

**U.S. HIGHWAY 441 / 27 COMMUNITY REDEVELOPMENT AGENCY
MEETING AGENDA**

CITY COMMISSION MEETING

CITY HALL, 501 W MEADOW STREET

THURSDAY, SEPTEMBER 14, 2023 5:20 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 February 27, 2023

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2022-23 and adopting the Budget for Fiscal Year 2023-24 for the U.S. Highway 441/27 Community Redevelopment Agency.

1. Resolution of the U.S. Highway 441 / 27 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 U.S. Highway 441/27 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
U.S. HIGHWAY 441 / 27 COMMUNITY REDEVELOPMENT
AGENCY MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, FEBRUARY 27, 2023 5:20 PM

1. CALL TO ORDER

The U.S. Highway 441/27 Community Redvelopment Agency held a regular meeting on Monday, February 27, 2023, at Leesburg City Hall. Chairperson Burry called the meeting to order at 5:22 p.m. with the following members present:

Commissioner Jay Connell
Commissioner Mike Pederson
Commissioner Alan Reisman
Chairperson Jimmy Burry

Commissioner Allyson Berry was absent. 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

The invocation and pledge of allegiance were previously given at the Carver Heights/Montclair Area Community Redevelopment Agency meeting held immediately prior to this meeting.

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

2. APPROVE MINUTES:

A. Regular meeting held September 15, 2022

Commissioner Reisman made a motion to approve the regular meeting minutes of September 15, 2022 and Commissioner Pederson seconded the motion.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Chairperson Burry	Yes

Four yeas, no nays, the Commission approved the meeting minutes.

3. RESOLUTIONS:

- A. Resolution of the U.S. Highway 441 / 27 Community Redevelopment Agency of the City of Leesburg, Florida providing funding for the Facade Sign, and Landscape Grant program for projects located within the U.S. Highway 441 / 27 Community Redevelopment Agency Area for Fiscal Year 2023; and providing an effective date. (FSL Grants 2023).**

ADOPTED RESOLUTION 45

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Reisman made a motion to adopt the resolution and Commissioner Pederson seconded the motion.

Chairperson Burry requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Connell	No
Chairperson Burry	Yes

Three yeas, one nay, the Commission adopted the resolution.

- B. Resolution of the U.S. Highway 441 / 27 Community Redevelopment Agency of the City of Leesburg, Florida providing funding for the Home Improvement Grant Program for projects located within the U.S. Highway 441 / 27 Community Redevelopment Agency Area for Fiscal Year 2023; and providing an effective date. (HIG Grants 2023).**

ADOPTED RESOLUTION 46

Commissioner Reisman introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Pederson made a motion to adopt the resolution and Commissioner Reisman seconded the motion.

Chairperson Burry requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Connell	No
Commissioner Reisman	Yes
Chairperson Burry	Yes

Three yeas, one nay, the Commission adopted the resolution.

4. ROLL CALL:

Commissioner Connell had no comment.

Commissioner Reisman had no further comment.

Commissioner Pederson mentioned with all three CRA's he did not know how the grant programs were being marketed or advertised. He would like to see that improved to get more applications.

Chairperson Burry had no comment.

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.

The meeting adjourned at 5:25 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 U.S. Highway 441/27 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 U.S. Highway 441/27 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 \$2,957,595 of fund balance that can be carried forward and spent in Fiscal Year 2023-24. However, most of these funds are earmarked for debt payments. As shown in Attachment B (FY 24 Budget), the total budget proposed for U.S. Highway 441/27 CRA for Fiscal Year 2023-24 is \$2,324,964, which is mainly for debt service payments.

Procurement Analysis:

Options:

1. Approve the amended budget for Fiscal Year 2022-23 and the budget for Fiscal Year 2023-24 for the U.S. Highway 441/27 Community Redevelopment Agency; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The budget is necessary to appropriate funds and complete the activities of the Community Redevelopment Agency.

Hwy 441/27 Community Redevelopment Agency
Fiscal Analysis since inception for the period ending on
Fund Balance as of July 31, 2023
Prepared by: Finance Department

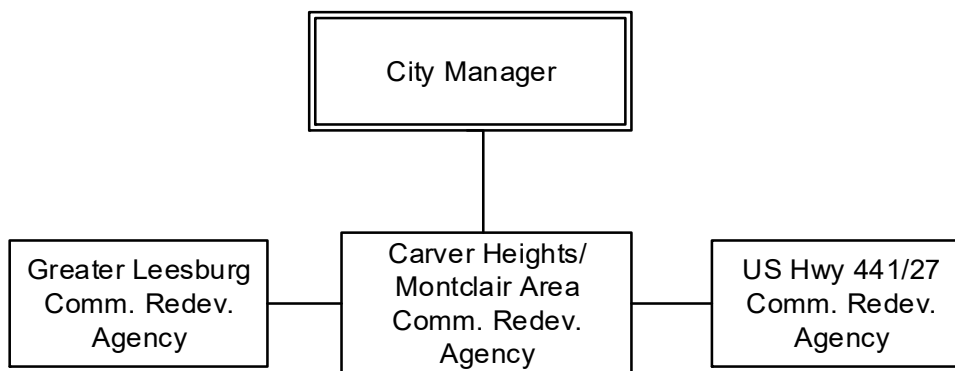
	<u>Total</u>
<u>Fiscal Year 2019-20:</u>	
Revenues from other agencies	\$ 444,692.50
Interest	36,973.47
Revenue from City (Interfund Transfers In)	327,451.99
Debt proceeds	0.00
Expenditures	(3,855.00)
Encumbrances	0.00
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(10,000.00)
Debt Service Costs	(491,274.20)
Excess of revenues over expenditures	<u>303,988.76</u>
 Fund Balance as of September 30, 2020	 <u><u>\$ 1,907,686.74</u></u>
<u>Fiscal Year 2020-21:</u>	
Revenues from other agencies	\$ 686,982.06
Interest	7,205.53
Revenue from City (Interfund Transfers In)	489,409.63
Debt proceeds	
Expenditures	(3,857.00)
Encumbrances	
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(45,000.00)
Debt Service Costs	(499,492.20)
Excess of revenues over expenditures	<u>635,248.02</u>
 Fund Balance as of September 30, 2021	 <u><u>\$ 2,542,934.76</u></u>
<u>Fiscal Year 2021-22:</u>	
Revenues from other agencies	\$ 796,465.92
Interest	(10,035.92)
Revenue from City (Interfund Transfers In)	553,662.79
Debt proceeds	
Expenditures	(3,505.00)
Encumbrances	
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(30,904.65)
Debt Service Costs	(891,022.98)
Excess of revenues over expenditures	<u>414,660.16</u>
 Fund Balance as of September 30, 2022	 <u><u>\$ 2,957,594.92</u></u>

Al Minner, City Manager

The City of Leesburg created the U.S. Highway 441/27 Redevelopment Agency on February 13, 2006 (Ordinance 06-13). A Trust Fund was created to receive CRA proceeds on May 22, 2006 (Ordinance 06-45) and is effective for 30 years. The fund generates a majority of its annual income from tax increment revenues. The base year was established as 2005 with an assessed taxable value of \$352,255,087. The CRA is part of the City's plan to improve conditions within the U.S. 441/27 corridor areas. The boundaries of the CRA are generally described as ½ mile on both sides of U.S. 27 from MLK Boulevard to C.R. 48, and U.S. 441 from C.R. 473 on the east to U.S. 27 on the west. The agency determined the existence of blighted areas, noted the infrastructure improvements that contributed to the decline, and will make improvements utilizing available funds.

The U.S. Highway 441/27 CRA was expanded in December 2015 by 106 acres and 46 properties. In addition, the CRA was extended by 30 years to 2045. The base year was revised for all properties, both the original and expanded to 2015.

Organization Chart:



US Highway 441/27 Community Redevelopment Agency

Description

Total Department Budget
\$ 2,324,964

US Highway
441/27
CRA Fund

Revenue
Sources &
Appropriations

Revenue Sources & Appropriations

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
REVENUE SOURCES				
Taxes	489,410	553,663	737,927	862,909
Intergovernmental Revenue	686,982	796,466	1,071,988	1,442,055
Miscellaneous Revenue	7,206	(10,035)	20,000	20,000
Other Sources	0	0	0	0
TOTAL REVENUE SOURCES	1,183,598	1,340,094	1,829,915	2,324,964
APPROPRIATIONS				
Economic Development	548,349	925,433	1,829,915	2,324,964
TOTAL APPROPRIATIONS	548,349	925,433	1,829,915	2,324,964

Revenue Detail

US Highway 441/27 CRA Fund

Revenue Detail

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
<u>TAXES</u>				
33101 Current Property Taxes	489,410	553,663	737,927	862,909
TOTAL TAXES	489,410	553,663	737,927	862,909
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	686,982	796,466	1,071,988	1,442,055
TOTAL INTERGOVERNMENTAL	686,982	796,466	1,071,988	1,442,055
<u>MISCELLANEOUS REVENUES</u>				
36110 Interest on Investments	14,704	17,683	20,000	20,000
36130 Gain/Loss Investment	(7,498)	(27,718)	0	0
TOTAL MISCELLANEOUS	7,206	(10,035)	20,000	20,000
<u>OTHER SOURCES</u>				
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0
TOTAL RESOURCES	1,183,598	1,340,094	1,829,915	2,324,964

**US Highway
441/27
CRA Fund**

**Appropriations
Detail**

Appropriations Detail

Account # 018-6191-559

		ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24
<u>OPERATING EXPENSES</u>					
3210	Auditing	0	0	3,000	3,000
4510	Insurance	3,172	3,330	3,500	3,330
4625	Repairs & Maintenance-Non-Build	510	0	1,000	0
4920	Other Current Charges	175	175	175	175
TOTAL OPERATING EXPENSES		3,857	3,505	7,675	6,505
<u>DEBT SERVICE</u>					
71xx	Principal	210,000	607,000	622,000	638,000
72xx	Interest	288,992	283,523	267,832	251,722
73xx	Issue Costs	500	500	1,733	500
TOTAL DEBT SERVICE		499,492	891,023	891,565	890,222
<u>GRANTS AND AIDS</u>					
8213	Housing Rehab	20,000	10,000	0	0
8214	Matching Landscape/Façade	25,000	20,905	0	0
TOTAL GRANTS AND AIDS		45,000	30,905	0	0
<u>OTHER USES</u>					
9910	Reserve for Future	0	0	930,675	1,428,237
TOTAL OTHER USES		0	0	930,675	1,428,237
TOTAL APPROPRIATIONS		548,349	925,433	1,829,915	2,324,964

Appropriations Summary

	ADOPTED 2022-23	PROPOSED 2023-24	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	7,675	6,505	(1,170)	-15.24%
Debt Service	891,565	890,222	(1,343)	-0.15%
Grants and Aids	0	0	0	0.00%
Other Uses	930,675	1,428,237	497,562	53.46%
TOTALS	1,829,915	2,324,964	495,049	27.05%

Significant Budget Changes:

The increase in Other Uses is directly related to an increase in the Reserve for Future (9910).

US Highway 441/27 CRA Fund

Appropriations Summary

RESOLUTION NO. _____

**RESOLUTION OF THE U.S. HIGHWAY 441 / 27 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 U.S. HIGHWAY 441/27 COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Amended Fiscal Year 2022-23 Budget is hereby adopted and ratified;

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

- Amounts available for carryover are approximately \$2,957,595 for debt service and grant programs of the U.S. Highway 441/27 Community Redevelopment Agency.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the U.S. Highway 441 / 27 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 U.S. HIGHWAY 441/27 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 U.S. HIGHWAY 441/27 COMMUNITY REDEVELOPMENT
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 U.S. Highway 441/27 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