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

**NOVEMBER 3, 2016**

**6:30 PM**

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**CALL TO ORDER:** CHAIR JASON EVANS  
**INVOCATION:**  
**PLEDGE OF ALLEGIANCE:** CHAIR JASON EVANS  
**ROLL CALL:** JENNY L. PARHAM, CITY CLERK  
**APPROVAL OF MINUTES:** SEPTEMBER 15, 2016

**BUSINESS ITEMS**

1. **CRA EXTENSION UPDATE**
  - A. **UPDATED BUDGET FORMAT**
2. **QUILT MURAL**
  - A. **ALICE'S RESTAURANT**
  - B. **ANTIQUÉ CENTRE**
  - C. **BENNETT'S HARDWARE**
3. **GRANT UPDATES**
4. **DOWNTOWN SIDEWALKS UPDATE**
5. **CHAIR REPORT.**
6. **EXECUTIVE DIRECTOR REPORT.**

**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.

HIGH SPRINGS  
COMMUNITY REDEVELOPMENT AGENCY  
MINUTES  
SEPTEMBER 15, 2016

Meeting called to order by Chair Jason Evans at 6:30 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

**APPROVAL OF AGENDA:**

**Motion Member James to approve the agenda as presented.**

**Second Vice Chair Jamison.**

**Motion carried 3 -0.**

**APPROVAL OF MINUTES:**

**Motion Vice Chair Jamison to approve the Minutes of August 4, 2016 CRA Meeting.**

**Second Member James.**

**Motion Carried 3-0.**

**BUSINESS ITEMS**

**DISCUSS AND CONSIDER APPROPRIATING FY 2015-16 UNSPENT FUNDS.**

CRA Director Rodriguez stated that all funds must be appropriated; that the amount of unspent funds is slightly higher than we projected, due to a withdrawal of a grant application.

**Motion Vice Chair Jamison to approve the Appropriation of FY 2015/2016 Unspent Funds as presented.**

**Second Member James.**

**Motion carried 3-0.**

**DISCUSS AND CONSIDER APPROVAL OF THE PROPOSED 2016-2017 CRA BUDGET.**

CRA Director Rodriguez stated that the only thing that has changed since the workshop is the addition of a vehicle for the service worker to have an ATV or something like it.

**Motion Vice Chair Jamison to approve the proposed 2016/2017 CRA Budget as presented.**

**Second Member James.**

**Motion carried 3-0.**

**CRA EXECUTIVE DIRECTOR PERFORMANCE REVIEW.**

Chair Evans stated that he is more than satisfied with the work of our CRA Director and suggested that each member fill on the Performance Reviews and bring them back.

CRA Director Rodriguez stated it is the standard Annual Evaluation Form.

**DISCUSS AND CONSIDER APPROVING THE ANNUAL CONTRACT WITH CRA EXECUTIVE DIRECTOR WITH AN OCTOBER 1, 2016 EFFECTIVE DATE.**

Attorney Johnson stated this is the same contract with an increase in salary as approved in the budget, the change of effective date to match the fiscal year, and the change to non-exempt salaried.

**Motion Member James to approve the Annual Contract with the CRA Executive Director with an October 1, 2016 effective date.**

**Second Vice Chair Jamison.**

**Motion carried 3-0.**

**CRA EXTENSION UPDATE**

CRA Director Rodriguez gave an update on the CRA Extension Plan. She states that the county would like to see the projection of revenues and the amount spent in operating expenses. She stated the projection is that the revenue should increase at a rate of approximately 3%, but the administration costs are not projected to increase at the same rate.

CRA Director Rodriguez stated that this is on the agenda for the County on October 11<sup>th</sup> to have the County Commission vote on our plan.

**Motion Member James to approve the amendment to the CRA Plan.**

**Second Vice Chair Jamison.**

**Motion carried 3-0.**

**CHAIR REPORT.**

Chair Evans stated he had nothing at this time.

**EXECUTIVE DIRECTOR REPORT.**

Advised that the Kelly Barber grant is closed.

Advised of the Folk in the Springs is this weekend.

Advised the Fresh Access Bucks Grant Program, that the Farmer's Market received, will start next week.

**Motion Member James to adjourn.**

**Chair Evans adjourned the meeting at 6:52 p.m.**

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## Community Redevelopment Agency

### 2016-17 Adopted Budget

Budget Category	Amount	Notes:
<b>FY2016-17 Projected Revenue</b>	191401	
<b>CRA Trust Fund Balance</b>	235693	
<b>Interest Earnings</b>	40	
<b>Total Operating Revenue</b>	427134	
<b>CRA Initiatives</b>		
Downtown Sidewalk Project	113050	
Parking Project	57253	
James Paul Park	8000	
Project Maintenance	11000	Moved from Operating Expense
Downtown Marketing	2200	Moved from Operating Expense
Music in the Park	2500	Moved from Operating Expense
Façade Grants	53575	
Fire Suppression Grant	30000	
Program and Project Equipment	11693	
Murals	2000	Moved from Operating Expense
CRA Projects (Signs, Lighting, Etc.)	24000	
Economic Development Staff	6375	Moved from Administrative Salary Expense
Program Staff	21875	Moved from Administrative Salary and Regular Salary Expense
Planning Staff and Consultants	8500	Moved from Administrative Salary Expense
Planning and Programming Attorney	2380	Moved from Operating Expense
<b>Total CRA Initiative Costs</b>	354401	
<b>Administration Salary and Benefits</b>	38400	
CRA Attorney	4620	
<b>Total Administration</b>	43020	
<b>Operating Expenses</b>		
Contractual Services (COHS)	22303	
Training and Travel	2500	
Property and Liability Insurance	3010	
Subscriptions and Dues	700	
Operating Supplies	1200	
<b>Total Operating</b>	29713	
<b>Total Operating and Administration as a percentage of revenue</b>	38%	