CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY AGENDA

CITY COMMISSION MEETING

CITY HALL, 501 W MEADOW STREET

THURSDAY, SEPTEMBER 14, 2023 5:01 PM

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVE MINUTES:

A. Regular meeting held July 24, 2023

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2022-23 and adopting the Budget for Fiscal Year 2023-24 for the Carver Heights / Montclair Area Community Redevelopment Agency.

1. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of Leesburg, Florida, approving the amended Fiscal Year 2022-23 Budget; Appropriating certain funds to specific redevelopment projects; and providing an effective date.

2. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of Leesburg, Florida, approving the Fiscal Year 2023-24 Budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

4. ROLL CALL:

5. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

AGENDA MINUTES
CARVER HEIGHTS / MONTCLAIR
AREA CRA MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, JULY 24, 2023 5:00 PM

1. CALL TO ORDER

The City of Leesburg Carver Heights/Montclair Area CRA held a regular meeting on Monday, July 24, 2023, at Leesburg City Hall. Chairperson Burry called the meeting to order at 5:00 p.m. with the following members present:

Commissioner Allyson Berry
Commissioner Jay Connell
Commissioner Erika Jasper
Commissioner Mike Pederson
Commissioner Alan Reisman
Chairperson Jimmy Burry

Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Grant Watson, the news media, and others.

INVOCATION

Chairperson Burry gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVE MINUTES:

A. Regular meeting held April 24, 2023

Commissioner Reisman made a motion to approve the regular meeting minutes of April 24, 2023 and Commissioner Connell seconded the motion.

Chairperson Burry asked if there were any comments or corrections. There were none.

The roll call vote was:

Commissioner Jasper	Yes
Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes

Chairperson Burry Yes

Six yeas, no nays, the Commission approved the meeting minutes as presented.

3. REVIEW PROPOSED FY 24 BUDGET:

A. Proposed FY 24 Budget

CM Minner stated when they reviewed this budget at the workshop, Commissioner Jasper asked for a meeting to discuss the proposals. There was nothing formal on the agenda other than a discussion of the proposed budget. The Carver Heights CRA budget breaks down into four major components. The first, personnel, is $85,000, which includes one position in the housing department. There are operating expenses for the Resource Center of $96,000. There is a debt payment that goes back to the electric fund of $96,000. That debt payment is from when we borrowed money to build the Resource Center. In the proposed budget there were three concepts. First was to fund three police officers, which would unfreeze all the positions. However, if we fund these positions from this budget, the officers would be required to work seven days a week, three hundred sixty-five days a year, dedicated to the Carver Heights box. The amount for that is about $230,000. The second concept was to fund $300,000 in home improvement grants, and the third concept was to contribute $120,000 to the Boys and Girls Club to cover grant tuition. If this body chooses to move forward with the Boys and Girls Club, that money would not be available until October 1st. We would still need to put together an agreement with the Boys and Girls Club, which would outline what kids this would benefit. Those kids would have to live in the CRA district. There are other issues, but they would work with some partnerships to make sure they have resources for teachers and those types of things. The funds would only be paid upon award. They would not receive a lump sum of $120,000. They would receive it as it is used. He assumed they would not use all the funding in one year. The only feedback he received from the budget workshop was to pay the police officers from the general fund. If they did that, they would need to use the proposed rollback rate. Looking at the numbers, we have a rollback rate of 3.43 and a rollback rate of 3.47. That .47 is the difference from the cutrate to the rollback rate of $75,000. There is $100,000 in the black, and they could shift money around. The difference between $175,000 and $230,000 they could find in other revenues that were kept low, naming franchise fees from The Villages, so they do not have any issues. If they went with the rollback rate, they could shift the police officers to the general fund. Either way, they would have a fully funded police department of seventy-three officers, programmed and paid. The strategy of building additional public safety was a problem. The police department had a hard time recruiting due to pay. They were not recruiting enough officers to keep positions filled. The first thing they did to fix that was increase the pay effective July 1st. The new starting rate for police officers is $60,000. Through creative budgeting, we now have four of the seven positions unfrozen, leaving three positions. One way or the other, they can get back to the full seventy-three positions at the new pay rate. It gives the police chief a big valuable tool so he can recruit officers at an extremely competitive rate.

Commissioner Jasper said earlier this year it was stated they would have a meeting to collaborate because of new commissioners coming on the board and having new ideas. However, they did not have that meeting prior to the budget workshops. That was talked about back in March. They did not get the chance to go over their ideas before coming up with a budget. When the budget workshop meeting came, she voiced her questions and concerns, which were addressed via email, and she appreciated that. However, for a lot of the items that were budgeted, she wondered where they came from and whose ideas they were because they were not previously discussed. She previously mentioned a few ideas that she wanted to convey for the CRA budget. The city manager tried to address her concerns, but they really were not. Her concern was that they came together collectively as a group, work together as a group to come up with what is best for the CRA. They did not do that. Now it is budget time and they have to make decisions. They never came up with ideas collectively as far as the police officers, the Boys and Girls Club, which she was in favor of, but she had questions that needed to be addressed. They talked about it, but it was never done. **CM Minner** replied that was why they are here tonight. **Commissioner Jasper** remarked that previously she proposed a vision for the CRA to take some of the income they receive and leverage that to take out a loan to expand the CRA, the roads, and infrastructure. Everyone talks about the homeless population and how that is a problem. If they go out into the Carver Heights community, they will see a lot of vacant land and property. That is where the homeless live. They talk about blight and things of that nature. If they expanded the roads and created housing, they could eliminate a lot of that. There was a block party scheduled for the past weekend in the Carver Heights community near the Elks Club at Johns and Beecher Streets. There is an empty lot there that she has been talking about for several months. They had to cage it in so people would not park in that area. If a home was there, it would not have been an issue. There are other areas of the community that need infrastructure. They are the Carver Heights Montclair Area Redevelopment Agency and that is what they do and that is what they are for. That is her goal moving forward. She would like to see that community redeveloped. They could build homes so individuals could have the American dream of homeownership. It would be an advantage for the city because it would increase tax revenues. They brought in about $700,000. **CM Minner** pointed out that the revenue was $746,000. Just so the numbers are not confusing; the proposed budget is $930,000 and it would cover some of the projects described. They would use $176,000 from the reserve and the Carver Heights CRA has about $800,000 in a cash reserve. However, the core number is the city's and the county's increment added together, of $750,000. There would be no borrowing catastrophe like they had in 2010 when property values dropped. They could probably count on a growth of $750,000. If looking at page 177 of the proposed budget, under total resources, the actual in 2020-21 was $414,344. In 2021-22 it was $514,422 and in 2022-23 it was $654,068. So, $750,000 would be the next number when looking at the growth in increments. That would be the number the bank or whoever they bond through would look at and it needs to support debt.

Commissioner Pederson mentioned they have revenue of $750,000 and, assuming the police officers go back to the general fund, it shows expenses of $700,000. **CM Minner** said that was correct. If they put the police back in the general fund, the cash goes back into reserve and they would have a couple of extra coins. **Commissioner Pederson** stated there was not a lot of excess revenue. Right now, may not be a good time to leverage the funds. There is not enough money to leverage, and rates are not great. He would rather put that off for another year. If they took the police out of this fund, they would have $697,000. **CM Minner** responded they are looking at about half a million dollars of unspent incremental money. They have a person at the Resource Center of $86,000, operational expenses at the Resource Center of $96,000 and a debt payment of $96,000, which is roughly $300,000. They will bring in about $750,000. **Commissioner Pederson** pointed out the proposed budget also shows home improvement grants. **CM Minner** stated last year they started working on the remainder and Commissioner Connell commented on this. Some of this comes from conversations with Commissioner Berry. She asked him to put together this proposal. Commissioner Berry shifted the direction a bit and it is arguable over what is more beneficial and that is not a staff call, that is a legislative collective wisdom call. When Commissioner Berry approached him she said she had certain items on her agenda. She wanted to focus on safety, education, and improvement. This board needs to decide what to do first. Do we address issues that could potentially affect people from moving into the area and reinvesting in Carver Heights or do we bring in more housing and potentially continue to hurt Carver Heights? Prior to Commissioner Berry's election, the conversation was to invest in additional housing and use available cash after personnel, operations, and debt are paid. That was why he brought up Commissioner Connell, because there were discussions back at the Venetian Center with concern about leveraging the remaining CRA money on debt. The overall consensus of the commission, at that time, was "let's look into it". There was no overall commitment to go leverage the debt. It ranged from "let's go do it" from Commissioner Christian to "let's be concerned about it" from Commissioner Connell. The overall direction was to go look at it. The commission members of the CRA board had concerns about debt. They went back and looked at the debt and a year later, the concept was they did not have as much money as they thought in order to leverage the debt. They had talked about three to five million dollars. However, as they did their homework on interest rates, the key was to figure out how much debt could be leveraged, without using the faith and credit of the general fund. They decided to bring that leverage amount down to one million dollars. However, that was when the world changed. Before them were the concepts that Commissioner Berry brought to him and Commissioner Jasper asked for this meeting to discuss the things mentioned. At this stage, if they leverage that, he could not answer that question. They were looking at one million dollars prior to the 13% growth. Maybe one point five million, but with inflation and interest rates going up, even with growth, the borrowing capacity is down. Instead of paying 2-3% interest rates, they are looking at 5-6% interest rates. With all things considered and to keep it out of the good faith and credit of the general fund, they are looking at a one million dollar project. They could go back and work on the Tuskegee/Alabama housing development or a couple other things. However, all items need to be tackled. The first things they need to accomplish are the safety elements of adding police officers and the redevelopment of existing housing stock with home grant investment. Instead of building new buildings, they could use existing money to improve and leverage the existing housing stock, which would have an immediate impact on raising property values as homes are redeveloped or refurbished. They have the concept of investing in the youth, which goes back to the safety element, and the youth of Carver Heights would be able to go to the Boys and Girls Club. They would have the resources needed for extra education and those types of things. There are more grass root-flavored things in the proposal, but at the end of the day he would say both are doable. He would take their directions. **Commissioner Jasper** asked if they could take the funds and pay off the debt since the Resource Center is debt for the CRA. Could they take those funds and pay off that debt, so they could move forward with leveraging more funds. **CM Minner** answered yes, they could do that. The existing debt is $800,000, and the existing cash on hand is $500,000. He threw out that $800,000 number earlier and said it was cash, but he mixed up the numbers. They could take that $500,000 and pay down the debt. That would bring down that $800,000 liability, using all the cash. However, it would not be worth it because they would not save anything. It was an interest-free note and it was a principal payment.

Commissioner Reisman wanted to confirm where we were with the police officers. Will that remain in the CRA budget that he supports, or will it go back to the general fund? **Commissioner Berry** said she preferred leaving the police officers in the CRA fund. **Commissioner Reisman** clarified that this would only be for one year. **Commissioner Berry** agreed. **CM Minner** commented that as long as they keep the officers in the CRA fund, they could go with the cutrate millage. The heartbeat of the general fund for FY 24 was to increase the fire assessment, but decrease taxes, so the increase of the fire assessment fee would be as negliable as possible for the taxpayer. The police department needs more officers and we have to get back to the seventy-three officers. They were able to unfreeze four officer positions for FY 24 but we still need three more officers. If they go with the cut rate millage, with the increased assessment, they should leave the three officers in the CRA. The sole benefit was the reduction of taxes. However, the struggle will be keeping those three officers in the CRA box, which is a state law requirement. If they use CRA funds to pay for those officers, two things have to occur. First, it has to be part of the master-plan and a concept of the CRA, which public safety is. Next, those officers would have to stay in the CRA box at all times. There are four zones in the city and the Carver Heights box roughly represents one zone. The handcuffs that would put on the police chief is if something significant happens in another zone, he would end up calling that Carver Heights officer to another zone and that would be a violation. If that happened, they would have to go back and do paperwork to shorten the Carver Heights CRA fund and pay that out of the general fund because that officer was outside the box. They have to follow all the technicalities and that is a procedural issue. However, the positive thing is that we would have a cut rate tax, and more police officers. The hard part is the structural issues that hamstring the police chief.

Another way to handle this would be to pay the police officers out of the general fund. It would increase the police force, which would increase public safety. If the three police officers were funded by the general fund, they would have more officers to cover Carver Heights, and across the city. If they used the new growth revenue from The Villages in FY 25, they could build a police force beyond seventy-three. For example, if they increased the force by twelve officers, there would be eighty-five officers and there could be three or four officers in each box. They are slowly moving towards more public safety and that started with the increase in salaries. If the three police officers were in the general fund, it would allow for better coverage, flexibility, and more officers city wide. It would then take the handcuffs off the police chief because he would be able to deploy forces where needed. The flipside to that would be that they need the rollback rate. It would go from 4.245 to 4.47, and that would give an extra seventy-five thousand dollars. He would leave the decision to the commission. During the budget workshops he showed slides of how that would affect the average household of $175,000. If they went with the rollback rate, they would pay one dollar more with the increase to the fire assessment. If they went with the cut rate, they would save about ten dollars a year. Without sounding de minimus, the difference between the rollback and cut rate is minimal. Putting the police officers in the general fund and using the rollback rate would be more advantageous for the city. **Commissioner Jasper** stated as she alluded to in the budget meeting, she does not think there is a need for three police officers in the Carver Heights CRA. That is a bit excessive because that area is not that large nor is there that much crime. She lives in that community and she knows we need more police officers, but having them restricted to this area is not beneficial. She would like the funds for the police officers to come from the general fund and not the CRA fund. As the mayor said, we do not want to compartmentalize the different areas of the city. **Commissioner Reisman** remarked that the three officers would not be working at the same time. **Commissioner Jasper** stated they did not know that. **CM Minner** asked the police chief if he knew how many officers would be in the box at one time. **PC Hicks** replied he was not comfortable talking about that in an open forum. **Commissioner Berry** questioned what the chances were of needing to deploy from another district to district one. Could that happen, since that is where higher crime is? Would there ever be a need to have officers from different zones come to district one? **CM Minner** recommended that the funds come from the general fund. Structurally, if there were three officers in that box, the Carver Heights CRA would pay for those three officers. However, this would be short term, because they are looking to get back to a full level now and then building on that in the future. This would only be for one year. We would take a percentage of that two hundred and thirty-five thousand dollars and bridge the gap with Carver Heights money to get back to those seventy-three officers. If they put it in the general fund, they could use that money and add more officers in FY 25. If they put it in the general fund now, in FY 25, they could build on that, which is what the police chief wants. **Commissioner Jasper** questioned when he said to put it back in the general fund. Was he saying to transfer funds from the CRA? **CM Minner** answered no, they would not pay for the police officers out of the CRA fund. **Commissioner Pederson** stated law enforcement should be paid out of the general fund and it would still benefit the CRA. He would support this being paid out of the general fund. However, he still did not see any leftover money after that. The budget looks good as it is. It is a change for CRA, but we have a new commissioner in that district and he respects her wishes. **CM Minner** said the difference was $230,000 and $175,000. If they put the officers back into the general fund, we would reduce the expenditure by $230,000 and then use $175,000 cash. The difference, except for $50,000, would go back into reserves. **Commissioner Pederson** said after taking the revenue numbers, and taking out the transfer from the general fund, it puts it at $750,000. After taking the expense of the police out, it was $700,000. He did not see a lot of excess cash flow. **Mayor Burry** agreed. The police force should be paid out of the general fund. As Commissioner Jasper mentioned, he is hesitant to start different services for different CRAs within the city. It does not sound right. **Commissioner Pederson** stated he trusts that law enforcement would have the proper man-power to cover Carver Heights. **Commissioner Jasper** wanted to know if they need to amend the proposed budget to take that out? **Commissioner Connell** asked Commissioner Berry if they took the money out of the general fund and allowed the chief to use the three additional officers anywhere in the city, would that accomplish what she wanted to accomplish? **Commissioner Berry** replied that she understands the need for filling the gap to make sure there is coverage all over Leesburg, but the main area experiencing crime is district one. Her recommendation was based on having officers readily available to avoid some of the issues they are experiencing now. She did the math, she understood and she did not see much difference. She respects what is already in place, but this suggestion was because there is a need for additional coverage in district one. **Commissioner Connell** agreed. He would like those officers to be paid from the CRA budget, and the officers would work just in that area. If it was paid out of the general fund, he was not sure the officers would be stationed in district one. They could be stationed all over the city. If it were paid by the CRA, they would be responsible for just that district, which accomplishes Commissioner Berry's concern. **Commissioner Reisman** asked if they had to offset the general fund and pay it back and forth. Could they have a wash if there are other officers from other districts going to the CRA district? **CM Minner** answered no. If they use CRA money to pay for the officers, those officers have to stay in that box 24 hours a day, 365 days a year. If they step out of the box and go somewhere else, that means CRA money is used by that officer to support general fund activities. **Commissioner Berry** questioned what the effects would be if another officer came into the district. **CM Minner** said there would be no effect because that would be the general fund. Just the fact they are having this discussion means if you keep the officers funded by the CRA, there could be suspicion and this could be questioned. They could question the time and resources spent on the CRA. **Commissioner Berry** stated it could be challenged because this would be new. If we do not try, we will never know. She understands and respects everyone's thoughts, but she proposed her budget and that is where they are at. **Mayor Burry** asked for any other commission comments. There were none. He asked for public comment.

Darryl Reaves, Pastor of Mt. Aarat Metropolitan Baptist Church, said he supports Commissioner Berry in the concept. Somewhere along the line, they have to stop and say this is a community that really needs help and they have never really addressed the issue this way. What is so wrong with saying okay, let's dedicate public safety to an area that desperately needs public safety. What commitment would they have if it came from the general fund and would the officers actually go to district one? There is no commitment and it does not have to happen. They have had people asking for help for a long time, yet there is always a resistance to saying okay. Why don't we try and help them for one year just to see how it works? It is only one year and then there will be great money coming in and he prays they will go from seventy-three to ninety police officers. He wants more police officers. He loves the police department, but why not give these people a chance for once? **Commissioner Jasper** asked if he could state his address. **Mr. Reaves** answered he was the Pastor of Mt. Aarat Metropolitan Baptist Church, 1108 East Main Street. **Commissioner Jasper** asked if he could provide his physical address. **Mr. Reaves** stated he was a stakeholder and he did not like being challenged. This is something they have to stop. **Commissioner Jasper** replied that she just asked a question. **Mr. Reaves** said no, and it had to stop. **Mayor Burry** pointed out for clarification that it is a requirement. When someone comes to the podium, they have to provide their name and address. **Mr. Reaves** disclosed that he was a stakeholder and the Pastor of Mt. Aarat Area Metropolitan Church, 1108 East Main Street.

Mayor Burry asked if they needed a motion because it appeared they had a 3-3 split. **CM Minner** agreed it was a 3-3 tie, but structurally the CRA budget was approved by the city commission. The CRA commission's function was to spend the money, not to appropriate the money. That is done through the budget process. While the CRA Commission is 3-3, he guessed it would be a 2-3 vote from the city commission to keep it in the CRA budget. However, he stressed that the way it is proposed is tricky. With hindsight being 20/20, he wished he had never brought this concept before the body. He encouraged the commission to take this back to the general fund. If they do not want to go back to the general fund, they will keep the cut tax rate, and keep three positions frozen until next fiscal year. It would not accomplish the safety mission, but it accomplishes the safety mission if they unfreeze the positions. Even though Commissioner Berry would not get that designated officer if it is put back in the general fund, they would get more officers and more officers get more protection. In 2025, they could get more protection because they would not have to take that new revenue and spend it on a hole in the bucket. We still have August and September before formally approving the budget and it will be beaten up then. As far as a direction goes, there is not one, because they are split. There is more time to think and talk about this. He is sure there will be public feedback once the trim notices come out. Maybe that will change the feelings of how you want to vote for a rollback rate versus a cut rate. That is how the process goes and there is still considerable time. They do not need to make a decision tonight and he would encourage them not to make a decision. There were discussions on the other issues Commissioner Berry brought to the body about increasing the home grants and potentially funding the home grants. They have a contribution to the Boys and Girls Club, so there are other good things happening here. There are a lot of things being accomplished and some agendas are being changed, which will benefit Carver Heights. He suggested letting this sit and seeing where the trim notices go and seeing what the flavor of the public is after receiving the tax notice. **Commissioner Reisman** wanted to know if this could be challengeable. He asked the city manager to get an answer on that. Who could challenge it and if there was someone he could talk to? **CM Minner** responded when he said it could be challengeable, that meant by a party or person who did not like what had been done. They could challenge where the officers are spending the CRA money. **Commissioner Reisman** asked what he meant when he said party. **CM Minner** replied it would be an entity, a person, or a group. **Commissioner Reisman** said okay. **CM Minner** explained they could challenge the expenditure of that CRA money. They could challenge what officers were in the CRA box, how long they were in the box and did they go anywhere else? They could ask to see where that money went. That could be the challenge. At the end of the day, they could be challenged about funding the officers from the CRA. They would spend about one hundred thousand dollars to fund officers from the CRA. With all the hours in a day and year, if three officers were only in the CRA box for seventy-five percent of the time, that would mean they would have to kick twenty five thousand dollars from the general fund and twenty-five thousand dollars would stay in the CRA. That would be the challenge. We may think we have a benefit of one hundred thousand dollars, but if it was challenged, they would not have that benefit, plus it would stress the general fund. They would need to grab cash from the general fund to pay for that challenge. **Commissioner Berry** wondered if they could follow other cities that do this and if they could get their feedback. **CM Minner** answered there are other cities and one is West Palm Beach. They have a downtown, there is a clematis or something in that area and Delray Beach does it. He could not say structurally how that works for them and why it does not work for us, but it would be rooted in the way their police zones are and the way that their crime patterns are. It works into the ability of the CRA to keep that officer in that box 24/7. However, we have some issues that do not quite align and we have a little overlap that makes it tricky. At the end of the day, if it is funded by the general fund, they get more coverage. **Commissioner Jasper** added that the overall goal is to have more police officers. **CM Minner** agreed that was the goal.

4. UPDATE LOT DONATION POLICY:

ITEM PULLED FROM AGENDA

CM Minner stated he was working with Commissioner Berry on this. He hoped to make a proposal to the commission at the August 24th meeting. It was on the agenda, but they pulled it so they could touch it up. If there are questions, let him know and he will provide more details.

Commissioner Jasper wanted to verify if this was about the moratorium and lots. **CM Minner** replied yes. **Commissioner Jasper** said she would like to see the moratorium lifted. How much more time do we need for this? **CM Minner** answered he was hoping to get it to them by August 24th. **Commissioner Jasper** asked if they were implementing a policy for what lots could be donated and what the breakdown was? **CM Minner** said it was a policy on how to donate lots. **Commissioner Jasper** asked if he could provide more details. **Commissioner Reisman** stated that was what they were working on. **CM Minner** stated it was a policy for how to donate lots, what organizations can do it, who the beneficiary is and what hooks they put into it. He has been working with the housing director and she provided some revisions that are sitting in his inbox. He will get that to them as soon as he can.

5. ROLL CALL:

Commissioner Berry had no comment.

Commissioner Pederson had no further comment.

Commissioner Reisman had no comment to offer.

Commissioner Connell had no comment.

Commissioner Jasper had no further comment.

Chairperson Burry had no comment.

6. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

With a motion by Commissioner Reisman and seconded by Commissioner Connell, the meeting adjourned at 5:45 p.m.

City of Leesburg
Lake Front City

Agenda Memorandum

Item No:	3.A.
Meeting Date:	September 14, 2023
From:	Brandy McDaniel, (Budget Director)
Subject:	Resolutions amending the Budget for Fiscal Year 2022-23 and adopting the Budget for Fiscal Year 2023-24 for the Carver Heights / Montclair Area Community Redevelopment Agency.

Staff Recommendation:
Staff recommends approval of the resolutions which take two actions: 1) approve the amended Fiscal Year 2022-23 budget and 2) approve the Fiscal Year 2023-24 budget for the Carver Heights / Montclair Area Community Redevelopment Agency (CRA).

Analysis:
As seen in Attachment A, Fiscal Analysis for the four-year period as of July 31, 2023 projects a carryover approximating -$167,824 of fund balance. As shown in Attachment B (FY 24 Budget), the total budget proposed for the Carver Heights / Montclair Area CRA for Fiscal Year 2023-24 is $756,731.

Projects under consideration for future CIP's include:

- Redevelopment projects
- Feeding the needy project
- Property acquisition
- Continue housing demolition
- Housing Rehabilitation
- Community Outreach programs
- Senior Housing
- Street beautification
- Single family housing

Procurement Analysis:

Options:
1. Approve the amended budget for Fiscal Year 2022-23 and the budget for Fiscal Year 2023-24 for the Carver Heights/Montclair Area Community Redevelopment Agency; or
2. Such alternative action as directed by the CRA board.

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

Carver Heights Community Redevelopment Agency
Fiscal Analysis since inception for the period ending on
Fund Balance as of July 31, 2023

Prepared by: Finance Department

Fiscal Year 2019-20:		
Revenues from other agencies	$	185,729.10
Interest		5,803.57
Revenue from City (Interfund Transfers In)		135,438.17
Sale of CRA property		0.00
Property rental		1,830.20
Grant funds		0.00
Debt proceeds		0.00
Interfund Transfers		0.00
Expenditures		(68,489.66)
Encumbrances		
Interfund Transfers out		(141,958.00)
Housing rehab program		(22,800.00)
6192		(98,551.43)
Debt service costs		(27,553.15)
Excess of revenues over expenditures		(30,551.20)
Fund Balance as of September 30, 2020	$	(850,865.90)
Fiscal Year 2020-21:		
Revenues from other agencies	$	240,567.02
Interest		1,929.10
Revenue from City (Interfund Transfers In)		170,358.29
Sale of CRA property		
Property rental		1,490.00
Grant funds		
Debt proceeds		
Interfund Transfers		
Expenditures		(74,911.99)
Encumbrances		
Interfund Transfers out		
Housing rehab program		(10,000.00)
6192		(62,124.50)
Debt service costs		(25,841.53)
Excess of revenues over expenditures		241,466.39
Fund Balance as of September 30, 2021	$	(609,399.51)
Fiscal Year 2021-22:		
Revenues from other agencies	$	298,617.34
Interest		(1,052.29)
Revenue from City (Interfund Transfers In)		206,254.23
Sale of CRA property		7,000.00
Property rental		3,602.54
Grant funds		
Debt proceeds		
Interfund Transfers		
Expenditures		(240,444.14)
Encumbrances		
Interfund Transfers out		(200,000.00)
Housing rehab program		0.00
6192		(69,909.93)
Debt service costs		(24,087.12)
Excess of revenues over expenditures		(20,019.37)
Fund Balance as of September 30, 2022	$	(629,418.88)
Fiscal Year 2022-23:		
Revenues from other agencies	$	381,181.35
Interest		9,808.68
Revenue from City (Interfund Transfers In)		264,492.10
Sale of CRA property		
Property rental		5,944.60
Grant funds		
Debt proceeds		
Interfund Transfers		14,894.30
Expenditures		(116,069.91)
Encumbrances		
Interfund Transfers out		
Housing rehab program		(12,887.00)
6192		(63,480.64)
Debt service costs		(22,288.85)
Excess of revenues over expenditures		461,594.63
Fund Balance as of July 31, 2023	$	(167,824.25)

Sandra Wilson, Director of Housing

Description

The City of Leesburg created the Carver Heights/ Montclair Area Community Redevelopment Agency (CHCRA) on December 10, 2001 (Ordinance 01-61). The trust fund is effective for 15 years expiring on September 30, 2016 pursuant to Section 163.512 Florida Statutes. The trust generates the majority of its annual income from tax increment revenues. The base year was established in 2001 with an assessed taxable value of $57,980,259. The purpose of creating the CRA was to identify and address blighted conditions and to enable the City to establish a mechanism to finance redevelopment projects through Tax Increment Financing (TIF). The boundaries of the CHCRA are generally County Road 468 to the east, the West Fork Road to the west, the Leesburg city limits to the north, and Center Street/ Montclair Road to the south.

The Carver Heights/ Montclair Area CRA was expanded in July 2015 by 327 acres and 83 properties. In addition the CHCRA was extended by 30 years to 2045. The base year for the properties that were added is 2015. The base year for the original properties remained at 2001.

The Carver Heights Redevelopment Plan identified the following five (5) most crucial projects:

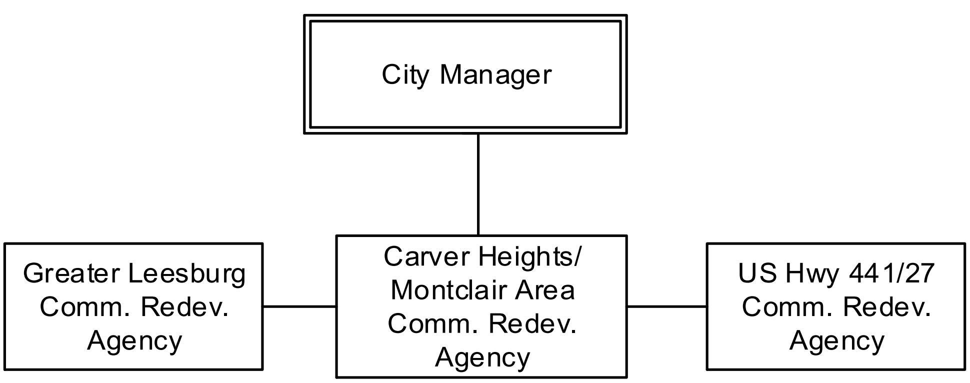
- Develop Senior Housing
- Develop infrastructure and pedestrian support (sidewalk) facilities
- Develop a comprehensive recreation program and facilities
- Commercial and single home development
- Develop gateways into the community

Total Department Budget

$ 756,731

The Carver Heights/ Montclair Area Community Redevelopment Agency works with assistance from the Community Development Corporation. All projects/fund disbursements must be in accordance with the Carver Heights Redevelopment Plan and approved by the CRA.

Organization Chart:



Revenue Sources and Appropriations

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
REVENUE SOURCES				
Taxes	170,358	206,254	264,838	281,051
Intergovernmental Revenue	240,567	298,617	384,730	469,680
Miscellaneous Revenues	3,419	9,551	4,500	6,000
Other Sources	0	0	0	0
TOTAL REVENUE SOURCES	414,344	514,422	654,068	756,731
APPROPRIATIONS				
Operations	110,755	464,531	576,175	695,251
Resource Center	62,126	69,909	77,893	61,480
TOTAL APPROPRIATIONS	172,881	534,440	654,068	756,731

Revenue Detail

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
TAXES				
33101 Current Property Taxes	170,358	206,254	264,838	281,051
TOTAL TAXES	170,358	206,254	264,838	281,051
INTERGOVERNMENTAL REVENUES				
33731 Lake County/Redevelopment	240,567	298,617	384,730	469,680
TOTAL INTERGOVERNMENTAL	240,567	298,617	384,730	469,680
MISCELLANEOUS REVENUES				
36110 Interest on Investments	2,519	1,789	2,500	2,500
36130 Gain/Loss Investments	(590)	(2,841)	0	0
36201 Resource Center	1,490	3,603	2,000	3,500
36429 Sale of Real Estate	0	7,000	0	0
TOTAL MISCELLANEOUS REVENUES	3,419	9,551	4,500	6,000
OTHER SOURCES				
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0
TOTAL RESOURCES	414,344	514,422	654,068	756,731

Goals & Tasks

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

Task:

- ♦ Revise and continue in-fill Lot Housing Program
- ♦ Seek funding to acquire additional lots in the Carver Heights CRA
- ♦ Improve the housing conditions in the Carver Heights CRA
- ♦ Increase single family and multi family home development

Goal: Foster an environment where local governance is collaborative, transparent and fiscally sound.

Task:

- ♦ Partner with non-profit organizations, government agencies, churches and civic groups to offer classes/programs at the Leesburg Resource Center to increase the education and employability skills of our residents
- ♦ Coordinate with commercial developers to expand and build new construction in the area
- ♦ Develop partnerships for redevelopment of residential and commercial properties
- ♦ Hold meetings to discuss needs, concerns and issues affecting the Carver Heights/Montclair Community
- ♦ Provide information to CRA community on potential redevelopment project/programs
- ♦ Develop partnerships for rehabilitation of existing housing stock

Major Accomplishments:

- ☐ Created a partnership with non-profit organizations to provide educational workshops for seniors
- ☐ Established job training network with Career Source and Kids Central
- ☐ Created a partnership with West Leesburg CDC to increase homeownership opportunities

Performance Measures:

	2021-22	2022-23	2023-24
Land Acquired (lots/homes/units)	2	5	3
Community Meetings	16	35	30
Community Cleanup projects	2	5	3
Conducted Workshops/Conferences for community	48	96	50
Resource Center Programs/Classes	64	144	50

Personnel Schedule

Classification	2023	Change	2024	Amount
Housing & Redevelopment Manager	1.00	0.00	1.00	68,328
Total	**1.00**	**0.00**	**1.00**	**68,328**

Carver Heights/ Montclair Area CRA Fund

Operations

Appropriations Detail

Appropriations Detail

Account # 017-6190-559

		ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
PERSONAL SERVICES					
1210	Regular Salaries & Wages	0	0	55,000	68,328
2110	FICA	0	0	4,207	5,131
221x	Retirement	0	0	2,750	3,416
23xx	Insurance	0	0	14,623	8,784
2410	Workers' Compensation	0	0	237	294
262x	Other Payroll Benefits	0	0	126	0
	TOTAL PERSONAL SERVICES	0	0	76,943	85,953
OPERATING EXPENSES					
3110	Professional Services	11,633	14,766	12,600	51,200
3210	Auditing	0	0	3,000	3,000
4010	Travel	0	2,077	1,000	2,000
4210	Postage	0	0	50	50
4310	Utilities	446	0	1,500	0
4410	Rentals	0	944	300	0
4510	Insurance	3,172	3,330	3,500	3,330
4620	Repairs & Maint/Building	1,398	3,989	1,500	1,500
4625	Repairs & Maint/Non Buildings	17,161	27,290	9,000	20,000
4631	Repairs & Maint/Internal IS Maint	622	1,220	900	900
4710	Printing & Binding	0	0	200	150
4810	Promotional Activities	5,000	5,000	5,000	10,900
4920	Other Current Charges	175	245	175	175
4980	Taxes	621	30	0	0
5210	Operating Supplies	0	0	350	350
5410	Publications & Memberships	0	0	1,500	620
5520	Training	0	5,383	2,000	2,000
	TOTAL OPERATING EXPENSES	40,228	64,274	42,575	96,175
CAPITAL OUTLAY					
6110	Land Costs	15,408	175,269	0	0
6310	Improvements other than Bldgs	19,277	0	0	0
6410	Machinery & Equipment	0	901	0	0
	TOTAL CAPITAL OUTLAY	34,685	176,170	0	0
DEBT SERVICE					
71xx	2016 Debt	0	0	73,729	75,572
7214	Debt Service\Other	25,842	24,087	22,289	20,446
	TOTAL DEBT SERVICE	25,842	24,087	96,018	96,018
GRANTS AND AIDS					
8210	Local Contributions	0	0	0	120,000
8213	Home Grant Program	10,000	0	0	229,724
8214	Matching Landscape/Façade	0	0	0	0
	TOTAL GRANTS & AIDS	10,000	0	0	349,724
OTHER USES					
9101	Transfer to General Fund	0	0	0	0
9132	Transfer to Capital Projects	0	200,000	0	0
9910	Reserve for Future	0	0	360,639	67,381
	TOTAL OTHER USES	0	200,000	360,639	67,381
TOTAL APPROPRIATIONS		110,755	464,531	576,175	695,251

Appropriations Summary

	ADOPTED 2022-23	PROPOSED 2023-24	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	76,943	85,953	9,010	11.71%
Operating Expenses	42,575	96,175	53,600	125.90%
Debt Service	96,018	96,018	0	0.00%
Grants and Aids	0	349,724	349,724	100.00%
Other Uses	360,639	67,381	(293,258)	-81.32%
TOTALS	576,175	695,251	119,076	20.67%

Significant Budget Changes:
The change in Operating Expenses is due to adding a Blight Study $50,000 (3110). The increase in Grants and Aids is attributable to a Local Contribution (8210) to the Boys and Girls Club for tuition $120,000 and increased Home Grant Program Funds (8213). The change in Other Uses is due a reduced Reserve for Future for FY 24.

Appropriations Detail

Account # 017-6192-559

		ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
OPERATING EXPENSES					
31xx	Professional Services	150	0	3,500	0
3410	Contract Services	13,652	15,415	9,694	11,380
4110	Communication	1,474	1,789	1,800	1,680
4310	Utilities	14,035	13,302	15,000	15,000
4410	Rentals	0	0	330	0
4620	Repairs & Maintenance/Buildings	7,170	4,587	17,129	7,500
4625	Repairs & Maintenance/Non Build	12,957	19,721	12,000	15,000
463x	Repairs & Maint/Internal IS Maint	2,020	1,873	2,700	2,520
4710	Printing & Binding	195	42	200	100
4810	Promotional Activities	0	1,092	1,500	1,000
4920	Other Current Charges	0	115	0	300
5180	Minor Furniture & Equipment	145	1,216	2,500	1,000
5210	Operating Supplies	8,330	9,734	10,040	5,000
5410	Publications & Memberships	1,208	982	1,000	1,000
5520	Training	790	41	500	0
	TOTAL OPERATING EXPENSES	62,126	69,909	77,893	61,480
TOTAL APPROPRIATIONS		62,126	69,909	77,893	61,480

Appropriations Summary

	ADOPTED 2022-23	PROPOSED 2023-24	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	77,893	61,480	(16,413)	-21.07%
TOTALS	77,893	61,480	(16,413)	-21.07%

RESOLUTION NO. ___________

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE AMENDED FISCAL YEAR 2022-23 BUDGET; APPROPRIATING CERTAIN FUNDS TO SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG, FLORIDA:

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

- As detailed in the Fund Analysis there is not funds available for any carryovers approximating - $167,824 for the Carver Heights / Montclair Area Community Redevelopment Agency.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 14th day of September 2023.

____
Mayor

ATTEST:

____
City Clerk

RESOLUTION NO. ____________

RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE FISCAL YEAR 2023-24 BUDGET; APPROPRIATING CERTAIN FUNDS TO SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CARVER HEIGHTS / MONTCLAIR AREA COMMUNITY REDEVELOPOMENT AGENCY OF THE CITY OF LEESBURG, FLORIDA:

THAT the Fiscal Year 2023-24 Budget is hereby adopted and ratified;

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, at a regular meeting held on the 14th day of September 2023.

____
Mayor

ATTEST:

____
City Clerk