



COMMUNITY REDEVELOPMENT AGENCY (CRA) - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1

Mayor Pro Tem/Commissioner – Pamala Harrison-Bivins – Seat 2

Joe Elliott – Seat 3

Marcos Flores – Seat 4

Julian Green – Seat 5

Jason McHugh – City Manager

Agenda

Regular Meeting

September 26, 2022 6:45 PM

City Hall Commission Chamber

100 N Main Street

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A - 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 that 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 to be based. The City of Wildwood DOES NOT provide this verbatim record.

I. Call to Order

II. Public Portion

III. Public Hearings - Timed

- 1. RESOLUTION NO. R2022-26 - A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR THE CITY OF WILDWOOD, ADOPTING THE BUDGET FOR FISCAL YEAR 2022-23; PROVIDING FOR APPROPRIATION; PROVIDING FOR AN EFFECTIVE DATE.***

Adoption of the FY23 CRA Budget

Staff recommends approval.

IV. Items for Consideration

1. *MUNICIPAL PARKING LOT - APPROVAL OF PAYMENT ISSUANCE*

V. Adjournment

September 26, 2022 6:45 PM

COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Adoption of the FY23 CRA Budget

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Presented for approval is the FY23 budget for the Community Redevelopment Area (CRA). The budget was developed based on the plan in place for the CRA and is substantially consistent with what was presented during the FY 23 budget workshops.

RESOLUTION NO. R2022-26

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY FOR THE CITY OF WILDWOOD, ADOPTING THE
BUDGET FOR FISCAL YEAR 2022-23; PROVIDING FOR
APPROPRIATION; PROVIDING FOR AN EFFECTIVE
DATE.

WHEREAS, the City Commission, acting as the Community Redevelopment Agency, has reviewed the projected expenditures for the 2021/2022 fiscal year budget; and,

WHEREAS, having observed all appropriate procedures required by Florida Statutes, the City Commission, acting as the Community Redevelopment Agency, deems it necessary, proper, and in the best interest of the public to adopt said budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY FOR THE CITY OF WILDWOOD, FLORIDA, THAT:

1. The budget for the Community Redevelopment Agency for the 2022-2023 fiscal year as shown in Exhibit A, attached hereto, and incorporated by reference, is hereby adopted as the operating budget for the Community Redevelopment Agency, City of Wildwood, Florida for the fiscal year beginning October 1, 2022, and ending September 30, 2023.

2. From the effective date of this Resolution, the amounts stated as expenditures in Exhibit A shall be available for appropriation for the several line items and purposes named therein.

3. The City Clerk is hereby directed to furnish a certified copy of this Resolution to the Director of Finance of the City of Wildwood, Florida, and to publish this Resolution and the adopted budget in accordance with the requirements of Florida Statutes.

4. Funds remaining in the Community Redevelopment Area fund as of September 30, 2022, shall hereby be designated for Main Street buildings and projects as identified in the Downtown Master Plan and permitted by the Community Redevelopment Area Redevelopment Plan.

5. This Resolution shall become effective immediately upon its passage and adoption.

DONE AND RESOLVED at a public hearing this 26th day of September, 2022, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION
CITY OF WILDWOOD, FLORIDA**

Ed Wolf, Mayor

ATTEST: _____
Susan Patterson, City Clerk

Exhibit A

CITY OF WILDWOOD
ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AREA

104-550

Account Code	Line Description	FY 2021 Actuals	FY 2022 Budget	FY2023 Proposed
REVENUES				
361-0000	Interest	272	-	-
369-9000	Sumter County	219,900	250,000	368,670
382-0010	Transfer In From General Fund	156,812	185,870	197,730
	Revenue Totals	376,984	435,870	566,400
	Fund Balance Carry-Forward			1,007,900
	Total Resources			1,574,300
EXPENDITURES				
1200	Salaries	36,487	35,910	42,210
2100	FICA Expense	2,791	2,750	3,230
2200	Retirement	4,982	3,890	5,030
2300	Life & Health Insurance	3,577	3,600	3,600
3100	Professional Services	-	70,000	135,000
4000	Travel and Per Diem	-	500	1,500
4100	Telephone Expense	14	200	-
4200	Postage/Transport. Fees	-	-	-
4600	Repair and Maintenance	-	-	-
4900	Misc. Expn. & Other Current	-	-	-
5100	Office Supplies	-	-	-
5200	Operating Supplies	-	-	-
5400	Subscriptions/Dues	175	175	175
5500	Training	-	3,550	4,000
	TOTAL OPERATIONAL EXPENDITURES	48,027	120,575	194,745
SPECIAL PROJECTS-CRA				
6310	Sidewalks	-	-	-
6330	Façade Improvement Matching Grant	-	50,000	80,000
7301	Entrance Signs	-	-	-
7303	Demolitions	-	20,000	20,000
7304	Painting Grants to Businesses	-	-	-
7305	Street Resurfacing	-	-	-
7306	Code Enforcement Projects	-	-	-
7307	Misc. Other Projects	-	100,000	-
7308	Downtown Parking Improvements	-	140,000	50,000
	TOTAL SPECIAL PROJECTS	-	310,000	150,000
	TOTAL- ALL EXPENDITURES	48,027	430,575	344,745
580-90-9904	Contingency - CRA District			1,229,555
	TOTAL EXPENDITURES, TRANSFERS, RESERVES AND BALANCES			1,574,300

Notes: 3100 - HSG Need and Survey Plan (30K), Streetlight survey (40K), Update CRA plan (15K),
Downtown overlay district (50K) 7308 - Landscaping Design Guidelines Study

COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Municipal Parking Lot - Approval of Payment Issuance

REQUESTED ACTION:

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

On September 27, 2021, the CRA Board approved Kimley-Horn & Associate's Work Authorization (WA) 20 for improvements to the municipal parking lot located between the Bargains and Blessings resale shops.

To date, the City Commission has approved pay app 1 in the amount of \$64,536.30 and pay app 2 in the amount of \$72,711.00.

Staff is requesting approval of payments under WA 20 in accordance with F.S. Chapter 163.

WORK AUTHORIZATION NUMBER 20

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The City of Wildwood (the Client or the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 8, 2019, which is incorporated herein by reference.

Identification of Project:

Project: Downtown Wildwood Parking

Client: City of Wildwood

Project Manager: Mohammed Murad

General Category of Services:

The City of Wildwood has allocated funds towards the cost of a parking area located on N Main Street, Parcel number G06L021. This Work Authorization will consist of design and specifications for the parking area, permitting, and bid administration.

Specific Scope of Basic Services:

1. Kimley-Horn will hire a Geotechnical Engineer to collect geotechnical information for the limits of this projects.
2. Kimley-Horn will prepare a site plan for the proposed parking area. The site plan will include number and dimensions of the parking spaces, limits of new asphalt required for the proposed parking area, limits of new curb, new sidewalk connections and underground drainage.
3. Kimley-Horn will coordinate with existing utilities within the project limits to determine potential utility conflicts.
4. Kimley-Horn will prepare bid specifications suitable for solicitation of construction bids and coordinate a public bid advertisement on behalf of the City.
5. Kimley-Horn will receive the bids, review them for general conformance with the project specifications, and recommend a bidder to the City.

Additional Services if required:

Services requested that are not specifically stated in the scope of work described herein can be provided under a new and separate Work Authorization agreement or can be performed on an hourly basis upon written authorization.

Schedule:

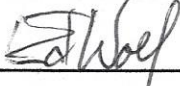
Kimley-Horn will begin services upon receipt of an executed Work Authorization. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

Method of Compensation:

The Engineer will complete the above scope of services for a lump sum fee of \$17,500, inclusive of direct expenses. Services provided under this will be invoiced monthly. All invoices will include a description of services provided.

ACCEPTED:

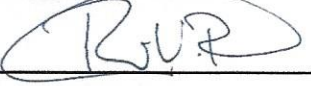
THE CITY OF WILDWOOD, FLORIDA

BY: 

TITLE: Mayor

DATE: April 22, 2021

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 

Richard Busche, P.E.

TITLE: Senior Vice President

DATE: March 12, 2021

G:\New Business\Public Sector\City of Wildwood\2021\MNMDowntown Wildwood Parking\WA 20_Downtown Wildwood Parking.docx



June 23, 2022

Jason McHugh
City Manager
City of Wildwood
100 North Main Street
Wildwood, FL 34785

**RE: *Downtown Wildwood Parking – Pay Application #1
Kimley-Horn Project No. 142173396***

Dear Mr. McHugh:

At this time, we received and reviewed 1 invoice submitted to us by Professional Services Group, LLC. Attached is the subject Application for Full and Final Payment in the amount of \$64,536.30 as submitted to us. We recommend payment of this amount, and attest, based on our on-site observations and our review of the Application, that to the best of our knowledge and belief:

1. The Work has progressed to the point indicated.
2. The quality of the Work is predominantly in accordance with the Contract Documents, subject to:
 - a. An evaluation of the Work as a functioning whole prior to or upon substantial completion;
 - b. Any other qualifications stated in this recommendation.
3. The Contractor appears to have fulfilled the conditions precedent to being entitled to payment, insofar as it is our responsibility to observe the Work.

By making this recommendation, we do not attest that:

1. We have made exhaustive, continuous, or detailed on-site inspections to check the quality or quantity of the Work (beyond our responsibilities as specifically assigned in the Contract Documents);
2. We have made any examination as to how the Contractor has used any monies paid on account of the Contract Price, or to determine that title to any Work, materials, or equipment has passed to you free and clear of any lien, claim, security interest, or encumbrance.

Sincerely,

Mohammed N. Murad, P.E.
MNM/lws

Attachments: 1 Application for Payment

Cc: Jeremy Hockenbury, City of Wildwood
Melanie Peavy, City of Wildwood

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CONSTRUCTION SUBCONTRACTOR PAYMENT REQUISITION

FROM Marion Rock, Inc
5979 SE Maricamp Rd
Ocala, FL, 34472
352-687-2023
nicole.marionrock@gmail.com

DATE 06/20/22
 REQUISITION NO 1
 PROJECT: Downtown Wildwood Parking Lot
 PERIOD FROM 06/01/22 TO 06/20/22

EXECUTED CHANGE ORDERS

NO.	DATE	ADD (DEDUCT)	AMOUNT
Net Amount of Change Orders			\$0.00

Original Contract Amount	\$154,697.00
Net Amount of Change Orders	\$0.00
Contract Sum To Date	\$154,697.00
Completed to Date (B)	\$71,707.00
Material Stored (B)	\$0.00
Total Completed / Stored	\$71,707.00
Retainage 10.00%	\$7,170.70
Total Earned Less Retainage	\$64,536.30
Less Previous Requisitions	
This Requisition	\$64,536.30

(B) Attach documentation for accounts claimed

STATE OF FLORIDA
 COUNTY OF Marion }

BEFORE ME, the undersigned authority, personally appeared Ryan Boutwell
 as V President
 of Marion Rock, Inc. who, after being duly sworn, deposes and says:

1. That for and in consideration of the payment of this subcontractor payment requisition, the undersigned hereby releases all liens, lien rights, claims, debts or demands of any kind or nature whatsoever which the undersigned now or might hereafter have against Owner, the building, property and/or premises described above, on account of all work, labor and materials furnished to the date hereof by or for the undersigned and used in and about the construction of any building situated on the above described property or any part thereof, or in improving the above described property or any part thereof. That the undersigned or at the direction of the undersigned, has paid for all work, labor performed and materials used on the above property by the undersigned to the date hereof, and this statement is given under oath to enable the undersigned to obtain partial payment from Owner; that all persons contracting directly with, or directly employed by the undersigned, or in connection with said improvements, and under and in connection with this contract between Owner and the undersigned regarding the premises, have been paid in full to date.

2. That in the event the undersigned is a corporation or partnership the undersigned represents and warrants that he is duly authorized to execute this Affidavit and Lien Release on behalf of such organization.

DATED this 20th day of June, 20 22

FEDERAL ID# 59-3402323

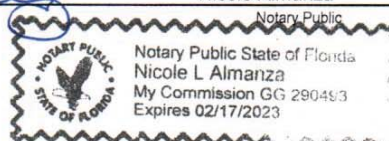
Marion Rock, Inc.
 Subcontractor

By Ryan Boutwell

SWORN TO and subscribed before this 20th day of June, 20 22

Nicole Almanza

Notary Public



Continuation Sheet (similar to G703)

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G		H Balance to Finish (C - G)	I Retainage (10%)
			From Previous Applications (D + E)	This Period		Total Completed and Stored to Date (D + E + F)	% Complete (G / C)		
1	Mobilization	7,250.00		7,250.00		7,250.00	100%	-	725.00
2	MOT per FDOT standards	7,875.00		4,000.00		4,000.00	51%	3,875.00	400.00
3	Roadway materials testing	4,125.00		2,000.00		2,000.00	48%	2,125.00	200.00
4	Erosion control, silt fence and inlet protection	9,525.00		9,525.00		9,525.00	100%	-	952.50
5	Demolition of existing asphalt and limerock base	10,397.00		10,397.00		10,397.00	100%	-	1,039.70
6	Remove existing handicap sign	500.00		500.00		500.00	100%	-	50.00
7	Remove sidewalk (100SY \$14.00)	1,400.00				-	0%	1,400.00	-
8	Sawcut and remove curb (85FT \$12.00)	1,020.00				-	0%	1,020.00	-
9	Relocate existing light poles (2EA \$3375.00)	6,750.00		6,750.00		6,750.00	100%	-	675.00
10	Relocate existing power poles and coordinate with power service provider (2EA \$6480.00)	12,960.00		12,960.00		12,960.00	100%	-	1,296.00
11	10" Stab subgrade (600SY \$14.75)	8,850.00		8,850.00		8,850.00	100%	-	885.00
12	Base group 8" double course limerock (LBR 100) max 6" lifts with 98% density (600SY \$18.00)	10,800.00				-	0%	10,800.00	-
13	Superpave asphaltic concrete, traffic level C, high polymer SP 9.5 and superpave asphaltic concrete traffic level C, high polymer (1.50") SP 12.5 (600SY \$43.00)	25,800.00				-	0%	25,800.00	-

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Continuation Sheet (similar to G703)

Totals	\$ 154,697.00	\$ -	\$ 71,707.00	\$ -	71707	\$ 82,990.00	\$ 7,170.70
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August 30, 2022

Jason McHugh
City Manager
City of Wildwood
100 North Main Street
Wildwood, FL 34785

**RE: *Downtown Wildwood Parking – Pay Application #2
Kimley-Horn Project No. 142173396***

Dear Mr. McHugh:

At this time, we received and reviewed an invoice submitted to us by Marion Rock, Inc. Attached is the subject Pay Application for the amount of \$72,711.00 as submitted to us. We recommend payment of this amount, and attest, based on our on-site observations and our review of the Application, that to the best of our knowledge and belief:

1. The Work has progressed to the point indicated.
2. The quality of the Work is predominantly in accordance with the Contract Documents, subject to:
 - a. An evaluation of the Work as a functioning whole prior to or upon substantial completion;
 - b. Any other qualifications stated in this recommendation.
3. The Contractor appears to have fulfilled the conditions precedent to being entitled to payment, insofar as it is our responsibility to observe the Work.

By making this recommendation, we do not attest that:

1. We have made exhaustive, continuous, or detailed on-site inspections to check the quality or quantity of the Work (beyond our responsibilities as specifically assigned in the Contract Documents);
2. We have made any examination as to how the Contractor has used any monies paid on account of the Contract Price, or to determine that title to any Work, materials, or equipment has passed to you free and clear of any lien, claim, security interest, or encumbrance.

Sincerely,

Mohammed N. Murad, P.E.
MNM/JDJ

Attachments: 2nd Application for Payment

Cc: Jeremy Hockenbury, City of Wildwood
Melanie Peavy, City of Wildwood

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CONSTRUCTION SUBCONTRACTOR PAYMENT REQUISITION

FROM Marion Rock, Inc
5979 SE Maricamp Rd
Ocala, FL 34472
352-687-2023
nicole.marionrock@gmail.com

DATE 08/19/22
 REQUISITION NO 2
 PROJECT: Downtown Wildwood Parking Lot
 PERIOD FROM 08/01/22 TO 08/19/22

EXECUTED CHANGE ORDERS

NO.	DATE	ADD (DEDUCT)	AMOUNT
Net Amount of Change Orders			\$0.00

Original Contract Amount	\$154,697.00
Net Amount of Change Orders	\$0.00
Contract Sum To Date	\$154,697.00
Completed to Date <u>98.58%</u> (B)	\$152,497.00
Material Stored (B)	\$0.00
Total Completed / Stored	\$152,497.00
Retainage <u>10.00%</u>	\$15,249.70
Total Earned Less Retainage	\$137,247.30
Less Previous Requisitions	\$64,536.30
This Requisition	\$72,711.00

(B) Attach documentation for accounts claimed

STATE OF FLORIDA
 COUNTY OF

Marion

BEFORE ME, the undersigned authority, personally appeared Ryan Boutwell

of Marion Rock, Inc. as V President

who, after being duly sworn, deposes and says:

1. That for and in consideration of the payment of this subcontractor payment requisition, the undersigned hereby releases all liens, lien rights, claims, debts or demands of any kind or nature whatsoever which the undersigned now or might hereafter have against Owner, the building, property and/or premises described above, on account of all work, labor and materials furnished to the date hereof by or for the undersigned and used in and about the construction of any building situated on the above described property or any part thereof, or in improving the above described property or any part thereof. That the undersigned or at the direction of the undersigned, has paid for all work, labor performed and materials used on the above property by the undersigned to the date hereof, and this statement is given under oath to enable the undersigned to obtain partial payment from Owner; that all persons contracting directly with, or directly employed by the undersigned, or in connection with said improvements, and under and in connection with this contract between Owner and the undersigned regarding the premises, have been paid in full to date.

2. That in the event the undersigned is a corporation or partnership the undersigned represents and warrants that he is duly authorized to execute this Affidavit and Lien Release on behalf of such organization.

DATED this 19th day of August, 20 22

FEDERAL ID# 59-3402323

Marion Rock, Inc.

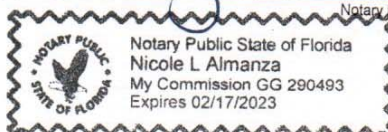
Subcontractor

By Ryan Boutwell

SWORN TO and subscribed before this 19th day of August, 20 22

Nicole Almanza

Notary Public



Continuation Sheet (similar to G703)

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G		H Balance to Finish (C - G)	I Retainage (10%)
			From Previous Applications (D + E)	This Period		Total Completed and Stored to Date (D + E + F)	% Complete (G / C)		
1	Mobilization	7,250.00	7,250.00			7,250.00	100%	-	725.00
2	MOT per FDOT standards	7,875.00	4,000.00	3,875.00		7,875.00	100%	-	787.50
3	Roadway materials testing	4,125.00	2,000.00	2,125.00		4,125.00	100%	-	412.50
4	Erosion control, silt fence and inlet protection	9,525.00	9,525.00			9,525.00	100%	-	952.50
5	Demolition of existing asphalt and limerock base	10,397.00	10,397.00			10,397.00	100%	-	1,039.70
6	Remove existing handicap sign	500.00	500.00			500.00	100%	-	50.00
7	Remove sidewalk (100SY \$14.00)	1,400.00		1,400.00		1,400.00	100%	-	140.00
8	Sawcut and remove curb (85FT \$12.00)	1,020.00		1,020.00		1,020.00	100%	-	102.00
9	Relocate existing light poles (2EA \$3375.00)	6,750.00	6,750.00			6,750.00	100%	-	675.00
10	Relocate existing power poles and coordinate with power service provider (2EA \$6480.00)	12,960.00	12,960.00			12,960.00	100%	-	1,296.00
11	10" Stab subgrade (600SY \$14.75)	8,850.00	8,850.00			8,850.00	100%	-	885.00
12	Base group 8" double course limerock (LBR 100) max 6" lifts with 98% density (600SY \$18.00)	10,800.00		10,800.00		10,800.00	100%	-	1,080.00
13	Superpave asphaltic concrete, traffic level C, high polymer SP 9.5 and superpave asphaltic concrete traffic level C, high polymer (1.50") SP 12.5 (600SY \$43.00)	25,800.00		25,800.00		25,800.00	100%	-	2,580.00

Continuation Sheet (similar to G703)

[illegible]

Continuation Sheet (similar to G703)

Totals	\$ 154,697.00	\$ 71,707.00	\$ 80,790.00	\$	-	152497	99%	\$ 2,200.00	\$ 15,249.70
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