



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 25, 2025

Originating Department: Community Development Department
Resolution 20-03-26 Community Beautification Improvement
Fund (CBIF) Grant - \$15,000 - Mr. Earl K. Williams - 705 West

Agenda Title: Jasmine Drive

Agenda Category (i.e., Consent, New Business, etc.): Consent

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$15,000 **Funding Source:** CBIF

Account Number: 500-51011 **Finance Signature:** Barbara Gould

Advertised:

Date: N/A **Newspaper:** N/A

Attachments: Resolution with Exhibit "A" (Application)

Please initial one:

ND Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

The Town maintains a Community Beautification Improvement Fund (CBIF) to enable property owners to apply for grant funds to assist with/remedy code enforcement violations. The main purpose of the program is to provide beautification throughout the community by remediating code issues/violations.

The CBIF was originally created in 1998 and has been revised over the years and is funded utilizing 20% of code enforcement fines that are paid to the Town. Currently, the fund has a minimum (budget) set aside of \$10,000 available in the current fiscal year (FY 2026); however, funds are available on a rotating basis and there are sufficient funds to support multiple projects (a budget adjustment/transfer may be required from another budgetary line item within the General Fund at a later date).

Mr. Earl K. Williams, long-term resident and property owner of 705 W. Jasmine Drive (Applicant) is requesting assistance for a roof replacement. The amount requested on the application is \$15,000.

Currently, the CBIF program identifies the following criteria to support the award of grant funding under this program:

Criteria: A violation has been found

Staff Response: The Building Official previously inspected the property and determined the roof is in need of replacement.

Criteria: Funds are available

Staff Response: The fund currently has \$100K set aside for driveway improvements, along with an annual \$10K placeholder for additional CBIF Grants. The total collected over time based on total revenue received from code fines is well over \$300K. Consequently, given the limited number of grant applications received in the last few years, funding is available even if adjustments between accounts are required.

Criteria: Funds are allocated on a first-come, first-serve basis to ensure eligibility and fund availability

Staff Response: Funding is available within the FY 2026 Budget. Additionally, the applicant is eligible as a result of income restriction status.

Criteria: Grant awards shall be distributed on a reimbursement basis only

Staff Response: Yes. The applicant agrees to this and a family member is supporting the required incremental payments to their contractor while the work is being completed. The property owner will submit all invoices at the end of the project to the Town and full payment (reimbursement) would then be made back to applicant. Project completion will also include a passed final inspection by the Town.

Criteria: The Grant recipient shall be responsible for at least 25% of the total cost of the improvements unless the Director of Community Development or the Special Magistrate determines that an extreme financial hardship exists. A financial hardship is evident when the applicant is financially unable to pay some or all of the costs of the repair. The applicant shall provide tax returns(...)

Staff Response: The homeowner (applicant) is retired and on extreme restricted income and has provided copies of two (2) years of tax returns that outline an extreme financial hardship. The cost of the driveway replacement is equal to at least one third (1/3) of the homeowner's total annual gross income. The Director of Community Development is proposing to award 100% of the requested amount.

Note: Income verification documents are not included with the agenda item backup but are available upon request.

Criteria: Previously, a second mortgage document and a promissory note to repay the grant to guarantee the continued tenancy of the grantee was required, however this requirement has been eliminated pursuant to prior discussions in that the main purpose of the program is to provide assistance towards remediation of code violations, resulting in beautification to homeowner occupied properties, regardless of their long term tenancy.

Staff Response: Not required with this application.

Conclusion:

The applicant has submitted all appropriate documentation and information. Staff has determined that a significant financial hardship exists and that the grant is needed to perform the repairs. The grant money will not be paid out until such time as the work is completed and inspected by the Town. A permit along with contractor registration will be submitted prior to commencement of work.

Recommended Motion:

I move to approve Resolution 20-03-26 to award a Community Beautification Improvement Fund (CBIF) Grant to Mr. Earl K. Williams to support a roof replacement project at 705 West Jasmine Drive, in the amount of \$15,000.