

AGENDA
GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY
CITY COMMISSION MEETING
VENETIAN CENTER, 1 DOZIER COURT
THURSDAY, SEPTEMBER 16, 2021 5:10 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 April 12, 2021

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2020-21 and adopting the budget for the Fiscal Year 2021-22 for the Greater Leesburg Community Redevelopment Agency.

1. Resolution of the Greater Leesburg Community Redevelopment Agency of Leesburg, Florida, approving the amended Fiscal Year 2020-21 budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

2. Resolution of the Greater Leesburg Community Redevelopment Agency of Leesburg, Florida, approving the Fiscal Year 2021-22 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
GREATER LEESBURG CRA
VENETIAN CENTER, 1 DOZIER COURT
MONDAY, APRIL 12, 2021 5:15 PM**

1. CALL TO ORDER

The Greater Leesburg CRA held a regular meeting on Monday, April 12, 2021, at the Venetian Center. Chairperson Christian called the meeting to order at 5:16 p.m. with the following members present:

Commissioner Jimmy Burry
Commissioner Jay Connell
Commissioner Dan Robuck
Commissioner Mike Pederson
Commissioner Betteye Stevens-Coney
Chairperson John Christian

Commissioner Jazmin Felix was absent. Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

INVOCATION

Chairperson Christian 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 September 17, 2020

Commissioner Burry made motion to approve the regular meeting minutes of September 17, 2020 and Commissioner Pederson seconded the motion.

Chairperson Christian requested comments from the Commission and the audience.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Stevens-Coney	Yes

Chairperson Christian Yes

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

3. RESOLUTIONS:

- A. **Resolution of the Greater Leesburg Community Redevelopment Agency (GLCRA) of the City of Leesburg, Florida, providing funding for the Fiscal Year 2021 Façade, Sign, and Landscape Grant Awards; and providing an effective date. (FSL Grants 2021).**

ADOPTED RESOLUTION 48

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

Commissioner Robuck made motion to adopt the resolution and Commissioner Pederson seconded the motion.

Chairperson Christian requested comments from the Commission and the audience.

Commissioner Robuck inquired whether the fifty-four thousand dollars was what we have available for the program. CM Minner confirmed it is.

The roll call vote was:

Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Stevens-Coney	Yes
Commissioner Connell	Yes
Chairperson Christian	Yes

Six yeas, no nays, the Commission adopted the resolution.

4. ROLL CALL:

Commissioner Robuck remarked that some of these were delayed due to COVID, but with these façade landscape grants in the future maybe we could have a deadline for them to apply, and a timeline up front in terms of when we will look at them, and when they will get approved, so everyone will know. He knows that was the intention, but that did not happen due to COVID and he wanted to reiterate that this will happen moving forward. **CM Minner** stated typically there is one round in the spring and another one in the fall when you approve the budget and then it would be awarded shortly thereafter. We will start this up again this summer and we will get the notices out. We will bring something back before the Commission by October for the next go round and that goes for the general fund side too.

No other Commissioners had anything further to discuss.

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 5:20 p.m.

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.A.

Meeting Date: September 16, 2021

From: Brandy McDaniel, (Budget Manager)

Subject: Resolutions amending the Budget for Fiscal Year 2020-21 and adopting the budget for the Fiscal Year 2021-22 for the Greater Leesburg Community Redevelopment Agency.

Staff Recommendation:

Staff recommends approval of the resolutions which take two actions: 1) approve the amended Fiscal Year 2020-21 budget and 2) approve the Fiscal Year 2021-22 budget for the Greater Leesburg Community Redevelopment Agency (CRA).

Analysis:

As seen in Attachment A, Fiscal Analysis for the four-year period ending July 31, 2021 projects a carryover approximating \$153,030 of fund balance that can be carried forward and spent in Fiscal Year 2021-22 for the Main Street component. As shown in Attachment B (Adopt FY 22 Budget), the total budget proposed for the GLCRA for Fiscal Year 2021-22 is \$567,019. The projects planned for this Fiscal Year are as follows:

- Establish goals and time frames for additional improvements within the area
- Identify funding sources to fund any additional necessary improvements
- Facilitate the Landscape and Facade Grant program and Housing Rehabilitation program

Procurement Analysis:

Options:

1. Approve the amended budget for Fiscal Year 2020-21 and the budget for Fiscal Year 2021-22 for the Greater Leesburg Community Redevelopment Agency; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

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

Submission Date and Time:

Unaudited
Greater Leesburg Community Redevelopment Agency
Fiscal Analysis since inception for the period ending on
Fund Balance as of July 31, 2021

Prepared by: Finance Department

	Main Street	Pine Street	Total
<u>Fiscal Year 2017-2018</u>			
Revenues from other agencies	102,412.11	102,412.11	204,824.22
Interest	6,754.32	839.65	7,593.97
Revenue from City (Interfund Transfers In)	75,231.40	75,231.39	150,462.79
Expenditures	(1,605.58)	(178,483.15)	(180,088.73)
Rec 2015 Note		-	-
Sign Grant CRASFP	(1,280.00)		(1,280.00)
Debt service costs	(101,313.05)	-	(101,313.05)
Excess of revenues over expenditures	80,199.20	-	80,199.20
Fund Balance as of September 30, 2018	734,226.72	0.00	734,226.72
<u>Fiscal Year 2018-2019</u>			
Revenues from other agencies	127,408.91	127,408.91	254,817.82
Interest	7,592.56	621.96	8,214.52
Revenue from City (Interfund Transfers In)	89,884.32	89,884.32	179,768.64
Expenditures	(5,399.36)	(217,915.19)	(223,314.55)
Rec 2015 Note		-	-
Capital	(625,000.00)		(625,000.00)
Sign Grant CRASFP	(70,927.00)		(70,927.00)
Debt service costs	(101,043.25)	-	(101,043.25)
Excess of revenues over expenditures	(577,483.82)	-	(577,483.82)
Fund Balance as of September 30, 2019	156,742.90	0.00	156,742.90
<u>Fiscal Year 2019-2020</u>			
Revenues from other agencies	124,336.80	124,336.80	248,673.60
Interest	4,075.74	653.85	4,729.59
Revenue from City (Interfund Transfers In)	90,356.86	90,356.87	180,713.73
Expenditures	(9,014.01)	(215,347.52)	(224,361.53)
Transfer from Capital	78,120.00	-	78,120.00
Capital	(42,660.27)		(42,660.27)
Sign Grant CRASFP	(20,000.00)		(20,000.00)
Leesburg Partnership	(78,120.00)		(78,120.00)
Debt service costs	(100,714.69)	-	(100,714.69)
Excess of revenues over expenditures	46,380.43	0.00	46,380.43
Fund Balance as of September 30, 2020	203,123.33	0.00	203,123.33
<u>Fiscal Year 2020-2021</u>			
Revenues from other agencies	159,606.59	159,606.59	319,213.18
Interest	859.58	3.06	862.64
Revenue from City (Interfund Transfers In)	112,792.44	112,792.43	225,584.87
Expenditures	(2,023.50)	(272,402.08)	(274,425.58)
Transfer from Capital	(200,000.00)	-	(200,000.00)
Capital	-		-
Sign Grant CRASFP	(21,000.00)		(21,000.00)
Leesburg Partnership	-		-
Debt service costs	(100,328.39)	-	(100,328.39)
Excess of revenues over expenditures	(50,093.28)	(0.00)	(50,093.28)
Fund Balance as of July 31, 2021	153,030.05	0.00	153,030.05

Al Minner, City Manager

The City of Leesburg created the Greater Leesburg Community Redevelopment Agency (GLCRA) on May 28, 1996 (Resolution 4994) pursuant to Section 163.512 Florida Statutes, and generates a majority of its annual income from tax increment revenues. The Trust Fund was created by Ordinance 96-30 on August 26, 1996 effective for 30 years expiring in 2026. The base year was established in 1995 with an assessed taxable value of \$86,757,505. The agency is part of the City's Comprehensive Plan to enhance the downtown district and surrounding areas. The agency determined the existence of blighted areas, noted the general decline of the downtown area, and will attempt to revitalize this special district with available funds.

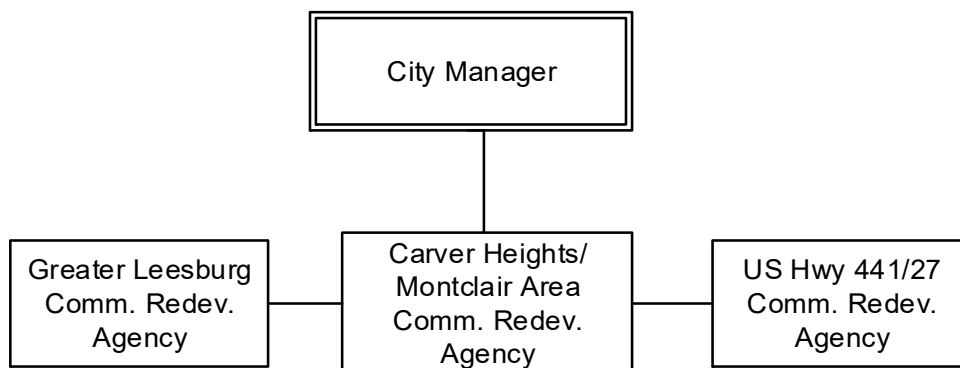
The Leesburg Redevelopment Plan identified four major objectives:

- Establish the boundary of the redevelopment area and the creation of the redevelopment agency
- Assess the current status of the redevelopment area
- Establish goals and time frames for making necessary improvements within the redevelopment area
- Identify funding sources to fund necessary improvements

In addition to revitalizing the downtown area, housing is a major concern for the redevelopment area. New housing stock and rehabilitation of existing structures is also needed.

The Redevelopment Area is divided between downtown and the Pine Street Community. By action of the governing body, the funds were also evenly divided between the two areas. The two (2) agencies work under the umbrella of the CRA, with assistance from the Leesburg Partnership and the Community Development Corporation. All projects and fund disbursements must be in accordance with the Leesburg Redevelopment Plan and approved by the CRA.

Organization Chart:



Greater Leesburg Community Redevelopment Agency

Description

Total Department Budget

\$ 567,019

**Greater
Leesburg
CRA Fund**

**Revenue
Sources &
Appropriations**

Revenue Sources and Appropriations

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	ADOPTED 2021-22
<u>REVENUE SOURCES</u>				
Taxes	179,769	180,714	225,923	229,869
Intergovernmental Revenue	254,818	248,674	323,988	334,650
Miscellaneous Revenue	8,214	4,730	5,000	2,500
Other Sources	0	78,120	103,000	0
TOTAL REVENUE SOURCES	442,801	512,238	657,911	567,019
 <u>APPROPRIATIONS</u>				
CRA	1,020,285	465,857	657,911	567,019
TOTAL APPROPRIATIONS	1,020,285	465,857	657,911	567,019

Revenue Detail

Greater Leesburg CRA Fund

Revenue Detail

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	ADOPTED 2021-22
<u>TAXES</u>				
31101 Current Property Taxes	179,769	180,714	225,923	229,869
TOTAL TAXES	179,769	180,714	225,923	229,869
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	254,818	248,674	323,988	334,650
TOTAL INTERGOVERNMENTAL	254,818	248,674	323,988	334,650
<u>MISCELLANEOUS REVENUE</u>				
36110 Interest on Investments	2,556	3,756	5,000	2,500
36130 Gain/Loss Investments	5,658	974	0	0
TOTAL MISCELLANEOUS REVENUE	8,214	4,730	5,000	2,500
<u>OTHER SOURCES</u>				
38131 Transfer from Capital Projects	0	78,120	0	0
38891 Fund Balance Appropriated	0	0	103,000	0
TOTAL OTHER SOURCES	0	78,120	103,000	0
TOTAL RESOURCES	442,801	512,238	657,911	567,019

**Greater
Leesburg
CRA Fund**

**Appropriations
Detail**

Appropriations Detail

Account # 016-6189-5xx

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	ADOPTED 2021-22
<u>OPERATING EXPENSES</u>				
3110 Professional Services	3,839	7,352	0	1,000
3210 Auditing	0	0	3,000	3,000
4510 Insurance	2,946	3,020	3,020	3,020
4625 Repairs & Maintenance- Non Buik	0	65	0	0
4920 Other Current Charges-CDC	216,530	213,925	277,455	283,509
TOTAL OPERATING EXPENSES	223,315	224,362	283,475	290,529
<u>CAPITAL OUTLAY</u>				
6110 Land Costs	0	42,660	0	0
TOTAL CAPITAL OUTLAY	0	42,660	0	0
<u>DEBT SERVICE</u>				
71xx Principal	79,000	81,000	83,000	86,000
72xx Interest	22,043	19,715	17,330	14,870
TOTAL DEBT SERVICE	101,043	100,715	100,330	100,870
<u>GRANTS & AIDS</u>				
8210 Local Contributions	0	78,120	0	0
8213 Housing Rehab Program	0	10,000	37,053	0
8214 Matching Landscape/Façade Grt	70,927	10,000	37,053	75,000
TOTAL GRANTS & AIDS	70,927	98,120	74,106	75,000
<u>OTHER USES</u>				
9131 Transfer to Capital Projects	625,000	0	200,000	0
9910 Reserve for Future	0	0	0	100,620
TOTAL OTHER USES	625,000	0	200,000	100,620
TOTAL APPROPRIATIONS	1,020,285	465,857	657,911	567,019

Appropriations Summary

	ADOPTED 2020-21	ADOPTED 2021-22	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	283,475	290,529	7,054	2.49%
Debt Service	100,330	100,870	540	0.54%
Grants & Aids	74,106	75,000	894	1.21%
Other Uses	200,000	100,620	(99,380)	-49.69%
TOTALS	657,911	567,019	(90,892)	-13.82%

Significant Budget Changes:

The change in Other Uses is due to the Transfer to Capital Projects (9131) being eliminated and a Reserve for Future (9910) being included.

Greater Leesburg CRA Fund

Appropriations Summary

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE
AMENDED FISCAL YEAR 2020-21 BUDGET; APPROPRIATING CERTAIN
FUNDS TO SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING AN
EFFECTIVE DATE.**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the amended Fiscal Year 2020-21 Budget is hereby adopted and ratified;

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

Amount available for carryover approximates \$153,030 for necessary improvements within the Main Street component of the Greater Leesburg Community Redevelopment Agency.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency of Leesburg, Florida, at a regular meeting held on the 16th day of September 2021.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE
FISCAL YEAR 2021-22 BUDGET; APPROPRIATING CERTAIN FUNDS TO
SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING AN
EFFECTIVE DATE.**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LEESBURG, FLORIDA:**

THAT the Fiscal Year 2021-22 Budget is hereby adopted and ratified;

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency of
Leesburg, Florida, at a regular meeting held on the 16th day of September 2021.

Mayor

ATTEST:

City Clerk