

AVON PARK CRA BOARD REGULAR MEETING AGENDA

123 E. Pine St. Avon Park, FL 33825
Monday, July 27, 2015
5:00 PM

(Please turn off pagers and cell phones)

A. OPENING

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Approve Minutes of June 22, 2015

B. Main Street CRA met 7-15-2015 and following motions were made:

5. **Motion:** Approve 5-7-15 Regular Meeting Minutes
6. **Motion:** Accept revised application form for Façade Grants
7. **Motion:** Accept revised application form for Event grants
8. **Motion:** Allow Advisory Board opportunity to review budget and other financial issues before CRA Board approval.
9. **Motion:** Allow one board member attend the FRA convention
10. **Motion:** Set aside sufficient funding for gateway project,

C. Southside CRA Board met 7-16-2015 and following motions were made:

11. **Motion:** Approve Minutes of 6-10-15
12. **Motion:** Approve CDBG Construction plans
13. **Motion:** Allow three board members attend the FRS Conference

D. CRA Board Administrative items:

14. Resolution 01-MS CRA-15 budget amendment to purchase and improve Brickell Building.

E. ADJOURN

Any person who might wish to appeal any decision made by the Avon Park CRA of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting at 863-452-4403.

AVON PARK COMMUNITY REDEVELOPMENT AGENCY
MINUTES REGULAR MEETING
Council Chambers — 123 E. Pine St.
June 22, 2015
5:30 PM

A-4

Members Present: Councilman Garrett Anderson, Councilman Parke Sutherland, Councilman Terry Heston, Mayor Sharon Schuler, Deputy Mayor Brenda Giles.

Members Absent: None

Others Present: Administrative Services Director/City Clerk Maria Sutherland, Members of the audience.

Mayor Sharon Schuler called the meeting to order at 5:30PM

The invocation was given and the Pledge of Allegiance was recited. The roll was called and a quorum was present.

Approval of Regular Meeting Minutes of May 26, 2015. **Motion** made by Deputy Mayor Brenda Giles, Seconded by Councilman Terry Heston to approve minutes as presented. Motion passed unanimously.

Approval of Special Meeting Minutes of June 8, 2015. **Motion** made by Deputy Mayor Brenda Giles, Seconded by Councilman Parke Sutherland to approves minutes as presented. Motion passed unanimously.

Approval of Event Grants Ruth House Ministries for \$3,750.00, City Attorney Gerald Buhr suggested that the Religious aspects of the request are a problem. **Motion** made by Deputy Mayor Brenda Giles, Seconded by Councilman Parke Sutherland to disapprove grant. Motion passed 4 to 1 with Councilman Garrett Anderson voting no.

Meeting adjourned at 5:45 pm

Maria Sutherland, City Clerk

Sharon Schuler, CRA Board Chairperson

B

Main Street CRA Advisory Board

Minutes Special Meeting

City Council Chambers- 123 E Pine St., Avon Park, FL 33825

Wednesday July 15, 2015, 12 Noon

Members Present: Gaylin Thomas, Charles Hardin, Dom Calderone.

Members Absent: Laura Wade, Robert Flores

Others Present: City Clerk Maria Sutherland

The meeting was called to order at 12:00. Roll was called and a quorum was met

Approval of Minutes: A **motion** was made by Charles Hardin, seconded by Dom Calderone to approve the minutes of May 7, 2015. Motion passed unanimously.

B-5

Facade Grant: Motion made by Charles Hardin, Seconded by Dom Calderone to accept changes to Façade Grant as shown on new application form. Motion passed unanimously.

B-6

Event Grant: Motion made by Charles Hardin, Seconded by Dom Calderone to accept Event Grant application not to exceed \$1,000.00 per grant plus new changes as shown on new application form. Motion passed unanimously.

B-7

Budget Review: After discussion regarding some applications not having been reviewed by the Advisory Board, and being rushed through to the Board, a **Motion** was made by Charles Hardin, Seconded by Dom Calderone that any reserves or budget items be allowed to be reviewed and considered by Advisory Board BEFORE any formal decisions be made by the CRA Board to include any loans. Motion passed unanimously.

B-8

Motion made by Charles Hardin, Seconded by Dom Calderone to have one member to attend FRA Conference in October. Motion passed unanimously.

B-9

Old Business: Gateway Project: Mall improvements that were suggested and designed by the consulting firm Tindale Oliver that included the gateway project for the HWY 27 and Main Street intersection were discussed. The Board felt it was important to follow through with that project after having spent funds on design and consulting services. **Motion** made by Charles Hardin, Seconded by Dom Calderone to set aside on a yearly basis sufficient funds to account 63-51 "Mall Improvements" for Gateway Project totaling \$300,000.00. Motion passed unanimously.

B-10

Meeting adjourned at 2:30 p.m.

Maria Sutherland

Gaylin Thomas

B

Avon Park Community
REDEVELOPMENT
Main Street District Agency

MAIN ST. CRA ADVISORY BOARD

City Council Chambers
123 E. Pine Ave, Avon Park, FL 33825
Wednesday, July 15, 2015
12 noon

- 1. Roll Call**
- 2. Approval of minutes from the May 7, 2015 regular meeting**
- 3. Review / finalize**
 - a. Façade Grant Application**
 - b. Event Grant Application**
- 4. Budget Review**
 - a. Brickell Building**
 - b. Regular Budget**
- 5. Special Projects**
- 6. Adjourn**

Any person who might wish to appeal any decision by the Main St. Advisory Board of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting.

Main Street CRA Advisory Board

Minutes Regular Meeting

City Council Chambers- 123 E Pine St., Avon Park, FL 33825

Thursday, May 7, 2015

12 Noon

B-5

Members Present: Gaylin Thomas, Charles Hardin, Donald Appelquist, Laura Wade, Robert Flores.

Members Absent: none

Others Present: Maia Fowler

The meeting was called to order at 12:05. Roll was called and a quorum was met.

Approval of Minutes: A motion was made by Laura Wade, seconded by Robert Flores to approve the minutes of March 5, 2015. Motion passed unanimously.

Facade Grant – 15-17-19-21-23 W. Main Street: Don Appelquist made a motion to recommend the approval of a façade grant for \$4,202.50. The business was asking for \$5,000, but had received payment on 12-11-14 for \$797.50 on a previous façade grant, so that amount was subtracted from the maximum of \$5,000. Laura Wade seconded the motion. Motion passed unanimously.

Review of Main Street CRA Plan matrix:

Don Appelquist made a motion to recommend to the CRA Board that businesses can receive the maximum of \$5,000 in a 12 month period, and homeowners can receive the maximum of \$2,500 in a 12 month period. The concept currently is that businesses can apply for one application per business building/storefront per 12 month period, and homeowners can apply for one grant per resident homeowner per 12 month period. Robert Flores seconded the motion. Motion passed unanimously.

Budget Review:

Current budget amounts for façade grants and event grants will be negative amounts once previously approved grants are paid. Don Appelquist made a motion that the board accept no additional grant applications until October 1st when the funds are replenished. Robert Flores seconded the motion. Motion passed unanimously.

Old Business:

Gateway Project: Recommendation made to set aside money in the future that is specifically earmarked for the gateway project. Once enough money is accumulated, the gateways can be constructed.

Brickell Building Tour: All interested board members will meet at the Brickell Building at 8:00 a.m. on Tuesday, May 12th to tour the Brickell Building. The Brickell Building marketing committee will also be touring the building at that time.

WI-FI committee: Gaylin Thomas asked that Maria Sutherland provide 3 dates and times that she can meet with a committee to discuss the addition of WI-FI to downtown Avon Park. Gaylin has 4 people from the college who are willing to provide information on what is needed to establish this in downtown, but would like Maria Sutherland available to provide guidance for the plan. Laura Wade has volunteered to be on the committee.

Meeting adjourned at 1:05 p.m.

Maria Sutherland

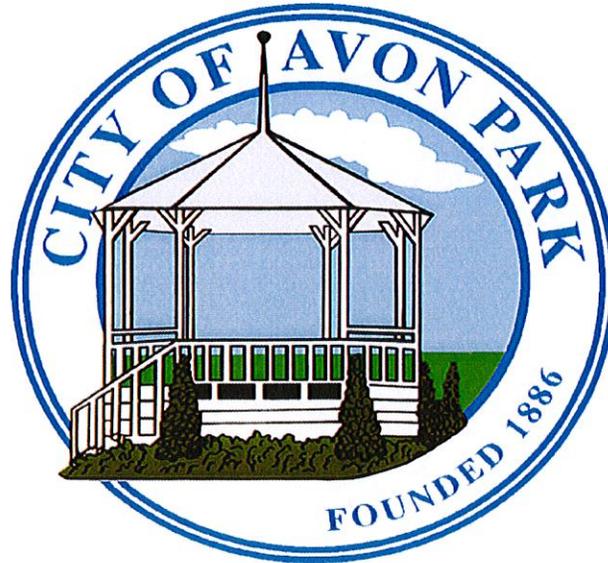
Gaylin Thomas

Community Redevelopment Agency

FAÇADE GRANT

APPLICATION

B-6



City of Avon Park

Community Redevelopment Agency

110 East Main Street

Avon Park, FL 33825

Phone: 863/452-4403 FAX: 863/452-4413

The City of Avon Park
Main Street Community Redevelopment Agency
110 E. Main St., Avon Park, FL 33825
863/452-4411 – FAX 863/452-4413

Façade Grant Application

Date: _____

Applicant's Name: _____

Property Address: _____

Business phone

cell phone

home phone

FAX

- Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.
- Application submittal does not guarantee funding. Application forms must be complete at time of submittal. Incomplete submittals will not be accepted.
- If funding is unavailable, applicant will be notified and will need to re-apply.

*****CRA funds cannot be used as a code enforcement remedy*****

Is property in compliance with code enforcement***? Yes ___ No ___ _____
Staff initials

For **home** grants: Is the property Owner Occupied? Yes ___ No ___

Please provide the following:

1. Last three months of water bill
2. Last three months of electric bill

Summary of Proposed Improvements _____

For **business** grants: Is property an actively staffed business? Yes ___ No ___

Please provide the following:

1. Last three months of utility bills (water/ electric)
2. Copy of current occupational license
3. Days/ Hours of operation: _____ Days _____ Hours open
4. Number of employees at location: _____

Summary of Proposed Improvements _____

Please attach the following information to the application:

1. Photographs clearly showing existing condition of the façade, including close-up showing detail, and long shots showing adjacent structures.
2. Samples of all colors, to include paint, awnings, etc., and a sample of awning material if available.
3. Include historic photo if available on historic properties.
4. Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.

SECTION (A) GRANT TYPES:

Home Façade Grants are available for the exterior improvements of homes. Total allowable funds per home are **100% of costs up to a maximum of \$1,000** per individual home inhabited by home owner. Apartment complexes, rentals, non-owner inhabited dwellings must provide 50% match up to \$1000 per property. If approved, funds will be reimbursed after job is complete with copy of cancelled check(s) or other verifiable proof of payment to contractor showing payment made to contractor(s). **Project shall be complete within 4 months of approval.**

Business Grants are available for the improvement of storefronts. Total allowable funds per business are **100% of costs up to a maximum of \$2,500** per individual storefront. Business site must be an active business with approved City Occupational License. If approved, funds will be reimbursed after job is complete with copy of cancelled check(s) or other verifiable proof of payment to contractor showing payment made to contractor(s). **Project shall be complete within 4 months of approval.**

ONLY EXTERIOR WORK IS ALLOWED WITH CRA FUNDS.

Funding is not retroactive on projects started before CRA Board approval. Approved projects will be reviewed and monitored to insure the work is progressing in a timely fashion. Changes in the scope of approved work and or construction change orders that differ in the scope of work from the original approved plan need to be addressed with the CRA Board prior to any new work or applicant may not be reimbursed.

TYPE OF FAÇADE GRANT REQUEST

Home Façade Grant

Business Store front Grant

TOTAL COST OF PROPOSED IMPROVEMENTS \$ _____
(Obtain and attach at least two bids/quotes for this project). Company license and logo must be on the quote.

TOTAL AMOUNT OF GRANT REQUESTED \$ _____
(see Section "A" Grant Types)

I understand this application for a Façade Grant requires that I comply with the design guidelines established by the City of Avon Park CRA Board, and that the money will be granted on a reimbursable basis. Work not approved by the CRA Board will not be funded. I understand that work needs to be completed within four (4) months from the date of approval by the CRA Board.

I also understand that the work and attachments must remain as part of the real property and reside within the CRA target area. I also give my permission to the CRA Board to place a "Redevelopment by Design" sign on my property during the improvement phase for a minimum of 30 days during and after completion.

The CRA reserves the right to accept or reject any application, or part thereof.

PRINT PROPERTY OWNER'S NAME

PROPERTY OWNER'S SIGNATURE

DATE

PRINT LESSEE'S NAME

LESSEE'S SIGNATURE

DATE

FAÇADE GRANT GUIDELINES

All projects requesting a Façade Grant from the Main Street Community Redevelopment Agency (CRA) must comply with the Minimum Maintenance Ordinance #08-02 established by the Avon Park Main Street CRA Board. These guidelines have been adopted by the City Council and are supported by the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

The Design guidelines and CRA requirements call for the following:

1. Changes to the façade of (building or residence) will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building and those adjacent to it.
2. Changes to facades will either: (A) partially or fully restore the appearance of the building based on actual evidence, including photographs, written documentation, data on the building site or other data or, (B) represent a modern treatment, if appropriate, that blends into and is compatible with the building and those adjacent to it.
3. In general, repair and preservation of existing structures and facades is encouraged, unless those alterations will result in an incoherent, unattractive or inharmonious appearance.
4. For facades that have been substantially altered previously, and for which a modern treatment is chosen, such a treatment will conform to the features, material rhythms, colors and general appearance of the building and those adjacent to it, particularly if the building is in a row of other buildings with identical or similar design.
5. Paint colors will be selected from the approved designated color chart adopted for the CRA area.
6. Surface cleaning of structures will be undertaken with the gentlest means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken. July 2008
7. Self help projects require an estimated cost for the materials to be used to complete the project. **The program will not reimburse for labor provided by the applicant.** If you are a contractor seeking façade funds, the CRA will not pay for material mark-up costs.
8. **Façade grants apply to the exterior of the building only**, generally including paint, roofing, awnings, etc. **The Southside CRA does allow for interior repairs for ADA compliance (handicap accessible) for Business Matching Grants only.**
9. Excluded from this grant are items such as signage, parking, sidewalks, and landscaping. However, these items may be considered on a case-by-case basis depending on the nature and scope of the project.

B-7

Community Redevelopment Agency

EVENT GRANT

APPLICATION



The City of Avon Park
Community Redevelopment Agency
110 E. Main Street
Avon Park, FL 33825
863/452-4403 - FAX 863/452-4413

Event Grant Application

Date: _____

Organization Name: _____

Is organization non-profit ____ **Yes** ____ **No** **Tax I.D. #** _____

Business Phone

Cell Phone

Home Phone

FAX

Application MUST be submitted at least 3 months in advance of the event.

Location of Event _____

Date(s) _____ Time(s) of Proposed Event: _____

Description of event: _____

Will you be requesting City staff for any of the following (circle one):

Garbage receptacles: Y N **Quantity** _____

Traffic Cones: Y N **Quantity** _____

Road Closure Y N If yes, attach map of specific roads to be closed

Will you require city water for your event? Y N

Will you require city electricity for your event? Y N

The following rules apply to all applications:

1. Matching Event Grants are made available to individuals and organizations on a case by case basis and available funding. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the Main Street Advisory Board. You must include in your application a brief description of how this event will improve the CRA District.
2. The Event must take place within the CRA Main Street District and must be open to the general public. Any admission fees proposed or **donations requested** to be charged must be disclosed in the application. Please include in the project description the estimated number of attendees.
3. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees. To apply for funds from the Tourism Grant Program from Highlands County Tourist Development Council Visitor & Convention Bureau, email tdc@highlandscvb.com, or call 863-402-6909.
4. **Eligible expenses include:**
 - a. Digital Advertising (Website, Social Media, and Search Engine Marketing)
 - b. Traditional Advertising (newspaper, Radio, Television, Flyers/Postcards and Billboards)
 - c. Brochures and Event Website Production
5. **All print advertising shall include the Main Street CRA logo and listed as a contributor to the event.**
6. **The maximum amount paid by the CRA for advertising will not exceed \$1,000.**
7. Each applicant shall provide a brief presentation (five minutes or less) that details the event and be prepared to answer any questions from the Main Street CRA Advisory Board and or City CRA Board on the designated meeting date.
8. The applicant must obtain all necessary permits and approvals, including Health Department permits for food preparation.
9. Event planners will return City property and infrastructure to the condition it was prior to the event.
10. Event planners shall have proof of liability insurance coverage 1 week or sooner prior to event date. Event holder shall name the City of Avon Park as "Additional Insured" on the event holders certificate with the following coverages:
 - \$ 1Million Commercial General Liability (1M each occurrence)
 - \$100,000 damage to rented premises (each occurrence)
 - \$ 5,000 Medical Expenses (any one person)
 - 1M personal & Adv injury
 - 2M General Aggregate
 - 1M Products – Comp/Op Agg
 - 1M Liquor Liability - if approved in advance by CRA
11. **For reimbursement of funds, all paid receipts and returned checks must be provided within 2 months of the completion of the event. A W-9 Form is required for any reimbursement.**

TOTAL ADVERTISING COST FOR EVENT
(Obtain and attach bids/quotes for this Event)

\$ _____

TOTAL AMOUNT OF GRANT REQUESTED
(Maximum \$1000 with no match requirement)

\$ _____

I understand this application for an Event Grant requires that I submit paid receipts/ cancelled checks for all eligible expenses.

The CRA reserves the right to accept or reject any application or part thereof.

PRINT EVENT SPONSOR'S NAME

AUTHORIZED REPRESENTATIVE'S SIGNATURE

DATE

For official use only

CRA Advisory approved: Yes No DATE: _____

CRA Board approved: Yes No DATE: _____

Informed grantee date: _____ Initials: _____

4a

- A) In FY 2014/2015, the GF to loan \$266,484 to the CRA Fund to purchase the Brickell building;
- B) In FY 2015/2016, the GF to loan \$600,000 to the CRA for additional improvements to the Brickell building and Main Street redevelopment;
- C) The CRA Fund will begin repayment starting on FY 2016/2017 in accordance to Schedule A

The CRA Main Street Board authorizes a budget amendment FY 2014/2015 to finance 100% of the Brickell Building purchase and reimburse the Infrastructure fund by \$266,483.50. (CRA RESOLUTION)

Loan Amortization Schedule

HELP

© 2008 Vertex42 LLC

Loan Information

Loan Amount	866,484.00
Annual Interest Rate	1.00%
Term of Loan in Years	25
First Payment Date	7/1/2017
Payment Frequency	Annual
Compound Period	Annual
Payment Type	End of Period

Summary

Rate (per period)	1.000%
Number of Payments	25
Total Payments	983,605.62
Total Interest	117,121.62
Est. Interest Savings	0.01

Annual Payment 39,344.23

Amortization Schedule

 Rounding On

No.	Due Date	Payment	Additional Payment	Interest	Principal	Balance
						866,484.00
1	7/1/17	39,344.23		8,664.84	30,679.39	835,804.61
2	7/1/18	39,344.23		8,358.05	30,986.18	804,818.43
3	7/1/19	39,344.23		8,048.18	31,296.05	773,522.38
4	7/1/20	39,344.23		7,735.22	31,609.01	741,913.37
5	7/1/21	39,344.23		7,419.13	31,925.10	709,988.27
6	7/1/22	39,344.23		7,099.88	32,244.35	677,743.92
7	7/1/23	39,344.23		6,777.44	32,566.79	645,177.13
8	7/1/24	39,344.23		6,451.77	32,892.46	612,284.67
9	7/1/25	39,344.23		6,122.85	33,221.38	579,063.29
10	7/1/26	39,344.23		5,790.63	33,553.60	545,509.69
11	7/1/27	39,344.23		5,455.10	33,889.13	511,620.56
12	7/1/28	39,344.23		5,116.21	34,228.02	477,392.54
13	7/1/29	39,344.23		4,773.93	34,570.30	442,822.24
14	7/1/30	39,344.23		4,428.22	34,916.01	407,906.23
15	7/1/31	39,344.23		4,079.06	35,265.17	372,641.06
16	7/1/32	39,344.23		3,726.41	35,617.82	337,023.24
17	7/1/33	39,344.23		3,370.23	35,974.00	301,049.24
18	7/1/34	39,344.23		3,010.49	36,333.74	264,715.50
19	7/1/35	39,344.23		2,647.16	36,697.07	228,018.43
20	7/1/36	39,344.23		2,280.18	37,064.05	190,954.38
21	7/1/37	39,344.23		1,909.54	37,434.69	153,519.69
22	7/1/38	39,344.23		1,535.20	37,809.03	115,710.66
23	7/1/39	39,344.23		1,157.11	38,187.12	77,523.54
24	7/1/40	39,344.23		775.24	38,568.99	38,954.55
25	7/1/41	39,344.10		389.55	38,954.55	0.00

FOR CAL YEAR 2016
2013 2014
ACTUALS ACTUALS

2015 ORIGINAL BUDGET
2015/16 REQUESTED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUALS	2014 ACTUALS	2015 ACTUALS	2015 ORIGINAL BUDGET	2015/16 REQUESTED
CRA MAIN STREET						
INTERGOVERNMENTAL REVENUE						
GRANT FROM OTH LOCAL UNIT						
130-0000-337.50-00 TAX INCREMENT CTY/CITY		82,153	79,482	97,808	84,653	84,653
*		82,153	79,482	97,808	84,653	84,653
**	GRANT FROM OTH LOCAL UNIT	82,153	79,482	97,808	84,653	84,653
**	INTERGOVERNMENTAL REVENUE	82,153	79,482	97,808	84,653	84,653
	FUEL SALES					
	OTHER MISCELLANEOUS REV.					
130-0000-369.90-00 MISCELLANEOUS		0	0	1,100	0	0
130-0000-369.90-20 ROTARY XMAS TREE DONATION		0	800	800-	0	0
130-0000-369.90-28 EVENT REVENUES		80	1,120	0	0	0
130-0000-369.90-29 OCTOBER FEST		700	1,730	120	0	0
*		780	3,650	420	0	0
**	OTHER MISCELLANEOUS REV.	780	3,650	420	0	0
***	FUEL SALES	780	3,650	420	0	0
	NON-REVENUES					
	REVENUE TRANSFER FROM GF					
130-0000-381.00-00 REVENUE TRANSFER FROM GF		41,655	3,358	0	0	0
130-0000-381.05-00 LOAN FOR BRICKELL BLDG		0	0	0	0	600,000
*		41,655	3,358	0	0	600,000
**	REVENUE TRANSFER FROM GF	41,655	3,358	0	0	600,000
	OTHER NON-REVENUES					
130-0000-389.10-00 FUND BALANCE-RESERVES		0	0	0	100,000	23,000
*		0	0	0	100,000	23,000
**	OTHER NON-REVENUES	0	0	0	100,000	23,000
***	NON-REVENUES	41,655	3,358	0	100,000	623,000
****	CRA MAIN STREET	124,588	86,490	98,228	184,653	707,653
*****	CRA MAIN STREET	124,588	86,490	98,228	184,653	707,653

BUDGET PREPARATION WORKSHEET

FOR CAL YEAR 2016
2013 ACTUALS 2014 ACTUALS
2015 ACTUALS

2015 ORIGINAL BUDGET
2015/16 REQUESTED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

COMMUNITY REDEV AGENCY
PREPARED 06/25/15, 14:24:20
PAGE 45
2916DEP1

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2016
2013 ACTUALS 2014 ACTUALS
2015 ACTUALS

2015 ORIGINAL BUDGET
2015/16 REQUESTED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

COMMUNITY REDEV AGENCY
ECONOMIC ENVIRONMENT
COMMUNITY DEV
130-0552-552.11-00 EXECUTIVE SALARIES 11,298 9,690 11,363
130-0552-552.12-00 REGULAR SALARIES & WAGES 18,458 4,417 8,911
130-0552-552.21-00 FICA 2,184 1,020 1,469
130-0552-552.22-00 FRS CONTRIBUTION CITY 0 338 1,464
130-0552-552.22-14 CITY PLAN 1,212 734 0
130-0552-552.23-00 LIFE & HEALTH INSURANCE 1,554 1,100 1,639
130-0552-552.23-20 UHC 809 523 776
130-0552-552.23-35 EMPLOYER HSA CONTRIBUTION 67 80 110
130-0552-552.31-30 LEGAL FEES 2,870 2,870 5,000
130-0552-552.32-00 ACCT AND AUDIT 500 370 500
130-0552-552.34-00 OTHER CONTRACTUAL SERVICE 1,000 2,550 1,000
130-0552-552.34-50 PRE-EMPLOYMENT 0 0 0
130-0552-552.40-00 TRAVEL & PER DIEM 345 0 345
130-0552-552.42-10 TRAINING - SCHOOLS 0 0 0
130-0552-552.46-40 MALL MAINT 5,000 3,838 5,000
130-0552-552.49-11 FACADE GRANTS 20,000 21,761 20,000
130-0552-552.49-15 GATEWAY / MALL BEAUTIFICA 0 0 0
130-0552-552.49-30 BUSINESS OPPORTUNITIES 3,000 0 3,000
130-0552-552.49-35 MATCHING GRANTS 115 115 0
130-0552-552.49-41 ADVERTISING 200- 2,921 0
130-0552-552.49-50 EVENT EXPENDITURES 7,757 7,757 15,000
130-0552-552.52-00 OPERATING SUPPLIES 252 252 200
130-0552-552.54-00 SUBSCRIPTION & MEMBERSHIP 100 140 100
PREPARED 06/25/15, 14:24:20

BUDGET PREPARATION WORKSHEET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FOR CAL YEAR 2016		2015 ACTUALS	2015 ACTUALS	2015 ORIGINAL BUDGET	2015/16 REQUESTED
		2013 ACTUALS	2014 ACTUALS				
130-0552-552.61-10	ACQUISITION	0	0	100,000	103,926	0	0
130-0552-552.63-00	IMPROVEMENTS MAIN STREET	31,994	1,849	0	0	0	0
130-0552-552.63-05	EXPENSE BRICKELL	33,195	0	0	0	0	600,000
130-0552-552.63-20	SIDEWALKS	5,705	0	0	0	0	31,776
130-0552-552.63-51	MALL IMPROVEMENTS	236,814	130,534	157,355	184,653	184,653	707,653
**	COMMUNITY DEV	236,814	130,534	157,355	184,653	184,653	707,653
***	ECONOMIC ENVIRONMENT	236,814	130,534	157,355	184,653	184,653	707,653
****	COMMUNITY REDEV AGENCY	236,814	130,534	157,355	184,653	184,653	707,653
*****	COMMUNITY REDEV AGENCY	236,814	130,534	157,355	184,653	184,653	707,653
*****	CRA MAIN STREET	361,402	217,024	255,583	369,306	369,306	1,415,306

BUDGET PREPARATION WORKSHEET

①

**SOUTHSIDE CRA ADVISORY BOARD
SPECIAL MEETING MINUTES
July 16 2015
5:30 PM**

Present: Chairperson Gerald Snell, Kelvin Sheppard, Eloise Marion-Walton,

Absent: Arnold Davis, Alt. Al Joe Hinson, Theresa Whiteside, Alt. Fern Davis

Also attending: City Clerk Maria Sutherland, Corbett Alday from Guardian Consulting, Carl Cool and members of the audience.

The meeting was called to order at 5:30 p.m. Roll was called and a quorum was present.

The Pledge was said and invocation was given.

Motion made by Kelvin Sheppard, Seconded by Eloise Marion-Walton to approve minutes of June 10, 2015 as presented. Motion carried unanimously. C-11

CDBG Engineering Plans: Motion made by Gerald Snell Seconded by Kelvin Sheppard to approve construction plans as presented with changes as noted on plans. Motion passed unanimously. C-12

Motion made by Eloise Marion-Walton, Seconded by Kelvin Sheppard to send 3 people to the FRA Conference in October. Motion passed unanimously. C-13

Meeting adjourned at 6:23 PM

Maria Sutherland

Gerald Snell, Chair



CITY OF AVON PARK

Highlands County, Florida

110 East Main Street

Avon Park, Florida 33825

SOUTHSIDE CRA ADVISORY BOARD SPECIAL MEETING AGENDA

**110 E Main Street
Avon Park, FL 33825
City Council Chambers**

**Thursday, July 16 2015
5:30 p.m.**

- A. Roll Call
- B. Approval of Regular Minutes of June 10, 2015
- C. CDBG Engineering Plans
- D. Financial Information
- E. FRA Conference
- F. Adjourn

Any person who might wish to appeal any decision by the Southside CRA Advisory Board of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting.

C-11

**SOUTHSIDE CRA ADVISORY BOARD
REGULAR MEETING MINUTES
June 10, 2015**

Present: Chairperson Gerald Snell, Kelvin Sheppard, Al Joe Hinson, Theresa Whiteside, Eloise Marion-Walton, Fern Davis

Absent: Arnold Davis

Also attending: Maria Sutherland, Brenda Giles, members of the audience.

The meeting was called to order at 5:30 p.m. Roll was called and a quorum was present.

The Pledge was said and invocation was given.

Motion made by Al Joe Hinson, Seconded by Kelvin Sheppard to approve minutes of January 22, 2015 as presented. Motion carried unanimously.

Event Grant application:

Rev. Barbara Robinson of Ruth House Ministries presented an event grant. Motion by Kelvin Sheppard to approve the event grant as long as the event is held in the Southside CRA district in the amount of 50% of the \$7500 request (\$3750). Motion approved unanimously.

Other discussion:

The CDBG grant project plans were presented by Carl Cool. Some changes were made to the plans and final plans will be presented at a Special meeting June 17th.

The CRA Draft Plan was also reviewed with LaRue Consultant, Bob Franke.

Meeting adjourned at 7:48 PM

Maria Sutherland

Gerald Snell, Chair

FOR CAL YEAR 2016
2013 2014
ACTUALS ACTUALS

2015
ORIGINAL
BUDGET

2015/16
REQUESTED

ACCOUNT NUMBER ACCOUNT DESCRIPTION
CRA SOUTHSIDE

INTERGOVERNMENTAL REVENUE
GRANT FROM OTH LOCAL UNIT
135-0000-337.50-00 TAX INCREMENT CITY/CITY

*	18,863	15,753	14,720	12,740	12,740
*	18,863	15,753	14,720	12,740	12,740

** GRANT FROM OTH LOCAL UNIT

**	18,863	15,753	14,720	12,740	12,740
***	18,863	15,753	14,720	12,740	12,740

INTERGOVERNMENTAL REVENUE
FUEL SALES

OTHER MISCELLANEOUS REV.
135-0000-369.90-00 MISCELLANEOUS
135-0000-369.90-20 ROTARY XMAS TREE DONATION
135-0000-369.90-21 MLK EVENT

*	50	0	0	0	0
*	1,120	0	0	0	0
*	875	275	0	0	0
*	2,045	275	0	0	0

** OTHER MISCELLANEOUS REV.

**	2,045	275	0	0	0
***	2,045	275	0	0	0

FUEL SALES
NON-REVENUES

REVENUE TRANSFER FROM GF
REVENUE TRANSFER FROM GF

*	9,564	666	0	0	0
*	9,564	666	0	0	0

** REVENUE TRANSFER FROM GF
OTHER NON-REVENUES

135-0000-389.10-00 FUND BALANCE-RESERVES

*	0	0	0	50,000	41,968
*	0	0	0	50,000	41,968

** OTHER NON-REVENUES

**	0	0	0	50,000	41,968
***	0	0	0	50,000	41,968

NON-REVENUES

***	9,564	666	0	50,000	41,968
***	30,472	16,694	14,720	62,740	54,708

CRA SOUTHSIDE

****	30,472	16,694	14,720	62,740	54,708
****	30,472	16,694	14,720	62,740	54,708

CRA SOUTHSIDE

COMMUNITY REDEV AGENCY

PREPARED 06/25/15, 14:24:20

BUDGET PREPARATION WORKSHEET

FOR CAL YEAR 2016
2013 2014
ACTUALS ACTUALS

2015
ORIGINAL
BUDGET

2015/16
REQUESTED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

COMMUNITY REDEV AGENCY
ECONOMIC ENVIRONMENT

CRA DISTRICT

135-0552-550.11-00	EXECUTIVE SALARIES	3,289	3,631	3,230	3,766	3,788
135-0552-550.12-00	Regular Salaries	4,200	1,488	886	3,589	1,733
135-0552-550.21-00	FICA	535	1,182	295	532	395
135-0552-550.22-00	FRS CONTRIBUTION CITY	0	0	97	0	398
135-0552-550.22-14	City Plan	406	401	245	404	0
135-0552-550.23-00	LIFE & HEALTH INS	12	434	366	518	546
135-0552-550.23-20	UHC	816	229	174	270	259
135-0552-550.23-35	EMPLOYER HSA CONTRIBUTION	0	19	27	22	37
135-0552-550.32-00	ACCT AND AUDIT	500	500	0	500	500
135-0552-550.34-00	OTHER CONTRACT SERVICES	2,832	7,177	1,625	1,000	1,000
135-0552-550.40-00	TRAVEL AND PER DIEM	1,118	294	395	1,000	1,000
135-0552-550.49-10	FACADE GRANTS	14,660	20,771	1,300	5,000	5,000
135-0552-550.49-35	MATCHING GRANTS	0	54,038	1,109	45,089	39,002
135-0552-550.49-41	ADVERTISING	750	116	0	50	50
135-0552-550.49-50	EVENT EXPENDITURES	10,223	3,387	1,266	1,000	1,000
135-0552-550.52-00	OPERATING SUPPLIES	67	363	0	0	0
135-0552-550.52-15	DONATIONS/BACK TO SCHOOL	445	0	0	0	0
135-0552-550.54-00	Membership and Dues	282	58	140	0	0
*		40,135	94,088	11,155	62,740	54,708

CRA DISTRICT

ECONOMIC ENVIRONMENT

COMMUNITY REDEV AGENCY

COMMUNITY REDEV AGENCY

PREPARED 06/25/15, 14:24:20

PAGE 49

2916DEP1

ACCOUNT NUMBER ACCOUNT DESCRIPTION

***** CRA SOUTHSIDE

PREPARED 06/25/15, 14:24:20

FOR FISCAL YEAR 2016

2013 2014

ACTUALS ACTUALS

2015

ORIGINAL
BUDGET

2015/16

REQUESTED

2015
ACTUALS

2015
ORIGINAL
BUDGET

2015/16
REQUESTED

70,607

110,782

25,875

125,480

109,416

D-14

RESOLUTION 15-MSCRA-01

A RESOLUTION OF THE CITY OF AVON PARK, FLORIDA, MAIN STREET COMMUNITY REDEVELOPMENT AGENCY (CRA), AMENDING THE FISCAL YEAR 2014-2015 BUDGET TO REFLECT LOANS AND OTHER FINANCIAL TRANSACTIONS BETWEEN THE CITY INFRASTRUCTURE FUND AND THE CRA ENABLING THE CRA TO PURCHASE AND IMPROVE THE BRICKELL BUILDING, AND LATER REPAYMENT OF LOANS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager is authorized and directed by the City Charter to prepare and submit budgets, including CRA budgets to the City Council, and to “keep the council fully advised as to the financial condition and future needs of the city, and shall make such recommendations to the council concerning the affairs of the city as the manager deems appropriate”; and,

WHEREAS, the City Manager, upon the advice of City accountants, recommends and requests that the Fiscal Year 2014-2015 Main Street Community Redevelopment Agency Budget be amended reflecting a purchase of the Brickell Building by the Main Street CRA and not the City, with assistance loans from the City Infrastructure, and other related transactions as provided herein;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY DEVELOPMENT AGENCY BOARD, in a public meeting assembled this 27th day of July, 2015:

The City Council hereby approves the City Manager’s recommendation and request to amend the FY 2014-2015 Budget to finance 100% of the Brickell Building purchase and reimburse the Infrastructure Fund by \$266,484.

SECTION 7. Effective Date.

This Resolution shall be effective immediately upon passage.

=====

This Ordinance was read for the first time at the regular session of the CRA Board held on July 27th 2015. The vote was as follows:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor S. Schuler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor B. Giles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman T. Heston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman P. Sutherland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman G. Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IN WITNESS WHEREOF, the CRA of the City of Avon Park, Florida, has duly adopted this Resolution and caused it to be executed by the officers below on this 27th day of July, 2015.

(Seal)

ATTEST:

CITY OF AVON PARK, FLORIDA

By: _____

By: _____

Maria Sutherland, City Clerk

Sharon Schuler, Mayor

APPROVED AS TO FORM:

Gerald Buhr, City Attorney