



# AGENDA

## Community Redevelopment Agency Meeting

5:30 PM – Thursday, July 16, 2026 – City Hall

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### Call to Order

### Acknowledgement of Quorum and Proper Notice

#### 1. Approval of Minutes

##### 1.1 Approval of Minutes

May 7, 2026, CRA Meeting

#### 2. CRA Item with Board Discussion and Direction

##### 2.1 Approval of Proposed FY 2026/2027 CRA Budget

#### 3. Adjournment

This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Community Redevelopment Agency (CRA)

FROM: Rick Gierok, Interim City Manager

DATE: July 16, 2026

RE: Approval of Minutes  
May 7, 2026, CRA Meeting

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**Introduction:**

This item is for consideration of the minutes of the CRA.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Anna Rottermond, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## Community Redevelopment Agency Meeting (CRA)

5:45 PM – Thursday, May 07, 2026 – City Hall

**Call to Order:** 6:14 p.m.

### Acknowledgement of Quorum and Proper Notice

**Present:** Mr. George Asbate, Mr. Willie L. Hawkins, Mr. Michael Holland, Vice Chair Gary Ashcraft

**Absent:** Chair Emily A. Lee

### 1. Approval of Minutes

1.1 Approval of Minutes for August 7, 2025, and October 23, 2025, CRA Meetings

Motion made by Mr. Holland, Seconded by Mr. Hawkins to approve the meeting minutes of August 7, 2025, and October 23, 2025. The motion passed on the following vote.

Voting Yea: Mr. Asbate, Mr. Hawkins, Mr. Holland, Vice Chair Ashcraft

### 2. CRA Item with Board Discussion and Direction

2.1 Annual Report and General Activities Update

Economic Development Director, Al Latimer explained that he would be reviewing the 2025 Annual Report for the Community Redevelopment Agency (CRA) and would highlight several important activities and accomplishments. He pointed out the significant progress in redevelopment and revitalization efforts within the CRA noting three separate projects that together are expected to bring approximately 190 new infill homes into the community utilizing existing land and infrastructure already located within the city limits. He noted that by developing within the city instead of expanding outward, the city avoids substantial costs associated with extending utilities, roads, and other infrastructure over long distances.

Mr. Latimer explained that the basketball courts had been renovated which has led to a dramatic increase in facility use by local youth and community members and encouraged participation in a broader range of recreational programs creating a positive and engaging environment for youth.

Mr. Latimer commented on the Clifford House as one of the community's strongest tourism and historical assets. He highlighted the efforts to revitalize and maintain the Clifford House are an important part of preserving local culture and history while simultaneously strengthening tourism opportunities within the CRA.

Mr. Latimer noted developments occurring along the perimeter of the CRA which contribute to revitalization efforts, specifically, on East Orange Avenue, the new 7-Eleven which has brought additional jobs, services, and commercial activity to the area. He also commented that the Dairy Queen, currently in the planning and concept stage with a proposed location between the Dollar General and 7-Eleven, is expected to create additional employment opportunities, convenience for residents, and strengthen East Orange Avenue as a developing business corridor.

With the CRA Gateway Grant Program, Mr. Latimer noted twenty (20) separate projects which received grant awards totaling approximately \$107,000. He indicated that the grant recipients are

required to provide matching funds, which effectively doubles the impact of the program and in approximately \$214,000 invested into projects aimed at improving the aesthetics and infrastructure throughout the CRA area.

Mr. Latimer reported that the incubator continues to fulfill its intended mission of supporting startup companies and businesses preparing to expand operations. As a measure of success, he reported that businesses participating in the incubator program generated approximately \$950,000 in revenue during the reporting period. In addition, those businesses created 16 full-time jobs and 11 part-time jobs, which is a significant economic achievement for the community.

Continuing to Eustis in Bloom, which is a chapter of America in Bloom, he shared the continued focus on beautification projects throughout the downtown area and eastern portions of the city to enhance the appearance, attractiveness, and overall appeal of the community for both residents and visitors.

Mr. Latimer remarked about the increase in taxable property values within the CRA which have increased by 10.1 percent compared to the previous year. He asked that the board formally accept the CRA Annual Report, which would allow the document to be posted online and submitted to the Florida Redevelopment Association.

Consensus: Acceptance of the CRA Annual Report.

## 2.2 2025 Financial Statement & Independent Auditor's Report for the Eustis Downtown and East Town Redevelopment Agency

Finance Director Lori Carr explained that her item consisted of two related components concerning the CRA which is required to produce an annual report and undergo a separate annual audit. She explained that while the CRA audit is conducted independently in accordance with state requirements, it is also incorporated into the city's overall annual financial audit. The auditors would provide a brief overview of the CRA audit findings and would later present a more detailed review during the regular City Commission meeting. She thanked the auditors for their work.

Helen Painter of Purvis Gray said she was accompanied by co-worker Laurie Walker. Ms. Painter explained that the annual audit report was included in the packets for the Eustis Downtown/East Town Redevelopment Agency. She noted that Florida Statutes require Community Redevelopment Agencies to be audited separately from the city's primary financial audit because the State of Florida maintains a particular interest in monitoring special districts to ensure that public funds are used appropriately and in compliance with governing statutes. She explained that one primary responsibility is to issue an official opinion regarding the CRA's financial statements, and they are required to verify that the CRA complies with state laws governing special districts. She noted the CRA's approved budget was properly submitted to the county within ten days after its adoption in accordance with statutory requirements. She noted that expenditures and funds collected were solely for authorized purposes within the boundaries of the redevelopment area. Ms. Painter highlighted that continued reinvestment into the CRA district contributes to increased property values and tax revenues over time, and redevelopment efforts and strategic investments build equity in the area and strengthen the economic condition of the district generating long-term financial growth.

Ms. Painter commented on the evaluation of the CRA's internal controls and the determination that there were no deficiencies or weaknesses within the financial management processes. She issued an "unmodified opinion" which is considered a clean audit opinion and indicates that the auditors believe the financial statements fairly represent the CRA's revenues, assets, liabilities, and overall financial position in all material respects. She added that a significant

financial transaction occurred during the fiscal year with a loan balloon payment of approximately \$2.5 million which became due at the end of the fiscal year and was successfully paid off. She noted that rather than pursuing outside financing, the city chose to borrow funds internally from the General Fund at the same interest rate, which was a prudent and financially wise decision by the city. She noted that the details of the financing arrangement would appear more prominently in the following year's audit report.

Vice Chair Ashcraft thanked the auditors for their presentation and asked whether there needed to be a motion for this item. Finance Director Carr responded that there was no action required by the board regarding the CRA audit presentation.

**3. Adjournment: 6:24 p.m.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting. If available, the video recording may be accessible at <https://www.youtube.com/@EustisComRel/streams> or an audio recording may be requested from the office of the City Clerk.*

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CHRISTINE HALLORAN  
City Clerk

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EMILY A. LEE  
Chairperson/Commissioner



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission  
 FROM: Rick Gierok, Interim City Manager  
 DATE: July 16, 2026  
 RE: Proposed Community Redevelopment Agency (CRA) Budget for Fiscal Year 2026-2027

## **Introduction:**

This report summarizes the proposed Fiscal Year 2026/2027 budget for the Eustis Downtown and East Town Community Redevelopment Agency and seeks approval from the Community Redevelopment Agency Board prior to adoption by the Eustis City Commission.

## **Background:**

The Community Redevelopment Agency is a dependent special district created by the City Commission in 1990 for the purpose of promoting the preservation and enhancement of the tax base in the redevelopment area.

The City Commission serves as the CRA Board of Directors, along with two non-voting community members.

The Eustis City Commission will consider the final budget for the CRA at a later date.

On June 18, 2026, the City Commission held a budget workshop. At that time, the FY 2026/2027 budget for the CRA was discussed.

## **Proposed Budget:**

### Revenues:

- The anticipated revenue for FY 2026/2027 is \$1,736,902 with funding received from Lake County and the City. Anticipated Tax Incremental Financing (TIF) revenues reflect an increase of \$97,227 over the previous year's actual revenue. Other revenue, included in the total, of \$175,000 represents interest income derived from the fund's cash balance.

### Expenditures:

Total Expenditures are \$2,044,042. Some of the major expenditures are:

- Administrative services \$309,400
  - Real estate appraisals, project design/engineering, parking study, Downtown Master Plan implementation, audit fees, graphic arts services, Code demolitions, travel, office supplies, etc.

➤ Salaries & wages – Police Officer, Director, Coordinator	\$331,142
➤ Various business incentives	\$265,000
➤ Various capital projects	\$880,000
➤ Debt service	\$198,500

\$500,000 was included in the proposed Five-Year CIP budget for the CRA Downtown Implementation of the Downtown Master Plan. An additional \$100,000 was budgeted for Eustis in Bloom.

Exhibit A represents the proposed budget for the Community Redevelopment Agency Fund (014) along with the current year budget and current year-to-date expenses.

**Staff Recommendation:**

Staff recommend approval of the proposed Community Redevelopment Agency budget for Fiscal Year 2026/2027.

**Prepared by:**

Lori Carr, Finance Director

**Reviewed by:**

Mari Leisen, Deputy Finance Director  
Mike Bishop, Economic Development Director  
Miranda Burrowes, Deputy City Manager

**Attachments:**

Exhibit A Proposed CRA Budget

COMMUNITY REDEVELOPMENT AGENCY FUND LOAN - PROPOSED FY 2026/27 BUDGET

Exhibit A

Account Number	Account Description	Requested	Note	2026 Approp	2026 Actual
<b>CRA - ADMIN / GEN GOV'T</b>					
			Misc. Consultant Services - Appraisals, Master Plan component and project design,		
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	22,000.00	engineering, etc.	0.00	0.00
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	50,000.00	Parking Study	0.00	0.00
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	120,000.00	Downtown Master Plan Implementation	0.00	0.00
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	20,000.00	Graphic Arts Services	0.00	0.00
<b>014-1230-516-30-31</b>	<b>OPER EXP / PROFESSIONAL SVCS</b>	<b>212,000.00</b>	<b>NOTE: Parking study is new</b>	<b>122,000.00</b>	<b>63,546.78</b>
014-1230-516-30-32	OPER EXP / ACCOUNTING & AUDITING	7,000.00	CRA Annual Audit - Increase per Finance	0.00	0.00
014-1230-516-30-32	OPER EXP / ACCOUNTING & AUDITING	2,500.00	Audit Allocation 3%	0.00	0.00
			<b>NOTE: CRA has an independent audit complete each year in addition to being included in</b>		
<b>014-1230-516-30-32</b>	<b>OPER EXP / ACCOUNTING &amp; AUDITING</b>	<b>9,500.00</b>	<b>the City's full financial audit.</b>	<b>7,000.00</b>	<b>6,699.89</b>
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	15,000.00	Code Enforcement/Demolitions 2 possible demos with possible asbestos remediation	0.00	0.00
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	50,000.00	Real Estate Services	0.00	0.00
<b>014-1230-516-30-34</b>	<b>OPER EXP / OTHER CONTRACTUAL SVC</b>	<b>65,000.00</b>	<b>NOTE: Code Enforcement/Demolitions moved from Economic Development Fund 068</b>	<b>155,000.00</b>	<b>135,856.25</b>
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	2,000.00	FL Redevelopment Association conference	0.00	0.00
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	2,000.00	Florida Economic Development conference	0.00	0.00
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	300.00	Misc. CRA Events	0.00	0.00
<b>014-1230-516-30-40</b>	<b>OPER EXP / TRAVEL &amp; PER DIEM</b>	<b>4,300.00</b>		<b>7,200.00</b>	<b>236.48</b>
014-1230-516-30-41	OPER EXP / COMMUNICATION SVCS	600.00	Cell Phone and Hotspot	0.00	0.00
<b>014-1230-516-30-41</b>	<b>OPER EXP / COMMUNICATION SVCS</b>	<b>600.00</b>		<b>600.00</b>	<b>0.00</b>
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	6,000.00	Marketing for CRA Events that Utilizes the Downtown Business Growth Grant Program	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	1,000.00	Posters, Signs, and Placards	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	4,000.00	Community Meetings	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	4,000.00	Facebook Marketing Boost	0.00	0.00
<b>014-1230-516-30-48</b>	<b>OPER EXP / PROMOTIONAL ACTIVITIES</b>	<b>15,000.00</b>		<b>15,000.00</b>	<b>1,147.69</b>
			Copy paper, pens, notepads, and general supplies to support production of reports and		
014-1230-516-30-51	OPER EXP / OFFICE SUPPLIES	500.00	documents for commission.	0.00	0.00
<b>014-1230-516-30-51</b>	<b>OPER EXP / OFFICE SUPPLIES</b>	<b>500.00</b>	<b>NOTE: Reduced from \$5,000 based on historical expenditures</b>	<b>2,000.00</b>	<b>0.00</b>
014-1230-516-30-54	OPER EXP / BOOKS, PUB, SUBSCRIPTIONS	620.00	FRA membership	0.00	0.00
014-1230-516-30-54	OPER EXP / BOOKS, PUB, SUBSCRIPTIONS	180.00	DEO	0.00	0.00
014-1230-516-30-54	OPER EXP / BOOKS, PUB, SUBSCRIPTIONS	200.00	State of Florida Special District Registration Fee	0.00	0.00
<b>014-1230-516-30-54</b>	<b>OPER EXP / BOOKS, PUB, SUBSCRIPTIONS</b>	<b>1,000.00</b>		<b>800.00</b>	<b>0.00</b>
014-1230-516-30-55	OPER EXP / EMPLOYEE STUDY EXPENSE	750.00	FL Economic Development conference	0.00	0.00
014-1230-516-30-55	OPER EXP / EMPLOYEE STUDY EXPENSE	750.00	FL Redevelopment Association conference	0.00	0.00
<b>014-1230-516-30-55</b>	<b>OPER EXP / EMPLOYEE STUDY EXPENSE</b>	<b>1,500.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Totals - Admin / Gen Gov't</b>		<b>309,400.00</b>		<b>309,600.00</b>	<b>207,487.09</b>
<b>CRA - TRANSFERS</b>					
014-8100-581-91-01	TRANSFERS / TRANSFERS TO GENERAL FD	174,282.40	Administrative Services - Director (50%) and CRA Coordinator (100%)	0.00	0.00
014-8100-581-91-01	TRANSFERS / TRANSFERS TO GENERAL FD	158,859.11	Law Enforcement Services for the CRA (100% Regular Salary, Overtime, & Benefits)	0.00	0.00
<b>014-8100-581-91-01</b>	<b>TRANSFERS / TRANSFERS TO GENERAL FD</b>	<b>333,141.51</b>		<b>225,814.20</b>	<b>0.00</b>
014-8100-581-91-13	TRANSFERS / TRANSFER TO STREET IMPV FUND	58,000.00	Transfers for Street Lighting	0.00	0.00
<b>014-8100-581-91-13</b>	<b>TRANSFERS / TRANSFER TO STREET IMPV FUND</b>	<b>58,000.00</b>		<b>58,000.00</b>	<b>0.00</b>
<b>Totals - Transfers</b>		<b>391,141.51</b>		<b>283,814.20</b>	<b>0.00</b>

**COMMUNITY REDEVELOPMENT AGENCY FUND LOAN - PROPOSED FY 2026/27 BUDGET**

**Exhibit A**

Account Number	Account Description	Requested	Note	2026 Approp	2026 Actual
<b>CRA - INCENTIVES</b>					
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENT	30,000.00	New Gateway Grants (50% Gen. Fund & 50% CRA)	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENT	50,000.00	Downtown Business Incentive	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENT	85,000.00	Developer Agreement Incentive Payments	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENT	100,000.00	New Business Incentive	0.00	0.00
<b>014-8400-581-92-06</b>	<b>NON-DEPARTMENTAL / DEVELOPMENT INCEN</b>	<b>265,000.00</b>		<b>255,000.00</b>	<b>80,938.39</b>
014-8400-581-92-15	NON-DEPARTMENTAL / GRANT CONTINGENCY	0.00		50,000.00	0.00
<b>Totals - Incentives</b>		<b>265,000.00</b>		<b>305,000.00</b>	<b>80,938.39</b>
<b>CRA - CAPITAL</b>					
014-8600-538-90-03	OTHER USES/STREETSCAPE - CLOCKS	0.00		4,000.00	0.00
014-8600-541-60-01	CAP OUTLAY / STREET REHABILITATION	0.00		50,000.00	0.00
014-8600-581-60-38	CAP OUTLAY / SIDEWALK/TREE PLANTING	50,000.00	CRA / Sidewalk Rehabilitation - CIP 26/27	0.00	0.00
<b>014-8600-581-60-38</b>	<b>CAP OUTLAY / SIDEWALK/TREE PLANTING</b>	<b>50,000.00</b>		<b>320,600.00</b>	<b>3,637.50</b>
014-8600-581-60-43	CAP OUTLAY / SPLASH PAD	20,000.00	Repair cracking Splash Pad concrete	0.00	0.00
<b>014-8600-581-60-43</b>	<b>CAP OUTLAY / SPLASH PAD</b>	<b>20,000.00</b>		<b>20,000.00</b>	<b>20,000.00</b>
014-8600-581-60-48	HOUSING REHAB	130,000.00	Housing Rehabilitation	0.00	0.00
<b>014-8600-581-60-48</b>	<b>HOUSING REHAB</b>	<b>130,000.00</b>		<b>142,000.00</b>	<b>61,500.00</b>
014-8600-581-60-49	CAP OUTLAY / CRA STREET REHABILITATION	50,000.00	CRA / Street Rehabilitation - CIP 26/27	0.00	0.00
<b>014-8600-581-60-49</b>	<b>CAP OUTLAY / CRA STREET REHABILITATION</b>	<b>50,000.00</b>		<b>50,000.00</b>	<b>0.00</b>
014-8600-581-60-98	PROJECT / CRA DOWNTOWN IMPLEM. PLAN	500,000.00	CRA / Downtown Implementation Plan - CIP 26/27	0.00	0.00
<b>014-8600-581-60-98</b>	<b>PROJECT / CRA DOWNTOWN IMPLEM. PLAN</b>	<b>500,000.00</b>		<b>0.00</b>	<b>0.00</b>
014-8600-581-60-99	PROJECT / CRA AMERICA IN BLOOM BEAUTIFIC	100,000.00	CRA / America In Bloom Beautification - CIP 26/27	0.00	0.00
<b>014-8600-581-60-99</b>	<b>PROJECT / CRA AMERICA IN BLOOM BEAUTIFIC</b>	<b>100,000.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Totals - Capital</b>		<b>850,000.00</b>		<b>586,600.00</b>	<b>85,137.50</b>
<b>CRA - NON-DEPARTMENTAL</b>					
014-8600-581-92-40	NON-DEPARTMENTAL / REDEVELOPMENT PLAN	30,000.00	Update Redevelopment Plan	0.00	0.00
<b>014-8600-581-92-40</b>	<b>NON-DEPARTMENTAL / REDEVELOPMENT PLA</b>	<b>30,000.00</b>		<b>30,000.00</b>	<b>0.00</b>
014-8600-581-92-42	NON-DEPARTMENTAL / PARKING LOT MAINT	0.00		20,000.00	0.00
<b>Totals - Non-Departmental</b>		<b>30,000.00</b>		<b>50,000.00</b>	<b>0.00</b>
<b>CRA - DEBT SERVICE</b>					
014-8800-581-70-71	<b>DEBT SERVICE PRINCIPAL</b>	134,500.00	Debt Service Principal / GF loan to CRA - CIP 26/27	0.00	0.00
<b>014-8800-581-70-71</b>	<b>DEBT SERVICE PRINCIPAL</b>	<b>134,500.00</b>		<b>240,000.00</b>	<b>0.00</b>
014-8800-581-70-72	DEBT SERVICE INTEREST	64,000.00	Debt Service Interest / GF loan to CRA - CIP FY 26/27	0.00	0.00
<b>014-8800-581-70-72</b>	<b>DEBT SERVICE INTEREST</b>	<b>64,000.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Totals - Debt Service</b>		<b>198,500.00</b>		<b>240,000.00</b>	<b>0.00</b>
<b>TOTAL PROPOSED CRA BUDGET</b>		<b>2,044,041.51</b>		<b>1,775,014.20</b>	<b>373,562.98</b>