

**CRA MEETING
MEETING
AGENDA
THURSDAY, SEPTEMBER 17, 2026 5:10 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 June 22, 2026

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2025-26 and adopting the budget for the Fiscal Year 2026-27 for the Greater Leesburg Community Redevelopment Agency.

1. Resolution of the Greater Leesburg Community Redevelopment Agency of the City of Leesburg, Florida, approving the amended Fiscal Year 2025-26 budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

2. Resolution of the Greater Leesburg Community Redevelopment Agency of the City of Leesburg, Florida, approving the Fiscal Year 2026-27 Budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

B. Resolution of the Greater Leesburg Community Redevelopment Agency (GLCRA) of the City of Leesburg, Florida authorizing the Chairman and Secretary to execute a resolution approving Fiscal Year 2026 Façade Sign, and Landscape Grant Awards; and providing an effective date. (FSL Grants GLCRA 2026)

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
GREATER LEESBURG CRA MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, JUNE 22, 2026 5:15 PM**

1. CALL TO ORDER

The Greater Leesburg Community Redevelopment Agency of the City of Leesburg held a regular meeting on Monday, June 22, 2026, at Leesburg City Hall. Chairperson Berry called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Jay Connell arrived late
Commissioner John Sokol
Commissioner Samantha Ponder
Commissioner Mike Pederson
Commissioner Alan Reisman
Chairperson Allyson Berry

Commissioner Jimmy Burry was absent. Also, present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, Deputy City Clerk (DCC) Andrea Clark, the news media, and others.

INVOCATION

Chairperson Berry 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 April 13, 2026

Commissioner Reisman made a motion to approve the Regular Meeting Minutes of April 13, 2026, and Commissioner Pederson seconded the motion.

Chairperson Berry requested comments from the Commission. There were none.

The roll call vote was:

Commissioner Reisman	Yes
Commissioner Ponder	Yes
Commissioner Sokol	Yes
Commissioner Pederson	Yes
Chairperson Berry	Yes

Five yeas, no nays, the Commission adopted the meeting minutes.

3. RESOLUTIONS:

- A. Resolution of the Greater Leesburg Community Redevelopment Agency (GLCRA) of the City of Leesburg, Florida authorizing the Chairperson and Secretary to execute a resolution approving Fiscal Year 2026 Façade Sign, and Landscape Grant Awards; and providing an effective date. (FSL Grants GLCRA 2026).**

ADOPTED RESOLUTION 69

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

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

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

The roll call vote was:

Commissioner Ponder	Yes
Commissioner Sokol	Yes
Commissioner Connell	Yes
Commissioner Pederson	Yes
Commissioner Reisman	Yes
Chairperson Berry	Yes

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

4. ROLL CALL:

Commissioner Reisman had nothing to report.

Commissioner Ponder revisited a prior discussion about creating a quarterly flyer to highlight CRA activities and improve public awareness. She suggested the flyer could be included with existing City mailings and feature items such as updated contact information, recent decisions on facade and landscaping programs, upcoming budget workshops, and future meeting dates. **Commissioner Ponder** emphasized that increased communication could help boost meeting attendance and encourage greater community participation. **CM Minner** responded that the idea would be easy to implement and stated that a "CRA corner" could be added to the next City newsletter. **Chairperson Berry** asked whether the information should be shared via the newsletter, website, or both. **Commissioner Ponder** confirmed she would like it included in both formats to maximize outreach, noting that some residents may not access the website but would see mailed or utility-bill communications. **Commissioner Sokol** expressed support for the initiative and noted that it had been discussed previously and should be brought to fruition. **Commissioner Ponder** reiterated that improving communication with stakeholders was a key takeaway from a recent conference and stated that better outreach could help inform the public and encourage participation and feedback.

Commissioner Sokol had nothing to report.

Commissioner Connell had nothing to report.

Commissioner Pederson had nothing tonight.

Chairperson Berry thanked the representatives of Mount Olive Progressive Baptist Church for attending the meeting in support of their signage request and expressed appreciation for their presence.

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.

With a motion by Commissioner Reisman and a second by Commissioner Pederson, the meeting adjourned at 5:20 p.m.

Chairperson, Allyson E. Berry

Attest:

City Clerk

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.A.

Meeting Date: September 17, 2026

From: Brandy McDaniel, (Budget Director)

Subject: Resolutions amending the Budget for Fiscal Year 2025-26 and adopting the budget for the Fiscal Year 2026-27 for the Greater Leesburg Community Redevelopment Agency.

Staff Recommendation:

Staff recommends approval of the resolutions which take two actions: 1) approve the amended Fiscal Year 2025-26 budget and 2) approve the Fiscal Year 2026-27 budget for the Greater Leesburg Community Redevelopment Agency (CRA).

Analysis:

As seen in Attachment A, Fiscal Analysis for the four-year period ending July 31, 2026, project a carryover approximating \$536,941 of fund balance that can be carried forward and spent in Fiscal Year 2026-27 for the Main Street component. As shown in Attachment B (FY 27 Budget), the total budget proposed for the GLCRA for Fiscal Year 2026-27 is \$1,264,353. The projects planned for this Fiscal Year are as follows:

- Establish goals and time frames for additional improvements within the area
- Identify funding sources to add any additional necessary improvements
- Facilitate the Landscape and Facade Grant program and Housing Rehabilitation program
- Encourage and provide additional civic activities and community events to the downtown area

Procurement Analysis:

Options:

1. Approve the amended budget for Fiscal Year 2025-26 and the budget for Fiscal Year 2026-27 for the Greater Leesburg Community Redevelopment Agency: or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The budget is necessary to appropriate funds and complete activities approved by the Community Redevelopment Agency.

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG, FLORIDA,
APPROVING THE AMENDED FISCAL YEAR 2025-26 BUDGET;
APPROPRIATING CERTAIN FUNDS TO SPECIFIC REDEVELOPMENT
PROJECTS; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the amended Fiscal Year 2025-26 Budget is hereby adopted and ratified;

THAT the following appropriations from the Redevelopment Trust Fund are made for specific redevelopment projects to be completed within three (3) years:

The amount available for carryovers approximates \$536,941 for necessary improvements within the Main Street component of the Greater Leesburg Community Redevelopment Agency.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 17th day of September 2026.

Mayor

ATTEST:

City Clerk

Unaudited
Greater Leesburg Community Redevelopment Agency
Fiscal Analysis since inception for the period ending on
Fund Balance as of July 31, 2026

Prepared by: Finance Department

	<u>Main Street</u>	<u>Pine Street</u>	<u>Total</u>
<u>Fiscal Year 2022-2023</u>			
Revenues from other agencies	153,646.84	153,646.83	307,293.67
Interest	6,906.81	332.07	7,238.88
Revenue from City (Interfund Transfers In)	221,523.76	221,523.76	443,047.52
Expenditures	(1,877.50)	(375,502.66)	(377,380.16)
Transfer from Capital	-	-	-
Capital or GF	-	-	-
Sign Grant CRASFP	(31,840.00)	-	(31,840.00)
Leesburg Partnership	-	-	-
Debt service costs	(100,329.75)	-	(100,329.75)
Excess of revenues over expenditures	<u>248,030.16</u>	<u>0.00</u>	<u>248,030.16</u>
Fund Balance as of September 30, 2023	<u>405,241.51</u>	<u>0.00</u>	<u>405,241.51</u>
<u>Fiscal Year 2023-2024</u>			
Revenues from other agencies	287,943.95	287,943.94	575,887.89
Interest	30,069.79	681.04	30,750.83
Revenue from City (Interfund Transfers In)	173,079.67	173,079.68	346,159.35
Special Events	22,278.70	-	22,278.70
Expenditures	(4,340.17)	(461,704.66)	(466,044.83)
Transfer from Capital	-	-	-
Capital or GF	-	-	-
Sign Grant CRASFP/CRAHRP	(48,053.48)	-	(48,053.48)
Special Events 6188	(345,109.73)	-	(345,109.73)
Debt service costs	(100,717.70)	-	(100,717.70)
Excess of revenues over expenditures	<u>15,151.03</u>	<u>-</u>	<u>15,151.03</u>
Fund Balance as of September 30, 2024	<u>420,392.54</u>	<u>0.00</u>	<u>420,392.54</u>
<u>Fiscal Year 2024-2025</u>			
Revenues from other agencies	306,214.31	306,214.30	612,428.61
Interest	22,128.53	1,042.56	23,171.09
Revenue from City (Interfund Transfers In)	184,088.72	184,088.73	368,177.45
Special Events	53,920.92	-	53,920.92
Expenditures	(2,356.83)	(491,345.59)	(493,702.42)
Transfer from Capital	-	-	-
Capital or GF	(10,550.00)	-	(10,550.00)
Sign Grant CRASFP/CRAHRP	(19,251.85)	-	(19,251.85)
Special Events 6188	(421,723.85)	-	(421,723.85)
Debt service costs	(101,033.07)	-	(101,033.07)
Excess of revenues over expenditures	<u>11,436.88</u>	<u>(0.00)</u>	<u>11,436.88</u>
Fund Balance as of September 30, 2025	<u>431,829.42</u>	<u>0.00</u>	<u>431,829.42</u>
<u>Fiscal Year 2025-2026</u>			
Revenues from other agencies	316,368.00	316,368.00	632,736.00
Interest	15,039.37	409.74	15,449.11
Revenue from City (Interfund Transfers In)	200,680.71	200,680.72	401,361.43
Special Events	40,516.22	-	40,516.22
Expenditures	(4,015.31)	(517,458.46)	(521,473.77)
Transfer from Capital	-	-	-
Capital or GF	-	-	-
Sign Grant CRASFP/CRAHRP	(44,112.36)	-	(44,112.36)
Special Events 6188	(319,104.78)	-	(319,104.78)
Debt service costs	(100,260.64)	-	(100,260.64)
Excess of revenues over expenditures	<u>105,111.21</u>	<u>(0.00)</u>	<u>105,111.21</u>
Fund Balance as of July 31, 2026	<u>536,940.63</u>	<u>0.00</u>	<u>536,940.63</u>

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG, FLORIDA,
APPROVING THE FISCAL YEAR 2026-27 BUDGET; APPROPRIATING
CERTAIN FUNDS TO SPECIFIC REDEVELOPMENT PROJECTS; AND
PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Fiscal Year 2026-27 Budget is hereby adopted and ratified;

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 17th day of September 2026.

Mayor

ATTEST:

City Clerk

Al Minner, City Manager

The City of Leesburg created the Greater Leesburg Community Redevelopment Agency (GLCRA) on May 28, 1996 (Resolution 4994) pursuant to Section 163.512 Florida Statutes, and generates a majority of its annual income from tax increment revenues. The Trust Fund was created by Ordinance 96-30 on August 26, 1996 effective for 30 years originally expiring in 2026. On October 12, 2020, the term of the GLCRA was extended by Ordinance 20-38 to 2050. The base year was established in 1995 with an assessed taxable value of \$86,757,505. The agency is part of the City's Comprehensive Plan to enhance the downtown district and surrounding areas. The agency determined the existence of blighted areas, noted the general decline of the downtown area, and will attempt to revitalize this special district with available funds.

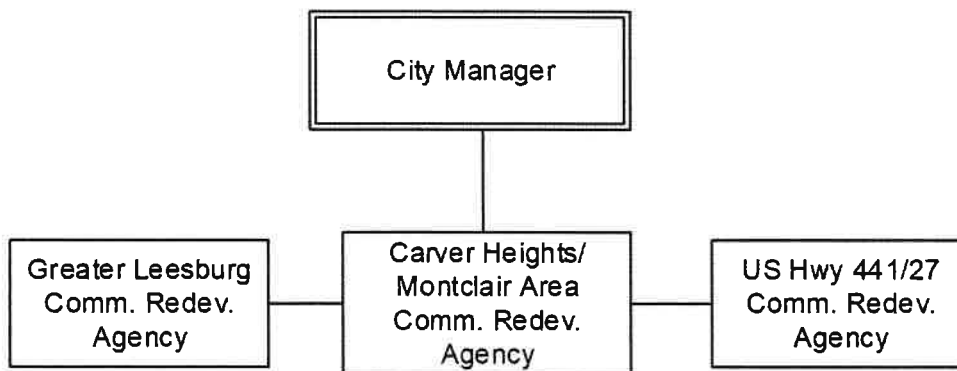
The Leesburg Redevelopment Plan identified four major objectives:

- Establish the boundary of the redevelopment area and the creation of the redevelopment agency
- Assess the current status of the redevelopment area
- Establish goals and time frames for making necessary improvements within the redevelopment area
- Identify funding sources to fund necessary improvements

In addition to revitalizing the downtown area, housing is a major concern for the redevelopment area. New housing stock and rehabilitation of existing structures is also needed.

The Redevelopment Area is divided between downtown and the Pine Street Community. By action of the governing body, the funds were also evenly divided between the two areas. All projects and fund disbursements must be in accordance with the Leesburg Redevelopment Plan and approved by the CRA.

Organization Chart:



Greater Leesburg Community Redevelopment Agency

Description

Total Department Budget

\$ 1,264,353

Greater
Leesburg
CRA Fund

Revenue
Sources &
Appropriations

Revenue Sources and Appropriations

	ACTUAL 2023-24	ACTUAL 2024-25	ADOPTED 2025-26	ADOPTED 2026-27
REVENUE SOURCES				
Taxes	346,159	368,177	405,405	481,825
Intergovernmental Revenue	575,888	612,429	641,530	696,755
Charges for Services	10,204	17,657	15,300	26,919
Miscellaneous Revenue	42,826	59,435	95,350	58,854
Other Sources	0	0	0	0
TOTAL REVENUE SOURCES	975,077	1,057,698	1,157,585	1,264,353
APPROPRIATIONS				
Special Events	345,113	421,724	403,461	491,965
CRA	614,816	613,987	754,124	772,388
TOTAL APPROPRIATIONS	959,929	1,035,711	1,157,585	1,264,353

Revenue Detail

Greater Leesburg CRA Fund

Revenue Detail

	ACTUAL 2023-24	ACTUAL 2024-25	ADOPTED 2025-26	ADOPTED 2026-27
<u>TAXES</u>				
31101 Current Property Taxes	346,159	368,177	405,405	481,825
TOTAL TAXES	346,159	368,177	405,405	481,825
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	575,888	612,429	641,530	696,755
TOTAL INTERGOVERNMENTAL	575,888	612,429	641,530	696,755
<u>CHARGES FOR SERVICES</u>				
34725 Concession Stand Revenue	3,553	0	8,800	4,919
34727 Special Events	6,651	17,657	6,500	22,000
TOTAL CHARGES FOR SERVICES	10,204	17,657	15,300	26,919
<u>MISCELLANEOUS REVENUE</u>				
36110 Interest on Investments	23,914	21,841	15,000	21,429
36130 Gain/Loss Investments	6,837	1,330	0	0
36609 Contributions/Donations	12,075	36,264	80,350	37,425
TOTAL MISCELLANEOUS REVENUE	42,826	59,435	95,350	58,854
<u>OTHER SOURCES</u>				
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0
TOTAL RESOURCES	975,077	1,057,698	1,157,585	1,264,353

Goals & Tasks

Goals & Tasks

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

Task:

- ◆ Improve downtown and the surrounding neighborhoods as they are the heart of the community
- ◆ Protect and preserve past public and private investments in the downtown area
- ◆ Continue relationship with Community Development Corporation of Leesburg (CDC) to promote revitalization of Pine Street area
- ◆ Ensure the downtown area is maintained and improved to grow property values
- ◆ Stimulate a vital community which is a good place to live and work

Goal: Utilize Leesburg's natural resources and slogan as the "Lakefront City" to enhance recreational and leisure amenities.

Task:

- ◆ Continue special efforts for preservation, redevelopment, rehabilitation and enhancement while utilizing existing resources and promoting community assets
- ◆ Establish the CRA as a focal point for the community and attract visitors from the entire region
- ◆ Encourage and provide additional civic activities and community events in the downtown area

Major Accomplishments:

- Christmas Festival/Parade was attended by 8,500
- Executed a successful Bikefest 2026 event
- Hosted 21 events in downtown Leesburg
- Brought 4,000 visitors to downtown for Trick or Treat on Main Street event
- Hosted monthly Discover Leesburg event with an average increase of 466 visitors to downtown from non-event Friday nights

Performance Measures:

	2024-25	2025-26	2026-27
Housing Rehab and Façade/Landscape grants	6	6	6
Major Special Events conducted	3	3	3
Property Value increase (increment)	35%	35%	35%

Personnel Schedule

Classification	2026	Change	2027	Amount
Recreation Director ¹	0.00	0.50	0.50	62,608
Special Events Manager	1.00	0.00	1.00	96,553
Special Events Coordinator	1.00	0.00	1.00	70,346
Total	2.00	0.50	2.50	229,507

Allocations:

Recreation Director¹
50%-016-6188, 50%-8125

**Greater
Leesburg
CRA Fund**

**Personnel
Schedule**

**Greater
Leesburg
CRA Fund**

Special Events

**Appropriations
Detail**

Appropriations Detail

Account # 016-6188-5xx

		ACTUAL 2023-24	ACTUAL 2024-25	ADOPTED 2025-26	ADOPTED 2026-27
<u>PERSONAL SERVICES</u>					
12xx	Regular Salaries & Wages	132,813	153,678	160,472	229,507
1310	Temporary Labor	0	1,146	10,000	10,000
1410	Overtime	4,275	5,026	7,500	5,500
1641	Vacation/Terms & Buyouts	1,768	0	0	0
211x	FICA	10,384	11,815	11,857	16,724
221x	Retirement	6,641	7,684	12,838	20,239
23xx	Insurance	29,470	29,222	23,232	39,519
2410	Workers Compensation	667	750	690	987
262x	Other Payroll Benefits	1,171	1,278	1,266	1,380
TOTAL PERSONAL SERVICES		187,189	210,599	227,855	323,856
<u>OPERATING EXPENSES</u>					
3210	Auditing	3,500	3,833	0	0
3410	Contract Services	72,705	105,418	42,950	36,400
4010	Travel	1,036	1,055	2,500	2,500
4310	Utilities	3,175	9,663	6,500	1,000
4410	Rentals	8,772	6,316	28,250	39,984
4510	Insurance	0	0	4,917	5,270
4610	R&M/Vehicles	0	0	1,500	1,000
4611	Fleet Maintenance	4,610	1,592	5,000	2,000
4625	Repairs & Maintenance- Non Buil	0	0	5,000	7,000
46xx	Repairs & Maintenance- Equipme	0	2,500	4,100	4,100
4710	Printing & Binding	0	5,643	0	5,000
4810	Promotional Activities	2,295	846	3,700	3,080
4911	Advertising	18,783	40,694	49,200	45,600
4930	Recognitions & Awards	0	2,041	5,500	5,700
5180	Minor Furniture/Equipment	2,501	8,470	6,364	0
5210	Operating Expenses	22,431	21,153	5,600	5,200
5215	Uniforms	307	0	500	500
5230	Fuel Purchases	64	601	2,000	2,000
5410	Publications & Memberships	0	0	725	725
5520	Training	1,300	1,300	1,300	1,050
TOTAL OPERATING EXPENSES		141,479	211,125	175,606	168,109
<u>CAPITAL OUTLAY</u>					
6410	Machinery & Equipment	16,445	0	0	0
TOTAL CAPITAL OUTLAY		16,445	0	0	0
TOTAL APPROPRIATIONS		345,113	421,724	403,461	491,965

Appropriations Summary

	ADOPTED 2025-26	ADOPTED 2026-27	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	227,855	323,856	96,001	42.13%
Operating Expenses	175,606	168,109	(7,497)	-4.27%
TOTALS	403,461	491,965	88,504	21.94%

Significant Budget Changes:

The increase in Personal Services is related to adjusting funding for the Recreation Director.

Greater
Leesburg
CRA Fund

Special Events

Appropriations
Summary

**Greater
Leesburg
CRA Fund**

Operations

**Appropriations
Detail**

Appropriations Detail

Account # 016-6189-5xx

		ACTUAL 2023-24	ACTUAL 2024-25	ADOPTED 2025-26	ADOPTED 2026-27
<u>OPERATING EXPENSES</u>					
3110	Professional Services	2,250	0	0	0
3210	Auditing	0	333	0	0
4510	Insurance	3,724	3,872	4,000	4,000
4911	Advertising	141	0	0	0
4920	Other Current Charges-CDC	459,930	489,497	530,968	600,005
TOTAL OPERATING EXPENSES		466,045	493,702	534,968	604,005
<u>DEBT SERVICE</u>					
71xx	Principal	91,000	94,000	96,000	99,000
72xx	Interest	9,718	7,033	4,278	1,440
TOTAL DEBT SERVICE		100,718	101,033	100,278	100,440
<u>GRANTS & AIDS</u>					
8210	Local Contributions	0	0	15,100	0
8213	Housing Rehab Program	579	0	0	0
8214	Matching Landscape/Façade Grt	47,474	19,252	0	0
TOTAL GRANTS & AIDS		48,053	19,252	15,100	0
<u>OTHER USES</u>					
9101	Transfer to General Fund	0	0	0	0
9910	Reserve for Future	0	0	103,778	67,943
TOTAL OTHER USES		0	0	103,778	67,943
TOTAL APPROPRIATIONS		614,816	613,987	754,124	772,388

Appropriations Summary

	ADOPTED 2025-26	ADOPTED 2026-27	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	534,968	604,005	69,037	12.90%
Debt Service	100,278	100,440	162	0.16%
Grants & Aids	15,100	0	(15,100)	-100.00%
Other Uses	103,778	67,943	(35,835)	-34.53%
TOTALS	754,124	772,388	18,264	2.42%

Greater Leesburg CRA Fund

Operations

Appropriations Summary

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.B.

Meeting Date: September 17, 2026

From: Dan Miller, (Planning and Zoning Director), Dianne Yekel, (Senior Planner)

Subject: Resolution of the Greater Leesburg Community Redevelopment Agency (GLCRA) of the City of Leesburg, Florida authorizing the Chairman and Secretary to execute a resolution approving Fiscal Year 2026 Façade Sign, and Landscape Grant Awards; and providing an effective date. (FSL Grants GLCRA 2026)

Staff Recommendation:

Staff recommends approval of the attached request for funding of the annual Façade, Sign and Landscape Grant program for the projects located within Greater Leesburg Community Redevelopment Agency.

Analysis:

The purpose of this program is to offer local businesses the opportunity to apply for grant funds to enhance the aesthetics of their properties, thereby beautifying the City of Leesburg's major corridors. The City of Leesburg has received one (1) more grant application in the GLCRA. 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 Façade, Sign and Landscape Grant program in the GLCRA 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 **\$20,000.00**. A budget adjustment will be processed to add these funds to the current budget utilizing available GLCRA Cash Reserves.

Account No. 016-6189-559-8214

Project No. CRASFP

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY (GLCRA) OF THE CITY OF LEESBURG,
FLORIDA AUTHORIZING THE CHAIRMAN AND SECRETARY TO
EXECUTE A RESOLUTION APPROVING FISCAL YEAR 2026 FAÇADE SIGN,
AND LANDSCAPE GRANT AWARDS; AND PROVIDING AN EFFECTIVE
DATE. (FSL GRANTS GLCRA 2026)**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Greater Leesburg Community Redevelopment Agency of the City of Leesburg, Florida hereby authorizes staff to execute FSL Grant Awards in the amount of **\$20,000.00**, as shown in attached Exhibit A, pursuant to the requirements of the Façade, Sign and Landscape Grant Program.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held the 14th day of September 2026.

Mayor

ATTEST:

City Clerk

EXHIBIT A**RECOMMENDED FUNDING FSL GRANTS IN GLCRA 2026**

Project #	Project Name	Improvements	General Location	CRA	REC FUNDING
SGA-26-1039	La Chic Chef	Signage, Landscaping, Ext. Lighting, Irrigation	1024 West Main Street	GLCRA	20,000.00

TOTAL = \$20,000.00

SEA-26-1039

FSL GRANT APPLICATION
FAÇADE IMPROVEMENT GRANT PROGRAM

1. Project Location (Address of Property to be improved)

1024 West Main Street, Leesburg, Florida 34748

Assessor Parcel Number(s): 26-19-24-3900-009-00601

Name of Business(es) in Project La Chic Chef (ChicChef Corp)

Building Frontage Measurement of Project: 75 feet

2. Applicant Information:

Name: Elizabeth Lockett

Mailing Address: 3500 Huntsville Lane

City: Leesburg

State: FL

Zip: 34748

Phone: (202) 212-9298

Email: lizlockett74@gmail.com

Do you Own, Rent or Lease the subject property? Own

*** If you are not the owner, the owner will need to co-sign this application. ***

3. Businesses or Services Offered on Site:

See Exhibit A - Business Description and Project Narrative.

4. Description of Proposed Improvements:

See Exhibit A - Project Scope and Proposed Improvements.

5. Please identify ways in which this project supports the Overlay District Concepts

See Exhibit A - Overlay District / Redevelopment Alignment.

6. Submittals - Applications must include the following materials, if applicable, for consideration by the City:

- ☐ Photos of the Project
- ☐ Business Description
- ☐ Sign and/or Awning Renderings
- ☐ Color Samples

○ Architectural Concepts – If Applicable

7. **Estimated Costs and Timing:** Please provide copies of three vendor bids/estimates or other documentation of cost estimates for all project work.

- | | | |
|----|--|---------------------------|
| a. | Window or Door Replacement:_____ | N/A |
| b. | Exterior paint or siding:_____ | Excluded - separate work |
| c. | Signage :_____ | \$6,120.44 - SignCrafters |
| d. | Exterior Lighting:_____ | \$5,564.00 - Yard Stop |
| e. | Façade/Exterior Architectural Improvements:_____ | N/A |
| f. | Architectural/Design Fees:_____ | Included in signage |
| g. | Landscape/Hardscape Improvements:_____ | \$35,959.49 - Yard Stop |
| h. | Awnings or Shutters:_____ | Excluded - separate work |
| i. | Building Permit/Planning Fees:_____ | Included in signage |
| j. | Other Proposed Improvements (specify):_____ | N/A |
| k. | _____ | |
| l. | _____ | |
| m. | _____ | |

TOTAL ESTIMATED COST: \$47,643.93

ESTIMATED COMPLETION DATE: December 2026

SIGNATURES

Signed: 
Applicant and/or Property Owner

Date: 08/11/2026

Printed Name: Elizabeth Lockett

Signed: _____
Property Owner – If Required

Date: _____

Printed Name: _____

This Section for City Use

Amount Recommended: \$ _____

Date Reviewed: _____

Recommendation to Commission/CRA: _____

Action: _____



La Chic Chef

1024 West Main Street | Leesburg, Florida 34748

FSL Grant Supporting Narrative & Vendor Selection

Submitted August 2026

SELECTED PROJECT COST	CITY REQUEST (90%)	APPLICANT SHARE (10%)
\$47,643.93	\$42,879.54	\$4,764.39

Applicant: Elizabeth Lockett, ChicChef Corp / La Chic Chef **Property:** 1024 West Main Street
Parcel: 26-19-24-3900-009-00601

Project concept rendering: The applicant's concept rendering of the proposed completed exterior improvements, supplied August 11, 2026, is submitted as Exhibit B. The earlier before/after composite is intentionally omitted.

Exhibit A - Project Narrative

1. Business Description

La Chic Chef is a locally owned culinary boutique, cooking school and community-focused event business planned for adaptive reuse of the historic Main Street property at 1024 West Main Street. The business will combine curated culinary retail with adult and children's cooking classes, demonstrations, private gatherings, and limited catering/private-chef services. The goal is to create a distinctive destination that adds regular pedestrian activity and reinforces the vitality of the West Main Street corridor.

2. Proposed Improvements

The grant request is limited to exterior work that has not begun and is directly associated with the street-facing improvement program. The proposed scope includes:

- **Signage:** A historically compatible double-sided post-and-panel sign for La Chic Chef, with a black post and decorative steel bracket. The selected SignCrafters proposal includes the technical site survey, engineered drawings, concrete footer/steel structure, installation, municipal sign permit fee, permit procurement, and Notice of Commencement services.
- **Landscape and hardscape:** Front-yard demolition/preparation, a new paver sidewalk and fountain pad, low retaining/decorative wall work and columns, a fountain, mulch, custom clay pots, and a coordinated planting program.
- **Exterior lighting:** Low-voltage canopy/path and column lighting included within The Yard Stop landscape proposal.
- **Irrigation:** Modification/installation work budgeted within The Yard Stop proposal to support the new landscape.
- **Accessible route:** The paver walkway is intended to form the primary public arrival route. Final width, slope, transitions, landings, edge protection/railing requirements, and other accessibility details will be coordinated with the City Building Department before construction.

Excluded from this grant request: Exterior painting, siding restoration and shutter work already underway are specifically excluded. No grant-funded sign, landscape, hardscape or related site work has begun.

3. Overlay District / Redevelopment Alignment

The project supports Leesburg redevelopment goals by pairing adaptive reuse of a historic Main Street property with coordinated signage, landscape, lighting and pedestrian improvements. The work will improve wayfinding, curb appeal and the quality of the public arrival experience while preserving the prominence of the historic structure. The design uses traditional forms, restrained colors, black metal details, warm lighting and garden-oriented plantings that are compatible with the property's character and the surrounding corridor.

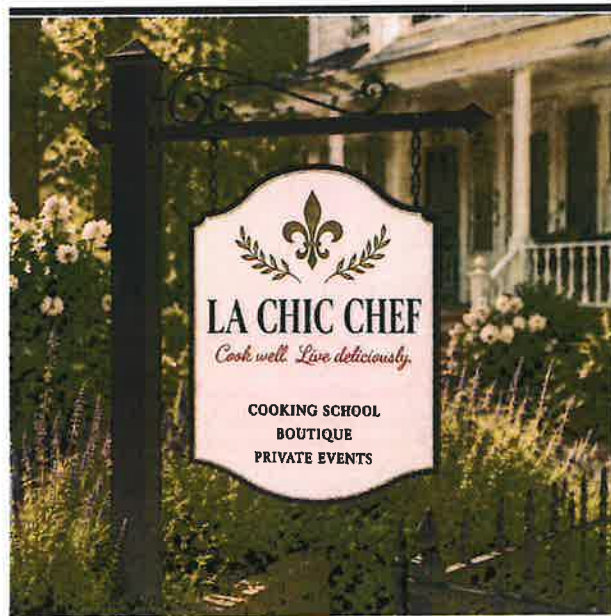
The project also creates a stronger pedestrian connection to a new locally owned business whose programming is designed to generate repeat visits, community activity and complementary traffic for neighboring Main Street businesses.

Vendor Review and Selection

Signage

Vendor	Total	Scope Snapshot	Assessment
SignCrafters of Central Florida	\$6,120.44	Site survey; HDU double-sided sign; engineered drawings; footer/steel; installation; sign permit; permit procurement; NOC.	SELECTED - lowest locally installed full-service sign proposal.
JW Berry Signs	\$8,130.00	Double-sided sign on decorative steel post; ground lighting/LED fixtures; permit and engineering.	Comparable local full-service option, but approximately \$2,010 higher.
Sign Bracket Store	\$2,055.00	Custom steel post system, shipping and tax; customer responsible for field verification and local completion.	Fabrication/shipping only; not comparable to local turnkey installation.

Selection rationale: SignCrafters provides the best balance of price and project administration. Unlike the online post quote, it includes the local site survey, engineered drawings, footing/steel work, installation and permit handling. Exterior site lighting is being addressed in the landscape package rather than treated as part of the sign fabrication cost.



Concept rendering - final dimensions/materials remain subject to vendor engineering and City approval.

Vendor Review and Selection (continued)

Landscape / Hardscape

Vendor	Total	Scope Snapshot	Assessment
The Yard Stop	\$41,523.49	Site prep; 480 sf paver sidewalk/fountain pad; decorative wall/columns; fountain; plantings; mulch; pots; 18 lights; irrigation budget.	SELECTED - lowest proposal and strong match to the core front-yard grant scope.
Arenas Lawn Maintenance	\$48,750.00	Site prep; irrigation; fountain utilities; 20-25 lights; pavers; 60 lf footer/railing; fountain; plants; sod; equipment/cleanup.	Broader scope and \$7,226.51 higher than selected proposal.
Hooked Up Landscaping	\$54,457.50	Large planting program; 550 sf walkway pavers; wall/columns; mulch/stone; 750 sf patio; fountain installation; site prep.	Largest planting/paver scope and \$12,934.01 higher than selected proposal.

Selection rationale: The three landscape proposals vary in quantities and inclusions, so the comparison is not strictly line-for-line. The Yard Stop is preferred because its \$41,523.49 proposal covers the core grant priorities - paver access, hardscape, fountain, lighting, irrigation and coordinated planting - at the lowest overall price. Permit fees are excluded from The Yard Stop proposal; required permits and final accessible-route details will be resolved with the City before construction.

Selected Project Budget

Selected Scope	Amount	Notes
SignCrafters sign package	\$6,120.44	Includes engineering, permit procurement and installation.
The Yard Stop landscape / hardscape	\$41,523.49	Includes \$5,200 pre-tax lighting allowance and irrigation budget.
TOTAL SELECTED PROJECT	\$47,643.93	Grant-funded work has not begun.
City participation requested (90%)	\$42,879.54	Subject to City eligibility review.
Applicant contribution (10%)	\$4,764.39	Applicant will also fund any non-eligible costs.

Submission Exhibits and Project Conditions

Exhibit / Attachment Index

- Completed City of Leesburg FSL Grant Application (signed and dated by applicant).
- Exhibit A - This supporting narrative, vendor comparison and funding summary.
- Exhibit B - Concept rendering of proposed completed exterior improvements supplied by applicant August 11, 2026. (No before/after composite.)
- Exhibit C - La Chic Chef sign concept rendering.
- Exhibit D - Sign estimates: SignCrafters of Central Florida; JW Berry Signs; Sign Bracket Store.
- Exhibit E - Landscape estimates: The Yard Stop; Arenas Lawn Maintenance & Service; Hooked Up Landscaping.
- Exhibit F - Proof of ownership: June 2026 closing statement for 1024 West Main Street.
- Exhibit G - 2025 paid Lake County property tax record / receipt.

Conditions / Clarifications

- Exterior paint, siding and shutter work already underway is excluded from the grant request and is not included in the requested reimbursement.
- No grant-funded signage, landscape, hardscape or related exterior site work will begin before the City awards the grant and required permits/approvals are obtained.
- The requested \$42,879.54 represents 90% of the selected \$47,643.93 project cost; the City may determine that individual line items are ineligible, and the applicant will fund any non-eligible portion.
- The paver route will be finalized to meet applicable accessibility and Building Department requirements before construction. The Yard Stop proposal excludes permit fees.
- The SignCrafters proposal does not separately price sign illumination; exterior site/path lighting is included in the selected Yard Stop scope.

Applicant note: The official City application has been signed and dated by the applicant; this supporting narrative is incorporated by reference as Exhibit A.

Exhibit B - Concept Rendering of Proposed Improvements

La Chic Chef | 1024 West Main Street | Leesburg, Florida



Concept rendering illustrating the intended completed street-facing sign, walkway, railings, lighting, fountain and landscape character. Final construction remains subject to City approvals and vendor engineering.

ESTIMATE

SignCrafters of Central Florida, LLC
1915 Greenleaf Ln
Leesburg, FL 34748

sales@signcraftersflorida.com
+1 (352) 323-1862
www.signcraftersflorida.com



Bill to
La Chic Chef

Ship to
La Chic Chef
1024 W Main St, Leesburg, FL 34748

Estimate details

Estimate no.: 9219
Estimate date: 07/24/2026

PO Number / Memo: La Chic Chef Post and Panel

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Technical Site Survey	Technical Site Survey to mark sign location, verify electrical, or measure the building at: This is an on-site visit to confirm conditions and gather accurate information for design, permitting, and installation. This is not a property or boundary survey. 1024 W Main St, Leesburg, FL 34748 I:1 H:1 D:0.06 T:1 M:2.4 T:1 H:0 P:0	1	\$184.00	\$184.00
2.		Post & Panel Sign	Post and Panel Sign "(Logo) LA CHIC CHEF" Overall Size: 42" W x 96" H x 4" D Double Sided 2" Thick HDU Custom Steel Blade Sign Bracket with eyehooks and chains 4" Custom black post with cap For Internal Use Only: V:0 R:3 F:1 C:0 P:3 A:5L:1 #:95	1	\$2,819.00	\$2,819.00
3.		Engineering	Sealed Engineered Drawings Required by City for Permit Submittal	1	\$300.00	\$300.00
4.						

	Concrete Footer and Steel Structure	Includes materials and labor for the concrete footer and steel structure, including concrete supply, steel pole processing, footer excavation, and steel placement at the sign location per project specifications. *Underground utilities or debris impeding excavation may incur extra fees.* *Includes Install I:2 H:5 D:0.06 T:2 M:2.4 T:1 H:0 P:0	1	\$1,689.00	\$1,689.00
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5.	Sign Permit	Municipality Permit Fee Fee Billed by the Municipality for Permit Acquisition	1	\$250.00	\$250.00
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6.	Permitting Procurement	Acquisition fees: Staff Time for permit processing including final inspections. Please Note: On average the permitting process can take up to 4-6 weeks depending on the city.	1	\$500.00	\$500.00
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7.	NOC	Notice of Commencement Recording Services	1	\$50.00	\$50.00
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Subtotal \$5,792.00

Sales tax \$328.44

Note to customer

Thank you for choosing SignCrafters for your signage needs. By engaging in any form of business, including but not limited to purchasing, requesting quotes, or availing our services, you hereby acknowledge and agree to abide by the terms and conditions outlined by SignCrafters.

Total \$6,120.44

Accepted date

Accepted by

ESTIMATE

J W Berry Signs INC
PO Box 491620
Leesburg, FL 34749

Bill to
Elizabeth Lockett
La Chic Chef
1024 W Main Street
Leesburg, FL 34748

Ship to
Elizabeth Lockett
La Chic Chef
1024 W Main Street
Leesburg, FL 34748

Estimate details
Estimate no.: 1076
Estimate date: 07/07/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Sales - Services	One (1) double sided sign as per specs provided installed on steel decorative post. Ground lighting / LED fixture on each side.	1	\$7,180.00	\$7,180.00
2.	Permit and Engineering Fees	Acquisition of Permit and Engineering fees.	1	\$950.00	\$950.00
		\$4,870.00 Deposit required to start project. Balance due upon receipt.			
Total					\$8,130.00

Accepted date

Accepted by



Sign Bracket Store
6088 Corte Del Cedro
Carlsbad, CA, 92011
Phone: 888-919-7446
www.signbracketstore.com

Quote

Expiration Date: 9/28/2026
Created Date: 7/28/2026
Customer ID: 1145835
Quote Nbr.: Q113222
PO Nbr.:

BILL TO:

La Chic Chef
1024 West Main St
Leesburg FL 34748
United States of America

SHIP TO:

La Chic Chef
1024 West Main St
Leesburg FL 34748
United States of America

Terms:

Lead Time: 4-6 weeks

Delivery: Curbside Residential with Liftgate, With Delivery
Appt.

Project Name:

Qty	Product	Line Item Description	Sales Price	Total Price
1	CUSTOM ITEM	Custom golf tee marker post system based on customer rendering	1,500.00	1,500.00

Sales Total 1,500.00
Shipping: 450.00
Tax Total: 105.00
Total (USD): 2,055.00

Continued...

Notes:

Expiration Date: Quotes are honored for 60 days unless otherwise noted. Pricing may be held for up to 1 year with a deposit.

Field Verification: Client is responsible to site verify all dimensions, styles, colors, and options prior to the start of production.

Payment Terms: To begin production, a 50% deposit and shop drawing approvals are required. The balance is due prior to shipment unless otherwise noted.

Tax: Orders are subject to sales tax based on the confirmed shipping address.

Credit Card Fee: Orders exceeding \$25K incur a 3% credit card fee. This does not apply to payments via check, wire, or ACH.

Shop Drawings: Shop drawings and one round of revisions are included. Additional revisions will be assessed at \$150 per hour.

Production Times: Time quotes are estimates based on current production volume and do not include freight time. They will be confirmed and begin when orders enter production. Production times may be extended due to unforeseen circumstances and are not guaranteed.

Rushes: Inquire with your Sales Manager about rush fees if standard production times do not meet your project needs. Rush charges are assessed based on overtime needed to meet your dates.

Storage Fees: If you are unable to receive your order within two weeks of the ship date, storage fees will be incurred through a third-party storage yard.

Shipping Terms: We reserve the right to adjust shipping costs based on current market rates. Quoted freight is an estimation. Third-party freight may incur a handling fee.

Cancellation / Returns: Once shop drawings are approved, orders may not be canceled. All custom orders are final.

Claims: Shipping damage must be noted on the BOL and/or reported within 5 business days. Manufacturer defect claims can be made through our website.

Warranty: Warranty against manufacturer defects varies from 1–3 years depending on material. Warranty documentation is available.

Care & Maintenance: Care and maintenance guides are available and can be found on our website.

Insurance: We maintain commercial general liability insurance with coverage of \$1M per occurrence and \$2M annual aggregate. Umbrella liability coverage is \$4M per occurrence and annual aggregate. Certificates of Liability Insurance are available upon request.

Jeremy Granger
352-267-2346
Jeremy@YardStopGardenCenter.com



Proposal / Invoice #JG08012026

Liz Lockett

202-212-9298

Date: 8-1-2026

lizlockett74@gmail.com

Expected Start Date:

Work Location : Front Yard

Job Completion Date:

Address: 1024 W. Main St. Leesburg, FL

Subdivision Name:

Gate Code:

SCOPE OF WORK:

- Mobilization (Delivery and Staging of bulk materials): \$350
- Demolition / excavation and preparation of site: \$2,800
- Disposal and dump fees: \$700
- Materials & installation
 - 10 Gardenia Jasmine 3 gal: \$300
 - 46 Drift Rose (Red) 3 gal: \$1,840
 - 9 Shasta Daisy 1 gal (in 2 pots): \$126
 - 93 Blue Daze 1 gal: \$1,209
 - 38 Salvia 3 gal: \$988
 - 36 Rosemary 1 gal: \$504
 - Approx. 480 Sq Ft Paver sidewalk and fountain pad (includes pavers, concrete, concrete fines, finish sand and labor): \$8,000
 - Approx. 80 Sq ft deco wall to build up sidewalk on house side: \$2,800
 - 2 - 2 X2' Column from deco stone wall w/ cap: \$2,400
 - Fountain as pictured or one similar (installed): \$4,500
 - 14 Yards Large Pine Bark: \$1,190
 - 2 Custom clay pots (Budget): \$500
 - LIGHTING: 16 Canopy/path lights, 2 column lights, (includes wire, connections, junction boxes, stainless power box with timer): \$5,200
- Irrigation: BUDGET - \$5,400
- Drain work: n/a

QUALIFICATIONS AND EXCLUSIONS:

- Permit and permit fees are excluded. Customers shall at their own expense obtain all permits necessary for all work, if applicable.
- The Yard Stop Garden center is required and will call 811 DIG to have utilities marked.

Mailing Address: 4200 S. Highway 19A, Mount Dora, Florida 32757

Phone: 352-357-9964

YardStopGardenCenter.com



- All material is guaranteed to be as specified and the work to be performed in accordance with the drawings and specifications submitted by the designer and completed in a substantial workmanlike manner.
- Any additional work outside the scope of this project will be billed accordingly at \$75.00 per man hour.
- The Yard Stop Garden Center is not responsible for any unforeseen damages such as cut wires, broken irrigation, grass flattened by equipment, etc.
- Leftover material belongs to The Yard Stop Garden Center. Extra is brought to the site for potential use.
- Maintenance such as watering, mowing and trimming is turned over to the owner upon completion.
- Any grading work is guaranteed to be within .10 ft, light hand rake only unless specified above.
- We exclude replacement of material(s) damaged by others.
- The following items installed by YSGC have a limited 30 day warranty: fountains, lighting, sod, irrigation systems, pavers, wall/retention systems, outdoor kitchens, pergolas, and other items created for the job.
- Plants installed by YSGC have a limited, one time replacement, one year warranty. The first 30 days are covered at 100% of the cost. The remainder of the year is at 50%. Acts of nature (freezing temperatures, high winds, flooding, etc.), neglect, physical damage void the warranty.

PRICING AND GENERAL BREAKDOWN

Estimated Amount:	\$38,807
Tax:	\$2,716.49
Total:	\$41,523.49
Minimum Deposit Required:	\$20,761.75
Project additions/changes:	\$
Subtotal	\$
Tax:	\$
Deposit Paid:	-\$
Final Amount Due:	\$

Any amount paid by credit card is subject to a 3% processing fee.

This proposal is good for 30 days. Full payment is due within 5 business days of completion of the project.

Gas present on property? Yes / No

Customer Printed Name: _____

Date: _____

Signature of Acceptance: _____

Mailing Address: 4200 S. Highway 19A, Mount Dora, Florida 32757

Phone: 352-357-9964

YardStopGardenCenter.com

Jeremy Granger
352-267-2346
Jeremy@YardStopGardenCenter.com



Thank you for the opportunity to look at this project.

Best regards,
Jeremy Granger

YSGC

Mailing Address: 4200 S. Highway 19A, Mount Dora, Florida 32757
Phone: 352-357-9964
YardStopGardenCenter.com

Arenas Lawn Maintenance & Service LLC
PO Box 490393
Leesburg, FL 34749 USA
+13212870982
arenaslawnservice@gmail.com

ADDRESS
Elizabeth Lockett

Estimate 2168

DATE 07/30/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	The contractor will provide all labor, materials, equipment, delivery, installation, and cleanup necessary to complete the front landscaping upgrades described below. All underground irrigation, water supply, electrical, and landscape-lighting rough-in work will be completed before installation of the pavers, fountain, plants, mulch, and sod to minimize disturbance to completed areas.		0.00	0.00
	services	Site preparation, grass removal & bed layout: The contractor will begin by preparing the front landscaping area for the proposed improvements. Work includes: Removal of unwanted grass from designated areas. Creation and layout of new landscape/flower beds. Preparation of areas receiving pavers, plants, mulch, fountain, and sod. Minor grading and site preparation as necessary. Collection and removal of debris generated during preparation.	1	2,250.00	2,250.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	Irrigation modifications & drip system: The contractor will modify the existing irrigation system to accommodate the new landscaping. Work includes: Installation of a new irrigation line for designated grass areas. Installation of drip irrigation for the new plant/flower beds. Connection of new irrigation components to the existing irrigation system. Necessary pipe, fittings, connectors, valves, drip components, and miscellaneous materials. Adjustments required to provide proper coverage to the new landscaping. Testing of the modified irrigation system upon completion.	1	2,750.00	2,750.00
	services	Water fountain utility rough-in: Prior to installation of the fountain and surrounding landscaping, the contractor will provide the necessary underground utility preparation. Includes: Installation of water supply line to the fountain location. Underground electrical/conduit preparation for operation of the fountain pump. Necessary fittings and connections. Coordination of water and electrical locations with final fountain placement. Testing of connections after installation.	1	1,500.00	1,500.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	Landscape lighting system: The contractor will furnish and install approximately 20–25 professional landscape lights throughout the front landscaping. The system may include a combination of: Spotlights Walkway/path lights Accent lighting Plant/tree lighting Architectural lighting Installation includes: Landscape lighting fixtures. Low-voltage wiring. Waterproof connections. Transformer and necessary components. Underground wiring installation. Fixture placement. Final aiming and adjustments. Complete system testing. Final fixture type and locations will be discussed with and approved by the homeowner. Warranty: 1 Year	1	4,500.00	4,500.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	3-piece paver installation: The contractor will furnish and install approximately 4 pallets of three-piece pavers in the designated front walkway/landscape areas. Includes: Four pallets of three-piece pavers. Base materials as required. Bedding material. Area preparation and grading. Compaction. Paver installation. Necessary cuts and fitting. Final leveling and cleanup. Paver color, pattern, and style will be determined by the homeowner prior to ordering. Pricing is based on standard paver selections within the project allowance. Premium or specialty selections may require an additional charge.	1	5,750.00	5,750.00
	services	Concrete footer railing: The contractor will install approximately 60 linear feet of concrete footer to provide the necessary support for the new railing. Footer will be approximately: 6 inches wide 6 inches deep Approximately 60 linear feet Includes excavation, concrete, preparation, placement, and cleanup.	1	2,250.00	2,250.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	Railing package: The contractor will furnish and install approximately 60 linear feet of railing along the designated sidewalk/walkway. Includes: Railing materials. Posts. Anchoring hardware. Fasteners. Installation into prepared footer. Labor and final adjustments. Final railing style, material, and color will be selected by the homeowner. Pricing is based on the project allowance. Specialty or upgraded railing selections exceeding the allowance will be priced separately before ordering. Warranty: 1 Year	1	5,500.00	5,500.00
	services	Water fountain package: The contractor will coordinate the purchase/pickup, transportation, delivery, placement, and installation of the water fountain. Work includes: Water fountain package. Pickup and transportation. Delivery to property. Preparation of fountain location. Installation of approximately 2 inches of recycled concrete base beneath the fountain. Leveling and placement. Water connections. Electrical/pump connections to previously prepared utilities. Startup and operational testing. Final fountain location will be approved by the homeowner before installation. Warranty: 1 Year, subject to manufacturer requirements and proper operation and maintenance.	1	11,500.00	11,500.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	Plant package: The contractor will furnish and install approximately 30–50 plants throughout the new front landscape beds. The plant package will consist primarily of: 1-gallon plants. 3-gallon plants. The final design may also include one 7-gallon or one 30-gallon specimen plant/tree, depending on the final homeowner-approved layout and plant selections. Includes: Plant material. Delivery. Layout and placement. Excavation. Installation. Soil amendments/topsoil as needed during planting. Initial watering. Connection to drip irrigation where applicable. Final varieties, quantities, colors, and locations will be determined with the homeowner prior to installation. Plant Warranty: 90 Days, provided proper irrigation and maintenance requirements are followed.	1	3,500.00	3,500.00
	services	Fill dirt & grading: The contractor will provide approximately one load of fill dirt to correct designated low areas throughout the front property. Includes: Fill dirt. Delivery. Bobcat placement where accessible. Spreading. Grading and leveling. Preparation for landscaping and sod.	1	1,000.00	1,000.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	Landscape fabric & mulch: The contractor will furnish and install: Approximately 3 rolls of heavy-duty landscape fabric. Landscape staples. Approximately 10–15 cubic yards of mulch. Landscape fabric will be installed in designated landscape beds before mulch placement. Final mulch type and color will be discussed with and selected by the homeowner.	1	2,000.00	2,000.00
	services	Cobalt St. Augustine sod: The final landscaping phase will include approximately 6–8 pallets of Cobalt St. Augustine sod in designated areas. Includes: Cobalt St. Augustine sod. Delivery. Final preparation of installation areas. Installation. Cutting and fitting around landscape features. Final cleanup. Initial watering following installation. Sod will be installed toward the end of the project to minimize damage from construction equipment and other landscape operations. Sod Warranty: 30 Days, provided the irrigation system is functioning properly and recommended watering and maintenance procedures are followed.	1	3,250.00	3,250.00
	services	Equipment, mobilization, delivery & cleanup: Equipment and project logistics may include: Bobcat/skid steer. Dump trailers. Flatbed trailers. Equipment mobilization. Material transportation. Loading and unloading. Debris handling. Final jobsite cleanup.	1	3,000.00	3,000.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	services	The total price includes labor, materials, equipment, delivery, installation, and cleanup for the scope of work described in this proposal.		0.00	0.00
	services	The contractor requires a minimum deposit of 50% to cover the cost of materials.		0.00	0.00
TOTAL				\$48,750.00	

Accepted By

Accepted Date



ESTIMATE

Hooked Up Landscaping, LLC
4339 Southeast 150th Street
Summerfield, Florida 34491
United States

Mobile: 3527028049

BILL TO
Liz Lockett

Lizlockett74@gmail.com

Estimate Number: 536
Estimate Date: August 10, 2026
Valid Until: September 9, 2026
Grand Total (USD): \$54,457.50

Items	Quantity	Price	Amount
1 gal liriop liriop installed -different varieties	165	\$9.50	\$1,567.50
1 gal hosta Sun hosta	40	\$12.00	\$480.00
Porterweed 3gallon porterweed	15	\$36.00	\$540.00
30gal assorted trees Olive,purple plum,or similar	5	\$750.00	\$3,750.00
15 gallon podocarpus shrub privacy hedge	20	\$155.00	\$3,100.00
misc 1 gal plants TBD color	130	\$12.00	\$1,560.00
Knockout roses 3gal 3gallon knock out roses installed/and or drift	25	\$38.00	\$950.00
misc 3 gal plants choice of 3 gal plants TBD	60	\$36.00	\$2,160.00
concrete brick pavers pavers installed sq ft walk ways	550	\$15.50	\$8,525.00
stone gate wall block sqft stone gate wall block pillar	45	\$38.00	\$1,710.00
stone gate wall block sqft stone gate wall block	45	\$38.00	\$1,710.00
Chocolate brown mulch	25	\$155.00	\$3,875.00



ESTIMATE

Hooked Up Landscaping, LLC
4339 Southeast 150th Street
Summerfield, Florida 34491
United States

Mobile: 3527028049

Items	Quantity	Price	Amount
pine straw bale pine straw mulch	80	\$12.00	\$960.00
Tennessee stone Border stone	1	\$3,600.00	\$3,600.00
rock tan river Different colors available will be used as border for paver walkways	6	\$495.00	\$2,970.00
concrete brick pavers pavers installed patio sqft 35x20	750	\$14.50	\$10,875.00
prep,removal,curb move,dump Level work sod removal	1	\$3,175.00	\$3,175.00
Fountain installed Fountain not included, only leveling and installation	1	\$2,950.00	\$2,950.00
Grand Total (USD):			\$54,457.50

Hunt Law Firm, P.A.
 ALTA Universal ID: 1121468
 601 South 9th Street
 Leesburg, FL 34748
 (352) 365-2262

ALTA Combined Settlement Statement

File #:	26-395	Property	1024 West Main Street Leesburg, FL 34748	Settlement Date	06/12/2026
Print Date & Time:	06/11/2026 at 04:58 PM EDT	Buyer	ChicChef Corp 3500 Huntsville Lane Leesburg, 34748	Disbursement Date	06/12/2026
Attorney:	Ashley S. Hunt	Seller	Miss Daisy's, LLC 1024 West Main Street Leesburg, FL 34748		
Settlement Location:	601 South 9th Street Leesburg, FL, 34748	Lender	The First National Bank of Mount Dora PO Box 95 Mount Dora, FL 32756		

Seller			Buyer	
Debit	Credit		Debit	Credit
		Financial		
	\$250,000.00	Sale Price of Property	\$250,000.00	
		Deposit		\$10,000.00
		Loan Amount		\$200,000.00
\$5,000.00		Seller Credit		
		Seller Credit		\$5,000.00
		Prorations/Adjustments		
	\$57.82	Assessments 06/12/2026 to 09/30/2026	\$57.82	
\$1,343.20		County Taxes 01/01/2026 to 06/12/2026		\$1,343.20
		Loan Charges		
		--Our origination charge \$1,000.00		
		Your adjusted origination charges	\$1,000.00	
		Appraisal fee to The First National Bank of Mount Dora - POC by borrower \$2,500.00		
		Tax service to The First National Bank of Mount Dora	\$84.00	
		Flood certification to The First National Bank of Mount Dora	\$12.00	
		Appraisal Review to The First National Bank of Mount Dora	\$250.00	
		Loan Processing Fee to The First National Bank of Mount Dora	\$150.00	
		Electronic Document Storage to The First National Bank of Mount Dora	\$30.00	
		Future Satisfaction Fee to The First National Bank of Mount Dora	\$14.75	
		Environmental Screen to The First National Bank of Mount Dora	\$250.00	
		Impounds		
		Initial deposit for your escrow account	\$4,388.96	
		--Homeowner's insurance: 2 months @ \$1,411.18 per month \$2,822.36		
		--Property taxes: 6 months @ \$261.10 per month \$1,566.60		
		Government Recording and Transfer Charges		
		Government recording charges	\$173.00	
		Transfer taxes	\$700.00	
\$1,750.00		State tax/stamps Deed \$1,750.00 Mortgage \$700.00 to Lake County Clerk		
		Intangible Tax to Lake County Clerk	\$400.00	
		Record Assignment of L&R to Lake County Clerk	\$52.50	
		Record UCC 1 (county) to Lake County Clerk	\$18.50	

Seller			Buyer	
Debit	Credit		Debit	Credit
		Record UCC 1 (state) to FloridaUCC, LLC	\$38.00	
\$27.00		LLC Affidavit Seller to Lake County Clerk		
		LLC Affidavit Buyer to Lake County Clerk	\$27.00	
\$9.50		Simplifile Fees to Lake County Clerk	\$23.75	
		Commission		
		--\$7,500.00 to Morris Realty & Investments		
		--\$5,000.00 to Morris Realty & Investments		
\$12,500.00		Commission paid at settlement		
		Title Charges & Escrow / Settlement Charges		
		Title services and lender's title insurance	\$160.00	
\$350.00		Settlement or closing fee to Hunt Law Firm, P.A.	\$850.00	
\$1,325.00		Owner's title insurance to Old Republic National Title Insurance Company		
		Lender's title insurance to Old Republic National Title Insurance Company	\$25.00	
		--Lender's ALTA 8.1 Endorsement \$25.00		
		--Lender's ALTA 9-06 Endorsement to Old Republic National Title Insurance Company \$135.00		
		Miscellaneous		
		Lender Atty Fee to Clayton H. Blanchard, Jr., P.A.	\$2,500.00	
\$150.00		municipal lien search to Hunt Law Firm, P.A.		
Seller			Buyer	
Debit	Credit		Debit	Credit
\$22,454.70	\$250,057.82	Subtotals	\$261,205.28	\$216,343.20
		Due from Buyer		\$44,862.08
\$227,603.12		Due to Seller		
\$250,057.82	\$250,057.82	Totals	\$261,205.28	\$261,205.28

See signature addendum

Signature Addendum

Acknowledgement

We/I have carefully reviewed the Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the Settlement Statement.
We/I authorize Hunt Law Firm, P.A. to cause the funds to be disbursed in accordance with this statement.

ChicChef Corp Inc., a Florida Corporation

Miss Daisy's, LLC, a Florida Limited Liability Company

By: _____
Elizabeth Lockett, President Date

By: _____
Robert P. Tucker, Manager Date

By: _____
Angela Parker, manager Date

By: _____
Keith E. Parker, manager Date

Settlement Agent _____ Date

DAVID W. JORDAN
LAKE COUNTY TAX COLLECTOR

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS
2025 Paid Real Estate

ACCOUNT NUMBER	ESCROW CODE	ALTERNATE KEY	MILLAGE CODE
2619243900-009-00601		1343429	00L1

MISS DAISY'S LLC
1024 W MAIN ST
LEESBURG, FL 34748

1024 W MAIN ST
LEESBURG E 75 FT OF S 150 FT OF LOT 6
BLK 9 PB 2 PG 19 ORB 5214 PG 589

PAY IN US FUNDS TO DAVID W. JORDAN, TAX COLLECTOR • PO BOX 327 • TAVARES, FL 32778-0327 • 352-343-9602

AD VALOREM TAXES						
TAXING AUTHORITY	ASSESSED VALUE	EXEMPTION AMT	TAXABLE VALUE	MILLAGE RATE	TAXES LEVIED	
LAKE COUNTY GENERAL	189,768	0	189,768	5.0254	953.66	
AMBULANCE MSTU	189,768	0	189,768	0.4629	87.84	
ENVIRON LAND PURCHASE	189,768	0	189,768	0.0400	7.59	
WATER AUTHORITY	189,768	0	189,768	0.2940	55.79	
PUBLIC SCHOOLS						
BY STATE LAW	189,768	0	189,768	3.0870	585.81	
BY LOCAL BOARD	189,768	0	189,768	2.9980	568.92	
CITY OF LEESBURG	189,768	0	189,768	3.4752	659.48	
ST JOHNS WATER MGMT	189,768	0	189,768	0.1793	34.03	
N LAKE CNTY HOSP	189,768	0	189,768	0.3859	73.23	
TOTAL:				15.9477	\$3,026.35	

NON-AD VALOREM ASSESSMENTS		
LEVYING AUTHORITY	RATE	AMOUNT
F100 LEESBURG FIRE, NON-RES		191.34
NON-AD VALOREM ASSESSMENTS:		\$191.34

COMBINED TAXES AND ASSESSMENTS: \$3,217.69

If Paid By	Dec 05, 2025				
Please Pay	\$0.00				

Paid 12/29/2025 Receipt # 2025-00307142 \$3,121.16

DAVID W. JORDAN
LAKE COUNTY TAX COLLECTOR

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS
2025 Paid Real Estate

PAY IN US FUNDS TO DAVID W. JORDAN, TAX COLLECTOR • PO BOX 327 • TAVARES, FL 32778-0327 • 352-343-9602

If Paid By	Dec 05, 2025				
Please Pay	\$0.00				

1024 W MAIN ST

MISS DAISY'S LLC
1024 W MAIN ST
LEESBURG, FL 34748

LEESBURG E 75 FT OF S 150 FT OF LOT 6 BLK
9 PB 2 PG 19 ORB 5214 PG 589

ACCOUNT NUMBER	ESCROW CODE	ALTERNATE KEY	MILLAGE CODE
2619243900-009-00601		1343429	00L1

Paid 12/29/2025 Receipt # 2025-00307142 \$3,121.16