

HIGH SPRINGS  
COMMUNITY REDEVELOPMENT AGENCY  
WORKSHOP MINUTES  
AUGUST 4, 2016

Meeting called to order by Chair Jason Evans at 6:04 p.m.

Invocation by Member Gloria James

Pledge of Allegiance.

**ROLL CALL:**

Chair Jason Evans- Present  
Vice Chair Scott Jamison-Present  
Member Gloria James- Present  
Member Byran Williams-Absent  
Member Sue Weller- Absent

**STAFF PRESENT:**

Amanda Rodriguez, CRA Executive Director  
Jenny Parham, City Clerk  
Angela Stone, Assistant City Clerk  
Courtney Johnson, City Attorney  
Ed Booth, City Manager

**Motion Vice Chair Jamison to approve the agenda as presented.**

**Second Member James.**

**Motion carried 3-0.**

**BUSINESS ITEMS**

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

CRA Director Rodriguez gave a review of Indirect Budget Items; Farmer's Market, recommending moving this under the CRA; Administrative Staff Cost 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.

Mr. Booth, City Manager, stated we need to capture all the costs from the City to the CRA.

**CRA WORKSHOP  
MINUTES  
AUGUST 4, 2016  
PAGE 2 OF 3**

CRA Director Rodriguez gave an overview of the proposed 2016/2017 budget. She states she is putting in for a raise with increased hours. She adds the Service Worker hours will be the same, but it will be a separate position just for the CRA, as a part-time employee. She has increased the Professional Services to include the Master Plan for James Paul Park. Spoke of Contract Services being increased for attorney's fees. Spoke to decreasing Promotional Actives as they we will be doing more online promotional activities, which will be less costly. Spoke of putting \$2,000.00 for Murals. Stated that Grants to Others was Decreased, with \$25,000 for façade grants, \$5,000 for nonprofit grants, and \$10,000 for fire suppression.

CRA Director Rodriguez spoke of the Downtown Parking Project, Downtown Sidewalk Project, Playground, Parks, and other Projects. She states that there is a remainder of \$12,843.80 that needs to be designated, and is looking for any kind of recommendations.

Vice Chair Jamison stated that he would like to see it in one of the Grant Categories. Chair Evans states he thinks it should be allocated to grants.

Vice Chair Jamison stated he does not think that the salary for the Director should be bumped to the \$47,300.00; he understands in the increase in hours, but the increase should be the same as the City Directors.

Chair Evans questioned the differences in being a salaried employee versus a non-salaried employee. Attorney Johnson explains that we would be responsible for overtime, and the Director would need to track her time, if she is not a salaried employee.

Vice Chair Jamison states it started as a part-time position, and she has done the job. He states but it is \$12,000 and we have employees that are getting \$5,000 and others that are getting \$300.00. CRA Director Rodriguez states that she is currently at 28 hours and she does work over the 28 hours, and at the 28 hours there will be items that are not completed. Attorney Johnson states that there is a contract with the Director for 28 hours dedicated for CRA and 2 hours dedicated to the Farmer's Market. CRA Director Rodriguez states that \$47,000 for a full-time position for the CRA Director is very low.

Chair Evans asked if she would be willing to go up to the 34 hours for the \$5,000 increase. CRA Director Rodriguez states that is very low. Vice Chair Jamison states that this is about fairness and being equitable, not about the performance. He suggests we track the hours for the next year and see how it goes.

**Chair Evans adjourned the meeting at 6:35 p.m.**

