DEPARTMENT	2011 PROPOSED BUDGET
EXPENDITURES								
110-55-552-520-11000	Executive Salaries	15,102	92,837	113,950	54,006	111,775	127,525	127,525
110-55-552-520-12000	Regular Salaries	43,596	48,924	48,775	24,385	49,050	48,700	48,700
110-55-552-520-13000	Other & Part Time Salaries	25,328	46,096	36,775	26,788	53,500	43,975	43,975
110-55-552-520-14000	Overtime Salaries	-	-	-	278	300	-	-
110-55-552-520-15000	Special pay	420	720	1,440	360	720	720	720
110-55-552-520-19999	Furlough Days	-	-	(3,100)	-	-	-	-
110-55-552-520-21000	FICA	6,465	14,224	15,225	8,062	16,475	16,650	16,650
110-55-552-520-22000	Retirement	3,504	3,820	6,625	2,364	6,275	11,575	11,575
110-55-552-520-23100	Health Insurance	2,952	11,331	23,375	9,331	23,375	33,010	33,010
110-55-552-520-23200	Insurance - Dental	228	718	1,080	551	1,280	1,560	1,560
110-55-552-520-23300	Insurance - Life	72	286	375	234	485	565	565
110-55-552-520-23400	Insurance - Vision	36	66	160	75	175	220	220
110-55-552-520-23500	Disability	216	1,301	1,950	1,103	2,575	3,150	3,150
110-55-552-520-24000	Workers' Compensation Insurance	504	2,500	1,450	724	1,450	1,125	1,125
110-55-552-520-25100	Unemployment Compensation	-	675	-	450	500	-	-
	TOTAL PERSONNEL EXPENSES	98,423	223,498	248,080	128,711	267,935	288,775	288,775
110-55-552-520-31000	Professional Services	50,309	129,940	119,502	44,982	98,000	85,500	65,500
110-55-552-520-31100	Professional Svc - Town Attorn	2,387	4,037	5,000	1,843	3,000	3,000	3,000
110-55-552-520-34000	Contractual Services	59,309	110,524	105,000	47,475	105,000	98,020	104,020
110-55-552-520-34010	Contract PBC Sheriff	75,000	89,583	326,350	107,500	219,035	228,425	228,425
110-55-552-520-34901	Administrative Fee	24,903	47,748	49,925	24,965	49,925	72,050	72,050
110-55-552-520-40000	Travel & Training	-	303	3,000	435	1,000	-	-
110-55-552-520-41100	Telephone	150	1,377	1,400	608	1,775	1,750	1,750
110-55-552-520-41200	Postage & Shipping	212	973	5,000	602	1,250	1,200	1,200
110-55-552-520-43000	Utilities	226	12,509	17,500	6,867	15,400	16,000	16,000
110-55-552-520-43100	Utilities - Office Space	-	832	1,700	-	-	-	-
110-55-552-520-44000	Rental & Leases - Office Space	-	6,624	6,600	3,850	6,600	6,600	6,600
110-55-552-520-44100	Equipment Rentals	-	1,206	7,500	1,235	1,500	5,000	4,000

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 CURR YR BUDGET	2010 ACTUAL TO 3/31/10	2010 ESTIMATE FOR THE YEAR	2011 BY DEPARTMENT	2011 PROPOSED BUDGET
110-55-552-520-44200	Equipment Leases	-	-	-	862	2,075	2,075	2,075
110-55-552-520-45000	Insurance	-	-	10,000	5,002	8,700	11,525	11,525
110-55-552-520-45400	Insurance Expense - Excess Cov	-	-	-	790	790	2,000	2,000
110-55-552-520-46000	Repair and Maintenance	7,236	8,071	15,000	11,693	19,400	15,000	8,000
110-55-552-520-46010	Repair & Maint. - Sidewalks	39,909	25,576	60,000	-	7,700	-	-
110-55-552-520-46070	Repair & Maintenance - Town Green	-	-	-	21,447	24,750	-	-
110-55-552-520-47000	Printing	131	2,948	15,000	2,682	3,000	3,000	3,000
110-55-552-520-48000	Promotional Activity	-	7,208	50,000	10,032	10,075	60,000	58,850
110-55-552-520-48050	Promotional - Art Festival	-	-	-	18,057	32,700	-	-
110-55-552-520-48060	Promotional - Cruise In On Park	-	-	-	-	-	-	-
110-55-552-520-48100	Advertising	2,828	3,736	25,000	2,597	6,500	5,000	5,000
110-55-552-520-49000	Other Current Charges	1,007	548	-	-	-	-	-
110-55-552-520-49200	Conferences & Seminars	75	-	-	-	-	-	-
110-55-552-520-49400	Uniforms & Clothing	80	144	300	-	200	-	-
110-55-552-520-51000	Office Supplies	482	1,775	1,000	476	1,000	1,000	1,000
110-55-552-520-52000	Operating Expenses	3,438	11,760	10,000	4,956	10,000	5,000	5,000
110-55-552-520-52001	Operating Expenses - 711 Fores	-	471	-	-	-	-	-
110-55-552-520-52100	Gasoline & Diesel Fuel	38	662	1,000	420	750	750	750
110-55-552-520-52200	Small Tools & Other	2,528	3,157	-	-	-	-	-
110-55-552-520-54100	Books and Subscriptions	-	-	150	-	-	-	-
110-55-552-520-54200	Memberships, Dues, & Subscript	1,175	2,465	2,500	1,815	2,510	2,510	2,510
	TOTAL OPERATING EXPENSES	271,423	474,177	838,427	321,191	632,635	625,405	602,255
110-55-552-520-61500	Property Acq - 725 Foresteria	1,114,512	152,270	-	-	-	-	-
110-55-552-520-61501	Property Acq - 711 Foresteria	-	102,422	-	-	-	-	-
110-55-552-520-61502	Property Acq - 761 Foresteria	-	363,377	-	-	-	-	-
110-55-552-520-61503	Property Acq - 800 Park Avenue	-	292,436	-	-	-	-	-
110-55-552-520-63000	Improvement Other Than Bldg	8,369	5,440	-	-	2,910	-	-
110-55-552-520-63100	Alleyway Improvements	60,352	955,069	-	-	-	-	-
110-55-552-520-63101	Improvements - Asphalt Resurfa	287,087	-	-	-	-	-	-
110-55-552-520-63102	Improvements - Park Ave. Lands	294,284	13,371	-	-	-	-	-
110-55-552-520-63103	Improvements - Sidewalks	-	12,046	-	-	-	-	-

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 CURR YR BUDGET	2010 ACTUAL TO 3/31/10	2010 ESTIMATE FOR THE YEAR	2011 BY DEPARTMENT	2011 PROPOSED BUDGET
110-55-552-520-63105	Improvements - 725 Foresteria Property	-	15,944	11,735	11,735	11,735	-	-
110-55-552-520-63106	Improvements - 800 Park Ave.	-	14,381	-	173,646	189,050	-	-
110-55-552-520-64100	Machinery & Equipment	2,255	4,675	-	11,402	11,405	-	-
	TOTAL CAPITAL OUTLAY	1,766,859	1,931,431	11,735	196,783	215,100	-	-
110-55-552-520-71000	Principal (See note below)	-	-	27,000	-	27,000	27,275	27,275
110-55-552-520-72000	Interest	-	-	27,800	18,615	27,800	27,520	27,520
110-55-552-520-73100	Bond Issuance Costs	-	14,249	-	-	-	-	-
110-55-552-520-81001	Contribution to General Fund	-	205,500	169,640	84,818	169,640	169,575	169,575
110-55-552-520-82109	Grant - PBC Regions	2,525	-	-	-	-	-	-
110-55-552-520-82110	Grant - Facade Improvements	-	3,357	125,000	12,500	12,500	-	-
110-55-552-520-82111	Grant - Business Development	-	-	75,000	13,030	58,030	-	-
110-55-552-520-82200	Revolving Loan Program	-	-	125,000	-	185,000	-	-
110-55-552-520-82300	Window Design Coverings	-	-	-	6,533	6,550	-	-
	Awnings	-	-	-	-	30,875	-	-
110-55-552-520-91001	Transfer to General Fund	-	81,000	84,250	42,124	84,250	84,250	84,250
110-55-552-520-96200	Unrealized Gain/Loss on Investment	1,783	1,034	-	(2,817)	-	-	-
110-55-552-520-99901	Unappropriated	-	-	188,830	-	-	-	-
	TOTAL OTHER EXPENSES	4,308	305,140	822,520	174,803	601,645	308,620	308,620

525- Co-op Expenditures

110-55-552-525-12000	Regular Salaries	-	-	-	-	16,900	36,780	36,780
110-55-552-525-13000	Other & Part Time Salaries	-	-	23,400	-	3,000	5,000	3,000
110-55-552-525-21000	FICA	-	-	1,800	-	1,525	2,815	2,815
110-55-552-525-22000	Retirement	-	-	-	-	150	615	615
110-55-552-525-23100	Health Insurance	-	-	-	-	2,705	7,470	7,470
110-55-552-525-23200	Insurance - Dental	-	-	-	-	180	480	480
110-55-552-525-23300	Insurance - Life	-	-	-	-	65	150	150
110-55-552-525-23400	Insurance - Vision	-	-	-	-	20	60	60
110-55-552-525-23500	Disability	-	-	-	-	210	330	330
110-55-552-525-26000	Mileage Reimbursement	-	-	-	-	50	100	100

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 CURR YR BUDGET	2010 ACTUAL TO 3/31/10	2010 ESTIMATE FOR THE YEAR	2011 BY DEPARTMENT	2011 PROPOSED BUDGET
110-55-552-525-31000	Professional Services	-	-	240	690	1,245	-	-
110-55-552-525-31500	Commissions Paid					1,510	3,000	3,000
110-55-552-525-34000	Contractual Services	-	-	5,300	-	2,295	4,860	4,860
110-55-552-525-41100	Telephone					1,450	1,970	1,970
110-55-552-525-41200	Postage & Shipping							2,315
110-55-552-525-43000	Utilities	-	47	7,200	224	1,750	3,500	3,500
110-55-552-525-43250	Garbage & Trash	-	-	2,700	-	95	225	225
110-55-552-525-47000	Printing					500	500	500
110-55-552-525-48000	Promotional Activity	-	-	15,000	1,450	3,850	5,000	5,000
110-55-552-525-49600	Bank Charges/ Admin Fees					350	750	750
110-55-552-520-51000	Office Supplies	-	-	1,250	-	600	350	350
110-55-552-525-52000	Operating Supplies	-	-	5,000	681	5,500	1,500	1,500
110-55-552-525-52200	Small Tools & Others	-	-	2,750	1,767	3,075	250	250
	TOTAL OPERATING EXPENSES	-	47	64,640	4,812	47,025	75,705	76,020
110-55-552-525-64100	Machinery & Equipment	-	-	10,260	7,642	25,280	-	-
		-	-	10,260	7,642	25,280	-	-
110-55-552-525-71000	Principal (See note below)	-	-	18,000	-	18,000	18,180	18,180
110-55-552-525-72000	Interest	-	-	18,550	12,410	18,550	18,350	18,350
	TOTAL OTHER EXPENSES	-	-	36,550	12,410	36,550	36,530	36,530
	TOTAL DEPT EXPENDITURES	2,141,013	2,934,293	2,032,212	846,352	1,826,170	1,335,035	1,312,200
	SURPLUS/(DEFICIT)	1,323,504	(1,846,413)	(148,737)	(77,380)	(791,487)	(25,685)	-

CRA Budget Analysis FY10-11

Revenues:

- 311.110 **Ad Valorem Taxes** – Tax increment funds (property taxes) from the Town.
- 311.115 **Ad Valorem Taxes – County** – Tax increment funds (property taxes) from the County.
- 311.120 **Ad Valorem Taxes – Delinquent** – Delinquent tax increment funds (property taxes) from the Town.
- 345-400 **Co-op Jury Fee** – \$25.00 charge for jurying display and studio artists' works.
- 345.705 **Co-op Commissions Earned** – 20% of all art sales.
- 345.710 **Co-op Sale by Artist** – 80% of all sales paid to artist (offset by expense account 525-31500)
- 345.900 **Co-op Rent – Studio Space** – Monthly rental charge for studio space; \$3.12/sq. ft. per month.
- 345.910 **Co-op Rent – Display Space** – Monthly rental charge for display space; \$.02/sq. in. per month.
- 345.925 **Co-op Fees – Art Programs** – Revenue generated from art classes.
- 345.950 **Co-op Dues** – Revenue generated from annual membership dues; \$55.00 per year.
- 347.400 **Art on Park Festival – Jury Fee** – Charge for jurying art entered into festivals.
- 347.410 **Art on Park Festival – Artist Booth** – Booth fees from artists entered into festivals.
- 347.415 **Art on Park Festival – Vendor Fee** – Fees from food and merchandise vendors.

- 347.420** **Art on Park Festival – Merchandise Sales** – Revenue generated from sale of festival merchandise; beer, T-shirts, posters.
- 361.120** **Interest Income – Business Development Loans** – Interest earned on business development loans provided to businesses within the CRA.
- 389.900** **Fund Balance Surplus** – Funds carried forward from current fiscal year dedicated to the operation of the CRA in Fiscal Year 2011.

Expenditures:

- 520-11000** **Executive Salaries** – Increased cost for use of Recreation Director as event planner, an additional 25% of salary (\$ 21,725).
- 520-13000** **Other and Part-time Salaries** – Project Manager at 25 hours per week.
- 520-31000** **Professional Services** – Services provided by lobbyist (\$ 13,500), communications consultant (\$40,000) and sponsorship consultant retainer (\$12,000).
- 520-31100** **Professional Services – Town Attorney** – Cost of services provided by Town attorney estimated at \$3,000.
- 520-34000** **Contractual Services** – Grounds maintenance for the areas zoned to the CRA (\$ 92,500), services provided under contract for custodial services for the CRA office (\$ 3,120), holiday displays (\$6,000) and Telvue (\$ 2,400).
- 520-34010** **Contract PBC Sheriff** – Cost of two officers assigned to the CRA area (\$228,425).
- 520-41100** **Telephone** - Cost of telephone usage for the department, including the CRA office and cell phone cost for Economic Development Director and Project Manager (\$1,750).
- 520-41200** **Postage & Shipping** – CRA share of newsletter postage cost is estimated at \$1,200.
- 520-43000** **Utilities** – Irrigation and lighting for Alleyway project and utilities for CRA office.

Co-op Expenses

- 525-12000** **Regular Salaries** – Art Studio Gallery Manager.
- 525-13000** **Other& Part Time Salaries** – Part time hours to cover gallery in Manager’s absence (\$3,000).
- 525-31500** **Commissions Paid** – Monies paid to the artists for sale of works.
- 525-34000** **Contractual Services** – Custodial services (\$3,360) and security monitoring (\$1,500).
- 525-41100** **Telephone** – Office telephone and internet access (\$1,970).
- 525-47000** **Printing** – Printing of art opening invitations, flyers, etc. (\$500).
- 525-48000** **Promotional Activity** – Promotion of the gallery, art openings, art events, etc. (\$5,000).
- 525-49600** **Bank Charges/Admin. Fees** – Merchant services and credit card transaction fees.
- 525-71000/** **Principal & Interest** – Debt service payments due on loan for purchase and renovation of building at 800 Park
72000 Avenue (\$36,530).

**TOWN OF LAKE PARK - ANNUAL BUDGET
WAGE AND BENEFITS - DETAIL**

FUND	110	FUNCTION	Community Redevelopment									
DEPT		ACTIVITY	Revenues & Expenditures									
Position Classification	FT/PT	Merit Date	Hourly Rate	Hours	Base Wages	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost	
Economic Dev Director	FT	10/7	38.46	2,080	79,997	7,470	480	195	60	1,173	89,375	
Project Manager	PT	3/31	34.49	1,275	43,975	-	-	-	-	-	43,975	
Grants Writer	FT	6/4	35.20	1,040	36,608	5,734	240	98	36	545	43,261	
Code Compliance Office Planner 1	FT	1/29	17.32	208	3,603	747	48	14	12	53	4,477	
	FT	12/4	21.13	208	4,395	747	48	16	12	6	5,224	
Code Compliance Office	FT	10/30	24.30	208	5,054	747	48	19	12	75	5,955	
Community Dev. Director	FT	4/10	42.94	416	17,863	2,294	96	39	12	262	20,566	
Recreation Director	FT	10/4	30.92	1,040	32,157	7,800	240	95	30	475	40,797	
Studio Manager	FT	4/20	18.03	2,080	37,500	7,470	480	150	60	330	45,990	
**Note: 50% of Grants Writer salary budgeted to 520 CRA												
**Note: 20% of Community Dev. Director salary budgeted to 520 CRA												
**Note: 10% of Planner salary budgeted to 520 CRA												
**Note: 10% of Code Compliance Officer salary budgeted to 520 CRA												
**Note: 10% of Code Compliance Officer salary budgeted to 520 CRA												
**Note: 50% of Recreation Director salary budgeted to 520 CRA												
Total Wages & Benefits					261,152	33,009	1,680	626	234	2,919	299,620	