



**CRA**  
**Agenda Request Form**

**Meeting Date: November 15, 2023**

**Agenda Item No. -11-23**

**Agenda Title: Budget Adjustment to the Fiscal Year 2024 Community Redevelopment Agency Budget to Add the Position of Community Redevelopment Agency Administrator**

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<input type="checkbox"/> SPECIAL PRESENTATION/REPORT <input type="checkbox"/> OLD BUSINESS <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION	<input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> <b>NEW BUSINESS</b> <input type="checkbox"/> OTHER: General Business
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**Approved by Executive Director:** John D'Agostino **Date:** \_\_\_\_\_

Digitally signed by John D'Agostino  
DN: cn=John D'Agostino, o=Town of Lake Park, ou=Town Manager, email=jd'agostino@lakerparkflorida.gov, c=US  
Date: 2023.11.10 16:02:08 -05'00'

Name/Title

<b>Originating Department:</b>  <b>Executive Director</b>	Costs: \$ 90,000.00 Funding Source: CRA Budget Acct. # Various [ ] Finance <u>Jeffrey P. Duval</u> <small>Digitally signed by Jeffrey P. Duval DN: cn=Jeffrey P. Duval, o=Town of Lake Park, ou=Finance, email=jduval@lakerparkflorida.gov, c=US Date: 2023.11.08 16:57:28 -05'00'</small>	<b><u>Attachments:</u></b> Resolution 36-06-22, and 2022 Community Redevelopment Agency Master Plan Resolution, Attachment "A" Carryforward Budget Adj, Attachment "B"
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### **Summary Explanation/Background:**

At its June 1, 2022 meeting, the Town Commission adopted by Resolution 36-06-22 the updated and amended Community Redevelopment Agency (CRA) Master Plan.

At section 5.D.3 under Redevelopment Support Projects, one of the redevelopment program initiatives is to: “Hire a redevelopment professional within the next 1 – 2 years. Duties should include CRA ombudsman, business development, maintain smart databases, CRA administration, redevelopment marketing”. The purpose of this agenda item is to adjust the Fiscal Year 2024 CRA budget to add the position of Community Redevelopment Agency Administrator to perform the above duties as set forth in the CRA plan and to serve as ombudsman.

Once this new position has been filled, the new employee’s work station will be located in the 800 Park Avenue building in order to give the new position visibility within the Park Avenue Downtown District (PADD) and will give the businesses located within the PADD direct access to this individual.

The Fiscal Year 2024 CRA Budget contemplated these services as part of a contractual arrangement with a budget of \$90,000. It is anticipated that the actual cost of this position and all related burden expenses will be captured within the \$90,000 budget however if the total cost to fund this position is greater than \$90,000 annually, the difference will be funded from line item 110-55-552-520-82118.

Account code 110-55-552-520-34000 “Contractual Services” will be reduce by \$90,000 and these funds will be reallocated to the salary and employee expense lines associated with the CRA budget.

### **Recommended Motion:**

The staff recommends approval of this budget adjustment:

I move to adopt Resolution \_\_\_\_\_-11-23.