

**U.S. HIGHWAY 441 / 27 COMMUNITY REDEVELOPMENT AGENCY
AGENDA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET, LEESBURG, FL
THURSDAY, SEPTEMBER 15, 2022 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 September 16, 2021

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2021-22 and adopting the Budget for Fiscal Year 2022-23 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 2021-22 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 2022-23 Budget; approving 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 MEETING
VENETIAN CENTER, 1 DOZIER COURT
THURSDAY, SEPTEMBER 16, 2021 5:20 PM**

1. CALL TO ORDER

The U.S. Highway 441 / 27 Community Redvelopment Agency Commission held a Regular Meeting on Thursday, September 16, 2021, at the Venetian Center. Chairperson Christian called the meeting to order at 5:20 p.m. with the following members present:

Commissioner Jimmy Burry
Commissioner Dan Robuck
Commissioner Mike Pederson
Chairperson John Christian

Commissioner Jay Connell was absent. Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, Budget Manager (BM) Brandy McDaniel, the news media, and others.

INVOCATION

The invocation and the pledge of allegiance were previously held at the Carver Heights/Montclair Area Community Redvelopment Agency meeting.

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

2. APPROVE MINUTES:

A. Regular meeting held September 17, 2020

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

Chairperson Christian requested comments from the Commission and the audience.

The roll call vote was:	
Commissioner Robuck	Yes
Commissioner Burry	Yes
Commissioner Pederson	Yes
Chairperson Christian	Yes

Four yeas, no nays, the Commission approved the regular meeting minutes of September 17, 2020.

3. RESOLUTIONS:

A. Resolutions amending the Budget for Fiscal Year 2020-21 and adopting the Budget for Fiscal Year 2021-22 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 2020-21 budget; appropriating certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 41

Commissioner Robuck 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 Pederson seconded the motion.

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

The roll call vote was:

Commissioner Burry	Yes
Commissioner Pederson	Yes
Commissioner Robuck	Yes
Chairperson Christian	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 2021-22 Budget; approving certain funds to specific redevelopment projects; and providing an effective date.

ADOPTED RESOLUTION 42

Commissioner Burry 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 Pederson seconded the motion.

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

The roll call vote was:

Commissioner Pederson	Yes
Commissioner Robuck	Yes
Commissioner Burry	Yes
Chairperson Christian	Yes

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

4. ROLL CALL:

Commissioner Robuck thanked the City Manager and the Finance Director for working so hard and getting the CRA budgets right. We used to spend a large portion of the budget talking about how the CRA was going to kill the City entirely at some point, so it is nice to see some positive numbers. **CM Minner** pointed out that hopefully next year they will be able to shift from their conservative strategy and have some cash so they can make some needed improvements.

Chairperson Christian remarked that he received a telephone message regarding golf carts on FL-44 from Lake Port Square Boulevard. He wanted to know if this area has been looked at for golf cart usage. **CM Minner** said they had made previous responses to that and it is a very difficult question to answer. On FL-44, for golf carts to cross, they have to use the crossings and those are dictated by FDOT. FDOT has officially designated Canal and FL-44 along with 9th Street and FL-44 as the only two crossings allowed for golf carts. So, unless the state changes their position, Lake Port Square will need to use that sidewalk. There are some pretty tricky areas on that sidewalk and linking Lake Port with golf carts to the downtown area may not happen. He had made that presentation to the Lake Port people previously and they seemed to have understood that.

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 was adjourned at 5:23 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 Fiscal Year 2022-23 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 2021-22 budget and 2) approve the Fiscal Year 2022-23 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 August 31, 2022 projects a carryover approximating \$2,981,647 of fund balance that can be carried forward and spent in Fiscal Year 2022-23. However, most of these funds are earmarked for debt payments. As shown in Attachment B (FY 23 Budget), the total budget proposed for U.S. Highway 441/27 CRA for Fiscal Year 2022-23 is \$1,829,915, which is mainly for debt service payments.

Procurement Analysis:

Options:

1. Approve the amended budget for Fiscal Year 2021-22 and the budget for Fiscal Year 2022-23 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 August 31, 2022
Prepared by: Finance Department

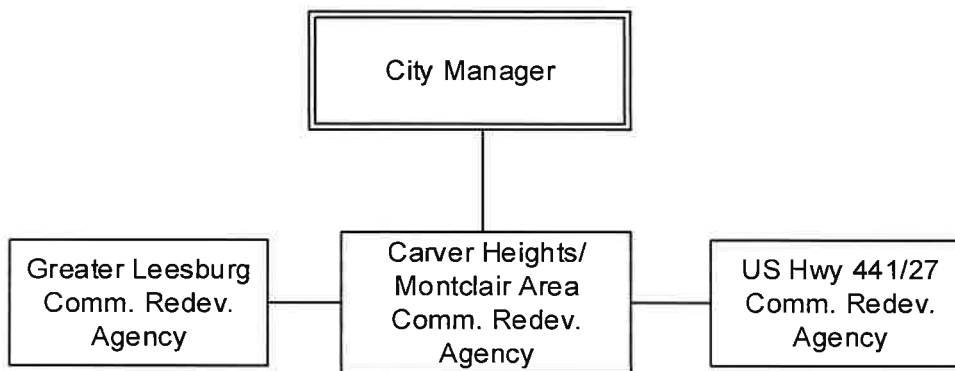
	<u>Total</u>
<u>Fiscal Year 2018-19:</u>	
Revenues from other agencies	\$ 321,945.80
Interest	42,500.57
Revenue from City (Interfund Transfers In)	231,138.85
Debt proceeds	0.00
Expenditures	(4,271.00)
Encumbrances	0.00
Transfer to funds	
Sign Grant CRASIG & Landscape incentive	(53,664.00)
Debt Service Costs	(377,847.20)
Excess of revenues over expenditures	<u>159,803.02</u>
 Fund Balance as of September 30, 2019	 <u><u>\$ 1,603,697.98</u></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	14,016.35
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>438,712.43</u>
 Fund Balance as of August 31, 2022	 <u><u>\$ 2,981,647.19</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

\$ 1,829,915

**US Highway
441/27
CRA Fund**

**Revenue
Sources &
Appropriations**

Revenue Sources & Appropriations

	ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	PROPOSED 2022-23
<u>REVENUE SOURCES</u>				
Taxes	327,452	489,410	554,173	737,927
Intergovernmental Revenue	444,693	686,982	806,784	1,071,988
Miscellaneous Revenue	36,974	7,206	15,000	20,000
Other Sources	0	0	0	0
TOTAL REVENUE SOURCES	809,119	1,183,598	1,375,957	1,829,915
 <u>APPROPRIATIONS</u>				
Economic Development	505,130	548,349	1,375,957	1,829,915
TOTAL APPROPRIATIONS	505,130	548,349	1,375,957	1,829,915

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

	ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	PROPOSED 2022-23
<u>TAXES</u>				
33101 Current Property Taxes	327,452	489,410	554,173	737,927
TOTAL TAXES	327,452	489,410	554,173	737,927
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	444,693	686,982	806,784	1,071,988
TOTAL INTERGOVERNMENTAL	444,693	686,982	806,784	1,071,988
<u>MISCELLANEOUS REVENUES</u>				
36110 Interest on Investments	28,115	14,704	15,000	20,000
36130 Gain/Loss Investment	8,859	(7,498)	0	0
TOTAL MISCELLANEOUS	36,974	7,206	15,000	20,000
<u>OTHER SOURCES</u>				
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0
TOTAL RESOURCES	809,119	1,183,598	1,375,957	1,829,915

**US Highway
441/27
CRA Fund**

**Appropriations
Detail**

Appropriations Detail

Account # 018-6191-559

		ACTUAL 2019-20	ACTUAL 2020-21	ADOPTED 2021-22	PROPOSED 2022-23
<u>OPERATING EXPENSES</u>					
3210	Auditing	0	0	3,000	3,000
4510	Insurance	3,020	3,172	3,020	3,500
4625	Repairs & Maintenance-Non-Built	660	510	1,000	1,000
4920	Other Current Charges	175	175	175	175
TOTAL OPERATING EXPENSES		3,855	3,857	7,195	7,675
<u>DEBT SERVICE</u>					
71xx	Principal	195,000	210,000	607,000	622,000
72xx	Interest	294,042	288,992	283,553	267,832
73xx	Issue Costs	2,233	500	1,733	1,733
TOTAL DEBT SERVICE		491,275	499,492	892,286	891,565
<u>GRANTS AND AIDS</u>					
8211	Matching Grants	0	0	0	0
8213	Housing Rehab	10,000	20,000	42,600	0
8214	Matching Landscape/Façade	0	25,000	100,000	0
TOTAL GRANTS AND AIDS		10,000	45,000	142,600	0
<u>OTHER USES</u>					
9910	Reserve for Future	0	0	333,876	930,675
TOTAL OTHER USES		0	0	333,876	930,675
TOTAL APPROPRIATIONS		505,130	548,349	1,375,957	1,829,915

Appropriations Summary

	ADOPTED 2021-22	PROPOSED 2022-23	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	7,195	7,675	480	6.67%
Debt Service	892,286	891,565	(721)	-0.08%
Grants and Aids	142,600	0	(142,600)	-100.00%
Other Uses	333,876	930,675	596,799	178.75%
TOTALS	1,375,957	1,829,915	453,958	32.99%

Significant Budget Changes:

The change in Other Uses is due to an increased Reserve for Future (9910) for FY 23.

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 2021-22 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 2021-22 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 \$2,981,647 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 15th day of September 2022.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

**RESOLUTION OF THE U.S. HIGHWAY 441/27 COMMUNITY
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE
FISCAL YEAR 2022-23 BUDGET; APPROVING 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 2022-23 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 15th day of September 2022.

Mayor

ATTEST:

City Clerk