

**AGENDA
CARVER HEIGHTS / MONTCLAIR AREA CRA MEETING
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, JUNE 10, 2024 5:00 PM**

1. CALL TO ORDER

INVOCATION

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

2. APPROVAL OF MINUTES:

A. Regular meeting held May 28, 2024

3. FY 25 BUDGET DISCUSSION CONTINUANCE

A. Carver CRA FY 25 Proposed Budget package

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
TUESDAY, MAY 28, 2024 5:00 PM

1. CALL TO ORDER

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting on Tuesday, May 28, 2024, at Leesburg City Hall. Chairperson Burry called the meeting to order at 5:00 p.m. with the following members present:

Commissioner Robert Alderman
Commissioner Allyson Berry
Commissioner Jay Connell
Commissioner Theresa Conner
Commissioner Mike Pederson
Chairperson Jimmy Burry

Commissioner Alan Reisman was absent. Also present, were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Grant Watson, the news media, and others.

INVOCATION

Chairperson Burry 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. APPROVAL OF MINUTES:

A. Regular meeting held September 14, 2023

Commissioner Pederson made a motion to approve the Regular Meeting minutes of September 14, 2023, and Commissioner Connell seconded the motion.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Alderman	Yes
Commissioner Connell	Yes
Chairperson Burry	Yes

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

B. CRA New Member Workshop held February 27, 2024

Commissioner Pederson made a motion to approve the CRA New Member Workshop minutes of February 27, 2024, and Commissioner Connell seconded the motion.

The roll call vote was:

Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Alderman	Yes
Commissioner Connell	Yes
Commissioner Pederson	Yes
Chairperson Burry	Yes

Six yeas, no nays, the Commission approved the Workshop Meeting minutes.

3. RESOLUTIONS:

A. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida authorizing the Chairperson and Secretary to execute special warranty deeds to convey surplus vacant lots to non-profit organizations as established by the Surplus Lot Donation Policy & Procedure; and providing an effective date.

DENIED RESOLUTION 106

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

Commissioner Pederson made a motion to adopt the resolution and Commissioner Connell seconded the motion.

Chairperson Burry asked the city manager to provide some information on this item.

CM Minner said awhile back the city received a list of lots that were being requested by various nonprofit organizations. They were requesting the lots be donated to them. At that time, this commission did not want to continue a pattern of disseminating lots without a formal policy. At that time, they put a moratorium in place on the lots until a policy was put together. It took some time, but they got a policy put together, and that policy was sent out to each commissioner earlier today. The policy was adopted under Resolution 11,372. Essentially, the policy says the CRA Commission may donate lots, but they do not have to. The criteria set forth stated they had to be a not-for-profit corporation recognized by the city. The policy did not specify what type of not-for-profit, it only said it had to be a not-for-profit. There were time parameters put in place for the agency who accepted the lot whereby they would have to begin construction of a single family unit within twenty-four months, and it had to be completed within thirty-six months. If that did not happen, the lot could be called back by the city, or they could ask for an

extension to be provided. Another parameter was that the donation of the house or the purchase of the house in the future would be reviewed by the city. There were certain criteria put in place for the applicant whereby they had to be of low to moderate income levels. They would review and approve who the ultimate owner of the house would be. As long as the petitioner followed the rules, the city would set out and potentially donate the lots. Another significant item in the policy was that when the house goes from the organization to the homeowner, that person cannot sell the property within five years of purchase. If they sold it, the city would receive the prorated share value. The prorated value drops 20% every year. If the lot was worth one hundred dollars, and they sold it in year two, the city would receive eighty dollars. That is all memorialized in the special warranty deed. When the property donation is recorded, the city still has a right of claim to make sure all requirements of the policy are in place. After the policy was put into place, we found out that a number of the lots requested did not have a clear title. There were some procedural items from code enforcement and claims on the properties which included some advertisements. There was a slight difference in the process of moving from former City Attorney Morrison to City Attorney Watson, but that has been all squared away. The lots considered for donation tonight have been all squared away. These are not new requests, they are previous requests. Through discussions with Commissioner Berry, if these lots are donated, she would like the city to consider selling the remaining inventory. He would also provide them with an updated inventory list. This is a matter that the entire commission needs to talk about. With the requests tonight, these are old requests. The requests were put on hold while they worked on the new policy. The Carver Heights CRA owns the lots being requested; 706 Beecher Street would be donated to the CDC of Leesburg, 701 McCormack Street would be donated to the Christian Worship Center, 103 Georgia would be donated to the CDC of Leesburg, 801 Beecher Street would be donated to Homes in Partnership and Alabama Avenue would be donated to the West Leesburg CDC. This would be a sweeping action and all special warranty deeds have reference to the policy on the city's claims. **Chairperson Burry** asked if there were any questions from the commissioners.

Commissioner Berry asked in reference to the process after the moratorium that was lifted and the criteria that was put into place. She understands these lots were requested prior to that. We now have a criterion in place that states three lots within a three-year period, and how were these lots selected for dissemination tonight? **CM Minner** replied it was a two-part question. Moving forward, since the moratorium, any lots would include that count. For example, in this action, the CDC would receive two lots, so they would only be eligible for one more lot donation within the next three years. When it comes to the location, those are requested by the non-profit groups. They petitioned the city, and we are processing those requests. **Commissioner Berry** said the agreement or understanding she had was that they would create a board to handle the disbursement or giving out of lots. She was concerned about the locations of the lots and how many nonprofit organizations there are. Also, has anyone else put in a request for the lots? **CM Minner** answered that he was not sure. Assuming from the requests received after this, they would have fulfilled all the requests, and there are no further pending requests.

Commissioner Berry wanted to verify what he was saying. **CM Minner** responded once they vote to approve or deny the giving of these lots pursuant to the new policy, there are no other requests in the process. **Chairperson Burry** added that the city still has lots available. **CM Minner** agreed. We have lots available, but no requests for lots. **Commissioner Berry** stated she had concerns. She was under the impression that they would come up with a process for how to distribute the lots with the housing department. **CM Minner** said they did that with the policy. The policy does not address how the city issues lots because that is done on a case by case request. **Commissioner Berry** remarked that the criteria was set to determine who could apply for lots. With the lots listed, who determines who gets what lot. Have there been instances where more than one organization has asked for a lot? **CM Minner** replied if there were more than one they would figure that out. Whether they flip a coin or whatever, but they have not run into a situation where there was more than one requester. **Commissioner Berry** stated she had concerns because constituents had called her interested in the lots, and they were told the lots had

already been donated. There are several lots available, and they created criteria for nonprofits and how we should go about it. The next step was how they handed them out. She was unaware of that being done. When the marketing piece is advertised in the classified paper, how does the city handle the advertisement to let people know lots are available? She did not want to continue seeing a form of monopoly where certain nonprofits receive lots, especially if others are interested. **CM**

Minner responded he understood the concern, and it is their prerogative for how they want to vote on this matter. They followed the new policy that was adopted by the "t". They have the requests for the lots and this body needs to deliberate to figure out how they want to move forward. He would provide them with an updated list because there are still several lots available that were not earmarked or spoken for. The city could make an advertisement seeking interest so they could sell the lots if that was how they wanted to move forward. **Commissioner Berry** questioned the advertisements shown and if there were more lots not listed. **CM Minner** replied that the advertisement did not include all lots. The advertisement only included lots being considered for dissemination this evening. **Commissioner Berry** stated she was not in favor of this, and she wants to make sure she understands the process of how it will go since they made the criteria. She wants to know how the city determines the distribution of the lots. **Commissioner Pederson** remarked it was his understanding that the city has a group of lots and right now there has only been one party interested in each lot. This was an easy one for him because there were other lots available. They slowed the process down, and we are sitting on these lots. These lots have to be maintained and mowed. We need to move on. We need to approve these because there is no big demand for them. **Commissioner Berry** said that was untrue. **Commissioner Pederson** said there was only one person who applied for each lot. **Commissioner Berry** said she was unsure of that based on the calls she received from her constituents. **Chairperson Burry** pointed out that they have to be not-for-profit organizations. **Commissioner Berry** continued to say some were nonprofits, and they were told the lots were already distributed and that was her concern. **Commissioner Pederson** pointed out that the city owns other lots. There are plenty of other lots if they want one. **Commissioner Berry** said no, it was not that easy. The goal is to build the CRA and her goal, as a commissioner, is to build the CRA, to bring in as many tax dollars as possible and allow for affordable homes in the community. She wanted to make sure she understood the decision at the June meeting. An advisory committee was suggested to oversee this process. She did not know if that had ever taken place. She was unaware and this was the time for her to ask. She wanted to be clear about whether they were really being fair with the distribution of lots because she did not think so.

Commissioner Conner inquired if the Carver Heights CRA had ownership of the lots. **Chairperson Burry** clarified that the lots are within the CRA district. **Commissioner Conner** said they are within her neighborhood just down the street from where she lives. She went out and investigated all of them and every one of these lots was prime lots. She had not met with the housing director yet, and she needed to do that as a new member of the CRA. However, at this time she did not want to move forward with anything she did not really know about. She wanted to sit down with Mrs. Wilson to see where this went. She was not against new homes being built in her neighborhood, but there are three nonprofits with the same people on the boards. The same thing was going to the same people and that was her concern. If there are other nonprofits that want it or if the city could sell it and make a financial contribution to the area, they can get other things done in her area and that is what she wants to see. She asked them to put a hold on these lots, to give her ninety days to meet with the housing director so she could better understand the housing situation. She wanted to know how all the pieces move. She was installed in January, and she needed to meet with the housing director. She would email the housing director, and she could give her a date where she could spend the day with her. She knows they want to move forward with this. That is all fine and good, she did not have an issue with that. She wanted to understand what was going on in her neighborhood. **Chairperson Burry** stated he could appreciate that. He was in the position where houses needed to be built. He wants the neighborhood to get better, and they are trying their best to limit who can do that. They put a maximum of three lots in three years for any nonprofit

organization. Each organization can get three. He was unaware of any concerns over an organization. These organizations build houses and there will be three new homeowners in the neighborhood. Right now, everyone who lives in the city is paying to have the grass mowed, and these are just sitting on the tax rolls. This is an opportunity to make it better. **Commissioner Conner** stated she wanted some time to speak with the housing director. She had no problems with the process, but when she looks at her paper packet, and she sees who is on all the boards of these organizations, it is the same people. Are there any other nonprofits, or could they sell to individuals for them to put a house there? That would be a plus for the community as well. This is one prime company, and we also need a senior citizen building out there. We do not just need houses, we need other things in the community to push the bad out and bring in new. That was her goal. **Chairperson Burry** asked if there were any other comments.

Commissioner Alderman said he was new to the process too. He asked for forgiveness because he was not caught up with all the details of the process. What he observed after going through the paperwork was that it seemed like a monopoly. He saw the same people. He questioned the process for getting other nonprofits qualified so they have access to these properties. **CM Minner** replied there was no answer to those questions. Three members of the board have expressed to the city that they need to do more to disseminate information about available lots. The city has not done that, but the city did receive requests. We tabled the requests to put together a policy. We followed that policy, and we are now revisiting the existing requests. There are no more pending requests after this. The city is responsible for seeing the completion of the requests and if there was a no vote on that request from this body, then the requests have been processed, and they will function differently in the future. It deserves a discussion by the body about how they want to disseminate the inventory. However, right now, there are pending requests. There was a moratorium, and they addressed the moratorium with a donation policy. We followed the donation policy, and we now have at least three commissioners on the CRA board questioning if they should disseminate it to other organizations. He understands that, and that is not a staff determination, that is a legislative prerogative on how this body wants to donate the lots. If they vote yes, then the lots will be donated pursuant to the new policy. If they vote no, then he would say that request has been answered with a no vote. It will be incumbent upon this body or the city commission to determine how to proceed or if they even want to disseminate the lots in our inventory. However, the question on hand is a legislative one. City staff functioned properly, and it is this board's turn to vote on how they want to move forward. **Commissioner Pederson** inquired if there were any other lots in the CRA pipeline. **Chairperson Burry** asked about the inventory and how many lots were available. **Commissioner Berry** said she thought there were eighteen or twenty lots. **Commissioner Pederson** stated he thought that was citywide. They are just looking at the CRA. **CM Minner** stated there is a handful of inventory that still exists. He does not know the exact number and some lots they may not want to give out. **Commissioner Pederson** said he just wanted to know if there was additional inventory. **CM Minner** answered yes. **Commissioner Pederson** felt strongly about needing to approve this. We have been sitting on these requests way too long. They need to move forward and address the other commissioners' concerns about future lots later. There are plenty of other lots, and they can tweak the program if they want to tweak it. We are spending way too much time and overly complicating the process that has worked pretty well for the city. People are not knocking the doors down to buy these lots. He was not against selling them and maybe that was the solution. Put them out there and let people bid on them. **Commissioner Conner** said she respected his comments. However, she still wanted to meet with the housing director before she would make a move on this. Give her ten or fifteen days. Let her meet so she can get an understanding of how things are shifting and moving. She deserves that since she was new here.

Commissioner Alderman noted that he took a look at some of these properties, and they were prime properties. For instance, one is right where the pool used to be. They started demolishing the pool on July 29, 2022, and he was sure there were other properties there before that. It was the former H.O. Dabney Swimming Complex, and it is a pretty good-sized property. It looks like they could put several houses

there. **Chairperson Burry** mentioned that would have to be looked at. **Commissioner Alderman** said he should have driven in that area. **Chairperson Burry** clarified that he has driven through that area, and the planning and zoning director would be the one to answer whether they could have several houses on that property. **Commissioner Alderman** said if that was considered one lot, it would be a pretty well-sized lot. **PZD Miller** said at the old Dabney swimming pool he would need to see a picture of the lot. He would need the square footage, and see what the surrounding zoning is. It may be zoned public at this time. He would be happy to look at it to make that determination. **Commissioner Alderman** said they need a senior complex in their area. **Chairperson Burry** stated there is a PUD for a senior complex in Montclair on the books now. **Commissioner Alderman** stated Montclair and Carver Heights are still a little bit of a distance away. For the elderly, that would still be a bit of a challenge. **Chairperson Burry** said when talking about senior housing that is in the area. **Commissioner Alderman** said it did not have to be senior housing, it could be a mini complex like the city has at the Venetian Center. That was a public place, so why not put another public facility there to give people in that neighborhood access to other things. **Commissioner Pederson** pointed out that they were losing sight of the whole theory of the CRA. They are trying to take vacant lots that are not generating any tax revenue, put a home on them, and create taxable value. When we build these homes, it creates more tax revenue for the CRA. When they see more money, they can start doing projects like community buildings. How they prioritize them does not matter. They can talk about the other ideas, but we are missing the boat here. We are losing an opportunity to create more revenue for the CRA. We are just sitting on lots that cost the city money. **Commissioner Berry** mentioned that her major concern, being the commissioner for the district, was to provide an opportunity for various organizations and small investors to come and help to build the CRA. She knows they are regurgitating, and they are using the same process that was put in place, but it is, with the same players and with no offense to any organization trying to move forward, but they need to give others a chance. She would like to listen to the public before making her recommendations. **Commissioner Pederson** stated they need to move forward on these lots. They can apply their thoughts and ideas to the remaining fifteen or eighteen lots. We have plenty of lots to work with and we can tweak the program. It is ridiculous to sit on these lots. We have been talking about this for over a year. There are four lots, we have fourteen more. **Chairperson Burry** stated an important thing to remember is what the CRA is doing right now. When we talk about building a community center, that costs about \$800,000 to build, and it would take more than five years to get to the building process. What is more important, having houses built for people or having a community center that you cannot use for five plus years? **Commissioner Berry** remarked that she thought both were important. Her goal was to put some form of organization and process in place, and they did that. Now they need another process in place to distribute them because no one can answer when the marketing should be done, even though thirty days was noted. Is thirty days really long enough? If not, that should be revisited. They also need to consider if they sell some of the land they consider the CDC for the Carver Heights Montclair area. She does not know what was offered to them as a CDC group, but they could build and grant true affordable homes as well as projects for the CRA. All that builds the CRA, and she wants to build the CRA, so they do not have to rely on grants. They can build their own coffer, get the money steady, and then use grants for extra stuff. She was not against building homes. It is how they are being selected and for these to be chosen and the others to remain is a problem because she knows the area. Even though these were distributed and started prior to the moratorium, is it fair to pick up where they left off or should they start new. These are discussions she has questions about. **Chairperson Burry** stated there was a motion on the floor to approve this resolution, and before voting they would allow for public comment.

Dr. Erika Jasper said, for clarity and understanding, the city manager conveyed the point that Commissioner Berry was instrumental in making up this policy, and now you are questioning the policy that was implemented. The goal is to serve the community, and you put the moratorium in place. That has been lifted, and you made up the policy. The process was first come, first served, from what she understood. If there is a problem or an issue with the organizations that they were not involved in or

connected to, they need to know what is going on in the city council meetings. If they missed the announcement, that is not an issue of the CRA. They have to understand the purpose of the CRA and the purpose of building to provide economic development. A comment was made about a monopoly and the question or problem with the developers. These developers have experience with building. They do not need someone who does not have funds or resources to build. No one should get these lots if they do not have the funds to move forward. Also, developing these lots would move our community forward. The West Leesburg CDC, Homes in Partnership, and the CWC have a track record of building sustainable houses. They want to provide economic development and economic growth in these communities. Also, Commissioner Conner, you mentioned that you needed ninety days. That is your issue since you did not do your research before coming to the board to find out what was going on. Yes, you are new to the board, but you have a responsibility to do your research before having these meetings. Also, if you lived in the City of Leesburg versus being in Tampa. She questioned the monopoly. How was this a monopoly when these organizations have shown proof that they have sustainability to move the community forward? **Commissioner Conner** responded that she was not going to get personal. However, she works in Tampa and she lives in Leesburg. Let's get that correct. Also, she did do her research, and we are not going to get personal here. She would deal with Ms. Jasper later. From the audience, **Ms. Jasper** thanked her.

John Christian, Pastor of the Christian Worship Center, chairperson of the Leesburg CDC, and vice chairperson of Homes in Partnership said there was a reference made about some people being in multiple organizations. Going back into the history of why the CRA has these lots, when the Carver Heights CRA made the plan, they had Greg Beliveau's group come in and help with the plan. At that time, they found out that they had too many renters in Carver Heights, and they needed more homeownership. Ken Thomas, the former housing director, went out and sought with code enforcement help to acquire lots for the CRA. That way they could build and create single family homeownership. That is why they have as many lots in the Carver Heights CRA. They wanted to provide single family opportunities because there were too many renters in Carver Heights. He was the initial person before any other organizations came in. He asked this organization for three lots for his church. If they go through Carver Heights, there are three organizations who are building brand-new housing in Carver Heights. The Christian Worship Center, the Community Development Corporation, and Homes in Partnership. Those are the only three nonprofits that are building new homes in Carver Heights. Going back three years, Homes in Partnership was the only nonprofit building in Carver Heights. Why do they have the illusion that people are knocking down the doors to build affordable housing in Carver Heights because that is not the case? This is a huge risk, and they give a lot away in assessed value. When his church builds a house they have to have two hundred thousand dollars plus cash on the ground for a \$10,000 lot. These organizations are taking all the risks. He encouraged them to look at surrounding cities and ask them how many nonprofits are building in their blighted communities. Go to Eustis, Mount Dora, or Clermont and ask them how many nonprofits are building affordable homes in their communities. Remember the CDC has an agreement with the city which calls out the federal consent decree. That decree says the city has to work with the CDC on development projects. The CDC is asking if no one else gets approved this evening that they at least approve the CDC lots because there is a federal consent decree that mandates the city to work with the CDC. This is their government plan, this is the West Leesburg Community Development plan and the CDC met with West Leesburg CDC in a joint meeting and this was their proposal. It was to do exactly what they are doing here tonight. He understands everybody's position, but he wanted to encourage them because he has written three letters of request on three different occasions. This is the fourth time asking. He had done his homework because he was one of them sitting there encouraging the city to purchase the land. He asked that they be aggressive in acquiring those lots. If there is a wait, that is fine. Building a community center, we have a community center right there on Pamela Street. He does not disagree with the senior living and senior activities. The CDC holds a monthly brunch where they provide generational talents in Leesburg and to

have those types of activities. The CDC is meeting the need. There may be a need for a center, but that takes planning and loans. They would have to borrow money to do that. If that was this body's request, they need to hold a workshop. They need to declare that this is what they want to do. However, they should not do it on the back of this, because that lot is not big enough for a senior complex. They will need more land for retention, parking, etc. The CRA gets between \$100 to \$200 per house. The commercial for this CRA is growing because of what is happening on Tallybox Road and the commercial development. That is where the growth is and that is where the money comes in. Homes help our law enforcement, they help our community get rid of crime, and they build sustainability in our neighborhoods. He encouraged them to move forward on this proposal for all the nonprofits. Homes in Partnership is here, and yes, he sits on that board. They are encouraging them to move forward because that lot on Beecher and John's across from the Elks Club is a very tricky lot. It would be tricky to put a house there since it is right across the street from the Elks Club. Somebody has to pay the money and cross their fingers that someone will buy that house. Homes in Partnership have the financial capacity to make that happen. He encouraged them if they really want to see real change, they need to allow these nonprofits to work. He also heard about the twenty-four months. The planning and zoning director is great, he is fast, but if you donate the old pool lot, it will take them six or seven months to get it rezoned before they can even build on it. In twenty-four months, they will need an organization that is ready to go. They do not need to hope they have the money because it will take six to seven months just to get the lots zoned properly. He encouraged them to allow nonprofits to get to work. He is a nonprofit, but he is not a monopoly. He just works really hard, and he is good at what he does. He believes in affordable housing and that is why he serves on the Homes in Partnership and the CDC. That is why his church started building homes because they know about the need. He thanked them for listening and apologized for going over his time.

Cassandra Cunningham of the West Leesburg CDC said she was the face of the West Leesburg CDC. She gets a lot of questions, but the questions she had, have already been answered. The biggest problem they have right now is the process and understanding the process. She asked them to explain the process. Do not bring them in at the tail end and tell them they do not want to do this because they did not do their homework. They are new to this too. They have not built a house, but they want to get involved. Fred Griffin is their president, but he was on vacation. She knows for a fact, and she has copies, that they sent six to ten requests, and they only received one of those requests. They keep submitting. She was sure there was a reason and the Housing Director would probably sit her down and tell her why each one was rejected or denied. They want to understand the process so they do not have to go through this. She understood what Commissioner Conner was saying because only a handful of people understood the process.

Chairperson Burry asked if there was any other public comment. There were none. He closed the public comment portion of the hearing. He asked if there were any further comments from the commission.

Commissioner Alderman chimed in saying, that going back to the location where the swimming complex was, he was certain that they knew they were going to demolish that complex in advance. Should it be granted that they use that property for a home? Some planning could have been put in place before now with regard to what they could use that property for. He understands there is a complex over on Pamela Street, but that is kind of removed from the area. It does not have to be a huge complex like the Venetian Center, it could be modest. The pool was there, and it was a good-sized pool. Some thought could have been put in place as to what other things could be put on that property. He understands the community may not have been involved then, but he is there now. They were installed in January, so he was not going to know everything at the jump. He understands there are other lots available for homes, but could we put other stuff there to serve the community?

Chairperson Burry asked if there were any other comments. There were none.

The roll call vote was:

Commissioner Connell	No
Commissioner Alderman	No
Commissioner Pederson	Yes
Commissioner Berry	No
Commissioner Conner	No
Chairperson Burry	Yes

Two yeas, four nays, the Commission denied the resolution.

Commissioner Pederson stated they have been bickering about this for eighteen months. They need to put these lots up for sale or auction them off. He did not want to spend another eighteen months bickering over how to get rid of lots. They need to get them marketed. It could be a silent type bid. Let people submit bids for them and let's move them out. We need to move on these lots and make the process fair.

Commissioner Berry added that was suggested some time back. **CM Minner** asked if he wanted to put that into the form of a motion. They would need to make a separate motion for the lots for the Downtown CRA and US Hwy 441, which is under the commission. Then all the lots would be advertised.

Commissioner Pederson made a motion requesting that the city publish an advertisement for selling the inventory of properties that are owned by the Carver Heights CRA, and Commissioner Conner seconded the motion.

Commissioner Pederson wanted to confirm that they need to mirror this for all three CRA's. **CM Minner** answered yes. They need to mirror all three tonight. **Commissioner Berry** asked if it was possible to table this item for further discussion? With the criteria that was established that she worked on to put in place and with creating an advisory committee to help disseminate the lots. There should be further discussion about how to sell and donate. **Chairperson Burry** stated right now there is a motion on the floor to put all lots located in the Carver Heights CRA out for public purchase to the best offer. He asked if there was any further discussion. **Commissioner Berry** said that was not the goal. She opposes this. **Commissioner Pederson** mentioned possibly cutting it in half. **Chairperson Burry** said that would be tough because who decides which ones. **Commissioner Pederson** stated he was fine with the motion as is.

The roll call vote was:

Commissioner Alderman	Yes
Commissioner Pederson	Yes
Commissioner Berry	No
Commissioner Conner	Yes
Commissioner Connell	No
Mayor Burry	Yes

Four yeas, two nays, the Commission approved the selling of the Carver Heights CRA lots.

- B. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving Home Improvement Grant Award Agreements for Twelve (12) Recipients in the Carver Heights/Montclair Community Redevelopment Area; and providing an effective date.**

ADOPTED RESOLUTION 107

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

Commissioner Pederson made a motion to adopt the resolution and Commissioner Berry seconded the motion.

Chairperson Burry requested comments from the Commission and the audience.

CM Minner said this item disseminates about \$300,000 that was budgeted for the home grant program. The staff report pretty much sums it up. **Commissioner Connell** asked if there were any stipulations on this. **CM Minner** answered there was a stipulation in the program that if monies were given, the applicant had to bring 10% to the table. The grant applicants have all partnered with Lake County Community Action Agency, and they are doing various levels of other grant improvements to the homes, which include our \$25,000. The grants range anywhere from \$3,500 to \$6,500. In all cases, the secondary grant is seen as their 10% match. That waives the requirement of a lien being placed on the home. **Commissioner Connell** questioned if they matched 10% of the overall renovation. **CM Minner** agreed. They are matching 10% of the overall city renovation project by bringing another grant to the table. In essence, the other grant money is seen as a 10% match, which excludes them from the lien requirement. **Commissioner Connell** asked if there was a stipulation that said they have to keep the property for a certain amount of time after the renovations. **Commissioner Pederson** said he thought it was either or it was 10% or a five-year phase-out lien. **CM Minner** said if they brought the 10% to the table it excluded them from any restrictions. **Commissioner Pederson** added they would not be subject to the five-year phase-out lien. **CM Minner** agreed. **Commissioner Connell** questioned if that had to be their homestead. **CM Minner** said yes. **Commissioner Connell** questioned it being their homestead. With this being a grant, can they turn around and sell it as soon as the work is done? **CM Minner** answered that their homestead had to remain and they could not rent it. **Commissioner Connell** said he wanted to know if they could rent or sell it. **CM Minner** said they could sell it, but they cannot rent. It has to be homesteaded. **Commissioner Connell** said they can have their house renovated for only 10% of the improvements and then turn around and sell it. **CM Minner** agreed. **Commissioner Connell** said he had some concerns about that. **Chairperson Burry** asked if there were any other comments. There were none.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Alderman	Yes
Commissioner Connell	No
Chairperson Burry	Yes

Five yeas, one nay, the Commission adopted the resolution.

4. FY 25 BUDGET DISCUSSION

CM Minner stated if the commission wanted to come back to have a discussion prior to the FY 25 workshops they could do that. They could schedule something for next month. Referring to a slide, he showed the Carver Heights CRA budget. Essentially, the CRA brings in \$117,000, and there are some existing obligations. This budget covers the housing redevelopment manager position and personnel costs. There are some operating expenses, debt service, the Resource Center and the operations of the Resource Center. That leaves a total expenditure of about \$306,000. They have about \$511,000 available. That is the number they are dealing with when it comes to projects moving forward. He recommended continuing with the home grant program. They could increase it to \$500,000. There were a number of applicants that came in and about twenty-five were received. This year they were able to fund twelve homes and there are another twelve houses sitting there that are ready for the next cycle. They could take the entire expenditure and allocate it towards the home program next year.

He did not know an easy way to say it, but it makes it easy. They have money sitting there and even though it is kind of a myopic project to only put it into one item, that one item is significant. It rehabilitates the housing in Carver Heights. It also increases property values. It is up to them. They can reschedule this item to allow for more detail. They can have a meeting before the July workshops.

Commissioner Pederson said he did not need another meeting. He asked if this generated more funds than last year. **CM Minner** answered there was a 6% growth in revenue. Last year we got 13%, so that number is in the air. He believes 6% was a good estimate, and they will know more by the end of the week once they get the numbers from the appraiser's office. **Commissioner Berry** asked if she needed to make a motion for the meeting. **CM Minner** said yes. **Commissioner Pederson** asked if that meeting would be like this one. **CM Minner** responded yes. They should probably schedule it for thirty minutes prior to the regular city commission meeting since it would be based on the budget. **Commissioner Conner** wanted to verify that they would be invited too. **CM Minner** replied yes, it would be a CRA meeting.

Commissioner Berry made a motion to continue the budget discussions for FY 24-25 to June 10, 2024, at 5 o'clock, and Commissioner Conner seconded the motion.

The roll call vote was:

Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Alderman	Yes
Commissioner Connell	Yes
Commissioner Pederson	Yes
Chairperson Burry	Yes

Six yeas, no nays, the Commission approved holding another meeting.

5. ROLL CALL:

The Commission had nothing further to discuss.

6. 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.

With a motion by Commissioner Pederson and a second by Commissioner Berry, the meeting adjourned at 5:52 p.m.

Sandra Wilson, Director of Housing

The City of Leesburg created the Carver Heights/ Montclair Area Community Redevelopment Agency (CHCRA) on December 10, 2001 (Ordinance 01-61). The trust fund is effective for 15 years expiring on September 30, 2016 pursuant to Section 163.512 Florida Statutes. The trust generates the majority of its annual income from tax increment revenues. The base year was established in 2001 with an assessed taxable value of \$57,980,259. The purpose of creating the CRA was to identify and address blighted conditions and to enable the City to establish a mechanism to finance redevelopment projects through Tax Increment Financing (TIF). The boundaries of the CHCRA are generally County Road 468 to the east, the West Fork Road to the west, the Leesburg city limits to the north, and Center Street/ Montclair Road to the south.

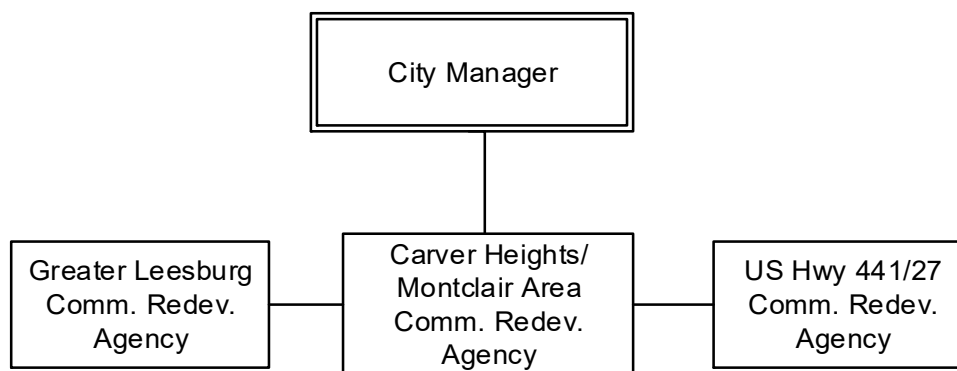
The Carver Heights/ Montclair Area CRA was expanded in July 2015 by 327 acres and 83 properties. In addition the CHCRA was extended by 30 years to 2045. The base year for the properties that were added is 2015. The base year for the original properties remained at 2001.

The Carver Heights Redevelopment Plan identified the following five (5) most crucial projects:

- Develop Senior Housing
- Develop infrastructure and pedestrian support (sidewalk) facilities
- Develop a comprehensive recreation program and facilities
- Commercial and single home development
- Develop gateways into the community

The Carver Heights/ Montclair Area Community Redevelopment Agency works with assistance from the Community Development Corporation. All projects/fund disbursements must be in accordance with the Carver Heights Redevelopment Plan and approved by the CRA.

Organization Chart:



Carver Heights/ Montclair Area Community Redevelopment Agency

Description

Total Department Budget

\$ 972,375

Revenue Sources and Appropriations

	ACTUAL 2021-22	ACTUAL 2022-23	ADOPTED 2023-24	PROPOSED 2024-25
<u>REVENUE SOURCES</u>				
Taxes	206,254	264,492	281,051	357,090
Intergovernmental Revenue	298,617	381,181	469,680	595,285
Miscellaneous Revenues	9,551	18,855	6,000	20,000
Other Sources	0	14,894	0	0
TOTAL REVENUE SOURCES	514,422	679,422	756,731	972,375
<u>APPROPRIATIONS</u>				
Operations	464,531	176,653	695,251	905,585
Resource Center	69,909	79,694	61,480	66,790
TOTAL APPROPRIATIONS	534,440	256,347	756,731	972,375

Revenue Detail

Carver Heights/ Montclair Area CRA Fund

Revenue Detail

	ACTUAL 2021-22	ACTUAL 2022-23	ADOPTED 2023-24	PROPOSED 2024-25
<u>TAXES</u>				
33101 Current Property Taxes	206,254	264,492	281,051	357,090
TOTAL TAXES	<u>206,254</u>	<u>264,492</u>	<u>281,051</u>	<u>357,090</u>
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	298,617	381,181	469,680	595,285
TOTAL INTERGOVERNMENTAL	<u>298,617</u>	<u>381,181</u>	<u>469,680</u>	<u>595,285</u>
<u>MISCELLANEOUS REVENUES</u>				
36110 Interest on Investments	1,789	15,233	2,500	15,000
36130 Gain/Loss Investments	(2,841)	(3,013)	0	0
36201 Resource Center	3,603	6,635	3,500	5,000
36429 Sale of Real Estate	7,000	0	0	0
TOTAL MISCELLANEOUS REVENUES	<u>9,551</u>	<u>18,855</u>	<u>6,000</u>	<u>20,000</u>
<u>OTHER SOURCES</u>				
38131 Transfer from Capital Projects	0	14,894	0	0
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	<u>0</u>	<u>14,894</u>	<u>0</u>	<u>0</u>
TOTAL RESOURCES	<u>514,422</u>	<u>679,422</u>	<u>756,731</u>	<u>972,375</u>

Goals & Tasks

Goal: Eliminate blight and stimulate growth by investing in neighborhood redevelopment, while also pursuing new economic opportunities.

Task:

- ◆ Revise and continue in-fill Lot Housing Program
- ◆ Seek funding to acquire additional lots in the Carver Heights CRA
- ◆ Improve the housing conditions in the Carver Heights CRA
- ◆ Increase single family and multi family home development

Goal: Foster an environment where local governance is collaborative, transparent and fiscally sound.

Task:

- ◆ Partner with non-profit organizations, government agencies, churches and civic groups to offer classes/programs at the Leesburg Resource Center to increase the education and employability skills of our residents
- ◆ Coordinate with commercial developers to expand and build new construction in the area
- ◆ Develop partnerships for redevelopment of residential and commercial properties
- ◆ Provide information to CRA community on potential redevelopment project/programs
- ◆ Develop partnerships for rehabilitation of existing housing stock

Major Accomplishments:

- Created a partnership with non-profit organizations to provide educational workshops for seniors
- Established job training network with Career Source and Kids Central
- Implemented the Home Improvement Grant Program
- Established Memorandum of Understanding's (MOU's) with community partners to administer the Home Improvement Grant Program
- Revised the Surplus lot donation policies and procedures for affordable housing development

Performance Measures:

	2022-23	2023-24	2024-25
Land Acquired (lots/homes/units)	5	3	3
Community Cleanup projects	5	3	3
Conducted Workshops/Conferences for community	96	50	20
Resource Center Programs/Classes	144	50	50

Personnel Schedule

Classification	2024	Change	2025	Amount
Housing & Redevelopment Manager	1.00	0.00	1.00	70,866
Total	1.00	0.00	1.00	70,866

**Carver Heights/
Montclair Area
CRA Fund**

Operations

**Personnel
Schedule**

Appropriations Detail

Account # 017-6190-559

	ACTUAL 2021-22	ACTUAL 2022-23	ADOPTED 2023-24	PROPOSED 2024-25
<u>PERSONAL SERVICES</u>				
1210 Regular Salaries & Wages	0	56,057	68,328	70,866
2110 FICA	0	4,230	5,131	5,326
221x Retirement	0	2,803	3,416	3,543
23xx Insurance	0	18,581	8,784	8,759
2410 Workers' Compensation	0	241	294	305
TOTAL PERSONAL SERVICES	0	81,912	85,953	88,799
<u>OPERATING EXPENSES</u>				
3110 Professional Services	14,766	11,000	51,200	5,000
3210 Auditing	0	0	3,000	3,000
3410 Contract Services	0	8,582	0	0
4010 Travel	2,077	459	2,000	2,000
4110 Communication	0	81	0	500
4210 Postage	0	5	50	0
4410 Rentals	944	0	0	0
4510 Insurance	3,330	3,580	3,330	3,600
4620 Repairs & Maint/Building	3,989	0	1,500	1,000
4625 Repairs & Maint/Non Buildings	27,290	23,097	20,000	33,000
4631 Repairs & Maint/Internal IS Maint	1,220	1,253	900	1,200
4710 Printing & Binding	0	42	150	100
4810 Promotional Activities	5,000	5,000	10,900	1,000
4920 Other Current Charges	245	1,319	175	175
4980 Taxes	30	321	0	500
5180 Minor Furniture/Equipment	0	1,249	0	0
5210 Operating Supplies	0	350	350	350
5410 Publications & Memberships	0	620	620	620
5520 Training	5,383	2,607	2,000	2,500
TOTAL OPERATING EXPENSES	64,274	59,565	96,175	54,545
<u>CAPITAL OUTLAY</u>				
6110 Land Costs	175,269	0	0	0
6310 Improvements other than Bldgs	0	0	0	0
6410 Machinery & Equipment	901	0	0	0
TOTAL CAPITAL OUTLAY	176,170	0	0	0
<u>DEBT SERVICE</u>				
71xx 2016 Debt	0	0	75,572	77,462
7214 Debt Service\Other	24,087	22,289	20,446	18,556
TOTAL DEBT SERVICE	24,087	22,289	96,018	96,018
<u>GRANTS AND AIDS</u>				
8210 Local Contributions	0	0	120,000	0
8213 Home Grant Program	0	12,887	229,724	0
TOTAL GRANTS & AIDS	0	12,887	349,724	0
<u>OTHER USES</u>				
9101 Transfer to General Fund	0	0	0	0
9132 Transfer to Capital Projects	200,000	0	0	0
9910 Reserve for Future	0	0	67,381	666,223
TOTAL OTHER USES	200,000	0	67,381	666,223
TOTAL APPROPRIATIONS	464,531	176,653	695,251	905,585

Appropriations Summary

	ADOPTED 2023-24	PROPOSED 2024-25	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	85,953	88,799	2,846	3.31%
Operating Expenses	96,175	54,545	(41,630)	-43.29%
Debt Service	96,018	96,018	0	0.00%
Grants and Aids	349,724	0	(349,724)	-100.00%
Other Uses	67,381	666,223	598,842	888.74%
TOTALS	695,251	905,585	210,334	30.25%

Significant Budget Changes:

The change in Operating Expenses is due to a reduction in Professional Services (3110). FY 25 does not include any Grants and Aids. Other Uses increased due to a significant increase in Reserve for Future Use (9910).

Carver Heights/ Montclair Area CRA Fund

Operations

Appropriations Summary

Carver Heights/
Montclair Area
CRA Fund

Appropriations Detail

Account # 017-6192-559

Resource
Center

Appropriations
Detail

		ACTUAL 2021-22	ACTUAL 2022-23	ADOPTED 2023-24	PROPOSED 2024-25
<u>OPERATING EXPENSES</u>					
3410	Contract Services	15,415	15,558	11,380	14,880
4010	Travel	0	62	0	0
4110	Communication	1,789	1,909	1,680	1,740
4310	Utilities	13,302	14,023	15,000	15,000
4620	Repairs & Maintenance/Buildings	4,587	11,993	7,500	7,500
4625	Repairs & Maintenance/Non Build	19,721	25,684	15,000	15,000
463x	Repairs & Maint/Internal IS Maint	1,873	2,886	2,520	4,120
4710	Printing & Binding	42	0	100	100
4810	Promotional Activities	1,092	338	1,000	500
4920	Other Current Charges	115	265	300	300
5180	Minor Furniture & Equipment	1,216	578	1,000	1,500
5210	Operating Supplies	9,734	5,765	5,000	6,000
5410	Publications & Memberships	982	633	1,000	150
5520	Training	41	0	0	0
TOTAL OPERATING EXPENSES		69,909	79,694	61,480	66,790
TOTAL APPROPRIATIONS		69,909	79,694	61,480	66,790

Appropriations Summary

	ADOPTED 2023-24	PROPOSED 2024-25	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	61,480	66,790	5,310	8.64%
TOTALS	61,480	66,790	5,310	8.64%

Carver Heights/
Montclair Area
CRA Fund

Resource
Center

Appropriations
Summary