

LDDA BOARD OF DIRECTORS MEETING AGENDA  
Thursday, June 16, 2022 • 8:00am  
City Hall - City Commission Conference Room

**CALL TO ORDER**

Jeff Donalson

**Kelly Koos - City Clerk - Elections Packet distribution**  
(Bretta & Jeff)

**LPD Presentation**

**Chief Garcia**

**CONSENT AGENDA (\*)**

Jeff Donalson

LDDA BOARD MEETING MINUTES - April 21, 2022  
Monthly Financial Statements - April 2022, May 2022

**New Business**

Citrus Mutual - Demolition Request  
2022 Budget Preview and Millage discussion  
LDDA lease discussion

Julie Townsend

**Old Business**

Security Update

**AUDIENCE**

Jeff Donalson

**ADJOURN**

**MISSION: To Improve and Stimulate the Environment for Economic Development in a People-Oriented Downtown Community**

**Vision Statement: An exceptional Downtown partnering with others to provide a business and residential environment featuring economic opportunity, quality public spaces, and cultural and educational enrichment, all in a diverse, safe and attractive setting.**



**MINUTES**  
**LDDA BOARD OF DIRECTORS MEETING**  
**Thursday, April 21, 2022 8:00 AM**  
**City Commission Conference Room**

**BOARD/STAFF PRESENT:** Jeff Donalson; Grant Miller; Adrian Rozen; Michael Kincart; Bretta Christakos; Mike Musick; Julie Townsend, staff

**BOARD ABSENT:** Eric Belvin

**GUESTS:** Rickard Widick, Dawn Brower

**CALL TO ORDER: 8:04 a.m.** Jeff Donalson, Chair of LDDA, called the meeting to order.

Tracy Kimbrough, CPS Advisors, presented the LDDA financial audit for fiscal year 2021. Tracy presented a clean financial statement. Bretta Christakos moved to approve the audit. Michael Kincart seconded the motion. Motion passed 6-0.

Tracy Kimbrough suggested that the LDDA change its capitalization policy from \$500 to \$2500 or the current IRS limits. Mike Musick seconded the motion. Motion passed 6-0.

**CONSENT AGENDA:** Michael Musick moved to approve the consent agenda items. Bretta Christakos seconded the motion. Motion approved 6-0.

Julie Townsend shared the details of the Downtown security plan.

Julie Townsend updated the board on the LDDA lease. The building LDDA leases is currently for sale.

Julie Townsend presented the recap of the priorities discussed at the last LDDA board meeting. Mike Musick moved to approve the LDDA Priorities. Grant Miller seconded the motion. Motion passed 6-0.

Julie Townsend reviewed an LDDA presentation of priorities from April 2019 to refresh the board members on what LDDA and the City has accomplished from the list.

Julie Townsend introduced Dawn Brower who presented the idea of a Lakeland Carousel. The board discussed the idea and showed support for Ms. Brower's endeavors.

Rick Widick introduced himself to the Board.

With no more business, the meeting was adjourned at 9:30 a.m.

*LDDA Board of Directors' meetings are recorded for transcript purposes. Minutes do not reflect discussions, but provide the record of actionable items. Audio files of the meetings are stored at the LDDA office and are available upon request.*

**The next LDDA Board of Directors meeting will be on Thursday, May 19, 2022, at 8:00 a.m. in the city commission conference room.**

\_\_\_\_\_  
Jeff Donalson, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Julie Townsend, Executive Director

\_\_\_\_\_  
Date

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
6000 Primary Income				
6100 Tax Receipts	364,178.08	387,739.00	-23,560.92	93.92 %
6150 Misc Marketing Income	16,685.50	12,000.00	4,685.50	139.05 %
6300 Investment Income (Money Mkt.)	485.13	500.00	-14.87	97.03 %
6360 Reimbursed Expenses		3,000.00	-3,000.00	
<b>Total 6000 Primary Income</b>	<b>381,348.71</b>	<b>403,239.00</b>	<b>-21,890.29</b>	<b>94.57 %</b>
6200 Program Income				
6155 Banner Income		3,000.00	-3,000.00	
<b>Total 6200 Program Income</b>		<b>3,000.00</b>	<b>-3,000.00</b>	
6450 Income-Farmers Curb Market				
6450.11 Shared Marketing Costs	75,047.72	95,000.00	-19,952.28	79.00 %
6450.13 Fundraiser/Sales Gross	676.00	1,000.00	-324.00	67.60 %
6450.14 Merchandise Sales Tax	43.12	200.00	-156.88	21.56 %
6450.15 Special Event Income-DFCM	2,065.00	5,000.00	-2,935.00	41.30 %
6450.18 FAB Grant	12,088.00	10,000.00	2,088.00	120.88 %
6450.19 EBT Electronic Transfer	19,954.00	10,000.00	9,954.00	199.54 %
<b>Total 6450 Income-Farmers Curb Market</b>	<b>109,873.84</b>	<b>121,200.00</b>	<b>-11,326.16</b>	<b>90.65 %</b>
6460 Event Income (FF,FTR)				
6460.10 First Friday Shared Event Costs	43,571.90	56,110.00	-12,538.10	77.65 %
6460.20 First Friday Sponsorships	6,250.00	6,000.00	250.00	104.17 %
6460.40 Other event sponsorships	5,350.00	500.00	4,850.00	1,070.00 %
<b>Total 6460 Event Income (FF,FTR)</b>	<b>55,171.90</b>	<b>62,610.00</b>	<b>-7,438.10</b>	<b>88.12 %</b>
<b>Total Income</b>	<b>\$546,394.45</b>	<b>\$590,049.00</b>	<b>\$ -43,654.55</b>	<b>92.60 %</b>
<b>GROSS PROFIT</b>	<b>\$546,394.45</b>	<b>\$590,049.00</b>	<b>\$ -43,654.55</b>	<b>92.60 %</b>
<b>Expenses</b>				
7000 Event Expenses				
7040 Event Insurance	1,000.00	1,000.00	0.00	100.00 %
7050 Contract event staff	6,990.00	9,800.00	-2,810.00	71.33 %
7060 Workers Comp Ins (contract event)	800.00	800.00	0.00	100.00 %
7065 Event Square Fees	1,397.72	2,950.00	-1,552.28	47.38 %
7070 Entertainment	1,525.00	2,500.00	-975.00	61.00 %
7080 Event Graphics & Printing	2,254.69	4,000.00	-1,745.31	56.37 %
7090 Event Sanitation	1,470.00	2,760.00	-1,290.00	53.26 %
7095 Sponsorships Mktg	2,684.93	6,500.00	-3,815.07	41.31 %
7100 City of Lakeland Fees				
7100.10 Parking Services	1,887.00	4,000.00	-2,113.00	47.18 %
7100.20 Police Services	2,002.00	2,000.00	2.00	100.10 %
7100.30 Parks & Recreations Staff	4,897.50	8,000.00	-3,102.50	61.22 %
<b>Total 7100 City of Lakeland Fees</b>	<b>8,786.50</b>	<b>14,000.00</b>	<b>-5,213.50</b>	<b>62.76 %</b>
8010.15 Marketing Coordinator	5,861.24	10,000.00	-4,138.76	58.61 %

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8010.17 Salaries Event Admin	1,497.78	3,500.00	-2,002.22	42.79 %
<b>Total 7000 Event Expenses</b>	<b>34,267.86</b>	<b>57,810.00</b>	<b>-23,542.14</b>	<b>59.28 %</b>
8000 Administration & Salaries				
8010 Salaries				
8010.11 Executive Director Salary	48,243.86	82,704.00	-34,460.14	58.33 %
8010.12 LDDA Admn (pka Coordinator)	9,746.77	17,350.00	-7,603.23	56.18 %
8010.13 Payroll Taxes	7,734.16	12,000.00	-4,265.84	64.45 %
8011 Marketing Intern	3,600.00	3,600.00	0.00	100.00 %
8012 Marketing Staff	12,541.76	21,500.00	-8,958.24	58.33 %
8040 Retirement Expense	1,447.32	3,000.00	-1,552.68	48.24 %
<b>Total 8010 Salaries</b>	<b>83,313.87</b>	<b>140,154.00</b>	<b>-56,840.13</b>	<b>59.44 %</b>
8100 General Administration				
8200 Lease	12,934.63	24,000.00	-11,065.37	53.89 %
8210 Utilities	1,395.10	2,640.00	-1,244.90	52.84 %
8250 Postage and Delivery	27.10	250.00	-222.90	10.84 %
8350 Telephone	993.55	2,400.00	-1,406.45	41.40 %
8360 Computer Services	2,271.42	3,000.00	-728.58	75.71 %
8370 Supplies	873.94	1,000.00	-126.06	87.39 %
8400 Travel, Meals, Meetings	972.50	2,500.00	-1,527.50	38.90 %
8500 Insurance - Liability		500.00	-500.00	
8510 Workers Comp	600.00	600.00	0.00	100.00 %
8700 Printing and Reproduction		500.00	-500.00	
8750 Legal Advertising		2,200.00	-2,200.00	
8760 Miscellaneous	3,512.27	5,295.00	-1,782.73	66.33 %
8800 Audit & Reporting	9,500.00	11,000.00	-1,500.00	86.36 %
8850 Accounting	850.00	1,200.00	-350.00	70.83 %
8980 Property Appraiser	4,158.00	7,750.00	-3,592.00	53.65 %
9000 Tax Collector	8,218.54	8,950.00	-731.46	91.83 %
9050 Memberships & Subscriptions	3,613.88	4,500.00	-886.12	80.31 %
9055 TIF Payments	5,109.95	7,500.00	-2,390.05	68.13 %
9410 Downtown Maintenance	103.04	45,000.00	-44,896.96	0.23 %
9750 Container Gardens	5,500.00	10,000.00	-4,500.00	55.00 %
<b>Total 8100 General Administration</b>	<b>60,633.92</b>	<b>140,785.00</b>	<b>-80,151.08</b>	<b>43.07 %</b>
8920 Marketing & Development				
8920.15 Downtown Marketing	45,893.72	75,000.00	-29,106.28	61.19 %
8920.16 Development Grants & Incentives		30,000.00	-30,000.00	
8920.18 Other Event Costs	21,730.33	23,500.00	-1,769.67	92.47 %
8920.21 LDDA web site	500.00	500.00	0.00	100.00 %
<b>Total 8920 Marketing &amp; Development</b>	<b>68,124.05</b>	<b>129,000.00</b>	<b>-60,875.95</b>	<b>52.81 %</b>
<b>Total 8000 Administration &amp; Salaries</b>	<b>212,071.84</b>	<b>409,939.00</b>	<b>-197,867.16</b>	<b>51.73 %</b>
8761 Program Expense				
8765 Banner Installation	660.00	3,000.00	-2,340.00	22.00 %

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9751 Valet Parking	2,032.71	4,800.00	-2,767.29	42.35 %
<b>Total 8761 Program Expense</b>	<b>2,692.71</b>	<b>7,800.00</b>	<b>-5,107.29</b>	<b>34.52 %</b>
9745 Expense-Farmers Curb Market				
8010.14 FAB Coordinator	11,666.62	20,000.00	-8,333.38	58.33 %
8010.16 Salaries DFCM Admin	7,672.15	8,000.00	-327.85	95.90 %
9745.10 Management Contract	6,418.71	13,000.00	-6,581.29	49.37 %
9745.11 General Operating Expense	2,307.56	3,500.00	-1,192.44	65.93 %
9745.12 Workers Comp (DFCM)	1,150.30	200.00	950.30	575.15 %
9745.13 Music/Entertainment	4,425.00	10,000.00	-5,575.00	44.25 %
9745.16 Square Fees	2,549.98	3,500.00	-950.02	72.86 %
9745.18 EBT Payout	14,249.00	10,000.00	4,249.00	142.49 %
9745.19 FAB payout	11,586.00	10,000.00	1,586.00	115.86 %
9745.20 EFUNDS Fees	317.40	600.00	-282.60	52.90 %
9745.21 DFCM marketing	9,750.18	25,000.00	-15,249.82	39.00 %
9745.22 Special Event Expenses	2,208.00	5,000.00	-2,792.00	44.16 %
9745.23 DFCM SNAP Expenses	36.46	1,500.00	-1,463.54	2.43 %
9745.24 Sales Tax	81.97	200.00	-118.03	40.99 %
9745.25 SNAP Booth Admin	1,698.00	4,000.00	-2,302.00	42.45 %
<b>Total 9745 Expense-Farmers Curb Market</b>	<b>76,117.33</b>	<b>114,500.00</b>	<b>-38,382.67</b>	<b>66.48 %</b>
<b>Total Expenses</b>	<b>\$325,149.74</b>	<b>\$590,049.00</b>	<b>\$ -264,899.26</b>	<b>55.11 %</b>
NET OPERATING INCOME	<b>\$221,244.71</b>	<b>\$0.00</b>	<b>\$221,244.71</b>	<b>0.00%</b>
Other Income				
6940 Restricted Accounts				
6950.50 Restricted AOP Funds		58,000.00	-58,000.00	
6955 Restricted Streetscape Account		23,521.00	-23,521.00	
<b>Total 6940 Restricted Accounts</b>		<b>81,521.00</b>	<b>-81,521.00</b>	
6950 Unappropriated Funds		510,171.00	-510,171.00	
6950.10 Unappr Grant & Incentive Funds	-68,707.81	145,267.00	-213,974.81	-47.30 %
6950.20 Unappr Maintenance Funds		4,980.00	-4,980.00	
6950.30 Unappr Marketing		49,993.00	-49,993.00	
6950.40 Unappr DFCM Funds		51,154.00	-51,154.00	
6950.65 Unappr Valet		34,405.00	-34,405.00	
6950.66 Unappropriated First Friday		21,466.00	-21,466.00	
<b>Total 6950 Unappropriated Funds</b>	<b>-68,707.81</b>	<b>817,436.00</b>	<b>-886,143.81</b>	<b>-8.41 %</b>
<b>Total Other Income</b>	<b>\$ -68,707.81</b>	<b>\$898,957.00</b>	<b>\$ -967,664.81</b>	<b>-7.64 %</b>
NET OTHER INCOME	<b>\$ -68,707.81</b>	<b>\$898,957.00</b>	<b>\$ -967,664.81</b>	<b>-7.64 %</b>
NET INCOME	<b>\$152,536.90</b>	<b>\$898,957.00</b>	<b>\$ -746,420.10</b>	<b>16.97 %</b>

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
6000 Primary Income				
6100 Tax Receipts	369,030.55	387,739.00	-18,708.45	95.17 %
6150 Misc Marketing Income	17,813.00	12,000.00	5,813.00	148.44 %
6300 Investment Income (Money Mkt.)	564.74	500.00	64.74	112.95 %
6360 Reimbursed Expenses	3,467.76	3,000.00	467.76	115.59 %
<b>Total 6000 Primary Income</b>	<b>390,876.05</b>	<b>403,239.00</b>	<b>-12,362.95</b>	<b>96.93 %</b>
6200 Program Income				
6155 Banner Income	900.00	3,000.00	-2,100.00	30.00 %
<b>Total 6200 Program Income</b>	<b>900.00</b>	<b>3,000.00</b>	<b>-2,100.00</b>	<b>30.00 %</b>
6450 Income-Farmers Curb Market				
6450.11 Shared Marketing Costs	91,551.80	95,000.00	-3,448.20	96.37 %
6450.13 Fundraiser/Sales Gross	785.00	1,000.00	-215.00	78.50 %
6450.14 Merchandise Sales Tax	50.75	200.00	-149.25	25.38 %
6450.15 Special Event Income-DFCM	2,625.00	5,000.00	-2,375.00	52.50 %
6450.18 FAB Grant	13,692.00	10,000.00	3,692.00	136.92 %
6450.19 EBT Electronic Transfer	21,456.00	10,000.00	11,456.00	214.56 %
<b>Total 6450 Income-Farmers Curb Market</b>	<b>130,160.55</b>	<b>121,200.00</b>	<b>8,960.55</b>	<b>107.39 %</b>
6460 Event Income (FF,FTR)				
6460.10 First Friday Shared Event Costs	47,945.70	56,110.00	-8,164.30	85.45 %
6460.20 First Friday Sponsorships	6,250.00	6,000.00	250.00	104.17 %
6460.40 Other event sponsorships	5,350.00	500.00	4,850.00	1,070.00 %
<b>Total 6460 Event Income (FF,FTR)</b>	<b>59,545.70</b>	<b>62,610.00</b>	<b>-3,064.30</b>	<b>95.11 %</b>
<b>Total Income</b>	<b>\$581,482.30</b>	<b>\$590,049.00</b>	<b>\$ -8,566.70</b>	<b>98.55 %</b>
<b>GROSS PROFIT</b>	<b>\$581,482.30</b>	<b>\$590,049.00</b>	<b>\$ -8,566.70</b>	<b>98.55 %</b>
<b>Expenses</b>				
7000 Event Expenses				
7040 Event Insurance	1,000.00	1,000.00	0.00	100.00 %
7050 Contract event staff	8,201.50	9,800.00	-1,598.50	83.69 %
7060 Workers Comp Ins (contract event)	800.00	800.00	0.00	100.00 %
7065 Event Square Fees	1,684.94	2,950.00	-1,265.06	57.12 %
7070 Entertainment	1,625.00	2,500.00	-875.00	65.00 %
7080 Event Graphics & Printing	2,788.69	4,000.00	-1,211.31	69.72 %
7090 Event Sanitation	2,020.00	2,760.00	-740.00	73.19 %
7095 Sponsorships Mktg	2,684.93	6,500.00	-3,815.07	41.31 %
7100 City of Lakeland Fees				
7100.10 Parking Services	2,201.50	4,000.00	-1,798.50	55.04 %
7100.20 Police Services	2,338.00	2,000.00	338.00	116.90 %
7100.30 Parks & Recreations Staff	5,599.50	8,000.00	-2,400.50	69.99 %
<b>Total 7100 City of Lakeland Fees</b>	<b>10,139.00</b>	<b>14,000.00</b>	<b>-3,861.00</b>	<b>72.42 %</b>
8010.15 Marketing Coordinator	6,695.17	10,000.00	-3,304.83	66.95 %

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8010.17 Salaries Event Admin	1,851.41	3,500.00	-1,648.59	52.90 %
<b>Total 7000 Event Expenses</b>	<b>39,490.64</b>	<b>57,810.00</b>	<b>-18,319.36</b>	<b>68.31 %</b>
8000 Administration & Salaries				
8010 Salaries				
8010.11 Executive Director Salary	60,727.66	82,704.00	-21,976.34	73.43 %
8010.12 LDDA Admn (pka Coordinator)	12,519.55	17,350.00	-4,830.45	72.16 %
8010.13 Payroll Taxes	9,416.63	12,000.00	-2,583.37	78.47 %
8011 Marketing Intern	3,983.88	3,600.00	383.88	110.66 %
8012 Marketing Staff	14,332.83	21,500.00	-7,167.17	66.66 %
8040 Retirement Expense	1,757.46	3,000.00	-1,242.54	58.58 %
<b>Total 8010 Salaries</b>	<b>102,738.01</b>	<b>140,154.00</b>	<b>-37,415.99</b>	<b>73.30 %</b>
8100 General Administration				
8200 Lease	15,058.81	24,000.00	-8,941.19	62.75 %
8210 Utilities	1,573.06	2,640.00	-1,066.94	59.59 %
8250 Postage and Delivery	27.10	250.00	-222.90	10.84 %
8350 Telephone	1,277.19	2,400.00	-1,122.81	53.22 %
8360 Computer Services	2,433.15	3,000.00	-566.85	81.11 %
8370 Supplies	980.68	1,000.00	-19.32	98.07 %
8400 Travel, Meals, Meetings	1,345.96	2,500.00	-1,154.04	53.84 %
8500 Insurance - Liability	369.69	500.00	-130.31	73.94 %
8510 Workers Comp	600.00	600.00	0.00	100.00 %
8700 Printing and Reproduction	340.00	500.00	-160.00	68.00 %
8750 Legal Advertising		2,200.00	-2,200.00	
8760 Miscellaneous	4,235.75	5,295.00	-1,059.25	80.00 %
8800 Audit & Reporting	9,500.00	11,000.00	-1,500.00	86.36 %
8850 Accounting	850.00	1,200.00	-350.00	70.83 %
8980 Property Appraiser	4,158.00	7,750.00	-3,592.00	53.65 %
9000 Tax Collector	8,315.59	8,950.00	-634.41	92.91 %
9050 Memberships & Subscriptions	3,860.38	4,500.00	-639.62	85.79 %
9055 TIF Payments	5,109.95	7,500.00	-2,390.05	68.13 %
9410 Downtown Maintenance	16,660.72	45,000.00	-28,339.28	37.02 %
9750 Container Gardens	7,100.00	10,000.00	-2,900.00	71.00 %
<b>Total 8100 General Administration</b>	<b>83,796.03</b>	<b>140,785.00</b>	<b>-56,988.97</b>	<b>59.52 %</b>
8920 Marketing & Development				
8920.15 Downtown Marketing	52,647.85	75,000.00	-22,352.15	70.20 %
8920.16 Development Grants & Incentives		30,000.00	-30,000.00	
8920.18 Other Event Costs	22,618.33	23,500.00	-881.67	96.25 %
8920.21 LDDA web site	500.00	500.00	0.00	100.00 %
<b>Total 8920 Marketing &amp; Development</b>	<b>75,766.18</b>	<b>129,000.00</b>	<b>-53,233.82</b>	<b>58.73 %</b>
<b>Total 8000 Administration &amp; Salaries</b>	<b>262,300.22</b>	<b>409,939.00</b>	<b>-147,638.78</b>	<b>63.99 %</b>
8761 Program Expense				
8765 Banner Installation	1,185.00	3,000.00	-1,815.00	39.50 %



# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9751 Valet Parking	2,468.96	4,800.00	-2,331.04	51.44 %
<b>Total 8761 Program Expense</b>	<b>3,653.96</b>	<b>7,800.00</b>	<b>-4,146.04</b>	<b>46.85 %</b>
9745 Expense-Farmers Curb Market				
8010.14 FAB Coordinator	13,333.28	20,000.00	-6,666.72	66.67 %
8010.16 Salaries DFCM Admin	8,000.00	8,000.00	0.00	100.00 %
9745.10 Management Contract	7,945.71	13,000.00	-5,054.29	61.12 %
9745.11 General Operating Expense	2,447.01	3,500.00	-1,052.99	69.91 %
9745.12 Workers Comp (DFCM)	1,150.30	200.00	950.30	575.15 %
9745.13 Music/Entertainment	4,825.00	10,000.00	-5,175.00	48.25 %
9745.16 Square Fees	3,134.55	3,500.00	-365.45	89.56 %
9745.18 EBT Payout	15,473.00	10,000.00	5,473.00	154.73 %
9745.19 FAB payout	13,346.00	10,000.00	3,346.00	133.46 %
9745.20 EFUNDS Fees	317.40	600.00	-282.60	52.90 %
9745.21 DFCM marketing	9,945.09	25,000.00	-15,054.91	39.78 %
9745.22 Special Event Expenses	2,638.00	5,000.00	-2,362.00	52.76 %
9745.23 DFCM SNAP Expenses	36.46	1,500.00	-1,463.54	2.43 %
9745.24 Sales Tax	81.97	200.00	-118.03	40.99 %
9745.25 SNAP Booth Admin	1,938.00	4,000.00	-2,062.00	48.45 %
<b>Total 9745 Expense-Farmers Curb Market</b>	<b>84,611.77</b>	<b>114,500.00</b>	<b>-29,888.23</b>	<b>73.90 %</b>
<b>Total Expenses</b>	<b>\$390,056.59</b>	<b>\$590,049.00</b>	<b>\$ -199,992.41</b>	<b>66.11 %</b>
NET OPERATING INCOME	<b>\$191,425.71</b>	<b>\$0.00</b>	<b>\$191,425.71</b>	<b>0.00%</b>
Other Income				
6940 Restricted Accounts				
6950.50 Restricted AOP Funds		58,000.00	-58,000.00	
6955 Restricted Streetscape Account		23,521.00	-23,521.00	
<b>Total 6940 Restricted Accounts</b>		<b>81,521.00</b>	<b>-81,521.00</b>	
6950 Unappropriated Funds		510,171.00	-510,171.00	
6950.10 Unappr Grant & Incentive Funds	-68,707.81	145,267.00	-213,974.81	-47.30 %
6950.20 Unappr Maintenance Funds		4,980.00	-4,980.00	
6950.30 Unappr Marketing		49,993.00	-49,993.00	
6950.40 Unappr DFCM Funds		51,154.00	-51,154.00	
6950.65 Unappr Valet		34,405.00	-34,405.00	
6950.66 Unappropriated First Friday		21,466.00	-21,466.00	
<b>Total 6950 Unappropriated Funds</b>	<b>-68,707.81</b>	<b>817,436.00</b>	<b>-886,143.81</b>	<b>-8.41 %</b>
<b>Total Other Income</b>	<b>\$ -68,707.81</b>	<b>\$898,957.00</b>	<b>\$ -967,664.81</b>	<b>-7.64 %</b>
NET OTHER INCOME	<b>\$ -68,707.81</b>	<b>\$898,957.00</b>	<b>\$ -967,664.81</b>	<b>-7.64 %</b>
NET INCOME	<b>\$122,717.90</b>	<b>\$898,957.00</b>	<b>\$ -776,239.10</b>	<b>13.65 %</b>

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
6000 Primary Income				
6100 Tax Receipts	369,030.55	387,739.00	-18,708.45	95.17 %
6150 Misc Marketing Income	17,813.00	12,000.00	5,813.00	148.44 %
6300 Investment Income (Money Mkt.)	564.74	500.00	64.74	112.95 %
6360 Reimbursed Expenses	3,467.76	3,000.00	467.76	115.59 %
<b>Total 6000 Primary Income</b>	<b>390,876.05</b>	<b>403,239.00</b>	<b>-12,362.95</b>	<b>96.93 %</b>
6200 Program Income				
6155 Banner Income	900.00	3,000.00	-2,100.00	30.00 %
<b>Total 6200 Program Income</b>	<b>900.00</b>	<b>3,000.00</b>	<b>-2,100.00</b>	<b>30.00 %</b>
<b>Total Income</b>	<b>\$391,776.05</b>	<b>\$406,239.00</b>	<b>\$ -14,462.95</b>	<b>96.44 %</b>
<b>GROSS PROFIT</b>	<b>\$391,776.05</b>	<b>\$406,239.00</b>	<b>\$ -14,462.95</b>	<b>96.44 %</b>
<b>Expenses</b>				
8000 Administration & Salaries				
8010 Salaries				
8010.11 Executive Director Salary	60,727.66	82,704.00	-21,976.34	73.43 %
8010.12 LDDA Admn (pka Coordinator)	12,519.55	17,350.00	-4,830.45	72.16 %
8011 Marketing Intern	3,983.88	3,600.00	383.88	110.66 %
8012 Marketing Staff	14,332.83	21,500.00	-7,167.17	66.66 %
8040 Retirement Expense	1,757.46	3,000.00	-1,242.54	58.58 %
<b>Total 8010 Salaries</b>	<b>93,321.38</b>	<b>128,154.00</b>	<b>-34,832.62</b>	<b>72.82 %</b>
8100 General Administration				
8200 Lease	15,058.81	24,000.00	-8,941.19	62.75 %
8210 Utilities	1,573.06	2,640.00	-1,066.94	59.59 %
8250 Postage and Delivery	27.10	250.00	-222.90	10.84 %
8350 Telephone	1,277.19	2,400.00	-1,122.81	53.22 %
8360 Computer Services	2,433.15	3,000.00	-566.85	81.11 %
8370 Supplies	980.68	1,000.00	-19.32	98.07 %
8400 Travel, Meals, Meetings	1,345.96	2,500.00	-1,154.04	53.84 %
8500 Insurance - Liability	369.69	500.00	-130.31	73.94 %
8510 Workers Comp	600.00	600.00	0.00	100.00 %
8700 Printing and Reproduction	340.00	500.00	-160.00	68.00 %
8750 Legal Advertising		2,200.00	-2,200.00	
8760 Miscellaneous	4,235.75	5,295.00	-1,059.25	80.00 %
8800 Audit & Reporting	9,500.00	11,000.00	-1,500.00	86.36 %
8850 Accounting	850.00	1,200.00	-350.00	70.83 %
8980 Property Appraiser	4,158.00	7,750.00	-3,592.00	53.65 %
9000 Tax Collector	8,315.59	8,950.00	-634.41	92.91 %
9050 Memberships & Subscriptions	3,860.38	4,500.00	-639.62	85.79 %
9055 TIF Payments	5,109.95	7,500.00	-2,390.05	68.13 %
9410 Downtown Maintenance	16,660.72	45,000.00	-28,339.28	37.02 %
9750 Container Gardens	7,100.00	10,000.00	-2,900.00	71.00 %

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 8100 General Administration</b>	<b>83,796.03</b>	<b>140,785.00</b>	<b>-56,988.97</b>	<b>59.52 %</b>
8920 Marketing & Development				
8920.15 Downtown Marketing	52,647.85	75,000.00	-22,352.15	70.20 %
8920.16 Development Grants & Incentives		30,000.00	-30,000.00	
8920.21 LDDA web site	500.00	500.00	0.00	100.00 %
<b>Total 8920 Marketing &amp; Development</b>	<b>53,147.85</b>	<b>105,500.00</b>	<b>-52,352.15</b>	<b>50.38 %</b>
<b>Total 8000 Administration &amp; Salaries</b>	<b>230,265.26</b>	<b>374,439.00</b>	<b>-144,173.74</b>	<b>61.50 %</b>
8761 Program Expense				
8765 Banner Installation	1,185.00	3,000.00	-1,815.00	39.50 %
<b>Total 8761 Program Expense</b>	<b>1,185.00</b>	<b>3,000.00</b>	<b>-1,815.00</b>	<b>39.50 %</b>
<b>Total Expenses</b>	<b>\$231,450.26</b>	<b>\$377,439.00</b>	<b>\$ -145,988.74</b>	<b>61.32 %</b>
NET OPERATING INCOME	<b>\$160,325.79</b>	<b>\$28,800.00</b>	<b>\$131,525.79</b>	<b>556.69 %</b>
NET INCOME	<b>\$160,325.79</b>	<b>\$28,800.00</b>	<b>\$131,525.79</b>	<b>556.69 %</b>

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
6450 Income-Farmers Curb Market				
6450.11 Shared Marketing Costs	91,551.80	95,000.00	-3,448.20	96.37 %
6450.13 Fundraiser/Sales Gross	785.00	1,000.00	-215.00	78.50 %
6450.14 Merchandise Sales Tax	50.75	200.00	-149.25	25.38 %
6450.15 Special Event Income-DFCM	2,625.00	5,000.00	-2,375.00	52.50 %
6450.18 FAB Grant	13,692.00	10,000.00	3,692.00	136.92 %
6450.19 EBT Electronic Transfer	21,456.00	10,000.00	11,456.00	214.56 %
<b>Total 6450 Income-Farmers Curb Market</b>	<b>130,160.55</b>	<b>121,200.00</b>	<b>8,960.55</b>	<b>107.39 %</b>
<b>Total Income</b>	<b>\$130,160.55</b>	<b>\$121,200.00</b>	<b>\$8,960.55</b>	<b>107.39 %</b>
<b>GROSS PROFIT</b>	<b>\$130,160.55</b>	<b>\$121,200.00</b>	<b>\$8,960.55</b>	<b>107.39 %</b>
<b>Expenses</b>				
9745 Expense-Farmers Curb Market				
8010.14 FAB Coordinator	13,333.28	20,000.00	-6,666.72	66.67 %
8010.16 Salaries DFCM Admin	8,000.00	8,000.00	0.00	100.00 %
9745.10 Management Contract	7,945.71	13,000.00	-5,054.29	61.12 %
9745.11 General Operating Expense	2,447.01	3,500.00	-1,052.99	69.91 %
9745.12 Workers Comp (DFCM)	1,150.30	200.00	950.30	575.15 %
9745.13 Music/Entertainment	4,825.00	10,000.00	-5,175.00	48.25 %
9745.16 Square Fees	3,134.55	3,500.00	-365.45	89.56 %
9745.18 EBT Payout	15,473.00	10,000.00	5,473.00	154.73 %
9745.19 FAB payout	13,346.00	10,000.00	3,346.00	133.46 %
9745.20 EFUNDS Fees	317.40	600.00	-282.60	52.90 %
9745.21 DFCM marketing	9,945.09	25,000.00	-15,054.91	39.78 %
9745.22 Special Event Expenses	2,638.00	5,000.00	-2,362.00	52.76 %
9745.23 DFCM SNAP Expenses	36.46	1,500.00	-1,463.54	2.43 %
9745.24 Sales Tax	81.97	200.00	-118.03	40.99 %
9745.25 SNAP Booth Admin	1,938.00	4,000.00	-2,062.00	48.45 %
<b>Total 9745 Expense-Farmers Curb Market</b>	<b>84,611.77</b>	<b>114,500.00</b>	<b>-29,888.23</b>	<b>73.90 %</b>
<b>Total Expenses</b>	<b>\$84,611.77</b>	<b>\$114,500.00</b>	<b>\$ -29,888.23</b>	<b>73.90 %</b>
<b>NET OPERATING INCOME</b>	<b>\$45,548.78</b>	<b>\$6,700.00</b>	<b>\$38,848.78</b>	<b>679.83 %</b>
<b>NET INCOME</b>	<b>\$45,548.78</b>	<b>\$6,700.00</b>	<b>\$38,848.78</b>	<b>679.83 %</b>

# LAKELAND DOWNTOWN DEVELOPMENT AUTHORITY

Budget vs. Actuals: FY2022 Full Budget - FY22 P&L

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
6460 Event Income (FF,FTR)				
6460.10 First Friday Shared Event Costs	47,945.70	56,110.00	-8,164.30	85.45 %
6460.20 First Friday Sponsorships	6,250.00	6,000.00	250.00	104.17 %
6460.40 Other event sponsorships	5,350.00	500.00	4,850.00	1,070.00 %
<b>Total 6460 Event Income (FF,FTR)</b>	<b>59,545.70</b>	<b>62,610.00</b>	<b>-3,064.30</b>	<b>95.11 %</b>
<b>Total Income</b>	<b>\$59,545.70</b>	<b>\$62,610.00</b>	<b>\$ -3,064.30</b>	<b>95.11 %</b>
<b>GROSS PROFIT</b>	<b>\$59,545.70</b>	<b>\$62,610.00</b>	<b>\$ -3,064.30</b>	<b>95.11 %</b>
<b>Expenses</b>				
7000 Event Expenses				
7040 Event Insurance	1,000.00	1,000.00	0.00	100.00 %
7050 Contract event staff	8,201.50	9,800.00	-1,598.50	83.69 %
7060 Workers Comp Ins (contract event)	800.00	800.00	0.00	100.00 %
7065 Event Square Fees	1,684.94	2,950.00	-1,265.06	57.12 %
7070 Entertainment	1,625.00	2,500.00	-875.00	65.00 %
7080 Event Graphics & Printing	2,788.69	4,000.00	-1,211.31	69.72 %
7090 Event Sanitation	2,020.00	2,760.00	-740.00	73.19 %
7095 Sponsorships Mktg	2,684.93	6,500.00	-3,815.07	41.31 %
7100 City of Lakeland Fees				
7100.10 Parking Services	2,201.50	4,000.00	-1,798.50	55.04 %
7100.20 Police Services	2,338.00	2,000.00	338.00	116.90 %
7100.30 Parks & Recreations Staff	5,599.50	8,000.00	-2,400.50	69.99 %
<b>Total 7100 City of Lakeland Fees</b>	<b>10,139.00</b>	<b>14,000.00</b>	<b>-3,861.00</b>	<b>72.42 %</b>
8010.15 Marketing Coordinator	6,695.17	10,000.00	-3,304.83	66.95 %
8010.17 Salaries Event Admin	1,851.41	3,500.00	-1,648.59	52.90 %
<b>Total 7000 Event Expenses</b>	<b>39,490.64</b>	<b>57,810.00</b>	<b>-18,319.36</b>	<b>68.31 %</b>
<b>Total Expenses</b>	<b>\$39,490.64</b>	<b>\$57,810.00</b>	<b>\$ -18,319.36</b>	<b>68.31 %</b>
<b>NET OPERATING INCOME</b>	<b>\$20,055.06</b>	<b>\$4,800.00</b>	<b>\$15,255.06</b>	<b>417.81 %</b>
<b>NET INCOME</b>	<b>\$20,055.06</b>	<b>\$4,800.00</b>	<b>\$15,255.06</b>	<b>417.81 %</b>



228 S Massachusetts Avenue  
Lakeland FL 33801  
[planning@lakelandgov.net](mailto:planning@lakelandgov.net)

June 3, 2022

RE: 411 E. Orange Street - Project No. CUP22-006

Dear Property Owner:

This is to advise you that Sergio Garcia, Chastain-Skillman, Inc., requests a conditional use to allow for off-street parking as a principal use on property located south of E. Orange St, east of S. Massachusetts Ave, north of E. Lime Street and west of S. Iowa Avenue (411 E. Orange Street). The property is legally described as:

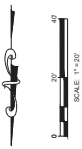
MUNNS SURVEY DB G PG 392 BLK 24 LOTS A & B LESS RD R/W AS DESC IN OR 3787 PG 1655. (A complete legal description is available in the Community & Economic Development Department.)

The public hearing to consider this request will be held before the Lakeland Planning and Zoning Board at **8:30 a.m., on Tuesday, June 21, 2022** in the City Commission Room, City Hall, 228 S. Massachusetts Avenue. As an owner of property within 250 feet of this request, as indicated on the attached map, you will be given an opportunity to express your opinion at the public hearing *or* you may submit your views to the Community Development Department, 863-834-6011 or [planning@lakelandgov.net](mailto:planning@lakelandgov.net), prior to the Tuesday, June 21<sup>st</sup> meeting.

**Anyone deciding to appeal a decision by the Board on any matter considered at this or any subsequent meeting will need a record of the proceedings, and for purposes of that appeal, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (free of charge) should contact the City of Lakeland ADA Specialist, Jenny Sykes, no later than 48 hours prior to the proceeding, at (863) 834-8444, Email: [Jenny.Sykes@lakelandgov.net](mailto:Jenny.Sykes@lakelandgov.net). If hearing impaired, please contact the TDD numbers: Local - (863) 834-8333 or 1-800-955-8771 (TDD-Telecommunications Device for the Deaf) or the Florida Relay Service Number 1-800-955-8770 (VOICE), for assistance.

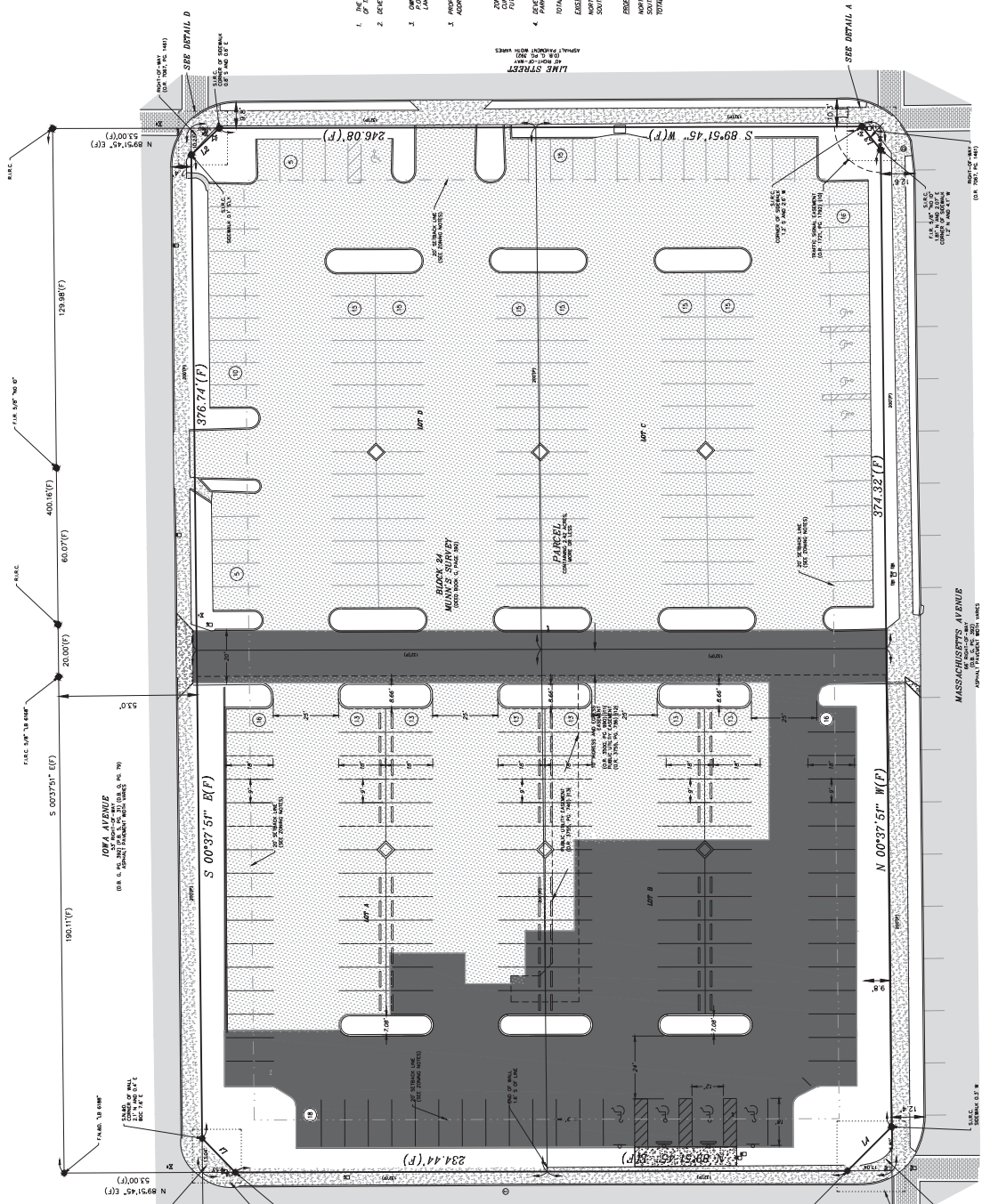
THIS IS A COURTESY LETTER NOT REQUIRED BY LAW



**LEGEND**

- DENOTES PROPOSED ASPHALT PAVEMENT
- DENOTES PROPOSED CONCRETE SIDEWALK
- DENOTES EXISTING ASPHALT PAVEMENT
- DENOTES EXISTING CONCRETE PAVEMENT

1. THE PROPOSED PAVEMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LAKELAND, FLORIDA.
2. DEVELOPER:
3. OWNER: PUBLIC GROUP SERVICES, INC.  
P.O. BOX 20014  
LAKELAND FLORIDA 33802-3010
4. ADDRESS: 411 E ORANGE STREET, LAKELAND
5. PROPERTY LOCATION INFORMATION:  
SECTION 16, TOWNSHIP 28 SOUTH, RANGE 24 WEST  
ZONING: PD-15 (COMMERCIAL PROFESSIONAL OFFICE BUILDINGS)  
CURRENT USE: MANUFACTURING (PRINTING PLANTS, COLLECTIBLES, MARK & REVENUE)  
FUTURE (AND USE): RECREATION AND LEISURE (RECREATION CENTER)  
DEVELOPMENT CHARACTERISTICS: THESE PLANS ARE PROVIDED FOR THE DEVELOPMENT OF A PARKING AREA ADJACENT TO THE INTERSECTION OF ORANGE ST AND S. MASSACHUSETTS AVE.  
TOTAL PROPERTY AREA: 2,427 +/- AC (TOTAL 5.7)  
EXISTING BUILDING:  
NORTH SIDE EXISTING PARKING = 57 SPACES (INCLUDING HANDICAP SPACES)  
SOUTH SIDE EXISTING PARKING = 140 SPACES (INCLUDING HANDICAP SPACES)  
PROPOSED PARKING:  
NORTH SIDE EXISTING PARKING = 140 SPACES (INCLUDING HANDICAP SPACES)  
SOUTH SIDE EXISTING PARKING = 140 SPACES (INCLUDING HANDICAP SPACES)  
TOTAL PARKING SPACES = 280 TOTAL SPACES



**LINE TABLE**

LINE #	DIRECTION	DISTANCE
L1(F)	S 44°15'05" E	18.16'
L2(F)	S 45°10'54" W	14.81'
L3(F)	N 39°10'05" W	11.44'
L4(F)	N 45°01'32" E	23.83'

PROJECT NUMBER:  
9558.48

SHEET NUMBER:  
CP-1

This item has been digitally signed and sealed by Leonard E. Skidmore, Jr. on the date adjacent to the signature. The digital signature is a cryptographic seal that is unique to the signatory and the signature must be verified using electronic copies.

August 30, 2023  
DESIGNER: LEONARDO E. SKIDMORE, P.E.  
REG. NO.: 15041

PUBLIC GROUP SERVICES, INC.  
PARKING LOT  
411 E ORANGE STREET, LAKELAND, FLORIDA  
CONCEPT PLAN I

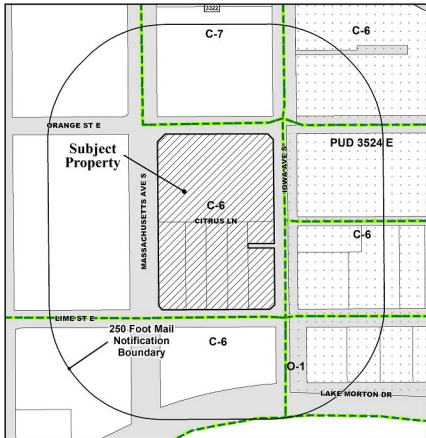


CHASTAIN SKILLMAN  
205 EAST GORHAM STREET  
LAKELAND, FL 33801-4811  
(888) 645-1822

© 2023 CHASTAIN SKILLMAN, INC. CA 001 2023

NO.	DATE	DESCRIPTION
1	7/27/2023	ISSUED FOR REVIEW

DATE: 7/27/2023  
SCALE: AS SHOWN  
SHEET NUMBER: CP-1  
PROJECT NUMBER: 9558.48



**File Number:** CUP22-006

**Present Zoning:** C-6

**Present Context:** Urban Center

**Proposed Zoning:** Conditional Use to Allow  
Off-Street Parking as a  
Principal Use

June 2022

-  Subject Property
-  250 Foot Mail Notification Boundary
-  City Limits
-  Zoning
-  Conditional Use
-  SPI
-  Parcels
-  Railroad
-  Water Body
-  Roadway/Railway

