

**GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY
AGENDA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET, LEESBURG, FL
THURSDAY, SEPTEMBER 15, 2022 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 11, 2022

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2021-22 and adopting the budget for the Fiscal Year 2022-23 for the Greater Leesburg Community Redevelopment Agency.

- 1. Resolution of the Greater Leesburg Community Redevelopment Agency of Leesburg, Florida, approving the amended Fiscal Year 2021-22 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 2022-23 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 MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, APRIL 11, 2022 5:20 PM**

1. CALL TO ORDER

The Greater Leesburg CRA held a regular meeting on Monday, April 11, 2022, at Leesburg City Hall. Chairperson Pederson called the meeting to order at 5:21 p.m. with the following members present:

Commissioner Jimmy Burry
Commissioner John Christian
Commissioner Jay Connell
Commissioner Dan Robuck
Commissioner Alan Reisman
Commissioner Betty Stevens Coney
Chairperson Mike Pederson

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 Pederson 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 16, 2021

Commissioner Christian made a motion to approve the regular minutes of September 16, 2021 and Commissioner Burry seconded the motion.

Chairperson Pederson requested comments from the Commission and the audience. There were no comments made.

The roll call vote was:

Commissioner Connell	Yes
Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Christian	Yes

Commissioner Stevens Coney	Yes
Commissioner Reisman	Yes
Chairperson Pederson	Yes

Seven yeas, no nays, the Commission adopted the regular minutes of September 16, 2021.

3. RESOLUTIONS:

- A. **Resolution of the Greater Leesburg Community Redevelopment Agency (GLCRA) of the City of Leesburg, Florida, authorizing a resolution approving Fiscal Year 2022 Façade Sign, and Landscape Grant Awards; and providing an effective date. (FSL Grants 2022)**

ADOPTED RESOLUTION 51

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

Commissioner Robuck made a motion to adopt the resolution and Commissioner Burry seconded the motion.

Chairperson Pederson requested comments from the Commission and the audience.

Commissioner Christian commented that he received an email from John Sokol today about the amounts. He noticed that on these grants, as opposed to what they did on February 14th, there are no amounts for the total costs of the renovations. **CM Minner** stated he was pretty sure that was included in the packet. However, those are all Tom Frost projects. There are three different buildings and they are all for painting. It should be listed in the application and he believes the total of all three grants added up to just under forty grand, which is about eighty percent. One project was for twenty-four-five, another was nineteen and the last one was twelve. **Chairperson Pederson** remarked that Commissioner Christian was correct that the contracts were not included in the packet. **Commissioner Christian** mentioned he noticed back on February 14th they included more details. **CM Minner** replied this was an oversight by staff and we did not get that included in the packet. **Commissioner Christian** added that he was concerned about providing the funding if they cannot do the job because then we have wasted a year. He was fine with the applicant being able to complete these projects within a year with the amounts, but if they come back next year to tell us that they could not do it and that they did not have the money. Well, we could have given this to someone else or we could have given them an extra three thousand dollars to ensure this job gets done within the year. That was his concern.

The roll call vote was:

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

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

4. ROLL CALL:

Commissioner Christian had no comment tonight.

Commissioner Burry had nothing further to offer.

Commissioner Robuck had no comment this evening.

Commissioner Connell had no comment tonight.

Commissioner Stevens Coney had nothing to offer tonight.

Commissioner Reisman had no comment tonight.

Chairperson Pederson had no comment this evening.

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 5:26 p.m.

City of Leesburg Lake Front City

Agenda Memorandum

Item No: 3.A.

Meeting Date: September 15, 2022

From: Brandy McDaniel, (Budget Manager)

Subject: Resolutions amending the Budget for Fiscal Year 2021-22 and adopting the budget for the Fiscal Year 2022-23 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 2021-22 budget and 2) approve the Fiscal Year 2022-23 budget for the Greater Leesburg Community Redevelopment Agency (CRA).

Analysis:

As seen in Attachment A, Fiscal Analysis for the four-year period ending August 31, 2022 projects a carryover approximating \$170,862 of fund balance that can be carried forward and spent in Fiscal Year 2022-23 for the Main Street component. As shown in Attachment B (FY 23 Budget), the total budget proposed for the GLCRA for Fiscal Year 2022-23 is \$752,463. 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 2021-22 and the budget for Fiscal Year 2022-23 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.

Unaudited
Greater Leesburg Community Redevelopment Agency
Fiscal Analysis since inception for the period ending on
Fund Balance as of August 31, 2022

Prepared by: Finance Department

	<u>Main Street</u>	<u>Pine Street</u>	<u>Total</u>
<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	<u>156,742.90</u>	<u>0.00</u>	<u>156,742.90</u>
<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	<u>203,123.33</u>	<u>0.00</u>	<u>203,123.33</u>
<u>Fiscal Year 2020-2021</u>			
Revenues from other agencies	159,606.59	159,606.59	319,213.18
Interest	(287.93)	3.06	(284.87)
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	(100,000.00)	-	(100,000.00)
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	48,759.21	(0.00)	48,759.21
Fund Balance as of September 30, 2021	<u>251,882.54</u>	<u>0.00</u>	<u>251,882.54</u>
<u>Fiscal Year 2021-2022</u>			
Revenues from other agencies	113,752.01	113,752.01	227,504.02
Interest	1,220.45	93.34	1,313.79
Revenue from City (Interfund Transfers In)	164,722.77	164,722.76	329,445.53
Expenditures	(1,752.50)	(278,568.11)	(280,320.61)
Transfer from Capital		-	-
Capital or GF	(200,000.00)		(200,000.00)
Sign Grant CRASFP	(58,101.65)		(58,101.65)
Leesburg Partnership	-		-
Debt service costs	(100,861.60)	-	(100,861.60)
Excess of revenues over expenditures	(81,020.52)	-	(81,020.52)
Fund Balance as of August 31, 2022	<u>170,862.02</u>	<u>0.00</u>	<u>170,862.02</u>

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.

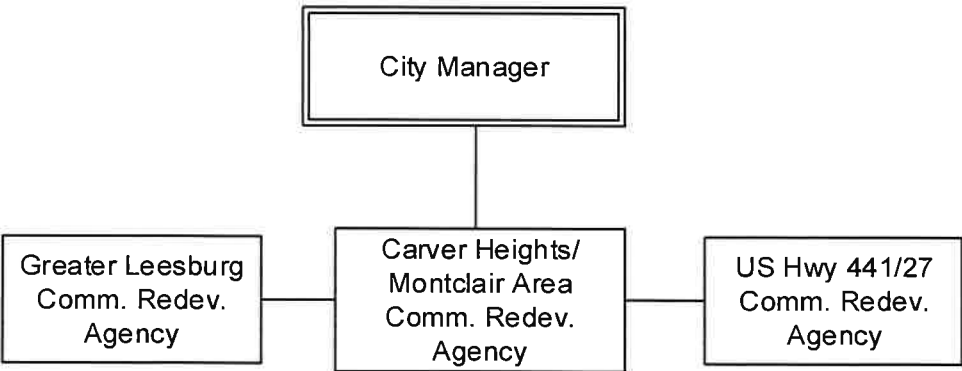
The Leesburg Redevelopment Plan identified four major objectives:

- 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:



Description

Total
Department
Budget

\$ 752,463

**Greater
Leesburg
CRA Fund**

**Revenue
Sources &
Appropriations**

Revenue Sources and Appropriations

	ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	PROPOSED 2022-23
<u>REVENUE SOURCES</u>				
Taxes	180,714	225,585	229,869	305,974
Intergovernmental Revenue	248,674	319,213	334,650	444,489
Miscellaneous Revenue	4,730	(285)	2,500	2,000
Other Sources	78,120	0	0	0
TOTAL REVENUE SOURCES	512,238	544,513	567,019	752,463
<u>APPROPRIATIONS</u>				
CRA	465,857	495,754	567,019	752,463
TOTAL APPROPRIATIONS	465,857	495,754	567,019	752,463

Revenue Detail

Greater Leesburg CRA Fund

Revenue Detail

	ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	PROPOSED 2022-23
<u>TAXES</u>				
31101 Current Property Taxes	180,714	225,585	229,869	305,974
TOTAL TAXES	180,714	225,585	229,869	305,974
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	248,674	319,213	334,650	444,489
TOTAL INTERGOVERNMENTAL	248,674	319,213	334,650	444,489
<u>MISCELLANEOUS REVENUE</u>				
36110 Interest on Investments	3,756	573	2,500	2,000
36130 Gain/Loss Investments	974	(858)	0	0
TOTAL MISCELLANEOUS REVENUE	4,730	(285)	2,500	2,000
<u>OTHER SOURCES</u>				
38131 Transfer from Capital Projects	78,120	0	0	0
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	78,120	0	0	0
TOTAL RESOURCES	512,238	544,513	567,019	752,463

**Greater
Leesburg
CRA Fund**

**Appropriations
Detail**

Appropriations Detail

Account # 016-6189-5xx

	ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	PROPOSED 2022-23
<u>OPERATING EXPENSES</u>				
3110 Professional Services	7,352	350	1,000	1,000
3210 Auditing	0	0	3,000	3,000
4510 Insurance	3,020	3,172	3,020	3,500
4625 Repairs & Maintenance- Non Buil	65	0	0	0
4920 Other Current Charges-CDC	213,925	270,904	283,509	376,232
TOTAL OPERATING EXPENSES	224,362	274,426	290,529	383,732
<u>CAPITAL OUTLAY</u>				
6110 Land Costs	42,660	0	0	0
TOTAL CAPITAL OUTLAY	42,660	0	0	0
<u>DEBT SERVICE</u>				
71xx Principal	81,000	83,000	86,000	88,000
72xx Interest	19,715	17,328	14,870	12,338
TOTAL DEBT SERVICE	100,715	100,328	100,870	100,338
<u>GRANTS & AIDS</u>				
8210 Local Contributions	78,120	0	0	0
8213 Housing Rehab Program	10,000	15,000	0	0
8214 Matching Landscape/Façade Grt	10,000	6,000	75,000	0
TOTAL GRANTS & AIDS	98,120	21,000	75,000	0
<u>OTHER USES</u>				
9131 Transfer to Capital Projects	0	100,000	0	0
9910 Reserve for Future	0	0	100,620	268,393
TOTAL OTHER USES	0	100,000	100,620	268,393
TOTAL APPROPRIATIONS	465,857	495,754	567,019	752,463

Appropriations Summary

	ADOPTED 2021-22	PROPOSED 2022-23	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	290,529	383,732	93,203	32.08%
Debt Service	100,870	100,338	(532)	-0.53%
Grants & Aids	75,000	0	(75,000)	-100.00%
Other Uses	100,620	268,393	167,773	166.74%
TOTALS	567,019	752,463	185,444	32.71%

Significant Budget Changes:

The increase in Operating Expenses is due to the increase in Current Property Taxes & Lake County/ Redevelopment Revenues due to 1/2 of the revenue being paid out to the CDC (4920). The change in Other Uses is due to increasing the Reserve for Future (9910) in FY 23.

Greater Leesburg CRA Fund

Appropriations Summary

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE
AMENDED 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 amended Fiscal Year 2021-22 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 \$170,862 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 15th day of September 2022.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE
FISCAL YEAR 2022-23 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 2022-23 Budget is hereby adopted and ratified;

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the Greater Leesburg Community Redevelopment Agency of the City
of Leesburg, Florida, at a regular meeting held on the 15th day of September 2022.

Mayor

ATTEST:

City Clerk