

**MEMORANDUM**

To: Dania Beach Community Redevelopment Agency Chair, Vice Chair and Board Members  
 From: Michael Chen, Executive Director  
 Date: October 12, 2021  
 Re: FY2022 Community Redevelopment Agency Budget Workshop

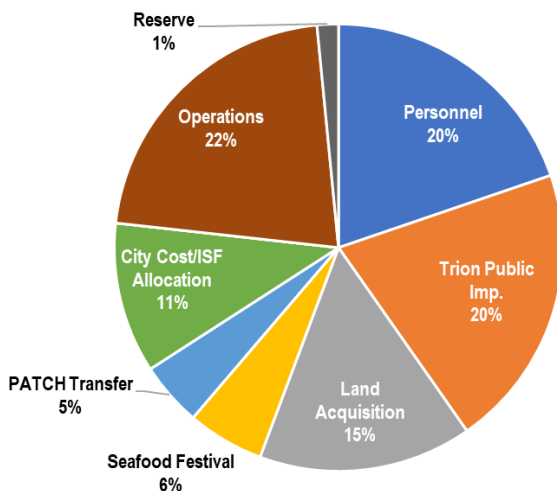
**Background:** On September 28, 2021 a CRA Workshop was held to discuss the proposed FY2022 Community Redevelopment Agency Budget. Summary information on the proposed budget is below. The proposed budget was a collaborative effort with the CRA team, the CRA’s budget consultant, and the City’s Finance Director. Manager Garcia also provided support.

Preparing the FY2022 CRA Budget was particularly challenging. For over a year, virtually all CRA programs were suspended or operating at a limited capacity. Many of our consultant contracts were expired and had to be re-established through an RFP process. This means we had to forecast the costs of restoring programs that had not been updated in two to five years.

The resulting proposed FY2022 CRA Budget is a realistic estimate of the cost of returning the CRA to full operational capacity and programing. There are some new CRA initiatives in the development stage, with insufficient definition to estimate costs. As these projects are brought to the CRA Board for consideration, the subject may include discussion of a budget amendment – all requiring approval of the CRA Board.

**Update/Recommendation:** The attached proposed FY2022 CRA Budget is the same budget discussed at the September 20 CRA Workshop. There were no directed amendments to the proposed budget. Therefore, we recommend for the CRA Board to approve and adopt the attached proposed FY2022 CRA Budget.

Uses: \$3.2 Million



FUND 106 CRA EXPENSES	FY 2022 Proposed	FY 2021 Amended
Personnel	\$ 641,405	\$ 525,379
Trion Public Imp.	\$ 666,667	\$ 333,333
Land Acquisition	\$ 500,000	\$ 500,000
Seafood Festival	\$ 180,000	\$ -
PATCH Transfer	\$ 150,000	\$ 138,498
City Cost	\$ 353,837	\$ 233,789
Debt Service	\$ -	\$ 59,600
Operations	\$ 704,347	\$ 1,096,350
Reserve	\$ 50,000	\$ 100,000
	<b>\$ 3,246,256</b>	<b>\$ 2,986,949</b>

**Community Redevelopment Agency**

**October 12, 2021 CRA Meeting**

**FY2022 Proposed Budget**



Account Codes	Fund 106 - Community Redevelopment Agency Account Descriptions	FY2022 Budget As Proposed
<b>REVENUES</b>		
<b>Revenues</b>		
361-10-01	Interest and Other Earnings Interest Operating Interest	\$5,000
369-90-01	Miscellaneous Revenues Miscellaneous All	\$816,667
369-90-08	Miscellaneous Revenues Miscellaneous Dania After Dark	\$8,000
381-00-01	Sources: Non-Operating Transfer from General Fund	\$1,383,926
381-03-01	Non-Operating Transfer from Capital Projects Fund	\$0
389-90-01	Non-Operating Re-Appropriations Appropriated Fund Balance	\$1,032,663
<b>Revenue Totals</b>		<b>\$3,246,256</b>
<b>EXPENSES</b>		
<b>Admin (Staff)</b>		
12-10	Salaries and Wages Full-Time	\$400,140
12-11	Salaries and Wages Part-Time (FRS Eligible)	\$27,614
12-13	Salaries and Wages Expense Allowance	\$6,001
12-14	Salaries and Wages Cell Phone Stipend	\$1,440
14-10	Overtime Regular	\$0
15-15	Special Pay Accrued Leave Buyback	\$6,943
21-10	FICA Taxes	\$26,269
21-20	FICA Medicare	\$6,473
22-20	Retirement Contributions FRS Pension	\$75,184
22-30	Retirement Contributions Deferred Compensation Match	\$5,731
23-10	Life and Health Insurance Insurance	\$85,139
24-10	Workers' Compensation Premium	\$471
<b>Admin / Staff Totals</b>		<b>\$641,405</b>
<b>Industry Development</b>		
31-10	Professional Services General	\$127,000
31-20	Professional Services Legal	\$10,000
34-10	Contractual Services General	\$8,000
40-10	Travel and Per Diem Training and Per Diem	\$20,000
41-10	Communications Services Telephone	\$800
42-10	Freight & Postage Services Freight & Postage	\$2,000
46-30	Repair & Maint. Services Vehicles	\$2,000
47-10	Printing and Binding General	\$2,000
48-14	Promotional Activities Seafood Festival	\$180,000
48-16	Promotional Activities Community Foundation Grant	\$0
49-20	Other Current Charges/Obligations Legal & Display Advertising	\$2,860
51-10	Office Supplies General	\$5,000
52-10	Operating Supplies Gasoline and Diesel Fuel	\$750
52-20	Operating Supplies Miscellaneous	\$1,600
54-10	Books/Publications, Memberships, Subscriptions Books & Subscriptions	\$12,000
54-20	Books/Publications, Memberships, Subscriptions Memberships	\$6,000
61-10	Land Acquisition Fund	\$500,000
63-45	Infrastructure Trion Public Improvements	\$666,667
91-00	Intragovernmental Transfers Out General Fund	\$251,888
91-11	Intragovernmental Transfers Out CRA Community Gardens PATCH	\$150,000
91-51	Intragovernmental Transfers Out Facilities Fund	\$19,024
91-52	Intragovernmental Transfers Out Fleet Mgmt Fund	\$2,974
91-53	Intragovernmental Transfers Out IT Systems Fund	\$79,951
99-80	Other Uses Reserve for CRA	\$50,000
<b>Industry Development Totals</b>		<b>\$2,100,514</b>
<b>Admin Totals</b>		<b>\$641,405</b>
<b>Industry Development / Admin Totals</b>		<b>\$2,741,919</b>
<b>City Center Industry Development</b>		
31-41	Professional Services CRA - Marketing/PR	\$40,000
31-42	Professional Services CRA - Redevelopment Initiatives	\$89,337
48-10	Promotional Activities General	\$15,000
63-41	Infrastructure CRA Streetscape Enhancements	\$0
<b>City Center / Industry Development Totals</b>		<b>\$144,337</b>
<b>City-Wide Industry Development</b>		
31-10	Professional Services General	\$160,000
31-42	Professional Services CRA - Redevelopment Initiatives	\$200,000
<b>City-Wide / Industry Development Totals</b>		<b>\$360,000</b>
<b>CRA EXPENSE TOTALS</b>		<b>\$3,246,256</b>
<b>GRAND TOTALS Fund 106</b>		
<b>REVENUE TOTALS</b>		<b>\$3,246,256</b>
<b>EXPENSE TOTALS</b>		<b>\$3,246,256</b>
<b>SURPLUS / (DEFICIT) FUND 106</b>		<b>\$0</b>

**Community Redevelopment Agency**

**October 12, 2021 CRA Meeting**

**FY2022 Proposed Budget**



Account Codes	Fund 112 - PATCH Account Descriptions	FY2022 Budget As Proposed
<b>REVENUE</b>		
<b>Revenues</b>		
369-90-01	369 - Miscellaneous Revenues Totals	\$20,000
381-01-06	Non-Operating Community Redevelopment Agency	\$150,000
389-90-01	Non-Operating Appropriated Fund Balance	\$34,083
<b>REVENUE TOTALS</b>		<b>\$204,083</b>
<b>EXPENSE</b>		
<b>Staff/Admin</b>		
12-11	Salaries and Wages Part-Time (FRS Eligible)	\$71,539
14-10	Overtime Regular	\$0
15-15	Special Pay Accrued Leave Buyback	\$734
21-10	FICA Taxes	\$4,481
21-20	FICA Medicare	\$1,048
22-20	Retirement Contributions FRS Pension	\$7,820
24-10	Workers' Compensation Premium	\$1,896
<b>Staff/Admin Totals</b>		<b>\$87,518</b>
<b>Industry Development</b>		
31-10	Professional Services General	\$10,000
34-20	Contractual Services Merchant Card Processing Fees	\$1,800
40-10	Travel and Per Diem Training and Per Diem	\$1,300
<b>Industry Development Totals</b>		<b>\$13,100</b>
<b>Utility Services</b>		
41-10	Communications Services Telephone	\$100
43-10	Utility Services Water	\$7,600
43-20	Utility Services Electricity	\$1,900
<b>Utility Services Totals</b>		<b>\$9,600</b>
<b>Rentals / Repair &amp; Maint. Services</b>		
44-10	Rentals and Leases Equipment	\$5,000
46-10	Repair & Maint. Services Equipment	\$2,000
46-30	Repair & Maint. Services Vehicles	\$5,000
46-50	Repair & Maint. Services Grounds	\$9,348
<b>Rentals / Repair &amp; Maint. Services Totals</b>		<b>\$21,348</b>
<b>Operating Supplies</b>		
47-10	Printing and Binding	\$1,000
48-10	Promotional Activities	\$12,000
49-30	Other Current Charges/Obligations	\$600
51-10	Office Supplies	\$600
52-06	Operating Supplies Cost of Goods Sold (Patch)	\$10,000
52-10	Operating Supplies Gasoline and Diesel Fuel	\$1,500
52-20	Operating Supplies Miscellaneous	\$12,000
<b>Operating Supplies Totals</b>		<b>\$37,700</b>
<b>Staff/Admn Totals</b>		<b>\$87,518</b>
<b>Industry Development Totals</b>		<b>\$13,100</b>
<b>Utility Services Totals</b>		<b>\$9,600</b>
<b>Repair &amp; Maint. Services Totals</b>		<b>\$21,348</b>
<b>Operating Supplies Totals</b>		<b>\$37,700</b>
<b>Community Gardens PATCH Staff / loperating Totals</b>		<b>\$169,266</b>
<b>Intra-governmental Transfers</b>		
91-51	Intra-governmental Transfers Out Facilities Fund	\$13,414
91-52	Intra-governmental Transfers Out Fleet Mgmt Fund	\$3,248
91-53	Intra-governmental Transfers Out IT Systems Fund	\$1,436
99-10	Other Uses Contingency	\$10,000
<b>Intragovernmental Transfers Totals</b>		<b>\$28,098</b>
<b>Sub-Totals</b>		<b>\$197,364</b>
<b>DeLuca Grant</b>		
31-10	Professional Services General	\$4,667
46-30	Repair & Maint. Services Vehicles	\$370
52-10	Operating Supplies Gasoline and Diesel Fuel	\$1,682
<b>DeLuca Grant Total</b>		<b>\$6,719</b>
<b>GRAND TOTALS Fund 112</b>		
<b>REVENUE TOTALS</b>		<b>\$204,083</b>
<b>EXPENSE TOTALS</b>		<b>\$204,083</b>
<b>SURPLUS / (DEFICIT) FUND 112</b>		<b>\$0</b>

**RESOLUTION NO. 2021-CRA-012**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, ADOPTING THE FINAL ESTIMATES OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022; APPROPRIATING FUNDS AS MAY BE NEEDED OR DEEMED NECESSARY TO DEFRAY EXPENDITURES AND LIABILITIES OF THE CRA FOR THE FISCAL YEAR; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, in accordance with Florida Statutes Chapter 189.016, the governing body of the Dania Beach Community Redevelopment Agency (“CRA”), operating as a special district, shall adopt a budget by resolution each fiscal year; and

**WHEREAS**, the proposed budget for the Fiscal Year commencing on October 1, 2021, and ending on September 30, 2022, has been prepared, was provided to the CRA Board, and was published on September 21, 2021; and

**WHEREAS**, the proposed budget was presented to the CRA Board, discussed at the CRA Workshop meeting held on September 28, 2021 and no adjustments were directed by the CRA Board; and

**WHEREAS**, the proposed budget for the Fiscal Year commencing on October 1, 2021, and ending on September 30, 2022, has been finalized by the CRA Board;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DANIA BEACH, FLORIDA:**

**Section 1.** That the above “WHEREAS” clauses are ratified and confirmed, and they are made a part of and incorporated into this Resolution by this reference.

**Section 2.** That the final approved budget for the Community Redevelopment Agency as attached, marked Exhibit “A”, which is incorporated and made a part of this Resolution by this reference, is adopted as the final and approved budget for the Fiscal Year commencing October 1, 2021, and ending on September 30, 2022; included in this budget is a reconciliation of changes to capital projects (i.e., defined as all Divisions except “01-Administration”) funding between Fiscal Years 2021 and 2022.

**Section 3.** That all appropriations from the 2020-2021 fiscal year which are unencumbered and unexpended as of the last day of the fiscal year, those funds shall be re-appropriated for the same purpose and incorporated into the budget for the 2021-2022 fiscal year. The CRA Executive Director, with assistance from the CRA Treasurer, shall make the final determination on which encumbrances remain open (e.g., ongoing initiatives and/or capital projects) and which encumbrances are closed (e.g., monthly operations) as of the last day of Fiscal Year 2020-2021.

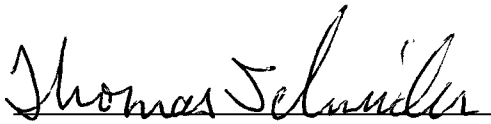
**Section 4.** That all capital projects and appropriations for the 2020-2021 fiscal year, which are unencumbered and unexpended as of the last day of the fiscal year, shall be re-appropriated for the same purpose or project or reallocated pursuant to Exhibit "A", or if complete, shall be re-appropriated to a reserve account.

**Section 5.** That CRA staffing positions and capital expenditures reflected and approved in the annual budget establish CRA Board consent to the staffing and capital expenditures, and that any additions to staffing or capital expenditures are to be approved through CRA Board approval of an amendment to the approved budget.

**Section 6.** That this Resolution shall be in full force and take effect immediately upon its passage and adoption.

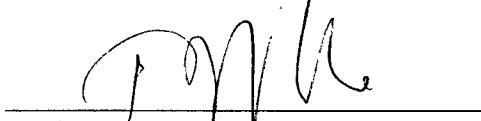
**PASSED AND ADOPTED** on October 12, 2021.

ATTEST:

  
THOMAS SCHNEIDER, CMC  
CRA SECRETARY

  
TAMARA JAMES  
CHAIR

APPROVED AS TO FORM AND CORRECTNESS:

  
THOMAS J. ANSBRO  
CRA ATTORNEY



Community Redevelopment Agency  
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34-10	Contractual Services General	\$8,000
40-10	Travel and Per Diem Training and Per Diem	\$20,000
41-10	Communications Services Telephone	\$800
42-10	Freight & Postage Services Freight & Postage	\$2,000
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<b>Industry Development / Admin Totals</b>		<b>\$2,741,919</b>
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63-41	Infrastructure CRA Streetscape Enhancements	\$0
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<b>City-Wide Industry Development</b>		
31-10	Professional Services General	\$160,000
31-42	Professional Services CRA - Redevelopment Initiatives	\$200,000
<b>City-Wide / Industry Development Totals</b>		<b>\$360,000</b>
<b>CRA EXPENSE TOTALS</b>		<b>\$3,246,256</b>
<b>GRAND TOTALS Fund 106</b>		
<b>REVENUE TOTALS</b>		<b>\$3,246,256</b>
<b>EXPENSE TOTALS</b>		<b>\$3,246,256</b>
<b>SURPLUS / (DEFICIT) FUND 106</b>		<b>\$0</b>



Community Redevelopment Agency  
 October 12, 2021 CRA Meeting  
 FY2022 Proposed Budget



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<b>REVENUE</b>		
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389-90-01	Non-Operating Appropriated Fund Balance	\$34,083
<b>REVENUE TOTALS</b>		<b>\$204,083</b>
<b>EXPENSE</b>		
<b>Staff/Admin</b>		
12-11	Salaries and Wages Part-Time (FRS Eligible)	\$71,539
14-10	Overtime Regular	\$0
15-15	Special Pay Accrued Leave Buyback	\$734
21-10	FICA Taxes	\$4,481
21-20	FICA Medicare	\$1,048
22-20	Retirement Contributions FRS Pension	\$7,820
24-10	Workers' Compensation Premium	\$1,896
<b>Staff/Admin Totals</b>		<b>\$87,518</b>
<b>Industry Development</b>		
31-10	Professional Services General	\$10,000
34-20	Contractual Services Merchant Card Processing Fees	\$1,800
40-10	Travel and Per Diem Training and Per Diem	\$1,300
<b>Industry Development Totals</b>		<b>\$13,100</b>
<b>Utility Services</b>		
41-10	Communications Services Telephone	\$100
43-10	Utility Services Water	\$7,600
43-20	Utility Services Electricity	\$1,900
<b>Utility Services Totals</b>		<b>\$9,600</b>
<b>Rentals / Repair &amp; Maint. Services</b>		
44-10	Rentals and Leases Equipment	\$5,000
46-10	Repair & Maint. Services Equipment	\$2,000
46-30	Repair & Maint. Services Vehicles	\$5,000
46-50	Repair & Maint. Services Grounds	\$9,348
<b>Rentals / Repair &amp; Maint. Services Totals</b>		<b>\$21,348</b>
<b>Operating Supplies</b>		
47-10	Printing and Binding	\$1,000
48-10	Promotional Activities	\$12,000
49-30	Other Current Charges/Obligations	\$600
51-10	Office Supplies	\$600
52-06	Operating Supplies Cost of Goods Sold (Patch)	\$10,000
52-10	Operating Supplies Gasoline and Diesel Fuel	\$1,500
52-20	Operating Supplies Miscellaneous	\$12,000
<b>Operating Supplies Totals</b>		<b>\$37,700</b>
<b>Staff/Admn Totals</b>		<b>\$87,518</b>
<b>Industry Development Totals</b>		<b>\$13,100</b>
<b>Utility Services Totals</b>		<b>\$9,600</b>
<b>Repair &amp; Maint. Services Totals</b>		<b>\$21,348</b>
<b>Operating Supplies Totals</b>		<b>\$37,700</b>
<b>Community Gardens PATCH Staff / Operating Totals</b>		<b>\$169,266</b>
<b>Intra-governmental Transfers</b>		
91-51	Intra-governmental Transfers Out Facilities Fund	\$13,414
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99-10	Other Uses Contingency	\$10,000
<b>Intragovernmental Transfers Totals</b>		<b>\$28,098</b>
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<b>DeLuca Grant</b>		
31-10	Professional Services General	\$4,667
46-30	Repair & Maint. Services Vehicles	\$370
52-10	Operating Supplies Gasoline and Diesel Fuel	\$1,682
<b>DeLuca Grant Total</b>		<b>\$6,719</b>
<b>GRAND TOTALS Fund 112</b>		
<b>REVENUE TOTALS</b>		<b>\$204,083</b>
<b>EXPENSE TOTALS</b>		<b>\$204,083</b>
<b>SURPLUS / (DEFICIT) FUND 112</b>		<b>\$0</b>