



AGENDA
GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY
CITY COMMISSION CHAMBERS, CITY HALL
MONDAY, SEPTEMBER 12, 2016 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 14, 2015

3. RESOLUTIONS:

A. Resolutions approving the Amended Fiscal Year 2015-16 Budget and the Fiscal Year 2016-17 Budget; appropriating certain funds to specific redevelopment projects

1. Resolution approving the Amended Fiscal Year 2015-16 Budget; appropriating certain funds to specific redevelopment projects
2. Resolution approving the Fiscal Year 2016-17 Budget; appropriating certain funds to specific redevelopment projects

4. ROLL CALL:

5. ADJOURN

**MINUTES OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY MEETING MONDAY, SEPTEMBER 14, 2015**

The Greater Leesburg Community Redevelopment Agency held a regular meeting Monday, September 14, 2015. Chairperson Dennison called the meeting to order at 5:16 p.m. with the following members present:

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

Commissioner Dan Robuck and Commissioner Gerald Galbreath were 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 Christian 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
JANUARY 12, 2015**

Commissioner Bone moved to approve the minutes of the meeting held January 12, 2015 and Commissioner Christian seconded the motion.

The roll call vote was:

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

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

CM Minner stated this first resolution is appropriating specific funds to close up Fiscal Year 15; it is kind of a housekeeping item with nothing major to report. The next item, 3.A.2, is the resolution adopting Fiscal Year 16 budget for the downtown Leesburg CRA which brings in about \$308,000 in revenue and about \$155,000 of that is the required payment for the CDC. We spend about \$80,000 for the new note, which is the Main Street project for debt financing, a 10 year note that will expire in 2026 and we allocated \$45,000 for a sod, sign, and landscape program for private businesses. Mr. Rankin continues to work on that program and hopefully we can get that unveiled pretty quick. Then there is an unreserved revenue of about \$25,000 which we can determine where that goes during the course of the fiscal year.

**ADOPTED RESOLUTION 32 APPROVING THE AMENDED FISCAL YEAR
2014-15 BUDGET**

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

**MINUTES OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY MEETING MONDAY, JANUARY 12, 2015**

RESOLUTION OF THE GREATER LEESBURG COMMUNITY
REDEVELOPMENT AGENCY OF LEESBURG, FLORIDA,
APPROVING THE AMENDED FISCAL YEAR 2014-15 BUDGET;
APPROPRIATING CERTAIN FUNDS TO SPECIFIC
REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE
DATE.

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

Chairperson Dennison requested comments from the Commission and the audience.

The roll call vote was:

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

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

**ADOPTED RESOLUTION 33 APPROVING THE AMENDED FISCAL YEAR
2015-16 BUDGET**

Commissioner Bone 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 2015-16 BUDGET;
APPROPRIATING CERTAIN FUNDS TO SPECIFIC
REDEVELOPMENT PROJECTS; AND PROVIDING AN EFFECTIVE
DATE.

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

Chairperson Dennison requested comments from the Commission and the audience.

The roll call vote was:

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

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

**MINUTES OF THE GREATER LEESBURG COMMUNITY REDEVELOPMENT
AGENCY MEETING MONDAY, JANUARY 12, 2015**

PUBLIC COMMENTS: None

ROLL CALL:

Commissioners did not have any items to discuss.

ADJOURN:

The meeting adjourned at 5:19 p.m.

Chairperson

ATTEST:

J. Andi Purvis
Secretary / City Clerk / Recorder

GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY

Item No: 3A

Meeting Date: September 12, 2016

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

Subject: Resolutions Amending the Budget for Fiscal Year 2015-16 and Adopting the Budget for Fiscal Year 2016-17 for the Greater Leesburg Community Redevelopment Agency

Staff Recommendation:

Staff recommends approval of the amended budget for fiscal year 2015-16 and the budget for the fiscal year 2016-17 for the Greater Leesburg Community Redevelopment Agency.

Analysis:

As reflected in Attachment A, Fiscal Analysis for the four year period ending August 31, 2016 projects a carryover approximating \$600,722 of fund balance that can be spent in fiscal year 2016-17 for the Main Street component. As shown in Attachment B, the total funding appropriation proposed for the GLCRA for fiscal year 2016-17 is \$317,338. 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
-

Options:

1. Approve the amended budget for fiscal year 2015-16 and the budget for fiscal year 2016-17 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: 9/8/2016 1:49 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 August 31, 2016

Prepared by: Finance Department

	<u>Main Street</u>	<u>Pine Street</u>	<u>Total</u>
<u>Fiscal Year 2012-2013</u>			
Revenues from other agencies	87,945.06	87,945.05	175,890.11
Interest	3,999.99	209.41	4,209.40
Revenue from City (Interfund Transfers In)	70,990.96	70,990.96	141,981.92
Expenditures	(47,339.61)	(159,145.42)	(206,485.03)
Encumbrances		-	
Sign Grant CRASIG			-
Mortgage on Christley property	(24,047.28)	-	(24,047.28)
Transfer to General Fund (pay loan)	-	-	-
Excess of revenues over expenditures	<u>91,549.12</u>	<u>0.00</u>	<u>91,549.12</u>
Fund Balance as of September 30, 2013	<u><u>408,919.35</u></u>	<u><u>(0.00)</u></u>	<u><u>408,919.35</u></u>
<u>Fiscal Year 2013-2014</u>			
Revenues from other agencies	88,991.98	88,991.97	177,983.95
Interest	3,044.31	(1,476.96)	1,567.35
Revenue from City (Interfund Transfers In)	71,708.16	71,708.16	143,416.32
Expenditures	(33,543.58)	(159,223.17)	(192,766.75)
Encumbrances		-	
Sign Grant CRASIG			-
Mortgage on Christley property	(16,031.61)	-	(16,031.61)
Transfer to General Fund (pay loan)	-	-	-
Excess of revenues over expenditures	<u>114,169.26</u>	<u>(0.00)</u>	<u>114,169.26</u>
Fund Balance as of September 30, 2014	<u><u>523,088.61</u></u>	<u><u>(0.00)</u></u>	<u><u>523,088.61</u></u>
<u>Fiscal Year 2014-2015</u>			
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><u>563,910.57</u></u>	<u><u>(0.00)</u></u>	<u><u>563,910.57</u></u>
<u>Fiscal Year 2015-2016</u>			
Revenues from other agencies	87,894.77	87,894.77	175,789.54
Interest	12,175.44	519.22	12,694.66
Revenue from City (Interfund Transfers In)	62,577.87	62,577.87	125,155.74
Expenditures	(39,593.64)	(150,991.86)	(190,585.50)
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>36,811.04</u>	<u>0.00</u>	<u>36,811.04</u>
Fund Balance as of August 31, 2016	<u><u>600,721.60</u></u>	<u><u>0.00</u></u>	<u><u>600,721.61</u></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

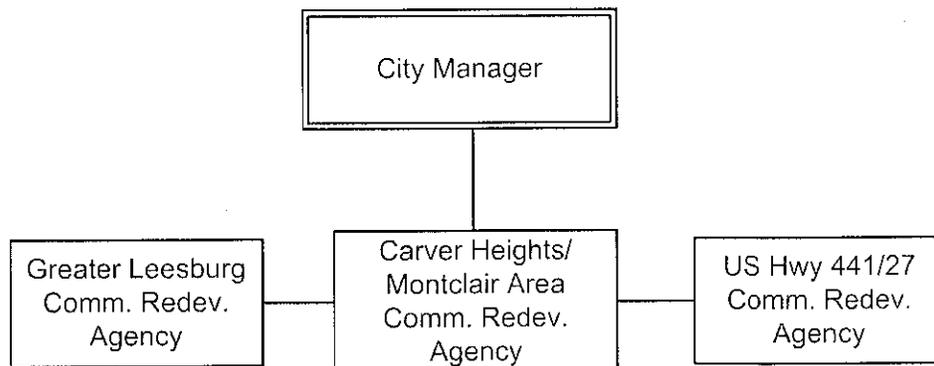
In addition to revitalizing the downtown area, housing is a major concern for the redevelopment area. New housing stock and rehabilitation of existing structures is also needed.

Total
Department
Budget

\$ 317,338

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

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
<u>REVENUE SOURCES</u>				
Taxes	143,416	144,821	125,211	129,586
Intergovernmental Revenue	177,984	204,013	180,384	184,752
Miscellaneous Revenue	1,567	109,448	3,000	3,000
Other Sources	0	1,000,000	0	0
TOTAL REVENUE SOURCES	322,967	1,458,282	308,595	317,338
<u>APPROPRIATIONS</u>				
CRA	208,799	1,417,460	308,595	317,338
TOTAL APPROPRIATIONS	208,799	1,417,460	308,595	317,338

Revenue Detail

Greater
Leesburg
CRA Fund

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
<u>TAXES</u>				
31101 Current Property Taxes	143,416	144,821	125,211	129,586
TOTAL TAXES	143,416	144,821	125,211	129,586
<u>INTERGOVERNMENTAL REVENUES</u>				
33731 Lake County/Redevelopment	177,984	204,013	180,384	184,752
TOTAL INTERGOVERNMENTAL	177,984	204,013	180,384	184,752
<u>MISCELLANEOUS REVENUE</u>				
36110 Interest on Investments	3,135	6,034	3,000	3,000
36130 Gain/Loss Investments	(1,568)	414	0	0
36609 Contributions/Donations	0	103,000	0	0
TOTAL MISCELLANEOUS REVENUE	1,567	109,448	3,000	3,000
<u>OTHER SOURCES</u>				
38401 Debt Proceeds	0	1,000,000	0	0
38891 Fund Balance Appropriated	0	0	0	0
TOTAL OTHER SOURCES	0	1,000,000	0	0
TOTAL RESOURCES	322,967	1,458,282	308,595	317,338

Revenue
Detail

Greater
Leesburg
CRA Fund

Appropriations Detail

Account # 016-6189-5xx

Appropriations
Detail

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED 2015-16	PROPOSED 2016-17
<u>OPERATING EXPENSES</u>				
3110 Professional Services	1,225	21,406	0	0
3130 Engineering Services	17,708	104	0	0
4510 Insurance	2,500	2,626	2,500	2,626
4625 Repairs & Maintenance- Non Buil	13,084	6,975	0	0
4911 Advertising	0	60	0	0
4920 Other Current Charges-CDC	158,061	173,604	155,493	155,493
4980 Taxes	0	2,176	0	0
5210 Operating Supplies	102	0	0	0
TOTAL OPERATING EXPENSES	192,680	206,951	157,993	158,119
<u>CAPITAL OUTLAY</u>				
6310 Improvements Other Than Bldgs	87	1,179,469	0	0
TOTAL CAPITAL OUTLAY	87	1,179,469	0	0
<u>DEBT SERVICE</u>				
71xx Principal	15,721	0	52,000	77,000
72xx Interest	311	6,224	28,344	25,434
73xx Fees	0	24,816	0	500
TOTAL DEBT SERVICE	16,032	31,040	80,344	102,934
<u>GRANTS & AIDS</u>				
8214 Matching Landscape/Façade Grt	0	0	45,000	50,000
TOTAL GRANTS & AIDS	0	0	45,000	50,000
<u>OTHER USES</u>				
9131 Transfer to Capital Projects	0	0	0	0
9910 Reserve for Future	0	0	25,258	6,285
TOTAL OTHER USES	0	0	25,258	6,285
TOTAL APPROPRIATIONS	208,799	1,417,460	308,595	317,338

Appropriations Summary

	ADOPTED 2015-16	PROPOSED 2016-17	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	157,993	158,119	126	0.08%
Debt Service	80,344	102,934	22,590	28.12%
Grants & Aids	45,000	50,000	5,000	11.11%
Other Uses	25,258	6,285	(18,973)	-75.12%
TOTALS	308,595	317,338	8,743	2.83%

Greater Leesburg CRA Fund

Appropriations Summary

RESOLUTION NO. _____

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.

BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY:

THAT the amended Fiscal Year 2015-16 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 \$600,922 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 12th day of September 2016.

Chairperson

ATTEST:

City Clerk/Secretary

RESOLUTION NO. _____

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.

BE IT RESOLVED BY THE GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY:

THAT the Fiscal Year 2016-17 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 12th day of September, 2016.

Chairman

ATTEST:

City Clerk/Secretary