

AGENDA UMATILLA CRA BOARD MEETING
SEPTEMBER 21, 2021, 5:45 p.m.
Umatilla Council Chambers 1 S. Central Avenue, Umatilla, FL 32784

Please silence your cell phone

Call to Order

Roll Call

PUBLIC COMMENTS

At this point in the meeting, the Umatilla CRA Board will hear questions, comments and concerns from the public.

Please write your name and address on the paper provided on the podium. Zoning or code enforcement matters which may be coming before the Board at a later date should not be discussed until such time as they come before the Board in a public hearing.

Comments, questions, and concerns from the public regarding items listed on this agenda shall be received at the time the City Council addresses such items during this meeting. Public comments are generally limited to three minutes.

MINUTES REVIEW

1. Minutes dated July 6, 2021
2. Minutes dated August 2, 2021

DISCUSSION ITEMS

3. Resolution No. 2021-26, CRA Final Budget

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352)669-3125.

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by the Board with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes, he 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 to be based.

The City of Umatilla is an equal opportunity provider and employer.

UMATILLA COMMUNITY REDEVELOPMENT BOARD MEETING
JULY 6, 2021 at 5:45 PM
Council Chambers, 1 S. Central Avenue, Umatilla, Florida

MINUTES

Chair Adcock called the meeting to order at 5:45 p.m.

IN ATTENDANCE: Chair Kent Adcock; Board Members: Laura Wright, Katherine Adams, Brian Butler, John Nichols; Police Chief Adam Bolton; City Attorney Kevin Stone; City Manager Scott Blankenship; Compliance Officer Misti Lambert

MINUTES REVIEW

1 Minutes, CRA Board meeting June 1, 2021

2 Minutes, CRA Board meeting June 15, 2021

MOTION by Katherine Adams to approve minutes;

SECOND by Laura Wright;

Motion APPROVED by unanimous vote.

NEW BUSINESS

2 Consideration and Approval Request for Commercial Improvement Matching Grant Submitted by Muriel Fox, Fox Den

Ron Fox, Applicant was present to explain the purpose of this request.

Scott Blankenship, City Manager, noted the estimates received contained one inconsistency in that the cost for trim work was not included on each estimate. He suggested City Council use the quotes provided with trim and make the motion with a not to exceed grant award.

MOTION by Laura Wright to authorize approval of the grant, waiving the formal requirements of the quote process, with payment of matching funding up to \$10,000;

SECOND by John Nichols;

Motion APPROVED by unanimous vote.

DISCUSSION ITEMS

3 CRA Budget for Fiscal Year 2021-2022

Regina Frazier, Finance Director, presented the CRA budget for Fiscal year 2021-22. The amount of CRA dollars is anticipated at approximately \$300,000 for next year. The remainder of the budget remains unchanged for the most part.

ADJOURNMENT

There being no further business for discussion, the meeting was adjourned at approximately 5:55 p.m.

Kent Adcock, MAYOR

Gwen Johns, MMC
City Clerk

UMATILLA COMMUNITY REDEVELOPMENT BOARD MEETING
AUGUST 2, 2021 at 5:45 PM
Council Chambers, 1 S. Central Avenue, Umatilla, Florida

MINUTES

Chair Adcock called the meeting to order at 5:54 p.m.

PRESENT: Kent Adcock, Chair; Board Members Kaye Adams, John Nichols, Brian Butler, Chris Creech; City Manager Scott Blankenship; City Attorney Kevin Stone; Finance Director Regina Frazier; Development and Public Services Director Aaron Mercer; Police Chief Adam Bolton; Interim City Clerk Gwen Johns; Assistant to the City Manager Misti Lambert

DISCUSSION ITEMS

1. Closure of Lakeside Avenue (located behind City Hall)

Scott Blankenship, City Manager, stated this project was identified as part of a development plan several years ago at which time there was a maintenance building, a vacant lot and a house right behind City Hall. Since that time, the City has purchased those two properties. A copy of the concept plan was displayed for the City Council and meeting attendees. Staff is looking to receive direction from the City Council with regard to moving forward.

Mr. Blankenship said this project would be a very appropriate use of the property, expanding Cadwell Park to serve citizens of Umatilla.

Chair Adcock asked if community input is necessary and Mr. Blankenship stated there was community input when the concept plan was initiated. He said the concept needs to be revisited because currently the intersection of Cassady and Lakeview is not safe.

Mr. Blankenship asked for authorization to obtain some preliminary engineering in order to determine how to move forward with development of the concept plan. Preliminary engineering would be a key component and staff could obtain information based on current transportation guidelines to make sure the preliminary look meets necessary requirements.

Mr. Butler would like to see the Chamber building removed and he said a new building could be considered and would be eligible for CRA funding.

The CRA Board directed Mr. Blankenship to move forward with obtaining estimates for preliminary engineering to be presented to City Council for approval.

Chris Tyree, 295 Lakeside Avenue, stated he has followed this plan as a resident and is interested in seeing the City make changes to the area.

Mr. Blankenship stated again that staff will explore the possibility of using CRA funding for public safety services within the CRA areas of the City.

Mr. Blankenship asked Regina Frazier, Finance Director, to explain how CRA funding may be used and she provided that information.

ADJOURNMENT

There being no further business for discussion, the meeting was adjourned at 6:20 p.m.

Kent Adcock, Chairman

Gwen Johns, MMC
City Clerk

**CITY OF UMATILLA
CRA BOARD AGENDA ITEM STAFF REPORT**

DATE: September 16, 2021

MEETING DATE: September 21, 2021

SUBJECT: CRA Budget Hearing

ISSUE: Resolution 2021-26, CRA Budget FY 2021 – 2022

BACKGROUND SUMMARY: The CRA budget includes the following items:

- **CRA Programs** **\$ 50,000**

CAPITAL OUTLAY DETAIL

- **Street Resurfacing** **150,000**
- **Parking** **25,000**

Capital Outlay total **\$ 175,000**

Approval of the CRA Final Budget expenditures in the amount of \$426,137 was based on the Millage rate of 7.1089 as adopted by the City Council.

STAFF RECOMMENDATIONS: Adoption of Resolution 2020 - 26, CRA Budget for Fiscal Year 2021-2022.

FISCAL IMPACTS:

COUNCIL ACTION:

Reviewed by City Attorney Yes No N/A

Reviewed by City Engineer Yes No N/A

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2
3 **RESOLUTION 2021 – 26 (CRA)**

4 **A RESOLUTION OF THE CITY OF UMATILLA COMMUNITY REDEVELOPMENT**
5 **AGENCY, STATE OF FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2021-**
6 **2022; PROVIDING FOR AN EFFECTIVE DATE.**

7 **WHEREAS**, the City of Umatilla Community Redevelopment Agency, Florida, held a
8 duly noticed public hearing in the Umatilla City Council Chambers, on September 21, 2021, to
9 adopt the CRA budget for fiscal year 2021-2022; and

10
11 **WHEREAS**, the Community Redevelopment Board is required to adopt an annual budget
12 by resolution in accordance with Section 189.418(3), Florida Statutes; and

13
14 **WHEREAS**, the Community Redevelopment Board members desire to approve the CRA
15 Budget for Fiscal Year 2021-2022.

16
17 **NOW, THEREFORE BE IT RESOLVED BY THE CITY OF UMATILLA**
18 **COMMUNITY REDEVELOPMENT BOARD, FLORIDA, THAT:**

- 19
20 1. The Chairperson and Board members of the Umatilla Community Redevelopment
21 Agency Board hereby approve and adopt the Fiscal Year 2021-2022 budget
22 attached hereto as Exhibit "A".
23
24 2. This Resolution shall take effect immediately upon its adoption.
25

26 **DULY ADOPTED** at a public hearing this 21st day of September, 2021, by the
27 Community Redevelopment Board of the City of Umatilla, Lake County, Florida.
28
29
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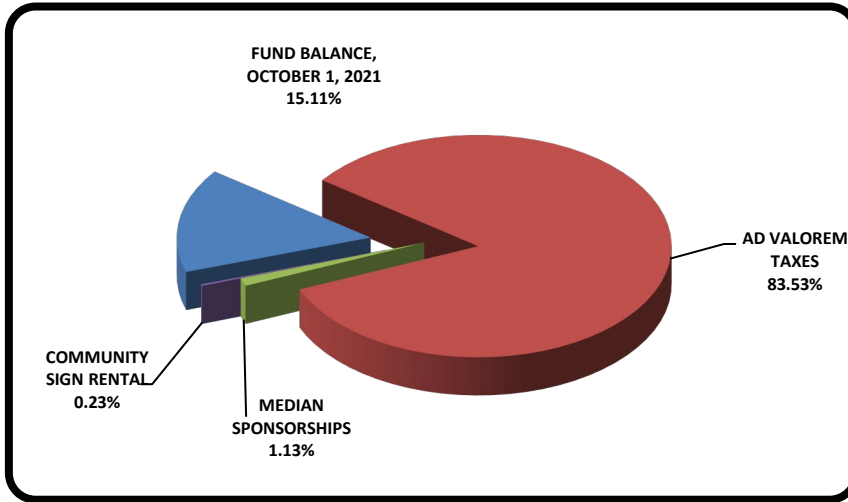
31 _____
32 Kent Adcock
33 Chair
34 City of Umatilla Community Redevelopment Agency
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36
37 ATTEST:
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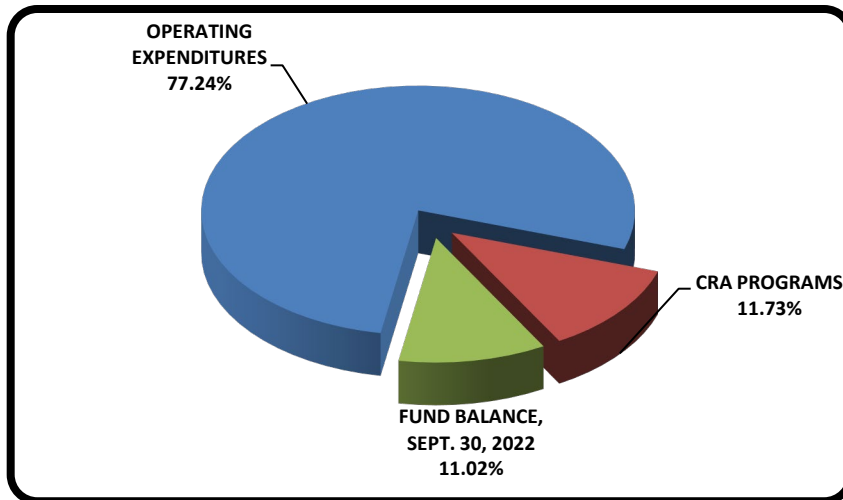
40 _____
41 Gwen Johns, MMC
42 City Clerk
43



COMMUNITY REDEVELOPMENT AGENCY



	<u>BUDGET</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2021	\$ 64,394	15.11%
AD VALOREM TAXES	355,943	83.53%
MEDIAN SPONSORSHIPS	4,800	1.13%
COMMUNITY SIGN RENTAL	1,000	0.23%
TOTAL AVAILABLE RESOURCES	<u>\$ 426,137</u>	<u>100.00%</u>



	<u>BUDGET</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 329,165	77.24%
CRA PROGRAMS	50,000	11.73%
FUND BALANCE, SEPT. 30, 2022	46,972	11.02%
TOTAL USE OF RESOURCES	<u>\$ 426,137</u>	<u>100.00%</u>



COMMUNITY REDEVELOPMENT AGENCY

	<u>2020</u>	<u>2021</u>	<u>2021</u>	<u>2022</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
FUND BALANCE, OCTOBER 1	290,107	306,249	274,506	64,394
ADD REVENUES:				
104-311-100 AD VALOREM TAXES	205,942	299,235	294,807	355,943
104-337-403 LCWA GRANT	-	200,000	-	-
104-361-200 COMMUNITY SIGN RENTAL	659	1,000	150	1,000
104-366-100 CRA MEDIAN SPONSORSHIP	6,960	4,800	3,600	4,800
TOTAL REVENUES	213,561	505,035	298,557	361,743
TOTAL AVAILABLE RESOURCES	503,668	811,284	573,063	426,137
DEDUCT EXPENDITURES:				
PERSONAL SERVICES:				
001-524-120 REGULAR SALARIES & WAGES	-	-	-	24,340
001-524-210 FICA TAXES	-	-	-	1,865
001-524-220 RETIREMENT CONTRIBUTION	-	-	-	2,635
001-524-230 LIFE & HEALTH INSURANCE	-	-	-	11,670
001-524-240 WORKERS COMPENSATION	-	-	-	1,000
PERSONAL SERVICES TOTAL	-	-	-	41,510
OPERATING EXPENDITURES:				
104-559-310 PROFESSIONAL SERVICES	9,310	10,000	-	10,000
104-559-311 ATTORNEY SERVICES	360	1,500	2,265	1,500
104-559-312 ENGINEERING SERVICES	4,639	-	-	5,000
104-559-320 AUDITING & ACCOUNTING	-	5,000	5,000	5,000
104-559-340 CONTRACTUAL SERVICES	27,000	42,020	37,075	42,020
104-559-400 TRAVEL AND PER DIEM	-	800	-	800
104-559-420 POSTAGE	-	50	15	50
104-559-450 INSURANCE - P&C	3,153	3,425	3,472	3,995
104-559-460 REPAIRS & MAINTENANCE	5,251	7,375	7,250	7,375
104-559-490 OTHER CURRENT CHARGES	-	100	75	100
104-559-491 LEGAL ADVERTISING	44	150	59	150
104-559-492 SPECIAL DISTRICT FEE	795	175	175	175
104-559-499 CRA PROGRAMS	9,628	100,000	10,000	50,000
104-559-520 OPERATING SUPPLIES	-	350	250	350
104-559-540 DUES & SUBSCRIPTIONS	-	725	745	745
104-559-550 TRAINING	-	395	-	395
104-559-560 URBAN FORESTRY	22,180	35,000	34,980	35,000
OPERATING EXPENDITURES TOTAL	82,360	207,065	101,361	162,655



COMMUNITY REDEVELOPMENT AGENCY

	<u>2020</u>	<u>2021</u>	<u>2021</u>	<u>2022</u>
	ACTUAL	BUDGET	ESTIMATE	BUDGET
CAPITAL OUTLAY:				
104-559-610 LAND	-	250,000	180,000	-
104-559-630 INFRASTRUCTURE	146,802	281,500	227,308	175,000
CAPITAL OUTLAY TOTAL	146,802	531,500	407,308	175,000
TOTAL EXPENDITURES	229,162	738,565	508,669	379,165
FUND BALANCE, SEPTEMBER 30	274,506	72,719	64,394	46,972

CAPITAL OUTLAY DETAILS

104-559-630 Infrastructure	
Street resurfacing	150,000
Parking	25,000
	<u>\$ 175,000</u>