

**MINUTES
CRA MEETING
MONDAY MAY 16, 2022
7:30 PM
CITY HALL**

At 8:04 p.m., **Mayor Dearmin** recessed the City Commission Meeting and called to order the Community Redevelopment Agency Board Meeting.

Roll Call: City Clerk Linda Bourgeois

Board Members in attendance: Chairman Jack Dearmin, Vice-Chair Brent Eden, Board Member Mac Fuller, Board Member Nancy Daley, and Board Member Albertus Maultsby.

Chair Dearmin presented the Consent Agenda for consideration of approval.

- 1.) Community Redevelopment Meeting Minutes for February 21, 2022
- 2.) CRA Annual Report

Board Member Maultsby made a motion to approve the CRA consent agenda. The motion was seconded by **Board Member Fuller**. The motion was unanimously approved.

Chair Dearmin presented the business item for consideration.

- 1.) CRA Resolution 01-22: Residential Facade Grant: FY 21/22 Program Cycle

Assistant City Attorney Claytor read the title into the record.

City Manager Leavengood read the analysis into the record. He said the Lake Alfred Community Redevelopment Agency provides a Residential Facade Improvement Grant Program. The program incentivizes residential owners and tenants to renovate and update the exterior properties located within the CRA district by providing financial assistance.

The program is a grant award that will pay the contractor directly to perform the exterior façade improvements. Grant funds will cover 100% of eligible project costs with the grant award not to exceed the greater of \$15,000 per residential property or \$5,000 per housing unit on a multi-residential property.

The City has received thirty applications for the FY 21/22 residential grant cycle. The proposed grant cycle applications that met the eligibility requirements based on the program and grant cycle have been included for consideration.

Funding for \$100,000 has been set aside in the current fiscal year for both the commercial and residential programs. Approximately \$50,000 was awarded to the commercial program leaving \$50,000 for the residential grant cycle. Based on the level of demand staff is recommending that we repurpose \$50,000 from the parks and recreation master plan project allocation of \$150,000 to the residential façade program to give up to a total budget of \$100,000. Between the \$100k general fund allocation, \$250k CRA allocation, and available impact fees we will have ample funding to complete the next Central Park Phase without the additional \$50,000.

Based on the level of interest and the lack of available funding city staff is recommending a shift in the execution of the program for this grant cycle. Awarding up to \$15,000 to each applicant would limit the program to potentially 6 applicants even with the increase in funding to \$100,000.

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To spread the benefit to the maximum number of applicants and achieve the greatest economies of scale, the staff is recommending that we perform specific improvements across the majority of applicants to spread the benefit and maximize efficiency and cost-effectiveness.

The proposed resolution allows staff to scope, bid, and execute the program based on the following prioritization across all the eligible applicants:

1. Windows & Doors
2. Canopies & Awnings
3. Tree pruning & removal

Based on the high level of initial interest in the new program, the next several future grant cycles could be directed at specific items such as painting, roof replacement, and landscaping, to spread the benefit and achieve the greatest economies of scale. As the program matures and as available funding increases we can settle into more residence-specific improvement cycles.

He said the staff recommendation is for approval.

Board Member Daley asked if the applicants could reapply since we were targeting specific tasks and if the City would limit how often they could apply.

City Manager Leavengood said yes they could reapply and said the city may need to pivot and amend the policy in some areas as this was still a learning experience. He said the City could do an aggregate approach to the applicants for non-specific projects however he would like to amend the program to be fair to all.

Chair Dearmin said he was glad to see the policy was flexible.

A brief discussion ensued about the CRA residential area being small consisting mainly of Fruitland Park, Echo Terrace, and the residential area leading to Central Park. In addition, after three or four grant cycles the applications will naturally narrow due to progress.

Board Member Maultsby asked what did the applicants have to do to qualify for the CRA funds.

City Manager Leavengood said they had to have a home within the CRA area, their property taxes had to be paid, no code enforcement liens on the property and a tenant could initiate the process and then get permission from the owner. He continued and said the current CRA Facade Grant Programs did not include or specify the churches within the CRA. He said there was an interest communicated to him and said that would be a judgment call from the board. He explained the purpose of the CRA Facade Improvement Grants and said if the churches were considered under the commercial program matching funds would be required.

Board Member Maultsby asked if the winners of the grants would have to go out and get the bid or would it be the city and once a contractor is located would it be completed by task orders.

City Manager Leavengood explained the City would scope the projects and put them out to bid. The city would facilitate the program through agreements with the contractors and as the projects are completed the City would pay the invoices. We would treat it like it was one of our projects.

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Vice-Chair Eden said it was great we were getting to the point where we are doing something and said thank you to the City Manager.

Board Member Daley asked what department would be responsible to facilitate the program and if the funds could be used from the permit fee reduction fund to pay the staff.

City Manager Leavengood said some of the things like the inspections may be able to be paid and said it will be a combination of departments facilitating the program. He explained Community Development, Public Works, Finance, and the Analyst would be involved. It's no different than when we do projects now. He said since this is a grant program it would be a good program for the Analyst to run, at least on the application and fielding side.

Board Member Daley said she appreciated putting ourselves out there because of the whole process.

A brief discussion ensued about roofs and the insurance taking care of them, roof repairs may be one of the last cycles we do, and the board will have to weigh and conduct research before the consideration of roofs.

Assistant City Attorney Claytor said the best way would be to have a contract with the homeowner that applies for that type of benefit. Contractually, there would be a recovery mechanism if the insurance and CRA both paid. That is how we would handle any insurance issue.

Chair Dearmin opened the floor to public comments.

Stacy Brinkerhoff of the future Life Skills Academy located in the First Presbyterian Church of Lake Alfred said they were one of the ones that asked about the program. She spoke about the need for parking lot improvements, handicapped accessibility, and signage. She said the programs did not say the churches could or could not be included. She asked for their consideration of adding non-profits to the program because they do a lot of work in the City of Lake Alfred supporting the special needs and handicapped people.

Board Member Fuller said it was an industry issue and we were feeling it in Lake Alfred as well because we have a lot of substantially older homes. He spoke about the importance of monitoring the ages of the homes from an underwriting perspective. There may be new guidelines that will not allow people to let their roofs just go on and on. He said the lifetime of a roof is a marketing thing and explained it was based upon the condition that it lives in such as straight sun, shade, wet conditions, or hot or dry conditions. You can't always depend on the insurance company to come through just because you have a worn-out roof. He used the analogy of a used car. He said he was all for hail or storm damage but people should not wait for a storm thinking they will get a new roof. He spoke about adjusters that are hired by the insurance company. He asked about the landscaping component of the grant.

City Manager Leavengood said the landscaping was in terms of the front yard for curbside appeal and would include pruning or tree removal. He used an example of a hazardous tree that may need to be removed and explained the city had already hired a tree company and said maybe

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we just hire them a few extra days to take care of the requests on the private property which we would not be able to do if it were not for the program.

Board Member Fuller thanked the City Manager and said it will be the responsibility of the homeowner to maintain the improvements.

Board Member Maultsby made a motion to approve the CRA Resolution 01-22. The motion was seconded by **Board Member Fuller**. The motion was unanimously approved.

Board Member Daley said the CRA Annual Report scope was very detailed and complete. She said this took a lot of work and was a great document. She thanked the City.

City Manager Leavengood said it was the work product of the Community Development Director Bailey and then said she did a great job.

At 8:33 p.m., **Chair Dearmin** adjourned the Community Redevelopment Agency Meeting.

Respectfully Submitted,



Linda Bourgeois, BAS, MMC,
City Clerk