

MEMORANDUM

To: Dania Beach Community Redevelopment Agency Chair, Vice Chair, Board Members

From: Michael Chen, Executive Director

Date: September 13, 2023

Re: FY2024 Budget

Attached is a copy of the CRA's proposed FY2024 Budget. The line-item costs and totals are the same as presented and discussed at the July 11 CRA Board Budget Workshop. The final version attached has been discussed with and reviewed by Frank DiPaolo, in his capacity as the CRA Treasurer.

The FY2924 CRA Budget is based on:

- Goals and Objectives in the adopted 2023 CRA Plan Update
- 2023 CRA Plan Update Implementation Action Plan presentation (Feb 14, 2023)
- CRA Board direction
- Discussions at the July 11 CRA Board Budget Workshop

The content of accounts is itemized so you can identify the projects/programs included in each account – accounts with itemized expenses are highlighted to help visually identify their content. Some of the FY2023 line items have been deleted for FY2024, such as the CRA's production of Dania After Dark and Arts & Seafood Festival which will be managed by the City Parks and Rec Department. Some accounts have new expenses itemized and priced that were not included in FY2023, such as "Prof. Services CRA - Marketing / PR" which includes the GFL Alliance sponsored Livability Magazine and the Dania Beach Chamber's Sourcebook.

There are two line items that reflect the Calvin Giordano contracts approved at the June CRA Meeting. They reflect a contract value of \$0 for FY2024. It is expected the visioning and conceptual design work will be completed during FY2024 and Calvin Giordano will provide a proposal for the construction/installation drawings to implement the disigns. Those contracts will require a Board action and, if approved, will require a funding transfer.

A few highlights of the proposed FY2024 budget are:

 CRA Expenses are reduced by \$275,652, largely due to the production of Arts & Seafood and Dania After Dark being moved to Parks & Rec.

Dania Beach Community Redevelopment Agency



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- The FY2024 Budget draft reflects the proposed CRA Staffing Reorganization. The net impact is going from 4 full-time and 5 part-time positions to 4 full-time positions and 1 part-time position. FY2024 Staff positions: Executive Director, Deputy Director, Business Manager, Farm & Market Coordinator (part-time), Executive Assistant.
 - Operqation Manager position, upgraded to Deputy Director
 - o Part-time accounting position, upgraded to a full-time accounting/admin position
 - o Strategic Communications & Community Outreach Representative, delete position
 - o PATCH: Keep Bianca as the Lead Coordinator, part-time. Bianca will continue her current job functions, which includes administrative tasks.
 - PATCH: The two part-time Coordinator positions (currently vacant), delete positions.
 - The wage/benefits costs are calculated by the Finance Department and reflect the proposed reorganization of CRA staff. The calculated values also reflect the cost of living raises committed by the City.

Attachment: FY2024 Budget



FUND 106 - COMMUNITY REDEVEL OPMENT AGENCY	FY2024 COMMUNITY REDEVELOPMENT AGENCY BUDGET						
REVENUE 106-00-00	FUND 10	6 - COMMUNITY REDEVELOPMENT AGENCY	FY2024 ACCOUNTS				
Interest and Other Earnings			Line Cost	Budget Item			
381-00	REVENU	E 106-00-00					
Non-Oo Re-Aporporiations Balance \$1,036.523	361-10-	Interest and Other Earnings		\$40,000			
REVENUE TOTALS 106-00-00 \$2.676.523	381-00-	Non-Op Transfer from General Fund		\$1,600,000			
CRA EXPENSE 106-52-01-552 451 637 12-10 Salaries and Wages Part-Time (FRS Eligible) \$451 637 12-13 Salaries and Wages Expense Allowance \$6,000 12-14 Salaries and Wages Cell Phone Stipend \$1,440 14-10 Overtime Regular \$1,000 15-15 Special Pay Accrued Leave Buyback \$6,520 12-10 FICA Taxes \$28,373 21-20 FICA Medicare \$6,635 22-20 Retirement Contributions FRS Pension \$99,232 22-310 Life and Health Insurance Insurance \$83,029 24-10 Workers' Comeensation Premium \$650 31-10 Prof. Services General \$4,900 Ann'l Rot Lavout \$5,000 Financial Consultant \$11,500 Financial Audit \$8,050 SCORE \$6,900 Web Hosting \$3,450 Other \$50,000 31-20 Prof. Services Legal (Outside Legal) \$11,500 34-10 Contractual Services General \$1,495 Environics/Claritas	389-90-	Non-Op Re-Appropriations Balance		\$1,036,523			
12-10 Salaries and Waces Full-Time \$451.637 12-11 Salaries and Waces Expense Allowance \$6,000 12-13 Salaries and Waces Expense Allowance \$6,000 12-14 Salaries and Waces Expense Allowance \$1,040 14-10 Overtime Recular \$1,000 15-15 Special Pav Accrued Leave Buyback \$6,520 21-10 FICA Taxes \$28,373 21-20 FICA Medicare \$6,603 22-20 Retirement Contributions FRS Pension \$99,232 22-30 Retirement Contributions Deferred Comp Match \$10,470 23-10 Life and Health Insurance Insurance \$33,029 24-10 Workers' Compensation Premium \$650 31-10 Prof. Services General \$84,900 Financial Consultant \$11,500 Financial Audit \$8,050 SCORE \$6,900 Web Hostina \$3,450 Other \$50,000 31-20 Prof. Services General \$11,500 Ton Contractual Services General \$15,855 Emvironics/Claritas \$1,495 Costar \$5,340 LocalIntel \$2,000 We Communicate \$4,600 Mail Chimp \$920 Go Daddy/SSL Security \$120 Zoom \$1,380 FRA Cont (3 staff) \$4,500 FRA Training CRA Board \$6,000 After Travel Arrivers Erlephone \$1,345 Communications Services Telephone \$1,345 After Travel Arrivers Services Telephone \$1,300 40-10 Travel and Per Diem Training \$1,300 FRA Training CRA Board \$6,000 After Travel Training Services Telephone \$1,000 After Travel Allowance Services Telephone \$1,000 After Travel Allowance Services Telephone \$1,000 After Travel Allowance Services Telephone \$1,000 52-20 Overating Supplies Miscellaneous \$3,000 54-20 Books/Publications, Memberships, Subscri	REVENU	E TOTALS 106-00-00		\$2,676,523			
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54-20 Books/Publications, Memberships, Subscriptions \$175 South FL Business Journal \$75 Sun Sentinel \$100	54-10			\$0			
South FL Business Journal \$75 Sun Sentinel \$100	54-20			\$175			
Sun Sentinel \$100			\$75				
	54-21	Trade Group / Agency Memberships		\$4,480			





	12024 COMMUNITY REDEVELOPMENT A		
Acct #	Account Description	Line Cost	Budget Item
	GFL Alliance	\$1875	
	FI Redevelopment Assn	\$995	
	Council of Development Finance Agencies	\$550	
	Int'l Council of Shopping Centers	\$350	
	Urban Land Institute	\$220	
	BJs Wholesale Club	\$115	
	FL Dept Economic Opp	\$175	
	FL Housing Coalition	\$200	
61-10	Land Acquisition (carry over)		\$500.000
	Fund Transfers		\$725,431
91-00	Intragov't Transfers Out General Fund	\$353.876	
91-11	Intragov't Transfers Out CRA Community Gardens	\$202,812	
91-51	Intragov't Transfers Out Transfer to Facilities Fund	\$44,051	
91-52	Intragov't Transfers Out Transfer to Fleet	\$14,196	
91-53	Intragov't Transfers Out Transfer to IT Systems	\$110,496	
99-80	Other Uses Reserve for CRA		\$0
	ENSES TOTAL 106-52-01-552		\$2,088,802
	NTER EXPENSES 106-52-02-552		
31-41	Prof. Services CRA - Marketing / PR		\$159.221
<u> </u>	Website Rebuild	\$30,000	<u> </u>
	Alliance Sourcebook	\$5.456	
	Livability Magazine (GFLA)	\$11.220	
	DB Chamber Sourcebook	\$3,295	
	Economic Sourcebook	\$4,140	
	Social Media Contract	\$40,250	
	Dania Press	\$13,800	
	Cohoots	\$5,750	
		\$5,750 \$5,750	
	Cranbia Design		
	Graphic Design	\$23,000	
	Photography/Videography	\$11,500	
04.40	Other Ads	\$5,060	6440.000
31-42	Prof. Services CRA - Redevelopment Initiatives	# 400.000	\$149.200
	Rebuild Together	\$120.000	
	Surveys	\$10.000	
	Appraisals	\$10,000	
	Lawn Service	\$9,200	
	Calvin Giordano - Branding Signage	\$0	
48-10	Promotional Activities General		\$13,800
	Awards for Presentations	\$1,150	
	Event Ad-ons/Reimbursement	\$6,900	
	Promotional Items	\$5,750	
	NTER EXPENSES TOTAL 106-52-02-552		\$322,221
	E EXPENSES 106-52-08-552		
31-10	Professional Services (C Giordano W 1st Ave Eng)		\$0
31-42	Professional Services CRA - Redevelopment Initiatives		\$0
31-43	CRA Economic Development Initiatives		\$265.500
	CRA Satelite Office Rent	\$60,000	
	CRA Satelite Office Op Expenses	\$15,000	
	Commercial Facade Grant	\$55,000	
	Business Attraction / Expansion Grant	\$55,000	
	Dist Stimulus Incentives	\$70,000	
	CRA Annual Lunch	\$3,500	
	Hospitality Forum	\$3,500	
	Banking Forum	\$3,500	
CITYWID	E EXPENSES TOTAL 106-52-08-552	ΨΟ,ΟΟΟ	\$265,500
	6 - EXPENSE TOTALS		\$2,676,523
	V =/11 = 110 = 1 0 1/1 = 0		\$2,676,523





Acct #	Account Description	Line Cost	Budget Item	
	2 - CRA COMMUNITY GARDEN PATCH		Accounts	
Acct #		Line Cost	Budget Item	
	REVENUE 112-00-00	Lille Cost	Dudget item	
369-90-	Misc Revenues		\$35,000	
369-90-			\$10,000	
381-01-			\$202,812	
	REVENUE TOTALS 106-00-00		\$247.812	
	EXPENSES 112-52-09-552		Ψ <u>Ζ</u> +1,01 <u>Z</u>	
IAIOIIL	Wages / Employee Costs			
12-11	Salaries and Wages Part-Time (FRS Eligible)		\$33,495	
14-10	Overtime Regular		υυτ,τυυ	
15-15	Special Pay - Accrued Leave Buy back			
21-10	FICA Taxes			
21-20	FICA Medicare			
22-20	Retirement Contributions FRS Pension		\$4.545	
24-10	Workers' Compensation Premium		\$2,300	
31-10	Professional Services General		\$25.000	
34-10	Contractural Services General - Fruitful Fields		\$77.865	
34-20	Contractual Services General - 1 Iditur Fields Contractual Services Merchant Card Processing Fees		\$1.800	
40-10	Training, Travel, and Per Diem Expenses		\$1.500 \$1.500	
41-10	Communications Services Telephone		\$1.300 \$200	
43-10	Utility Services Water		\$8.600	
43-10	Utility Services Electricity		\$2,500	
44-10	Rentals and Leases Equipment		\$5,000	
46-10	Repair & Maintenance Services Equipment		\$2,000	
46-30	Repair & Maintenance Services Legipment Repair & Maintenance Services Vehicles		\$5,000	
46-50	Repair & Maintenance Services Venicles Repair & Maintenance Services Grounds		\$9,348	
47-10	Printing and Binding General		\$1,500	
48-10	Promotional Activities General		\$12,000	
49-30	Other Current Charges/Obligations Permits & Licenses		\$600	
51-10	Office Supplies General		\$1,000	
52-06	Operating Supplies Cost of Goods Sold (Patch)		\$15.000	
52-10	Operating Supplies Cost of Goods Sold (1 atch) Operating Supplies Gasoline and Diesel Fuel		\$1.500	
52-20	Operating Supplies Miscellaneous		\$1.000 \$15.000	
91-51	Intragov't Transfers Out Transfer to Facilities Fund		\$12,234	
91-53	Intragov't Transfers Out Transfer to IT Systems Fund		\$9,825	
99-10	Other Uses Contingency		\$0	
	552 - INDUSTRY DEVELOPMENT TOTALS		\$247,812	
	10 - USDA GRANT EXPENSES		WE-11,012	
31-10			\$0	
52-20			\$0 \$0	
	10 - USDA GRANT TOTALS		\$0	
	11 - DELUCA GRANT EXPENSES		Ψ	
31-10	Professional Services General		\$0	
46-30	Repair & Maintenance Services Vehicles		\$0	
52-10	Operating Supplies Gasoline and Diesel Fuel		\$0	
52-20			\$0	
	M&E Vehicles		\$0	
	I 11 - DELUCA GRANT TOTALS		\$0	
FUND 112 - EXPENSE TOTALS \$247,812				
	2 - REVENUE TOTALS		\$247,812	
	6 + 112 - GRAND TOTALS EXPENSE		\$2,924,335	
	6 + 112 - GRAND TOTALS REVENUE		\$2,924,335	

RESOLUTION NO. 2023-CRA- () | 2

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, 2023, AND ENDING ON SEPTEMBER 30, 2024; 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, 2023, and ending on September 30, 2024, has been prepared; and

WHEREAS, the proposed budget was presented to the CRA Board, discussed at the CRA Board Special meeting held on July 11, 2023, and subsequently adjusted to accommodate the CRA Board's direction; and

WHEREAS, the proposed budget for the Fiscal Year commencing on October 1, 2023, and ending on September 30, 2024 has been finalized by the CRA Board.

NOW, THEREFORE, BE IT RESOLVED BY THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF COMMISSIONERS:

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, 2023, and ending on September 30, 2024.

Section 3. That all appropriations from the 2022-2023 fiscal year which are encumbered but unexpended as of the last day of the fiscal year, may be re-appropriated for the same purpose and incorporated into the budget for the 2023-2024 fiscal year at the discretion of the CRA Executive Director and approval of the CRA Board when applicable. 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 2022-2023.

Section 4. That all other appropriations for the 2022-2023 fiscal year, which are unencumbered and unexpended as of the last day of the fiscal year, may be re-appropriated for the same purpose or project or reallocated pursuant to Exhibit "A", or if complete, shall be reappropriated 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 September 13, 2023.

ATTEST:

ELORA RIERA, MMC

CRA SECRETÁRÝ

ARCHIBALD J. RYAN IV CHAIR

APPROVED AS TO FORM AND CORRECTNESS:

EVÉ Á. BOÚTSIS

CRA ATTORNEY