



**MINUTES OF THE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING**  
**CITY OF NEW PORT RICHEY**  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
July 30, 2019  
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

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**MINUTES**

**ORDER OF BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Chairman Rob Marlowe at 7: 13 p.m. Those in attendance were, Director Jeff Starkey, Director Peter Altman and Director Matt Murphy. Director Chopper Davis was excused.

Also in attendance were City Manager Debbie Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Police Chief Kim Bogart, Finance Director Crystal Feast, Fire Chief Chris Fitch, Economic Development Director Charles Rudd, Library Director Andi Figart, Parks and Recreation Director Elaine Smith, Development Director George Romagnoli, Technology Solutions Director Bryan Weed and Assistant Public Works Director Barret Doe.

2 Approval of June 18, 2019 CRA Meeting Minutes - Page 2

Motion was made to approve the minutes as presented.

Motion made by Jeff Starkey and seconded by Matt Murphy. The Motion Passed. 4-0. Ayes: Altman, Marlowe, Murphy, Starkey Absent: Davis

3 Review of Proposed FY2019-2020 CRA Budget - Page 5

Executive Director Manns introduced the item to the Board. She stated that the purpose of this agenda item was to review the proposed budget for the CRA for the upcoming fiscal year. The transfer from the General Fund is \$1,710,070. She is recommending a \$600,000 payment to the City's General Fund be deferred for one year. The reason is that we are due to pay the final payment for Main Street Landings. Finance Director Feast began her presentation by highlighting the revenue sources. Under expenditures, personnel costs included part of the City Manager's salary, a full-time marketing position. Under operating expenses, part of the City Attorney's fees are included in the budget. There was an increase in advertising and marketing. There was a new line item for travel and training. Postage increased due to marketing costs. Printing and binding increased due to marketing costs. Redevelopment and residential incentives increased. Capital projects include the Hacienda Hotel,

business incubator improvements, neighborhood improvements, neighborhood revitalization, parking lot improvements for Nebraska Avenue, property assemblage, streetscape enhancements, Railroad Square improvements, boat ramp expansion, neighborhood alley improvements and bicycle trail improvements. There were no funds budgeted for the upcoming fiscal year for the Cotee River Underpass, network upgrades or US Highway 19/Main Street Gateway.

Upon opening the floor to public comment, Heather Fiorentino came forward to ask about the MSL payment. Mayor Marlowe stated it goes back to incentives years ago. She asked if any fines had been collected and City Manager Manns stated no. With no one else coming forward Chairman Marlowe returned the floor to Board. Director Starkey asked about the Gloria Swanson parking lot and Central Avenue. City Manager Manns stated they are in this year's budget. Director Altman stated the City Manager intent to defer the payment is to keep the momentum moving forward. He would like to encourage to have the consultant come back in and look at identifying revenue streams so we can set a payback schedule. Director Altman stated he is anxious to get financial information so we can explain how the CRA money is set aside. For us to embark on an aggressive redevelopment they are all projecting a revenue stream in the future that is committed for that purpose. We will need to look at some financing. Director Murphy asked if there is a timeline for the Nebraska Avenue parking lot. City Manager Manns stated that we are in the final design phase and the next step is construction documents. It will be bid on a unit price basis. It could be complete by the end of the year. Director Altman stated we are overdue to hear from Mr. Pridgen about his property and the County to trade the ball fields for the parking lot he would like to get some indication from both of them. City Manager Manns stated she has tried to contact Mr. Pridgen twice. She will try again to connect with him. Her most recent information from the County Administrator is that they would support the parking lot but they are concerned over the Health Department. We can move forward with the plan to re-orientate the parking lot. Director Starkey suggested looking at selling to owner-occupied maybe with a five year living provision. City Manager Manns stated the program will be administered by the Development Department. She stated the funds will be used to support slum and blighted properties. We are very interesting in enhancing curb appeal. Motion made to approve proposed budget for advertising purposes and defer payment of one year.

Motion made by Pete Altman and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Altman, Marlowe, Murphy, Starkey Absent: Davis

4 Communications

Director Starkey wished Library Director Andi Figart a happy birthday.

5 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 7:42 p.m.

(signed) \_\_\_\_\_  
Judy Meyers, CMC, City Clerk

Approved: \_\_\_\_\_ (date)

Initialed: \_\_\_\_\_

Revised

**COMMUNITY REDEVELOPMENT AGENCY**

| 630<br>REV<br>CODE       | CLASSIFICATION                         | ACTUAL<br>FY16-17  | ACTUAL<br>FY17-18  | ESTIMATE<br>FY18-19 | AMENDED<br>BUDGET<br>FY18-19 | BUDGET<br>AMOUNT<br>FY19-20 |
|--------------------------|--|--------------------|--------------------|---------------------|------------------------------|-----------------------------|
| 311100                   | Tax Increment - County                 | 681,080            | 840,755            | 1,133,053           | 1,133,053                    | 1,486,800                   |
| 334700                   | Florida Historic Preservation Grant    | 125,000            | 125,000            | 300,000             | 300,000                      | -                           |
| 334705                   | State Small Matching Grant             | -                  | 50,000             | -                   | -                            | -                           |
| 354100                   | Code Enforcement Fines                 | -                  | 2,507              | -                   | -                            | -                           |
| 361200                   | Interest - SBA                         | 19,194             | 47,971             | 22,606              | -                            | -                           |
| 362160                   | Rent - River Rd. Property Parking Lot  | -                  | 900                | 900                 | 900                          | -                           |
| 362190                   | Rent - Business Incubator              | 33,000             | 20,800             | 21,000              | -                            | 42,000                      |
| 364220                   | Surplus Land Sales                     | -                  | 300,000            | -                   | -                            | -                           |
| 364420                   | Insurance Proceeds                     | -                  | 43,826             | -                   | -                            | -                           |
| 366900                   | Contributions & Donations              | 360                | 3,091              | -                   | -                            | -                           |
| 369300                   | Refund of PY Expenses                  | 8                  | -                  | -                   | -                            | -                           |
| 369900                   | Other Miscellaneous Revenue            | 10,541             | 30,828             | 22,350              | 5,000                        | 25,000                      |
| 381100                   | Transfer from Gen Fund - Tax Increment | 865,715            | 994,084            | 1,338,110           | 1,338,110                    | 1,710,070                   |
| 381600                   | Transfer from Capital Imprv. Fund      | -                  | 774,400            | -                   | -                            | -                           |
| 389870                   | Unused Redev. Incentives from PY       | -                  | -                  | 200,000             | 200,000                      | -                           |
| 389900                   | Carryover of Unused Funding from PY    | -                  | -                  | -                   | 774,400                      | 1,374,400                   |
| <b>TOTAL CRA REVENUE</b> |  | <b>\$1,734,898</b> | <b>\$3,234,162</b> | <b>\$3,038,019</b>  | <b>\$3,751,463</b>           | <b>\$4,638,270</b>          |

## COMMUNITY REDEVELOPMENT AGENCY

| 630080                          |   | AMENDED           |                   |                   |                     | BUDGET              |
|---------------------------------|---|-------------------|-------------------|-------------------|---------------------|---------------------|
| EXP                             |   | ACTUAL            | ACTUAL            | ESTIMATE          | BUDGET              | AMOUNT              |
| CODE                            | CLASSIFICATION                            | FY16-17           | FY17-18           | FY18-19           | FY18-19             | FY19-20             |
| 41111                           | Dept Head Salaries                        | -                 | -                 | -                 | -                   | 38,000              |
| 41210                           | Regular Exempt Salaries                   | 26,029            | 19,885            | 19,890            | 19,890              | 42,430              |
| 41511                           | Employee Incentives                       | 50                | 25                | -                 | -                   | -                   |
| 42111                           | Social Security Matching                  | 1,893             | 1,279             | 1,220             | 1,250               | 7,860               |
| 42211                           | Florida Retirement System                 | 1,917             | 1,430             | 1,210             | 1,210               | 11,500              |
| 42311                           | Health Insurance                          | 4,131             | 2,613             | 3,960             | 3,960               | 10,800              |
| 42312                           | Life Insurance                            | 15                | 10                | 30                | 30                  | 120                 |
| 42313                           | Accidental Death & Disab Insurance        | 2                 | 1                 | 10                | 10                  | 70                  |
| 42426                           | Workers Comp - Clerical (8810)            | 83                | 39                | 40                | 40                  | 400                 |
| <b>TOTAL PERSONNEL SERVICES</b> |   | <b>\$ 34,120</b>  | <b>\$ 25,282</b>  | <b>\$ 26,360</b>  | <b>\$ 26,390</b>    | <b>\$ 111,180</b>   |
| 43111                           | City Attorney Services                    | -                 | -                 | -                 | -                   | 39,600              |
| 43181                           | Professional Servcies - Planning          | 37,223            | 48,951            | 35,000            | 35,000              | 30,000              |
| 43199                           | Professional Services - Misc              | 19,362            | 30,211            | 13,500            | 13,500              | 15,000              |
| 43422                           | Advertising & Marketing                   | 3,401             | 4,118             | 7,500             | 7,500               | 25,000              |
| 43461                           | Main Street Activities                    | -                 | 7,500             | 15,000            | 15,000              | 15,000              |
| 43499                           | Contractual Services - Misc               | -                 | 12,070            | 12,220            | 12,220              | 11,700              |
| 44011                           | Travel & Training                         | 75                | 163               | -                 | -                   | 6,000               |
| 44134                           | Data Lines                                | 124               | 252               | 650               | -                   | 1,000               |
| 44211                           | Postage                                   | 16                | 96                | 237               | 50                  | 4,000               |
| 44311                           | Electric - City Facilities                | 9,498             | 5,994             | 8,000             | 8,000               | 8,000               |
| 44331                           | Trash Removal                             | 1,946             | 127               | 2,000             | 2,000               | 2,000               |
| 44351                           | Water & Sewer - City                      | 5,482             | 7,154             | 5,500             | 5,500               | 5,500               |
| 44373                           | Street Light Fee                          | 769               | 821               | 770               | 770                 | 770                 |
| 44381                           | Stormwater Assessment                     | 3,524             | 3,643             | 2,750             | 3,530               | 3,270               |
| 44521                           | Building & Contents Insurance             | 16,005            | 14,657            | 16,974            | 17,000              | 17,000              |
| 44611                           | Maintenance & Repairs - Bldg & Grounds    | 9,615             | 7,005             | 6,500             | 6,500               | 6,500               |
| 44612                           | Maintenance & Repairs - Hacienda Hotel    | 4,863             | 1,257             | 3,500             | 3,500               | 2,000               |
| 44613                           | Maintenance & Repairs - Bus Incubator     | 5,375             | -                 | 2,997             | 2,500               | 3,000               |
| 44799                           | Printing & Binding - Misc.                | -                 | 307               | -                 | -                   | 4,000               |
| 44952                           | Redevelopment Incentives                  | 74,647            | 268,056           | 200,000           | 200,000             | 150,000             |
| 44953                           | Residential Incentives                    | 70,313            | 43,931            | 50,000            | 50,000              | 75,000              |
| 44999                           | Other Current Charges - Misc              | 8,900             | 9,187             | 12,379            | 5,000               | 10,000              |
| 45111                           | Office Supplies - General                 | -                 | -                 | 375               | 50                  | 500                 |
| 45411                           | Dues & Memberships                        | 1,685             | -                 | 159               | 750                 | 1,000               |
| <b>TOTAL OPERATING</b>          |   | <b>\$ 272,823</b> | <b>\$ 465,500</b> | <b>\$ 396,011</b> | <b>\$ 388,370</b>   | <b>\$ 435,840</b>   |
| 46113                           | Land - Rio Vista Park Parcel              | 1,500             | -                 | -                 | -                   | -                   |
| 46233                           | Building Improvements - Hacienda Hotel    | -                 | -                 | 475,000           | 475,000             | 20,000              |
| 46299                           | Building Improvements - Bus. Incubator    | 93,498            | -                 | -                 | -                   | 30,000              |
| 46343                           | Neighborhood Improvements                 | -                 | -                 | -                 | 20,000              | 100,000             |
| 46344                           | Neighborhood Revitalization Program       | -                 | -                 | -                 | -                   | 150,000             |
| 46345                           | Parking Lot Improvements - Nebraska Ave.  | -                 | -                 | -                 | -                   | 600,000             |
| 46346                           | Redevelopment Projects                    | -                 | -                 | -                 | -                   | 450,000             |
| 46353                           | Main Street Landings Incentives Program   | -                 | -                 | -                 | 1,475,000           | 1,475,000           |
| <b>TOTAL CAPITAL</b>            |   | <b>\$ 94,998</b>  | <b>\$ -</b>       | <b>\$ 475,000</b> | <b>\$ 1,970,000</b> | <b>\$ 2,825,000</b> |
| 49151                           | Transfer to General Fund - Administrative | 375,440           | 250,000           | 315,870           | 315,870             | 375,620             |

## COMMUNITY REDEVELOPMENT AGENCY

| 630080<br>EXP<br>CODE | CLASSIFICATION                        | ACTUAL<br>FY16-17   | ACTUAL<br>FY17-18   | ESTIMATE<br>FY18-19 | AMENDED<br>BUDGET<br>FY18-19 | BUDGET<br>AMOUNT<br>FY19-20 |
|-----------------------|---------------------------------------|---------------------|---------------------|---------------------|------------------------------|-----------------------------|
| 49152                 | Transfer to General Debt Service Fund | 887,230             | 887,760             | 886,890             | 886,890                      | 890,630                     |
|                       | <b>TOTAL TRANSFERS</b>                | <b>\$ 1,262,670</b> | <b>\$ 1,137,760</b> | <b>\$ 1,202,760</b> | <b>\$ 1,202,760</b>          | <b>\$ 1,266,250</b>         |
| 401584                |                                       |                     |                     |                     |                              |                             |
| 49421                 | Reserves - Contingency                | -                   | -                   | -                   | 163,943                      | -                           |
|                       | <b>TOTAL RESERVES</b>                 | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 163,943</b>            | <b>\$ -</b>                 |
|                       |                                       | <b>\$ 1,664,611</b> | <b>\$ 1,628,542</b> | <b>\$ 2,100,131</b> | <b>\$ 3,751,463</b>          | <b>\$ 4,638,270</b>         |

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM COMMUNITY REDEVELOPMENT AGENCY

| EXP CODE | CLASSIFICATION                             | FY 19-20         | FY 20-21       | FY 21-22       | FY 22-23       | FY 23-24       |
|----------|--|------------------|----------------|----------------|----------------|----------------|
| 46233    | <i>Building Improvements</i>               |                  |                |                |                |                |
|          | Hacienda Hotel                             | 20,000           | -              | -              | -              | -              |
|          | <b>TOTAL</b>                               | <b>20,000</b>    | -              | -              | -              | -              |
| 46299    | <i>Building Improvements</i>               |                  |                |                |                |                |
|          | Business Incubator                         | 30,000           | -              | -              | -              | -              |
|          | <b>TOTAL</b>                               | <b>30,000</b>    | -              | -              | -              | -              |
| 46343    | <i>Improvement Other Than Buildings</i>    |                  |                |                |                |                |
|          | Neighborhood Improvements                  | 100,000          | 100,000        | 100,000        | 100,000        | 100,000        |
|          | <b>TOTAL</b>                               | <b>100,000</b>   | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> |
| 46344    | <i>Neighborhood Revitalization Program</i> |                  |                |                |                |                |
|          | Neighborhood Revitalization Program        | 150,000          | 150,000        | 150,000        | 150,000        | 150,000        |
|          | <b>TOTAL</b>                               | <b>150,000</b>   | <b>350,000</b> | <b>350,000</b> | <b>350,000</b> | <b>350,000</b> |
| 46345    | <i>Parking Lot Improvements</i>            |                  |                |                |                |                |
|          | Parking Lot Improvements - Nebraska Ave.   | 600,000          | -              | -              | -              | -              |
|          | Parking Lot Improvements                   | -                | 300,000        | 300,000        | 300,000        | 300,000        |
|          | <b>TOTAL</b>                               | <b>600,000</b>   | <b>300,000</b> | <b>300,000</b> | <b>300,000</b> | <b>300,000</b> |
| 46346    | <i>Redevelopment Projects</i>              |                  |                |                |                |                |
|          | Property Assemblage                        | 150,000          | 100,000        | 100,000        | 100,000        | 100,000        |
|          | Streetscape Enhancements                   | 50,000           | 200,000        | 200,000        | 200,000        | 200,000        |
|          | Cotee River Underpass Project              | -                | 50,000         | 50,000         | 50,000         | -              |
|          | Network Upgrades in Downtown Area          | -                | 50,000         | 50,000         | 50,000         | -              |
|          | U.S Hwy 19/Main St. Gateway Project        | -                | 35,000         | -              | -              | -              |
|          | Railroad Square Improvements               | 75,000           | 100,000        | -              | -              | -              |
|          | Boat Ramp Expansion                        | 75,000           | 100,000        | 100,000        | 100,000        | 100,000        |
|          | Neighborhood Alley Improvements            | 75,000           | 100,000        | 100,000        | 100,000        | 100,000        |
|          | Bicycle Trail Improvements                 | 25,000           | 150,000        | 150,000        | 150,000        | 150,000        |
|          | <b>TOTAL</b>                               | <b>450,000</b>   | <b>885,000</b> | <b>750,000</b> | <b>750,000</b> | <b>650,000</b> |
| 46353    | <i>Incentive Programs</i>                  |                  |                |                |                |                |
|          | Main Street Landings Incentive Program     | 1,475,000        | -              | -              | -              | -              |
|          | <b>TOTAL</b>                               | <b>1,475,000</b> | -              | -              | -              | -              |

**DIVISION TOTAL    \$ 2,825,000    \$ 1,635,000    \$ 1,500,000    \$ 1,500,000    \$ 1,400,000**