

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 FY2024 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 designs. 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.

- 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.
 - Operation Manager position, upgraded to Deputy Director
 - Part-time accounting position, upgraded to a full-time accounting/admin position
 - Strategic Communications & Community Outreach Representative, delete position
 - 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



FY2024 COMMUNITY REDEVELOPMENT AGENCY BUDGET

FUND 106 - COMMUNITY REDEVELOPMENT AGENCY		FY2024 ACCOUNTS	
Acct #	Account Description	Line Cost	Budget Item
REVENUE 106-00-00			
361-10-	Interest and Other Earnings		\$40,000
381-00-	Non-Op Transfer from General Fund		\$1,600,000
389-90-	Non-Op Re-Appropriations Balance		\$1,036,523
REVENUE TOTALS 106-00-00			\$2,676,523
CRA EXPENSE 106-52-01-552			
12-10	Salaries and Wages Full-Time		\$451,637
12-11	Salaries and Wages Part-Time (FRS Eligible)		\$0
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
21-10	FICA Taxes		\$28,373
21-20	FICA Medicare		\$6,635
22-20	Retirement Contributions FRS Pension		\$99,232
22-30	Retirement Contributions Deferred Comp Match		\$10,470
23-10	Life and Health Insurance Insurance		\$83,029
24-10	Workers' Compensation Premium		\$650
31-10	Prof. Services General		\$84,900
	Ann'l Rpt Layout	\$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		\$15,855
	Envionics/Claritas	\$1,495	
	CoStar	\$5,340	
	LocalIntel	\$2,000	
	We Communicate	\$4,600	
	Mail Chimp	\$920	
	Go Daddv/SSL Security	\$120	
	Zoom	\$1,380	
40-10	Travel and Per Diem Training		\$20,500
	FRA Conf (3 staff)	\$4,500	
	FRA Training CRA Board	\$6,000	
	ICSC Conf (3 staff)	\$4,000	
	Misc Travel/Training staff	\$5,000	
	Alliance Board Meetings	\$1,000	
	FL Events Conf (2 staff)	\$0	
41-10	Communications Services Telephone		\$2,875
42-10	Freight & Postage Services Freight & Postage		\$3,450
46-30	Repair & Maint. Services Vehicles		\$2,300
47-10	Printing and Binding General		\$3,000
48-17	Community Events - Mortorcycle Show		\$5,750
49-20	Other Charges/Obligations Legal & Advertising		\$3,000
51-10	Office Supplies General		\$6,000
52-10	Operating Supplies Gasoline and Diesel Fuel		\$1,000
52-20	Operating Supplies Miscellaneous		\$3,600
	Storage	\$3000	
	Uniforms	\$600	
54-10	Books/Publications, Memberships, Subscriptions		\$0
54-20	Books/Publications, Memberships, Subscriptions		\$175
	South FL Business Journal	\$75	
	Sun Sentinel	\$100	
54-21	Trade Group / Agency Memberships		\$4,480



FY2024 COMMUNITY REDEVELOPMENT AGENCY BUDGET

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
CRA EXPENSES TOTAL 106-52-01-552			\$2,088,802
CITY CENTER EXPENSES 106-52-02-552			
31-41	Prof. Services CRA - Marketing / PR		\$159,221
	Website Rebuild	\$30,000	
	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	
	CultureOwl	\$5,750	
	Graphic Design	\$23,000	
	Photography/Videography	\$11,500	
	Other Ads	\$5,060	
31-42	Prof. Services CRA - Redevelopment Initiatives		\$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	
CITY CENTER EXPENSES TOTAL 106-52-02-552			\$322,221
CITYWIDE 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	
CITYWIDE EXPENSES TOTAL 106-52-08-552			\$265,500
FUND 106 - EXPENSE TOTALS			\$2,676,523
FUND 106 - REVENUE TOTALS			\$2,676,523



FY2024 COMMUNITY REDEVELOPMENT AGENCY BUDGET

Acct #	Account Description	Line Cost	Budget Item
FUND 112 - CRA COMMUNITY GARDEN PATCH		FY2024 Accounts	
Acct #	Account Description	Line Cost	Budget Item
PATCH REVENUE 112-00-00			
369-90-	Misc Revenues		\$35,000
369-90-	Comm Garden Patch Sales		\$10,000
381-01-	Non-Operating Transfer from CRA		\$202,812
PATCH REVENUE TOTALS 106-00-00			\$247,812
PATCH EXPENSES 112-52-09-552			
	Wages / Employee Costs		
12-11	Salaries and Wages Part-Time (FRS Eligible)		\$33,495
14-10	Overtime Regular		
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	Contractual Services General - Fruitful Fields		\$77,865
34-20	Contractual Services Merchant Card Processing Fees		\$1,800
40-10	Training, Travel, and Per Diem Expenses		\$1,500
41-10	Communications Services Telephone		\$200
43-10	Utility Services Water		\$8,600
43-20	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 Vehicles		\$5,000
46-50	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 Gasoline and Diesel Fuel		\$1,500
52-20	Operating Supplies Miscellaneous		\$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
Activity 552 - INDUSTRY DEVELOPMENT TOTALS			\$247,812
Division 10 - USDA GRANT EXPENSES			
31-10	Professional Services General		\$0
52-20	Operating Supplies Miscellaneous		\$0
Division 10 - USDA GRANT TOTALS			\$0
Division 11 - DELUCA GRANT EXPENSES			
31-10	Professional Services General		\$0
46-30	Repair & Maintenance Services Vehicles		\$0
52-10	Operating Supplies Gasoline and Diesel Fuel		\$0
52-20	Operating Supplies Miscellaneous		\$0
64-20	M&E Vehicles		\$0
DIVISION 11 - DELUCA GRANT TOTALS			\$0
FUND 112 - EXPENSE TOTALS			\$247,812
FUND 112 - REVENUE TOTALS			\$247,812
FUND 106 + 112 - GRAND TOTALS EXPENSE			\$2,924,335
FUND 106 + 112 - GRAND TOTALS REVENUE			\$2,924,335

RESOLUTION NO. 2023-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, 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 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.

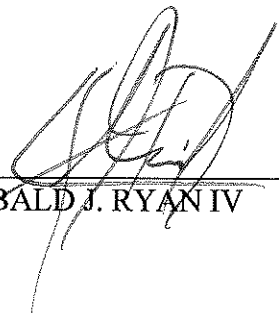
PASSED AND ADOPTED on September 13, 2023.

ATTEST:




ELORA RIERA, MMC
CRA SECRETARY





ARCHIBALD J. RYAN IV
CHAIR

APPROVED AS TO FORM AND CORRECTNESS:



EVE A. BOUTSIS
CRA ATTORNEY