



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

**Meeting Date:**

**4/17/2024**

**Agenda Item No.**

**Agenda Title: Resolution - Approve a Professional Services Agreement with Shawn Mitchell to assist the CRA with the annual budget, annual report, bond issuance and other financial services on an as-needed basis.**

<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"/> NEW BUSINESS <input type="checkbox"/> OTHER: General Business
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**Approved by Executive Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Allison Justice, CRA Administrator

Name/Title

<b>Originating Department:</b> <b>CRA</b> <b>Executive Director</b> <b>John D'Agostino</b>	Costs: \$35,000 Funding Source: CRA Acct. # 110 55 552 520 31000 Barbara A. <input type="checkbox"/> FinanceGould <small>Digitally signed by Barbara A. Gould DN: cn=Barbara A. Gould, o=Town of Lake Park, ou=Finance Dept, email=bgould@cityoflakeparkflorida.gov, c=US Date: 2024.04.17 14:15:33 -0400</small>	<b><u>Attachments:</u></b> 1. Agreement with Shawn Mitchell for continuing service for financial consulting 2. Shawn Mitchell resume and experience
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**Summary Explanation/Background:**

The Lake Park CRA is governed by Florida Statue Chapter 163 Part III. With that, there are several unique financial requirements that benefit from having and experienced CRA Finance Consultant. Shawn Mitchell has been a budget manager and management analyst for the multiple cities. Outside of his full-time budgeting experience, Mr. Mitchell currently consults for several CRA's throughout South Florida. He provides full financial planning services for CRA's, which include long-range financial plans, annual budget preparation, and annual report preparation in accordance with State Statues. He also has experience in bond issuance and analyzing bonding capacity.

The CRA wishes to retain Mr. Mitchell to provide as-needed services and to assist the CRA Administrator during preparation of the annual budget and annual report. Specifically he will assist with preparing a new Five-Year Strategic Finance Plan for the Lake Park

CRA, analyzing bonding capacity and parcel by parcel comparisons of taxable values and new construction values.

Mr. Mitchell will bill the CRA at a rate of one-hundred five (\$105) dollars per hour with a contract amount which is expected to be less than \$35,000 making an RFP unnecessary. This contract will be for a period of three (3) years and an option to renew for two (2) additional years. Funding will be reviewed annually.

**Recommended Motion:**

**I move to approve Resolution 18-04-24.**