

**AGENDA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
THURSDAY, SEPTEMBER 11, 2025 5:20 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 September 12, 2024

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2024-25 and adopting the Budget for Fiscal Year 2025-26 for the U.S. Highway 441/27 Community Redevelopment Agency.

1. Resolution of the U.S. Highway 441 / 27 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 U.S. Highway 441/27 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.

**AGENDA MINUTES
U.S. HIGHWAY 441/27 CRA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
THURSDAY, SEPTEMBER 12, 2024 5:20 PM**

1. CALL TO ORDER

The City of Leesburg US Highway 441/27 Community Redevelopment Agency held a regular meeting on Thursday, September 12, 2024, at Leesburg City Hall. Chairperson Pro Tem Connell called the meeting to order at 5:20 p.m. with the following members present:

Commissioner Allyson Berry
Commissioner Mike Pederson
Commissioner Alan Reisman
Chairperson Pro Tem Jay Connell

Chairperson Jimmy Burry was absent. Also present, were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, Deputy City Clerk (DCC) Anna Rottermond, the news media, and others.

INVOCATION

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

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

2. APPROVE MINUTES:

A. Regular meeting held September 14, 2023

Commissioner Pederson made a motion to approve the regular meeting minutes of September 14, 2024, and Commissioner Berry seconded the motion.

The roll call vote was:

Commissioner Reisman	Yes
Commissioner Pederson	Yes
Commissioner Berry	Yes
Chairperson Pro Tem Connell	Yes

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

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2023-24 and adopting the Budget for Fiscal Year 2024-25 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 2023-24 budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 49

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 Berry seconded the motion.

Chairperson Pro Tem Connell requested comments from the Commission and the audience. There were none.

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Berry	Yes
Commissioner Reisman	Yes
Chairperson Pro Tem Connell	Yes

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

2. Resolution of the U.S. Highway 441/27 Community Redevelopment Agency of Leesburg, Florida, approving the Fiscal Year 2024-25 Budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 50

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 Berry seconded the motion.

Chairperson Pro Tem Connell requested comments from the Commission and the audience.

CM Minner explained there had been no major changes since their last discussion. We saw a 24% increase in growth, and we have a \$3 million dollar budget for U.S. Highway 441/27 CRA. The number one issue is the debt payment on the 2010 issue, which was for \$890,698. This year, we added a few new things; the South Leesburg Advertising Program of \$25,000, operating expenses of \$6,775, which were

pretty standard, and we shifted \$2 million dollars over to capital projects to assist with the Susan Street project. That left us with about \$150,000 in reserves and \$4.6 million dollars available for U.S. Highway 441/27 CRA. It was decided to let that money sit to ensure coverage of that debt. We have about \$9 million dollars remaining on that note. **Chairperson Pro Tem Connell** asked if there were any other questions or comments. There were none.

The roll call vote was:

Commissioner Berry	Yes
Commissioner Reisman	Yes
Commissioner Pederson	Yes
Chairperson Pro Tem Connell	Yes

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

4. ROLL CALL:

Commissioner Reisman had no comment.

Commissioner Pederson had no further comment.

Commissioner Berry had no comment this evening.

Chairperson Pro Tem Connell 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 Reisman and a second by Commissioner Berry, the meeting adjourned at 5:23 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 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 2024-25 budget and 2) approve the Fiscal Year 2025-26 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, 2025, projects a carryover approximating \$1,614,309 of fund balance that can be carried forward and spent in Fiscal Year 2025-26. As shown in Attachment B (FY 26 Budget), the total budget proposed for U.S. Highway 441/27 CRA for Fiscal Year 2025-26 is \$3,476,958. The projects planned for this Fiscal Year are as follows:

- Local site development contribution to Habit for Humanity - Penn St Development \$500,000
- Facade Landscape Grants \$500,000

Procurement Analysis:

Options:

1. Approve the amended budget for Fiscal Year 2024-25 and the budget for Fiscal Year 2025-26 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 September 30, 2024
Prepared by: Finance Department

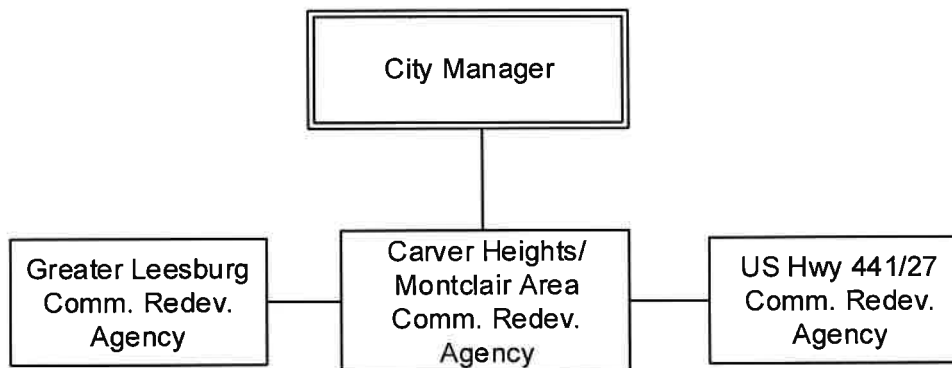
	<u>Total</u>
<u>Fiscal Year 2021-22:</u>	
Revenues from other agencies	\$ 796,465.92
Interest	(10,035.92)
Revenue from City (Interfund Transfers In)	553,662.79
Debt proceeds	
Expenditures	(3,505.00)
Encumbrances	
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(30,904.65)
Debt Service Costs	(891,022.98)
Excess of revenues over expenditures	<u>414,660.16</u>
Fund Balance as of September 30, 2022	<u>\$ 2,957,594.92</u>
<u>Fiscal Year 2022-23:</u>	
Revenues from other agencies	\$ 1,058,992.39
Interest	80,559.81
Revenue from City (Interfund Transfers In)	739,013.86
Debt proceeds	
Expenditures	(3,755.00)
Encumbrances	
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(7,959.00)
Debt Service Costs	(890,375.56)
Excess of revenues over expenditures	<u>976,476.50</u>
Fund Balance as of September 30, 2023	<u>\$ 3,934,071.42</u>
<u>Fiscal Year 2023-24:</u>	
Revenues from other agencies	\$ 1,427,773.81
Interest	283,971.04
Revenue from City (Interfund Transfers In)	861,764.59
Debt proceeds	
Expenditures	(7,399.00)
Encumbrances	
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(35,873.86)
Debt Service Costs	(890,222.09)
Excess of revenues over expenditures	<u>1,640,014.49</u>
Fund Balance as of September 30, 2024	<u>\$ 5,574,085.91</u>
<u>Fiscal Year 2024-25:</u>	
Revenues from other agencies	\$ 1,845,148.25
Interest	95,862.28
Revenue from City (Interfund Transfers In)	1,112,693.44
Debt proceeds	
Expenditures	(8,213.68)
Encumbrances	
Transfer to funds	(6,079,000.00)
Sign Grant CRASIG & Landscape incentive	(35,569.38)
Debt Service Costs	(890,697.88)
Excess of revenues over expenditures	<u>(3,959,776.97)</u>
Fund Balance as of July 31, 2025	<u>\$ 1,614,308.94</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 was 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
\$ 3,476,958

US Highway
441/27
CRA Fund

Revenue
Sources &
Appropriations

Revenue Sources & Appropriations

	ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25	PROPOSED 2025-26
REVENUE SOURCES				
Taxes	739,014	861,765	1,117,981	1,309,597
Intergovernmental Revenue	1,058,992	1,427,774	1,863,719	2,072,361
Miscellaneous Revenue	80,559	283,971	95,000	95,000
Other Sources	0	0	0	0
TOTAL REVENUE SOURCES	1,878,565	2,573,510	3,076,700	3,476,958
APPROPRIATIONS				
Economic Development	902,090	933,495	3,076,700	3,476,958
TOTAL APPROPRIATIONS	902,090	933,495	3,076,700	3,476,958

Revenue Detail**US Highway
441/27
CRA Fund****Revenue
Detail**

	ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25	PROPOSED 2025-26
<u>TAXES</u>				
33101 Current Property Taxes	739,014	861,765	1,117,981	1,309,597
TOTAL TAXES	739,014	861,765	1,117,981	1,309,597
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	1,058,992	1,427,774	1,863,719	2,072,361
TOTAL INTERGOVERNMENTAL	1,058,992	1,427,774	1,863,719	2,072,361
<u>MISCELLANEOUS REVENUES</u>				
36110 Interest on Investments	90,090	209,849	95,000	95,000
36130 Gain/Loss Investment	(9,531)	74,122	0	0
TOTAL MISCELLANEOUS	80,559	283,971	95,000	95,000
<u>OTHER SOURCES</u>				
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0
TOTAL RESOURCES	1,878,565	2,573,510	3,076,700	3,476,958

**US Highway
441/27
CRA Fund**

**Appropriations
Detail**

Appropriations Detail

Account # 018-6191-559

	ACTUAL 2022-23	ACTUAL 2023-24	ADOPTED 2024-25	PROPOSED 2025-26
<u>OPERATING EXPENSES</u>				
31xx Professional Services	0	0	25,000	0
3210 Auditing	0	3,500	3,000	4,000
4510 Insurance	3,580	3,724	3,600	4,000
4625 Repairs & Maintenance-Non-Build	0	0	0	0
4920 Other Current Charges	175	175	175	175
TOTAL OPERATING EXPENSES	3,755	7,399	31,775	8,175
<u>DEBT SERVICE</u>				
71xx Principal	622,000	638,000	655,000	672,000
72xx Interest	267,876	251,722	235,198	218,233
73xx Issue Costs	500	500	500	500
TOTAL DEBT SERVICE	890,376	890,222	890,698	890,733
<u>GRANTS AND AIDS</u>				
8210 Local Contributions	0	0	0	500,000
8213 Housing Rehab	4,000	10,000	0	0
8214 Matching Landscape/Façade	3,959	25,874	0	500,000
TOTAL GRANTS AND AIDS	7,959	35,874	0	1,000,000
<u>OTHER USES</u>				
9131 Transfer to Capital Projects (031)	0	0	2,000,000	0
9910 Reserve for Future	0	0	154,227	1,578,050
TOTAL OTHER USES	0	0	2,154,227	1,578,050
TOTAL APPROPRIATIONS	902,090	933,495	3,076,700	3,476,958

Appropriations Summary

	ADOPTED 2024-25	PROPOSED 2025-26	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	31,775	8,175	(23,600)	-74.27%
Debt Service	890,698	890,733	35	0.00%
Grants and Aids	0	1,000,000	1,000,000	100.00%
Other Uses	2,154,227	1,578,050	(576,177)	-26.75%
TOTALS	3,076,700	3,476,958	400,258	13.01%

US Highway
441/27
CRA Fund

Appropriations
Summary

RESOLUTION NO. _____

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

THAT the Amended Fiscal Year 2024-25 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:

- The amount available for carryovers approximates \$1,614,309 for debt service and other projects 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 11th day of September 2025.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

**RESOLUTION OF THE U.S. HIGHWAY 441/27 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 U.S. HIGHWAY 441/27 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 U.S. Highway 441/27 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