

**AGENDA  
CITY COMMISSION MEETING  
CITY HALL, 501 W MEADOW STREET  
THURSDAY, SEPTEMBER 11, 2025 5:01 PM**

**1. CALL TO ORDER**

**INVOCATION**

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

**2. APPROVAL OF MINUTES:**

**A. Regular meeting held June 23, 2025**

**3. RESOLUTIONS:**

**A. Resolutions amending the Budget for Fiscal Year 2024-25 and adopting the Budget for Fiscal Year 2025-26 for the Carver Heights / Montclair Area Community Redevelopment Agency.**

**1. Resolution of the Carver Heights / Montclair Area Community Redevelopment Agency of the City of Leesburg, Florida, approving the amended Fiscal Year 2024-25 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 the City of Leesburg, Florida, approving the Fiscal Year 2025-26 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.**

**CARVER HEIGHTS MONTCLAIR AREA CRA  
MINUTES  
MONDAY, JUNE 23, 2025 5:00 PM**

**1. CALL TO ORDER**

The City of Leesburg Carver Heights Montclair Area Community Redevelopment Agency held a regular meeting on Monday, June 23, 2025, at Leesburg City Hall. Chairperson Reisman called the meeting to order at 5:00 p.m. with the following members present:

Commissioner Robert Alderman (5:15 pm)  
Commissioner Allyson Berry  
Commissioner Jimmy Burry  
Commissioner Jay Connell (5:05 pm)  
Commissioner Theresa Conner  
Commissioner Mike Pederson  
Chairperson Alan Reisman

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

**INVOCATION**

Chairperson Reisman 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. APPROVAL OF MINUTES**

**A. Regular meeting held June 9, 2025**

Commissioner Burry made a motion to approve the Regular Meeting Minutes of June 9, 2025, as presented, and Commissioner Pederson seconded the motion.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Conner	Yes
Commissioner Burry	Yes
Chairperson Reisman	Yes

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

### 3. DISCUSSION

#### A. Discussion of Budget Requests for Fiscal Year 26

CM Minner said this topic was for the commission to provide feedback for the upcoming budget process. The FY 26 budget workshops will start in about two weeks. The first meeting is scheduled for July 7th, and we will tackle the CRAs at the second workshop, which is scheduled for July 10th. He asked the CRA to provide some of the goals that they would like to see.

Referring to the slides, he wanted to provide an idea about where the draft is at from a staff level. The revenues this year are about \$989,000, which is about \$10,000 more in FY 26 versus FY 25. It appears that we will have about 10% growth overall in our taxable funds. However, at that time we did not know the breakdowns of the general fund and the three TIF funds. In short, that number feels a little low. The biggest reason for that is because we received notice from the Water Authority that indicated they should not be paying an incremental payment to the CRA. However, they have been paying an increment since inception. Now for the water district, the county has been in control of setting that levy and collecting that levy. It is then distributed to the water management district. The county included their millage rate as part of what is payable to the TIF fund. That was a generous interpretation by the county in our favor and, to make matters right, moving forward, the concept in general, although nothing formal has taken place, is that they will not include the special districts. The TIF fund should only be comprised of the city's increment and the county's general fund increment. That is why we did not see a big jump in revenue.

As far as expenses, we have personnel at about \$88,000. The general operations cover a bunch of different things, which is about \$58,000. The Resource Center operations are at \$665,000. Then the debt payment on the Resource Center is the \$100,000 payment for the million dollars that was borrowed. That TIF was borrowed from the electric fund, and it has about six years left on it. The one big cash (unallocated number) of about \$682,100 is what they have projected for FY 26. They can reallocate or assign them to different projects. However, with all things being equal, we could repeat the home improvement grants because they do have enough money to do another round. They could then put the rest of that, which is \$82,100, into reserves. They also have about \$530,000 in unallocated reserve funds. So, in total, effective October 1st, they have about \$1.2 million in funds that can be put towards whatever projects they deem important. That was an important debrief as they discuss the goals and objectives for FY 26.

Commissioner Berry asked in regard to the calculations of the county and the water district revenues. How many years has that been included? **CM Minner** explained the county has paid that since inception. **Commissioner Berry** wanted to verify that someone had now realized that, and it would no longer be included effective FY 26. **CM Minner** agreed. **Commissioner Berry** questioned with regard to the reserve balance. In previous years, we kept about half a million. Is there a number they should keep in reserve? **CM Minner** said in this fund the reserve requirement was not as critical as it is in the general fund or some of the other enterprise funds. He would not be hard fast set on that. With that being said, there is another \$400,000 in reserve. So, that \$1.2 million could be closer to \$1.6 million. He did not believe they should run it bone dry, but it was not a hard and fast rule like the general fund. Although being fiduciary and conservative, they may want to keep a little cash there. However, he did not think it needed to be as great as the 90-day requirement.

**Commissioner Pederson** mentioned at a city commission meeting tonight they would be approving an

item for the CRA where they will have to pay \$137,000 for the new air conditioner. He hoped he was wrong, but he would bet there would be cost overruns on the Susan Street project. He wanted them to keep that in mind. They should not go out and spend all this money. **CM Minner** responded that the \$532,000 cash number would be less the cost of the air conditioner. These numbers are from April and the air conditioner was a July expense. So, technically, they are about \$130,000 lower than that.

**Commissioner Pederson** said this CRA is in great shape financially, but with Susan Street we could have surprises come up because it is a major project. **CM Minner** said the Carver Heights CRA and the U.S. Highway 441/27 CRA would be the funds that we would go too. However, hopefully we do not have overruns, but inevitably, if we do, then we will have to deal with them and those would be the two places that we would go. **Commissioner Berry** asked about the funding that was pulled for the Susan Street project from the Carver Heights Montclair CRA. She thought that was a solid amount. She did not know that would include overruns. **Commissioner Pederson** pointed out that the amounts are fixed right now, but he was anticipating cost overruns which we typically see on almost every project.

**Commissioner Berry** said she understands, but could we rely on U.S. Highway 441/27 CRA or would it have to come from both? **CM Minner** stated it would be both. If they really wanted to split hairs, they would really need to figure that out, because the Carver Heights CRA and the U.S. Highway 441/27 CRA lines split through the middle of the park. So, if we do split hairs, we will need to figure out what dollars are on this side of the line and what dollars are on the other side of the line. Then they would do a proportional adjustment. Rough house, if we ran over \$100,000, he would suggest doing a 50/50 split.

**Commissioner Berry** questioned, as far as U.S. Highway 441/27 CRA TIF dollars, what kind of dollars come back each year? **CM Minner** answered that U.S. Highway 441/27 CRA hangs out around \$3 million in total revenue. Of that, a million and a half come from the county and the other million and a half come from the city. Then the debt is around \$1 million, so generally they have about \$2 million. He believed that they had spent that one down a little bit. He did not know that number off the top of his head because they allocated a lot of that TIF towards the Susan Street project.

**Commissioner Pederson** pointed out that he did not think the risk was as great as it was a month ago, but CRAs were talked about in Tallahassee with the risk/threat of them going away in one to three years. He does not want to forget about the debt service that we have here. The angle for that was that he did not want people to see these reserves and just go on a spending spree. **CM Minner** commented that he wanted to talk about that a little bit. When that CRA policy came out in the legislature this past session, the initial bill was to eliminate CRAs period. The only thing that was the saver in that was, if you had existing debt, the TIF increment could still be paid and cover existing debt, but there would be no CRAs and no new projects. Remember anything they do in the CRA by definition is going to be a project. That includes the home grant projects and the payment to the CDC. The money going to Susan Street is also a project. So, the wording of that initial legislation was no new projects, which meant no new spending other than existing debt. That bill was modified and whenever the state legislature starts defining a specific category, that means they are picking on somebody so that modification, that legislation was modified. This was for a specific area, which meant they were picking on somebody when they said no more CRAs could be started. That was how that manifested, but it was changed, and it did not go forward. Now, it will come back next year, probably, but we do not know in what form. His advice would be to be mindful that the legislation is out there, and they will probably deal with it again next session. Yes, they should not spend everything, but most of that legislation was date certain. That was the start of a fiscal year moving forward, so what is in the hopper could stay in the hopper. If they go back to something pretty Draconian, we will see where it goes next year. **Commissioner Pederson** added that he realizes the legislature could change the rules, but he wanted to be sure he understood. What was talked about this past year with respect to existing debt? Would that phase out the county's obligation? **CM Minner** agreed and said it would phase out the county. We never got to interpretations of what that legislation meant. However, his interpretation was that if we had a million dollar CRA of that million dollars they would have a total increment and half a million was debt. That means, instead of receiving

half a million in an incremental payment from another jurisdiction, we would only get a portion that was half of the debt.

**Commissioner Berry** agreed. That was what she understood. However, she was concerned about CRAs going away because it does not just affect one area, it affects the city as a whole. She hoped that this would all go away. She was being reassured constantly, but in the back of her mind she believed that we should be prepared to expect it. If it does not happen, that would be great because it could continue for another year.

However, is there a possibility in the U.S. Highway 441/27 CRA fund to consider some of the homes on the east side of town that run on the corridor of District One? Could they use that CRA budget for the home improvement grant program? **Commissioner Burry** wanted to know where these homes were located. **Commissioner Berry** said the houses would be along U.S. Highway 441 and US 27. They would use that CRA money for the east side of town because there was no current funding for the east side of town. **Commissioner Burry** said those houses would have to be located inside that CRA. **CM Minner** said that Commissioner Berry was trying to find money to fund the home grant program outside the Carver Heights CRA. The city currently funds the program from the Carver Heights CRA. They are the sole funder of the home grant program even though it is a citywide program. It is currently only funded through the Carver Heights CRA. As the program operates now, that home has to be located within the Carver Heights CRA. There are a couple of other areas that Commissioner Berry has talked to him about as well as the commission, because she has been seeking to expand the home grant program. Those locations would be up by the John L. Johnson Park, which might touch into some areas of U.S. Highway 441/27 CRA and some other areas on East Main Street in the Pine Street corridor area. Right now, those areas do not have funding. Also, if the homes are not located in one of the three CRAs, in the program it would be eligible for the general fund. Again, there would be allocations that the bodies would have to formulate. This body obviously funds the home grant in the Carver Height CRA. The U.S. Highway 441/27 CRA board, which consists of the city commission, would have to do that. However, honestly, the Downtown CRA is already pretty tapped out with the incremental funding to the CDC, and the remainder of that fund goes to run the events division of the city. There really is not a lot of money left to fund other projects in the city. He would double-check because he was asked to, because there were some homes up by the John L. Johnson Park that fall into U.S. Highway 441/27 CRA. However, budgetarily wise to expand the home program to the eastern Pine Street Corridor, they would have to lean on the general fund. This, again, was Commissioner Berry's plea to this body. She would like to consider an expansion of the home grant program to other funds in the city. **Commissioner Berry** said that was the reason for requesting this because the general fund is pretty tapped out to a penny of what is expected as well as what remains in reserve. That was why she asked for the U.S. Highway 441/27 CRA to be a consideration for the homes located from Newell Road down near Cutrale, East Street. **Commissioner Burry** asked if she was referring to the north side. **Commissioner Berry** agreed. It would be on the north side. If they were traveling north, the homes would be to the right. She continues to receive calls from constituents that live on the east side of town who want and need home improvements. Those residents want to know when it will be available on their side of town. When it was initially introduced, it was stated that the home improvement grant would hopefully be funded next year with the potential chance of it coming across. She asked the commission to consider it. **Chairperson Reisman** asked if there were any further comments on this.

**Commissioner Berry** said she would also like to look at amending the CRA general plan to consider the additional homes that have been built. The plan was last updated in 2015. She would like the plan to consider the changes that have happened due to economic development. There are more new homes in the Carver Heights area, and there are other issues that need to be considered. She would go into further detail later, but she wanted this to be something they thought about. **CM Minner** said this was another plea from Commissioner Berry. They talked last year about putting aside some money for a consultant to

update the CRA Master-Plan. In the CRA Master-Plan we outlined projects and priorities for where to spend the money. Last year, we estimated bringing in a consultant, and it would cost about \$50,000 to update, review and freshen up the Master-Plan. She was asking this body to consider spending that sum to update and bring a new projects priority list. **Commissioner Berry** stated there are new stakeholders in the area to consider. New homes have been built, so we have more affordable homes as well as the expected new building that has been approved. She did not know when exactly that would take place, but it could be 2026. She would provide further details of her reasons, but there are new stakeholders in the area, the economy has shifted, the current district has grown, and there are more people in the area. **Commissioner Pederson** mentioned that CRAs are working beautifully. He remembers talking about the \$50,000. He was vocal about it because he would rather give that \$50,000 to two more homeowners for home improvement grants versus another piece of paper. That was his opinion a year ago. Also, the Downtown CRA gives 50% of its revenue to the CDC. He did not want this to go sideways, but the Downtown CRA has to give half of that fund to the CDC, and we cannot tell them how to spend their money. However, there should be some involvement with the CDC on homes. If we continue to talk about home improvement grants, and before they even begin to talk about the general fund, this program would have to be opened up to the entire city. It is not fair to just focus on two areas of the city when there are plenty of other areas in the city that need beautification and home improvements. **Commissioner Berry** stated that was her goal. She was talking about the entire City of Leesburg. However, this CRA has the cash and that is where the home improvements work. She would love to see this go across the whole City of Leesburg. **Chairperson Reisman** asked if there were any other commission or public comments. There were none.

**4. ROLL CALL:**

**Commissioner Pederson** had no comment.

**Commissioner Berry** had no further comment.

**Commissioner Conner** said she brought some pre-budget documents. She wanted the commission to look at things she wanted to be added to the upcoming budget. She wanted to disperse it out.

**Chairperson Reisman** informed her that procedurally that needed to go to the city manager. He would then disperse it to the other commissioners. **CM Minner** agreed. She needed to send it to him for dispersement.

**Commissioner Alderman** said he also had some ideas. He thought they were going to have a project meeting so they could discuss things. **Chairperson Reisman** recommended that he also provide his ideas to the city manager for dissemination to the other commissioners.

**Commissioner Connell** had no comment.

**Commissioner Burry** had nothing to comment on.

**Chairperson Reisman** had no further 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.**

With a motion by Commissioner Pederson and a second by Commissioner Berry, the meeting adjourned at 5:24 p.m.

# City of Leesburg Lake Front City

## Agenda Memorandum

**Item No:** 3.A.

**Meeting Date:** September 11, 2025

**From:** Brandy McDaniel, (Budget Director)

**Subject:** Resolutions amending the Budget for Fiscal Year 2024-25 and adopting the Budget for Fiscal Year 2025-26 for the Carver Heights / Montclair Area Community Redevelopment Agency.

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### **Staff Recommendation:**

Staff recommends approval of the resolutions which take two actions: 1) approve the amended Fiscal Year 2024-25 budget and 2) approve the Fiscal Year 2025-26 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, 2025, projects a carryover approximating \$280,750 of fund balance. As shown in Attachment B (FY 26 Budget), the total budget proposed for the Carver Heights / Montclair Area CRA for Fiscal Year 2025-26 is \$1,071,009.

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:**

N/A

### **Options:**

1. Approve the amended budget for Fiscal Year 2024-25 and the budget for Fiscal Year 2025-26 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 September 30, 2024**

Prepared by: Finance Department

<b>Fiscal Year 2021-22:</b>	
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	<u>(20,019.37)</u>
Fund Balance as of September 30, 2022	<u>\$ (629,418.88)</u>
<b>Fiscal Year 2022-23:</b>	
Revenues from other agencies	\$ 381,181.35
Interest	12,220.12
Revenue from City (Interfund Transfers In)	264,492.10
Sale of CRA property	
Property rental	6,634.60
Grant funds	
Debt proceeds	
Interfund Transfers	14,894.30
Expenditures	(141,478.03)
Encumbrances	
Interfund Transfers out	
Housing rehab program	(12,887.00)
6192	(79,694.81)
Debt service costs	(22,288.85)
Excess of revenues over expenditures	<u>423,073.78</u>
Fund Balance as of September 30, 2023	<u>\$ (206,345.10)</u>
<b>Fiscal Year 2023-24:</b>	
Revenues from other agencies	\$ 467,107.67
Interest	50,036.90
Revenue from City (Interfund Transfers In)	281,049.96
Sale of CRA property	
Property rental	4,730.00
Grant funds	
Debt proceeds	
Interfund Transfers	
Expenditures	(187,512.25)
Encumbrances	
Interfund Transfers out	
Housing rehab program	(272,967.80)
6192	(69,555.14)
Debt service costs	(20,445.62)
Excess of revenues over expenditures	<u>252,443.72</u>
Fund Balance as of September 30, 2024	<u>\$ 46,098.62</u>
<b>Fiscal Year 2024-25:</b>	
Revenues from other agencies	\$ 598,717.63
Interest	31,448.87
Revenue from City (Interfund Transfers In)	360,080.80
Sale of CRA property	13,800.00
Property rental	6,538.92
Grant funds	164,432.00
Debt proceeds	
Interfund Transfers	
Expenditures	(311,988.72)
Encumbrances	
Interfund Transfers out	(250,000.00)
Housing rehab program	(307,217.70)
6192	(52,603.76)
Debt service costs	(18,556.31)
Excess of revenues over expenditures	<u>234,651.73</u>
Fund Balance as of July 31, 2025	<u>\$ 280,750.35</u>

**Sandra Wilson, Director of Housing**

The City of Leesburg created the Carver Heights/ Montclair Area Community Redevelopment Agency (CHCRA) on December 10, 2001 (Ordinance 01-61). The trust fund was 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.

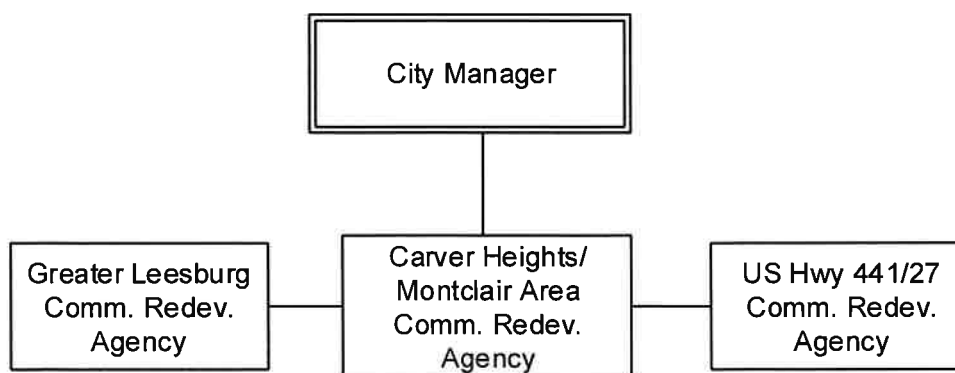
The Carver Heights/ Montclair Area CRA was expanded in July 2015 by 327 acres and 83 properties. In addition, the CHCRA was extended by 30 years to 2045. The base year for the properties that were added is 2015. The base year for the original properties remained at 2001.

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

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:**



**Description**

**Total  
Department  
Budget**

**\$ 1,071,009**

**Carver Heights/  
Montclair Area  
CRA Fund**

**Revenue Sources and Appropriations**

**Revenue  
Sources &  
Appropriations**

	<b>ACTUAL 2022-23</b>	<b>ACTUAL 2023-24</b>	<b>ADOPTED 2024-25</b>	<b>PROPOSED 2025-26</b>
<b><u>REVENUE SOURCES</u></b>				
Taxes	264,492	281,050	359,913	405,047
Intergovernmental Revenue	381,181	467,108	599,988	640,962
Miscellaneous Revenues	18,855	54,767	20,000	25,000
Other Sources	14,894	0	0	0
<b>TOTAL REVENUE SOURCES</b>	<b>679,422</b>	<b>802,925</b>	<b>979,901</b>	<b>1,071,009</b>
<b><u>APPROPRIATIONS</u></b>				
Operations	176,653	480,927	913,111	1,006,005
Resource Center	79,694	69,556	66,790	65,004
<b>TOTAL APPROPRIATIONS</b>	<b>256,347</b>	<b>550,483</b>	<b>979,901</b>	<b>1,071,009</b>

**Revenue Detail**

**Carver Heights/  
Montclair Area  
CRA Fund**

**Revenue  
Detail**

	<b>ACTUAL 2022-23</b>	<b>ACTUAL 2023-24</b>	<b>ADOPTED 2024-25</b>	<b>PROPOSED 2025-26</b>
<b><u>TAXES</u></b>				
33101 Current Property Taxes	264,492	281,050	359,913	405,047
<b>TOTAL TAXES</b>	<b>264,492</b>	<b>281,050</b>	<b>359,913</b>	<b>405,047</b>
<b><u>INTERGOVERNMENTAL REVENUES</u></b>				
33731 Lake County/Redevelopment	381,181	467,108	599,988	640,962
<b>TOTAL INTERGOVERNMENTAL</b>	<b>381,181</b>	<b>467,108</b>	<b>599,988</b>	<b>640,962</b>
<b><u>MISCELLANEOUS REVENUES</u></b>				
36110 Interest on Investments	15,233	38,697	15,000	20,000
36130 Gain/Loss Investments	(3,013)	11,340	0	0
36201 Resource Center	6,635	4,730	5,000	5,000
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>18,855</b>	<b>54,767</b>	<b>20,000</b>	<b>25,000</b>
<b><u>OTHER SOURCES</u></b>				
38131 Transfer from Capital Projects	14,894	0	0	0
38891 Fund Balance Appropriated	0	0	0	0
<b>TOTAL OTHER SOURCES</b>	<b>14,894</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESOURCES</b>	<b>679,422</b>	<b>802,925</b>	<b>979,901</b>	<b>1,071,009</b>

**Carver Heights/  
Montclair Area  
CRA Fund**

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**Operations**

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**Goals & Tasks**

**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
- ◆ Develop partnerships for redevelopment of residential and commercial properties
- ◆ Provide information to CRA community on potential redevelopment project/programs
- ◆ Develop partnerships for rehabilitation of existing housing stock
- ◆ Explore Community Land Trust (CLTs) as a potential model for sustainable affordable housing

**Major Accomplishments:**

- Created a partnership with non-profit organizations to provide educational workshops for seniors
- Implemented the Home Improvement Grant Program
- Established Memorandum of Understanding's (MOU's) with community partners to administer the Home Improvement Grant Program
- Revised the Surplus lot donation policies and procedures for affordable housing development
- Provided technical assistance and support for Leesburg Community Development Corporation at monthly people's brunch meeting while sharing vital CRA information

**Performance Measures:**

	2023-24	2024-25	2025-26
Land Acquired (lots/homes/units)	3	3	1
Community Cleanup projects	3	3	2
Conducted Workshops/Conferences for community	50	20	20
Resource Center Programs/Classes	50	50	50

**Personnel Schedule**

**Carver Heights/  
Montclair Area  
CRA Fund**

<b>Classification</b>	<b>2025</b>	<b>Change</b>	<b>2026</b>	<b>Amount</b>
Housing & Redevelopment Manager	1.00	0.00	1.00	68,328
<b>Total</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>68,328</b>

**Operations**

**Personnel  
Schedule**

**Carver Heights/  
Montclair Area  
CRA Fund**

**Appropriations Detail**

**Account # 017-6190-559**

**Operations**

**Appropriations  
Detail**

	ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25	PROPOSED 2025-26
<b><u>PERSONAL SERVICES</u></b>				
1210 Regular Salaries & Wages	56,057	57,532	70,866	68,328
1641 Vacation/Term & Buyout	0	4,812	0	0
2110 FICA	4,230	4,713	5,326	5,150
221x Retirement	2,803	2,877	3,543	5,466
23xx Insurance	18,581	8,732	8,759	8,759
2410 Workers' Compensation	241	268	305	294
<b>TOTAL PERSONAL SERVICES</b>	<b>81,912</b>	<b>78,934</b>	<b>88,799</b>	<b>87,997</b>
<b><u>OPERATING EXPENSES</u></b>				
3110 Professional Services	11,000	788	5,000	5,000
3210 Auditing	0	3,500	3,000	3,000
3410 Contract Services	8,582	406	0	0
4010 Travel	459	1,065	2,000	2,000
4110 Communication	81	525	500	500
4210 Postage	5	10	0	0
4510 Insurance	3,580	3,723	3,600	4,000
4620 Repairs & Maint/Building	0	0	1,000	1,000
4625 Repairs & Maint/Non Buildings	23,097	27,682	33,000	33,000
4631 Repairs & Maint/Internal IS Maint	1,253	610	1,200	1,000
4710 Printing & Binding	42	0	100	100
4810 Promotional Activities	5,000	7,236	1,000	5,000
4920 Other Current Charges	1,319	241	175	250
4980 Taxes	321	228	500	500
5180 Minor Furniture/Equipment	1,249	749	0	0
5210 Operating Supplies	350	574	350	350
5410 Publications & Memberships	620	70	620	620
5520 Training	2,607	975	2,500	2,000
<b>TOTAL OPERATING EXPENSES</b>	<b>59,565</b>	<b>48,382</b>	<b>54,545</b>	<b>58,320</b>
<b><u>CAPITAL OUTLAY</u></b>				
6210 Buildings	0	41,249	0	0
6310 Improvements other than Bldgs	0	18,948	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>60,197</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>				
71xx 2016 Debt	0	0	77,462	79,398
7214 Debt Service\Other	22,289	20,446	18,556	16,620
<b>TOTAL DEBT SERVICE</b>	<b>22,289</b>	<b>20,446</b>	<b>96,018</b>	<b>96,018</b>
<b><u>GRANTS AND AIDS</u></b>				
8213 Home Grant Program	12,887	272,968	600,000	600,000
<b>TOTAL GRANTS &amp; AIDS</b>	<b>12,887</b>	<b>272,968</b>	<b>600,000</b>	<b>600,000</b>
<b><u>OTHER USES</u></b>				
9910 Reserve for Future	0	0	73,749	163,670
<b>TOTAL OTHER USES</b>	<b>0</b>	<b>0</b>	<b>73,749</b>	<b>163,670</b>
<b>TOTAL APPROPRIATIONS</b>	<b>176,653</b>	<b>480,927</b>	<b>913,111</b>	<b>1,006,005</b>

**Appropriations Summary**

	ADOPTED 2024-25	PROPOSED 2025-26	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	88,799	87,997	(802)	-0.90%
Operating Expenses	54,545	58,320	3,775	6.92%
Debt Service	96,018	96,018	0	0.00%
Grants and Aids	600,000	600,000	0	0.00%
Other Uses	73,749	163,670	89,921	121.93%
<b>TOTALS</b>	<b>913,111</b>	<b>1,006,005</b>	<b>92,894</b>	<b>10.17%</b>

**Carver Heights/  
Montclair Area  
CRA Fund**

**Operations**

**Appropriations  
Summary**

**Carver Heights/  
Montclair Area  
CRA Fund**

**Appropriations Detail**

**Account # 017-6192-559**

**Resource  
Center**

**Appropriations  
Detail**

		<b>ACTUAL 2022-23</b>	<b>ACTUAL 2023-24</b>	<b>ADOPTED 2024-25</b>	<b>PROPOSED 2025-26</b>
<b><u>OPERATING EXPENSES</u></b>					
3410	Contract Services	15,558	16,850	14,880	13,084
4010	Travel	62	0	0	0
4110	Communication	1,909	1,732	1,740	1,800
4310	Utilities	14,023	11,958	15,000	15,000
4620	Repairs & Maintenance/Buildings	11,993	9,430	7,500	7,500
4625	Repairs & Maintenance/Non Builc	25,684	11,731	15,000	15,000
463x	Repairs & Maint/Internal IS Maint	2,886	5,515	4,120	4,220
4710	Printing & Binding	0	0	100	100
4810	Promotional Activities	338	0	500	500
4920	Other Current Charges	265	256	300	300
5180	Minor Furniture & Equipment	578	5,879	1,500	1,500
5210	Operating Supplies	5,765	6,205	6,000	6,000
5410	Publications & Memberships	633	0	150	0
<b>TOTAL OPERATING EXPENSES</b>		<b>79,694</b>	<b>69,556</b>	<b>66,790</b>	<b>65,004</b>
<b>TOTAL APPROPRIATIONS</b>		<b>79,694</b>	<b>69,556</b>	<b>66,790</b>	<b>65,004</b>

**Appropriations Summary**

	<b>ADOPTED 2024-25</b>	<b>PROPOSED 2025-26</b>	<b>INCREASE/ (DECREASE)</b>	<b>PERCENTAGE</b>
Operating Expenses	66,790	65,004	(1,786)	-2.67%
<b>TOTALS</b>	<b>66,790</b>	<b>65,004</b>	<b>(1,786)</b>	<b>-2.67%</b>

**Carver Heights/  
Montclair Area  
CRA Fund**

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**Resource  
Center**

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**Appropriations  
Summary**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA  
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG,  
FLORIDA, APPROVING THE AMENDED FISCAL YEAR 2024-25 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:

- The amount available for carryovers approximates \$280,750 for various projects in 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 11th day of September 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CARVER HEIGHTS / MONTCLAIR AREA  
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LEESBURG,  
FLORIDA, APPROVING THE FISCAL YEAR 2025-26 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 Fiscal Year 2025-26 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 11th day of September 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk