

**PUBLIC NOTICE OF THE GROVELAND COMMUNITY REDEVELOPMENT AGENCY GOVERNING BOARD REGULAR MEETING SCHEDULED TO CONVENE AT 6:00 PM, JANUARY 27, 2020 AT THE E. L. PURYEAR BUILDING, 243 S. LAKE AVENUE, GROVELAND, FLORIDA 34736**

CHAIR	EVELYN WILSON
VICE CHAIR	MIKE RADZIK
BOARD MEMBER	DINA SWEATT
BOARD MEMBER	RANDOLPH WAITE
BOARD MEMBER	MIKE SMITH
BOARD MEMBER	BRIGGETT BRANNON
BOARD MEMBER	
CITY ATTORNEY	ANITA GERACI-CARVER, ESQ.
CRA MANAGER	DAN MURPHY
CRA COORDINATOR	JOHN M. JONES
CITY MANAGER	MICHAEL HEIN
RECORDING SECRETARY	DENISE NOAK
SERGEANT-AT-ARMS	CHIEF SHAWN RAMSEY

**Please note:** Most written communication to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**Call to Order**

**PLEDGE OF CONDUCT**

- We may disagree, but we will be respectful of one another.
- We will direct all comments to issues.
- We will avoid personal attacks.
- Audience members wishing to speak must be recognized by the Mayor.
- Speaking without being recognized will be considered "Out of Order."

**AGENDA**

**OPENING CEREMONIES**

- a. Pledge of Allegiance

**ROLL CALL**

**OLD BUSINESS**

Approval of Minutes

- 11-25-19 Groveland CRA Governing Board Meeting
1. CRA Time Extension, Boundary Finding of Necessity (FON) and CRA Plan Update Schedule
  2. Status Reports: CRA Projects
    - Lake David Improvements
    - Historic Train Depot Grant Funding Applications
    - Public Safety Complex

3. Streetscape Pilot Project Phase II

**NEW BUSINESS**

4. CRA Downtown Vision. Phase II Parameters and Potential Buildout (PPT)

5. Update and Discussion: Location of Founders Day Event and July 4<sup>th</sup> Event

6. RFQ for CRA Consultants Continuing Services Agreement

7. CRA Manager's Report

8. City Attorney's Report

9. Upcoming Meeting Schedule\*

- March 23<sup>rd</sup> 2020
- May 26<sup>th</sup> 2020
- July 27<sup>th</sup> 2020
- August 24<sup>th</sup>, 2020 (CRA Budget Workshop)
- September 28<sup>th</sup> 2020
- November 23<sup>rd</sup> 2020

\* The CRA meetings are held at 6:00 PM prior to City Council meetings on the above listed dates. The CRA Board may schedule additional meetings as needed. Special meetings will be noticed and advertised in accordance with regularly scheduled City Council meeting requirements.

**PUBLIC COMMENT**

**ADJOURNMENT**

*Groveland Code of Ordinances Sec. 2-58 (f). Any person desiring to address the council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, members of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a councilmember or city official except through the presiding officer.*

*Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.*

*"In accordance with the Americans With Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office no later than 5:00 pm the date of the meeting."*

City of Groveland  
Minutes  
Community Redevelopment Agency Meeting  
Monday, November 25, 2019

The Groveland Community Redevelopment Agency held a regular meeting on Monday, November 25, 2019 in the E.L. Puryear Building located at 243 S. Lake Avenue, Groveland, FL 34736. CRA Chair Evelyn Wilson called the meeting to order at 6:00 p.m. with the following CRA Board Members present: Briggett Brannon, Mike Smith, Dina Sweatt, and Randolph Waite. City officials present were City Attorney Anita Geraci-Carver, CRA Manager Dan Murphy, City Manager Michael Hein, Sergeant-at-Arms Chief Shawn Ramsey, and Recording Secretary Denise Noak. Others present: John Jones, CRA Projects Coordinator.

Note: Not present were Angel Cruz and Vice Chair Radzik. Vice Chair Radzik absence was excused.

Board Member Mike Smith arrived at 6:19 p.m.

**OPENING CEREMONIES**

Pledge of Allegiance was led by Board Member Brannon.

**AGENDA ITEMS**

**Consideration of approval:**

- **July 22, 2019 CRA Meeting Minutes**
- **August 9, 2019 CRA Special Meeting Minutes**
- **September 23, 2019 CRA Meeting Minutes**

**Motion:** CRA Board Member Brannon moved for approval of the July 22, 2019; August 9, 2019; and September 23, 2019 CRA Meeting Minutes; seconded by CRA Board Member Sweatt.

**Public Comment:** None.

The motion passed with all members present voting aye.

**OLD BUSINESS**

**1. Review CRA TIF Revenue/Buildout Scenarios**

CRA Manager Murphy provided a general review of TIF Revenues and how they are determined. CRA Coordinator Jones gave a presentation covering the assumptions used to determine potential buildout revenue for the CRA. At 30% buildout, the potential revenue would be \$337,049.00 per year; at 50% buildout, the potential revenue would be \$571,748.00 per year; and at 85% buildout, the potential revenue would be \$954,971.00 per year.

CRA Coordinator Jones stated this was for information only; and no action was necessary.

Board Member Brannon inquired if there were any foreseen obstacles which would prevent the levels of revenue from occurring. CRA Manager Murphy stated the revenue levels would only be affected if the CRA did not extent its existence and the boundaries.

Board Member Sweatt asked when the CRA would have to be extended. CRA Manager Murphy indicated the CRA Board had approved to move forward with the Findings of Necessity and there will be a presentation at the April 2020 CRA Board meeting.

## **2. Finding of Necessity/Community Redevelopment Plan Update/Schedule**

CRA Coordinator Jones reviewed the current and proposed CRA boundaries. The current CRA boundary is 1,032 acres of land that includes 218 acres of wetlands. The prosed CRA boundary will increase the acreage by 566 acres, for a total of 1,598 acres. The impacts of the expansion include capturing more industrial and commercial areas along State Road 50, increase TIF revenue to the CRA, and increase areas which can use TIF revenue for improvements and redevelopment. The estimated additional TIF revenue through 2060 from the CRA boundary expansion is \$6,763,049.00.

The required actions to expand the CRA boundaries are:

- Perform a Finding of Necessity Study
- Adopt a resolution approving the findings
- Revise the CRA Boundary Map
- Update the CRA Plan
- Notify Lake County regarding the intent
- Adopt a resolution approving the legislative findings and the update of the CRA Plan
- Adopt an ordinance providing legislative findings, identifying the expansion of the CRA boundaries, and identifying the new areas participating

## **3. Contract Renewal – CRA Coordinator**

CRA Manager Murphy indicated the contract did not include a fee increase. He recommended approval of the contract renewal.

**Motion:** Board Member Brannon moved for approval of the contract renewal of CRA Coordinator John Jones; seconded by Board Member Sweatt.

**Public Comment:** None.

The motion passed with all members present voting aye.

## **4. Historic Groveland Railroad Depot**

CRA Manager Murphy stated City Manager Hein was approached by a member of the Legislature offering to file for funding to repurpose and re-use the Groveland Railroad

Depot. The structure of the building is sound. The owner is willing to give the building to the City of Groveland.

CRA Manager Murphy presented several reuse options:

- A coffee shop with an estimated renovation cost of \$195,095.00
- A farmer's market event hall with an estimated renovation cost of \$243,076.00
- A historic museum with an estimated renovation cost of \$109,313.00

The owner of the building is not interested in selling the land where the building currently sits. The building could be used as a trailhead feature and the cost to move the building is approximately \$150,000.00. The application for funding is pending.

CRA Board Member Smith asked for a consensus of the CRA Board to look into getting property for the building and to continue looking at cost options. CRA Chair Wilson requested a consensus. All Board Members concurred.

##### **5. Upcoming Meeting Schedule**

CRA Manager Murphy presented the 2020 CRA Board meeting schedule and indicated the May 25, 2020 meeting is the Memorial Day Holiday and the City is closed. The CRA Board could cancel the meeting or reschedule the meeting.

CRA Chair Wilson suggested rescheduling the CRA Board Meeting to May 26, 2020. The CRA Board was in agreement.

CRA Manager Murphy mentioned the November 23, 2020 meeting was the week of the Thanksgiving holidays and asked if the CRA Board desired to change the date or cancel the meeting. The CRA Board consensus was to keep the CRA meeting date of November 23, 2020.

**Motion:** CRA Board Member Sweatt moved for approval of the CRA Board meeting dates with the change to the May meeting date; seconded by CRA Board Member Brannon.

**Public Comment:** None.

The motion passed with all members present voting aye.

The following are the CRA Board Meeting dates for 2020:

- January 27, 2020
- March 23, 2020
- May 26, 2020
- June 22, 2020 (CRA Budget Workshop)
- July 27, 2020
- August 24, 2020 (CRA Budget Workshop)
- September 28, 2020
- November 23, 2020

The CRA Board meetings are held at 6:00 p.m. in the E. L. Puryear Building.

## **REPORTS**

(a) **CRA Board Member Reports**

CRA Board Member Smith inquired if the City is actively working on the Findings of Necessity. CRA Coordinator Jones stated the report will be ready in a few months. CRA Manager Murphy indicated he would provide a timeline to the CRA Board.

CRA Chair Wilson reported on attending the FRA Conference. Ms. Wilson indicated the FRA Conference was very informative.

CRA Board Member Sweatt stated she attended the FRA Conference and found it to be informative.

(b) **CRA Manager Report**

CRA Manager Murphy provided an update of the Downtown Overlay Map progress and distributed a report to the CRA Board.

(c) **City Attorney Report**

City Attorney Geraci-Carver had nothing to report at this time.

## **PUBLIC COMMENTS**

None.

## **ADJOURNMENT**

With no further business or comments, CRA Chair Wilson adjourned the meeting at 7:00 p.m.

\_\_\_\_\_  
Evelyn Wilson, CRA Board Chair



Attest:

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Denise Noak, Recording Secretary



## REQUEST FOR CRA REVIEW

<b>MEETING DATE:</b> January 27, 2020
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<b>ITEM NUMBER:</b> 1
<b>AGENDA ITEM:</b> Community Redevelopment Plan Operational Timeframe Extension and Boundary Expansion (REVISED EXPANSION AREA)
<b>PREPARED BY:</b> John Jones, CRA Projects Coordinator
<b>DATE:</b> January 27, 2020

### **BACKGROUND:**

At the September 23, 2019 the Groveland CRA Governing Board authorized CRA staff to initiate a Finding of Necessity Study to potentially expand the Groveland CRA boundaries, extend the operational timeframe of the Groveland CRA to its maximum term (2062) and to update the Groveland Community Redevelopment Plan to reflect the change in boundaries and operational timeframe, as well as to recognize changing conditions within the CRA and City and identify updated projects and programming to assist the City's redevelopment efforts. After discussion with the City Manager and the CRA Manager it was determined to expand the proposed CRA expansion boundaries to include additional parcels. These additional parcels were selected due to the suspected presence of "slum and blight" conditions, their redevelopment potential and to make available the Community Redevelopment Agency's incentive and assistance programs to a greater number of Groveland residents and businesses. This item is to present for discussion a revised proposed study area and potential CRA expansion area of the community redevelopment area and the proposed overall project schedule.

### **DISCUSSION**

#### **Revised Potential Expansion of CRA Boundaries**

The area that will be evaluated through the Finding of Necessity study for potential inclusion in the Groveland CRA is shown in Attachment #1. The parcels in this area were selected based on the suspected presence of conditions of slum and blight and redevelopment the redevelopment potential represented by the sites. The size of the proposed expansion area is 1,118 acres. The Groveland CRA is currently 1,033.64 acres. The size of the Groveland CRA , if expanded, would be 2,151.64 acres.

### Lake County Parcels in Expansion Area

Several of the parcels identified for inclusion in the FON Study area are not within the City's boundaries and are located within unincorporated Lake County. See Attachment #2 (CRA Expansion Area and County Parcels). The majority of these parcels are located on the south side of SR-50, while one of the parcels is an 'enclave' within the City's boundaries. All of the unincorporated Lake County parcels are within the City of Groveland / Lake County Interlocal Service boundaries. The requisite administrative actions to include the unincorporated Lake County parcels within the expanded Groveland Community Redevelopment Area are two-fold. In the short-term the Groveland City Council and the Lake County Board of County Commissioners shall consider entering into an Interlocal Agreement that addresses the parcels' inclusion in the Groveland Community Redevelopment Area. In the long-term the City of Groveland would endeavor to annex the parcels within the City.

### Anticipated Tax Increment Fund Revenue

If the proposed CRA expansion area was included within the Groveland CRA the anticipated Tax Increment Fund revenue over a forty-year period (2020-2060) is estimated to be approximately \$16,693,418<sup>1</sup>.

### Process and Schedule

To establish or expand a CRA, the City must perform a Finding of Necessity (FON) Study to determine if the proposed CRA expansion area contains instances of "slum" and "blight" as defined by Florida Statutes 163.34 (7) (a-c), (8) (a-o) and qualifies for inclusion in a Community Redevelopment Area. If the Finding of Necessity Study finds the presence of the qualifying conditions, the City may include this area within a new or existing Community Redevelopment Area. The expansion area will have a new base year for the determination of tax increment accumulation and a maximum operational period of forty (40) years. Upon completion of the FON study, the CRA Governing Board and the City would adopt the FON through a Resolution and Ordinance. The CRA would memorialize the expanded area by updating the CRA Boundary Map and legal description by updating the Groveland Community Redevelopment Plan to reflect the new boundary.

To expand the boundaries and extend the operational timeframe of the Groveland CRA, the City would have to do the following tasks:

- **January/February**-Perform a Finding of Necessity Study
- **March**-Adopt a Resolution providing legislative findings and approving the findings of the FON expanding the CRA boundaries (1 Public Hearing-CRA)
- **March**-Revise CRA Boundary Map
- **April/May/June**-Update CRA Plan to reflect new area
- **July**-Notify Lake County taxing authorities regarding intent

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<sup>1</sup> Based on 2019 Taxable Value, City and County Millage Rates and a 2.5% appreciation rate, 40 year maximum CRA term.

- **July-Adopt** a Resolution providing legislative findings and approving the update of the Community Redevelopment Plan (1 Public Hearing-CRA)
- **July-Adopt** an Ordinance providing legislative findings and identifying the expansion of the CRA boundaries and the new areas to be participating within Tax Increment Fund (2 Public Hearings-City)

The timeframe to complete the FON expand the Groveland CRA and update the Groveland Community Redevelopment Plan would be approximately **7 months**.

**NEXT STEPS**

CRA and City staff will coordinate with S&ME to provide requisite data for the FON study and to schedule a Community Workshop and Open House for the Groveland CRA Plan update (March/April 2020). The FON study will be completed within the first two (2) months of the project.

**STAFF RECOMMENDATION:** Information purposes only. No action is needed.

Attachments: **Attachment #1 Groveland CRA Boundary and Potential Expansion Area Map (Revised)**

**REVIEWED BY CITY MANAGER:**

**COUNCIL ACTION:**

**MOTION BY:**

**SECOND BY:** [Click here to enter text.](#)



## REQUEST FOR CRA REVIEW

<b>MEETING DATE:</b> January 27, 2020
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<b>ITEM NUMBER:</b> 2
<b>AGENDA ITEM:</b> <b>Status</b> <b>Reports</b> <b>Groveland</b> <b>CRA</b> <b>Projects</b>
<b>PREPARED BY:</b> John Jones, CRA Projects Coordinator
<b>DATE:</b> January 27, 2020

**BACKGROUND:**

This Agenda Item is to provide an update and information on the status of several on-going Groveland CRA Projects.

**DISCUSSION**

**Lake David Improvements**

Mike Walker will give a status report.

**Historic Train Depot Grant Funding Applications**

The CRA has prepared and the City has submitted two (2) funding requests to the State of Florida legislature to assist the redevelopment and reuse of the Historic Groveland Train Depot. A “Local Funding Initiative Request” was submitted to the Florida Senate (\$189,313). An “Appropriations Project Request” was submitted to the Florida House (\$189,313). The Legislative Session ends March 13, 2020. **The City will receive periodic updates from its**

**Public Safety Complex**

Dan Murphy will give a status report.

**Streetscape Pilot Project**

Dan Murphy will give a status report.

<b>STAFF RECOMMENDATION:</b> Information purposes only. No actions are needed.
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Attachments:

<b>REVIEWED BY CITY MANAGER:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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**SECOND BY:** [Click here to enter text.](#)

# AGENDA ITEM #3

## **Streetscape Pilot Project Phase II**

Backup to be provided.



## REQUEST FOR CRA REVIEW

<b>MEETING DATE:</b> January 27, 2020
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<b>ITEM NUMBER:</b> 4
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<b>AGENDA ITEM:</b> CRA Downtown Vision-Potential Buildout Scenario Discussion
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<b>PREPARED BY:</b> John Jones, CRA Projects Coordinator
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<b>DATE:</b> January 27, 2020
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### BACKGROUND:

This Agenda Item is to provide a two-part presentation on the potential buildout scenarios for Downtown Groveland. The first presentation will introduce the current local, regional and state conditions that are affecting the City's future growth and development. The second presentation will outline a potential development scenario that seeks to graphically articulate the City's Vision Plan 2012, 2014 CRA Plan update, 2019 Groveland Smart Growth Sector Plan and the Groveland Downtown Zoning Overlay (Not yet adopted). The area depicted is the downtown Groveland area only. The purpose of this exercise to encourage a discussion regarding the type and location of specific development uses. Additionally the discussion will seek to clarify the vision of what future development may be accommodated in the downtown district and how the City and CRA can utilize urban development patterns to ensure the future development of a safe, walkable, pedestrian oriented historic downtown.

### DISCUSSION

The proposed Vision for Downtown presents seven primary uses, or districts, in the downtown: the Historic Core district, a Medical/Office district; a Commercial district; a Mixed-Use district; an Entertainment District; a Learning District; a Trail Head; and, a Multi-Modal facility. Each of the proposed districts have been previously identified in City's Vision Plan, Downtown Zoning Overlay or during discussions with the Groveland CRA Board or City staff.

This discussion is sought to establish a general consensus regarding the desired development pattern within the downtown. This consensus may be used by the City's elected leaders and staff when fine tuning land development regulations and when reviewing and evaluating applications for development within the downtown.

<b>STAFF RECOMMENDATION:</b> Information purposes only. No action is needed.
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Attachments: Attachment #1 Existing Conditions Groveland  
Attachment #2 Groveland Vision Discussion

<b>REVIEWED BY CITY MANAGER:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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# AGENDA ITEM #5

**Update and Discussion:**  
**Location of Founders Day Event**  
**July 4<sup>th</sup> Event**



## REQUEST FOR CRA REVIEW

<b>MEETING DATE:</b> January 27, 2020
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<b>ITEM NUMBER:</b> 6
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<b>AGENDA ITEM:</b> RFQ FOR CRA CONTINUING SERVICE CONSULTANTS
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<b>PREPARED BY:</b> John Jones, CRA Projects Coordinator
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<b>DATE:</b> January 27, 2020
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### BACKGROUND:

This Agenda Item is to provide notice and seek input from the Groveland CRA Governing Board regarding an upcoming issuance by the CRA of an RFQ for Professional Consultants to provide services to the Groveland CRA. The RFQ would seek to identify a range of Professional Service Consultants (i.e, Accounting, Architecture, Engineering, Environmental, Geotechnical, Landscape Architecture, Planning, Transportation Planning, and Surveying) and enter into a Continuing Services Agreement (CSA) with each selected service provider on the CSA. The CRA issue requests for specific services and the CRA would evaluate the Scope of Service submittals provided a select the preferred provider.

### DISCUSSION

This action is sought so as to standardize the professional consultant/service provider selection process, facilitate a more timely activation of specific providers when needed, and ensure the service provider selection process continues to be transparent and in accordance with the latest regulations and best practices.

The proposed RFQ for Professional Consultant Services Continuing Services Agreement is attached (Attachment #1) for your review.

<b>STAFF RECOMMENDATION:</b> Staff recommends the Groveland CRA Governing Board approve issuance of the RFQ and authorize the City's Purchasing Manager and CRA Manager to implement the issuance of the RFQ.
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Attachments: Attachment #1 RFQ for Professional Consultant Services Continuing Services Agreement

<b>REVIEWED BY CITY MANAGER:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

# AGENDA ITEM #6

## **RFQ for CRA Consultants Continuing Services Agreement**

Attachment to be provided.