

110 NW 1st Avenue
High Springs, Florida 32643



Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: highsprings.us

**HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
BUDGET WORKSHOP AGENDA
23718 W US HWY 27**

AUGUST 4, 2016

6:00 PM

CALL TO ORDER: CHAIR JASON EVANS

INVOCATION:

PLEDGE OF ALLEGIANCE: CHAIR JASON EVANS

ROLL CALL: JENNY L. PARHAM, CITY CLERK

BUSINESS ITEMS

1. REVIEW OF THE PROPOSED 2016/2017 CRA BUDGET.

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.

CRA Budget	2013-14 Actuals	2014-15 Projected	2015-16 Projected	2016-17 Proposed	Notes	Administrative Staff Costs
Ad Valorem Taxes COHS	79,000	72933	73000	75718		
Ad Valorem County	113028	104643	104495	75718		
COHS General				39964.8		
Interest Earned	46	43.92	0	40		
Appropriation of Prior	90700	197050	234515	166820		
Total Revenue	282774	374669.92	412010	358260.8		
Expenses						
Administration Salary	3715	28424.68	35000	47736		47736
Service Worker			12500	12500		
Overtime	0	177.37	150	500		
FICA	284	2409.43	3725	3725		2000
Retirement	264	1989.57	3575	3800		2500
Life and Health Insurance		1003.87	9000	6750		6750
Worker's Comp	773	474.07	1200	1200		600
Unemployment	62	237.48	1100	1100		550
Additional 10 hour accounting clerk	0	0	0	0		
Professional Services	2625	3704.48	5000	8000	Master Plans for James Paul Park and Downtown or Plans plus other services	
Contract Services	400		4700	7000		
Contract Services (COHS)	64000	24590	24590	22303		
Training and Travel	0	2283.95	2500	2500		
Property and Liability Insurance	4655	4655	5000	3010		
Utilities		161.7	0	0		
Repair and Maintenance	7092	8842	14000	10000		
Repair and Maintenance (Bldg.)			1000	1000	Office Maintenance	
Operating Supplies		2910.76	1200	1200		
Promotional Activities	1280	1140.38	3000	2000		
Subscriptions and Dues	175	680	832	700	Closer to Actual	
Mural	0	10000	6000	2000		
Marketing Material / Info	390	0	150	200		
Music in the Park		1500.53	2500	2500		
Grants to Others	41008	41715.56	83365	40000	\$25000 for façade grant, \$5000 for nonprofit grant, \$10000 for fire suppression grants	

Downtown Parking Project	9309	3254	6493			Rollover \$57,253 for Farmer's Market Pavillion
Downtown Sidewalk Project			18610			57253 grant
Playground, Parks, Other Projects			0	14000		Rollover \$93,400. Additional \$1,040 to bring to maximum projected costs
Improvements other than Buidings	3500	0				Parks, Events, Etc. Additional \$10999
Reserved for Contingency						
Total Expense	139532	140154.83	245190	345417		
Revenues - Expenses	143242	234515.09	166820	12843.8		

60136
16.80%

Indirect Budget Items

Farmer's Market – recommend moving farmer's market under the CRA, similar to Music in the Park. Shared Admin costs and operating expenses.

Administrative Staff Costs Cap – recommend capping Administrative Staff Costs to less than 30% of operating budget.

Executive Director Annual Contract – Adjusting term to correspond with fiscal year.

Contract Services COHS – Consider adjustment to contract based on actual costs and overpayment of attorney costs.

CRA 2016-17 Proposed Budget

Below are details and justifications regarding the 2016-17 CRA Proposed budget:

Revenue

Ad Valorem COHS increased from \$73,000 to \$75,718 due taxable value increased

Ad Valorem County decreased from \$104,495 to \$75,718 to match the city contribution

COHS General Appropriations \$39964.80, first of five equal payments

Appropriation of Prior Year \$166,820

Expenses

Staffing/ Wages

Administration Salaries increased from \$35,000 to \$47,736. The change is due to executive director increased hours from 28 to 34.

Service Worker Salaries remain the same. The two salaries are broken out to reflect actual Administration Cost.

Life and Health Insurance decreased from \$9,000 to \$6,750 due to change from shared fulltime employee to single part time employee

Operating Expenditures

Professional Services increased from \$5,000 to \$8,000 to have master plans for James Paul Park and Downtown completed. Fewer services will be required from the planning council.

Contract Services – Attorney increased from \$4,700 to \$7,000 due to possible ongoing issues with the county and other entities.