



# AGENDA

## City Commission Meeting

6:00 PM – Thursday, October 02, 2025 – City Hall

Invocation: Pastor Renee Hill, W.I.N. 1 Ministries

Pledge of Allegiance: Commissioner Emily Lee

Call to Order

Acknowledge of Quorum and Proper Notice

1. Agenda Update

2. Approval of Minutes

[2.1](#) July 18, 2025 City Commission Workshop: Downtown Development and the Eustis Community Center Site

September 18, 2025 City Commission Meeting

3. Presentations

[3.1](#) Presentation by Debi Weinert on Dolly Parton's Imagination Library

3.2 Update from Mike Goman

4. Audience to be Heard

5. Consent Agenda

[5.1](#) Resolution Number 25-63: Police Vehicle Budget

[5.2](#) Resolution Number 25-76: Acknowledging and Approving Revised Rules of Procedure for the Historic Preservation Board

6. Ordinances, Public Hearings, & Quasi Judicial Hearings

[6.1](#) Resolution Number 25-72: Guidelines for Commissioner Communications with Developers – Sunshine Law Compliance

7. Other Business

[7.1](#) Discussion on Buildable City Lots

8. Future Agenda Items, Board and Committee Reports, and Comments

8.1 City Commission

8.2 City Manager

8.3 City Attorney

8.4 Mayor

9. 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: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 2, 2025

RE: July 18, 2025 City Commission Workshop: Downtown Development and the Eustis Community Center Site

September 18, 2025 City Commission Meeting

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**Introduction:**

This item is for consideration of the minutes of the Eustis City Commission and Workshop meetings.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Mary C. Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## City Commission Workshop: Downtown Development and the Eustis Community Center Site

9:00 AM – Friday, July 18, 2025 – City Hall

**Call to Order: 9:00 a.m.**

### **Acknowledgement of Quorum and Proper Notice**

**PRESENT:** Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Emily Lee and Mayor Willie L. Hawkins

**ABSENT:** Commissioner Michael Holland

### **1. Workshop Item with Discussion and Direction**

#### 1.1 Downtown Development

Tom Carrino, City Manager, provided a history of the former Waterman site and Downtown Redevelopment project including a previous proposal from Atrium. He discussed the issues with the Atrium proposal. He explained the next RFQ issued by the City which resulted in two proposals - one from G3C2 and one from Kagan Management. He commented on the process used with development of the downtown master plan and the ultimate decision by the Commission to not proceed with the proposal from G3C2. He explained the purpose of the workshop is to determine the next steps as well as the legalities and any disposition of City/CRA property. He introduced Mike Goman to provide a presentation regarding the master plan implementation.

Mike Goman, Goman+York advisory consultant to Eustis for matters regarding the Master Plan and economic development, presented recommendations for the next steps in the Master Plan implementation. He commented on the need for decisions to be data driven and based on market analysis and financial feasibility. He discussed how to develop the overview of the market with the goal to raise awareness of overall growth and market potential with a focus on market drivers, population, permits, traffic counts and growth rates highlighting activity in the northwest sector of Orlando and Eustis. He explained how they would analyze the Eustis market by sector and provide detailed socioeconomic data using drive-time data. He commented on the Eustis areas of opportunity including the existing core, expanded core and aspirational core.

Mr. Goman reviewed the Phase I - Marketing Period to include direct contact with developers to attempt to attract those with the experience and financial capability for such a project. He commented on how that is done including attendance at conferences and phone calls. He stated they then follow up with data regarding the City and the project. At that point, they will provide the developers with copies of their financial analyses of the various sectors. He commented on his experience reviewing proposals which helps streamline the analysis for developers.

Mr. Goman then reviewed the Phase II - Marketing Period which would include market and site tours, engaging on sites and issuance of the updated RFP or RFQ for the Waterman site

parcels. He commented that there are more opportunities within the City in addition to the Waterman site. He cited a number of opportunities within the City and emphasized their intent to market the entire City, not just the single project.

Mr. Goman provided an overview of the market trends, employment centers and residential development opportunities within the greater Orlando, Lake County, and local/neighboring areas. He explained the need to identify where the workers are located and where the employment centers are. He reviewed recent traffic counts in the surrounding areas and provided an analysis of tourism, regional market traffic counts, and permit data. He cited the master plan boundaries and the location of the existing core, expanded core and aspirational core. He noted other redevelopment area opportunities within the City.

Mr. Carrino summarized Mr. Goman's presentation and commented on the various opportunities both downtown and in the City as a whole. He stated staff's desire that Mr. Goman market the opportunities in Eustis including the Waterman site as well as other development opportunities. He explained the solicitation process for the RFP or RFQ for the Waterman site in order to move forward. He stated they will need direction in order to wrap-up the previous process which included a proposal from Kagan Management as well as G3C2. He explained that once the RFP and RFQ process is issued the City can no longer have one-on-one communication with developers. He recommended they hold a brief marketing period of 60-90 days, followed by issuance of the RFP or RFQ to allow a certain amount of time for developers to prepare their proposals. The proposals would then be evaluated by staff and then the CRA Board/Commission.

Mayor Hawkins commented on the amount of time since the Atrium proposal was submitted. He expressed support for allowing Mr. Goman to market the City for a period of time prior to issuing the RFP/RFQ.

Vice Mayor Ashcraft confirmed Mr. Goman's recommendation is to proceed with marketing the City at that point with Mr. Goman agreeing and stating they would spend the 60 to 90 days telling the Eustis story and reviewing other development opportunities, not just the Waterman site. He noted a number of developers don't know anything about Eustis and stated his belief that it's worth spending the next two or three months marketing.

Discussion was held regarding the purpose of the workshop and how much more money the City would need to spend on the process.

Commissioner Asbate asked how much the marketing campaign would cost with Mr. Goman responding that a 60 to 90 day campaign would cost approximately \$30,000.

Vice Mayor Ashcraft asked if Mr. Goman's company also does urban redevelopment planning including historic downtowns with Mr. Goman responding affirmatively.

Vice Mayor Ashcraft then asked if they have a department for parking with Mr. Goman responding they are not traffic engineers, but they are aware of the need to conform with local parking regulations.

Mayor Hawkins commented on the need for the City to determine the parking needs and where it should be located with Mr. Goman responding that parking has to go hand in hand with any development.

Commissioner Lee expressed the hope that they would be making more detailed decisions at the workshop with more concrete direction.

Commissioner Ashcraft commented on why marketing was not begun 90 days ago with Mr. Goman noting that the City had an agreement in place that precluded that.

Further discussion was held regarding the need to wait until a decision is made regarding the community building site with Mayor Hawkins citing the need for the Commission to determine what they want on each parcel.

Discussion was held regarding the possibility of getting a second opinion about what should be done with the downtown and whether or not the community building needs to be considered before any further decisions are made.

Mr. Goman responded that the community building is only one of a number of possible redevelopment sites. He stated that they should be working on all of them at the same time. He explained that a developer will come in and decide which sites are of interest to them. He emphasized that development takes a lot of money and a lot of time. If a developer comes forward and is interested in the community building site, then they can focus on that. He stated that his recommendation would not be to just focus on development of the Waterman site.

Mr. Carrino stated his purpose for the meeting is to get directions on the Waterman site if they do not proceed with G3C2. He noted staff has made a recommendation but that it is about more than just the Waterman site.

The Commission discussed the areas of interest for development and possible plans for the community building.

Sasha Garcia, City Attorney, emphasized that they will have to use a public process for both the RFP/RFQ and for any disposal of the community building property. She explained they are waiting on the title component regarding the community building and then they will have to utilize a public process and a resolution for that. She stated her hope for the workshop to provide direction regarding what to include in any RFP or RFQ as well as the community building. She commented on all of the public notice that will be required.

Further discussion was held regarding how to proceed with Mr. Goman emphasizing that the goal is to encourage interest in the downtown. He suggested that they can do a number of things simultaneously.

Mr. Carrino recommended they conduct a marketing campaign, make all three Waterman parcels available and tell developers they can submit proposals for any or all of the lots. The Commission would then evaluate the proposals.

Commissioner Lee expressed support for issuing an RFP rather than an RFQ so that the developers submit their vision for a particular lot.

Commissioner Asbate commented on the master plan. He recommended closing the process on the previous RFQ, but not necessarily on a particular developer. He further commented on all of the economic development discussions that have occurred in Lake County. He expressed concern about the people that weren't at those meetings and commented on the current economic climate and the lack of leadership by the consultants. He expressed agreement to get a second opinion from another consultant. He commented on the effect on the downtown businesses once construction begins.

Vice Mayor Ashcraft expressed concern regarding the lack of marketing in recent years.

Mr. Carrino suggested asking Mr. Goman to market Eustis based on the data he has and the same time hire a third-party facilitator to host a design charette for what the Commission would like to see and where.

Mayor Hawkins stated the purpose of the meeting was for the Commission to talk about what they want to see downtown.

Further discussion was held regarding lack of leadership, the need for the Commission to decide what they want and then have someone tell them where they can put those things and the lack of progress.

Vice Mayor Ashcraft stated, assuming the community building stays where it is, he would like to see a hotel on the block next to Wells Fargo, the Magnolia block would be commercial mixed use and the block across from the post office would stay vacant for the time being or could be used for surface parking. He noted they may not actually need a parking garage.

Mayor Hawkins stated he would like to see south of the parking garage expanded and suggested expanding the existing parking garage. He also suggested having surface parking to the north.

Commissioner Asbate commented that if they do something on the community building site, then they will want extra parking on the north side. He suggested, if the community building site is developed, they could construct a joint parking garage with a portion dedicated to the development.

Mayor Hawkins objected to having a conversation as if the community building proposal is a done deal.

Commissioner Lee stated that, if they do develop the community building site, they need to think about what will they provide for people until that is done as well as how they will accommodate parking for the rest of downtown.

Mayor Hawkins opened the floor for the individual Commissioners to say what they would like to see.

Commissioner Lee stated she would like to work on the community center with possibly a hotel, a parking garage behind George's property, and retail or townhouses with retail underneath next to Wells Fargo. For the lot on Magnolia Avenue, she indicated she would rather have people present designs with their ideas of what to put there.

Commissioner Asbate stated he would like for the City to obtain more help. He stated he is not getting what he needs to represent the community. He expressed support for a second opinion and then the Commission can tell that person each of their visions. He commented positively on the presentation they were given for use of the community building site. He noted that the City has previously discussed redoing the community building. He cited projects proposed by Daniel DiVenanzo and agreed with the concept of dividing up the lots. He stated they need to close the previous RFQ and then they need to evaluate the proposals as they come in. He expressed support for addressing the existing parking issue first. He commented on the need to get an actual report regarding the issues on the lot across from the post office.

Commissioner Asbate commented on a plan he saw for a brewery facing the water and for getting proposals for the other lots including from Daniel DiVenanzo or from Kagan. He agreed with expanding the existing parking garage or placing parking on the American Legion lot. He emphasized that there are already parking issues without any new development.

Commissioner Lee commented on the need to make the downtown a walkable experience and cited the plans for the trail.

Commissioner Ashcraft asked about the parking study budgeted in the CRA and when it would be implemented with Mr. Carrino responding it is in the FY25-26 budget which doesn't go into effect until October 1st. He noted they could begin the selection process and then issue the contract after October 1st. He added that, if they wanted to proceed sooner, they could take money out of CRA Fund Balance for that purpose.

Commissioner Lee asked if they have the funds available to get a second consultant with Mr. Carrino responding affirmatively. He noted funds have been set aside for implementation of the master plan.

Mayor Hawkins questioned if that is a good use of CRA funds. He explained that the City has hired someone to do this, and the Commission needs to let them do their job.

The Commission asked what Mr. Carrino needs from the Commission at that meeting with Mr. Carrino explaining they need to wrap up the current RFQ and get direction on next steps.

**CONSENSUS:** It was a consensus of the Commission to close the previous RFQ and end the contract with G3C2.

The Commission asked if staff had reached out to Kagan with Mr. Carrino responding that he has spoken with Mr. Kagan; however, he is working on the Tavares downtown and indicated he wanted to wait to see what the Commission decides today. He stated he would tell Mr. Kagan that he is welcome to participate in what process they use.

Vice Mayor Ashcraft summarized that they are going to proceed with letting Mr. Goman do the 60 to 90 day marketing. He suggested they set up a meeting to talk with Richard Levey or talk to him one on one.

Discussion was held regarding what the purpose would be to talk with Richard Levey with Vice Mayor Ashcraft indicating they would ask him to help ascertain how to move forward. Further discussion was held regarding Dr. Levey, whether to do an RFP on all three lots and whether they could be done simultaneously.

Mr. Carrino explained that Mr. Goman could not legally talk with developers once the RFP/RFQ is issued.

Mr. Goman stated he recommended 60 to 90 days for the marketing period. He explained that it would not involve just advertising but would involve direct contact with developers that are capable of doing this type of project. He added he would provide updates on a monthly basis.

Commissioner Lee asked for Mr. Goman's vision for the downtown with Mr. Goman responding that they have a master plan that sets the vision. He cautioned against going lot by lot and saying what each one should be. He said the market will tell them what makes financial sense.

Daniel DiVenanzo announced he was leaving the meeting and that the Hoffers had also left.

Commissioner Asbate indicated his intent to also leave the meeting.

Mr. Goman stated they should not specify what should be on each site. Let the investors make that determination other than possibly the parking garage if the City is going to fund that. He also cited the possibility of the City building a hotel and conference center and then contracting with someone to operate it. He stated they should get feedback from the market before making that type of commitment. He emphasized that he would not be brokering



anything, they will just be trying to attract investment capital. He further emphasized the his client. He stated the key point is to find out what the market is interested in putting money into. He added they need to make sure whatever is proposed has the data behind it.

Vice Mayor Ashcraft asked if the master plan consultant had all the data with Mr. Goman responding that it is more an urban planning document although there is some market data in the study.

Vice Mayor Ashcraft expressed support with Mr. Goman proceeding with the marketing, but he would like to talk with Dr. Levey.

Commissioner Asbate expressed concern that Mr. Goman is not a marketing company, but he could subcontract for that. He stated the City needs a marketing plan but expressed opposition to spending the money and added that he did not believe Mr. Goman is the person to do it. He commented that the City already has marketing funding in the budget and expressed support for it either moving back under Economic Development or hiring a person for that purpose.

Mr. Goman stated that what he is proposing is not a glitzy marketing brochure, but it is a data driven program to discuss why to invest in the City. He indicated they would be discussing with developers why it would make financial sense to invest in the City. He commented on how they would address proposals they did not think were appropriate for the City.

Vice Mayor Ashcraft asked about the Duke Energy marketing study with Al Latimer, Economic Development Director, responding it has been completed and they will be scheduling a presentation to the Commission.

The Commission asked what is the difference between what Mr. Goman is proposing and the marketing study with Mr. Latimer explaining the marketing study focuses on specific audiences and businesses. He stated that Mr. Goman will be talking to investors only about specific parcels of property.

Commissioner Lee stated that the City needs to hire someone that is marketing the City year-round.

Further discussion was held regarding the various types of marketing with Mr. Carrino explaining that the communications position is about fostering positive relationships with local media and getting the word out about what the City is doing. He added that the people Mr. Latimer is marketing to may not be interested in the absorption rate of residential units, but Mr. Gorman's people will be.

Commissioner Asbate commented on the various marketing programs the City already has available to use without costing more money.

Discussion was held regarding the benefit of utilizing Gorman & York to do the personal contact with Mr. Carrino indicating that Mr. Gorman is currently paid based on specific contracted items. The \$30,000 is an estimate for his time.

The Commission asked how much had been spent at that time with Gorman & York with Mr. Carrino responding approximately \$25,000. He commented that they could contract with him for a specific task at a specific cost.

Mr. Goman explained how his marketing is done with personal contacts both locally, regionally and nationally and cited a number of other cities they have been working with.

The Commission asked how often they have been successful with their marketing with Mr. Goman indicating eight out of ten with most of them in small towns. He stated they work mostly with cities in the 20,000 to 60,000 population range. He cited other areas they are working in.

Commissioner Lee asked Mr. Goman how he feels about the City getting a second opinion with Mr. Goman responding positively and noting he is familiar with Dr. Levey.

Commissioner Asbate asked to move on to the next agenda item.

Mr. Carrino summarized that they will close out the previous RFQ and they will have Mr. Goman work with the development community. He explained that prior to the previous RFQ, as Economic Development Director, he went out and met with members of the development community in order to get them to respond to the RFQ. He recommended that they allow Mike Goman to assist the City with that.

The Commission asked why Al Latimer couldn't do the development marketing with Mr. Carrino indicating Mr. Goman probably has more development community contacts.

The Commission further discussed a marketing program, what it should entail and if they should use Goman and York for that purpose.

Discussion was held regarding the RFP/RFQ process with Mr. Carrino explaining that the City cannot talk individually to anyone who might respond to that. They have to come to a pre-bid meeting and submit any questions in writing. Answers to those questions have to be presented in writing to all of the potential applicants.

Mr. Goman explained his recommendation to contact potential developers first prior to issuance of the RFQ/RFP so they get a better response to the issuance. He further explained how he would market both the downtown lots and other development opportunities.

Ms. Garcia stated that, when it is issued, the RFP needs to be much more detailed and can include all of the information and data that Mr. Goman would be distributing.

Discussion was held regarding who to use for the development marketing program, the lack of response to the previous RFP, and when to implement the development marketing.

Ms. Garcia recommended that the Commissioners should not hold individual meetings with any potential consultants and that any discussions be held in a public forum. She indicated they could speak individually with Mr. Goman as he was already hired as a consultant.

Further discussion was held regarding talking to another consultant, talking to Dr. Levey and how Goman & York was selected. It was suggested that they let Mr. Goman proceed with contacting developers and schedule a workshop with Dr. Levey.

Discussion was held regarding when the development campaign should be initiated with Mr. Goman indicating that the prime period is September to November.

Mr. Carrino stated he would contact Dr. Levey and arrange to schedule a meeting and put him in contact with Mr. Goman.

**CONSENSUS:** It was a consensus of the Commission to have Mr. Goman proceed with the development marketing while simultaneously having discussions with Dr. Levey and obtaining his opinion about their plans.

Commissioner Asbate stated he is only agreeing in order to help them work together. He stated he feels that is in the wrong order. He expressed support for having Mr. Latimer produce a marketing plan. He questioned what would be the end result from Mr. Goman.

Mr. Goman responded that the goal is to get developers to come to the City and provide proposals for development projects.

Commissioner Asbate asked the process that Mr. Goman will use with Mr. Goman explaining the process they use. He stated they track which developers are undertaking what types of projects and they will reach out to them and contact them directly.

Mr. Carrino explained he would discuss the cost with Mr. Goman and how it will be structured for the development marketing. The Commission noted they will address if applicable.

Commissioner Asbate asked if Dr. Levey isn't interested in helping the City, if they could move on to additional consultants.

## 1.2 Eustis Community Center Site

Attorney Garcia stated there was no information back yet for the community building site.

Commissioner Lee asked them to look for an additional site that would be good for the hotel if the community building site can't be used.

Attorney Garcia noted that, even if there are no deed restrictions on the property, the sale of the property would still need to be handled through a public process.

Commissioner Asbate asked for an explanation about the handling of the Hoffer's proposal with Attorney Garcia explaining that is CRA property which has to be handled differently. She indicated they have to receive competing proposals. She stated they have to follow the requirements under FSS Chapter 163. She added she expects to receive the title search in the next week.

Commissioner Asbate asked about directing staff to proceed with an RFP as soon as the title search is received.

Discussion was held regarding the City's desire to generate as much interest as possible, what to include in the RFP and what to do if the community building goes away.

Mr. Carrino commented on the need to determine how specific they want to be in the RFP. The more specific it is the longer it will take to issue the RFP. He questioned if they want them to also talk about the community building site with potential developers.

Discussion was held regarding how long to have the RFP out and the need to have space available for the public to use.

Attorney Garcia stated that the RFP would be beneficial and good to preserve full transparency and invite competing proposals. She explained it would be required to advertise it in the newspaper. She commented that one complication with the Hoffer proposal is that it also includes a request to use one of the downtown lots.

Commissioner Asbate asked about the process involved considering an unsolicited proposal with Attorney Garcia explaining it is because the property involved is CRA property. She explained the statute requires a notice for competing proposals which involves publishing in the newspaper and inviting competing proposals. She indicated the RFP is an added layer. She explained how the RFP is processed and emphasized that it would not be feasible to get it done in 30 days due to the process which includes financials and appraisals.

Commissioner Asbate asked if they are required to do an RFP with Attorney Garcia further explaining the requirements under FSS 163.

Vice Mayor Ashcraft asked Mr. Carrino if he had asked the Hoffers if use of the downtown lot is a dealbreaker and he responded negatively. He noted that they are not required to respond to an unsolicited proposal.

Commissioner Asbate asked the requirements under the statute with Attorney Garcia responding they are required to publish in the newspaper, post on the website, and post the RFP on a website for that purpose. She explained that whether they issue an RFP or not, they have to allow for competing proposals if they want to consider the unsolicited proposal.

Mr. Carrino stated they are required to post an ad in the newspaper, and they have to accept competing proposals whether they call it an RFP or not.

Discussion was held regarding final outcomes from the workshop as follows: 1) Dr. Levey; 2) Issuance of an RFP; and 3) Marketing.

Discussion was held regarding issuing an RFP for the community building site only with further discussion regarding inclusion of the downtown lot. It was suggested they run the RFP for 60 days.

**CONSENSUS:** It was a consensus to issue an RFP for the community building site only, once the title search is completed, and for the RFP to be separate from the Waterman site.

**CONSENSUS:** It was a consensus for the RFP to be out within 30 days and for it to be open for 45 days.

Commissioner Asbate summarized the following takeaways: 1) Meeting with Dr. Levey if he will come, if not, move on to #3 or #4 consultants; 2) RFP for community building to be released within 30 days and to run for 45 days; and 3) Engaging for marketing for downtown development.

Mr. Carrino apologized for an apparent lack of leadership as both Economic Development Director and as City Manager based on Commission comments. He asked if Commissioners want to have a public or private conversation regarding making a change in City Manager.

Mayor Hawkins stated he has full confidence in Mr. Carrino's job. He noted that this type of project has not happened in a lot of communities. He emphasized that he is totally satisfied with the job he has done.

Mr. Carrino indicated he would be happy to have a private conversation if any of the Commissioners would like to do that.

## **2. Adjournment: 11:58 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 in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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WILLIE L. HAWKINS  
Mayor/Commissioner



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, September 18, 2025 – City Hall

**Invocation: Shannon Carroll, LakeHaven Church**

**Pledge of Allegiance: Vice Mayor Gary Ashcraft**

**Call to Order: 6:28 p.m.**

### **Acknowledge of Quorum and Proper Notice**

PRESENT: Vice Mayor Gary Ashcraft, Commissioner Michael Holland, Commissioner Emily Lee, Commissioner George Asbate, Mayor Willie L. Hawkins

### **1. Agenda Update**

Tom Carrino, City Manager, announced that Items 6.5, 6.6 and 6.7 (Ordinances 25-28, 25-29 and 25-30) would be removed due to the action taken at the Local Planning Agency meeting. He also announced the addition of the recognition of Senior Officer Allred and presentation of a report on school zone data. He introduced and welcomed the new Director of Events and Communication Cheri Moan.

### **2. Approval of Minutes**

2.1 August 8, 2025 City Commission Workshop: Budget

September 4, 2025 City Commission Workshop

September 4, 2025 City Commission Meeting

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve the Minutes. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Commissioner Asbate, Mayor Hawkins

### **3. Presentations**

Recognition of Senior Officer Allred

Craig Capri, Police Chief, presented the Chief's Award to Senior Officer James Allred. He cited Senior Officer Allred's accomplishments and community involvement.

Mayor Hawkins noted the attendance of School Board Member Stephanie Luke.

Report on School Zone Speeding Cameras

Chief Capri reported on the City's Speed Zone Camera program. He explained that Altumint thought the required annual report was due on December 31st and then found out it was the end of the fiscal year, September 30th. He provided a quick report including the numbers of violations issued and notice of violations paid. He explained that the program is provided at no cost to the City or the taxpayers. He stated the company collected \$135,000; however, they installed all of the equipment. He indicated that the City did not implement the program to get money but to improve the safety of the children walking to school. He emphasized the City

made zero dollars on the program. He stated that there was a 97.7% reduction in the number of school zone speeding violations. He added that the company will also be paying \$32,000 for tag readers for the City so they can identify vehicles that are wanted for crimes.

### 3.1 Presentation from St. Luke's Free Medical and Dental Clinic

Erin Burley, Director of Clinics for Catholic Charities of Central Florida, explained the purpose of their clinic and commented on the residents who do not have insurance to cover medical and dental services. She provided a history of the clinic and explained the requirements needed to qualify for their services and what services they are required to pay for. She noted they have over 150 people on the dental wait list. She provided some examples of individuals they have assisted and cited the personnel involved with the clinic. She cited their need for professionals to donate their services.

Vice Mayor Ashcraft noted he attended their open house and his wife is a nurse practitioner who is interested but has questions regarding their liability insurance.

Ms. Burley indicated she would call him to answer their questions. In response to a question from the audience, she indicated the address is 722 South Grove Street. She confirmed they do accept donations.

### 3.2 Eustis Community Alliance

Kelly Hadley, Eustis Community Alliance, thanked the City for partnering with them. She provided pictures from their various events and reviewed their programs including summer youth program, Backpack for Education, Christmas party, partnership with Lake Cares for food distribution, and Access Florida assistance for food and clothing. She announced they would begin basic computer classes beginning in October. She commented on an upcoming mentorship program and a partnership with Eustis Housing Authority to assist people with getting jobs and obtaining childcare.

Mayor Hawkins noted they are a small organization with only five board members. She introduced members Kirk Musselman, President; Terry Jackson and Rashad Latine.

## **4. Audience to be Heard**

Mark Bobick addressed the Commission regarding the Huddle 44 development, the Commission's decisions regarding development, and the impact on the neighborhood. He asked the Commission to revoke their approval of the Huddle 44 drive-through.

Lee Bureski, City resident, cited an issue at the corner of Orange and the 44 bypass. She commented on their efforts over the past ten years to get a crosswalk at that location. She indicated that Lake County cannot do anything until the City finishes the road between Bates Avenue and Orange Avenue.

Chief Capri noted that sidewalks have been approved for that area. He indicated that he would talk to her further about getting a traffic signal.

Dr. Keith LaPrade, representing Cam Pros LLC, announced they were acquiring 430 W. Charlotte Ave. and cited their plans to restore the property.

The Commission informed him that his item was on the agenda for consideration and he indicated he would wait to speak until the item came up.

Commissioner Lee asked to speak and spoke regarding the City's growth and progress. She indicated that progress requires a Commission with vision, commitment, respect for each other and collaboration. She commented that the best way for the Commission to serve the City is

by working together. She stated their differences and perspective are not a weakness but a strength. She proposed that the Commissioners recommit themselves to unity, assume the best in each other, have the tough conversations with respect and unity and remember that every decision they make impacts real people, real neighborhoods and the future of Eustis. She asked that they let this be their shared commitment: "To lead by example, to support one another and to always put the City first. Let's keep the lines of communication open and the spirit of cooperation strong. Let's work together with our consultants to create a vision and a map for the future of Eustis. Let's move forward together."

## 5. Consent Agenda

### 5.1 Resolution Number 25-73: Approval of IAFF Fire Lieutenant Unit 10/1/2024 – 9/30/2027 Contract

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to approve the Consent Agenda. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Commissioner Asbate, Mayor Hawkins

## 6. Ordinances, Public Hearings, & Quasi Judicial Hearings

### 6.1 Resolution Number 25-61: Final millage rate for the FY2025/26

Sasha Garcia, City Attorney, announced pursuant to Chapter 200.065 Florida Statutes that the taxing authority is the City of Eustis. The roll back rate, the rate that would generate the same ad valorem tax revenue as last year excluding new construction, is 7.0709 mils. The proposed millage rate to be levied for the upcoming fiscal year is 7.3898 mils. The proposed rate exceeds the roll back rate for 4.51% thereby representing a tax increase under Florida law. The announcement is being made in accordance with the Florida Truth in Millage requirements and must be made prior to adoption of the millage resolution.

Attorney Garcia read Resolution Number 25-61 by title: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, adopting the final millage levy of ad valorem taxes for the City of Eustis, Lake County, for the Fiscal Year 2025/26, providing for an effective date.

Attorney Garcia opened the public hearing at 6:58 p.m. There being no public comment, the hearing was closed at 6:58 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Resolution Number 25-61. The motion passed on the following vote:

Voting Yea: Commissioner Holland, Commissioner Lee, Mayor Hawkins

Voting Nay: Vice Mayor Ashcraft, Commissioner Asbate

### 6.2 Resolution Number 25-62: Adopting a Final Budget for the FY2025/26

Attorney Garcia read Resolution Number 25-62 by title: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, adopting the final budget for the Fiscal Year 2025-26, providing for an effective date.

Attorney Garcia opened the public hearing at 6:59 p.m. There being no public comment, the hearing was closed at 6:59 p.m.

Commissioner Asbate explained that his no vote on the millage rate was due to his desire to see a lower tax rate for the residents.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Resolution Number 25-62. The motion passed on the following vote:

Voting Yea: Commissioner Holland, Commissioner Lee, Mayor Hawkins

Voting Nay: Vice Mayor Ashcraft, Commissioner Asbate

### 6.3 Resolution Number 25-74: Consideration for Reduction of Fine for 430 West Charlotte Avenue

Attorney Garcia read Resolution Number 25-74 by title: A Resolution of the City Commission of the City of Eustis, Florida; providing for Commission determination of a code enforcement lien on property located at 430 West Charlotte Avenue; authorizing implementing actions; and providing for an effective date.

Eric Martin, Code Enforcement Supervisor, reviewed the violation history of the subject property and explained the Commission's options. He stated that the Code Enforcement Board (CEB) approved reduction of the accrued fines from a total of \$743,185 to \$8,700 payable within 30 days of approval. He stated staff's recommendation for approval of the Code Enforcement Board's recommendation. He noted property issues for many years and, due to it being homestead property, foreclosure is not an option. In addition to Code issues, he noted there have been over 200 calls for service to the Eustis Police Department. He stated the property is not in compliance at this time. The City has three liens against the property and will receive \$10,000 when the property closes.

Mayor Hawkins expressed concern noting that the last Code Enforcement case had a lower total fine and wound up paying a lot more in fines.

Mr. Martin commented on the need to get the property sold so it can be cleaned up and the desire of the neighborhood to have it cleaned up. He cited issues with people dumping on the backyard, and people tampering with the water and electric meters. He confirmed that the property is currently occupied by the owner as well as other people.

Discussion was held regarding how they came up with the fine amount of 6% of the sales price and the need to get the property cleaned up.

Alan Paczkowski, CEB Chairman, explained the Board members are volunteers and not part of the Code Enforcement department. He indicated that their objective is to provide an impartial, fair, evaluation of the evidence of each case and make a judgement in the best interest of both the City and the property owner with the ultimate goal being timely compliance. He reported that neither the property owner nor the buyer attended the September 8, 2025 CEB hearing. However, both parties submitted through Mr. Martin notarized applications requesting reduction of the fines. At the same time, the Board received a copy of an "as is" residential contract for the sale and purchase of the property in the amount of \$145,000, which is where the \$8700 came from. Mr. Martin informed the Board at that time that the owner had said that any changes to her request would result in her not selling and continuing to allow the fines to accrue at \$500 per day since her property is protected through the homestead law. It was the final decision of the Board to approve the reduction, although the approval was not unanimous. He explained the Board's decision based on the pending sale of the property which would recover the City's administrative costs and result in the change of ownership of a habitually noncompliant, troublesome, dangerous property. He noted that the buyer had already paid to the owner a move out cash advance of \$2500 on the promise she would vacate the property no later than September 9, 2025. The buyer also offered to pay all closing costs and to resolve all code violations and assume responsibility for reduction of the property. He stated his recommendation that the fine reduction be approved.



Attorney Garcia opened the public hearing at 7:18 p.m.

Keith LaPrade commented on issues the owner has and stated the property is destroyed. He noted the other occupants on property including the shed in the back. He confirmed he had advanced the owner \$2500 to move out and another \$2500 two days prior. He stated the owner has signed the closing statement that day.

Chief Capri commented on the issues with the property and expressed support for the reduction for the sake of the neighborhood and community.

The Commission asked if the owner has moved with Mr. LaPrade responding she has left the house. He reported that they have provided a dumpster so they could evacuate. He indicated he did not know where she moved to but she returns text messages. He noted that there are additional liens owed to Lake County and the water department which will be paid before she gets any money. He commented on the improvements that will be made.

Commissioner Asbate questioned the contract with a closing date of 9/9 with Mr. LaPrade stating they have an extension to October 2nd. He indicated he could provide a copy of the extension.

Commissioner Asbate expressed concern regarding the possibility of the contract being assigned with Mr. LaPrade confirming that the property will not be assigned. Commissioner Asbate noted Paragraph 9 regarding the closing agent. He restated his concern that the property could be assigned.

Mr. Martin stated that the resolution provides that the fine reduction goes away unless Cam Pos closes the contract.

Further discussion was held regarding the amount of the reduction with Chief Capri indicating the Police Department will get it posted that night and get the people removed.

There being no further public comment, the hearing was closed at 7:27 p.m.

Mr. Martin stated the closing agent told him the closing date would be either October 2nd or sooner with Attorney Garcia confirming that the reduction is expressly conditioned on the sale to this entity.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Asbate, to approve Resolution Number 25-74 with the fine reduction as recommended. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Commissioner Asbate, Mayor Hawkins

#### **6.4 FIRST READING**

Ordinance Number 25-27: Amending and Updating the City's Municipal and Utility Impact Fees for Police, Fire, Parks and Recreation, Library, Water and Sewer Based on the 2025 Impact Fee Study Prepared By Raftelis Financial Consultants, Inc.

Attorney Garcia read Ordinance Number 25-27 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; relating to municipal impact fees; amending Chapter 2, Article IV, Division 4 (Law Enforcement Impact Fees), Chapter 38, Article V (Fire Impact Fees), Chapter 58, Article III (Library Impact Fees), Chapter 66, Article II (Parks and Recreation Impact Fees), and Chapter 94, Article VII (Water and Wastewater Capacity Impact Fees) of the Code of Ordinances; adopting updated impact fees for Police, Fire, Parks and Recreation, Library and Water and Wastewater services based on the 2025 Municipal

Impact Fee Study prepared by Raftelis Financial Consultants, Inc.; making legislative findings including extraordinary circumstances justifying an exemption from the phase-in limitations of Section 163.31801, Florida Statutes; providing for codification, severability, and conflicts; and providing that this ordinance shall be adopted prior to October 1, 2025, with an effective date of January 1, 2026, pursuant to Section 163.31801, Florida Statutes.

Lori Carr, Finance Director, noted the Commission's previous approval for an agreement to conduct an updated impact fee and water and wastewater rate fee study. She added that two workshops are required for approval of the impact fees, the first of which was held earlier that day.

Michele Godwin, representing Raftelis, reviewed the methodology for calculation of the impact fees, the extraordinary circumstances, the existing and proposed fees and how that compares to nearby communities. She reported the City is considering the adoption of impact fees as it relates to police, fire, library, parks, water and wastewater and explained that the Florida impact fee statute limits how much you can increase impact fees unless there is an extraordinary circumstance. She stated the fire and police fees are increasing based on the extraordinary factors due to considerable growth that is requiring significant investment into the existing facilities for police and fire, the cost for construction and significant increase in the cost for new vehicles. She stated their recommendation that the police and fire fees be adopted as calculated with the remaining impact fees to be phased in.

Ms. Godwin stated the main objective of the study was to update the existing methodology of the impact fees based on current and local data. She indicated they reviewed the City's historic assets and any planned improvements to benefit new development. She explained that by updating the impact fees, the City will minimize the burden of cost from new development from falling on existing residents and businesses. She added that the methodology follows the generally accepted statutory parameters and case law as it relates to the Florida Impact Fee Act.

Ms. Godwin explained the purpose of impact fees and what they do not fund. She explained the impact fee study follows the rational nexus test which shows that the City has a need to collect the impact fees, they will provide a benefit to new development, and the costs are proportionate to the demand placed on the services. She then explained the impact fee methodology including the total capital costs, allocation to residential and non-residential population and dividing the capital costs by the functional population units. She stated the City has over 40 different non-residential land use classes and they are recommending that be reduced to eight.

Ms. Godwin reviewed the police impact fees and cited the required capital improvement of a public safety complex and purchase of future vehicles. She presented a chart showing the various existing and proposed police impact fees and the difference between the two. She then reviewed the fire impact fee and cited the identified capital improvements including an administration building, several engines and a command vehicle, an additional fire station and the public safety complex. She then presented a chart showing the current and proposed fire impact fees.

Ms. Godwin then reviewed the Parks and Recreation impact fees. She indicated the full impact fee calculation for a single family residential home is \$1,253. However, there isn't currently significant growth-related parks improvements planned so they are recommending they stick with the maximum 50% increase of \$898 and phase it in over the next four years. She reviewed the library impact fees and noted they factored in some potential grant funding for approximately \$1.5 million in expansion. She stated the recommended increase is from \$293

to \$295 to be phased-in over two years. She stated the cumulative impact fees for a single family residence is going from \$1,177 to \$3,169 which is the fully phased-in amount by year four.

Tristen Townsend reviewed the utility impact fee and explained the assumptions and methodology for calculations. She stated the water system existing investment is \$18.1 million with future investments of \$3.75 million including expansion at the eastern water plant and various water main extensions. The current wastewater system has an existing investment of \$47.1 million with future investments of \$12.86 million. She cited several planned wastewater expansion projects. She then reviewed the proposed impact fees and four-year phase-in amounts with water going from \$854 to \$1,183 by 2029 and wastewater going from \$2,668 and increasing to \$4,002 after the four years.

Ms. Townsend presented a comparison with the City of Eustis fees (current and future) and other area cities. She stated the next step in the process would be the first reading of the ordinance with a second workshop to be held on September 29th, followed by second reading of the ordinance. She summarized stating that impact fees will help to align the recovery of expansion related capital costs with new development. She indicated that increasing the impact fees will help minimize the burden on existing residents so that expansion costs are paid for by new development. She stated the impact fee study utilizes recent local data as required by the statute. By adopting impact fees, the City is making a commitment to doing a significant amount of capital expansion and improvement which would be projects that are either already outlined in the CIP or similar to that. She stated their recommendation that the City adopt the impact fees as presented including the fully calculated fees for police and fire and the phased-in fees for library services, parks and recreation, water and wastewater.

Attorney Garcia opened the public hearing at 7:43 p.m.

Cindy Newton, County resident, expressed support for the increased impact fees. She asked about the eastern Eustis water plant and how that will impact the City's out-of-city fees. She indicated it appears that the fees include the expansion of that plant.

There being no further public comment, the hearing was closed at 7:45 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to approve Ordinance Number 25-27 on first reading. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Commissioner Asbate, Mayor Hawkins

RECESS: 7:45 p.m. RECONVENE: 7:50 p.m.

## **6.5 Explanation of Ordinance Numbers 25-28, 25-29, and 25-30**

Ordinance Number 25-28 – Voluntary Annexation

Ordinance Number 25-29– Comprehensive Plan Amendment

Ordinance Number 25-30 – Design District Assignment

### **FIRST READING**

Ordinance Number 25-28: Annexation of Parcel with Alternate Key Number 1734231

This item was removed from the agenda due to the action of the Local Planning Agency.

## **6.6 FIRST READING**

This item was removed from the agenda due to the action of the Local Planning Agency.

## **6.7 FIRST READING**

Ordinance Number 25-30: Design District Amendment for Annexation of Parcel with Alternate Key 1734231

This item was removed from the agenda due to the action of the Local Planning Agency.

## **6.8 Explanation of Ordinance Numbers 25-31, 25-32, and 25-33**

Ordinance Number 25-31 – Voluntary Annexation

Ordinance Number 25-32– Comprehensive Plan Amendment

Ordinance Number 25-33 – Design District Assignment

## **FIRST READING**

Ordinance Number 25-31: Annexation of Parcels with Alternate Key Numbers 1743320 and 1407940

Attorney Garcia read Ordinance Number 25-31 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 20.0 acres of real property at Alternate Key Numbers 1743320 and 1407940, on the north side of County Road 44, east of Sparrow Lane.

Kyle Wilkes, Senior Planner, reviewed the proposed annexation and related future land use and design district designations for approximately 20 acres. He stated the owner is John E. and Betty A. Drawdy and the applicant is Brett Jones and MAS Development. He indicated that the request is to change the future land use designation from Lake County Urban Low to the City of Eustis Suburban Residential with a design district designation of Suburban Neighborhood. He reviewed the location of the project and maps showing the surrounding land use designations. He stated utilities are available and confirmed the required notices and advertisements were completed. He explained staff's analysis of the request and indicated there are no wetlands on the site, no 100-year floodplain is present, the property is not within the Wekiva Study Area and the requested designation is compatible with the surrounding area. He stated staff's recommendation for approval of all three ordinances - Ordinance 25-31, 25-32 and 25-33.

Attorney Garcia opened the public hearing at 7:54 p.m.

Mr. Carrino indicated he had a card from Brenda Kane; however, she was unable to stay. She has asked to be kept informed about any community meetings.

The Commission asked how the applicant would notify the public about the community meeting.

Brett Jones, representing MAS Development, noted he had received Ms. Kane's contact information. He asked for recommendations from the City Attorney regarding the best way to notify the public.

Attorney Garcia recommended that he contact Mr. Wilkes who could provide their notification list for the project.

Discussion was held regarding the date, time and location for the meeting with Mr. Carrino indicating he could check on availability of City facilities for the meeting.

There being no further public comment, the hearing was closed at 7:55 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Ordinance Number 25-31 on first reading. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Mayor Hawkins  
Voting Nay: Commissioner Asbate

## **6.9 FIRST READING**

### **Ordinance Number 25-32: Future Land Use Map Assignment for Parcels with Alternate Key Numbers 1743320 and 1407940**

Attorney Garcia read Ordinance Number 25-32 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 20.0 acres of real property at Alternate Key Numbers 1743320 and 1407940, on the north side of County Road 44, east of Sparrow Lane from Urban Low in Lake County to Suburban Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 7:56 p.m. There being no public comment, the hearing was closed at 7:56 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Ordinance Number 25-32 on first reading. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Mayor Hawkins  
Voting Nay: Commissioner Asbate

## **6.10 FIRST READING**

### **Ordinance Number 25-33: Design District Assignment for Annexation of Parcels with Alternate Key Number 1743320 and 1407940**

Attorney Garcia read Ordinance Number 25-33 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 20.0 acres of real property at Alternate Key Numbers 1743320 and 1407940, on the north side of County Road 44, east of Sparrow Lane.

Attorney Garcia opened the public hearing at 7:57 p.m. There being no public comment, the hearing was closed at 7:57 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Ordinance Number 25-33 on first reading. The motion passed on the following vote:

Voting Yea: Vice Mayor Ashcraft, Commissioner Holland, Commissioner Lee, Mayor Hawkins  
Voting Nay: Commissioner Asbate

## **7. Other Business**

### **7.1 Discussion for an Economic and Cultural Advisory Committee**

Vice Mayor Ashcraft commented on various unique cultural programs within the City and cited the need to leverage those into economic development. He cited meetings he has held with Pam Rivas and Christine Cruz on those issues. He commented on how a committee could possibly help determine how those could help economic development.

Commissioner Holland expressed support for such a committee but under the auspices of the Chamber of Commerce in order to not create another sunshine committee. He stated that the Chamber needs to become a stronger partner with the City and such a committee could work with the City's economic development department.

Commissioner Lee expressed support for the Chamber suggestion.

Vice Mayor Ashcraft and Mayor Hawkins expressed agreement and noted how well the Chamber has been functioning.

## **8. Future Agenda Items and Comments**

### **8.1 City Commission**

Commissioner Lee requested they hold a workshop with the Code Enforcement Board. She commented on how the Commission has questions regarding the code enforcement cases.

Mayor Hawkins and Commissioner Holland both noted they are well aware of what the CEB does. Commissioner Holland noted he does not like the reduction in fines but acknowledged that it is about compliance. He noted the issues with violations and homestead property. He stated that the Board does a great job.

Mayor Hawkins asked if there is no power or water if the Health Department can condemn the property.

Chief Capri responded that someone cannot live in a house without running water. They can be without electricity but not water. He indicated this type of situation is few and far between but they need to stay on top of them better, so they don't drag out. He confirmed that the Health Department can come out.

Nichole Jenkins, Water Customer Service (WCS) Manager, explained that when the City turns off water, they have two weeks to get it turned back on and then WCS notifies Code Enforcement that the water is off. The water meter is then removed; at that point, fees keep accumulating as do code enforcement fines. The water department places a lien as well as code enforcement.

Chief Capri further commented on how they have handled those few situations.

Commissioner Lee withdrew her request for a workshop.

The Commission agreed not to hold a workshop with Commissioner Lee stating she could talk to Alan Paczkowski with any questions.

Commissioner Holland asked the public to support the high school and noted homecoming was coming up with Commissioners riding on a float. He expressed welcome to the new staff members and thanks to Commissioner Cobb's staff for being present.

Commissioner Asbate cited the upcoming LEAD annual dinner and noted that MEGA, which he is a part of, would be attending and would be bringing one of the City's leading employers. He emphasized the need for additional jobs and higher pay for the community. He noted the Chamber of Commerce's first home and garden expo to be held that Friday. He commented on the number of local businesses participating and encouraged the public to attend.

Commissioner Lee noted the City's butterfly and asked people to take pictures and share them.

Vice Mayor Ashcraft noted he has received requests from the public for additional tables Ferran Park with Mr. Carrino explaining all of the picnic tables were removed during the Ferran Park improvements due to them attracting negative activity. He stated they would look at it.

Vice Mayor Ashcraft asked about the backyard chicken ordinance with Commissioner Asbate stating that Attorney Garcia has a draft that is being reviewed, and it should be back to her that week.

Vice Mayor Ashcraft noted that National Hispanic Heritage Month would be September 15th through October 15th.

## **8.2 City Manager**

Mr. Carrino thanked staff and the Commission for all the work during budget season and noted they are now entering audit season. He reminded the Commission that the second October Commission meeting would be held October 23rd to allow Commissioners to attend the Florida Redevelopment Association conference. He stated that a draft performance evaluation form for the City Attorney was sent to the Commission for their review. He said, if approved, staff will need them to complete the form and contact the City Attorney regarding the process. He invited Commissioners to contact him to schedule time with him and the Human Resources Director regarding his performance evaluation. He reported that he is working with Dr. Levey on a proposal and indicated they have sent a lot of information to him regarding vision and mission. He noted that the City previously contracted with Wildan as a consultant for a strategic planning process, but that project was not completed. Dr. Levey asked for all of the information done by Wildan, and it has been provided to him.

## **8.3 City Attorney: None**

## **8.4 Mayor**

Mayor Hawkins commented on the talent of the recent new hires for the City. He noted the recent additional security measures implemented and thanked Public Works for their work on the project. He cited the upcoming EHS Homecoming parade. He asked the Commissioners to try not to talk over one another, which helps the City Clerk and Deputy when they prepare the minutes. He asked that they try to wait for him to acknowledge them before speaking.

## **9. Adjournment: 8:16 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 in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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WILLIE L. HAWKINS  
Mayor/Commissioner



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 2, 2025

RE: Dolly Parton's Imagination Library

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**Introduction:**

Presentation by Debi Weinert on Dolly Parton's Imagination Library

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Christine Halloran, City Clerk





# Eustis Police Department

51 E. Norton Ave., Eustis, FL 32726 (352) 483-5400

## Administrative Services Division

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: October 2<sup>nd</sup>, 2025

SUBJECT: RESOLUTION NUMBER 25-63: APPROVAL OF PURCHASE IN EXCESS OF \$50,000 FOR POLICE VEHICLES

### **Introduction:**

Resolution Number 25-63 approves a purchase in excess of \$50,000 for the Police Department to purchase and equip five police vehicles in accordance with the approved Fiscal Year 2025/25 Capital Budget allocation of \$315,000.00.

### **Recommended Action:**

The administration recommends approval of Resolution Number 25-63.

### **Background:**

The approved FY 2025/26 Capital Budget includes an allocation of \$315,000.00 for the purchase of police vehicles to maintain a cost efficient, safe, and reliable fleet.

In order to determine the fleet replacement needs, the department conducted a detailed evaluation and inspection of its fleet of police pursuit and non-police pursuit vehicles, with the assistance of the city's fleet maintenance staff. The criteria used in determining the continued serviceability of each vehicle included the following:

- Function of the vehicle, i.e., police pursuit versus non-police pursuit (administrative)
- Age of the vehicle
- Life-to-date miles/hours
- Maintenance and repair history
- Overall condition and safety
- Projected repair costs versus the salvage value of the vehicle

The Department, by means of competitive bid contract pricing in accordance with City purchasing policies and procedures shall purchase four Ford Explorer police Interceptor marked patrol vehicles and one unmarked Expedition.

The Ford Interceptor Utility vehicle is determined to be the best suited over-all choice for new vehicle marked patrol unit purchases for FY2025/26. The Ford Interceptor offers cost efficiency, competitive gas mileage, higher resale value, greater interior room, and a longer operational life span. In addition, the Ford Interceptor Utility positions the driver higher, offering greater visibility and increased crash safety features.

**Budget/ Staff Impact:**

The FY 2025/26 Capital Budget includes \$315,000.00 of Sales Tax Revenue for the purchase of police vehicles. This estimated purchase cost of \$315,000.00 will not exceed the budget allocation.

**Reviewed By:**

Chief Craig A. Capri, Chief of Police

**Prepared By:**

Captain Jon Fahning, Administrative Services Commander

**RESOLUTION NUMBER 25-63**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING A PURCHASE IN EXCESS OF \$50,000 FOR THE POLICE DEPARTMENT TO PURCHASE AND EQUIP FIVE POLICE VEHICLES UTILIZING THE SALES TAX REVENUE FUNDS ALLOCATED IN THE POLICE DEPARTMENT'S APPROVED FISCAL YEAR 2025/2026 BUDGET.**

**WHEREAS**, the City of Eustis Police Department's approved Fiscal Year 2025/26 Budget includes \$315,000.00 in Sales Tax Revenue Funds to purchase and equip five police vehicles consisting of four 2025-26 Ford Explorer Interceptor, patrol vehicles and one 2025-26 Ford Expedition unmarked.

**WHEREAS**, the Police Department has determined the need to purchase and equip five police vehicles at an estimated cost of \$315,000; and

**WHEREAS**, the City Purchasing Policies require that the City Commission approve any purchase in excess of \$50,000;

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida that the City of Eustis Police Department is hereby authorized to purchase and equip five new police vehicles at a combined estimated cost of \$315,000.00 utilizing Sales Tax Revenue Funds allocated in the Police Department's approved FY 2025/26 Budget.

**DONE AND RESOLVED**, this 2<sup>nd</sup> day of October 2025, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

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Willie L. Hawkins  
Mayor/Commissioner

**ATTEST:**

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Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION****STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 2<sup>nd</sup> day of October 2025, by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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Notary Public - State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

---

City Attorney's Office

Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 25-63 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

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Christine Halloran, City Clerk



# City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: October 2, 2025

RE: Resolution Number 25-76: Acknowledging and Approving Revised Rules of Procedure for the Historic Preservation Board

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## **Background**

The Historic Preservation Board (“HPB”) was established pursuant to Ordinance Number 95-27 to advise the City Commission on matters relating to historic preservation and to fulfill the requirements of the State of Florida’s Certified Local Government (CLG) Program.

The HPB originally adopted Rules of Procedure on July 23, 1996. These Rules were amended on October 8, 1996, to require notarization of property owner objections in proposed historic districts, and again on July 8, 1997, to address attendance requirements for Board members.

On September 10, 2025, the HPB conducted a review of its Rules of Procedure and adopted revisions to clarify and strengthen procedural requirements. These revisions include:

- Establishing clear quorum requirements based on authorized Board membership.
- Incorporating conflict of interest and voting abstention rules consistent with Chapter 112, Florida Statutes.
- Strengthening recordkeeping and minutes provisions in compliance with Florida’s Sunshine Law (F.S. § 286.011) and Public Records Law (F.S. Ch. 119).
- Clarifying procedures for tie votes, specifying that a tie vote results in failure of the motion.
- Clarifying that *Robert’s Rules of Order* serve only as advisory guidance, not binding authority, with the Board’s adopted Rules taking precedence.

## **Summary of Resolution**

The adoption of these revised Rules ensures compliance with Florida Statutes, the City Charter, and Certified Local Government (CLG) program requirements. The revisions also improve clarity, transparency, and consistency in Board operations. Pursuant to the City Charter, the City Commission retains the exclusive authority to remove or replace members of the HPB. The revised Rules appropriately reflect this limitation.

Formal acknowledgment and approval of the revised Rules by the City Commission will:  
(1) Confirm their consistency with governing law; (2) Incorporate them into the City’s official

records and CLG documentation; and (3) Provide clear direction to the HPB and the public regarding procedural standards.

**Recommendation**

Staff recommends adoption of Resolution Number 25-76 acknowledging and approving the revised Rules of Procedure of the Historic Preservation Board, attached as *Exhibit A*.

**Fiscal Impact**

There is no direct cost or revenue impact anticipated.

**Business Impact Estimate**

Not applicable.

**Attachments**

Resolution 25-76

Exhibit A – HPB Resolution 25-01 and Revised Procedural Rules

**Prepared By**

Sasha Garcia, City Attorney

**Reviewed By**

Tom Carrino, City Manager

## RESOLUTION NUMBER 25-76

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, ACKNOWLEDGING AND APPROVING THE REVISED RULES OF PROCEDURE OF THE HISTORIC PRESERVATION BOARD; PROVIDING FOR INCORPORATION INTO THE CITY'S CERTIFIED LOCAL GOVERNMENT RECORDS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Eustis Historic Preservation Board ("Board") was established pursuant to Ordinance Number 95-27 to advise the City Commission on matters relating to historic preservation and to perform functions consistent with the requirements of the Certified Local Government Program; and

**WHEREAS**, the Board originally adopted Rules of Procedure on July 23, 1996, which were amended on October 8, 1996, and July 8, 1997, to address notarization of objections to designation and member attendance requirements; and

**WHEREAS**, on September 10, 2025, the Historic Preservation Board adopted further revised Rules of Procedure to clarify quorum requirements, conflict of interest and voting abstention, recordkeeping and minutes, procedures for tie votes, and the use of *Robert's Rules of Order* as advisory guidance; and

**WHEREAS**, the City Commission finds it appropriate and necessary to formally acknowledge the revised Rules of Procedure to ensure their consistency with the City Charter, Code of Ordinances, and Certified Local Government Program requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:**

**Section 1. Acknowledgment and Approval.** The City Commission hereby acknowledges and approves the revised Rules of Procedure of the Historic Preservation Board, as adopted by the Board on September 10, 2025, attached hereto as *Exhibit A* and incorporated herein by reference.

**Section 2. Incorporation into City Records.** The revised Rules of Procedure shall be incorporated into the City's official records, including its Certified Local Government documentation, and maintained on file by the City Clerk.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED, ORDAINED, AND ADOPTED** in Regular Session of the City Commission of the City of Eustis, Florida, this 2nd day of October 2025.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Willie L. Hawkins  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 2<sup>nd</sup> day of October 2025 by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for reliance and use by the Eustis City Commission.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 25-76 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk



## HPB RESOLUTION NUMBER 25-01

### A RESOLUTION OF THE CITY OF EUSTIS HISTORIC PRESERVATION BOARD ADOPTING REVISED RULES OF PROCEDURE; PROVIDING FOR TRANSMITTAL TO THE CITY COMMISSION; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City of Eustis Historic Preservation Board (“Board”) was established pursuant to Ordinance Number 95-27 to advise the City Commission on matters relating to historic preservation and to carry out duties consistent with the Certified Local Government Program; and

**WHEREAS**, the Board adopted Rules of Procedure on July 23, 1996, which were subsequently amended on October 8, 1996, and July 8, 1997, to address notarization of property owner objections and member attendance requirements; and

**WHEREAS**, the Board has determined that additional revisions are necessary to address quorum requirements, conflict of interest and voting abstention, recordkeeping and minutes, procedures for tie votes, and the role of *Robert’s Rules of Order* as advisory guidance only; and

**WHEREAS**, the Board finds that adoption of the revised Rules of Procedure, attached hereto as *Exhibit A* and incorporated herein by reference, will promote transparency, compliance with Florida Statutes, and the efficient and orderly conduct of Board business.

**NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION BOARD OF THE CITY OF EUSTIS, FLORIDA, AS FOLLOWS:**

#### **Section 1. Adoption of Revised Rules of Procedure.**

The Historic Preservation Board hereby adopts the revised Rules of Procedure attached hereto as *Exhibit A*. Said Rules supersede all prior versions and shall govern the proceedings of the Board unless and until amended in accordance with applicable law.

#### **Section 2. Transmittal to City Commission.**

City staff is hereby directed to transmit a copy of the revised Rules of Procedure to the City Commission for acknowledgment and for inclusion in the City’s Certified Local Government records.

#### **Section 3. Effective Date.**

This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 10th day of September, 2025, by the Historic Preservation Board of the City of Eustis, Florida.

**HISTORIC PRESERVATION BOARD  
CITY OF EUSTIS, FLORIDA**

By:   
Matthew E. Kalus, Chairperson

ATTEST:

  
Deanna Mikiska, Recording Secretary

**Exhibit A:** Revised Rules of Procedure (as adopted September 2025)

## **City of Eustis Historic Preservation Board Rules of Procedure**

Pursuant to City of Eustis Ordinance 95-27, the City of Eustis Historic Preservation Board (“Board”) hereby adopts the following Rules of Procedure:

### **1. Conduct of Meetings**

All meetings of the Board shall be conducted in accordance with these Rules of Procedure. *Robert's Rules of Order* may be used as guidance in matters of parliamentary procedure not otherwise addressed by these Rules but shall not be binding on the Board.

### **2. Participation in Activities**

Board members are encouraged to participate in survey and planning activities undertaken by the City of Eustis in furtherance of historic preservation goals.

### **3. Agenda Preparation and Notice**

The proposed agenda for each Board meeting shall be prepared by City staff and publicly noticed in advance by posting copies at City Hall and other locations where City ordinances are routinely posted.

### **4. Public Records**

These Rules of Procedure constitute a public record and shall be available for public inspection consistent with the requirements of Chapter 119, Florida Statutes.

### **5. Quasi-Judicial Hearings**

All quasi-judicial hearings conducted by the Board shall conform to the procedures set forth in the City's Land Development Regulations.

### **6. Coordination with the State Historic Preservation Office**

The Board shall coordinate with the State Historic Preservation Office as follows:

- a. Provide a copy of all duplicate inventory materials to the State Historic Preservation Office.
- b. Provide the State Historic Preservation Office with at least thirty (30) days' prior notice of all Board meetings, except in the case of special meetings, in which case reasonable notice shall be given.
- c. Submit approved minutes of all Board meetings to the State Historic Preservation Office within thirty (30) days of approval. Minutes shall reflect attendance, actions taken, and any changes in Board membership.

## 8. Conflict of Interest/Voting Abstention

Board members shall comply with the Code of Ethics for Public Officers and Employees, codified at Chapter 112, Part III, Florida Statutes. A member who has a voting conflict shall publicly disclose the conflict at the meeting prior to participation in discussion, abstain from voting, and file the required written memorandum of voting conflict with the City Clerk within fifteen (15) days, as required by Section 112.3143, Florida Statutes.

## 9. Recordkeeping and Minutes

The Board shall maintain minutes of all meetings in compliance with the Florida Sunshine Law (F.S. § 286.011) and the Public Records Law (F.S. Ch. 119). Minutes shall document attendance, motions, votes, and official actions. Approved minutes shall be forwarded to the State Historic Preservation Office within thirty (30) days of approval.

## 10. Tie Votes

In the event of a tie vote, the motion shall be deemed to have failed.

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### History:

Adopted July 23, 1996

Amended October 8, 1996 (Notarization of objections)

Amended July 8, 1997 (Attendance requirements)

Amended September 2025 (Quorum, conflict of interest, recordkeeping, tie votes)

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### Guidance on Quorum Amendments

**Quorum Determination:** Quorum is based upon the number of authorized seats, not merely the number of filled seats. For example, if the Board has seven seats but two are vacant, quorum remains four. This ensures consistency and prevents manipulation of quorum requirements through vacancies.

**Loss of Quorum:** If quorum is lost during a meeting, official action must cease immediately. The meeting may continue for purposes of discussion or public comment, but no binding votes or official actions may occur until quorum is reestablished.



# City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: October 2, 2025

RE: Resolution Number 25-72: Guidelines for Commissioner Communications with Developers – Sunshine Law Compliance

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## **Introduction**

The proposed Resolution establishes formal guidelines governing communications between City Commissioners and developers or other land use applicants. The purpose is to ensure compliance with Florida's Sunshine Law and to promote transparency, fairness, and public trust in the City's land use decision-making process.

The Resolution applies specifically to land use and development matters where quasi-judicial or legislative actions may come before the City Commission.

The policy clarifies permissible and prohibited interactions, encourages public presentations over individual meetings, requires written summaries of any such meetings, and mandates ex parte disclosures in accordance with state law.

## **Recommendation**

Staff recommends the City Commission adopt Resolution Number 25-72 to establish these guidelines. This policy provides a clear, consistent, and legally sound framework for Commissioner-developer communications, reducing legal risk under the Sunshine Law and enhancing public confidence in the fairness of land use decisions.

## **Fiscal Impact**

There is no direct fiscal impact associated with adopting this Resolution.

## **Business Impact Estimate**

Not applicable.

## **Attachments**

Resolution Number 25-72

## **Prepared By**

Sasha Garcia, City Attorney

## **Reviewed By**

Tom Carrino, City Manager

## RESOLUTION NUMBER 25-72

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, ESTABLISHING GUIDELINES FOR COMMUNICATIONS BETWEEN COMMISSIONERS AND DEVELOPERS OR OTHER LAND USE APPLICANTS TO ENSURE COMPLIANCE WITH FLORIDA'S SUNSHINE LAW AND TO PROMOTE TRANSPARENCY, FAIRNESS, AND PUBLIC TRUST; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Eustis recognizes the importance of transparent and ethical governance, particularly in land use matters involving discretionary decision-making; and

**WHEREAS**, Florida's Sunshine Law (Chapter 286, Florida Statutes) prohibits Commissioners from discussing matters that may foreseeably come before the Commission outside of duly noticed public meetings; and

**WHEREAS**, the City Commission seeks to provide clear guidance to its members and the public on the manner in which Commissioners may interact with developers or land use applicants without compromising public confidence or legal compliance.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:**

### **SECTION 1. Purpose.**

This resolution establishes uniform best practices for communications between Commissioners and developers or other land use applicants to safeguard the City's integrity, ensure compliance with Florida law, and promote informed, transparent decision-making.

### **SECTION 2. Definitions.**

1. *Developer* means any individual, entity, or representative seeking from the City any land use approval, entitlement, or discretionary action relating to the development, redevelopment, or use of real property. This includes, but is not limited to, applicants for annexations, comprehensive plan amendments, land use designations, variances, conditional uses, special exceptions, site plan approvals, subdivision approvals, or development agreements.

2. *Land Use Matter* means any quasi-judicial or legislative proceeding before the City Commission involving the review, approval, denial, modification, or conditioning of a request affecting the development or use of real property, whether initiated by an applicant, the City, or another governmental entity.

### **SECTION 3. Guidelines for Communications.**

(a) Public Meetings Preferred. Developers and other applicants should present requests, proposals, and supporting materials during publicly noticed workshops or regular/special Commission meetings whenever feasible.

(b) One-on-One Meetings Restricted. Individual meetings between a Commissioner and a Developer regarding a Land Use Matter are discouraged. When such meetings are necessary, they shall comply with the following protocols:

1. No Discussion of Other Commissioners' Positions. Commissioners shall not communicate, solicit, or relay the views, positions, or intended votes of other Commissioners.

2. No Commitments. Commissioners shall not state or imply any commitment to vote for or against any application, nor express support or opposition in a manner that could be reasonably perceived as a predetermined position.

3. Written Summary Required. The Commissioner, or accompanying City staff member, shall prepare a written summary of the meeting within five (5) business days. The summary shall identify the date, time, location, persons present, and the general substance of matters discussed. The summary shall be submitted to the City Clerk for inclusion in the next available Commission agenda packet.

4. Equal Access. When a Commissioner meets with a Developer, the Commissioner shall inform the Developer that the same opportunity will be extended to all other Commissioners upon request.

5. Staff Presence. Whenever possible, a member of City staff shall be present at and document the meeting.

6. Ex Parte Disclosure. For any Land Use Matter subject to quasi-judicial review, the Commissioner shall publicly disclose the existence, substance, and nature of any ex parte communication at the applicable hearing prior to voting, in accordance with Section 286.0115, Florida Statutes.

### **SECTION 4. Training and Acknowledgment.**

The City Manager and City Attorney shall ensure that all Commissioners receive annual training on Sunshine Law compliance and ethical conduct in land use

matters. Commissioners shall acknowledge in writing that they have received and reviewed this resolution.

#### **SECTION 5. Conflicts.**

All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

#### **SECTION 6. Severability.**

If any section or portion of this resolution is declared invalid or unenforceable, the remaining sections shall remain in full force and effect.

#### **SECTION 7. Effective Date.**

This resolution shall take effect immediately upon adoption.

**PASSED, ORDAINED, AND ADOPTED** in Regular Session of the City Commission of the City of Eustis, Florida, this 2<sup>nd</sup> day of October 2025.

#### **CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Willie L. Hawkins  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

#### **CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 2<sup>nd</sup> day of October 2025 by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:



**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for reliance and use by the Eustis City Commission.

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City Attorney's Office

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Date**CERTIFICATE OF POSTING**

The foregoing Resolution Number 25-72 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

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Christine Halloran, City Clerk



## City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: October 2, 2025

RE: Discussion on Buildable City Lots

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### **Introduction**

The City receives inquiries from time to time on buildable lots owned by the City of Eustis. Vice-Mayor Ashcraft has requested a discussion item regarding the disposition of several of those buildable lots.

### **Background**

The City acquires lots and land from time to time through various processes. In the past, the City introduced a program called Mow-to-Own that allowed the City to dispose of property that did not need to be retained for a specific purpose. Under that program, after 24 months of landscape maintenance, the City would transfer ownership of the property to the party providing maintenance. While this did relieve the City of maintenance responsibility, the program did not result in significant new construction. The City Commission decided to discontinue the program and re-evaluate the disposition of City properties at a future date.

Attached is information on buildable City properties that need not be retained for a specific purpose. Those properties are on Gould Street, Dawes Street, and Pinkney Street. It should be noted that as these properties are all in the CRA, any disposition would be governed by FS 163.380 which requires a 30-day minimum advertisement of the opportunity.

Staff is seeking direction on the disposition of the identified buildable lots.

### **Prepared By:**

Tom Carrino, City Manager

### **Attachments:**

Maps and Information on Buildable City Properties



# City of Eustis

Item 7.1

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

Property Location: Gould St.

Parcel #: 01-19-26-0100-000-03300

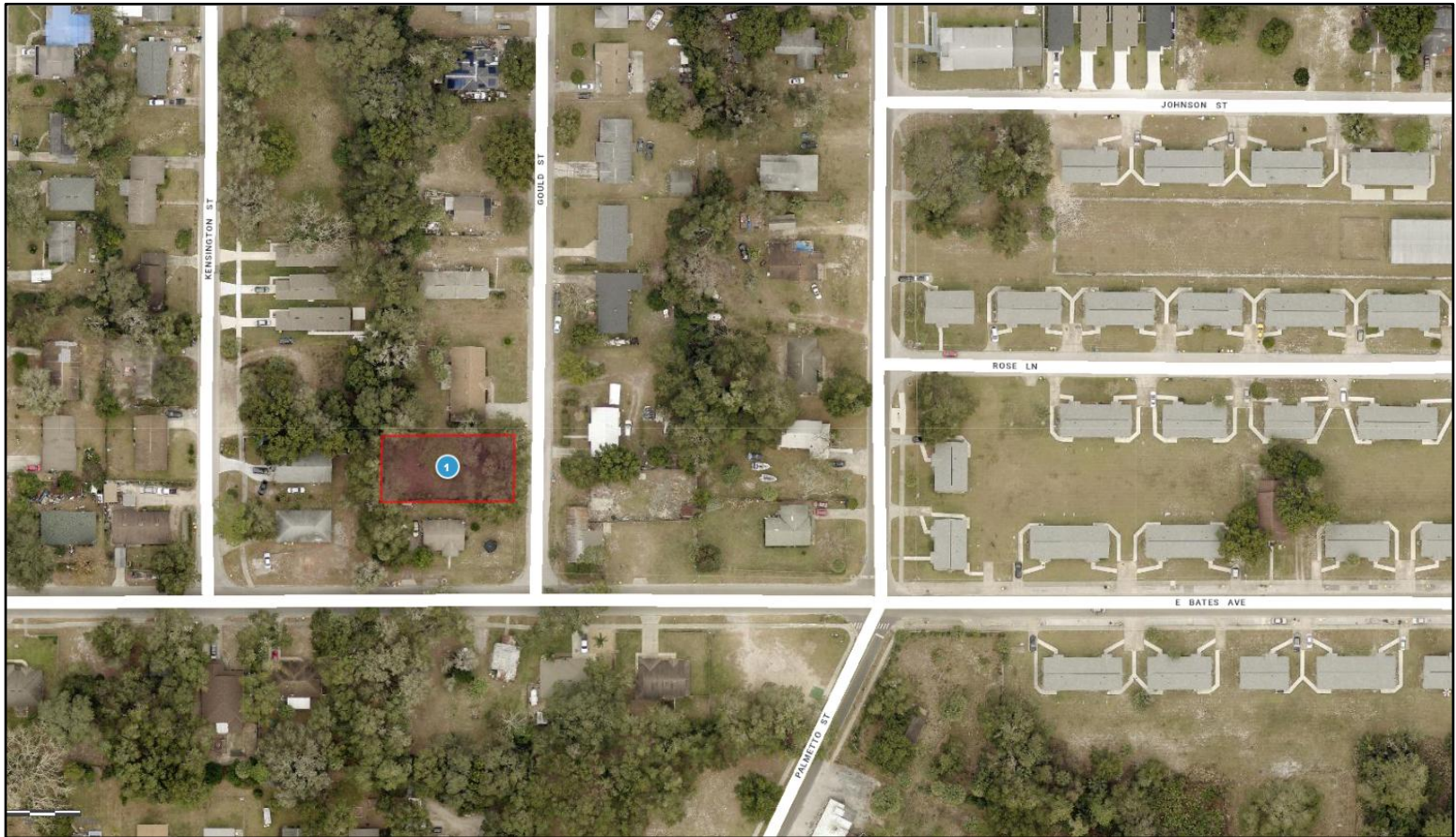
Alternate Key: 1421705

Owner: City of Eustis

Acres: 0.019998471

Sale History: 10/01/1992 Sale Price: \$6,000

Property Appraiser Land Value: \$9,932\*





Property Location: Getford Ct. (located on Dawes St.)

Parcel #: 01-19-26-0200-000-00404

Alternate Key: 1717698

Owner: City of Eustis

Acres: 0.12825137

Sale History: 11/02/2004 Sale Price: \$0.00

Property Appraiser Land Value: \$8,065\*

Property Location: 800 Dawes St.

Parcel #: 01-19-26-0200-000-00408

Alternate Key: 1193648

Owner: City of Eustis

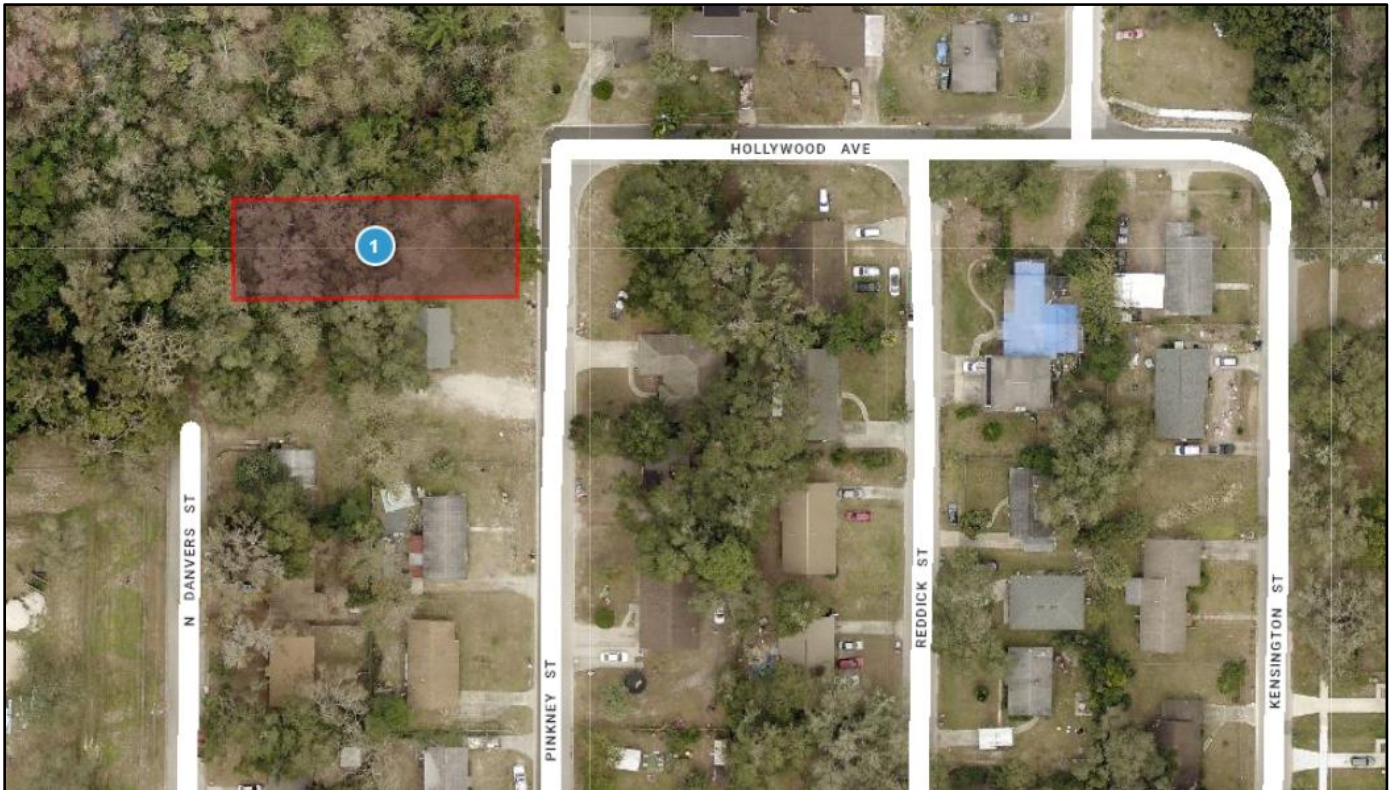
Acres: 0.0844086

Sale History: 10/20/2016 Sale Price: \$100

Property Appraiser Land Value: \$6,000\*



Property Location: Pinkney St.  
Parcel #: 01-19-26-0500-000-00100  
Alternate Key: 1198259  
Owner: City of Eustis  
Acres: 0.23413043  
Sale History: 11/23/2004 Sale Price: \$1.00  
Property Appraiser Land Value: \$10,608\*



*\*Property appraiser land values shown are 2025 CERTIFIED VALUES. The Market Value listed is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.*