



AGENDA  
GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY  
CITY COMMISSION CHAMBERS, CITY HALL  
MONDAY, SEPTEMBER 18, 2017 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 September 12, 2016

3. RESOLUTIONS:

A. Resolutions approving the amended fiscal year 2016-17 Budget and the Fiscal Year 2017-18 Budget; appropriating certain funds to specific redevelopment projects

1. Resolution approving the Amended Fiscal Year 2016-17 Budget; appropriating certain funds to specific redevelopment projects

2. Resolutions approving the Fiscal Year 2017-18 Budget; appropriating certain funds to specific redevelopment projects

4. ROLL CALL:

5. ADJOURN

**MINUTES OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT  
AGENCY MEETING MONDAY, SEPTEMBER 12, 2016**

The Greater Leesburg Community Redevelopment Agency held a regular meeting Monday, September 12, 2016. Chairperson Hurley called the meeting to order at 5:40 p.m. with the following members present:

Commissioner Bob Bone  
Commissioner John Christian  
Commissioner Elise Dennison  
Commissioner Gerald Galbreath  
Chairperson Jay Hurley

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

Commissioner Conner gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America at the Carver Heights / Montclair Area Community Redevelopment Agency meeting immediately prior to this meeting.

**APPROVED MINUTES OF GREATER LEESBURG CRA MEETING HELD  
SEPTEMBER 14, 2015**

Commissioner Christian moved to approve the minutes of the meeting held September 14, 2015 and Commissioner Dennison seconded the motion.

The roll call vote was:

Commissioner Christian	Yes
Commissioner Bone	Yes
Commissioner Galbreath	Yes
Commissioner Dennison	Yes
Chairperson Hurley	Yes

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

**ADOPTED RESOLUTION 34 APPROVING THE AMENDED FISCAL YEAR  
2015-16 BUDGET**

Commissioner Christian introduced the resolution to be read by title only. CC Purvis read the resolution by title only, as follows:

RESOLUTION OF THE GREATER LEESBURG COMMUNITY  
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA,  
APPROVING THE AMENDED FISCAL YEAR 2015-16 BUDGET;  
APPROPRIATING CERTAIN FUNDS TO SPECIFIC  
REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE  
DATE.

Commissioner Christian moved to adopt the resolution and Commissioner Dennison seconded the motion.

**MINUTES OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT  
AGENCY MEETING MONDAY, SEPTEMBER 12, 2016**

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Chairperson Hurley requested comments from the Commission and the audience. There was none.

The roll call vote was:

Commissioner Bone	Yes
Commissioner Galbreath	Yes
Commissioner Dennison	Yes
Commissioner Christian	Yes
Chairperson Hurley	Yes

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

**ADOPTED RESOLUTION 35 APPROVING THE FISCAL YEAR 2016-17  
BUDGET**

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Commissioner Dennison introduced the resolution to be read by title only. CC Purvis read the resolution by title only, as follows:

RESOLUTION OF THE GREATER LEESBURG COMMUNITY  
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA,  
APPROVING THE FISCAL YEAR 2016-17 BUDGET;  
APPROPRIATING CERTAIN FUNDS TO SPECIFIC  
REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE  
DATE.

Commissioner Dennison moved to adopt the resolution and Commissioner Christian seconded the motion.

Chairperson Hurley requested comments from the Commission and the audience. There was none.

The roll call vote was:

Commissioner Galbreath	Yes
Commissioner Dennison	Yes
Commissioner Christian	Yes
Commissioner Bone	Yes
Chairperson Hurley	Yes

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

**ROLL CALL:**

The Commissioners did not have any items to discuss.

**MINUTES OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT  
AGENCY MEETING MONDAY, SEPTEMBER 12, 2016**

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**ADJOURN:**

The meeting adjourned at 5:42 p.m.

\_\_\_\_\_  
Robert Bone, Jr., Chairperson

**ATTEST:**

\_\_\_\_\_  
J. Andi Purvis  
Secretary / City Clerk / Recorder

# GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY

**Item No:** 3A

**Meeting Date:** September 18, 2017

**From:** Al Minner, City Manager  
Brandy McDaniel, Budget Manager

**Subject:** Resolutions Amending the Budget for Fiscal Year 2016-17 and Adopting the Budget for Fiscal Year 2017-18 for the Greater Leesburg Community Redevelopment Agency

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**Staff Recommendation:**

Staff recommends approval of the amended budget for fiscal year 2016-17 and the budget for the fiscal year 2017-18 for the Greater Leesburg Community Redevelopment Agency.

**Analysis:**

As reflected in Attachment A, Fiscal Analysis for the four year period ending July 31, 2017 projects a carryover approximating \$654,896 of fund balance that can be spent in fiscal year 2017-18 for the Main Street component. As shown in Attachment B, the total funding appropriation proposed for the GLCRA for fiscal year 2017-18 is \$349,063. 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 Façade Grant
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**Options:**

1. Approve the amended budget for fiscal year 2016-17 and the budget for fiscal year 2017-18 for the Greater Leesburg Community Redevelopment Agency; or
2. Such other action as directed by the CRA

**Fiscal Impact:**

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

Submission Date and Time: 9/13/2017 12:07 PM

Department: _____ Prepared by: _____ Attachments: Yes ___ No ___ Advertised: _____ Not Required _____ Dates: _____ Attorney Review : Yes ___ No ___ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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**Unaudited**  
**Greater Leesburg Community Redevelopment Agency**  
**Fiscal Analysis since inception for the period ending on**  
**Fund Balance as of July 31, 2017**

Prepared by: Finance Department

**Fiscal Year 2014-2015**

Revenues from other agencies	102,006.67	102,006.66	204,013.33
Interest	6,013.40	434.82	6,448.22
Revenue from City (Interfund Transfers In)	72,410.43	72,410.43	144,820.86
Lake County Main st donation	103,000.00	-	103,000.00
Expenditures	(1,211,568.13)	(174,851.91)	(1,386,420.04)
Rec 2015 Note	1,000,000.00	-	1,000,000.00
Sign Grant CRASIG			
Debt service costs	(31,040.41)	-	(31,040.41)
Excess of revenues over expenditures	<u>40,821.96</u>	<u>-</u>	<u>40,821.96</u>
Fund Balance as of September 30, 2015	<u>563,910.57</u>	<u>(0.00)</u>	<u>563,910.57</u>

**Fiscal Year 2015-2016**

Revenues from other agencies	87,894.77	87,894.77	175,789.54
Interest	11,089.42	519.22	11,608.64
Revenue from City (Interfund Transfers In)	62,577.87	62,577.87	125,155.74
Expenditures	(39,630.01)	(150,991.86)	(190,621.87)
Rec 2015 Note		-	-
Sign Grant CRASIG	(5,400.00)	-	(5,400.00)
Debt service costs	(80,843.40)	-	(80,843.40)
Excess of revenues over expenditures	<u>35,688.65</u>	<u>0.00</u>	<u>35,688.65</u>
Fund Balance as of September 30, 2016	<u>599,599.21</u>	<u>0.00</u>	<u>599,599.22</u>

**Fiscal Year 2016-2017**

Revenues from other agencies	87,925.98	87,925.97	175,851.95
Interest	5,104.65	361.27	5,465.92
Revenue from City (Interfund Transfers In)	64,601.44	64,601.45	129,202.89
Expenditures	(1,575.13)	(152,888.69)	(154,463.82)
Rec 2015 Note		-	-
Sign Grant CRASIG		-	-
Debt service costs	(100,760.10)	-	(100,760.10)
Excess of revenues over expenditures	<u>55,296.84</u>	<u>-</u>	<u>55,296.84</u>
Fund Balance as of July 31, 2017	<u>654,896.05</u>	<u>0.00</u>	<u>654,896.05</u>

**Fiscal Year 2017-2018**

Revenues from other agencies	99,224.67	99,224.68	198,449.35
Interest	2,000.00	2,000.00	4,000.00
Revenue from City (Interfund Transfers In)	72,874.33	72,874.33	145,748.66
Expenditures	(1,426.50)	(1,426.50)	(2,853.00)
Rec 2015 Note		-	-
Sign Grant CRASIG		-	-
Debt service costs	(102,693.00)	-	(102,693.00)
Excess of revenues over expenditures	<u>69,979.50</u>	<u>172,672.51</u>	<u>242,652.01</u>
Fund Balance as of September 30, 2018	<u>724,875.55</u>	<u>172,672.51</u>	<u>897,548.06</u>

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.

Description

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

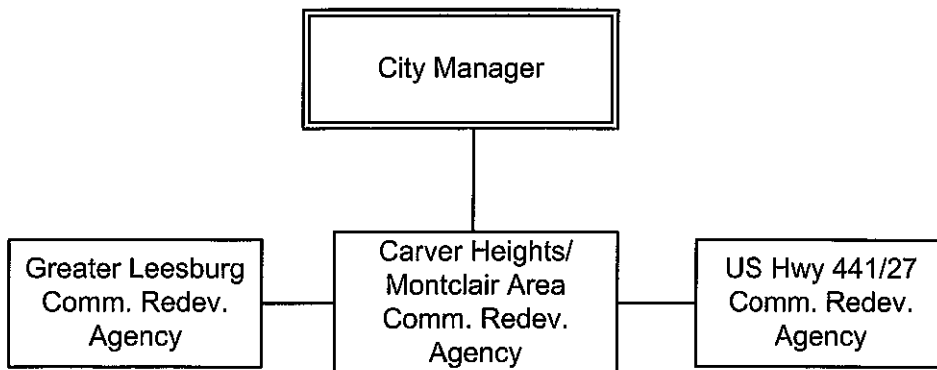
In addition to revitalizing the downtown area, housing is a major concern for the redevelopment area. New housing stock and rehabilitation of existing structures is also needed.

Total  
Department  
Budget

\$ 349,063

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  
CRA Fund**

**Revenue  
Sources &  
Appropriations**

**Revenue Sources and Appropriations**

	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>ADOPTED 2016-17</b>	<b>ADOPTED 2017-18</b>
<b><u>REVENUE SOURCES</u></b>				
Taxes	144,821	125,156	129,586	145,749
Intergovernmental Revenue	204,013	175,790	184,752	199,314
Miscellaneous Revenue	109,448	11,608	3,000	4,000
Other Sources	1,000,000	0	0	0
<b>TOTAL REVENUE SOURCES</b>	<b>1,458,282</b>	<b>312,554</b>	<b>317,338</b>	<b>349,063</b>
<b><u>APPROPRIATIONS</u></b>				
CRA	1,417,460	276,865	317,338	349,063
<b>TOTAL APPROPRIATIONS</b>	<b>1,417,460</b>	<b>276,865</b>	<b>317,338</b>	<b>349,063</b>

Revenue Detail

Greater  
Leesburg  
CRA Fund

	ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
<b><u>TAXES</u></b>				
31101 Current Property Taxes	144,821	125,156	129,586	145,749
<b>TOTAL TAXES</b>	<b>144,821</b>	<b>125,156</b>	<b>129,586</b>	<b>145,749</b>
<b><u>INTERGOVERNMENTAL REVENUES</u></b>				
33731 Lake County/Redevelopment	204,013	175,790	184,752	199,314
<b>TOTAL INTERGOVERNMENTAL</b>	<b>204,013</b>	<b>175,790</b>	<b>184,752</b>	<b>199,314</b>
<b><u>MISCELLANEOUS REVENUE</u></b>				
36110 Interest on Investments	6,034	12,918	3,000	4,000
36130 Gain/Loss Investments	414	(1,310)	0	0
36609 Contributions/Donations	103,000	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>109,448</b>	<b>11,608</b>	<b>3,000</b>	<b>4,000</b>
<b><u>OTHER SOURCES</u></b>				
38401 Debt Proceeds	1,000,000	0	0	0
38891 Fund Balance Appropriated	0	0	0	0
<b>TOTAL OTHER SOURCES</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESOURCES</b>	<b>1,458,282</b>	<b>312,554</b>	<b>317,338</b>	<b>349,063</b>

Revenue  
Detail

**Greater  
Leesburg  
CRA Fund**

**Appropriations  
Detail**

**Appropriations Detail**

**Account # 016-6189-5xx**

	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>ADOPTED 2016-17</b>	<b>ADOPTED 2017-18</b>
<b><u>OPERATING EXPENSES</u></b>				
3110 Professional Services	21,406	22,898	0	0
3130 Engineering Services	104	0	0	0
3410 Contract Services	0	4,532	0	0
4510 Insurance	2,626	2,626	2,626	2,678
4625 Repairs & Maintenance- Non Buil	6,975	0	0	0
4911 Advertising	60	0	0	0
4920 Other Current Charges-CDC	173,604	149,760	155,493	171,105
4980 Taxes	2,176	10,806	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b>206,951</b>	<b>190,622</b>	<b>158,119</b>	<b>173,783</b>
<b><u>CAPITAL OUTLAY</u></b>				
6310 Improvements Other Than Bldgs	1,179,469	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,179,469</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>				
71xx Principal	0	52,000	77,000	79,000
72xx Interest	6,224	28,343	25,434	23,193
73xx Fees	24,816	500	500	500
<b>TOTAL DEBT SERVICE</b>	<b>31,040</b>	<b>80,843</b>	<b>102,934</b>	<b>102,693</b>
<b><u>GRANTS &amp; AIDS</u></b>				
8214 Matching Landscape/Façade Grt	0	5,400	50,000	0
<b>TOTAL GRANTS &amp; AIDS</b>	<b>0</b>	<b>5,400</b>	<b>50,000</b>	<b>0</b>
<b><u>OTHER USES</u></b>				
9131 Transfer to Capital Projects	0	0	0	0
9910 Reserve for Future	0	0	6,285	72,587
<b>TOTAL OTHER USES</b>	<b>0</b>	<b>0</b>	<b>6,285</b>	<b>72,587</b>
<b>TOTAL APPROPRIATIONS</b>	<b>1,417,460</b>	<b>276,865</b>	<b>317,338</b>	<b>349,063</b>

## Appropriations Summary

	ADOPTED 2016-17	ADOPTED 2017-18	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	158,119	173,783	15,664	9.91%
Debt Service	102,934	102,693	(241)	-0.23%
Grants & Aids	50,000	0	(50,000)	-100.00%
Other Uses	6,285	72,587	66,302	1054.92%
<b>TOTALS</b>	<b>317,338</b>	<b>349,063</b>	<b>31,725</b>	<b>10.00%</b>

## Greater Leesburg CRA Fund

### Appropriations Summary

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

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE AMENDED FISCAL YEAR 2016-17 BUDGET; APPROPRIATING CERTAIN FUNDS TO SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY:**

**THAT** the amended Fiscal Year 2016-17 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 \$654,896 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 the \_\_\_\_\_ day of September 2017.

\_\_\_\_\_  
Robert Bone, Jr., Chairperson

ATTEST:

\_\_\_\_\_  
Secretary / City Clerk

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

**RESOLUTION OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA, APPROVING THE FISCAL YEAR 2017-18 BUDGET; APPROPRIATING CERTAIN FUNDS TO SPECIFIC REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY:**

**THAT** the Fiscal Year 2017-18 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 the \_\_\_\_ day of September, 2017.

\_\_\_\_\_  
Robert Bone, Jr., Chairman

ATTEST:

\_\_\_\_\_  
Secretary / City Clerk