

**AGENDA**  
**CRA COMMISSION MEETING**  
**MONDAY, NOVEMBER 10, 2015**  
**6:55 P.M.**  
**COMMISSION CHAMBERS, CITY HALL**  
**8 WEST BROADWAY**  
**FORT MEADE, FLORIDA 33841**

**AGENDA**

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1. **CALL TO ORDER**
2. **ROLL CALL - CITY CLERK**
3. **ADDITIONS AND/OR DELETIONS**
4. **APPROVAL OF MINUTES**  
Minutes of September 08, 2015 and September 22, 2015
5. **NEW BUSINESS:**
  - A. **Approve requests for façade grants for Mitchell Insurance & Williams Accounting**
6. **CRA COMMISSION COMMENTS:**
7. **ADJOURNMENT:**

**NOTE:** If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose, he/she 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. (F.S. 286.0105)

**CITY OF FORT MEADE  
CRA COMMISSION MEETING  
TUESDAY, SEPTEMBER 8, 2015**

A Regular Meeting of the Fort Meade CRA Commission was held on Tuesday, September 8, 2015 at the City Hall Commission Chambers, 8 West Broadway, Fort Meade, Florida.

**1. CALL TO ORDER:**

The Meeting was called to order at 7:00 PM by Mayor Nelson.

**2. ROLL CALL:**

Mayor	Maurice Nelson	Present
Vice Mayor	James Watts	Present
Commissioner	Barbara Manley	Present
Commissioner	Richard Cochrane	Present
Commissioner	Robert Elliott	Present

**Staff Present**

City Manager	Fred Hilliard	Present
City Attorney	Tom Cloud	Absent
City Planner	April Brown	Present
Finance Director	James (Mel) Parker	Present
Deputy City Clerk	Melissa Newman	Present
Human Resource Director	Donna Parker	Present
Public Works Director	Jackie Cannon	Present

**3. ADDITIONS AND/OR DELETIONS**

None

**4. APPROVAL OF MINUTES**

A. Minutes of September 22, 2014

**Motion Commissioner Manley, second Elliott to approve minutes of  
September 22, 2014 CRA Meeting.**

**Motion carried with all yeas.**

**5. NEW BUSINESS**

A. Approve CRA Budget for 2015-2016

**Motion Commissioner Cochrane, second Commissioner Manley to  
approve the CRA 2015-2016 Budget.**

**Motion carried with all yeas.**

**6. COMMENTS:**

None

**7. ADJOURNMENT**

**Motion Commissioner Watts second Commissioner Cochrane to adjourn the CRA meeting of Tuesday, September 8, 2015 at 7:01 PM.**

**Motion carried with all yeas.**

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**Maurice Nelson, Mayor**

**ATTEST:**

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**Melissa Newman, Deputy City Clerk**

**CITY OF FORT MEADE  
CRA COMMISSION MEETING  
TUESDAY, SEPTEMBER 22, 2015**

A Regular Meeting of the Fort Meade CRA Commission was held on Tuesday, September 22, 2015 at the City Hall Commission Chambers, 8 West Broadway, Fort Meade, Florida.

**1. CALL TO ORDER:**

The Meeting was called to order at 5:50 PM by Mayor Nelson.

**2. ROLL CALL:**

Mayor	Maurice Nelson	Present
Vice Mayor	James Watts	Present
Commissioner	Barbara Manley	Present
Commissioner	Richard Cochrane	Absent
Commissioner	Robert Elliott	Present

**Staff Present**

City Manager	Fred Hilliard	Present
City Attorney	Tom Cloud	Present
City Planner	April Brown	Present
Finance Director	James (Mel) Parker	Present
Deputy City Clerk	Melissa Newman	Present
Human Resource Director	Donna Parker	Present
Public Works Director	Jackie Cannon	Present

**3. ADDITIONS AND/OR DELETIONS**

None

**4. APPROVAL OF MINUTES**

A. Minutes of September 8, 2015 CRA Meeting

**Motion Commissioner Elliott, second Watts to approve minutes of  
September 08, 2015 CRA Meeting.**

**Motion carried with all yeas.**

**5. NEW BUSINESS**

A. Approve Resolution R15-16 adopting the CRA Budget for Fiscal Year 2015-2016

**Motion Commissioner Watts, second Commissioner Manley to approve Resolution R15-16 adopting the CRA FY 2015-2016 Budget.**

**Motion carried with all yeas.**

**6. COMMENTS:**

None

**7. ADJOURNMENT**

**Motion Commissioner Watts second Commissioner Elliott to adjourn the CRA meeting of Tuesday, September 22, 2015 at 5:52 PM.**

**Motion carried with all yeas.**

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**Maurice Nelson, Mayor**

**ATTEST:**

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**Melissa Newman, Deputy City Clerk**

**ISSUE:**

Consider reimbursement of invoices per the CRA façade grant program.

**ATTACHMENTS:**

1. Invoices from Crawford Hill for Mitchell Insurance & Williams Accounting

**ANALYSIS:**

Staff has received invoices from Crawford Hill indicating façade work performed with pressure washing, sign removal & painting for Mitchell Insurance and Williams Accounting. Both businesses are within the CRA district and Staff recommends payment as follows:

Mitchell Insurance	\$1,000 (1/2 of invoice amount of \$2,000)
Williams Accounting	\$ 300 (1/2 of invoice amount of \$600)

**RECOMMENDATION:**

Allow Staff to process invoices for reimbursement to Mitchell Insurance in the amount of \$1,000 and Williams Accounting in the amount of \$300 under the CRA façade grant program.

Prepared By: April Brown, CRA Director

INVOICE

*Thank you!*

**Crawford-Hill Interiors, Inc.**  
 1407 East Baker Street  
 Plant City, FL 33563  
 Phone: (813) 754-6898 • Fax: (813) 754-8677



No. (1)

INVOICE DATE	<i>October 9, 2015</i>
CUSTOMER'S ORDER NO.	<i>542604</i>

SOLD TO:

*Donna Diskell*

SHIP TO:

*Mitchell Insurance*

SALESMAN <i>Retha</i>	SHIPPED VIA <i>CHI</i>	TERMS —	F.O.B.
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QTY. ORDERED	QTY. SHIPPED	DESCRIPTION	UNIT	AMOUNT
<i>1</i>	<i>SERV.</i>	<i>pressure wash Remove signage paint - SW7037 (Materials &amp; labor)</i>		
		<i>Total Due</i>		<i>\$ 2000.00</i>

Invoice

INVOICE

*Thank you!*



Crawford-Hill Interiors, Inc.  
1407 East Baker Street  
Plant City, FL 33563  
Phone: (813) 754-6898 • Fax: (813) 754-8677

No. (1)

INVOICE DATE: *October 9, 2015*  
CUSTOMER'S ORDER NO.: *542604*

SOLD TO:  
*Williams Accounting*

SHIP TO:

SALESMAN: *Altha*      SHIPPED VIA: *COT*      TERMS: *—*      F.O.B.: *—*

QTY. ORDERED	QTY. SHIPPED	DESCRIPTION	UNIT	AMOUNT
<i>1-</i>	<i>SERV</i>	<i>pressure wash paint - SW1037 (materials &amp; labor)</i>		
			<i>total due</i>	<i>\$ 6000</i>

Invoice