LIVE OAK CRA ANNUAL REPORT

FISCAL YEAR 2022-2023

Prepared by:

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FY 22-23 Annual Report

In compliance with Florida Statute Chapter 163.371, this report is being filed concerning the annual redevelopment activities of the City of Live Oak Community Redevelopment Agency for the fiscal year 2022-2023. The required notice of this report is posted at Live Oak City Hall and published in the Riverbend News on **March 27, 2024.**

Florida Statute 189.418 requires the governing body of the special district (Agency) to adopt a budget by resolution each fiscal year and, under FS 163.387 (8), to provide each year an independent financial audit of its trust fund to each taxing authority that pays into the trust fund.

Based on this organization, the audit of the Agency's assets, liabilities, income and expenses, as required under FS 163.371 is included with the City's Comprehensive Annual Financial report (CAFR) for each fiscal year. The fiscal year CAFR is normally completed and accepted by the City Council at the beginning of May of each year. A copy of this audit will be made public and provided at that time to each taxing authority upon completion and acceptance. It will also be posted to the CRA webpage alongside this annual report in accordance with Florida Statutes pertaining to reporting requirements.

This annual report will be filed with the City Clerk of the City of Live Oak and other taxing entities. It will also be available at the CRA Staff Offices and published on the CRA Webpage under the city website:

https://www.cityofliveoak.org/cra

CRA Staff

George Curtis | Development Manager

Nicholas Frigiola | Redevelopment Coordinator

Christian Dixon | Planning & CRA Assistant

CRA Board Members

Tommie Jefferson | City Council, District 1

Lynda Brown Owens | City Council, District 2

David Burch | City Council, District 3

Matthew Campbell | City Council, District 4

Tesie Allen | City Council, District 5

Cynthia Robinson | Appointed Board Member, Seat 6

Tammy Mobley | Appointed Board Member, Seat 7

Special Thanks to

City of Live Oak Live Oak Police Department Live Oak Fire Department Live Oak Public Works Dept. / H2O Innovation North Florida Professional Services Eutaw, Inc. Koberlein Law Offices Friends of Heritage Park & Gardens Robinson, Kennon & Kendron, P.A.

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Introduction The City of Live Oak

Suwannee County was established as the 37th county in the State of Florida on December 21, 1858. At the time of its establishment, there were only 200 families (approximately 2,000 people) residing in the area.





The City of Live Oak, Suwannee County's seat, was formally incorporated April 24, 1878. The town was named after the large Live Oak tree next to a deep, clear pond on the route of the Old Spanish Trail, which ran from the military post at Suwannee Springs to the Gulf of Mexico. In 1857, construction began on an east-west railroad across North Florida from Jacksonville to Tallahassee and was finished in 1861. During the Civil War, when Union soldiers occupied parts of Jacksonville and Pensacola, a strategic railroad was constructed from DuPont, Georgia, south to intersect with the east-west railroad in North Florida. Near the junction of these railroads, where several trails converged, was the giant Live Oak tree, under which railroad crews ate their lunches.

and settlers watered their horses and rested in the shade. When the railroad station was erected near that site, it seemed only natural to name the town after the tree.

Based on the most recent Census data, the City of Live Oak is home to approximately 6,735 people – a 236.75% increase from the county's original population density.

Introduction The City of Live Oak CRA

In 1969, the Florida Legislature enacted the Community Redevelopment Act of 1969 (Chapter 69-305). This Act has been amended many times since its initial adoption and is codified in Part III of Chapter 163 of the Florida Statutes. The Act is the enabling legislation for community redevelopment agencies throughout Florida.



The City of Live Oak Community Redevelopment

Agency (CRA) was established on July 11, 1995, and its original Plan and Trust Fund were established by ordinance on November 14, 1995. The scope of the adopted Plan has been amended twice on a small scale and once as a major overhaul and rewrite. This CRA Plan was drafted in the summer of 2009 and adopted via ordinance on November 10, 2009, to further enhance the quality of life for both our residents and businesses. This new plan was the first step to outline and identify areas for redevelopment for the next 30 years, from 2009 to 2039. Additional CRA Plan amendments intended to hone and fine-tune the future endeavors of the Agency and Area, as well as provide needed detail for analysis and funding for various areas and subareas within the existing district, were finalized during the 2017-2018 fiscal year.

The Live Oak CRA aims to accomplish its mission to establish and maintain partnerships in the community by establishing a vibrant and sustainable redevelopment area through outreach to residents and businesses in the redevelopment area for input and collaboration; promotion of the district in order to attract quality investment; identification of viable projects which will have both an immediate and long-term positive effects; and implementation of these projects in a feasible, yet timely, manner.

CRA Creation Documents:

Resolution No. 95-08

Finding of Necessity for Area

Resolution No. 95-09

Finding of Necessity for Agency

Ordinance No. 861 Establishing Agency & Board Ordinance No. 865 Establishing Trust Fund

Copies of the Live Oak CRA's creation documents can be found on the CRA webpage at: <u>https://www.cityofliveoak.org/cra</u>



Business Development Grants (Formerly Business Startup Grant)

The Business Development Grant (BDG) is one of two grants that the CRA offers to commercial businesses within the CRA district. The BDG was previously known as the Business Startup Grant and was designed to match its namesake. The purpose of this grant is to encourage the development of new businesses within the CRA district – whether it be a vacant building or entirely new construction.

This grant is reimbursement-based, and the amount that is reimbursed is based on a sliding scale that helps measure the project's benefit to the CRA district and the City of Live Oak as a whole. This scale includes, but is not limited to: how long the building has been vacant, how many jobs will be generated by the new business, and whether local contractors will be used for the work. The points from this sliding scale - in combination with the size of the building or cost of constructing a new building – determine the maximum possible grant reimbursement for the project. The maximum reimbursement for a project can scale from \$5,000 to \$20,000.

The eligible expenses for the BDG involve permanent upgrades to the building, such that, should the building or tenancy change hands, the upgrades that the CRA helped pay for will remain. These "permanent upgrades" include, but are not limited to: electrical, plumbing, HVAC, ADA accessibility and other permanent upgrades. These permanent upgrades can also be business specific such as barber chairs for a barber shop or vent hoods for a restaurant.

In the 2022-2023 Fiscal Year, **one** (1) project was approved and will be carried over into the 2023-2024 Fiscal Year and **one** (1) project from the 2021-2022 Fiscal Year received reimbursement for the improvements they had completed in the 2021-2022 Fiscal Year.

The average percent offset of privately invested funds with grant reimbursement funding for all completed projects during the reporting year was approximately **5.45%**.

Business Development Grants (Formerly Business Startup Grant)



The Gathering Café

1401 Ohio Ave. N

COMPLETE

(Project completed last Fiscal Year, Reimbursement disbursed the 2022-2023 Fiscal Year)

The Gathering was established in 1993 and after two location changes in its history, the Gathering returns with its current location at Live Oak Commons!

The expansive redevelopment project included an improved second floor, a new HVAC system and some restaurant specific upgrades such as a kitchen hood and large freezers.

The project was originally started in the 2020-2021 Fiscal Year and was completed in the 2021-2022 Fiscal Year and has now received its reimbursement in the 2022-2023 Fiscal year.

The total final cost for this project was **\$275,000.00** with a reimbursement of **\$15,000.00** in grant funds, offsetting approximately **5.45%** of the private funds invested in this project.



Live Oak Commons

1389 Ohio Ave. N

IN PROGRESS

(Project carried over to the 2023-2024 Fiscal Year)

Another planned addition to the Live Oak Commons is an adult day care that was previously proposed as an event space.

Though the proposed use has been changed, the improvements that the CRA are currently helping fund will make the empty space accessible to any potential tenants.

The project is currently ongoing and will be carried over to the 2023-2024 Fiscal Year.

The total final cost for this project is estimated to be **\$35,050.00** with a potential reimbursement of up to **\$10,000.00** in grant funds, offsetting approximately **28.53%** of private funds invested in this project.

Façade and Site Improvement Grant

The Façade and Site Improvement Grant is the second grant available to businesses within the CRA district. Whilst the BDG focuses on interior improvements, the Façade Grant focuses on exterior improvements that can be seen from street view.

Similar to the BDG, the Façade Grant is reimbursement based. However, the reimbursement calculations for the Façade Grant are different than the BDG. Improvements made with the Façade Grant are reimbursable for up to 75% of total project costs up to \$16,000 – meaning that the grantee can receive up to \$12,000. If the grantee goes above the \$16,000 cap, then the reimbursement would only be \$12,000 and if the project costs are lower than \$16,000, then the reimbursement would be 75% of the actual costs for the improvements.

The eligible expenses for this grant include, but are not limited to: permanent signage, masonry work, courtyard design and development, the resurfacing and restriping of parking lots, and awnings.

The Façade Grant is the more popular of the two business-oriented grants with **five (5)** Façade Grant projects reaching completion in the 2022-2023 Fiscal Year. **Four (4)** of these projects were started and completed in the same Fiscal Year with **one (1)** project being a carryover from the 2021-2022 Fiscal Year. Additionally, **one (1)** project is being carried over to the 2022-2023 Fiscal Year.

The average percent offset of privately invested funds with grant reimbursement funding for all completed projects during the reporting year was approximately **74.46%**.

Façade and Site Improvement Grant





Rhett Bullard

100 Ohio Ave. S

COMPLETE

(Project completed last Fiscal Year, Reimbursement disbursed the 2022-2023 Fiscal Year)

This building with rich history, dating back to its construction in 1910, received a fresh exterior uplift with the assistance of the CRA.

The project consisted of a cleaning and painting of the exterior and a replacement of the awning over the entrance to the building.

The total final costs for this project equaled **\$7,961.20**, and, with a reimbursement of **\$5,970.90**, the total offset of private investment equals an exact **75%** because the project had not exceeded the grant cap.

L&J Gas and Diesel

923 Hamilton Ave. NE

COMPLETE

L&J has been a well-established business in the City of Live Oak for a number of years.

The Façade Grant that L&J had pursued consisted of redoing the asphalt on the northern parking lot that is used by their employees.

The total final costs for this project equaled **\$16,235.82**. Coupled with the **\$12,000.00** from the CRA, the total offset of private investments equaled **73.91%**.

Façade and Site Improvement Grant





The Nail Spot

418 Howard St. W

COMPLETE

Located in the heart of the downtown area, this small white building had seen better days.

With the help of the current owner of the location and CRA, The Nail Spot received a fresh coat of paint, some new hardi-board on the side of the building, and a brand-new sign to boot.

This once seemingly vacant building now has a unique style to add to the downtown area.

The total final costs for this project equaled **\$15,455.50**. Coupled with the **\$11,591.63** from the CRA, the total offset of private investments equaled **75.00%**.

Square One Property Holdings

330 Howard St. W

COMPLETE

Similar to The Nail Spot, this building off of Howard Street had been vacant for some time.

However, with the prospect of a potential tenant moving into the building, the owner had set to work to beautify the building and breathe a breath of life into it with a set of navy-blue metal awnings.

The total final costs for this project equaled **\$7,900.00**. Coupled with the **\$5,925.00** from the CRA, the total offset of private investments equaled **75.00%**.

Façade and Site Improvement Grant



Kraves Boutique

118 Howard St. E

COMPLETE

Right in the center of the downtown area, this boutique store is nestled along Highway 90 next to a law firm and a vacant building.

In an effort to make the place stand out, the owner approached CRA staff with a plan to change the color of the sign and install a new color of awnings at the front of the building.

The total final costs for this project equaled **\$3,676.50**. Coupled with the **\$2,757.38** from the CRA, the total offset of private investments equaled **75.00%**.



Live Oak Investments 1415

1415 Ohio Ave. N

IN-PROGRESS

On the outskirts of the CRA district, the Live Oak Commons has become a new hotspot for business with places like the Gathering Café and the Post Office finding a new home in this center.

In an effort to beautify the building and the individual businesses, the owner proposed placing awnings over the businesses that currently do not have awnings over them.

The total expected costs for this project equal **\$9,607.58** and, with a potential reimbursement of **\$7,205.76**, the total offset of private investment from the CRA will equal **75.00%**

Minor Home Improvement Grant

The Minor Home Improvement (MHIP) Grant saw its first-year debut in the 2022-2023 Fiscal Year. The MHIP is a modified version of the previous Fiscal Year's Housing Initiative program. With this shift, the CRA acts in accordance with the CRA Plan in order to revitalize existing single-family residential properties.

The MHIP Grant, like the other grants, is a reimbursement-based grant for up to \$1,200 worth of eligible expenses. These eligible expenses include the cost of materials to make the improvements (if completed by the homeowner) and/or coverage of the cost of any associated building permits that are required for the project.

The eligible expenses for the MHIP Grant include but are not limited to: Fences, porches, decks, new or replacement driveways and exterior painting.

Despite being the smallest of the three grants, the MHIP Grant saw the most applicants and tied with the greatest number of projects completed in the 2022-2023 Fiscal Year. A total of **seven (7)** applications for the MHIP Grant were applied for a received. Of the 7 applications, **five (5)** were completed in the 2022-2023 Fiscal Year with the remaining **two (2)** being carried over to the 2023-2024 Fiscal Year.

The average percent offset of privately invested funds with grant reimbursement funding for all completed projects during the reporting year was approximately **49.59%**

Minor Home Improvement Grant





Tammy Mobley

619 5th St. SW

COMPLETE

In order to help fix a fence that had turned ragged, Mrs. Mobley had approached CRA Staff with plans to refurbish the existing fence.

Although the project saw setbacks due to inclement weather, Mrs. Mobley and her husband were able to complete the project; and the results speak for themselves!

Total expended funds: \$1,868.26

Total funds reimbursed: \$1,200.00

Offset of private funds with public funds: **64.23%**

Monica Napolitano

616 7th St. SW

COMPLETE

Ms. Napolitano had purchased a new home in the Azalea Park subdivision and decided that a new fence would really tie the place together.

Electing to have a contractor complete the work, Ms. Napolitano was able to enjoy her new fence within a few months.

Total expended funds: \$8,325.00

Total funds reimbursed: \$1,200.00

Offset of private funds with public funds: **14.41%**

Minor Home Improvement Grant





Heather Henderson

611 5th St. SW

COMPLETE

Situated right next to Tammy Mobley's home, Ms. Henderson came to CRA staff with the plan of redeveloping her existing fence.

Although the project ran into some delays on behalf of Hurricane Idalia, the end result is a fence that looks amazing with a large functional gate for access to the back yard.

Total expended funds: \$2,532.83

Total funds reimbursed: \$1,200.00

Offset of private funds with public funds: **47.38%**

Raymond Sirkle

418 Duval St. NE

COMPLETE

A few blocks over from the heart of the downtown, and right in the middle of the Heritage Square redevelopment, Mr. Sirkle and his wife had recently purchased this property and decided that it could use little touchup in the backyard.

As such, Mr. Sirkle applied for the Minor Home Improvement Grant to help build a deck and accompanying stairs in his backyard. Mr. Sirkle elected to do the work himself and the results are fantastic!

Total expended funds: \$1,658.73

Total funds reimbursed: \$1,200.00

Offset of private funds with public funds: **72.34%**

Minor Home Improvement Grant



Susan Nadeau

612 6th St. SW

COMPLETE

In an effort to provide enough room for her large dogs to run around, Susan Nadeau stopped in to speak with CRA staff about doing a fence around her house.

Though the project had hit a snag, the end result is something that we hope Ms. Nadeau and her dogs are ecstatic about!

Total expended funds: **\$9,877.58**

Total funds reimbursed: **\$1,200.00**

Offset of private funds with public funds: **12.15%**





Dana Berman

405 Scriven Ave. NW

IN-PROGRESS

Another familiar face among the CRA staff, Dana Berman applied for a Minor Home Improvement Grant for a driveway to a duplex that is being built on this property.

Similar to Mr. Bradford's project, the work is on going and is anticipated to finish in the 2023-2024 Fiscal Year.

Total expended funds: \$3,200.00

Total funds reimbursed: **\$1,200.00**

Offset of private funds with public funds: **37.50%**

Jeff Bradford

619 2nd St. NW

IN-PROGRESS

Long time familiar of the CRA and local builder Jeff Bradford also applied for the Minor Home Improvement Grant to build a driveway for a proposed duplex.

Though the project was applied for in the 2022-2023 Fiscal Year, work on the project is on going and is anticipated to finish in the next Fiscal Year.

Total expended funds: **\$1,600.00**

Total funds reimbursed: **\$1,200.00**

Offset of private funds with public funds: **75.00%**

CRA Activities



Heritage Square Redevelopment

With a new cohort of CRA staff, the large-scale project of Heritage Square is back on the CRA's radar. During this Fiscal Year, CRA staff have reignited conversations with the City's contracted engineers in order to make this dream into a reality. With a master plan developed and the planning of Phase I nearing completion, the Heritage Square Redevelopment is expected to begin work in the next Fiscal Year.

Don Allen Cultural Center Renovations

The CRA, along with a number of other donors, has helped the Friends of Heritage Park begin work on an old workshop situated on the southwestern side of the property. The Friends of the Park have dedicated the future cultural center to councilmember Don Allen who passed away last year. \$50,000 were budgeted to Phase I of the project and another \$50,000 was budgeted for Phase II which should begin in the next Fiscal Year.





Manor Street and Long Avenue Sidewalk

As requested by members of the community, the CRA has begun working on a sidewalk for Long Avenue and Manor Street; a connection of roads that runs directly across from Suwannee Elementary School and the county library. Work for this project is expected to begin in the next Fiscal Year.

The City of Live Oak Community Redevelopment Agency (CRA) Trust Fund is funded through Tax Incremental Financing (TIF), which are the revenues from increases in property values over the CRA's base year of 1995. These TIF revenues are used to help fund improvements within the CRA Area for redevelopment, economic development, and infrastructure improvements. The taxing authorities are Suwannee County and the City of Live Oak.

The adopted millage rate for the reporting period for Suwannee County was 9.0000, and for the City of Live Oak was 9.5000.

The established 2022 taxable property values for real property within the boundaries of the Live Oak Redevelopment Area, as determined by the Suwannee County Property Appraiser's Office, was 61,928,413.00 - a 56.733% increase from the base year taxable value of 26,794,350 in 1995. In comparison to the prior fiscal year, there was a 4.507% increase in revenue.

The current CRA Plan and funding for the district runs through the year 2039. Florida Statutes allow the trust fund to be established for a maximum of 60 years, if future amendments to the CRA Plan are adopted to support such. Based on an initial establishment date of 1995, the CRA has a potential lifespan through the year 2055.

CRA District Taxable Values							
1995	\$26,794,350	2002	\$35,621,511	2009	\$50,515,948	2016	\$55,544,764
1996	\$27,538,844	2003	\$36,631,590	2010	\$47,998,899	2017	\$55,118,337
1997	\$28,580,360	2004	\$35,903,666	2011	\$56,776,200	2018	\$55,263,106
1998	\$29,215,515	2005	\$35,898,266	2012	\$56,122,834	2019	\$55,876,374
1999	\$29,383,873	2006	\$49,810,000	2013	\$55,181,059	2020	\$56,345,298
2000	\$32,502,178	2007	\$52,344,346	2014	\$54,753,356	2021	\$59,137,323
2001	\$32,502,178	2008	\$53,390,245	2015	\$55,342,107	2022	\$61,928,413



2022-2023 Revenue Calculations

Suwannee County Contributions				
1995 Taxable value per tax assessor office:	\$26,794,350			
2022 Taxable value per tax assessor office:	<u>\$61,928,413</u>			
Difference	\$35,134,063			
County Adopted Millage Rate:	.009000			
	\$ 316,206.57			
Percentage of difference between 1995 and 2022	<u>x .95</u>			
Amount due to Live Oak CRA	\$ 300,396.24			

City of Live Oak Contributions

Amount due to Live Oak CRA	\$	317,084.92
Percentage of difference between 1995 and 2022	X	.95
	\$	333,773.60
City Adopted Millage Rate:		.0095000
Difference	\$3:	5,134,063
2022 Taxable value per tax assessor office:	\$6	1,928,413
1995 Taxable value per tax assessor office:	\$2	6,794,350

Total TIF Value for FY 2022-2023:

\$617,481.16

Compared to last Fiscal Year, the CRA district saw an increase of

\$56,670.34 in taxable district value revenues.

2022-2023 Trial Account Balance

		DEBIT	CREDIT	
DESCRIPTION	BALANCE		BALANCE	
CASH/INVESTMENTS / REDEV.TAX INCREMENT	\$	40,612.63		
FFSB CASH IN BANK / PCMA LO #2089715	\$	1,707,097.42		
DUE TO / ACCOUNTS PAYABLE			\$ 56,469.40	
DUE TO / GENERAL FUND			\$ 62,899.94	
STORMWATER / DUE TO STORMWATER			\$ 35,356.54	
ACCRUED / WAGES PAYABLE			\$ 3,926.69	
ACCRUED / TAXES PAYABLE			\$ 819.12	
F/B RESERVE / TIF			\$ 1,414,819.75	
AD VALOREM TAXES / COMM.REDEV.TAX INCREMENT			\$ 300,396.24	
INTEREST / INTEREST ON INVESTMENT			\$ 35,237.58	
CONTRIBUTIONS / GENERAL			\$ 317,084.92	
SALARIES / REGULAR SALARIES	\$	49,704.77		
OVERTIME / SALARIES OVERTIME	\$	1,702.82		
SPECIAL PAY / PHONE COMPENSATION	\$	399.09		
ADM/CLERK / FICA/MED TAXES	\$	3,887.35		
RETIREMENT CONTRIB. / FL. RETIREMENT FUND	\$	6,753.74		
INSURANCE / LIFE & HEALTH	\$	4,171.17		
INSURANCE / WORKER'S COMPENSATION	\$	737.35		
PROFESSIONAL / PROF SERVICES/ LEGAL FEES	\$	4,364.41		
SERVICES / AUDIT	\$	4,600.00		
OTHER CONTRACTUAL / MISC CONTR.SERVICES	\$	4,579.09		
TRAVEL / TRAVEL & PER DIEM	\$	1,695.92		
TRAVEL / CONFERENCES/HOTEL	\$	4,060.00		
COMMUNICATIONS/FREIGHT / PHONE EXPENSE	\$	879.11		
UTILITY / UTILITY SERVICES	\$	1,012.84		
INSURANCE / GENERAL LIABILITY INS	\$	2,375.76		
OTHER CUR.CHARGES / LEGAL ADVERTISING	\$	504.10		
OPERATING / OPERATING SUPPLIES	\$	1,607.88		
OPERATING / CRA LANDSCAPING & ASSRT	\$	3,862.31		
BOOKS -MEMBERSHIPS / BKS PUB SUBS & MEMBERSHIP	\$	1,270.00		
IMPROVEMENTS / HERITAGE	\$	12,338.00		
IMPROVEMENTS / INFRASTRUCTURE IMPV CRA	\$	1,576.25		
IMPROVEMENTS / INFRAST IMPV CRA	\$	62,892.25		
IMPROVEMENTS / INFRAST PALM	\$	125,131.77		
GRANTS & AIDS / ECONOMIC DEV BUS	\$	15,000.00		
GRANTS & AIDS / FACADE GRANTS 18-19	\$	14,757.38		
OPERATING / OPERATING SUPPLIES OPERATING / CRA LANDSCAPING & ASSRT BOOKS -MEMBERSHIPS / BKS PUB SUBS & MEMBERSHIP IMPROVEMENTS / HERITAGE IMPROVEMENTS / INFRASTRUCTURE IMPV CRA IMPROVEMENTS / INFRAST IMPV CRA IMPROVEMENTS / INFRAST PALM GRANTS & AIDS / ECONOMIC DEV BUS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,607.88 3,862.31 1,270.00 12,338.00 1,576.25 62,892.25 125,131.77 15,000.00		

2022-2023 Trial Account Balance (Cont.)

GRANTS & AIDS / FACADE 21-22	\$ 5,970.90	
GRANTS & AIDS / ECON DEV HOUSING 19-20	\$ 2,468.00	
OTHER / OTHER GRANT/INCENTIVES	\$ 3,000.00	
IMPR OTHER THAN BLDG / HERITAGE PARK IMPV	\$ 102,641.33	
OTHER USES / INTERFUND TRANS STORMWA	\$ 35,356.54	
FUND TOTALS	\$ 2,227,010.18	\$ 2,227,010.18
FUND IS IN BALANCE		



Preservation Restoration Beautification