



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 22, 2025 6:45 PM

City Hall Commission Chamber

100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 103, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105 - 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

1. *SWEAR IN CITY STAFF AND PUBLIC SPEAKERS*

II. Public Portion

III. Items for Consideration

1. *MINUTES FOR APPROVAL: JUNE 23, 2025 CRA MEETING*
2. ***RESOLUTION NO. R2025-30 - A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR THE CITY OF WILDWOOD, ADOPTING THE BUDGET FOR FISCAL YEAR 2025-26; PROVIDING FOR APPROPRIATION; PROVIDING FOR AN EFFECTIVE DATE.***

Adoption of the FY26 CRA Budget

Staff recommends approval.

3. ***RESOLUTION NO. R2025-31 - A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY FOR THE CITY OF WILDWOOD, FLORIDA, AMENDING THE BUDGET FOR FISCAL YEAR 2024-25; PROVIDING FOR APPROPRIATION; PROVIDING FOR AN EFFECTIVE DATE.***

FY25 First CRA Budget Amendment

Staff recommends approval.

IV. ADJOURNMENT

September 22, 2025 6:45 PM

COMMUNITY REDEVELOPMENT AGENCY (CRA)
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
June 23, 2025 6:45 PM
CITY HALL COMMISSION CHAMBER

(meeting taped)

I. Call to Order

Attendee Name	Title	Status
Ed Wolf	Mayor	Present
Pamala Harrison-Bivins	Mayor Pro Tem/Commissioner	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Ashley Hunt	City Attorney	Absent
Joshua Bills	City Attorney	Present
Cassandra Smith	Assistant City Manager/CFO	Present
Jessica Barnes	City Clerk	Present
Randall Parmer	Police Chief	Present
Melanie Strickland	Development Services Director	Present
Jeremy Hockenbury	Public Works Director	Present
Jason Martin	Utilities Deputy Director	Present

Mayor Wolf called the meeting to order at 6:45 p.m.

1. Swear in City Staff and Public Speakers

Mayor Wolf swore in staff and audience members that wished to speak during the meeting.

II. Public Portion

None.

III. Items for Consideration

1. Minutes for Approval: February 24, 2025 CRA Meeting

The summary minutes from the February 24, 2025, CRA meeting were approved without revision. Motion by Commissioner Bivins, seconded by Commissioner Flores, to approve the minutes. Motion carried unanimously.

RESULT:	Passed
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores

AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green
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2. Jackson Street Improvements Project Payment Application 3 in the Amount of \$535,003.90
Development Services Director and CRA Administrator Strickland presented Payment Application #3 for the Jackson Street Improvements Project in the amount of \$535,003.90. She explained that the project was funded partially from capital improvement and partially from CRA funds, with this payment coming from CRA funds. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the payment. Motion carried unanimously.

RESULT:	Passed
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

3. Jackson Street Improvements Project Payment Application 4 in the Amount of \$240,331.00
Development Services Director and CRA Administrator Strickland presented Payment Application #4 for the Jackson Street Improvements Project in the amount of \$240,331.00, also to be paid from CRA funds. Motion by Commissioner Bivins, seconded by Commissioner Green, to approve the payment. Motion carried unanimously.

RESULT:	Passed
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

IV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 6:48 p.m.

RESULT:	Passed
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

SEAL

COMMUNITY REDEVELOPMENT AGENCY
(CRA)
CITY OF WILDWOOD, FLORIDA

ATTEST: _____ BY: _____
Jessica Barnes, City Clerk Ed Wolf, Mayor

COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Adoption of the FY26 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 FY26 budget for the Community Redevelopment Agency (CRA). The budget was developed based on the plan in place for the CRA and is substantially consistent with what was presented during the FY26 budget workshops.

RESOLUTION NO. R2025-30

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY FOR THE CITY OF WILDWOOD, ADOPTING THE
BUDGET FOR FISCAL YEAR 2025-26; 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 2025/2026 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 2025-2026 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, 2025, and ending September 30, 2026.

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, 2026, 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 22nd day of September, 2025, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION
CITY OF WILDWOOD, FLORIDA**

Ed Wolf, Mayor

ATTEST: _____
Jessica Barnes, City Clerk

EXHIBIT A

Account ID	Description	2024 Actual	2025 Adopted Budget	2026 Proposed Budget
REVENUES				
104-311-1001	AD VALOREM TAXES - TAX TNCR. FINANCING	0.00	0.00	0.00
104-361-0000	INTEREST	17,309.79	5,000.00	5,000.00
104-369-9000	TAX INCREMENT FINANCING - SUM CTY	395,695.00	405,500.00	505,000.00
104-382-0010	TRANSFER FROM GENERAL	215,690.00	231,880.00	326,004.00
104-389-5006	CASH FORWARD - CRA DISTRICT	0.00	1,964,000.00	1,550,000.00
	Total Resources	628,694.79	2,606,380.00	2,386,004.00
EXPENDITURES				
104-550-10-1200	SALARIES	45,480.57	73,893.00	77,700.00
104-550-10-1300	OVERTIME	0.00	0.00	0.00
104-550-10-1500	SICK LEAVE	773.95	0.00	0.00
104-550-10-1600	VACATION PAY	4,837.72	0.00	0.00
104-550-10-1800	HOLIDAY PAY	1,831.18	0.00	0.00
104-550-10-1810	HOLIDAY BANKED	0.00	0.00	0.00
104-550-10-2100	FICA EXPENSE	4,048.66	5,659.00	6,000.00
104-550-10-2200	RETIREMENT	18,269.18	25,510.00	25,800.00
104-550-10-2300	LIFE & HEALTH INSURANCE	3,784.56	3,888.00	5,400.00
104-550-10-2600	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00
104-550-30-3100	PROFESSIONAL SERVICES	0.00	0.00	0.00
104-550-30-3400	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00
104-550-30-4000	TRAVEL & PER DIEM	0.00	750.00	0.00
104-550-30-4100	TELEPHONE EXPENSE	0.00	0.00	0.00
104-550-30-4200	POSTAGE/TRANSPORTATION FEES	0.00	0.00	0.00
104-550-30-4300	UTILITIES EXPENSE	0.00	0.00	0.00
104-550-30-4400	RENTAL & LEASING	0.00	0.00	0.00
104-550-30-4510	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00
104-550-30-4600	REPAIR & MAINTENANCE	0.00	0.00	0.00
104-550-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	0.00	0.00
104-550-30-5100	OFFICE SUPPLIES	0.00	0.00	0.00
104-550-30-5200	OPERATING SUPPLIES	0.00	0.00	0.00
104-550-30-5400	SUBSCRIPTIONS/DUES	175.00	200.00	200.00
104-550-30-5500	TRAINING	0.00	1,500.00	0.00
104-550-60-6100	LAND PURCHASE	0.00	0.00	0.00
104-550-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	0.00	0.00
104-550-60-6310	SIDEWALKS	0.00	0.00	0.00
104-550-60-6320	UTILITY CLEANING	0.00	0.00	0.00
104-550-60-6330	FACADE IMPROVEMENT GRANT	3,891.36	40,000.00	40,000.00
104-550-60-6340	GAMBLE ST. STORMWATER PROJECT	0.00	0.00	0.00
104-550-60-6350	NEW CITY HALL SIGN	0.00	0.00	0.00
104-550-60-6360	OLD WIRE RD WATER LINE REPLACEMENT	0.00	0.00	900,000.00
104-550-60-6370	COMP PLAN UPDATES	0.00	0.00	0.00
104-550-60-6390	OTHER MISC PROJECTS	0.00	500,000.00	0.00
104-550-60-6400	MACHINERY & EQUIPMENT	0.00	0.00	0.00
104-550-70-7300	CR 466A UTILITY MODIFICATIONS	0.00	0.00	0.00
104-550-70-7301	ENTRANCE SIGNS TO CITY	0.00	0.00	0.00
104-550-70-7302	301 BEAUTIFICATION	0.00	0.00	0.00
104-550-70-7303	DEMOLITIONS	0.00	25,000.00	25,000.00
104-550-70-7304	PAINTING GRANTS TO BUSINESSES	0.00	0.00	0.00
104-550-70-7305	STREET RESURFACINGS	0.00	0.00	0.00
104-550-70-7306	CODE ENFORCEMENT PROJECTS	0.00	0.00	0.00
104-550-70-7307	MISC. OTHER PROJECTS	8,679.00	0.00	200,000.00
104-550-70-7308	DOWNTOWN PARKING IMPROVEMENTS	0.00	0.00	0.00
104-550-80-8300	OSCEOLA AVE, DRAINAGE (CDBG)	0.00	0.00	0.00
104-550-80-8301	CR 232 RESURFACING-(CDBG)	0.00	0.00	0.00
104-580-90-9904	CONTINGENCY - CRA DISTRICT	0.00	1,929,980.00	1,105,904.00
	Total Expenditures	91,771.18	2,606,380.00	2,386,004.00

COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: FY25 First CRA Budget Amendment

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 first budget amendment for the 2025 fiscal year for the Community Redevelopment Agency (CRA). In this budget amendment, the Jackson Street Road Improvement Project needs an amendment. During the FY26 budget cycle, excess funds were identified in the CRA fund, allowing a greater share of the Jackson Street Road Improvement Project to be financed through CRA resources. This adjustment frees Capital Improvement Fund dollars previously committed to the project, making them available for future capital needs. Additionally, the transfer amount from the General Fund to the Community Redevelopment Agency Fund was amended as it was originally budgeted using the incorrect millage rate for FY25.

RESOLUTION NO. R2025-31

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY FOR THE CITY OF WILDWOOD, AMENDING THE
BUDGET FOR FISCAL YEAR 2024-25; PROVIDING FOR
APPROPRIATION; PROVIDING FOR AN EFFECTIVE
DATE.

WHEREAS, at the Final Budget Hearing on September 23, 2024, the City Commission, acting as the Community Redevelopment Agency, adopted Resolution No. R2024-24 approving the annual budget for fiscal year 2024-2025; and,

WHEREAS, it is appropriate to provide for certain transfers, appropriations, and authorizations based upon previous and anticipated expenditures and revenues; 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 an amendment to the budget to reflect these changes.

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

1. The budget amendment for the Community Redevelopment Agency for the 2024-2025 fiscal year as shown in Exhibit A, attached hereto, and incorporated by reference, is hereby adopted as an amendment to the budget for the Community Redevelopment Agency, City of Wildwood, Florida for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

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

DONE AND RESOLVED at a public hearing this ____ day of _____, 2025, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION
CITY OF WILDWOOD, FLORIDA**

Ed Wolf, Mayor

ATTEST: _____
Jessica Barnes, City Clerk

EXHIBIT A

Community Redevelopment Fund

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Misc. Other Projects	\$500,000.00	\$471,220.05	\$971,554.95
Contingency	\$1,929,980	(\$471,220.05)	\$1,458,425.05

Revenue	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Transfer From General	\$231,880.00	\$15,664.97	\$247,524.97

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Contingency	\$1,458,425.05	\$15,664.97	\$1,474,090.02

Justification for Amendment: In this budget amendment, the Jackson St Improvement project needs an amendment. During the FY26 budget cycle, excess funds were identified in the CRA fund, allowing a greater share of the Jackson Street Road Improvement Project to be financed through CRA resources. This adjustment frees Capital Improvement Fund dollars previously committed to the project, making them available for future capital needs. Additionally, the budget transfer from General Fund needs an amendment. During the FY25 budget cycle, the rolled-back rate was used instead of the adopted millage rate when calculating the transfer amount.