WINTER HAVEN
THE CHAIN OF LAKES CITY

COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD

DATE: Monday, July 28, 2025, 5:00 p.m.

LOCATION: Winter Haven City Hall - John Fuller Auditorium

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1. Call to Order

2. Roll Call

3. Approval of Minutes

3.A **June 9, 2025 - Regular Meeting**

Staff Contact: *Samise lee, CRA Coordinator, slee@mywinterhaven.com*

June 9, 2025 Regular Meeting Minutes

4. Action Items

4.A **Resolution - R-CRA-25-03 FY 26-26 Budget**

Staff Contact: *Angie Hibbard, CRA Manager, ahibbard@mywinterhaven.com*

Summary - Resolution R-CRA-25-03 - FY 26 Budget Recommendations
Resolution R-CRA-25-03 - FY 26 Budget

5. Advisory Commitee Minutes (informational only)

5.A **Florence Villa Advisory Committee Meeting:**
i. June 30, 2025 - Draft

Staff Contact: *Samise Lee, CRA Coordinator, slee@mywinterhaven.com*

June 30, 2025 - Regular Meeting Minutes

5.B **Downtown Advisory Committee Meeting:**
i. July 21, 2025 - Draft

Staff Contact: *Samise Lee, CRA Coordinator, slee@mywinterhaven.com*

July 21, 2025 - Regular Meeting Minutes

6. Other Business

6.A **Comments from the Board**

6.B **Comments from the Staff**
i. Next Regular Meeting Date -

6.C **Comments from the Public**

7. Adjournment

If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven, Florida 33881, in writing, not later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

City of Winter Haven
Economic Opportunity & Community Investment

CITY OF WINTER HAVEN
Community Redevelopment Agency – Board Meeting
REGULAR MEETING MINUTES

June 9, 2025
Winter Haven City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, Florida

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1. **Call to Order**

Chairman Yates called the meeting to order at 5:29 PM

2. **Roll Call**

Board Members Present: Chairman Yates; Vice Chair Mercer; Board Member Birdsong; Board Member Threlkel; Board Member Dollison; Board Member Hunter

Board Members Absent: Board Member Dantzler

Samise Lee confirmed a quorum.

Staff Members Present: T. Michael Stavres, City Manager; Michael "M.J." Carnevale, Deputy City Manager; Eric Labbe, Economic Opportunity & Community Investment Director; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; John Murphy, City Attorney; Joshua Stone, Information Technology Support Supervisor; and Colleen "CJ" Scott, Chief Financial Officer

3. **Approval of Minutes**

Board Member Birdsong moved for approval of the March 10, 2025 regular meeting minutes and the April 28, 2025 special meeting minutes. Seconded by Board Member Threlkel. **Motion carried by unanimous vote (6-0).**

4. **Presentations**

a. **Wayfinding Signage Master Plan**

Angie Hibbard presented a summary of the Wayfinding Signage Master Plan, which was prepared by Walker Consultants for the Boards consideration. Chairman Yates opened the floor for questions and discussion following the presentation.

Vice Chair Mercer wanted to confirm if the project was for all of Downtown and the surrounding area. Discussions ensued.

Vice Chair Mercer motioned to approve the Wayfinding Signage in the Master Plan. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5600, at 451 Third Street, NW, Winter Haven, Florida 33881. In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven Florida 33881, in writing, no later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

b. CRA Trust Fund Audit

CJ Scott provided insight on the annual funding audits.

5. <u>Action Items</u>

a. Memorandum of Understanding – EnviroBuild

Samise Lee state that in September of 2022, Six/Ten, LLC and the CRA entered into an agreement designed to assist eligible homeowners by covering upfront costs associated with the Residential Improvement Grant Program. This agreement automatically renews annually unless terminated by either party. The agreement provided Six/Ten, LLC the ability to front the costs associated with an approved Residential Improvement Grant and coordinate completion of the approved work with a general contractor. This provided homeowners who did not have the ability to pay for the improvements and receive reimbursement, the opportunity to participate in the program and improve their homes; however, due to the improved marketing, popularity of the program and community needs, there are approximately 30 approved applicants on the waiting list to receive approved repairs. Concurrently, Six/Ten, LLC has expressed concerns regarding their ability to continue assisting pursuant to the aforementioned agreement.

In an effort to ensure completion of the previously approved Residential Improvement Grants, and to continue to provide opportunity for those homeowners who do not have the ability to participate in the program through a reimbursement, CRA staff and EnviroBuild, LLC desire to enter into this Memorandum of Understanding (MOU). EnviroBuild, LLC is a licensed contractor previously procured by the City via ITB-23-48. The proposed MOU details the process and expectation of CRA staff and EnviroBuild, LLC to facilitate the completion of work consistent with approved Residential Improvement Grants and ITB-23-48.

The proposed MOU is consistent with (a) the Community Redevelopment Plans for the Florence Villa and Downtown Community Redevelopment Areas, (b) the Community Redevelopment Act of 1969, codified at Part III, Chapter 163 of the Florida Statutes, and (c) City of Winter Haven Resolutions R-00-05, R-00-06, R-00-18 and R-00-19.

The Florence Villa CRA Advisory Committee, at their April 7, 2025 regular meeting, unanimously recommended approval of the MOU to the CRA Board.

The Downtown CRA Advisory Committee, at their May 5, 2025 regular meeting, unanimously recommended approval of the MOU to the CRA Board.

Staff recommended the CRA Board approve the Memorandum of Understanding (MOU) with EnviroBuild, LLC. A copy of the MOU was attached.

Vice Chair Mercer motioned to approve the Memorandum of Understanding with EnviroBuild, LLC. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

b. **Acceptance and Assignment of Development Agreement – 750 Ave C SW**

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Angie Hibbard stated that on May 13, 2019, 750 Ave C SW, LLC, a Florida limited liability company (“Ave C SW”), entered into that certain Development Agreement (the "Development Agreement") with the City and CRA. On or about April 16, 2024, the property was sold to BNL Champs, LLC.

750 Ave C SW, LLC, the original grantee and property owner, has requested the City and CRA Accept and Acknowledge the Assignment of the Development Agreement to BNL Champs, LLC, the new property owner. All terms and obligations pursuant to the Development Agreement remain in full effect.

Staff recommended the CRA Board accept and acknowledge the Assignment of Development Agreement between 750 Ave C SW, LLC and BNL Champs, LLC and authorize the Chairman to execute same. A copy of the Assignment of Development Agreement was attached.

Vice Chair Mercer motioned for acceptance of the Assignment of Development Agreement for 750 Ave C SW LLC. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

c. Acceptance and Acknowledgment of Assignment of Redevelopment Agreement – Ave F SW LLC

Angie Hibbard stated that on September 14, 2021, Ave F SW, LLC, a Florida limited liability company (“Ave F SW”), entered into that certain Redevelopment Grant Agreement (the "Redevelopment Grant Agreement") with the Community Redevelopment Agency (CRA). On or about December 18, 2024, the property was sold to Heart for Winter Haven Inc.

Ave F SW, LLC, the original grantee and property owner, has requested the CRA Accept and Acknowledge the Assignment of the Redevelopment Grant Agreement to Heart for Winter Haven Inc., the new property owner. All terms and obligations pursuant to the Redevelopment Grant Agreement remain in full effect.

Staff recommends the CRA Board accept and acknowledge the Assignment of Redevelopment Grant Agreement between Ave F SW, LLC and Heart for Winter Haven Inc. and authorize the Chairman to execute same. A copy of the Assignment of Redevelopment Grant Agreement was attached.

Board Member Birdsong moved for approval of the Assignment of Redevelopment Grant Agreement for Ave F SW, LLC. Seconded by Vice Chair Mercer. **Motion carried by unanimous vote (6-0).**

d. Demo Budget Reallocation

Angie Hibbard stated that in partnering with the Safe Neighborhoods Division, a property in the Downtown CRA district has been identified and an application submitted for the demolition program. The house located at 232 Avenue B NE was significantly damaged by a fire and the structure is not currently safe for living.

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The FY 2025 Budget allocated $100,000 for Residential Improvement Grants and staff only has three (3) applications in queue for funding with no additional applications in the approval process. The overall remaining amount in the line item for Grant Programs (8220) is $321,681.62 with pending reimbursements of $92,811.60 from all grants. This leaves a balance of $228,870.02 for the Grant Programs.

Due to the fire and subsequent vacancy the property has become an attractive nuisance to the neighborhood and a safety concern. There are code violations on this property that would be resolved in part with a demolition of the house. Staff is working together with the Safe Neighborhoods Division and the owner's family to rectify the current situation. The owner passed away and the family is working through probate for the property. A reallocation of up to $20,000 from the Grant Programs line item in the FY25 budget would allow for the Downtown CRA to assist with the demolition of the house, and is consistent with the goals and purpose of a CRA, to remove slum and blight.

The Downtown CRA Advisory Committee, at their May 5, 2025 regular meeting, unanimously recommended approval to reallocate up to $20,000 from line 8220 of the Downtown CRA Budget to be used for the demolition program to the CRA Board.

Staff recommended the CRA Board approve reallocate $20,000 from line 8220 (grant programs) to Demolitions. A copy of the Resolution R-CRA-22-02 and Demolition Application and Agreement for 232 Avenue B NE was attached.

Chairman Yates opened the floor for discussion regarding the grant reallocation proposal. City Manager, T. Michael Stavres noted that the subject property is currently in probate and must be cleared before demolition can proceed, regardless of the approval of reallocated funds for that purpose.

Vice Chair Mercer motioned for approval of the demolition reallocation. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

e. Resolution – R-CRA-25-01 – Florence Villa Small Business Development Assistance Program

Eric Labbe stated that the Constituent Issues Basis for the Community Redevelopment Plan section of the Florence Villa CRA Plan identifies that the establishment/re-establishment of businesses in Florence Villa, and particularly along First Street North, was a key issue and priority. Pursuant to that constituent input the following goal and objective were established in the Florence Villa CRA plan.

Goal 1: Attract business and economic development opportunities

Objective 6: Provide incentives for business retention and recruitment for businesses along Martin Luther King Jr. Boulevard and First Street.

In response to these issues, priorities, goals and objectives, staff has developed the Florence Villa Small Business Development Assistance Program. The purpose of the program is to facilitate the development and establishment of new small businesses, and

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associated jobs, within the Florence Villa Community Redevelopment Area by providing a reimbursement of 10% of construction cost of a project, up to $75,000 for eligible projects within the Florence Villa CRA and a reimbursement of 20% of the construction cost of a project, up to $150,000 for eligible projects that have frontage on First Street North.

Eligible projects include new construction or rehabilitation of existing structures to house new small businesses, defined as independently owned and operated, non-franchised, retail, restaurant, or service industry businesses.

The Florence Villa CRA Advisory Committee, at their April 7, 2025 meeting, voted 8-1 to recommended approval of the Resolution R-CRA-25-01 to the CRA Board.

Staff recommended the CRA Board approve Resolution R-CRA-25-01 establishing the Florence Villa Small Business Development Assistance Program. A copy of the Resolution R-CRA-25-01 was attached.

Eric opened the floor for discussion. Board Member Birdsong asked for clarification on the difference between the reimbursements being awarded. Discussions ensued.

Chairman Yates expressed an idea of vetting the CRA funds for this program through a financial institution and would like a modified resolution presented in the October meeting. Discussions ensued.

Vice Chair Mercer motioned for approval of Resolution R-CRA-25-01. Seconded by Board Member Dollison. **Motion carried by unanimous vote (6-0).**

f. **Resolution – R-CRA-25-02 Small Business Support Reimbursement Grant Program**

Angie Hibbard stated that in late 2024 both the Florence Villa CRA Advisory Committee and the Downtown CRA Advisory Committee discussed the Small Business Support program from Retail Strategies at their respective meetings. Included in both the Plans for each CRA District is a goal to attract new businesses and enhance existing businesses. Each Advisory Committee reviewed the program and the need to support businesses, with both voting to recommend to the CRA Board to fund a grant program to go along with the Small Business Support program.

Staff has reviewed the program and Resolution R-CRA-25-02 defines the reimbursement program including the completion of learning paths within the Retail Strategies platform and what types of businesses and reimbursement items are eligible.

The Florence Villa CRA Advisory Committee, at their October 21, 2024 meeting, unanimously recommended to fund a reimbursement grant program associated with the Small Business Support program platform from Retail Strategies to the CRA Board.

The Downtown CRA Advisory Committee, at their November 4, 2024 meeting, unanimously recommended to fund a reimbursement grant program associated with the Small Business Support program platform from Retail Strategies to the CRA Board.

Staff recommended the CRA Board approve Resolution R-CRA-25-02 establishing the Small

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Business Support Reimbursement Grant Program, Designate the program as an approved grant program under Budget line item 8220, and assign $40,000 in the Downtown CRA Budget and $20,000 in the Florence Villa CRA Budget to this program for FY 24/25 from unused and unencumbered funds within the same line item. A copy of the Resolution R-CRA-25-02 and Budget Report for Grant Programs was attached.

Angie opened the floor for discussion. Chairman Yates wanted to clarify the amounts he saw allocated towards the two districts for the project. Discussions ensued.

Vice Chair Mercer motioned for approval of Resolution R-CRA-25-02. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

g. **Developer's Agreement – Grand Central Cooperative, LLC**

Eric Labbe stated that the Grand Central Cooperative, LLC has submitted an application for development incentives to include Tax Increment Financing (TIF) rebates consistent with the Real Estate Development Accelerator (REDA) incentive, a building preservation reimbursement grant, and a water/wastewater connection fee reimbursement, for a redevelopment project known as Grand Central. The TIF rebate is paid annually from the tax increment generated from the project for a defined period of time. The requested REDA TIF rebate for this project is 60% rebate for 20 years. The building preservation reimbursement grant is payable in five (5) equal annual payments of $400,000 upon completion of certain performance benchmarks as defined within the agreement. The water/wastewater connection fee reimbursement is payable upon proof of payment of water and wastewater connection fees to the City of Winter Haven and shall not exceed $275,000. The applicant has requested, and provided documentation to support, the aforementioned development incentives.

The Grand Central Project is an effort to redevelop four (4) buildings at the corner of Central Avenue and 3rd Street SW, in the heart of Downtown Winter Haven, that have been closed, vacant, and deteriorating for over nine (9) years. Total project cost is projected to be $20,377,994, of which $10,350,065 is construction cost. The project will be completed in two phases.

The Downtown CRA Advisory Committee, at their May 28, 2025 special meeting, unanimously recommended approval of the Developer's Agreement to the CRA Board.

Staff recommended the CRA Board to approve the Developer's Agreement with Grand Central Cooperative, LLC. A copy of the Draft Developer's Agreement and Grand Central Application was attached.

Eric opened the floor for discussion. Board Member Threlkel questioned if the last agreement that was approved on this project still exists. Discussions ensued.

Board Member Threlkel motioned for approval of the Developer's Agreement with Grand Central Cooperative, LLC. Seconded by Board Member Birdsong. **Motion carried by unanimous vote (6-0).**

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6. **Discussion Item**

   a. **Project or budget ideas**

      Angie Hibbard requested that the Board Members review the given five-year capital projects plan, prioritize the listed items, and submit their feedback to the CRA by the following Friday.

7. **Advisory Committee Minutes (informational only)**

   a. Florence Villa Advisory Committee Meeting:
      i. April 7, 2025 *Draft*

   b. Downtown Advisory Committee Meeting:
      i. May 5, 2025 *Draft*
      ii. May 28, 2025 (Special Meeting) *Draft*

8. **Other Business**

   a. Comments from the Board – None

   b. Comments from the Staff

      i. Next Regular Meeting Date – August 11, 2025

   c. Comments from the Public – None

9. **Adjournment**

   Meeting adjourned at 6:12 PM

WINTER HAVEN CRA BOARD **ATTEST:**

Brian Yates
CRA Board Chair

Angela Hibbard
CRA Manager

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DATE: July 23, 2025

TO: Chairman Yates and CRA Board Members

VIA: Eric Labbe, Director of Economic Opportunity & Community Investment

FROM: Angie Hibbard, CRA Manager

SUBJECT: Budget Recommendations for FY 2025-26

BACKGROUND

Each year the CRA is required to adopt a budget for its operation. Within this budget, funds are set aside for personnel, operating expenses, debt service, development incentives, and capital projects.

Based upon the current City millage rate of 6.59, the Florence Villa CRA is anticipated to receive $1,567,518 in ad valorem revenue and interest for fiscal year 2025-2026. Based upon projected end of year expenditures, projected fund balance, and anticipated revenue, a draft fiscal year 2025-2026 budget has been prepared for consideration.

The draft budget includes the following (additional details are on the attached spreadsheet):

Personnel Expenses:	$ 137,079
Operating Expenses:	$ 720,000
Capital Improvements:	$ 881,641
Economic Development:	$ 130,930
Grant & Aid:	$ 890,000
Miscellaneous:	$ 57,996
Total budgeted expenses:	$2,817,646

Key projects and programs funded in the draft budget include:

- Professional Services for Engineering and Legal
- Continuation of property acquisition & associated professional and contractual services
- Pedestrian enhancement project
- Development incentive reimbursement (TIFF)
- Commercial façade and Residential Improvement grant programs
- Three new grant programs – Missing Middle New Construction, Small Business Development, and Small Business Support
- Capital Projects

Based upon the current City millage rate of 6.59, the Downtown CRA is anticipated to receive $4,235,010 in ad valorem revenue and interest for fiscal year 2025-2026. Based upon projected end of year expenditures, projected fund balance, and anticipated revenue, a draft fiscal year 2025-2026 budget has been prepared for consideration.

The draft budget includes the following (additional details are on the attached spreadsheet):

Personnel Expenses:	$ 158,811
Miscellaneous:	$ 1,312,057
Operating Expenses:	$ 1,417,130
Capital Improvements:	$ 1,107,718
Economic Development:	$ 1,525,570
Grant & Aid:	$ 628,000
Total budgeted expenses:	$ 6,149,286

Key projects and programs funded in the draft budget include:

- Professional Services for Engineering
- Transit options added under Contract Services
- Development incentive reimbursement (TIFF)
- Parking Garage Operating
- Commercial façade and Residential Improvement and Retail Strategies Small Business grant programs
- Capital Projects

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Responsible Government
- **Goal:** 6.1 – Exemplify fiscal accountability and resiliency.
- **Strategy:** 6.1.1 – Enhance fiscal communication via implementation and distribution of a Budget Book, Budget in Brief, Popular Annual Financial Report

ADVISORY COMMITTEE RECOMMENDATION

The Florence Villa CRA Advisory Committee, at their June 30, 2025 regular meeting, unanimously recommended approval of the Budget to the CRA Board.

The Downtown CRA Advisory Committee, at their July 21, 2025 regular meeting, unanimously recommended approval of the Budget to the CRA Board.

STAFF RECOMMENDATION

Staff recommends that the CRA Board approve the proposed FY 2025-2026 budget.

ATTACHMENT

- Resolution R-CRA-25-03 with Budget

RESOLUTION R-CRA-25-03

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF WINTER HAVEN, FLORIDA, ADOPTING A BUDGET FOR FISCAL YEAR 2025-2026; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 189.016(3), requires special districts, including the Community Redevelopment Agency (CRA), to adopt an annual budget by resolution; and

WHEREAS, the CRA anticipates continued support and cooperation from the City of Winter Haven; and

WHEREAS, it is anticipated that the CRA will have the benefit of tax increment revenues, as well as funds under the control of the City of Winter Haven to utilize towards redevelopment and implementation of the Community Redevelopment Plans; and

WHEREAS, for purposes of planning for the fiscal year, the CRA desires to have its budget reflect the tax increment revenues, as well as other revenue sources anticipated to be made available to fund redevelopment activities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF WINTER HAVEN, FLORIDA, AS FOLLOWS:

1. That the budget for Fiscal Year 2025-2026, set forth at Exhibit "A" attached hereto and made a part hereof, is hereby approved.
2. The provisions of this Resolution are severable. If any word, sentence, clause, phrase, or provision of this Resolution for any reason is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable; then all remaining provisions and portions of this Resolution shall remain in full force and effect.
3. Any provision in this Resolution may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his designee, without need of consideration by the CRA Board of Commissioners, by filing a corrected or recodified copy of same with the City Clerk and/or Secretary of the CRA Board of Commissioners.
4. Any and all conflicting resolutions are repealed to the extent necessary to give this Resolution full force and effect.
5. This Resolution shall take effect immediately upon passage by the CRA Board of Commissioners at a duly noticed and held public meeting.

INTRODUCED AND PASSED by the CRA Board of the City of Winter Haven, Florida, on this 28th day of July, 2025.

COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF WINTER HAVEN, FLORIDA

BY: _____
Brian Yates, Chairman

ATTEST:

_____
Angela Hibbard, Secretary

APPROVED AS TO FORM:

_____
Frederick J. Murphy, Jr., City Attorney

CRA – FLORENCE VILLA FUND OVERVIEW

SUMMARY

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Revenues				
Ad Valorem Taxes	$1,106,136	$1,294,530	$1,301,903	$1,567,518
Interest Earnings	$98,948	$15,000	$115,000	$30,000
REVENUES TOTAL	**$1,205,084**	**$1,309,530**	**$1,416,903**	**$1,597,518**
Expenses				
Personal Services	$74,862	$134,909	$92,462	$137,079
Operating Services	$20,463	$475,831	$352,630	$720,000
Capital	–	$1,930,397	$1,312,405	$881,641
Miscellaneous	$5,088	$219	$266	$386
Transfers	$158,295	$8,295	$8,295	$14,225
Admin Allocation Expenses	$15,979	$9,772	$9,772	$10,919
Insurance	$14,516	$17,755	$17,755	$19,128
Internal Svc Charge	$8,138	$8,311	$8,311	$13,338
Grant & Aid	$42,510	$615,000	$397,580	$1,020,930
EXPENSES TOTAL	**$339,852**	**$3,200,489**	**$2,199,476**	**$2,817,646**
Over <Under> Expenditures	$865,232	-$1,890,959	-$782,573	-$1,220,128
Beginning Fund Balance	$1,137,469	$2,002,701	$2,002,701	$1,220,128
Ending Fund Balance	$2,002,701	$111,742	$1,220,128	$0

BUDGETED REVENUES

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Revenues				
Ad Valorem Taxes				
311100-000 - Taxes-Real Estate & Personal	$1,106,136	$1,294,530	$1,301,903	$1,567,518
AD VALOREM TAXES TOTAL	**$1,106,136**	**$1,294,530**	**$1,301,903**	**$1,567,518**
Interest Earnings				
361100-000 - Interest on Investments	$98,948	$15,000	$115,000	$30,000
INTEREST EARNINGS TOTAL	**$98,948**	**$15,000**	**$115,000**	**$30,000**
REVENUES TOTAL	**$1,205,084**	**$1,309,530**	**$1,416,903**	**$1,597,518**

EXPENDITURES BY COST CENTER

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Expenses				
CRA - Florence Villa Fund	$95,325	$2,656,137	$1,780,077	$1,869,650
CRA - Florence Villa	$244,527	$544,352	$419,399	$947,996
EXPENSES TOTAL	**$339,852**	**$3,200,489**	**$2,199,476**	**$2,817,646**

** Adopted Budget columns include approved budget amendments.*

FLORENCE VILLA CRA FUND COST CENTERS

The Florence Villa CRA Fund consists of two cost centers:

Economic Opportunity & Community Investment Department



Florence Villa
Non-Departmental

CRA - FLORENCE VILLA FUND - 109-10-214

MISSION STATEMENT

Facilitating opportunities and encouraging community investment that improves quality of life and creates a resilient and sustainable cycle of economic strength.

BUDGETED EXPENDITURES

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Expenses				
Personal Services				
1201 - Salaries & Wages-Regular	$52,785	$93,498	$68,265	$99,852
2101 - FICA Taxes	$3,827	$7,153	$5,054	$7,639
2201 - General Pension Fund Contrib	$1,960	$2,355	$2,331	$2,436
2204 - 401(a) Pension Contribution	$3,433	$6,509	$4,593	$6,972
2301 - Life, Health & Vision Insurance	$12,699	$25,087	$11,987	$19,789
2302 - Director's Life & Disability	–	–	$0	$93
2303 - Disability Benefit - 401(a) Participants	$65	$157	$82	$168
2401 - Workers' Compensation	$93	$150	$150	$130
PERSONAL SERVICES TOTAL	**$74,862**	**$134,909**	**$92,462**	**$137,079**
Operating Services				
3101 - Prof. Svc.-Engineering	–	$100,000	$100,000	$150,000
3103 - Prof.Svc.-Legal	$3,227	$33,131	$0	$40,000
3105 - Prof.Svc.-Other	$4,820	$200,000	$150,000	$200,000
3404 - Contract Svc. - Other	–	$100,000	$92,200	$276,500
3405 - Demolitions	$11,190	$30,000	$0	$40,000
4001 - Travel-Non local	–	$5,000	$5,000	$0
4003 - Training-Required-Instructional	–	–	$0	$7,000
4702 - Printing & Binding	$160	$200	$0	$0
4801 - Advertising	$203	–	–	–
5101 - Office Supplies	$239	$500	$500	$1,500
5200 - Non-Capital Equip $1,000-4999	–	$4,000	$4,000	$0
5401 - Memberships & Subscriptions	$624	$3,000	$930	$5,000
OPERATING SERVICES TOTAL	**$20,463**	**$475,831**	**$352,630**	**$720,000**
Capital				
6301 - Other Capital Improvements	–	$1,930,397	$1,300,000	$831,641
6402 - Machinery & Equipment	–	–	$12,405	$50,000
CAPITAL TOTAL	**–**	**$1,930,397**	**$1,312,405**	**$881,641**
Grant & Aid				
8225 - Economic Development	–	$115,000	$22,580	$130,930
GRANT & AID TOTAL	**–**	**$115,000**	**$22,580**	**$130,930**
EXPENSES TOTAL	**$95,325**	**$2,656,137**	**$1,780,077**	**$1,869,650**

AUTHORIZED PERSONNEL

Position	Pay Grade	Min / Max Hourly	FY23 Budget	FY24 Budget	FY25 Budget
E.O. & C.I. Dept. Director	41	46.11 -	0.05	0.05	0.05
CRA Manager	33	31.67 - 53.95	0	0.5	0.5
CRA & Neighborhood Programs Manager	33	31.67 - 53.95	0.21	0	0
CRA Coordinator	27	24.01 - 40.90	0	1	1
Neighborhood Planner	27	24.01 - 40.90	1	0	0
			1.26	**1.55**	**1.55**

Account Details

109-10-214 CRA Florence Villa

Account #	Object Code Description	Amount	Detail Description
3101			
	Prof. Svc.-Engineering	$50,000	Bus Shelters
	Prof. Svc.-Engineering	$50,000	Misc. Engineering
	Prof. Svc.-Engineering	$50,000	Sidewalk Pedestrian
3101 TOTAL		**$150,000**	
3404			
	Contract Svc. - Other	$155,000	Circulator Route
	Contract Svc. - Other	$6,500	Lighting Alert Annual Maintenance
	Contract Svc. - Other	$100,000	Misc. Operations
	Contract Svc. - Other	$15,000	Retail Strategies
3404 TOTAL		**$276,500**	
6301			
	Other Capital Improvements	$50,000	Bus Shelter
	Other Capital Improvements	$200,000	Neighborhood Service Center Modernization
	Other Capital Improvements	$100,000	Property Acquisition
	Other Capital Improvements	$100,000	Sidewalk and Pedestrian Enhancements
	Other Capital Improvements	$50,000	Signage
	Other Capital Improvements	$331,641	TBD Capital Projects
6301 TOTAL		**$831,641**	
8225			
	Economic Development	$12,000	TIF - Katina Campbell
	Economic Development	$50,000	Connection Fee Projects
	Economic Development	$68,930	Miscellaneous
8225 TOTAL		**$130,930**	

** Adopted Budget columns include approved budget amendments.*

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CRA – FLORENCE VILLA FUND – NON-DEPARTMENTAL –

CRA – FLORENCE VILLA – 109-80-958

BUDGETED EXPENDITURES

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Expenses				
Miscellaneous				
9700 - Audit Fees	$5,088	$219	$266	$386
MISCELLANEOUS TOTAL	**$5,088**	**$219**	**$266**	**$386**
Transfers				
9196 - Transfer to 2015 Construction Fund	$150,000	–	–	–
9200 - Transfer to Dark Fiber Fund	$8,295	$8,295	$8,295	$14,225
TRANSFERS TOTAL	**$158,295**	**$8,295**	**$8,295**	**$14,225**
Admin Allocation Expenses				
9503 - Admin-General Govt.	$15,979	$9,772	$9,772	$10,919
ADMIN ALLOCATION EXPENSES TOTAL	**$15,979**	**$9,772**	**$9,772**	**$10,919**
Insurance				
4501 - Ins.-Property	$8,057	$7,929	$7,929	$8,452
4502 - Ins.-Liability & Umbrella	$424	$259	$259	$0
4506 - Ins.-Other	$5,943	$9,494	$9,494	$10,577
4510 - Insurance - Public Officials Liability	$93	$73	$73	$99
INSURANCE TOTAL	**$14,516**	**$17,755**	**$17,755**	**$19,128**
Internal Svc Charge				
9102 - Facility Maintenance	$2,792	$2,949	$2,949	$3,432
9104 - Engineering Services	$3,350	$3,389	$3,389	$3,317
9105 - Human Resources	–	–	$0	$3,069
9108 - City Hall	$1,996	$1,973	$1,973	$3,520
INTERNAL SVC CHARGE TOTAL	**$8,138**	**$8,311**	**$8,311**	**$13,338**
Grant & Aid				
8220 - Facade/Sidewalk Cafe Furniture Grant Program	$42,510	$500,000	$375,000	$890,000
GRANT & AID TOTAL	**$42,510**	**$500,000**	**$375,000**	**$890,000**
EXPENSES TOTAL	**$244,527**	**$544,352**	**$419,399**	**$947,996**

ACCOUNT DETAILS

Account #	Object Code Description	Amount	Detail Description
8220			
	Facade/Sidewalk Cafe Furniture Grant Program	$100,000	Commercial Grants
	Facade/Sidewalk Cafe Furniture Grant Program	$100,000	New Construction Missing Middle Rental Program
	Facade/Sidewalk Cafe Furniture Grant Program	$300,000	Residential Grants
	Facade/Sidewalk Cafe Furniture Grant Program	$350,000	Small Business Development Assistance Program
	Facade/Sidewalk Cafe Furniture Grant Program	$40,000	Small Business Support Program
8220 TOTAL		**$890,000**	

** Adopted Budget columns include approved budget amendments.*

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CRA – DOWNTOWN FUND OVERVIEW

SUMMARY

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Revenues				
Ad Valorem Taxes	$3,211,447	$3,688,373	$3,668,911	$4,235,010
State Grant Revenue	$1,995	–	–	–
Interest Earnings	$144,845	$60,000	$140,000	$60,000
Misc. - Sales	$1,000	–	–	–
Misc. - Rent & Royalty	$7,800	$4,200	$4,200	$4,200
REVENUES TOTAL	**$3,367,086**	**$3,752,573**	**$3,813,111**	**$4,299,210**
Expenses				
Personal Services	$107,768	$155,058	$112,419	$158,811
Operating Services	$178,455	$759,410	$678,408	$1,417,130
Capital	$1,583,706	$2,117,272	$1,288,582	$1,107,648
Miscellaneous	$7,737	$2,612	$3,177	$4,076
Transfers	$1,000,849	$1,000,154	$1,000,154	$1,119,495
Admin Allocation Expenses	$76,620	$116,645	$116,645	$115,156
Insurance	$25,073	$28,442	$28,442	$52,798
Internal Svc Charge	$16,967	$16,820	$16,820	$20,532
Grant & Aid	$586,985	$1,242,397	$863,302	$2,153,570
EXPENSES TOTAL	**$3,584,159**	**$5,438,810**	**$4,107,949**	**$6,149,216**
Over <Under> Expenditures	-$217,072	-$1,686,237	-$294,838	-$1,850,006
Beginning Fund Balance	$2,361,987	$2,144,914	$2,144,914	$1,850,076
Ending Fund Balance	$2,144,915	$458,677	$1,850,076	$70

BUDGETED REVENUES

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Revenues				
Ad Valorem Taxes				
311100-000 - Taxes-Real Estate & Personal	$3,211,447	$3,688,373	$3,668,911	$4,235,010
AD VALOREM TAXES TOTAL	**$3,211,447**	**$3,688,373**	**$3,668,911**	**$4,235,010**
State Grant Revenue				
334200-002 - Grant - Misc	$1,995	–	–	–
STATE GRANT REVENUE TOTAL	**$1,995**	**–**	**–**	**–**
Interest Earnings				
361100-000 - Interest on Investments	$144,845	$60,000	$140,000	$60,000
INTEREST EARNINGS TOTAL	**$144,845**	**$60,000**	**$140,000**	**$60,000**
Misc. - Sales				
364414-000 - Sale of Assets-Capital	$1,000	–	–	–
MISC. - SALES TOTAL	**$1,000**	**–**	**–**	**–**
Misc. - Rent & Royalty				
362200-000 - Rental-Parking Space	$7,800	$4,200	$4,200	$4,200
MISC. - RENT & ROYALTY TOTAL	**$7,800**	**$4,200**	**$4,200**	**$4,200**
REVENUES TOTAL	**$3,367,086**	**$3,752,573**	**$3,813,111**	**$4,299,210**

EXPENDITURES BY COST CENTER

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Expenses				
CRA - Downtown Fund	$2,235,758	$3,867,137	$2,757,937	$4,209,159
CRA - Downtown	$1,348,401	$1,571,673	$1,350,012	$1,940,057
EXPENSES TOTAL	**$3,584,159**	**$5,438,810**	**$4,107,949**	**$6,149,216**

** Adopted Budget columns include approved budget amendments.*

DOWNTOWN CRA FUND COST CENTERS

The Downtown CRA Fund consists of two cost centers:

Economic Opportunity & Community Investment Department



Downtown
Non-Departmental

CRA - DOWNTOWN FUND - 108-10-215

MISSION STATEMENT

Facilitating opportunities and encouraging community investment that improves quality of life and creates a resilient and sustainable cycle of economic strength.

BUDGETED EXPENDITURES

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Expenses				
Personal Services				
1201 - Salaries & Wages-Regular	$76,070	$106,146	$80,902	$113,659
2101 - FICA Taxes	$5,554	$8,120	$5,975	$8,695
2201 - General Pension Fund Contrib	$5,880	$7,064	$6,994	$7,308
2204 - 401(a) Pension Contribution	$4,220	$6,509	$4,593	$6,972
2301 - Life, Health & Vision Insurance	$15,874	$26,892	$13,771	$21,582
2302 - Director's Life & Disability	–	–	$0	$279
2303 - Disability Benefit - 401(a) Participants	$26	$157	$14	$168
2401 - Workers' Compensation	$145	$170	$170	$148
PERSONAL SERVICES TOTAL	**$107,768**	**$155,058**	**$112,419**	**$158,811**
Operating Services				
3101 - Prof. Svc.-Engineering	$53,250	$341,844	$191,306	$250,000
3103 - Prof.Svc.-Legal	$14,778	–	–	–
3105 - Prof.Svc.-Other	$7,927	$25,000	$0	$5,000
3404 - Contract Svc. - Other	–	$150,000	$35,960	$975,000
3404-170 - Contract Svc. - Other - Parking Garage	$16,800	$20,000	$20,000	$20,000
3405 - Demolitions	$15,879	–	$1,549	$0
4001 - Travel-Non local	$495	$10,000	$0	$0
4003 - Training-Required-Instructional	–	–	$13	$0
4201 - Postage	$3	$50	$11	$0
4301-170 - Util Svcs-Electric-Parking Garage	$17,824	$18,699	$19,142	$18,699
4302-170 - Util Svcs-Water-Parking Garage	$560	$543	$650	$589
4602 - Rep & Mtn Building & Grounds	$16	–	$50	$0
4602-170 - R/M Building-Grounds-Parking Garage	$39,338	$25,000	$25,000	$100,000
4606 - Rep & Mtn Vehicle Base Cost	$492	$492	$492	$492
4607 - Rep & Mtn Automotive Parts	$57	–	–	–
4608 - Rep & Mtn Automotive Labor	$33	–	–	–
4620-170 - R/M Contracts-Parking Garage	$5,927	$150,432	$382,495	$20,000
4622 - Rep & Mtn Landscape Material	$2,450	–	–	–
4702 - Printing & Binding	$240	$200	$0	$700
4801 - Advertising	$292	$700	$0	$0
4804 - Sponsorships	–	$500	$0	$0
4960 - License	–	$200	$175	$200
5101 - Office Supplies	$38	$500	$0	$1,200
5102 - Tools,Equip under $1,000	$10	$10,000	$0	$5,000
5300 - Sidewalk Materials	–	–	$0	$15,000
5401 - Memberships & Subscriptions	$2,046	$1,750	$1,565	$1,750
5402 - IT Subscriptions, Licenses, Maintenance Renewals	–	$3,500	$0	$3,500
OPERATING SERVICES TOTAL	**$178,455**	**$759,410**	**$678,408**	**$1,417,130**
Capital				
6301 - Other Capital Improvements	$1,583,726	$2,114,737	$1,286,047	$1,105,113
6402 - Machinery & Equipment	-$20	–	–	

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
6403 - Capital Depletion Reserve	–	$2,535	$2,535	$2,535
CAPITAL TOTAL	**$1,583,706**	**$2,117,272**	**$1,288,582**	**$1,107,648**
Grant & Aid				
8225 - Economic Development	$365,829	$835,397	$678,528	$1,525,570
GRANT & AID TOTAL	**$365,829**	**$835,397**	**$678,528**	**$1,525,570**
EXPENSES TOTAL	**$2,235,758**	**$3,867,137**	**$2,757,937**	**$4,209,159**

AUTHORIZED PERSONNEL

Position	Pay Grade	Min / Max Hourly	FY23 Budget	FY24 Budget	FY25 Budget
E.O. & C.I. Dept. Director	41	46.11 -	0.15	0.15	0.15
CRA Manager	33	31.67 - 53.95	0	0.5	0.5
CRA & Nbhd. Programs Mngr.	33	31.67 - 53.95	0.49	0	0
Project Manager	33	31.67 - 53.95	1	0	0
CRA Coordinator	27	24.01 - 40.90	0	1	1
			1.64	**1.65**	**1.65**

ACCOUNT DETAILS

Account #	Object Code Description	Amount	Detail Description
3101			
	Prof. Svc.-Engineering	$25,000	Ave C Pedestrian Crossing Study
	Prof. Svc.-Engineering	$75,000	DOT Pond Phase II
	Prof. Svc.-Engineering	$100,000	Misc. Engineering
	Prof. Svc.-Engineering	$50,000	Sidewalk Cafe Expansion
3101 TOTAL		**$250,000**	
3404			
	Contract Svc. - Other	$218,500	Circulator Route
	Contract Svc. - Other	$6,500	DTN Lighting Alert System
	Contract Svc. - Other	$125,000	Micro Transit
	Contract Svc. - Other	$25,000	Retail Strategies Program Course Administration
	Contract Svc. - Other	$525,000	TECO Underground
	Contract Svc. - Other	$75,000	TECO Wall
3404 TOTAL		**$975,000**	
6301			
	Other Capital Improvements	$600,000	DOT Pond - Phase 1 Construction
	Other Capital Improvements	$87,550	Misc. Improvements (Lighting, Streets, Signs)
	Other Capital Improvements	$50,000	Cafe Expansion
	Other Capital Improvements	$75,000	Various Park Improvements
	Other Capital Improvements	$100,000	Water Tower Lighting
	Other Capital Improvements	$192,563	Other Projects
6301 TOTAL		**$1,105,113**	
8225			
	Economic Development	$412,700	14.99% Increase TIF REimbursements
	Economic Development	$50,000	TIF - The Breeze
	Economic Development	$235,000	TIF - The Jade
	Economic Development	$152,870	TIF - The Carl
	Economic Development	$275,000	TIF - Grand Central
	Economic Development	$400,000	Grand Central - Preservation
8225 TOTAL		**$1,525,570**	

** Adopted Budget columns include approved budget amendments.*

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CRA - DOWNTOWN FUND - NON-DEPARTMENTAL - CRA DOWNTOWN - 108-80-957

BUDGETED EXPENDITURES

	YEAR-END ACTUALS	ADOPTED BUDGET*	ESTIMATED YEAR-END	TENTATIVE BUDGET
	FY2024	FY2025	FY2025	FY2026
Expenses				
Miscellaneous				
9700 - Audit Fees	$7,737	$2,612	$3,177	$4,076
MISCELLANEOUS TOTAL	**$7,737**	**$2,612**	**$3,177**	**$4,076**
Transfers				
9161 - Transfer to General Fund	$973,199	$972,504	$972,504	$972,078
9200 - Transfer to Dark Fiber Fund	$27,650	$27,650	$27,650	$147,417
TRANSFERS TOTAL	**$1,000,849**	**$1,000,154**	**$1,000,154**	**$1,119,495**
Admin Allocation Expenses				
9503 - Admin-General Govt.	$76,620	$116,645	$116,645	$115,156
ADMIN ALLOCATION EXPENSES TOTAL	**$76,620**	**$116,645**	**$116,645**	**$115,156**
Insurance				
4501 - Ins.-Property	$17,185	$17,208	$17,208	$39,202
4502 - Ins.-Liability & Umbrella	$1,158	$550	$550	$0
4506 - Ins.-Other	$6,609	$10,604	$10,604	$13,491
4510 - Insurance - Public Officials Liability	$120	$80	$80	$105
INSURANCE TOTAL	**$25,073**	**$28,442**	**$28,442**	**$52,798**
Internal Svc Charge				
9102 - Facility Maintenance	$5,593	$5,908	$5,908	$6,874
9104 - Engineering Services	$6,709	$6,788	$6,788	$6,644
9105 - Human Resources	$2,067	$1,963	$1,963	$3,267
9108 - City Hall	$2,598	$2,161	$2,161	$3,747
INTERNAL SVC CHARGE TOTAL	**$16,967**	**$16,820**	**$16,820**	**$20,532**
Grant & Aid				
8208 - Ritz Theatre	$40,000	–	–	–
8209 - WH Main Street	$45,000	$45,000	$45,000	$55,000
8220 - Facade/Sidewalk Cafe Furniture Grant Program	$136,156	$362,000	$139,774	$573,000
GRANT & AID TOTAL	**$221,156**	**$407,000**	**$184,774**	**$628,000**
EXPENSES TOTAL	**$1,348,401**	**$1,571,673**	**$1,350,012**	**$1,940,057**

ACCOUNT DETAILS

Account #	Object Code Description	Amount	Detail Description
9161			
	Transfer to General Fund	$73,778	Community Policing
	Transfer to General Fund	$50,000	Off Duty CRA Police Officer
	Transfer to General Fund	$277,987	P & I 2015 A Refunding Bond
	Transfer to General Fund	$286,439	P & I 2021 Non Ad Valorem Refunding Bond
	Transfer to General Fund	$283,874	P & I 2021 Non Ad Valorem Revenue Bond Series B & C
9161 TOTAL		**$972,078**	

** Adopted Budget columns include approved budget amendments.*

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CITY OF WINTER HAVEN
Community Redevelopment Agency
Florence Villa Advisory Committee
REGULAR MEETING MINUTES

June 30, 2025
City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, FL

DRAFT

1. Call to Order

Chairman Halman called the meeting to order at 5:31 PM

2. Roll Call

Committee Members Present: Chairman Halman, Vice Chair Williams, Melodie Stevenson, Derrick Baker, Kendra Williams, Betty Smothers, Cecilia Leonard, Deldrick Leonard, Joey Hilliard

Committee Members Absent: David Wilson IV

Samise Lee confirmed a quorum.

Staff Present: Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator; and Joshua Stone, Information Technology Support Supervisor

3. Approval of Minutes

Committee Member Hilliard moved to approve the April 7, 2025 regular meeting minutes. Seconded by Committee Member Cecilia Leonard. **Motion carried by unanimous vote (8-0).**

4. Reports/Presentations

a. **Project Updates/Grants**

Angela Hibbard presented updates on the following projects/grants:

- Bus Shelters
- Winter Haven Recreation & Cultural Center
- Property Acquisition
- Small Business Support with Retail Strategies
- Budget

Samise Lee presented updates on grant program spending:

- Residential Improvement
  - The MOU with EnviroBuild is now approved and they are in the field actively giving us estimates with the repair work beginning soon
- Commercial Façade
- Pictures of a couple projects before and after

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven Florida 33881, in writing, no later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

5. Action Items

a. Proposed FY 2025-2026 Budget

Angela Hibbard stated that each year the CRA is required to adopt a budget for its operation. Within this budget, funds are set aside for personnel, operating expenses, debt service, development incentives, and capital projects.

Based upon the current City millage rate of 6.59, the Florence Villa CRA is anticipated to receive $1,573,329 in ad valorem revenue and interest for fiscal year 2025-2026. Based upon projected end of year expenditures, projected fund balance, and anticipated revenue, a draft fiscal year 2025-2026 budget has been prepared for consideration.

Staff recommended that the Florence Villa CRA Advisory Committee recommend approval of the proposed budget to the CRA Board. A copy of the Proposed Budget Spreadsheet was attached.

Angie opened the floor for discussion. Chairman Halman wanted to clarify he heard that the CRA has budgeted for an additional CRA position but did not have a job description. Discussions ensued. Chairman Halman requested that the CRA have the following items prepared for viewing at the next CRA Advisory Committee meeting: a job description for the additional position budgeted for; bus routes and potential times; and, the design cost and build for the neighborhood service center.

Committee Member Hilliard moved to approve the Proposed Fiscal Year 2025-26 Budget. Seconded by Committee Member Kamesha Williams. **Motion carried by unanimous vote (9-0).** *Committee Member Kendra Williams arrived shortly after the vote on the approval of the April 7, 2025 regular meeting minutes.*

b. Missing Middle Rental Program Application – Lot 25 Avenue P NE

Angie Hibbard stated that Rasheed Son & Daughter Management, LLC submitted an application for the New Construction Missing Middle Rental Program for a duplex they are proposing to construct located on Avenue P NE, parcel identification number 26-28-21-580100-000250. Each of the units will be 821 sf with two bedrooms and two full bathrooms. The New Construction Missing Middle Rental Program provides for reimbursement maximum of 10% of the construction costs up to $75,000. The construction costs for this duplex are contracted for a fixed price of $235,000.

Staff recommended approval of New Construction Missing Middle Rental Program reimbursement grant with Rasheed Son & Daughter Management, LLC in an amount equal to 10% the final cost of the project up to the reimbursement maximum of $23,500 per the application. A copy of the New Construction Missing Middle Rental Program Application – Lot

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). The CRA Office may be reached at 863-291-5850, at 490 third Street, NW, Winter Haven, Florida 33881. In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven Florida 33881, in writing, no later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

25 Avenue P NE was attached.

Committee Member Baker moved to approve the New Construction Missing Middle Rental Program reimbursement grant with Rasheed Son & Daughter Management, LLC in an amount equal to 10% the final cost of the project up to the reimbursement maximum of $23,500 per the application. Seconded by Committee Member Cecilia Leonard. **Motion carried by unanimous vote (9-0).**

6. Discussion Items – None

7. Other Business

a. **Comments from the Committee**

Chair Halman thanked the Committee Members for their attendance stating that it has not always been like this. He further encouraged that because of their dedication the work being done is making a difference and lives are being changed.

b. **Comments from Staff**

i. Next Regular Meeting Date – September 16, 2025 (new date)

ii. Reappointment Letters

Angie Hibbard provided reminders for the submission of the reappointment letters for Seats 1-5. The letters will be emailed to each individual. She stated that it has been brought to our attention that all members of committees and boards need to do a background check and be fingerprinted. The forms are at each seat for any member that needs to complete this step and will need to be taken to the HR Department and information for the fingerprinting will be provided then.

c. **Comments from the Public – None**

8. Adjournment

Meeting adjourned at 6:26 PM

WINTER HAVEN DOWNTOWN CRA ADVISORY COMMITTEE

ATTEST:

Joe Halman
Committee Chair

Angela Hibbard
CRA Manager

DRAFT

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CIT OF WINTER HAVEN
Community Redevelopment Agency
Downtown Advisory Committee Meeting
REGULAR MEETING MINUTES

July 21, 2025
City Hall - John Fuller Auditorium
451 Third Street, NW, Winter Haven, Florida

DRAFT

1. Call to Order

Chairwoman Sands called the meeting to order at 4:31 PM

2. Roll Call

Committee Members Present: Chairwomen Sands; Vice Chair Sammons; Steve Kalogridis; Dave Dershimer; Jessie Skubna; Panogiotis Iakovidis; and Chris Sexson

Committee Members Absent: Chris Collany

Staff Present: T. Michael Stavres, City Manager; Michael "M.J." Carnevale, Deputy City Manager; Eric Labbe, Economic Opportunity & Community Investment Director; Cedric Cox, Economic Opportunity & Community Investment Assistant Director; Nancy Hurley, Affordable Housing Compliance Manager; Angela "Angie" Hibbard, CRA Manager; Samise Lee, CRA Coordinator and Joshua Stone, Information Technology Support Supervisor

Board Members Present: Chairman Yates

3. Approval of Minutes

Committee Member Sammons motioned for approval of the May 5, 2025 regular meeting minutes and the May 28, 2025 special meeting minutes. Seconded by Committee Member Iakovidis. **Motion carried by unanimous vote (7-0).**

4. Presentations

Angela Hibbard presented brief update on the parking garage maintenance repairs.

5. Action Items

a. **Proposed FY 2025-2026 Budget**

Angela Hibbard stated that each year the CRA is required to adopt a budget for its operation. She presented a proposed budget including project revenues and expenses.

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As the sections of the budget were presented Angie opened the floor for discussion.

Minor clarifications were asked with answers provided about some of the projects listed under Capital Improvements.

Under the Economic Development section Committee Member Skubna asked for the number of projects the TIFF and other grants specific funds were going towards. Discussions ensued.

The final section presented was Grant & Aid with a brief discussion about the amount of funding for the Commercial Façade grant.

City Manager T. Michael Stavres pointed out a few items stating that a budget is a plan and there are opportunities within the presented budget where funds can be used to be responsive for anything that may come up. He also shared with the Committee that the City is in negotiation with a group for a public private partnership for construction of a second parking garage around Avenue C SW. He was asked if this would be funded by the CRA and he stated that about half the funds we already set aside and that the additional amount would be borrowed. Because the Downtown specifically would be benefitting from this project it would be funded by the Downtown CRA.

Staff recommended that the Downtown CRA Advisory Committee recommend approval of the proposed budget to the CRA Board. A copy of the Proposed Budget Spreadsheet was attached.

Committee Member Dave Dershimer motioned for recommendation of approval of the Proposed FY 2025-2026 Budget to the CRA Board. Seconded by Committee Member Steve Kalogridis. **Motion carried (7-1).**

Committee member Chris Sexson arrived during the project/grant updates.

Committee Member Sexson commented that he has lived and traveled to many places and stated he is impressed with how Winter Haven handles everything and commend staff on a job well done.

6. Other Business

a. Comments from the Committee

Committee Member Skubna stated that she has been making comparisons with other area CRA programs and feels that our incentives are geared more towards the larger business and feels there's not much funding given to the small to mid-size businesses. Committee Member Skubna feels it is difficult to compete with the big developers/businesses and would like to see the CRA bridge the gap for small and mid-size businesses and diversify the incentives and come up with better incentives for small/mid-size business. Discussions on Skubna's comments ensued with responses given by City Manager, T. Michael Stavres.

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Committee Member Kalogridis asked what is the solution. He then suggested a special meeting or a workshop for the Downtown Advisory Committee to come together bringing their ideas of different programs and options to be considered for the solution. There was a general consensus of the committee's desire to proceed with a workshop. Director Eric Labbe reiterated as T. Michael already stated that staff is researching other grants surrounding communities offer and preparing a matrix including details to show how much, is there a match, what is eligible, etc. Committee Member Iakovidis encouraged other members of the small business community to come to the meeting to share their concerns, issues and ideas to the committee.

b. Comments from the Staff

Samise Lee informed the Committee that City policy requires all members of Boards and Committees to have a background check and fingerprints on file. Information was left at each seat of any member who does not currently have both of these items. Samise let the members know they would need to take the forms to the HR Department to turn them in and would be provided with the needed information for fingerprinting.

Samise also let the committee know it is time for reappointment for Seats 1 -5 and that letters have been sent to members for them to fill out and return. The letters were emailed from the City Clerk Vanessa Castillo

She also informed the committee that Rick Renardson has decided to resign his seat on the Downtown CRA Advisory Committee and notice was being published to advertise the vacancy. She encouraged current members to share the information with anyone the considered a viable candidate for the committee.

c. Comments from the Public

None

7. Adjournment

Meeting adjourned at 5:41 PM

WINTER HAVEN DOWNTOWN CRA ADVISORY COMMITTEE

ATTEST:

Julie Sands
Downtown CRA Advisory Committee Chair

Angela Hibbard
CRA Manager

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