

**MEETING MINUTES
CITY OF LAKE ALFRED
COMMUNITY REDEVELOPMENT AGENCY BOARD
MONDAY AUGUST 22, 2016
7:51 P.M.
CITY HALL**

Call to order at 7:59 p.m. – Charles O. Lake, Chair

Roll Call: Those in attendance were Chair Charles Lake, Vice Chair Nancy Z. Daley, Board Member John Duncan, Board Member Jack Dearmin, and Board Member Albertus Maultsby.

Staff attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Amé Bailey-Speck, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, Fire Chief Chris Costine, and Police Chief Art Bodenheimer.

COMMUNITY REDEVELOPMENT BOARD (CRA) AGENDA

1.) SEPTEMBER 9, 2015 CRA MEETING MINUTES

Vice Chair Daley moved to approve the CRA meeting minutes for September 9, 2015; seconded by **Board Member Dearmin** and the motion was approved by unanimous voice call vote.

CHAIR LAKE	AYE
VICE CHAIR DALEY	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

2.) CRA RESOLUTION 01-16: CRA BOARD BYLAWS

Vice Chair Daley moved to table the Resolution 01-16 CRA meeting bylaws until the next scheduled CRA meeting; seconded by **Board Member Duncan** and the motion was approved by unanimous voice call vote.

CHAIR LAKE	AYE
VICE CHAIR DALEY	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

3.) CRA RESOLUTION 02-16: APPROPRIATION OF REMAINING FUNDS

Assistant City Attorney Seth Claytor read the resolution title.

City Manager Leavengood stated the County and City have provided the CRA with information regarding the processing of the tax increment for the 2015 tax year. These funds have been transferred to the CRA Trust Fund.

Florida Statutes Chapter 163 Section III, requires CRAs to appropriate Tax Increment Revenue (TIR) funds on projects that will be completed within 3 years or reduce indebtedness incurred in carrying out the implementation of the CRA Plan. A current best practice is CRA Board approval of documentation showing the amount of Tax Increment Revenue funds that are “carried over” from one fiscal year to the next. Annually the Board approves a budget via resolution that appropriates all unencumbered TIR funds to projects that will be completed within three years or toward the reduction of indebtedness. The purpose of the CRA is to address blight, therefore money must be spent to address these issues. Next year the CRA will have a Capitol Improvement Plan and appropriate funds.

The proposed resolution carries the funds over to the next fiscal year for use in a future project. Staff is proposing to include a capital improvement program (CIP) within the preparation of next year’s budget. The CIP will satisfy the need of appropriating any remaining funds by identifying future projects. The amount of funding to be carried over to the next fiscal year is approximately \$25,350 which includes the County and City tax increment minus the 2015-2016 operating expenses.

Questions and comments were made regarding the method and timing of the CRA CIP. In the spring, the City Manager will present the proposed CIP projects for the City budget and the CRA. The Park Master Plan will provide some direction for future projects.

Staff recommended approval of CRA Resolution 02-16.

Board Member Dearmin moved to approve the CRA Resolution 02-16; seconded by **Board Member Maultsby** and the motion was approved by unanimous voice call vote. There were no citizen comments.

CHAIR LAKE	AYE
VICE CHAIR DALEY	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

4.) CRA RESOLUTION 03-16: CRA ANNUAL BUDGET

Assistant City Attorney Seth Claytor read the resolution title.

City Manager Leavengood stated the proposed CRA budget is the second operating budget to be created following the creation of the CRA in the fall of 2015. Projected revenue for the CRA is \$57,207 with the majority of the funding (\$37,000) being placed in a capital project line item in order to build reserves. This funding will be included in budget preparation for FY 17/18 beginning in March of 2017 to pursue projects within the CRA area. The Parks & Recreation Master Plan slated to be completed in 2017 will likely aid the Board in identifying projects to be funded within the CRA area.

ACCT. #	ACCOUNT DESCRIPTION	FY 12/13 ACTUAL	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	2015 EST.	FY 16/17 PROP.	FY 17/18 PLANNED
REVENUE										
311.120	CRA - Tax Increment County	-	-	-	9,580	6,117	64%	10,487	27,595	27,595
311.121	CRA - Tax Increment City	-	-	-	10,585	6,118	58%	10,489	29,612	29,612
EXPENDITURES										
001.550- COMMUNITY REDEVELOPMENT AGENCY										
432.000	Audit	-	-	-	600	-	0%	-	600	600
440.300	Training & Travel	-	-	-	565	761	135%	1,305	607	607
446.000	R & M Services	-	-	-	19,000	-	0%	-	6,000	6,000
458.903	Cost Allocation	-	-	-	-	-	-	-	13,000	13,000
464.100	Capital - Project	-	-	-	-	-	0%	-	37,000	37,000
464.200	Capital - Purchase	-	-	-	-	-	0%	-	-	-
TOTAL CRA		-	-	-	20,165	761	4%	-	57,207	57,207

City Manager Leavengood reviewed the budget and stated it may be beneficial for the board members to attend a training such as the FRA Conference as the CRA starts moving forward. The \$13,000 cost allocation is for a portion of the inmate crew cost for work in the CRA area. The bulk is appropriated to capital projects.

Staff recommended approval of CRA Resolution 03-16 Annual Budget to be included in the City Commission Budget for consideration.

Board Member Dearmin moved to approve the CRA Resolution 03-16; seconded by **Board Member Duncan** and the motion was approved by unanimous voice call vote. There were no citizen statements.

CHAIR LAKE **AYE**
VICE CHAIR DALEY **AYE**
BOARD MEMBER DEARMIN **AYE**
BOARD MEMBER DUNCAN **AYE**
BOARD MEMBER MAULTSBY **AYE**

Vice Chair Daley moved to adjourn the CRA Board; seconded by **Board Member Dearmin** and the motion was approved by unanimous voice call vote.

CHAIR LAKE **AYE**
VICE CHAIR DALEY **AYE**
BOARD MEMBER DEARMIN **AYE**
BOARD MEMBER DUNCAN **AYE**
BOARD MEMBER MAULTSBY **AYE**

Without further business, the CRA Meeting adjourned at 8:10 p.m., and the City Commission reconvened.

Respectfully submitted,


Amee Bailey-Speck
City Clerk