

## City of Auburndale Community Redevelopment Agency Minutes November 6, 2023

Minutes of the Community Redevelopment Agency of the City of Auburndale held on November 6, 2023, at 8:01 p.m. in the Commission Room of City Hall, after having been properly advertised, with the following members present: Chair Ellie Harper, Vice Chair Tim Pospichal, Dr. Dorothea Taylor Bogert, Keith Cowie, Richard Hamann, Jack Myers, and Bill Sterling. Also present: Assistant City Manager Amy Palmer and City Clerk Brandon Henry.

**Motion** by Dorothea Taylor Bogert, seconded by Vice Chair Pospichal, to approve the Community Redevelopment Agency Minutes of the September 19, 2023 meeting. Upon vote, all ayes.

Assistant City Manager Amy Palmer announced that we had the Florida Redevelopment Association Conference last month. Chair Ellie Harper, Community Development Director Julie Womble, and herself were in attendance. We did a mobile workshop in St. Augustine. They have a very different community redevelopment agency with a very different mission than Auburndale. They really invest in a lot of their nonprofit and philanthropic organizations to contribute to the community. It is very different and exposed us to what other community redevelopment agencies are doing around the state. It was a good conference and we attended good sessions.

Jack Myers asked if we did anything as far as downtown redevelopments.

Assistant City Manager Palmer answered yes, there were a couple presentations on Downtown Jacksonville and how they have been working with their developers, but also talked with a firm that does market studies. There was some insight there on how we can apply that to redeveloping the Civic Center.

Chair Ellie Harper asked if there were any requests to add additional items to the agenda. There were none.

She asked if there was public comment on any item not on the agenda. There were none.

## **1. APPROVAL OF FISCAL YEAR 2022-2023 COMMUNITY REDEVELOPMENT AGENCY BUDGET AMENDMENT**

Assistant City Manager Palmer said last year was the first year that we were required to do a budget amendment. Typically it falls to the City Commission to do the budget amendment. But we are required to do that.

In accordance with Florida Statutes, adopted auditing practices, and with the recommendation of the City's Auditor, the Community Redevelopment Agency Board needs to approve an amendment to the Fiscal Year 2022-2023 Annual Budget to properly appropriate revenue and expenditures. Events occur during each fiscal year, which were not anticipated at the time of budget approval. The proposed Budget Amendment amends the Community Redevelopment Agency's Fiscal Year 2022-2023 Annual Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures.

Assistant City Manager Palmer presented and explained a table of the budget amendment:

**CITY OF AUBURNDALE COMMUNITY REDEVELOPMENT AGENCY  
FY 2022-2023 BUDGET AMENDMENT**

ACCOUNT NUMBER	DESCRIPTION	APPROVED BUDGET	FY 2022/2023 YEAR TO DATE	CHANGE IN BUDGET	AMENDED BUDGET
151-311-1100	CRA TAX INCREMENT -COUNTY	\$1,021,687	\$1,184,182	\$162,495	\$1,184,182
151-311-1500	REIMB TAX INCREMENT(CITY PORTION	\$629,613	\$725,326	\$95,713	\$725,326
151-361-1100	INTEREST INCOME	\$100	\$22,904	\$22,804	\$22,904
151-381-0020	CARRY OVER FROM PRIOR YEAR	\$0	\$0	\$0	\$0
	<b>** GRAND TOTAL **</b>	<b>\$1,651,400</b>	<b>\$1,932,411</b>	<b>\$281,011</b>	<b>\$1,932,411</b>
151-6087-519-3200	CRA AUDIT	\$4,100	\$5,010	\$910	\$5,010
151-6087-519-4000	TRAVEL CRA	\$2,500	\$2,933	\$433	\$2,933
151-6087-519-4350	CITY UTILITY BILLING (CRA)	\$15,000	\$11,959	-\$3,041	\$11,959
151-6087-519-4650	REPAIR OF MOTOR EQUIPMENT	\$1,000	\$0	-\$1,000	\$0
151-6087-519-4995	SER CONTRACT - PALMS/CLOCK TOWER	\$10,000	\$10,233	\$233	\$10,233
151-6087-519-5212	MAINT REP ANTIQUE LIGHTS	\$10,000	\$8,287	-\$1,713	\$8,287
151-6087-519-5230	AGRICULTURAL HORTICULTURAL SUP	\$10,000	\$17,574	\$7,574	\$17,574
151-6087-519-5250	CITY VEHICLE REIMB	\$2,500	\$2,452	-\$48	\$2,452
151-6087-519-5400	SUBSCRIPTIONS MEMBERSHIPS	\$1,000	\$1,045	\$45	\$1,045
151-6087-519-5850	INCENTIVE/LOAN PROGRAM	\$150,000	\$70,200	-\$79,801	\$70,200
151-6087-519-6110	LAND PURCHASE	\$0	\$450,664	\$450,664	\$450,664
151-6087-519-6335	SIDEWALK - REPAIRS NEW	\$10,000	\$2,544	-\$7,456	\$2,544
151-6087-519-6339	CITY REIMB. LABOR	\$172,997	\$172,997	\$0	\$172,997
151-6087-519-6370	CIVIC CENTER DESIGN	\$1,000,000	\$1,000,430	\$430	\$1,000,430
151-6087-519-6371	STREETSCAPE (PALMETTO / HOWARD ST)	\$0	\$49,264	\$49,264	\$49,264
151-6087-519-6372	UPDATE STREETSCAPE	\$100,000	\$86,885	-\$13,115	\$86,885
151-6087-519-6399	CRA IMPACT FEE REIMBURSEMENT	\$6,000	\$4,456	-\$1,544	\$4,456
151-6087-519-6400	CRA CAPITAL OUTLAY EQUIPMENT	\$3,500	\$2,639	-\$861	\$2,639
151-6087-519-8110	OPERATIONS/ADMINISTRATION COSTS	\$152,803	\$90	-\$119,964	\$32,839
	<b>** GRAND TOTAL **</b>	<b>\$1,651,400</b>	<b>\$1,899,662</b>	<b>\$281,011</b>	<b>\$1,932,411</b>

Staff recommends approval of the Fiscal Year 2022-2023 Community Redevelopment Agency Budget Amendment.

**Motion** by Dorothea Taylor Bogert, seconded by Vice Chair Pospichal, to approve the Fiscal Year 2022-2023 Community Redevelopment Agency Budget Amendment.

Richard Hamann asked why is this line-item level amendment not being done by the City Commission?

Assistant City Manager Palmer answered that it is being led by statutes and auditing practices. The State is really narrowing its focus on community redevelopment agencies and making sure that dollars are spent correctly.

Jack Myers said somebody else in Florida did something they were not supposed to do.

Dorothea Taylor Bogert concurred. There were some community redevelopment agencies that were not doing what they were supposed to be doing.

Upon vote, all ayes.

**2. PRESENTATION OF COMMUNITY REDEVELOPMENT AGENCY YEARLY CALENDAR**

Assistant City Manager Palmer presented and explained the proposed Fiscal Year calendar. Typically, we approved the budget in May, before we knew our revenue numbers – meaning we would plug in the previous year’s numbers before adopting. We feel there is a better way so that our budget amendment process is smoother, so we can plan for those revenue dollars. Major changes include accepting project suggestions in April (typically, project suggestions are taken in November); presenting a revised Capital Improvement Plan in May;

City of Auburndale Community Redevelopment Agency Minutes November 6, 2023

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presenting the proposed budget in June – because that is when we receive our anticipated revenue numbers from the Tax Collector; and approving the budget and Capital Improvement Plan in August. Staff recommends approval.

**Motion** by Vice Chair Pospichal, seconded by Keith Cowie, to approve the Community Redevelopment Agency yearly calendar. Upon vote, all ayes.

Meeting adjourned at 8:16:30 p.m.

I HEREBY CERTIFY that the foregoing Minutes are true and correct.



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Brandon Henry, City Clerk