

**CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, FEBRUARY 27, 2023 5:01 PM**

1. CALL TO ORDER

INVOCATION

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF
AMERICA**

2. APPROVE MINUTES:

A. Regular meeting held September 15, 2022

3. RESOLUTIONS:

**A. Resolution of the Carver Heights / Montclair Area Community
Redevelopment Agency (CHCRA) of the City of Leesburg, Florida
providing funding for the Home Improvement Grant Program for projects
located within the Carver Heights / Montclair Area Community
Redevelopment Agency for Fiscal Year 2023; and providing an effective
date. (HIG CHCRA)**

4. ROLL CALL:

5. ADJOURN:

**PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY
OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES
DEPARTMENT, ADA COORDINATOR, AT 728-9740, 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 Leesburg does not provide this verbatim record.**

AGENDA MINUTES
CARVER HEIGHTS / MONTCLAIR AREA CRA MEETING
CITY HALL, 501 W MEADOW STREET, LEESBURG, FL
THURSDAY, SEPTEMBER 15, 2022 5:01 PM

1. CALL TO ORDER

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting on Thursday, September 15, 2022, at Leesburg City Hall. Chairperson Pederson called the meeting to order at 5:01 p.m. with the following members present:

Commissioner Jimmy Burry
Commissioner John Christian
Commissioner Jay Connell
Commissioner Dan Robuck
Commissioner Erica Jasper
Chairperson Mike Pederson

Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, the news media, and others. Commissioner Kevin Conner was absent.

INVOCATION

Commissioner Jasper gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVE MINUTES:

A. Regular meeting held February 28, 2022

Commissioner Burry made a motion to approve the Regular meeting minutes of February 28, 2022 and Commissioner Christian seconded the motion.

Mayor Pederson requested comments from the Commission and the audience.

The roll call vote was:

Commissioner Christian	Yes
Commissioner Burry	Yes
Commissioner Jasper	Yes
Commissioner Robuck	Yes
Commissioner Connell	Yes

Chairperson Pederson

Yes

Six yeas, no nays, the Commission approved the Regular minutes.

3. RESOLUTIONS:

- A. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida authorizing the Chairman and Secretary to execute a subrecipient agreement between Lake County, the City of Leesburg (Agency), and the Community Redevelopment Agency for the Carver Heights / Montclair Area (Property Owner), for use of Community Development Block Grant (CDBG) Coronavirus funds for the repurposing of an existing building for a food pantry; and providing an effective date.**

ADOPTED RESOLUTION 99

Commissioner Christian introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Christian made a motion to adopt the resolution and Commissioner Robuck seconded the motion.

Chairman Pederson requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Burry	Yes
Commissioner Jasper	Yes
Commissioner Robuck	Yes
Commissioner Connell	Yes
Chairperson Pederson	Yes

Six yeas, no nays, the Commission adopted the resolution.

- B. Resolutions amending the Budget for Fiscal Year 2021-22 and adopting the Budget for Fiscal Year 2022-23 for the Carver Heights / Montclair Area Community Redevelopment Agency.**

- 1. Resolution of Carver Heights / Montclair Area Community Redevelopment Agency of Leesburg, Florida, approving the amended Fiscal Year 2021-22 Budget; Appropriating certain funds to specific redevelopment projects; and providing an effective date.**

ADOPTED RESOLUTION 100

Commissioner Robuck introduced the resolution to be read by title only. CC Purvis read the resolution by

title only.

Commissioner Christan made a motion to adopt the resolution and Commissioner Jasper seconded the motion.

Chairperson Pederson requested comments from the Commission and the audience.

CM Minner stated this budget is pretty much the same budget as it was last time. We did make a couple of changes to the forecast for the future. We did add a position and the big difference between now and when we looked at this earlier and he was throwing the housing director under the bus, but it is a good throw under the bus because we all know Ken Thomas left. We were in the middle of the budget process and Sandra Wilson came along. She has been in my ear quite a bit with some subtle changes here and there which he thinks are good things, new eyes and new stuff. All in all, it is pretty much the same. These are just the highlights. They did add a new position there so that will include benefits and everything and that comes out to a fifty thousand dollar position, so that comes out to seventy-six thousand dollars. Essentially, with that position, we want to target some new things and help with old stuff and the office is busy. Where the housing director wants to go is that we want to start doing some more stuff by renovating existing housing stock. We want to do more stuff with Ms. Simmons and staying on top of leases and these. We are doing some more stuff with CDBG and just the work in the office with the CRA stuff. They need another body. The CRA can certainly manage it with the funding.

They put it in there on the fly so that it was in there. They had about three hundred and sixty thousand dollars, which was a round number as a reserve number. That is not a new number. That is what they saw pretty much over the summer, but where this goes as we get down and we have a little more homework to do with it and the big thing and starting from the bottom to the top is to make sure that we are using the Carver Heights CRA in unison with the West Leesburg CDC, so that the West Leesburg CDC has been meeting with myself and the housing director and they still have their All American Recovery Program of seven hundred and fifty thousand dollar grant. We are still looking at the grant with the CRA money to do some improvement projects. We think we are in the neighborhood of a million to a million and a half to do that. Now, where does this money get spent? We will be back and talk about the Alabrum and Nebraska housing concept and do a partnership with Homes and Partnership. We could maybe get twenty houses in a subdivision there where the bond could potentially build roads, infrastructure, water, sewer, electric and homes and partnership builds. The city gets back the infrastructure money per lot and the price-point on a house is about a buck seventy-five and then rehabilitation money. They think part of the problem with the rehabilitation program that exists is it only goes up to five grand, so they cannot get a lot of rehab done on a house at five grand. If they could bump that up to twenty-five grand and open it up to the other two big problems, the amount and that it is owner-centric and not renter-centric. What the renter-centric does it goes to the landlord type of thing, but then if we toughen up we think some of our housing standards that protects us but then we can start remodeling and get some housing things done. We will want to revisit that in the future. We have some more homework to do, so we will want to keep the three sixty in the bank for now and as we move into the fiscal year, we can come back and reallocate that. So, how the Carver Heights CRA looks is the personnel services are at seventy-seven thousand dollars and the typical operating expenses of forty-two, the debt on the resource center is at ninety-six thousand, and then the future-kind of uses is the reserve at thirty-six thousand dollars. **Commissioner Jasper** questioned the debt for the resource center. She thought it was much larger than ninety-six thousand dollars. **CM Minner** responded that would be the debt payment. There are eight hundred thousand left. The Carver Heights CRA is sitting on about two hundred thousand dollars in cash and the debt payment is ninety-six. There are about nine hundred thousand owed on the loan and they are in year four out of fifteen. **Commissioner Jasper** asked about the personnel and the new title. What is the annual income? **CM Minner** answered that they put fifty five in there and they would advertise at forty five to

fifty five, somewhere in that range.

The roll call vote was:

Commissioner Jasper	Yes
Commissioner Robuck	Yes
Commissioner Connell	Yes
Commissioner Christian	Yes
Commissioner Burry	Yes
Chairperson Pederson	Yes

Six yeas, no nays, the Commission adopted the resolution.

2. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of Leesburg, Florida, approving the Fiscal Year 2022-23 Budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 101

Commissioner Christian introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Robuck made a motion to adopt the resolution and Commissioner Christian seconded the motion.

Chairperson Pederson requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Robuck	Yes
Commissioner Connell	Yes
Commissioner Christian	Yes
Commissioner Burry	Yes
Commissioner Jasper	Yes
Chairperson Pederson	Yes

Six yeas, no nays, the Commission adopted the resolution.

4. ROLL CALL:

Commissioner Christian stated he was excited about the grant they received from Lake County through the CDBG block grant for the food pantry. It will have a positive impact on our city and it will help many of our residents. We will remove the blighted eyesores from the community. He is excited about that and there will be more great things happening in the Carver Heights Montclair neighborhood.

Commissioner Burry had no comment.

Commissioner Jasper gave kudos to the city manager and the public works department for a job well done on the fence. It looks very good in the community. Also, she is excited about this fiscal year moving

forward on eliminating some of the blight in the area as well and progressive progress.

Commissioner Robuck was excited to hear that the Nebraska Street property seemed to have some momentum. He knows we have been talking about it since he was on the commission, so he hopes to see that happen.

Commissioner Connell had no further comment.

Chairperson Pederson had no comment.

**5. ADJOURN:
PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY
OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES
DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF
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The meeting adjourned at 5:13 p.m.

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.A.

Meeting Date: February 27, 2023

From: Dan Miller, (Planning and Zoning Director)

Subject: Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency (CHCRA) of the City of Leesburg, Florida providing funding for the Home Improvement Grant Program for projects located within the Carver Heights / Montclair Area Community Redevelopment Agency for Fiscal Year 2023; and providing an effective date. (HIG CHCRA)

Staff Recommendation:

Staff recommends approval of the attached request for funding of the annual Home Improvement Grant program for the projects located within Carver Heights / Montclair Area Community Redevelopment Area.

Analysis:

The purpose of this program is to offer grants to single-family residential homes including façade, safety, and code violations. The City of Leesburg has received four (4) grant applications in the Carver Heights / Montclair Area CRA. After review, staff is recommending funding shown in the attached Exhibit A. All construction is required to be completed within one (1) year of approval of the grant.

Procurement Analysis:

N/A

Options:

1. Approve the recommendation for funding the Home Improvement Grant program as presented; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The total cost of the funding proposed within this request is \$19,724.00. Funds are available from Carver Heights Community Redevelopment Area (Carver Heights CRA).

RESOLUTION NO. _____

**RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA
COMMUNITY REDEVELOPMENT AGENCY (CHCRA) OF THE CITY OF
LEESBURG, FLORIDA PROVIDING FUNDING FOR THE HOME
IMPROVEMENT GRANT PROGRAM FOR PROJECTS LOCATED WITHIN
THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY
REDEVELOPMENT AGENCY FOR FISCAL YEAR 2023; AND PROVIDING
AN EFFECTIVE DATE. (HIG CHCRA)**

**BE IT RESOLVED BY THE CARVER HEIGHTS / MONTCLAIR AREA REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg hereby authorizes staff to execute Home Improvement Grant Awards in the Carver Heights / Montclair Area CRA in the amount of \$19,724.00, as shown in attached Exhibit A, pursuant to the requirements of the Home Improvement Grant Program.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights/Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 27th day of February 2023.

Mayor

ATTEST:

City Clerk

EXHIBIT A**RECOMMENDED FUNDING HIG GRANTS IN CARVER
HEIGHTS 2023**

Project #	Homeowner's Name	Improvements	General Location	CRA	REC FUNDING
HIG-22-200	Corral	Window replacement	601 West Oak Terrace	Carver Heights CRA	\$4,724.00
HIG-22-351	Law	Roof	813 Talladega St	Carver Heights CRA	\$5,000.00
HIG-22-530	Sanders	Roof	2120 Johns Ave	Carver Heights CRA	\$5,000.00
HIG-22-548	Smith	Roof	816 Talladega St	Carver Heights CRA	\$5,000.00

TOTAL = \$19,724.00