

**CRA RESOLUTION NO. 2019-001**

**A RESOLUTION OF THE OCOEE COMMUNITY REDEVELOPMENT AGENCY ADOPTING A BUDGET FOR FISCAL YEAR 2019-2020; PROVIDING FOR BUDGET ADJUSTMENTS AND THE APPROPRIATION OF FUNDS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Ocoee Community Redevelopment Agency (the “CRA”) was created pursuant to Part III, Chapter 163, Florida Statutes, and Ordinance No. 2006-007 of the City of Ocoee, Florida; and

**WHEREAS**, the CRA is a dependent special district under Chapter 189, Florida Statutes, known as the Uniform Special District Accountability Act (the “Special District Act”); and

**WHEREAS**, the Special District Act requires all special districts, including dependent special districts, such as the CRA, to adopt a budget for each fiscal year by resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE OCOEE COMMUNITY REDEVELOPMENT AGENCY, AS FOLLOWS:**

**SECTION 1. Authority.** The CRA has the authority to adopt this Resolution pursuant to the Special District Act.

**SECTION 2. Adoption of Budget.** The governing body of the CRA does hereby approve and adopt a budget for the CRA for Fiscal Year 2019-2020. A copy of the budget is attached hereto as Exhibit “A” and incorporated herein by reference.

**SECTION 3. Budget Adjustments.** As of the date of adoption of the Budget for Fiscal Year 2019-2020, the governing body of the CRA may not have received the final calculations regarding tax increment revenues and/or carried forward monies to be deposited into the Community Redevelopment Trust Fund for the Community Redevelopment Area which will be available for use by the CRA for Fiscal Year 2019-2020. Accordingly, the governing body of the CRA does hereby direct that tax increment revenues received and/or monies carried forward in excess of the projected budgeted revenues be allocated to the 4900 Reserve for Contingency line item as set forth in Exhibit "A" and that any shortfalls in the projected budgeted tax increment revenues and/or monies carried forward be deducted from the 4900 Reserve for Contingency line item as set forth in Exhibit "A". The Executive Director of the CRA is hereby authorized to administratively make any adjustments to the budget which may be required to implement the provisions of this section.

**SECTION 4. Appropriations.** There are hereby expressly appropriated out of anticipated revenues all funds and monies necessary to meet the appropriations stipulated by and in the attached budget.

**SECTION 5. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereto.

**SECTION 6. Effective Date.** This Resolution shall become effective immediately upon passage and adoption, and the budget adopted and approved by this Resolution shall be effective as of October 1, 2019.

**PASSED AND ADOPTED** this 17<sup>th</sup> of September, 2019.

APPROVED:

**ATTEST:**

**OCOEE COMMUNITY  
REDEVELOPMENT AGENCY**

\_\_\_\_\_  
Melanie Sibbitt, Secretary

\_\_\_\_\_  
Richard Firstner, Chair

(SEAL)

**FOR USE AND RELIANCE ONLY  
BY THE OCOEE COMMUNITY  
REDEVELOPMENT AGENCY,  
APPROVED AS TO FORM AND LEGALITY  
This 17<sup>th</sup> day of September, 2019.**

**SHUFFIELD, LOWMAN & WILSON, PA**

By: \_\_\_\_\_  
Scott Cookson, City Attorney

## Exhibit A



**FIFTY  
WEST**

### **FY 2019-2020 CRA PROPOSED BUDGET DETAIL & CIP WORK PROGRAM**

The following provides a more detailed overview of the CRA's budget and capital work program.

#### **PERSONNEL** **\$377,365**

This account covers salary, FICA, and benefit costs for the CRA Administrator, the CRA Administrative Assistant, and a percentage of the Assistant City Manager and the City Manager personnel cost. This line item is new to the CRA. In past budgets, employee related costs were assigned to the "Transfers Out" category.

#### **OPERATING EXPENSES** **\$390,100**

##### **3101 Legal Expense - \$12,000**

- Legal costs associated with potential acquisitions, legal review of documents, attendance at CRA Board meetings and other legal issues pertaining to implementation of the CRA Plan and/or amendment, or other planning documents; as well as, the day to day activities of the office of the CRA. This amount is the same as FY 18-19.

##### **3128 Professional Services/Other – \$10,500**

- The allocation includes funds to support annual report design, marketing, and graphic services including promotional materials and advertising for Fifty West. This account was increased from \$7,500 to better reflect the use experienced in 2018-2019.

##### **3400 Contractual Services – \$235,000**

- Provides funds for graphic design services for the creation of materials and displays.
- Economic development marketing services.
- Planning services related to implementing the CRA's vision, including additional small area studies and small design projects that are not yet identified within the Capital Projects' category.
- Landscape and ground maintenance for State Road 50 and other CRA rights-of-way.

This account was increased from \$150,000 to account for the added landscape maintenance for the CRA.

##### **4000 Travel Expense - \$10,000**

##### **4100 Telephone Expense - \$4,000**

**4100 Telephone Expense - \$4,000**

**4200 Postage and Freight - \$500**

**4700 Printing and Binding - \$3,500**

- For various print jobs, such as the CRA Annual Report, CRA Target Area Special Development Plan Booklets, and miscellaneous printing and binding.

**4800 Newsletter Expense – \$1,000**

- Provides funds for outside printing of newsletter and flyers.

**4900 Reserve for Contingency – \$75,000**

- In order to provide greater flexibility to the Board for future endeavors, excess revenues, and unexpended capital funds have been placed into the fund to facilitate the implementation of projects or development opportunities not yet identified. This account was increased from \$50,000 in FY 18-19.

**4901 Administrative Legal Ads – \$600**

**4902 Miscellaneous Expense - \$350**

**5100 Office Supplies - \$500**

**5200 POL Supplies- \$500**

**5202 Operating Supplies - \$1,000**

**5216 Copying Expense - \$1,000**

**5235 Computer Equipment/Software - \$2,000**

**5401 Books/Subscriptions - \$150**

**5402 Professional Dues - \$2,500**

**5405 Training Expense - \$5,000**

**8200 Community Promotions - \$15,000**

- Provides funding for sponsorship of local events and Founders' Day.

**8205 Public Relations Development – \$10,000**

Provides funds for a variety of expanded promotional activities designed to broaden CRA awareness including participation at the national and local ICSC conferences, business promotional programs, and specialty public relations activities.

**6302 Capital Improvements - \$2,466,815**

The following provides details for each of the three (3) capital improvement program categories.

- **Ongoing Projects from FY 2018/2019 (\$1,485,000)**
  - N Blackwood Avenue (\$100,000) – The total construction cost of this project is currently estimated at \$1,200,000. Based on timing of the City Center development, staff estimates expending \$100,000 in FY 19-20 and the remainder in FY 20-21 and FY 21-22.
  - SR 50 – SR 429 Median Landscaping (\$615,000) – FDOT grant for \$775,000, and City/CRA portion is around \$615,000. This includes the Construction Inspections services (CEI), maintenance costs through establishment period, and the non-reimbursable costs.
  - Wellness Park (\$520,000) – Total construction is currently estimated at \$1,800,000. We estimate initiating construction in mid to late 2020 and expending approximately \$500,000. Staff will also be seeking additional funding sources that will decrease CRA dollars in FY 2021.
  - S. Bluford Streetscape Design & Engineering (\$250,000), this will have to go out to bid since the project is over 2 million. The estimated construction cost is over \$3,000,000. CRA Staff is hoping to get the design underway in December 2019. estimated design fee is between \$200,000 - \$250,000. Staff will need to secure supplemental funding for this project. Construction is not estimated to commence until FY 2020 - 2021.
- **New Projects (\$775,000)** - Miscellaneous beautification and/or capital projects that meet the intent as defined by the Community Redevelopment Plan, but not yet identified.
- **Acquisition/Incentives (\$206,815)** – This item covers the cost of potential appraisal or site assessment costs; furthermore, it provides funding for potential developer incentives.

**6401 Vehicles - \$40,000.00**

- CRA staff need a vehicle in order to perform inspections within the CRA, as well as to take potential business owners, developers, and other interested parties, organizations and/or agencies on tours of the Fifty West Redevelopment District. The CRA Division once had a vehicle; but, when that vehicle was decommissioned a replacement car was not provided. CRA staff will have the CRA/Fifty West logo placed on the vehicle along with contact information.

**CRA 5-Year Capital Improvement Program (CIP)**

**FY 2019-2020; 5.25 Mil**

<b>On-going Projects</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Sum of 5 Years</b>
	\$ 1,485,000	\$ 3,963,805	\$ 3,550,000	\$ 3,000,000	\$ -	\$ 11,998,805
<b>N. Blackwood Avenue Roadway Redesign &amp; Streetscape</b>	\$ 100,000	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ 1,200,000
Design - CPH	\$ -					
Construction - this needs to be done in concert with CCWO - could phase over 2 years	\$ 100,000	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ 1,200,000
<b>SR 50 Landscape Median Landscape Grant</b>	\$ 615,000	\$ -	\$ -	\$ -	\$ -	\$ 615,000
Design - CPH						
City is responsible for about \$550,000, total grant is for \$775,000 - is reimbursement.	\$ 550,000					\$ 550,000
CEI	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
<b>Wellness Park</b>	\$ 520,000	\$ 1,413,805	\$ -	\$ -	\$ -	\$ 1,923,805
Design, Fence & Survey	\$ 10,000					
Construction	\$ 500,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 1,900,000
Design <u>\$120,350</u>						
Construction Ph <u>\$23,805</u>	\$ 10,000	\$ 13,805				\$ 23,805
Services						
<b>S. Bluford Streetscape</b>	\$ 250,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 4,250,000
Design - project will have to be	\$ 250,000					\$ 250,000
Construction will be in 3 phases		\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 4,000,000
<b>New Projects</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Sum of 5 Years</b>
	\$ 775,000	\$ 500,000	\$ 250,000	\$ 500,000	\$ 1,500,000	\$ 3,525,000
<b>Maguire Rd Ph. 5 Design Review</b>	\$ 50,000					\$ 50,000
<b>Misc. Project(s) Not Yet Defined</b>	\$ 500,000	\$ 500,000	\$ 250,000	\$ 500,000	\$ 1,500,000	\$ 3,250,000
<b>Maine Street Park Interpretative Signs and Site Amenities</b>	\$ 50,000					\$ 50,000
<b>Mast Arm Bluford &amp; Geneva</b>	\$ 175,000					\$ 175,000
<b>Acquisitions &amp; Incentives</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Sum of 5 Years</b>
	\$ 206,815	\$ 300,000	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 2,506,815
Acquisition Dollars for FY 19-20 should be directed in the vicinity of target area 1	\$ 166,815	\$ 300,000	\$ 500,000	\$ 500,000	\$ 1,000,000	
CRA Vehicle	\$ 40,000					
<b>Final Budget</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Sum of 5 Years</b>
	\$ 2,466,815	\$ 4,763,805	\$ 4,300,000	\$ 4,000,000	\$ 2,500,000	\$ 18,030,620
<b>Summary</b>						
<b>On-Going Projects</b>	\$ 1,485,000	\$ 3,963,805	\$ 3,550,000	\$ 3,000,000	\$ -	\$ 11,998,805
<b>New Projects</b>	\$ 775,000	\$ 500,000	\$ 250,000	\$ 500,000	\$ 1,500,000	\$ 3,525,000
<b>Acquisitions/Incentives (incl. Vehicle)</b>	\$ 206,815	\$ 300,000	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 2,506,815
<b>Total</b>	\$ 2,466,815	\$ 4,763,805	\$ 4,300,000	\$ 4,000,000	\$ 2,500,000	\$ 18,030,620

\* Only the projects in FY 19-20 are funded

Fund 130  
 Trans Type Revenue

Function	Account	Account Description	2017 Actuals	2018 Actuals	2019 Budgeted	2020 Tentative Budget
Cash Balance	30-0000	BEGINNING CASH BALANCE	286,727.00		1,505,382.00	1,879,424.00
Cash Balance Total			286,727.00	-	1,505,382.00	1,879,424.00
Other Revenues	36-0000	MISCELLANEOUS REVENUE		1,105,406.21		-
	36-1100	INTEREST EARNINGS	110.80	2,012.97		-
Other Revenues Total			110.80	1,107,419.18	-	-
Taxes	31-1100	CONTRIBUTIONS	480,381.00	662,282.00	1,233,066.00	620,399.00
	38-1100	CITY CONTRIBUTION				734,457.00
Taxes Total			480,381.00	662,282.00	1,233,066.00	1,354,856.00
Grand Total			767,218.80	1,769,701.18	2,738,448.00	3,234,280.00



Fund 130  
 Dept 516-00  
 Division CRA

Group	Account	Account Description	2017 Actuals	2018 Actuals	2019 Budgeted	2020 Tentative Budget
Personnel Services	1101	OTHER SERVICES			0	3600
	1200	REGULAR SALARIES				229291
	1400	OVERTIME PAY				0
	1510	PTO BUYOUT				0
	2100	FICA TAXES				21626
	2200	RETIREMENT CONTRIBUTIONS				29542
	2300	HEALTH INSURANCE				84298.83
	2301	LIFE INSURANCE				695.6
	2302	DENTAL/VISION INSURANCE				1100.55
	2303	ACCIDENT/DISABILITY INSURANCE				2006.55
	2400	WORKERS' COMP INSURANCE				5204.9
<b>Personnel Services Total</b>			-	-	-	<b>377,365.43</b>
Operating Expenses	3101	LEGAL FEES	6538.5	10241.99	12000	12000
	3128	PROFESSIONAL SERVICES		4080	7500	10500
	3400	CONTRACTUAL SERVICES	4987.5	68530.02	150000	235000
	4000	TRAVEL EXPENSE	896.17	4320.4	10000	10000
	4100	TELEPHONE EXPENSE	822.31	1886.13	4000	4000
	4200	POSTAGE & FREIGHT	221.93		500	500
	4501	AUTO LIABILITY INSURANCE				0
	4605	VEHICLE PARTS REPAIRS				0
	4606	EQUIP MAINT CONTRACTS		162.5		0
	4700	PRINTING AND BINDING	28	1493.79	3500	3500
	4800	NEWSLETTER EXPENSE			1000	1000
	4900	RESERVE FOR CONTINGENC			50000	75000
	4901	ADMINISTRATION LEGAL ADS	33.95	361.45	350	600
	4902	MISCELLANEOUS			350	350
	5100	OFFICE SUPPLIES		262.22	500	500
	5200	POL SUPPLIES			500	500
	5202	OPERATING SUPPLIES	162.99	2076.45	1000	1000
	5216	COPYING EXPENSE	128.39	448.46	500	1000
		COMPUTER PERIPHERALS - SOFTWARE				
	5235	UNDER \$1000	2458.8	1606.63	2000	2000
	5401	BOOKS/SUBSCRIPTIONS			150	150
	5402	PROFESSIONAL DUES	1120	1345	2250	2500
	5405	TRAINING EXPENSE	920	2855	5000	5000
	8200	COMMUNITY PROMOTIONS	13367.06	15000	15000	15000
	8205	PUBLIC RELATIONS DEVELOPMENT	7975.09	3205	10000	10000
	9000	TRANSFERS OUT	113681.08		240000	0
	9100	TRANSFERS OUT-DEBT SER		147005.52		0

Group	Account	Account Description	2017 Actuals	2018 Actuals	2019 Budgeted	2020 Tentative Budget
Operating Expenses Total			153,341.77	264,880.56	516,100.00	390,100.00
Capital	6100	LAND PURCHASE				0
	6300	PAVING & DRAINAGE IMPROVEMENTS				0
	6400	EQUIPMENT				0
	6302	CAPITAL IMPROVEMENTS		196,226.93	222,234.80	242,681.50
	6401	VEHICLES				40,000.00
	6405	CPUs - LAPTOPS - SOFTWARE			0	0
Capital Total			-	196,226.93	2,222,348.00	2,466,815.00
Grand Total			153,341.77	461,107.49	2,738,448.00	3,234,280.43