

CHAIRPERSON  
JESSE NELSON

CITY MANAGER  
VICKIE GAINER

CRA ATTORNEY  
KEVIN OBOS



BOARD MEMBERS  
BRANDON ALDRIDGE

JUDY TINDER

PAT PERNO

JAMIE WARRICK

## LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY

*(The Lynn Haven City Commission serves as the CRA Board)*

### **PUBLIC NOTICE**

*The Public is invited to attend.*

### **BOARD MEETING**

**WEDNESDAY, SEPTEMBER 14, 2022 – 2:30 PM**

**City of Lynn Haven Senior Activity Center, 905 Pennsylvania Ave., Lynn Haven, FL 32444**

### **AGENDA**

1. Call to order
2. Public Commentary

#### **CONSENT AGENDA**

3. Approval of the meeting minutes from March 8, 2022.

#### **NEW BUSINESS**

4. Discussion and possible action to adopt a tentative CRA budget for the fiscal year 2022/2023.
5. Adjourn.

**\*\*IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED. FLORIDA STATE STATUTE 286.0105**

**\*\* IN ACCORDANCE WITH THE AMERICANS DISABILITIES ACT AND 286.26, FLORIDA STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE LYNN HAVEN PLANNING DEPARTMENT NO LATER THAN TWO DAYS PRIOR TO THE PROCEEDING AT TELEPHONE 850-265-2121 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), FOR ASSISTANCE.**

**COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING, MARCH 8, 2022  
8:30 A.M.**

**Present:** Jesse Nelson, Mayor  
Brandon Aldridge, Commissioner  
Pat Perno, Commissioner  
Jamie Warrick, Commissioner  
Judy Tinder, Commissioner  
Vickie Gainer, City Manager  
Chief Ricky Ramie, Sergeant at Arms  
Kevin Obos, City Legal Counsel

**Item #1. Call to order.** Mayor Nelson called the meeting to order at 8:30 A.M.

**Item #2. Public Commentary.**

There was no public commentary.

**Consent Agenda**

**Item #3. Approval of the meeting minutes from December 14, 2021.**

**Item #4. Approval of the Residential Incentive Program application for 705 Alabama Ave.**

Motion by Commissioner Warrick: To approve all items on the Consent Agenda as presented.

Second to the Motion Commissioner Aldridge

On Vote:

|          |     |
|----------|-----|
| Warrick  | aye |
| Aldridge | aye |
| Tinder   | aye |
| Perno    | aye |
| Nelson   | aye |

Motion passed: 5-0

**New Business**

**Item #5. Approval of the Lynn Haven CRA Annual Report for Fiscal Year 2020/2021.**

Mr. Janke explained his report.

Motion by Commissioner Warrick: To approve the Lynn Haven CRA Annual Report for Fiscal Year 2020/2021.

Second to the Motion Commissioner Aldridge

On Vote:

|          |     |
|----------|-----|
| Warrick  | aye |
| Aldridge | aye |
| Perno    | aye |
| Tinder   | aye |
| Nelson   | aye |

Motion passed: 5-0

**DRAFT Minutes from the Community Redevelopment Agency Board meeting called March 8, 2022  
at 8:30 P.M.**

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**Item #6. Adjourn.**

Meeting adjourned at 08:33 A.M.

APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
Jesse Nelson, Mayor

**ATTEST:**

\_\_\_\_\_  
Vickie Gainer, City Manager

prepared by

Cicelia J. Holliday

**CRA**  
**AGENDA REPORT**  
*City of Lynn Haven*

Meeting Date: September 14, 2022

Item Number:

From: Lynn Haven CRA

Prepared By: Bernd "Ben" Janke

Subject: Resolution No. 2022-09-03 Adopting a tentative Community Redevelopment Agency Budget for FY 2022/2023.

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**Staff Recommendation:** That the Lynn Haven Community Redevelopment Agency adopts the tentative Lynn Haven Community Redevelopment Agency 2022/2023 fiscal budget.

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**I. Report in Brief:**

**Overview:** This budget will regulate expenditures of the Lynn Haven Community Redevelopment Agency (CRA).

**Background:** Chapter 189.418 *Florida Statutes* requires the CRA to adopt a budget each fiscal year. The proposed list of projects was developed with the help and input from the CRA Advisory Board.

|                 |                              |           |
|-----------------|------------------------------|-----------|
| <b>Summary:</b> | Proposed Revenues            | \$685,652 |
|                 | Proposed Expenditures        | \$680,008 |
|                 | Proposed Transfer to Reserve | \$5,643   |

**II. Concurrences:** Staff

**III. Fiscal Impact:** \$685,652

**IV. Advertised Date:** August 2022      **Newspaper:** TRIM Notice, Bay Co. Property Appraiser

**V. Affected Parties Notified of Meeting:** Not Required

**VI. Alternatives:**

**VII. Attachments:** Resolution # 2022-09-03; Proposed Lynn Haven CRA Budget FY22/23; CRA Advisory Board meeting minutes

Approved as to Content: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

Action Taken by Commission:      [ ] Approved [ ] Disapproved

[ ] Continued/Deferred until: \_\_\_\_\_ Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

By: \_\_\_\_\_

**RESOLUTION NUMBER 2022-09-03**

**A RESOLUTION ADOPTING A TENTATIVE BUDGET FOR THE LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY, FOR THE FISCAL YEAR 2022/2023 AND APPROPRIATING, FOR THE PURPOSES SPECIFIED, REDEVELOPMENT TRUST FUNDS, IN AMOUNTS SPECIFIED FOR DISBURSEMENT ACCORDING TO SAID BUDGET FOR THE FISCAL YEAR 2022/2023.**

**WHEREAS**, the governing body for the Lynn Haven Community Redevelopment Trust Fund, is required to adopt an annual budget in accordance with Section 189.418, *Florida Statutes*;

**WHEREAS**, having observed all due process and appropriate procedures required by Florida Statutes, including notice and public hearing, the Community Redevelopment Agency, now deems it necessary, proper, and in the best interest of the public to approve said tentative budget.

**NOW THEREFORE**, be it resolved by the Community Redevelopment Agency, that the Community Redevelopment Agency budget in the amount of \$685,652 shall be and is hereby adopted as the tentative budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023.

**PASSED AND ADOPTED** at the regular meeting of the Lynn Haven Community Redevelopment Agency, in Bay County, Florida on the \_\_14<sup>th</sup> day\_\_ of September, 2022.

CITY OF LYNN HAVEN, FLORIDA

BY: \_\_\_\_\_  
Jesse Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Vickie Gainer  
City Manager-Clerk



# CRA REVENUES

*Lynn Haven CRA 2023 Annual Budget*

| 701 ACCOUNT                         | ACCOUNT DESCRIPTION       | 2022 BUDGET       | 2023 BUDGET       | \$ AMOUNT CHANGE   | % AMOUNT CHANGED |
|-------------------------------------|---------------------------|-------------------|-------------------|--------------------|------------------|
| <b>INTERGOVERNMENTAL REVENUES</b>   |                           |                   |                   |                    |                  |
| 330-422751                          | TIF - CITY OF LYNN HAVEN  | \$ 238,617        | \$ 306,144        | \$ 67,527          | 28%              |
| 330-422752                          | TIF - BAY COUNTY          | \$ 268,288        | \$ 346,182        | \$ 77,894          | 29%              |
|                                     | Assessment for Demolition |                   | \$ 32,000         | \$ 32,000          | N/A              |
| <b>TOTAL INTERGOV. REVENUES</b>     |                           | <b>\$ 506,905</b> | <b>\$ 684,326</b> | <b>\$ 177,422</b>  | <b>35%</b>       |
| <b>MISC REVENUES</b>                |                           |                   |                   |                    |                  |
| 360-436100                          | INTEREST INCOME           | \$ 778            | \$ 1,326          | \$ 548             | 70%              |
| <b>TOTAL OPERATING EXPENDITURES</b> |                           | <b>\$ 778</b>     | <b>\$ 1,326</b>   | <b>\$ 548</b>      | <b>70%</b>       |
| <b>OTHER SOURCES</b>                |                           |                   |                   |                    |                  |
| 380-438999                          | CASH CARRY FORWARD        | \$ 62,028         | \$ -              | \$ (62,028)        | -100%            |
| <b>TOTAL OPERATING EXPENDITURES</b> |                           | <b>\$ 62,028</b>  | <b>\$ -</b>       | <b>\$ (62,028)</b> | <b>-100%</b>     |
| <b>TOTAL CRA</b>                    |                           | <b>\$ 569,711</b> | <b>\$ 685,652</b> | <b>\$ 115,941</b>  | <b>20%</b>       |



# CRA EXPENDITURES

Lynn Haven CRA 2023 Annual Budget

| 701559<br>ACCOUNT                   | ACCOUNT DESCRIPTION   | Amended<br>2022<br>BUDGET | 2023<br>BUDGET   | \$<br>AMOUNT<br>CHANGE | %<br>AMOUNT<br>CHANGED |
|-------------------------------------|---|---------------------------|------------------|------------------------|------------------------|
| <b>PERSONNEL SERVICES</b>           |   |                           |                  |                        |                        |
| 512000                              | SALARIES-GENERAL EMPLOYEES  | \$60,155                  | \$60,403         | \$248                  | 0%                     |
| 521000                              | FICA & MEDICARE BENEFIT   | \$4,602                   | \$4,621          | \$19                   | 0%                     |
| 522000                              | PENSION BENEFIT GENERAL EMP   | \$9,624                   | \$7,248          | -\$2,376               | -25%                   |
| 523000                              | LIFE & HEALTH INSURANCE   | \$8,244                   | \$8,765          | \$521                  | 6%                     |
| 524000                              | WORKERS COMPENSATION INSURANCE  | \$379                     | \$716            | \$337                  | 89%                    |
| 524001                              | LTD   | \$404                     | \$405            | \$1                    | 0%                     |
| 528000                              | PTO BUY BACK & PAYOUT   | \$7,000                   | \$7,000          | \$0                    | 0%                     |
| <b>TOTAL PERSONNEL SERVICES</b>     |   | <b>\$90,408</b>           | <b>\$89,158</b>  | <b>-\$1,250</b>        | <b>-1%</b>             |
| <b>OPERATING EXPENDITURES</b>       |   |                           |                  |                        |                        |
| 531045                              | CONSULTING FEES - CRA   | \$1,000                   |                  | -\$1,000               | -100%                  |
| 531081                              | PROFESSIONAL SERVICES-OTHER   | \$13,245                  | \$14,000         | \$755                  | 6%                     |
| 532000                              | ACCOUNTING & AUDITING   | \$5,000                   | \$5,000          | \$0                    | 100%                   |
| 540000                              | TRAVEL & PER DIEM   | \$1,000                   | \$1,000          | \$0                    | 0%                     |
| 540001                              | TRAINING & CERTIFICATION  | \$3,000                   | \$1,000          | -\$2,000               | -67%                   |
| 541000                              | COMMUNICATIONS  | \$1,500                   | \$600            | -\$900                 | -60%                   |
| 546001                              | R&M VEHICLES  | \$600                     | \$600            | \$0                    | 0%                     |
|                                     | R&M IMPROVEMENTS; SUPPORT FL AVE IMP                                    | \$0                       | \$40,000         | \$40,000               | N/A                    |
| 546099                              | DEMOLITION  | \$16,350                  | \$0              | -\$16,350              | -100%                  |
| 547000                              | PRINTING, BINDING & IMAGING   | \$0                       | \$0              | \$0                    | N/A                    |
| 549002                              | LEGAL NOTICES & FILING FEES   | \$1,000                   | \$1,000          | \$0                    | 0%                     |
| 549010                              | BANK FEES   | \$0                       | \$0              | \$0                    | N/A                    |
| 551000                              | SUPPLIES, OFFICE  | \$875                     | \$700            | -\$175                 | -20%                   |
| 552000                              | SUPPLIES, OPERATING   | \$0                       | \$0              | \$0                    | 0%                     |
| 552000                              | SUPPLIES, OPERATING   | \$25                      | \$0              | -\$25                  | -100%                  |
| 552200                              | FUEL  | \$1,200                   | \$1,200          | \$0                    | 0%                     |
| 554000                              | DUES/PUBLICATIONS/SUBSCRIPTION  | \$1,500                   | \$750            | -\$750                 | -50%                   |
| 561000                              | CAPITAL OUTLAY, IMPROVMENTS (vacant land Florida Ave)                   | \$0                       | \$100,000        | \$100,000              | N/A                    |
| 563000                              | CAPITAL OUTLAY, IMPROVEMENTS (W. 17th & E. 3rd St. sidewalk)            | \$0                       | \$175,000        | \$175,000              | N/A                    |
| 563000                              | CAPITAL OUTLAY, IMPROVEMENTS (Rails To Trails)                          | \$0                       | \$50,000         | \$50,000               | N/A                    |
| 563000-21010                        | CAPITAL OUTLAY, IMPROVEMENTS (East 5th Sidewalk)                        | \$40,000                  | \$0              | -\$40,000              | -100%                  |
| 563000-22001                        | CAPITAL OUTLAY, IMPROVEMENTS (Stormwater Alabama Ave)                   | \$94,750                  | \$0              | -\$94,750              | -100%                  |
| 563000-22002                        | CAPITAL OUTLAY, IMPROVEMENTS (pocket park 17th st./Rails to Trails)     | \$50,000                  | \$60,000         | \$10,000               | 20%                    |
| 563000-22003                        | CAPITAL OUTLAY, IMPROVEMENTS (Install Historic Markers on Florida Ave.) | \$10,000                  | \$0              | -\$10,000              | -100%                  |
| 563000-22037                        | CAPITAL OUTLAY, IMPROVEMENTS (Regional Stormwater Ponds)                | \$40,000                  | \$0              | -\$40,000              | -100%                  |
| 564000                              | CAPITAL OUTLAY, IMPROVEMENTS (Porter Park playground equipment)         | \$0                       | \$30,000         | \$30,000               | N/A                    |
| 582002                              | AID TO POLICE DEPARTMENT  | \$0                       | \$10,000         | \$10,000               | N/A                    |
| 582050-21012                        | COMMUNITY GRANTS & AID (Storefront Assistance Program)                  | \$55,000                  | \$55,000         | \$0                    | 0%                     |
| 582050-21013                        | COMMUNITY GRANTS & AID (Residential Incentive Program)                  | \$65,000                  | \$40,000         | -\$25,000              | -38%                   |
| 582050-21014                        | COMMUNITY GRANTS & AID (Residential Paint Program)                      | \$5,000                   | \$5,000          | \$0                    | 100%                   |
| 582070                              | DESIGN & CONSTRUCTION ASSISTNC  | \$0                       | \$0              | \$0                    | 0%                     |
| 599099                              | RESERVE   | \$11,231                  | \$5,644          | -\$5,587               | 100%                   |
| <b>TOTAL OPERATING EXPENDITURES</b> |   | <b>\$417,276</b>          | <b>\$596,494</b> | <b>\$179,218</b>       | <b>43%</b>             |
| <b>TOTAL CRA</b>                    |   | <b>\$507,684</b>          | <b>\$685,652</b> | <b>\$177,968</b>       | <b>35%</b>             |



# CRA ADVISORY BOARD

## MEETING MINUTES

**Meeting Date:** July 27, 2022, 3:00 PM

**Location:** Lynn Haven Senior Activity Center  
905 Pennsylvania Ave., Lynn Haven, FL 32444

**TOPIC No.1. Meeting Called to Order by:** Ben Janke at 3:00 PM

**Present Board Members:** Joe Brown, Carrie Baker, Michael Lovchuck, Antonio Bellamy, John Cannon, Gay Speights (via phone)

**Absent Board Members:** Bob Schultz (excused)

**Staff:** Bernd "Ben" Janke, CRA Director

**Public Audience:** none

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**TOPIC No.2: Public Commentary:** None.

**TOPIC No.3: Approval of Meeting Minutes from June 22, 2022:** Carrie Baker entertained a motion to approve the meeting minutes as presented. John Cannon second the motion. Approved unanimously.

**TOPIC No.4: CRA project list for upcoming fiscal year:** Ben Janke provided an overview of the proposed project for the upcoming fiscal year. The group discussed each project idea and agreed to make some changes to the proposed project list. The updated project list has been attached to the minutes. Carrie Baker entertained a motion to suggest the updated project list for FY 22/23 to the CRA Board for consideration. Michael Lovchuck second the motion. Approved unanimously.

**TOPIC No.5: Adjourn:** Meeting was adjourned at 3:45 PM.



## CRA PROJECTS FY 2022/2023 - ORIGINAL BUDGET - Advisory Board Recommendation

**CRA VISION** *To promote a family-oriented, walkable community with a vibrant small-business friendly downtown area that preserves our local, small-town heritage.*

7/29/2022

| SECTION        | PROJECT   | CRA PLAN | ACCOUNT #<br>701-559- | BUDGET            | Comments                                  |
|----------------|---|----------|-----------------------|-------------------|---|
| Administration | extend CRA life span  |          |                       | \$ 15,000         |   |
| Town Center    | Storefront Assistance Program                                 | 47       | 582050-21012          | \$ 55,000         |   |
| Town Center    | install historic markers on Rails To Trails site              |          |                       | \$ 15,000         |   |
| Town Center    | support Florida Ave. improvements                             |          |                       | \$ 40,000         |   |
| Housing        | Residential Incentive Program                                 | 49       | 582050-21013          | \$ 40,000         |   |
| Housing        | Residential Paint Program                                     | 49       | 582050-21014          | \$ 5,000          |   |
| Housing        |   |          |                       |                   |   |
| Recreation     | equipment for Pocket Park 17th St. / RailsToTrails            | 50       |                       | \$ 40,000         |   |
| Recreation     | purchase of vacant land on Florida Ave.                       | 50       |                       | \$ 130,000        |   |
| Recreation     | update picnic tables, trash cans, and lighting at Porter Park |          |                       | \$ 20,000         |   |
| Transportation | sidewalk on East 17th St.                                     |          |                       | \$ 35,000         |   |
| Transportation | sidewalk on East 3rd St. (Ohio to Illinois Ave.)              |          |                       | \$ 140,000        |   |
| Transportation | Rails to Trails add on items (benches, shelter, lights)       |          |                       | \$ 50,000         |   |
| Transportation | tag reader annual lease                                       |          |                       | \$ 10,000         | <i>doesn't fall in CRA responsibility</i> |
| <b>TOTAL</b>   |   |          | \$ -                  | <b>\$ 585,000</b> |   |