

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

TUESDAY, SEPTEMBER 27, 2022 – 4:00 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 Sept 14, 2022.

NEW BUSINESS

4. Discussion and possible action to adopt a Final 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.**

**DRAFT COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING,
SEPTEMBER 14, 2022
2:30 P.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 2:32 P.M.

Item #2. Public Commentary.

Mr. Rich Walker – 1106 Michigan Ave – questioned the order of the CRA Board meeting and then the Budget workshop. Will the budget be published in the newspaper as with all other municipalities? When will we get to discuss it as citizens on each of the items? Will they allow citizens to discuss it here and then will it be published in the newspaper?

Consent Agenda

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

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

Second to the Motion Commissioner Warrick

On Vote:

Aldridge	aye
Warrick	aye
Tinder	aye
Perno	aye
Nelson	aye

Motion passed: 5-0

New Business

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

Mr. Janke explained his report. Explaining that the budget was designed by the CRA advisory Board after two publications.

Attorney explained that the workshop after this meeting is for the City Budget, and that the workshop has to be advertised after the workshop including the notice about the millage.

Commissioner Tinder - \$32k for demolition – what did we demolish? Mr. Janke explained it is recouping the money of the funds we expended on demolishing the homes destroyed in Hurricane Michael. Commissioner asked where that money is coming from? Director explained from the tax roll by the end of this calendar year. Attorney explained that as part of the meeting later those properties will be explained.

Commissioner Tinder – asked about the Workmen’s Compensation amount. Finance Director explained that as per her earlier email the insurance company has changed the way it is charging

DRAFT Minutes from the Community Redevelopment Agency Board meeting called September 14, 2022 at 2:30 P.M.

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risk cover for employees on a composite rate.

Ms. Walker – 1106 Michigan Ave – does the Commission have the same budget as the one she is using. Page 65 of the 80 pages – PTO buyout please tell me what that is? Finance Director – as we have explained before employees can only accumulate a certain amount of leave and so they are allowed to buy out 80 hours every 6 months.

Ms. Walker - Same page 65 – operating exp. Demolition in amount of \$40k? Mayor explained the line she is referring to is incorrect. Finance Director explained the demo is zero.

Ms. Walker - Same page account land vacant on Fl Ave for \$100k? Mayor explained the City is considering purchasing that property if it is within the budget and may be used for parking.

Ms. Walker - Page 66 – AID to police dept. \$10k? Mayor explained that last year we provided aid for the tracking scanners and therefore making that provision again this year.

Mr. Walker – 1106 Michigan Ave – CRA projects – original budget - includes Rails to trails – why do they need help from the CRA?

Mr. Walker - Florida Ave improvements – confusion on the City vs the CRA.

Mr. Walker went on to query multiple line items that he feels do not fall within the CRA responsibility. He said that the Advisory Board doesn't approve budgets, so it did not approve this budget.

CRA Director advised that the CRA Advisory Board did not approve the list that approved a motion to recommend approval to this CRA Board.

The install of historic markers – The northern portion of the Rails to Trails is clearly located within the CRA, and therefore this expense is allowable and justified.

Florida Ave improvements – we received \$4.3 million grant funding from the State for some improvements, but not all expenses are covered by this grant, so \$40k was added to the CRA budget to cover those expenses.

Equipment for pocket park on 17th street \$40k – this is an ongoing project, and this line item is phase 2.

Rails to Trails additional items (benches, shelters, lights) – those items are not reimbursable by DOT under the grant, so we have to find alternative funding.

Commissioner Warrick – if we buy a vacant lot in the CRA area does it have to come out of the CRA budget? Director said no.

Commissioner Warrick – we have to spend all that money by the end of the year, correct? CM said yes.

City Manager read the resolution by title only.

Motion by Commissioner Aldridge: To approve the tentative CRA budget for the fiscal year 2022/2023.

Second to the Motion

Commissioner Warrick

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 September 14,
2022 at 2:30 P.M.**

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Item #5. Adjourn.

Meeting adjourned at 02:58 P.M.

APPROVED THIS ___ DAY OF _____ 2022.

Jesse Nelson, Mayor

ATTEST:

Vickie Gainer, City Manager

prepared by

Cicelia J. Holliday

DRAFT

CRA
AGENDA REPORT
City of Lynn Haven

Meeting Date: September 27, 2022
Item Number:

From: Lynn Haven CRA

Prepared By: Bernd "Ben" Janke

Subject: Resolution No. 2022-09-04 Adopting a Final Community Redevelopment Agency Budget for FY 2022/2023.

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

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.

Summary:	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 # 2022-09-04; Final 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 2022-09-04

A RESOLUTION ADOPTING A FINAL 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 189.016, *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 final 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 final 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 27th 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
INTERGOVERNMENTAL REVENUES					
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
TOTAL INTERGOV. REVENUES		\$ 506,905	\$ 684,326	\$ 177,422	35%
MISC REVENUES					
360-436100	INTEREST INCOME	\$ 778	\$ 1,326	\$ 548	70%
TOTAL OPERATING EXPENDITURES		\$ 778	\$ 1,326	\$ 548	70%
OTHER SOURCES					
380-438999	CASH CARRY FORWARD	\$ 62,028	\$ -	\$ (62,028)	-100%
TOTAL OPERATING EXPENDITURES		\$ 62,028	\$ -	\$ (62,028)	-100%
TOTAL CRA		\$ 569,711	\$ 685,652	\$ 115,941	20%



CRA EXPENDITURES

Lynn Haven CRA 2023 Annual Budget

701559 ACCOUNT	ACCOUNT DESCRIPTION	Amended 2022 BUDGET	2023 BUDGET	\$ AMOUNT CHANGE	% AMOUNT CHANGED
PERSONNEL SERVICES					
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%
TOTAL PERSONNEL SERVICES		\$90,408	\$89,158	-\$1,250	-1%
OPERATING EXPENDITURES					
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%
TOTAL OPERATING EXPENDITURES		\$417,276	\$596,494	\$179,218	43%
TOTAL CRA		\$507,684	\$685,652	\$177,968	35%



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

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 # 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>
TOTAL			\$ -	\$ 585,000	