110 NW 1st Avenue
High Springs, Florida 32643

Telephone: (386) 454-1416
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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
AGENDA
City Hall
110 NW 1st Avenue

JUNE 12, 2014 **5:30 PM**

CALL TO ORDER: CHAIR SUE WELLER

INVOCATION:

PLEDGE OF ALLEGIANCE: CHAIR SUE WELLER

ROLL CALL: JENNY L. PARHAM, CITY CLERK

APPROVAL OF MINUTES: MARCH 20, 2014

BUSINESS ITEMS

1. **PRESENTATION OF THE PROPOSED 2014/2015 CRA BUDGET**
2. **DISCUSS THE CRA PLAN AND GRANT OPTIONS.**
3. **DISCUSS ACCELERATING CRA MEETINGS.**
4. **DISCUSS HIRING EXECUTIVE DIRECTOR FOR THE CRA.**
5. **DISCUSS CRA SITE ON CITY WEBSITE.**

ADJOURN.

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING HE OR SHE WILL 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 AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN COMMUNITY REDEVELOPMENT AGENCY MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY MANAGER, 110 N.W. 1ST AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY WORKSHOP
MINUTES
March 20, 2014

Meeting called to order by Chair Weller 5:33 p.m.

Invocation by Chair Weller.

Pledge of Allegiance.

Roll call:

Chair Weller – Present
Vice Chair Barnas - Present
Member Carter – Present
Member Gestrin – Present
Member Williams - Present
Member Jamison –Absent
Member Sylvia Newcomb – Present

Staff Present:

Ed Booth, Executive Director/City Manager
Jenny L. Parham, City Clerk
Courtney Johnson, City Attorney

Motion Vice Chair Barnas to adopt agenda as presented.
Second Member Gestrin.
Motion carried unanimously.

1. CONSIDER OPTIONS FOR ADDITIONAL DOWNTOWN PARKING.

Mr. Booth presented photos of potential parking areas. First area for consideration is right in front of the Farmer's Market. The second area is in the right-of way around the corner from the Farmer's Market. The third area is in the right-of-way by the Painted Lady and Mr. Wellborn is willing to pay for half of the cost of the paving of the spaces in this area.

Member Gestrin states she would like copies of grants.

Member Carter stated she also would like a copy of the Farmer's Market Grant in order to understand the parking by Farmer's Market location.

Vice Chair Barnas stated he, by the Farmer Market, would like for there to be longer spaces in order to allow for RV's.

Member Carter proposed placing top priority for sufficient well planned parking for downtown, starting with using city owned property.

Paul Regensdorf asked who the stakeholders that will benefit, two restaurants are. What efforts have been made to make them come to the table as they are the main beneficiary? If you are going to create a lot, consider making a pay lot to generate revenue. If using police lot, consider increasing lighting for those walking.

Bill Newcomb asked, what is the law on handicap parking. Chair Weller we would have the engineers look into.

Discussion on areas that could be used for parking.

2. CONSIDER REQUEST FROM HIGH SPRINGS HISTORICAL SOCIETY, INC. AND MUSEUM FOR LANDSCAPING PLANTS, MULCH, BENCHES AND SIGN.

Bob Watson, President of High Springs Historical Society, requested funding for items with a cost of $375.

Member Newcomb questioned who would maintain the landscaping after planting. Mr. Watson stated the High Springs Historic Society.

Item to be placed on next agenda.

Mr. Watson asked who he would talk to in reference to the structure to house the old fire truck.

Chair Weller advised him to meet with the city manager and fire chief.

3. DISCUSS AND SET WORKSHOP DATE TO DETERMINE 10 YEAR PLAN.

Chair Weller stated she would like to set a date to discuss the 10 year plan.

Discussed scheduling next regular CRA meeting on April 3rd. Mrs. Parham to get with everyone to schedule this meeting.

Discussed scheduling workshop for April 22, 2014. Mrs. Parham to follow up with the members to set up the workshop.

4. DISCUSS AND DETERMINE DATES TO AWARD RESIDENTIAL GRANTS.

Member Carter asked for clarification that these are a matching grant. Mr. Booth advised it is.

Item to be placed on the April 3, 2014 agenda.

Vice Chair Barnas asked if we use all the designated funds we can allocate additional funds.

Paul Regensdorf stated on residential improvements the only reference to the historical sense of building is that they must receive approval from the Historical Preservation Board. He stated we need to preserve our town.

Leda Carrero stated the CRA, in the past, has squandered our money. She stated that she hopes we have learned from our mistakes and do for the better good.

Motion Member Williams to adjourn.
Second Vice Chair Barnas.

Meeting adjourned 6:20 p.m.

CRA - Monthly Recap Sheet - FY 2014
CRA Fund - #108
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
REVENUES						
Operating Revenues						
108-00-00-311-000-00-00	Ad Valorem Taxes COHS TIF	78,837.00	79,000.00	(163.00)	-0.21%	80,000.00
108-00-00-311-100-00-00	Ad Valorem County TIF	108,444.00	113,028.00	(4,584.00)	-4.23%	110,000.00
108-00-00-384-100-00-00	Loan Proceeds	0.00	0.00	0.00	#DIV/0!	0.00
108-00-00-366-100-00-00	Contributions Non-Governmental	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	187,281.00	192,028.00	(4,747.00)	-2.53%	190,000.00
Intergovernmental						
108-00-00-337-100-00-00	Grants	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
Interest Earned						
108-00-00-361-100-00-00	Interest Earnings	200.00	24.93	175.07	87.54%	50.00
	Sub-total	200.00	24.93	175.07	87.54%	50.00
Transfers In						
	Total Transfers In	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
Appropriation of Prior Year Funds						
108-00-00-382-100-00-00	Fund Carry Over	90,700.00	0.00	90,700.00	100.00%	0.00
	Sub-total	90,700.00	0.00	90,700.00	100.00%	0.00
	Total Fund Revenue	278,181.00	192,052.93	86,128.07	30.96%	190,050.00

EXPENDITURES

CRA - Monthly Recap Sheet - FY 2014
CRA Fund - #108
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
Personnel Services						
108-38-01-552-121-00-00	Regular Salaries	0.00	360.00	(360.00)	#DIV/0!	20,000.00
108-38-01-552-141-00-00	Overtime	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-210-00-00	FICA	0.00	27.54	(27.54)	#DIV/0!	1,530.00
108-38-01-552-220-00-00	Retirement	0.00	25.02	(25.02)	#DIV/0!	1,474.00
108-38-01-552-230-00-00	Life & Health Insurance	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-240-00-00	Worker's Comp	36.00	36.28	(0.28)	-0.78%	1,948.00
108-38-01-552-250-00-00	Unemployment Comp	0.00	8.67	(8.67)	#DIV/0!	472.00
	Sub-total	36.00	457.51	(421.51)	-1170.86%	25,424.00
Operating Expenses						
108-38-01-552-310-00-00	Professional Services	8,000.00	2,625.00	5,375.00	67.19%	8,000.00
108-38-01-552-340-00-00	Contractual Services-Attorney	400.00	0.00	400.00	100.00%	5,000.00
108-38-01-552-341-00-00	Contractual Services-COHS	64,000.00	64,000.00	0.00	0.00%	64,000.00
108-38-01-552-400-00-00	Training and Travel	2,000.00	0.00	2,000.00	100.00%	1,500.00
108-38-01-552-450-00-00	Property & Liability Insurance	4,655.00	4,655.00	0.00	0.00%	4,655.00
108-38-01-552-460-00-00	Repair and Maintenance	0.00	5,353.99	(5,353.99)	#DIV/0!	6,000.00
108-38-01-552-467-00-00	Repair and Maintenance-Bldg	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-480-00-00	Promotional Activities	0.00	383.68	(383.68)	#DIV/0!	500.00
108-38-01-552-540-00-00	Subscriptions & Dues	500.00	175.00	325.00	65.00%	500.00
108-38-01-552-540-10-00	Billboard Advertising - CRA	10,000.00	0.00	10,000.00	100.00%	0.00
108-38-01-552-540-20-00	Pamphlets - CRA	5,000.00	0.00	5,000.00	100.00%	0.00
108-38-01-552-540-30-00	Music in the Park	1,200.00	0.00	1,200.00	100.00%	1,500.00
108-38-01-552-550-00-00	Building Remodel & Repair	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-430-00-00	Utilities	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	95,755.00	77,192.67	18,562.33	19.39%	91,655.00
Capital Outlay						
108-38-01-552-630-00-00	Improvements Other Than Buildings	0.00	3,500.00	(3,500.00)	#DIV/0!	0.00
108-38-01-552-632-00-00	School Renovation	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-632-10-00	Parking Lot - FM Phase 2	17,000.00	0.00	17,000.00	100.00%	0.00
108-38-01-552-633-00-00	Downtown Parking Project	0.00	0.00	0.00	#DIV/0!	0.00

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CRA Fund - #108
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
108-38-01-552-641-00-00	Machinery and Equipment	0.00	0.00	0.00	#DIV/0!	
	Sub-total	17,000.00	3,500.00	13,500.00	79.41%	0.00
Debt Service						
108-38-01-552-710-00-00	Loan Payment-Principal	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-720-00-00	Loan Payment-Interest	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
Grants						
108-38-01-552-820-00-00	Grants to Others	50,000.00	40,088.89	9,911.11	19.82%	60,000.00
	Sub-total	50,000.00	40,088.89	9,911.11	19.82%	60,000.00
Contingency						
	Contingency	45,390.00	0.00	45,390.00	100.00%	45,390.00
	Reserve for Fund Balance Carry Forward	70,000.00	0.00	70,000.00	100.00%	0.00
	Sub-total	115,390.00	0.00	115,390.00	100.00%	45,390.00
	Total Expenditures	278,181.00	121,239.07	157,363.44	56.57%	197,045.00
Revenue Over/(Under) Expenditures		0.00	70,813.86	(71,235.37)		(6,995.00)

Note: CRA is combined with General Fund for reporting purposes.

CRA THREE YEAR PROJECT LIST

1) **CONTINUE TO PROVIDE GRANTS TO BUSINESSES AND HOMEOWNERS WITHIN CRA DISTRICT**
2) **CONSTRUCT PARKING SPACES WITHIN CRA BOUNDARIES**
3) **PURCHASE LAND FOR PARKING LOT AND CONSTRUCTION**
4) **PURCHASE OF BUILDING AT 405 N. MAIN STREET**
5) **PURCHASE BUILDING AT 125 NW 1ST AVENUE**
6) **PURCHASE BUILDING WEST OF FIRE STATION, 215 NW 1ST AVENUE**
7) **PURCHASE PROPERTY OF WELDING SHOP**