

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 this meeting.

BOARD MEETING

TUESDAY, SEPTEMBER 28, 2021 – 4:30 PM

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

AGENDA

1. Call to order.
2. Public Commentary
3. Approval of the meeting minutes from September 15, 2021.

OLD BUSINESS

4. Discussion and possible action to adopt a final CRA budget for the fiscal year 2021/2022.
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.

**MEETING MINUTES
COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING
SEPT 15, 2021, 3:00 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 3:00 P.M.

Item #2. Public Commentary.

There was no public commentary.

Consent Agenda

Item #3. Approval of the meeting minutes from June 8, 2021.

Item #4. Approval of the Residential Incentive Program application for 202 East 11th St.

Item #5. Approval of CRA Advisory Board Application for John Cannon.

Item #6. Approval of CRA Advisory Board Application for Michael Lovchuck.

There were no queries about any items on the consent agenda.

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

Second to the Motion Commissioner Perno

On Vote:

Aldridge aye

Perno aye

Warrick aye

Tinder aye

Nelson aye

Motion passed: 5-0

Item #7. Discussion and possible action to adopt a tentative CRA budget for the fiscal year 2021/2022.

Mr. Janke explained the budget and asked for any questions.

Commissioner Tinder asked if her understanding of the salary going down 21% has moved to Economic Development?

Mr. Janke explained correct current Fiscal Year it was adjusted marginally therefore the minor shift in numbers calculated based on the historical percentages of his time in each department.

City Manager read the resolution # 2021-09-01

Motion by Commissioner Warrick: To adopt the tentative CRA budget for the fiscal year 2021-2022 via resolution # 2021-09-01.

Second to the Motion Commissioner Tinder

Mr. Walker - asked for elaboration on why the EDA budget figure was under the CRA budget, regarding the reduction of 21%. Feels they should not be intermingled.

Mr. Janke said under the City budget there is a separate line item that he is being confused with and it is not under the CRA.

City Manager - they are definitely two different figures, and it is just entered to be there for a matter of transparency, to keep track of time that Mr. Janke is spending in CRA and EDA.

Mr. Walker - they should be completely separated and when I asked the commissioner Tinder about it she said yes it was EDA, which caused him confusion.

Ms. Roman clarified that the auditors pass every year what percentage of Mr. Janke's salary is charged to the CRA and in Fiscal 21 the split was 77% CRA and 23% EDA. In the coming year it is changing and going to 64% CRA and the balance to EDA. It is not changing his salary, merely changing the allocation.

Commissioner Tinder remembers when they put part of the salary on the City with part with the CRA.

Ms. Roman confirmed correct, and nothing has changed, just the allocations.

On Vote:

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

Motion passed: 5-0

Item #8. Adjourn.

Adjourned at 03:10 P.M.

Jesse Nelson, Mayor

ATTEST:

Vickie Gainer, City Manager

RESOLUTION NUMBER 2021-09-02

A RESOLUTION ADOPTING A FINAL BUDGET FOR THE LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY, FOR THE FISCAL YEAR 2021/2022 AND APPROPRIATING, FOR THE PURPOSES SPECIFIED, REDEVELOPMENT TRUST FUNDS, IN AMOUNTS SPECIFIED FOR DISBURSEMENT ACCORDING TO SAID BUDGET FOR THE FISCAL YEAR 2021/2022.

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 final budget.

NOW THEREFORE, be it resolved by the Community Redevelopment Agency, that the Community Redevelopment Agency budget in the amount of \$496,611 shall be and is hereby adopted as the final budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

PASSED AND ADOPTED at the regular meeting of the Lynn Haven Community Redevelopment Agency, in Bay County, Florida on the _____ of September, 2021.

CITY OF LYNN HAVEN, FLORIDA

BY: _____
Jesse Nelson, Mayor

ATTEST:

Vickie Gainer
City Manager-Clerk



CRA REVENUES

Lynn Haven CRA 2022 Annual Budget

| 701 ACCOUNT | ACCOUNT DESCRIPTION | 2021 BUDGET | 2022 BUDGET | \$ AMOUNT CHANGE | % AMOUNT CHANGED |
|-------------------------------------|--------------------------|-------------------|-------------------|---------------------|------------------|
| INTERGOVERNMENTAL REVENUES | | | | | |
| 330-422751 | TIF - CITY OF LYNN HAVEN | \$ 176,500 | \$ 238,617 | \$ 62,117 | 35% |
| 330-422752 | TIF - BAY COUNTY | \$ 231,347 | \$ 257,162 | \$ 25,815 | 11% |
| TOTAL INTERGOV. REVENUES | | \$ 407,847 | \$ 495,779 | \$ 87,932 | 22% |
| MISC REVENUES | | | | | |
| 360-436100 | INTEREST INCOME | \$ 840 | \$ 832 | \$ (8) | -1% |
| TOTAL OPERATING EXPENDITURES | | \$ 840 | \$ 832 | \$ (8) | -1% |
| OTHER SOURCES | | | | | |
| 380-438999 | CASH CARRY FORWARD | \$ 253,601 | \$ - | \$ (253,601) | -100% |
| TOTAL OPERATING EXPENDITURES | | \$ 253,601 | \$ - | \$ (253,601) | -100% |
| TOTAL CRA | | \$ 662,288 | \$ 496,611 | \$ (165,677) | -25% |



CRA EXPENDITURES

Lynn Haven CRA 2022 Annual Budget

| 701559 ACCOUNT | ACCOUNT DESCRIPTION | 2021 BUDGET | 2022 BUDGET | \$ AMOUNT CHANGE | % AMOUNT CHANGED |
|-------------------------------------|--|------------------|------------------|------------------------|------------------------|
| PERSONNEL SERVICES | | | | | |
| 512000 | SALARIES-GENERAL EMPLOYEES | \$75,254 | \$59,780 | -\$15,474 | -21% |
| 521000 | FICA & MEDICARE BENEFIT | \$5,043 | \$4,573 | -\$470 | -9% |
| 522000 | PENSION BENEFIT GENERAL EMP | \$12,222 | \$8,608 | -\$3,614 | -30% |
| 523000 | LIFE & HEALTH INSURANCE | \$14,168 | \$11,702 | -\$2,466 | -17% |
| 524000 | WORKERS COMPENSATION INSURANCE | \$520 | \$172 | -\$348 | -67% |
| 524001 | LTD | \$454 | \$404 | -\$50 | -11% |
| 528000 | PTO BUY BACK & PAYOUT | \$4,991 | \$7,000 | \$2,009 | 40% |
| TOTAL PERSONNEL SERVICES | | \$112,651 | \$92,239 | -\$20,412 | -18% |
| OPERATING EXPENDITURES | | | | | |
| 531045 | CONSULTING FEES - CRA | \$1,000 | \$1,000 | \$0 | 0% |
| 531081 | PROFESSIONAL SERVICES-OTHER | \$13,245 | \$10,000 | -\$3,245 | -24% |
| 532000 | ACCOUNTING & AUDITING | \$0 | \$5,000 | \$5,000 | 100% |
| 540000 | TRAVEL & PER DIEM | \$2,500 | \$1,000 | -\$1,500 | -60% |
| 540001 | TRAINING & CERTIFICATION | \$3,000 | \$3,000 | \$0 | 0% |
| 541000 | COMMUNICATIONS | \$500 | \$500 | \$0 | 0% |
| 546001 | R & M VEHICLES | \$2,000 | \$600 | -\$1,400 | -70% |
| 546099 | DEMOLITION | \$35,000 | \$15,000 | -\$20,000 | -57% |
| 547000 | PRINTING, BINDING & IMAGING | \$500 | \$0 | -\$500 | -100% |
| 549002 | LEGAL NOTICES & FILING FEES | \$1,500 | \$1,000 | -\$500 | -33% |
| 549010 | BANK FEES | \$100 | \$0 | -\$100 | -100% |
| 551000 | SUPPLIES, OFFICE | \$500 | \$700 | \$200 | 40% |
| 552001 | SUPPLIES, SIGN MAKING | \$61,792 | \$0 | -\$61,792 | -100% |
| 552200 | FUEL | \$1,000 | \$1,000 | \$0 | 0% |
| 554000 | DUES/PUBLICATIONS/SUBSCRIPTION | \$2,000 | \$1,500 | -\$500 | -25% |
| 563000- | CAPITAL OUTLAY, IMPROVMENTS (Stormwater Alabama Ave) | \$0 | \$70,000 | \$70,000 | N/A |
| 563000-21006 | CAPITAL OUTLAY, IMPROVEMENTS (Beautification Grocery Outlet) | \$5,000 | \$0 | -\$5,000 | -100% |
| 563000-21007 | CAPITAL OUTLAY, IMPROVEMENTS (Pocket Park 15th/Michigan Ave) | \$50,000 | \$0 | -\$50,000 | -100% |
| 563000-21008 | CAPITAL OUTLAY, IMPROVEMENTS (Bus Stop Covers 1115 Penn Ave) | \$20,000 | \$0 | -\$20,000 | -100% |
| 563000-21009 | CAPITAL OUTLAY, IMPROVEMENTS (Beautification of FL Ave ROW 7-9th) | \$15,000 | \$0 | -\$15,000 | -100% |
| 563000-21010 | CAPITAL OUTLAY, IMPROVEMENTS (5th Sidewalk Improvements) | \$35,000 | \$40,000 | \$5,000 | 14% |
| 563000-21011 | CAPITAL OUTLAY, IMPROVEMENTS (Florida Ave Decorative Street Lights) | \$165,000 | \$0 | -\$165,000 | -100% |
| 563000-21037 | CAPITAL OUTLAY, IMPROVEMENTS (105 West 12th St Bus Stop Covers) | \$20,000 | \$0 | -\$20,000 | -100% |
| 563000- | CAPITAL OUTLAY, IMPROVEMENTS (Pocket Park 17th St./Rails to Trails) | \$0 | \$50,000 | \$50,000 | 100% |
| 563000- | CAPITAL OUTLAY, IMPROVEMENTS (Install Historic Markers on Florida Ave.) | \$0 | \$10,000 | \$10,000 | 100% |
| 582002 | AID TO POLICE DEPARTMENT | \$10,000 | \$0 | -\$10,000 | -100% |
| 582050-21012 | COMMUNITY GRANTS & AID (Storefront Assistance Program) | \$55,000 | \$50,000 | -\$5,000 | -9% |
| 582050-21013 | COMMUNITY GRANTS & AID (Residential Incentive Program) | \$50,000 | \$65,000 | \$15,000 | 30% |
| 582050-21014 | COMMUNITY GRANTS & AID (Residential Paint Program) | \$0 | \$5,000 | \$5,000 | 100% |
| 599099 | RESERVE | \$0 | \$74,073 | \$74,073 | 100% |
| TOTAL OPERATING EXPENDITURES | | \$549,637 | \$404,373 | -\$145,264 | -26% |
| TOTAL CRA | | \$662,288 | \$496,611 | -\$165,677 | -25% |