



AGENDA

Community Redevelopment Agency

Budget Workshop

Wednesday, August 5, 2009, 6:30 P.M.

Lake Park Town Hall

535 Park Avenue

Desca DuBois	—	Chair
Jeff Carey	—	Vice-Chair
Edward Daly	—	Board Member
Patricia Osterman	—	Board Member
Kendall Rumsey	—	Board Member
Christiane Francois	—	Board Member
Michelle McKenzie-Suiter	—	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, 2009 through September 30, 2010

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

FUND	520	FUNCTION	Community Redevelopment				
		ACTIVITY	Revenues & Expenditures				
Budget Summary							
Revenues	987,288	3,464,517	1,109,800	1,008,446	3,422,095	1,939,990	1,869,975
Personal Services	-	98,423	229,225	133,507	181,725	232,683	249,630
Operating Expenses	32,970	271,423	462,335	199,801	496,770	731,125	738,625
Capital Outlay	-	1,766,859	1,453,011	1,271,040	2,245,965	10,000	10,000
Non-Operating	173,298	4,308	725,775	141,467	344,000	966,182	871,720
Total Expenses	206,268	2,141,013	2,870,346	1,745,815	3,268,460	1,939,990	1,869,975
Surplus (Deficit)	781,020	1,323,504	(1,760,546)	(737,369)	153,635	-	-

Personnel Recap	Present	By Dept.	Proposed
Economic Development Director	100%	100%	100%
Community Development Director	20%	20%	20%
Recreation Director	0%	0%	25%
Project Manager (25 hrs/week)	PT	PT	PT
Grants Writer	50%	50%	50%
Planner	10%	10%	10%
Code Officer	10%	10%	10%
Code Officer	10%	10%	10%
	-	-	-
09/10 increment	62,327,796	Town	8.5163
	County	4.3440	

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 CURR YR BUDGET	2009 ACTUAL TO DATE	2009 ESTIMATE FOR THE YEAR	2010 BY DEPARTMENT	2010 PROPOSED BUDGET
REVENUES								
110-311.100	Ad Valorem Taxes	273,769	612,691	692,350	692,334	690,205	549,515	504,260
110-311.115	Ad Valorem Taxes - County	-	303,424	307,300	307,219	306,440	281,975	257,215
110-311.120	Ad Valorem Taxes - Delinquent	-	-	250,000	-	250,000	250,000	250,000
110-337.175	Grant - PBC Regions	-	2,525	-	-	-	-	-
110-345.900	Co-op Contributions	-	-	-	-	-	-	-
110-345.940	Co-op Memberships	-	-	-	-	-	-	-
110-361.100	Interest Earnings	24,764	3,074	2,500	4,880	8,600	8,500	8,500
110-362.110	Rent - 711 Foresteria	-	-	-	3,513	1,500	-	-
110-369.300	Reimbursements	-	-	-	500	500	-	-
110-381.001	Transfer from General Fund	688,755	122,803	-	-	-	-	-
110-381.115	Transfer from General Fund - I	-	2,420,000	-	-	-	-	-
110-384.100	Loan Proceeds Curr. Yr.	-	-	-	-	919,700	-	-
110-389.899	Surplus - Carry Fwd of Loan Proceeds	-	-	-	-	1,245,150	-	-
110-389.900	Fund Balance Surplus	-	-	550,000	-	-	850,000	850,000
TOTAL REVENUE		987,288	3,464,517	1,109,800	1,008,446	3,422,095	1,939,990	1,869,975
EXPENDITURES								
110-55-552-520-11000	Executive Salaries	-	15,102	97,600	46,702	49,000	97,860	113,950
110-55-552-520-12000	Regular Salaries	-	43,596	48,925	43,230	48,750	48,775	48,775
110-55-552-520-13000	Other & Part Time Salaries	-	25,328	43,250	19,308	38,610	36,775	36,775
110-55-552-520-15000	Special pay	-	420	725	360	360	1,440	1,440
110-55-552-520-19999	Furlough Days	-	-	-	-	-	-	(3,100)
110-55-552-520-21000	FICA	-	6,465	14,525	8,271	13,720	13,950	15,225
110-55-552-520-22000	Retirement	-	3,504	3,525	3,348	6,700	6,800	6,625
110-55-552-520-23100	Health Insurance	-	2,952	15,225	9,217	18,435	19,815	23,375
110-55-552-520-23200	Insurance - Dental	-	228	925	492	925	1,200	1,080
110-55-552-520-23300	Insurance - Life	-	72	400	180	400	820	375
110-55-552-520-23400	Insurance - Vision	-	36	125	47	125	156	160
110-55-552-520-23500	Disability	-	216	1,500	1,100	2,200	2,092	1,950
110-55-552-520-24000	Workers' Compensation Insuranc	-	504	2,500	1,252	2,500	3,000	3,000
TOTAL PERSONNEL EXPENSES		-	98,423	229,225	133,507	181,725	232,683	249,630

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 CURR YR BUDGET	2009 ACTUAL TO DATE	2009 ESTIMATE FOR THE YEAR	2010 BY DEPARTMENT	2010
								PROPOSED BUDGET
110-55-552-520-31000	Professional Services	-	50,309	153,704	47,444	139,350	90,000	90,000
110-55-552-520-31100	Professional Svc - Town Attorn	400	2,387	5,000	1,716	3,000	5,000	5,000
110-55-552-520-34000	Contractual Services	3,484	59,309	127,600	69,775	117,000	105,000	105,000
110-55-552-520-34010	Contract PBC Sheriff	-	75,000	-	-	89,585	218,850	218,850
110-55-552-520-34901	Administrative Fee	24,925	24,903	47,750	23,874	47,750	49,925	49,925
110-55-552-520-40000	Travel & Per Diem	-	-	1,500	224	225	3,000	3,000
110-55-552-520-41100	Telephone	-	150	1,000	672	1,375	1,400	1,400
110-55-552-520-41200	Postage & Shipping	-	212	3,000	254	1,500	5,000	5,000
110-55-552-520-43000	Utilities	-	226	-	2,346	13,800	15,000	17,500
110-55-552-520-43100	Utilities - Office Space	-	-	1,800	832	1,450	1,700	1,700
110-55-552-520-43250	Garbage & Trash	-	-	250	-	-	-	-
110-55-552-520-44000	Rental & Leases - Office Space	-	-	6,000	3,874	6,625	6,600	6,600
110-55-552-520-44100	Equipment Rentals	-	-	7,500	1,206	1,210	7,500	7,500
110-55-552-520-45000	Insurance	-	-	-	-	-	10,000	10,000
110-55-552-520-46000	Repair and Maintenance	1,608	7,236	16,560	10,700	20,000	15,000	15,000
110-55-552-520-46010	Repair & Maint. - Sidewalks	-	39,909	26,793	25,466	25,575	50,000	50,000
110-55-552-520-47000	Printing	68	131	10,000	29	1,750	15,000	15,000
110-55-552-520-48000	Promotional Activity	-	-	14,400	-	4,225	50,000	50,000
110-55-552-520-48100	Advertising	-	2,828	25,000	1,257	3,700	25,000	25,000
110-55-552-520-49000	Other Current Charges	-	1,007	400	-	550	-	-
110-55-552-520-49200	Conferences & Seminars	-	75	-	-	-	-	-
110-55-552-520-49400	Uniforms & Clothing	-	80	150	-	150	300	300
110-55-552-520-51000	Office Supplies	-	482	1,000	74	500	1,000	1,000
110-55-552-520-52000	Operating Expenses	2,310	3,438	4,500	4,007	10,000	10,000	10,000
110-55-552-520-52001	Operating Expenses - 711 Fores	-	-	-	171	1,225	-	-
110-55-552-520-52100	Gasoline & Diesel Fuel	-	38	100	258	600	1,000	1,000
110-55-552-520-52200	Small Tools & Other	-	2,528	5,528	3,157	3,160	-	-
110-55-552-520-54100	Books and Subscriptions	-	-	200	-	-	150	150
110-55-552-520-54200	Memberships, Dues, & Subscript	175	1,175	2,600	2,465	2,465	2,500	2,500
TOTAL OPERATING EXPENSES		32,970	271,423	462,335	199,801	496,770	688,925	691,425

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 CURR YR BUDGET	2009 ACTUAL TO DATE	2009 ESTIMATE FOR THE YEAR	2010 BY DEPARTMENT	2010
								PROPOSED BUDGET
110-55-552-520-61500	Property Acq - 725 Foresteria	-	1,114,512	24,280	94,537	152,275	-	-
110-55-552-520-61501	Property Acq - 711 Foresteria	-	-	-	101,427	102,425	-	-
110-55-552-520-61502	Property Acq - 761 Foresteria	-	-	-	348,192	348,690	-	-
110-55-552-520-61503	Property Acq - 800 Park Avenue	-	-	-	-	350,000	-	-
110-55-552-520-63000	Improvement Other Than Bldg	-	8,369	5,440	5,440	5,440	-	-
110-55-552-520-63100	Alleyway Improvements	-	60,352	884,344	699,676	963,075	-	-
110-55-552-520-63101	Improvements - Asphalt Resurfa	-	287,087	250,000	-	-	-	-
110-55-552-520-63102	Improvements - Park Ave. Lands	-	294,284	33,947	13,371	33,950	-	-
110-55-552-520-63103	Improvements - Sidewalks	-	-	150,000	3,722	37,050	10,000	10,000
110-55-552-520-63104	Improvements - Gateway Road	-	-	100,000	-	-	-	-
110-55-552-520-63105	Improvements - 725 Foresteria Property	-	-	-	-	128,800	-	-
110-55-552-520-63106	Improvements - 711/761 Foresteria Property	-	-	-	-	117,585	-	-
110-55-552-520-64100	Machinery & Equipment	-	2,255	5,000	4,675	4,675	-	-
TOTAL CAPITAL OUTLAY		-	1,766,659	1,453,011	1,271,040	2,245,965	10,000	10,000
110-55-552-520-71000	Principal	-	-	-	-	-	27,000	27,000
110-55-552-520-72000	Interest	-	-	-	-	-	27,800	27,800
110-55-552-520-81001	Contribution to General Fund	-	-	205,500	102,750	205,500	169,640	169,640
110-55-552-520-82106	Alleyway Improvements	54,638	-	-	-	-	-	-
110-55-552-520-82107	10th Street Landscape	110,937	-	-	-	-	-	-
110-55-552-520-82108	Park Ave Landscape	7,723	-	-	-	-	-	-
110-55-552-520-82109	Grant - PBC Regions	-	2,525	-	-	-	-	-
110-55-552-520-82110	Grant - Facade Improvements	-	-	125,000	-	7,500	125,000	125,000
110-55-552-520-82111	Grant - Business Development	-	-	-	-	-	-	75,000
110-55-552-520-82200	Revolving Loan Program	-	-	100,000	-	50,000	125,000	125,000
110-55-552-520-91001	Transfer to General Fund	-	-	81,000	40,500	81,000	84,250	84,250
110-55-552-520-96200	Unrealized Gain/Loss on Investment	-	1,783	-	(1,783)	-	-	-
110-55-552-520-99901	Unappropriated	-	-	214,275	-	-	370,942	201,480
TOTAL OTHER EXPENSES		173,298	4,308	725,775	141,467	344,000	929,632	835,170

Cost Center 520 - CRA

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2007 ACTUAL	2008 ACTUAL	2009 CURR YR BUDGET	2009 ACTUAL TO DATE	2009 ESTIMATE FOR THE YEAR	2010 BY DEPARTMENT	2010 PROPOSED BUDGET
525- Co-op Expenditures								
110-55-552-525-31000	Professional Services	-	-	-	-	-	12,000	12,000
110-55-552-525-34000	Contractual Services	-	-	-	-	-	5,300	5,300
110-55-552-525-43000	Utilities	-	-	-	-	-	7,200	7,200
110-55-552-525-43250	Garbage & Trash	-	-	-	-	-	2,700	2,700
110-55-552-525-48000	Promotional Activity	-	-	-	-	-	10,000	15,000
110-55-552-525-52000	Operating Supplies	-	-	-	-	-	5,000	5,000
TOTAL OPERATING EXPENSES		-	-	-	-	-	42,200	47,200
110-55-552-525-71000	Principal	-	-	-	-	-	18,000	18,000
110-55-552-525-72000	Interest	-	-	-	-	-	18,550	18,550
TOTAL OTHER EXPENSES		-	-	-	-	-	36,550	36,550
TOTAL DEPT EXPENDITURES		206,268	2,141,013	2,870,346	1,745,815	3,268,460	1,939,990	1,869,975
SURPLUS/(DEFICIT)		781,020	1,323,504	(1,760,546)	(737,369)	153,635	-	-

CRA Budget Analysis FY09-10

520-11000	Executive Salaries – Increased cost for use of Recreation Director as event planner, with an expected cost of \$16,100.
520-13000	Other and Part-time Salaries – Increase of 5% for Project Manager.
520-31000	Professional Services – Services provided by Gomez Barker Associates (\$15,000), Adkins and Associates (\$50,000), Civic Design Associates (\$20,000), and consulting services for Arts Coordination (\$12,000). A portion of professional expenses (\$12,000) will be shared under co-op expense (cost center 525).
520-31100	Professional Svc – Town Attorney – Cost of services provided by Town attorney estimated at \$5,000.
520-34000	Contractual Services – Services provided under contract for custodial services for the CRA office and grounds maintenance for the areas zoned to the CRA.
520-34010	Contract PBC Sheriff – Cost of officers assigned to the CRA area (\$218,850).
520-40000	Travel & Per Diem – Estimated cost of \$3,000 for Florida Redevelopment Association conference expense for Economic Development Director and Community Development Director.
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, is expected to be \$1,400.
520-41200	Postage & Shipping – Mailing cost is estimated at \$5,000.
520-43000	Utilities – Utility cost is being increased to \$17,500 due to Alleyway project.
520-44100	Equipment Rentals - Cost of the renting equipment for light repairs and holiday decorating (\$7,500).
520-46000	Repair and Maintenance – Repair and maintenance cost of downtown infrastructure (\$15,000) for brick paver repair, bollard repair, street light repair, and pressure cleaning.

520-46010 Repair & Maint. - Sidewalks - Costs of maintaining and repairing of Town sidewalks is estimated at \$50,000.

520-47000 Printing - \$15,000 budgeted for cost of newsletters, promotional printing, maps, business cards, letterhead, etc.

520-48000 Promotional Activity – Costs of CRA sponsored events, including Arts Festival and holiday events. The cost of banners, signs, entertainment, etc. for these sponsored events is estimated at \$50,000.

520-48100 Advertising – Budgeted amount of \$25,000 for needed advertisements.

520-82110 Grant – Façade Improvements – \$125,000 budgeted for façade improvement grants.

520-82111 Grant – Business Development – \$75,000 budgeted for business development grants.

520-82200 Revolving Loan Program – \$125,000 budgeted for revolving loan program.

525-31000-52000 Co-op Expenses – Operating costs for building expenses, consultant fees, promotional activities (\$47,200).

