

**MINUTES  
COMMUNITY REDEVELOPMENT BOARD MEETING  
MONDAY, AUGUST 4, 2014  
8:38 P.M.  
CITY HALL**

**Call to order at 8:39 p.m. – Nancy Z. Daley, Chair**

**Roll Call:** Those in attendance were Chair Nancy Z. Daley, Vice Chair Charles Lake, Board Member John Duncan, Board Member Jack Dearmin, Board Member Albertus Maultsby, City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor and City Clerk Linda Bourgeois.

Staff attendance: Public Works Director John Deaton, Community Development Director Valerie Ferrell, Police Chief Art Bodenheimer, and Finance Director Amber Deaton.

Audience attendance: Pat Steed and Eric Labbe from the Central Florida Regional Planning Council.

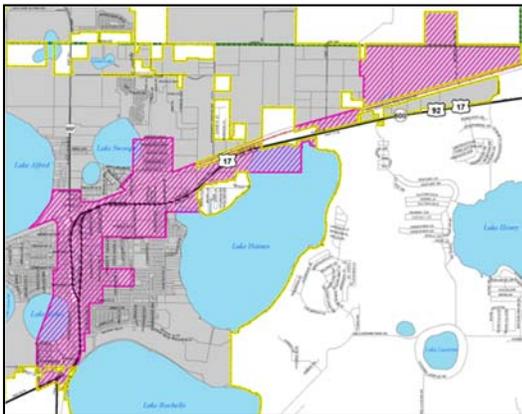
**1.) CRA PLAN RECOMMENDATION**

**City Manager Leavengood** said Ordinance 1335-14 established the City's Community Redevelopment Agency. Per state statutes, the CRA must submit a plan to the agency's local government for approval. The proposed CRA Plan addresses the challenges identified in the Finding of Necessity and is consistent with achieving the goals identified in the Downtown Master Plan. Staff recommendation is for approval, and to submit the CRA plan to the Lake Alfred City Commission for consideration.

**Eric Labbe** presented the Community Redevelopment Area Plan as proposed.  
Overview

Major Elements

- Introduction to the District
- Community Engagement
- Required Contents
- Redevelopment Activities
- 1,032 Acres or 12.4% of the City



Plan Includes:

- Boundary
- Demographics
- Land Use and Zoning
- Taxable Values
- Residential Blight Analysis
- Downtown Core and Transitional Area Inventory
- Residential Affordability Analysis
- Transportation Analysis

Community Outreach Input:

- Lack of lighting and sidewalks
- Areas of flooding
- Disrepair of Buena Vista Street
- Walking trail improvements
- Redevelopment of Grey's trucking site
- General beautification – Landscaping/Signage
- Marketing/Business attraction – Grocery store/Gas station/Office jobs
- Redevelop Lions Park and Central Park into modern and attractive facilities
- More special events and activities
- Implement the Downtown Master Plan

Programs:

- Greenfield Development Incentives
- Infill Development Incentives
- Brownfield Development Incentives
- Building & Property Improvement and Rehabilitation Incentives
- Public Infrastructure Development/Redevelopment
- Historic Preservation
- Community Events, Festivities, Cultural Awareness, and Non-Profits
- Beautification
- Marketing, Promotions and Recruitment
- Code Enforcement
- Relocation Assistance
- Community Policing
- Neighborhood Reinvestment Program
- Elderly and Disabled Assistance Program
- Disaster Prevention and Recovery

Short Term Projects:

- Redevelopment plan for Gray's Trucking Property
- Continued work with grocery store chains
- Develop a business beautification program

- Streetscaping projects
- Crosswalk improvements
- Wayfinding signage program
- Pocket parks
- Festivals and events

Long Term Projects:

- Redevelopment of Grey's Trucking
- Completion of a connected pedestrian system
- A completed pedestrian corridor

**Pat Steed** said the CRA is a permissive plan and it is based on the downtown redevelopment master plan. Additionally, the plan includes a variety of programs and projects that have been identified. She concluded by reviewing the timeline.

CRA Timeline:

August 4<sup>th</sup>

- Formation of the CRA Board of Directors
- Initial meeting of the CRA Board of Directors
- First reading of the Community Redevelopment Plan

August 18<sup>th</sup>

- Second reading (public hearing) of the Community Redevelopment Plan

August – October

- Polk County Review

November

- Polk County Planning Commission Hearing

December

- Polk County Board of County Commissioners Hearing

January 1<sup>st</sup>, 2015

- Effective Date for Tax Increment Financing (TIF) Trust Fund

**Board Member Duncan** said if the City were to perform projects within the Community Redevelopment Area, can the CRA reimburse the City?

**City Manager Leavengood** replied and said the CRA cannot carry a deficit. He believes the statutory requirement on the CRA funds, states they have to be expended within three years. He said you can roll it over and assign it to specific projects, but you can't really have true reserves like the City. The state does not want to see you stockpile five-million dollars in a CRA because the purpose of it is to address blight. He continued and said at the same time you may need to save a little bit to leverage the funds. He explained the most you can do is really reimburse some expenses to the General Fund if you had personnel assigned to CRA duties. He concluded by saying that is no different than we do with utilities today, with different employees that are funded through different funds.

**Chair Daley** said so we have to have some time go by while we collect some money; then have projects that we can use that money on.

**City Manager Leavengood** said he anticipated in the early stages of the CRA there may be a five or ten thousand dollar budget. There may be a specific project that we put in the Capital Improvement Program (CIP) like the benches that were placed on East Haines. He said as it grows, we can get more aggressive and look at different things. Maybe it is a General Fund projects and you would use a portion of the CRA budget to help with the General Fund project if it is within the CRA area. He provided an example of a large streetscaping project or said we can do smaller projects; it depends on what we want to do.

**Vice Chair Lake** asked so we won't really see any money coming into this until next year, and wanted to know if we would be able to do anything.

**City Manager Leavengood** responded and said the following year is when we should see revenue. He replied and said the projects we will be able to do will depend on if the property values increase. It is revenue dependent.

**Pat Steed** of the Central Florida Regional Planning Council said the conservative first increment estimation is \$3,000.00; with the second increment being closer to \$9,000.00.

**City Manager Leavengood** said the Community Redevelopment Agency will become basically a separate department within the City. Just like you receive the separate sections of the budget as with the police department or community development; there will be a community redevelopment agency sheet in the budget. It has to balance with itself. He explained the CRA will be then included with the regular budget and then we can assign it or tackle different capital projects that fall within the CRA.

**Board Member Duncan** asked if we would do a Capital Improvement Plan for the CRA?

**Assistant City Attorney** cautioned about discussing City Commission business during the Community Redevelopment Agency meeting.

**Board Member Daley** reflected on how the process would move forward.

**City Manager Leavengood** said at some point we will convene as the CRA Board, with your own project priority list, and it will very much gel up with the City's capital budget, but again only those items within the CRA area. You would then approve your own budget as the CRA Board to then be included within the City's budget.

**Vice Chair Lake** said theoretically based on this project income, we should not be planning any major projects.

**City Manager Leavengood** replied and said the first ten years of the CRA are most likely going to be smaller projects or using the funds to subsidize larger projects, with the City and the CRA basically teaming up.

A discussion ensued about projects such as landscaping and benches to make the City look better.

**Board Member Duncan** said before all of this becomes final, and we have a developer come in and develop a piece of property; when we draw the line in January for the property values in the

CRA; if that building is finished before we finish that, would it be the current appraised value of that developed piece of land? Because there is one going on right now within our CRA zone.

**Pat Steed** replied that it is really when it goes onto the tax roll. It is not until the building is completed, and then it goes onto the Property Appraisers tax roll that it actually gets counted as the value including the building. The timing of that becomes – if it is under construction now that does not automatically mean that it will or won't be. She does not know at what point it will be picked up on the tax roll. It is not until it is completed and the certificate of occupancy is issued and it is officially on the tax roll. That is usually the following year. She concluded by saying the CRA and Tax Increment Financing are long term investment tools so don't get discouraged by looking at the short term because the long term prospects are very good.

**Vice Chair Lake** moved to recommend approval and submit the CRA Plan to the City of Lake Alfred City Commission for consideration; seconded by **Board Member Maultsby**;

**Chair Daley** requested for any audience comments.

**Lowell Schmidt** 365 East Sanford Street wanted to know how future elections would affect the Chair and Vice Chair appointments if one or the other did not get elected? He went on to say there is the potential to lose 2/5 of your experienced board. He continued and said the other two voluntary members will not have gone through this process. He is looking to see experienced knowledgeable members and asked "has it been thought about as far as you five?"

**Chair Daley** said it is really the same as the City Commission and at any point any two of us, in one election, could be replaced by two new people and then the following year maybe another one or two. She said you would think people wanting to run for the City Commission would be familiar with city business and what the city needs.

**City Manager Leavengood** said long-term it is really a policy decision and making appointments to all of the boards in the city and the CRA board is no different. Staff's recommendation is, at this point since there is not even a budget and we have a quorum with the City Commission, to probably not fill those positions for several years until there is a big enough budget to where you can actually decide upon projects.

A discussion ensued about the planning board members and other potential members wanting to gain experience which could potentially fill the two other vacancies. The CRA Chair and Vice Chair positions could also be held by citizens.

**Assistant City Attorney** said he thinks Mr. Schmidt raised a very valid point as far as the educational background for the potential CRA board members that might come in to replace previously existing board members. The CRA board does have the power and ability to adopt rules and regulations and can impose specific training programs that you implement through your policies to bring the new board members up to speed. He concluded by saying this would provide a knowledge base for the persons coming into those positions.

**Lowell Schmidt** said he felt this was the appropriate time to discuss this. He said the city was fortunate that the City Manager has some good CRA experience behind him that can help our amateurs at this point. He asked if there were going to term limits.

**Chair Daley** said the rules and regulations will be discussed and implemented at a later date. She asked a question and wanted to know if one of the appointees could be a business owner

in the CRA area or a resident of one of the houses within the CRA? Would that cause them to have to abstain because the CRA is funding streetscaping in front of their business, and they would be voting on it which would benefit them.

**Assistant City Attorney Claytor** said there has to be a direct and immediate pecuniary benefit.

**Board Member Duncan** said his residence is within the CRA area and wanted to know if he would not be allowed to vote on a specific project.

**Assistant City Attorney Claytor** said direct and immediate is literal.

**City Manager Leavengood** said the planning board had similar conversations. The real test is if it is immediate, so if it had an ancillary benefit or indirect benefit such as "my business is located on Lake Shore and I just approved a half million dollars streetscaping project to beautify it; the value will increase, and hopefully I will get more customers - again that is an indirect benefit. You are not cutting a check to that business. If there is a beautification grant program through the CRA and we actually awarded dollars for people who improve their facades that is where you would be careful on. That would then constitute a direct benefit and then you would have to abstain from voting.

**Judy Schelfo** of 640 East Lakeview asked if she was mistaken when she thought there was discussion earlier about the planning board serving as the CRA board and when did that get changed?

**City Manager Leavengood** said the planning board can't serve as the CRA board because that would be a violation of the dual office prohibition. Only the City Commission can serve as the board because he believes it is provided for in the statute that they serve in an ex-officio capacity.

**Judy Schelfo** replied and said this seems to me to be a little redundant also. You all are making plans on something you are going to recommend to yourselves and vote on. That does not make any sense either.

**City Manager Leavengood** said it seems odd in this context but this process is laid down in statute that you have to follow A,B,C... and so it seemed kind of funny the way we had to do it but we had to create the CRA on second and final reading and then allow for the board to meet in order to recommend the plan for consideration on first reading to the City Commission which will reconvene following the close of this meeting.

**Chair Daley** said it is pretty typical for the City Commission to serve as a part of the board.

**Judy Schelfo** said she didn't realize that.

**City Manager Leavengood** said the County Commission actually required it to be the City Commission plus the two citizen members.

**Judy Schelfo** suggested the CRA board consider filling those citizens' positions now to have the citizens input and to have an outside balance on the decisions being made within the first year of the board. She would like to see that happen sooner rather than later just to help the process. She concluded by saying unless you are actually a business owner, you don't really know where we are walking out here.

**City Manager Leavengood** said we can cross that bridge when we come to it. Early on, you will then have seven individuals making a decision on a five-thousand dollar budget. Whereas you don't want to take the experience from the planning board, which are making major recommendations to the City Commission on land development regulations through the entire city. It is always a tough balancing act and you need to have good people on all of the boards.

**Judy Schelfo** responded she understands, but she thinks we should start it out right and have the rights mix of people going forward from the beginning.

**City Manager Leavengood** said just for the record, his comments were directed to the CRA board and not the City Commission.

**Karen Abdul-Hameed** of 825 James Way asked the City Manager if he would be helping them and was not a board member.

**City Manager Leavengood** said he is an officer as well and he could not serve on the board in a voting capacity due to the dual office prohibitions. He went on to say that he, along with the Community Development Director, would serve as the staff component.

**Board Member Duncan** asked if the CRA board would have legal representation at their meetings.

**Assistant City Attorney Claytor** said depending on the matters to be discussed, if the CRA board requests legal counsel; legal counsel can be present.

**City Manager Leavengood** said the CRA board is not a legislative body per se. The board cannot approve ordinances or resolutions or things like that. It is typically going to be project based for the most part. He said in the three years he was in Auburndale, he does not recall any legal questions coming up in the deliberations. Again the discussions are usually on project priorities. He said the board has to ensure they are complying with the plan, which again is a permissive document, and the budget. The budget is approved through the regular budget process and is audited through the City auditor. It is a turn-key operation.

**Board Member Duncan** asked if the panel of seven would not have a vote on the budget for the CRA?

**City Manager Leavengood** said they would approve their own budget basically as a recommendation, he believes then it will be included within the City's budget. The City Commission would ultimately approve the CRA's budget in their regular budget process.

**Chair Daley** said with a motion and a second on the floor; are there any other comments?

**Board Member Dearmin** said he is thankful for the comments that were made, it makes good sense.

A vote was called by the Chair.

|                             |            |
|-----------------------------|------------|
| <b>CHAIR DALEY</b>          | <b>AYE</b> |
| <b>VICE CHAIR LAKE</b>      | <b>AYE</b> |
| <b>BOARD MEMBER DEARMIN</b> | <b>AYE</b> |

**BOARD MEMBER DUNCAN**                      **AYE**  
**BOARD MEMBER MAULTSBY**                **AYE**

**Board Member Duncan** made a motion to adjourn the CRA meeting; seconded by **Board Member Dearmin**; motion was approved by unanimous voice call vote.

**CHAIR DALEY**                                      **AYE**  
**VICE CHAIR LAKE**                                **AYE**  
**BOARD MEMBER DEARMIN**                      **AYE**  
**BOARD MEMBER DUNCAN**                      **AYE**  
**BOARD MEMBER MAULTSBY**                **AYE**

Without further business, the CRA Meeting adjourned at 9:15 p.m., and the City Commission reconvened.

Respectfully submitted,

Linda Bourgeois, M.M.C.

Finalized by,



Ameé Bailey-Speck

City Clerk

September 9, 2015