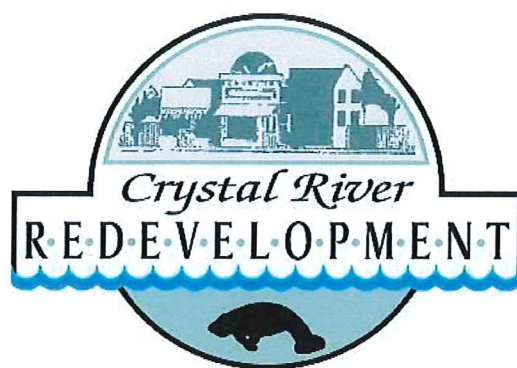


# Community Redevelopment Agency



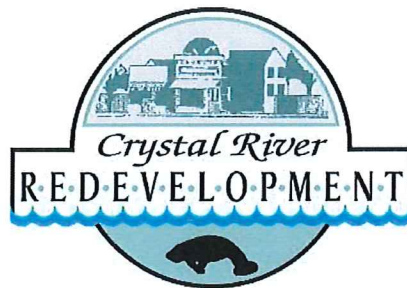
Agenda Packet  
for  
CRA Meeting  
Monday, January 8<sup>th</sup>, 2018  
6:00 p.m.



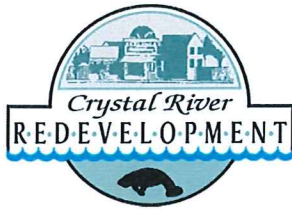
Community Redevelopment Agency  
Regular Meeting Agenda  
Monday, January 8<sup>th</sup>, 2018 @ 6:00 p.m.  
Council Chamber, City Hall

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PRESENTATIONS
4. UNFINISHED BUSINESS
5. APPROVAL OF CONSENT AGENDA
  - A. *Approve Minutes of CRA Meeting held December 11<sup>th</sup>, 2017*
6. PUBLIC INPUT
7. CRA ATTORNEY
8. CRA ADMINISTRATOR
  - A. *Motion to approve the locations and purchase of split-rail fence and landscape materials in an amount not to exceed \$20,000.00 for the FY18 CRA Split-Rail Beautification project*
  - B. *Discussion and possible consensus on plan to move forward with rehabilitation of the original city Pump House*
  - C. *Riverwalk Update*
9. COMMUNICATIONS
10. BOARD MEMBERS COMMENTS
  - A. *Jim Farley, Chair*
  - B. *Mike Gudis*
  - C. *Ken Brown*
  - D. *Pat Fitzpatrick, Vice Chair*
  - E. *Robert Holmes*
11. PUBLIC INPUT
12. ADJOURNMENT

# Community Redevelopment Agency



Minutes of  
Community Redevelopment Agency  
Meeting held  
Monday, December 11<sup>th</sup>, 2017  
@ 6:00 p.m.



**Minutes of the  
Community Redevelopment Agency  
Regular Meeting  
Monday, December 11<sup>th</sup>, 2017 @ 6:00 p.m.  
Council Chamber, City Hall**

**1. CALL TO ORDER**

Chairman Farley called the meeting to order at 6:00 p.m.

**2. ADOPTION OF AGENDA**

**Motion to adopt the agenda was made by Board member Brown; seconded by Board member Gudis. Motion carried unanimously.**

**3. PRESENTATIONS**

**4. UNFINISHED BUSINESS**

**5. APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held November 13<sup>th</sup>, 2017*

Board member Holmes noted a typo in the minutes, page 4, second to last paragraph and requested they be amended to read "...Board member Holmes spoke in favor of city hall replacement but not at the recommended location."

**Motion to approve the consent agenda (with requested amendment) was made by Board member Brown; seconded by Board member Gudis. Motion carried unanimously.**

**6. PUBLIC INPUT**

Phil Jannarone- 1405 SE 5<sup>th</sup> Avenue- Discussed city hall relocation, and expressed concerns regarding lack of public support or opportunity for public input (or referendum) and possibility of adding a second level to current building.

Arbuth Baumgartner-ERA American Realty- Discussed a previous proposal he made regarding city hall relocation, value of property on which city hall is currently located, and importance of public green spaces.

Ralph Duball- 940 SE 5th Avenue- Suggested that city hall not be relocated in the flood plain.

Discussion was held during regarding consideration of all options regarding city hall relocation would be considered and potential locations.

**7. CRA ATTORNEY**

**8. CRA ADMINISTRATOR**

A. *Riverwalk Update*

Background: [Agenda sheet] **Requested Motion:** Discussion Only --- Update on River Walk Phase I

**Summary:**

As of December 6, 2017, 95% of the concrete border has been poured, 80% of the stamped concrete has been poured, 80% of the electrical conduit and wiring is complete, and 60% of the irrigation is complete. Light poles are scheduled to be shipped on the December 15<sup>th</sup>. Overall the project is approximately 75% complete.

The project did have a significant issue at the Best Western since the last report, due to the design exceeding the final approved easement limits. This required a change which was primarily reducing the project's width in order to accommodate the project. This was done by working with the engineers and the Best Western to resolve it to meet parking and project needs. To date, all of the property owners have worked well with City staff to make small changes and or modifications to make the project better.

The project timeline has been extended, however completion is estimated for the third week of January.  
End of Agenda Sheet]

CRA Administrator Burnell provided a status update on the Riverwalk project.

*B. Motion to award a contract to Ayres Associates Ecological and Engineering Services to design and permit rehabilitation/replacement of the docks within the Riverwalk footprint for the sum of \$49,400.00 to include a 10% contingency*

**Background:** [Agenda Sheet **Requested Motions: Motion to award a contract to Ayres Associates Ecological and Engineering Services to design and permit rehabilitation/replacement of the docks within the Riverwalk footprint for the sum of \$49,400.00 to include a 10% contingency.**

**Summary:** The project involves relocation permitting of four individual property owners' docks directly affected by the Crystal River Riverwalk, where relocation is required. The properties are shown on the figure attached drawing: 1) Bayview Apartments, 2) Hampton, 3) Pete's Pier Dockside, and 4) Dr. Desai. These properties have commercial uses so they do not fall into the normal homeowner requirements that are much less stringent. This request for funding will not move forward until agreements are sign for the rights to installation of the Riverwalk is approved by all property owners involved.

This includes SWFWMD permit fees of \$10,000.00.

End of Agenda Sheet]

City Manager Burnell provided a brief overview of the item, addressed questions regarding the Pete's Pier dockside property and the requirement of project participation in order to receive project related benefits. Discussion was held regarding project impact resulting from lack of participation, the status of boat ramp relocation and underwater land rights.

**Motion to award a contract to Ayres Associates Ecological and Engineering Services to design and permit rehabilitation/replacement of the docks within the Riverwalk footprint for the sum of \$49,400.00 to include a 10% contingency was made by Board member Holmes; seconded by Vice Chairman Fitzpatrick.**

Board member Holmes requested a final cost report upon project completion.

**Motion carried unanimously.**

*C. Motion to adopt Resolution No. 18-R-08 and approve the purchase of railing and post kits from Finyl Sales, Inc. of Ocala, FL in an amount of \$31,000.00 for sidewalk railing replacement in the Michigan Town area and to authorize an expenditure of up to \$1,000.00 for mounting hardware for a total sum of \$32,000.00*

**Background:** [Agenda Sheet **Requested Motion: Motion to adopt Resolution No. 18-R-08 and approve the purchase of railing and post kits from Finyl Sales, Inc. of Ocala, FL in an amount not to exceed \$31,000.00 for sidewalk railing replacement in the Michigan Town area of the CRA and to authorize an expenditure of up to \$1,000.00 for mounting hardware.**

**Summary:** Staff was asked to consider alternatives to the existing sidewalk railings in the Michigan Town area of the CRA. The existing railings have historically been subjected to vandalism and have proven to be difficult to repair and maintain.

For consistency with the proposed Riverwalk railing scheme, which is specified as Westbury C80 Verticable, Staff solicited a tax-exempt quote for the railing and post kits from Finyl Sales, Inc. out of Ocala, FL. This product consists of 5/8” diameter vertical balusters separated by 1/8” vertical stainless steel cables which presumably will better survive vandalism attempts.

As depicted on the attached aerial overlay, the proposed replacement affects the existing railing locations on NE 5<sup>th</sup> St. (at the Crosstown Trail), NE 3<sup>rd</sup> St., and NE 1<sup>st</sup> Ave.

Various lengths (which range between 4’ and 8’) will be needed due to the geometry of the existing railings. Generally, the railing material works out to about \$40.00 per lineal foot and each post kit is \$58.00

Staff estimates a total cost of \$31,000.00 for the railings and post kits and requests an additional \$1,000.00 allowance for mounting hardware. Installation would be performed by DPW.

Attachment: Aerial Overlay Depicting Railing Replacement Locations

**Staff Recommendation:** Approve the purchase of railing and post kits from Finyl Sales, Inc. of Ocala, FL in an amount not to exceed \$31,000.00 for sidewalk railing replacement in the Michigan Town area of the CRA and to authorize an expenditure of up to \$1,000.00 for mounting hardware.

End of Agenda Sheet]

**Motion to adopt Resolution No. 18-R-08 and approve the purchase of railing and post kits from Finyl Sales, Inc. of Ocala, FL in an amount not to exceed \$31,000.00 for sidewalk railing replacement in the Michigan Town area of the CRA and to authorize an expenditure of up to \$1,000.00 for mounting hardware was made by Board member Brown; seconded by Vice Chairman Fitzpatrick. Motion carried unanimously.**

## **9. COMMUNICATIONS**

### **10. BOARD MEMBERS COMMENTS**

- A. *Jim Farley, Chair* –Commented on proposals for new city hall, noting that the potential project is in the discussion stage, and the previous motion made during the November CRA meeting was for purposes of feasibility study.
- B. *Mike Gudis*
- C. *Ken Brown*
- D. *Pat Fitzpatrick, Vice Chair*
- E. *Robert Holmes*

### **11. PUBLIC INPUT**

**Broderick Jenkins-Crystal River-** Expressed difficulty hearing discussion.

**Captain Mike Dunn- 1223 N. Circle Drive-** Inquired about site visit to Wildwood City Hall, noting it was not on a flood plain.

Peter Weber-826 NW 3<sup>rd</sup> Avenue- Spoke in favor of current location for city hall.

Chairman Farley acknowledged potential parking and access issues and access.

**12. ADJOURNMENT**

Chairman Farley adjourned the meeting at 6:27 p.m.

**COMMUNITY REDEVELOPMENT AGENCY**  
**Agenda Item Summary**

Meeting Date: January 8, 2018

Agenda Item Number: 8A

**Requested Motion:** Motion to approve the locations and purchase of split-rail fence and landscape materials in an amount not to exceed \$20,000.00 for the FY18 CRA Split-Rail Beautification project.

**Summary:** Staff is requesting funding and approval to proceed with the FY18 CRA Split-Rail Beautification project which contemplates using DPW crews to install 4' high split-rail fence and landscaping at three distinct locations within the CRA:

**Three Sisters Springs Trail:** Approximately 575 lineal feet of split-rail is proposed on the east side of TSST between the Post Office and NE 3<sup>rd</sup> St. at the locations shown on the attached exhibit.

**Crystal Street/NE 1<sup>st</sup> Ave near Trail Depot:** Approximately 535 lineal feet of split-rail is proposed on both sides of Crystal Street as well as on the west side of NE 1<sup>st</sup> Ave at the locations shown on the attached exhibit. Note that at where the existing structure encroaches into the City's right-of-way, Staff proposes to allow a 6' offset from the building lines to allow for exterior maintenance by the property owner. Staff is also allowing for a 20' driveway access point off of NE 1<sup>st</sup> Ave. Proposed FY2018 parking lot improvements are also conceptually depicted on the exhibit.


**NE 3<sup>rd</sup> Ave:** Approximately 100 lineal feet of split-rail is proposed on the west side of NE 3<sup>rd</sup> Ave across from Fancy's Pets at the location shown on the attached exhibit. The FY17 road resurfacing contractor has already removed a portion of the existing asphalt within the City's right-of-way.

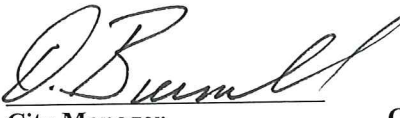
**Staff Recommendation:** Approve the locations and purchase of split-rail fence in an amount not to exceed \$20,000.00 for the FY18 CRA Split-Rail Beautification project.

**Funding Information:**

Project Cost:	\$20,000.00
Funding Source:	601-61552-63000-18-02
Amount Available:	\$20,000.00

**Finance Department Approval:** Michelle H. Russell

Approvals:   
Originating Department

  
City Manager

\_\_\_\_\_  
CRA Attorney (if applicable)

**Attachment(s):** Three Location Exhibits ~ Three Sisters Springs Trail, Crystal St./NE 1<sup>st</sup> Ave. by train depot, and NE 3 Ave.

**CRA Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_





**INDICATES  
PROPOSED  
SPLIT-RAIL FENCE**

**THREE SISTERS SPRINGS TRAIL**

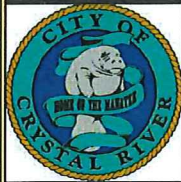
**NE 2nd ST.**

**NE 1st ST.**

**POST OFFICE**

**NE 2nd Ct.**

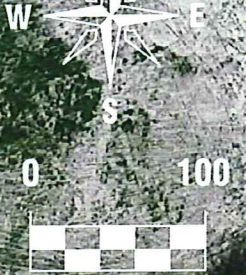
**CRA SPLIT-RAIL BEAUTIFICATION FY18  
THREE SISTERS SPRINGS TRAIL**



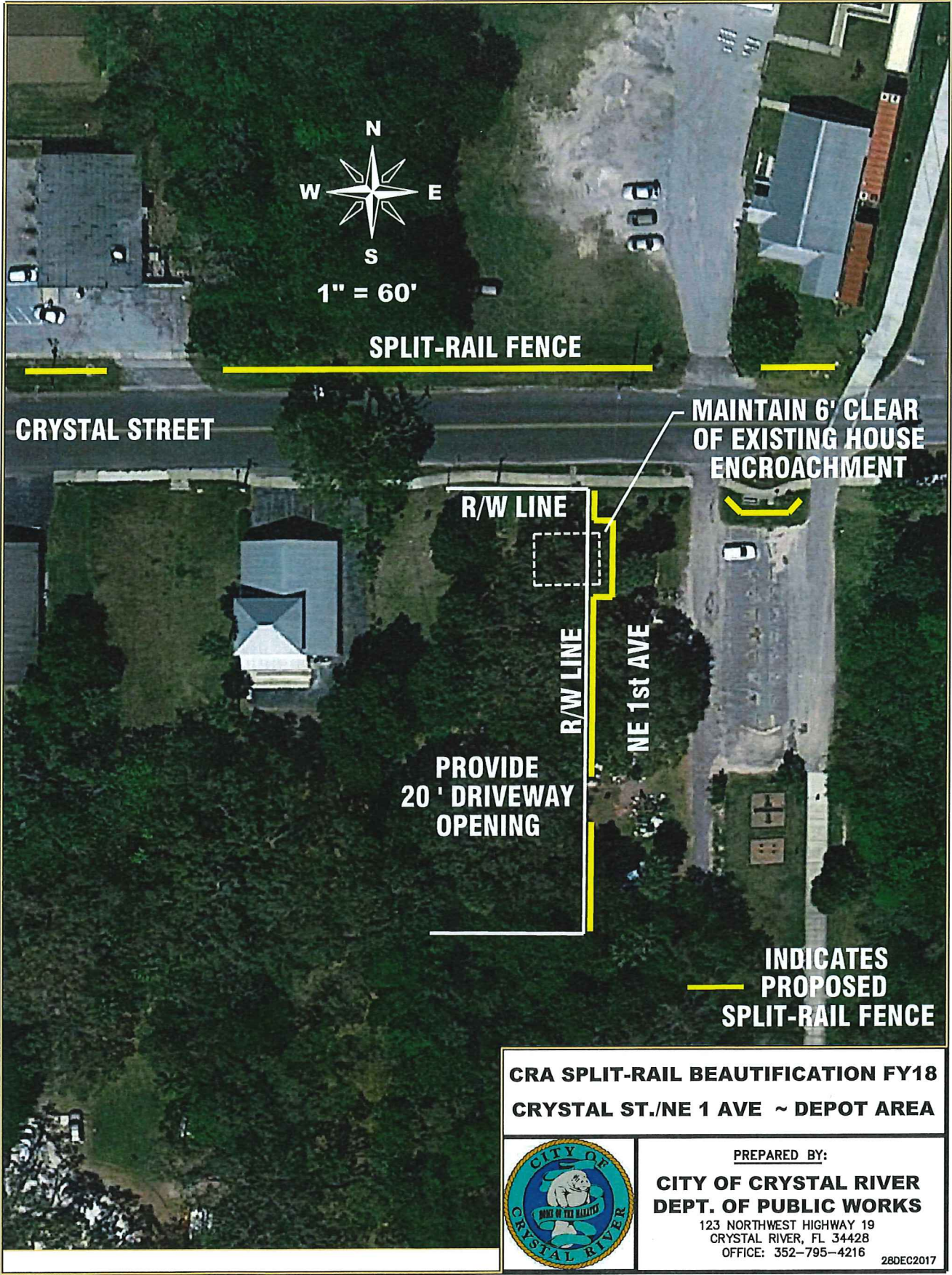
**PREPARED BY:  
CITY OF CRYSTAL RIVER  
DEPT. OF PUBLIC WORKS**

123 NORTHWEST HIGHWAY 19  
CRYSTAL RIVER, FL 34428  
OFFICE: 352-795-4216

28DEC2017



**1 inch = 100 ft.**



1" = 60'

CRYSTAL STREET

SPLIT-RAIL FENCE

R/W LINE

R/W LINE

NE 1st AVE

PROVIDE 20' DRIVEWAY OPENING

MAINTAIN 6' CLEAR OF EXISTING HOUSE ENCROACHMENT

INDICATES PROPOSED SPLIT-RAIL FENCE

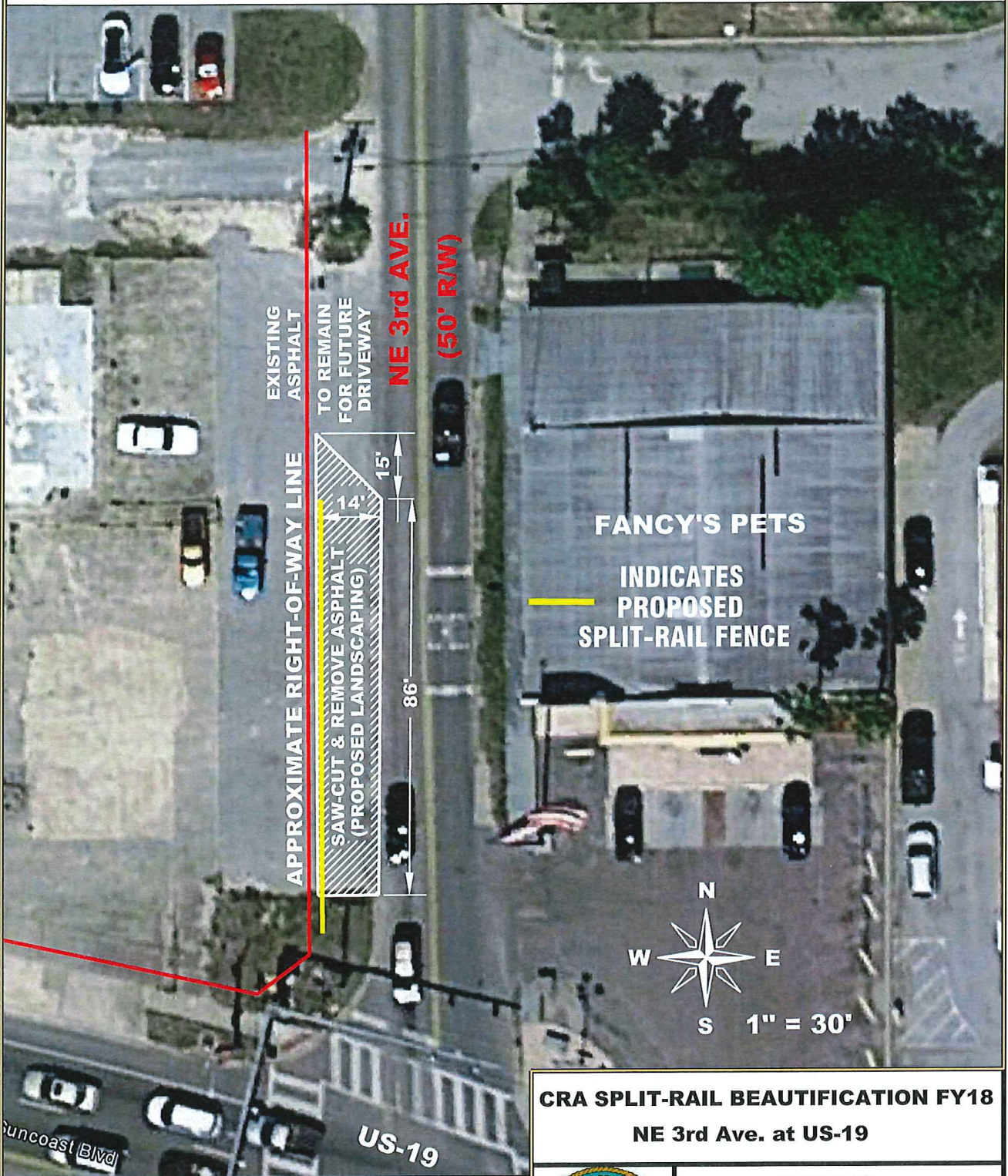
**CRA SPLIT-RAIL BEAUTIFICATION FY18  
CRYSTAL ST./NE 1 AVE ~ DEPOT AREA**



**PREPARED BY:  
CITY OF CRYSTAL RIVER  
DEPT. OF PUBLIC WORKS**

123 NORTHWEST HIGHWAY 19  
CRYSTAL RIVER, FL 34428  
OFFICE: 352-795-4216

28DEC2017



**CRA SPLIT-RAIL BEAUTIFICATION FY18  
NE 3rd Ave. at US-19**



**PREPARED BY:**  
**CITY OF CRYSTAL RIVER**  
**DEPT. OF PUBLIC WORKS**  
123 NORTHWEST HIGHWAY 19  
CRYSTAL RIVER, FL 34428  
OFFICE: 352-795-4216

28DEC2017

**COMMUNITY REDEVELOPMENT AGENCY**  
**Agenda Item Summary**

Meeting Date: January 8, 2017

Agenda Item Number: 8B

**Requested Motion: None Required. Discussion and possible consensus on plan to move forward with rehabilitation of the original city Pump House.**

**Summary:** Main Street applied for a Historic Preservation Grant for the repair of the original city water system Pump House built as part of the 1923 public water supply project and located directly under the city water tower. Through historical documentation, the building was also determined to be used as a strap jail. After this second submission for grant funding Main Street was selected to be awarded a 50/50 matching grant totaling \$100,000,000 which will be available sometime in the July/August timeframe. This funding is contingent on approval by the governor as part of the budget process. Most of these funds will be expended to repair the roof which is in significant disrepair.

Multiple organizations have shown interest in providing matching funds and in kind services for the project, which is a responsibility of Main Street. It should also be noted that Main Street has not committed to operate or control the building upon completion of the rehabilitation.

The City has committed to handling removal of the existing generator and non-historical equipment presently in the building. The 2018 budget has \$20,000 set aside for miscellaneous rehabilitation of the building or site. Public Works has planned to do some of the minor tasks when available to assist in cleaning up the interior and exterior of the building. U. S. Water, the current city utility contractor has expressed interest in highlighting the near 100 year old water technology to the public and considering additional effort to complete the project.

The end result of the project is to make the building available for public viewing, to display past water distribution technology and if possible, install a representation of the strap jail cell or cells. There has also been discussion of tying this to another historical activity and organization, such as the boat builders, to add other interests. Ultimately the City needs to determine how the building will be used and who will be the daily manager of the site. Staff has assumed that whatever is formalized that the access will be at no cost to the public.

It is important to move forward with fundamental expectations now that it is very likely to be funding available to repair the failing part of the structure.

**Staff Recommendation:** To open discussion with Main Street and its partners on improvement plans and identify parties to utilize the site after completion.

**Funding Information:**

Project Cost:

Funding Source:

Amount Available:

**Finance Department Approval:** \_\_\_\_\_

**Approvals:**

  
\_\_\_\_\_  
Originating Department

  
\_\_\_\_\_  
CRA Administrator

\_\_\_\_\_  
CRA Attorney (if applicable)

**Attachments:** Overview write-up by Main Street  
Application details

**Board Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_

## Crystal River Pump House Restoration Project Overview 2018

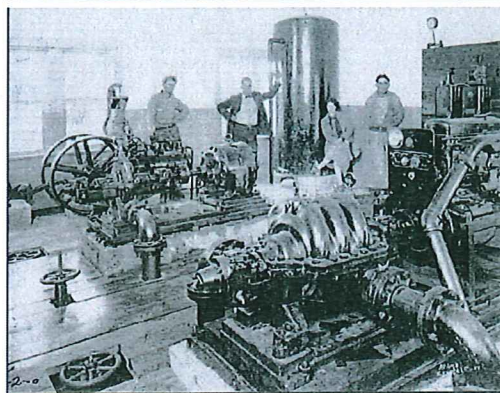
**Scope:** The pump house was constructed circa 1926 and was one of the first projects the newly formed city of Crystal River (chartered in 1923) took on. The building is no longer used as part of the City's water system and for the past decade has been used as storage. US Water cleaned out the inside of the building and Crystal River Main Street has obtained a \$50k matching grant from the Florida Department of Historic Preservation to restore it.

The most urgent part of the project is the restoration of the clay barrel-tiled roof. The structure beneath the roof is rotting and in urgent need of repair. Windows need to be repaired and replaced. Otherwise the building is fairly structurally sound. The original pump house equipment appears to still be in the building and will be visually restored as a display that is open to the public.

**Timeline:** The grant period begins July 2018, and per grant requirements no work can commence before the grant period and the project must be completed within 1 year. It may be possible to get a waiver and begin work before the grant period, however no grant funds can be disbursed prior to the grant period.

**Funding Needed:** \$25k match is required for the grant. The remaining \$25k match can be in-kind volunteer labor. As part of the grant requirement a Historic preservation consultant is required to oversee the project. The cost for the consultant will be approximately \$10k.

**Volunteer Labor:** Crystal River Main Street, the Crystal River Boat Builders and US Water have all indicated a strong interest in volunteering to help restore the building.



## Historical Marker Project

Projects which assist with the acquisition of state markers for which texts have been approved by the State Historical Marker Council.

## National Register Nominations

Preparation of National Register nomination proposals for individual historic properties or archaeological sites, historic or archaeological districts, or thematic or multiple resource groups.

## Certified Local Governments (CLG) \*

Yes

\* No

## Project Title and Location Information

## Project Title \*

Pump House

## Name of Property (If applicable)

## Street Address

NE 1st Ave & 5th Street

## City

Crystal River

## Primary County

Citrus

## Additional Counties Served

- Alachua  Baker  Bay  Bradford  Brevard  Broward  Calhoun  Charlotte  Citrus  Clay  
 Collier  Columbia  DeSoto  Dixie  Duval  Escambia  Flagler  Franklin  Gadsden  Gilchrist  
 Glades  Gulf  Hamilton  Hardee  Hendry  Hernando  Highlands  Hillsborough  Holmes  Indian River  
 Jackson  Jefferson  Lafayette  Lake  Lee  Leon  Levy  Liberty  Madison  Manatee  
 Marion  Martin  Miami-Dade  Monroe  Nassau  Okaloosa  Okeechobee  Orange  Osceola  Palm Beach  
 Pasco  Pinellas  Polk  Putnam  Santa Rosa  Sarasota  Seminole  St. Johns  St. Lucie  Sumter  
 Suwannee  Taylor  Union  Volusia  Wakulla  Walton  Washington

## Description and Project Specifics

## Scope of Work - (Maximum characters 5000.) \*

1. Roof Repair/Replacement: The building is generally very solid, however the roof and part of the roof structure is in very bad condition, and the majority of the grant funds will be used to replace the roof structure, barrel tiled roof, fascia and soffit.
2. Window/Door Repair Replacement: 8 large wood framed windows and 2 doors need to be removed, repaired and/or replaced, grant funds will be used to purchase the windows, volunteer carpenters will perform the millwork necessary.
3. Plaster Repair/Replacement: The interior and exterior plaster needs to be repaired and re-faced. Grant and match funds will be used to purchase supplies and pay a contractor to perform the work.
4. Floors: The wood floor and its structure in the pump house has been removed. Grant funds will be used to purchase flooring supplies, volunteer labor will install the floors. The concrete floor will be patched and coated for protection.
5. Painting: The inside and outside of the building needs to be painted. Grant funds will be used to purchase supplies, volunteer labor will paint the building.

6: Restore Pump House Equipment: The pump house is no longer functional, however a majority of the original equipment is still in the building. Grant funds will be used to purchase the necessary supplies to visually restore/replace and reinstall the equipment, volunteers will clean and visually restore/re-assemble the equipment to be a display.

7: Grant Administration: The Grantee Organization will be responsible for administering the grant.

8: Landscape/Signage: Interpretive signage and signage to acknowledge the grant will be placed outside of the building. Grant funds will not be used for signage, Match funds will be used.

9: Electrical: There is only minimal lighting remaining in the building, additional vintage lighting will be added to make the display visible and safe. Grant and Match funds will be used to execute this item.

The end product will be an historic attraction in a prominent location in historic Downtown Crystal River. The pump house exhibit will be enhance by the water tower of the same vintage directly to the south of the building. The city has committed to leave the water tower in place as part of the site. The building will be used to educate the public about water systems in the 1920's, the penal system and old boatbuilding techniques. Due to it's central location the building will also serve as a welcome center for visitors.

**Tentative Project Timeline \***

#	Project Activity	Starting Date	Ending Date
1	Request for Proposal	7/2/2018	7/31/2018
2	Hire Contractor	9/3/2018	9/28/2018
3	Roof/Electrical Restoration Work Commence	10/1/2018	11/30/2018
4	Window Restoration Commence	11/1/2018	1/2/2019
5	Plaster Restoration Commence	1/1/2019	1/31/2019
6	Floor Repair Commence	2/1/2019	2/28/2019
7	Painting Commence	3/1/2019	3/29/2019
8	Pump Equipment Restoration Commence	3/1/2019	5/31/2019
9	Landscaping/Signage Commence	5/1/2019	5/31/2019
10	Final Inspection/Closeout	6/3/2019	6/28/2019

**Development Projects**

**Provide the estimated total square footage of the structure (the house or building, for example):**

1,300

**Provide measurable details for elements listed in the Scope of Work: - (Maximum characters 5000.)**

- 1900 square foot roof (approx)
- 8 large wood framed windows
- 2 Wood Framed doors
- 2 outer walls approx 20w x 20 high 2 outer walls approx 65w x 15
- 1 inner wall with an arch that separates 1/3 of the building (jail section) from the other 2/3 (pump area).
- At least 4 major pieces of pump house equipment (i.e. tank, motors)

**Will you be hiring or contracting with professional architectural or engineering services to assist with the restoration work?**

Yes

No

## Budget and Match

### Rural Economic Development Initiative (REDI) Waiver of Match Requirements \*

Yes

No

### Project Budget

#### Project Budget \*

#	Specify	Entity Providing Service	Grant Funds	Cash Match	In-Kind Match	Total
1	Roof Repair/Replacement		\$18,000	\$22,000	\$0	\$40,000
2	Door/Window Repair/Replacement	Main Street/Boatbuilders	\$11,500	\$0	\$8,500	\$20,000
3	Plaster Repair/Replacement	Main Street/Boatbuilders	\$9,000	\$0	\$3,000	\$12,000
4	Floor Repair/Replacement	Main Street/Boat Builders	\$3,000	\$0	\$3,500	\$6,500
5	Painting	Main Street/Boatbuilders	\$1,500	\$0	\$1,000	\$2,500
6	Restore Pump House Equipment	Main Street/Boatbuilders	\$4,000	\$0	\$4,000	\$8,000
7	Grant Administration	Main Street	\$0	\$0	\$5,000	\$5,000
8	Signage		\$0	\$1,000	\$0	\$1,000
9	Electrical		\$3,000	\$2,000	\$0	\$5,000
Totals:			\$50,000	\$25,000	\$25,000	\$100,000

#### Amount Of Grant Funding Requested

\$50,000

#### Match Amount

\$50,000

#### Additional Budget Information/Clarification

Grant funds will be used to hire professionals and purchase materials, supplemented by the cash match where necessary. The In-Kind match is volunteer labor provided by Crystal River Main Street and the Crystal River Boat Builders that will be used to execute the majority of the project.

#### Match Summary

#### Match Summary Details \*

Match Type	Amount	% of confirmed match
Cash	\$25,000	50.0
In-Kind Services and Labor		
Volunteer Services and Labor	\$25,000	50.0



**COMMUNITY REDEVELOPMENT AGENCY**  
**Agenda Item Summary**

**Meeting Date:** January 8, 2018

**Agenda Item Number:** 8C

**Requested Motion:** Discussion Only --- Update on Riverwalk Phase I

River Walk Phase I construction is in the final stages.

The concrete border and stamped concrete are complete.

The light poles are being shipped in lots --- approximately 30 light poles and 30 fixtures have been delivered to date. More poles fixtures and parts are scheduled for delivery in the coming days. Based on this, erection of the light poles is expected to begin by January 8, 2018.

The signs have been installed and will be painted in the next week.

A bulk of the landscaping is complete with the planting of larger palms slated for the week of the 8<sup>th</sup>.

The curbing on NW 2<sup>nd</sup> Ave is to be completed by the 12<sup>th</sup>.

Substantial completion is still estimated for the third week of January.

**Staff Recommendation:** N/A

**Funding Information:** N/A

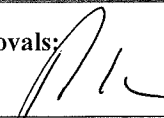
Project Cost:

Funding Source:

Amount Available:

**Finance Department Approval:** \_\_\_\_\_

Approvals:

  
\_\_\_\_\_  
Originating Department

  
\_\_\_\_\_  
CRA Administrator

\_\_\_\_\_  
CRA Attorney (if applicable)

**CRA Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_