



AGENDA

Community Redevelopment Agency Meeting (CRA)

5:30 PM – Thursday, July 17, 2025 – City Hall

Call to Order

Acknowledgement of Quorum and Proper Notice

1. Approval of Minutes

1.1 Approval of Minutes

June 19, 2025 CRA Meeting

2. CRA Item with Board Discussion and Direction

2.1 Presentation of Fiscal Year 25-26 CRA Budget for the Downtown and East Town Community Redevelopment Agency

3. Adjournment

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

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



City of Eustis

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

TO: COMMUNITY REDEVELOPMENT AGENCY (CRA)

FROM: Tom Carrino, City Manager

DATE: July 17, 2025

RE: Approval of Minutes

June 19, 2025 CRA Meeting

Introduction:

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

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk



MINUTES

Community Redevelopment Agency Meeting (CRA)

5:00 PM – Thursday, June 19, 2025 – City Hall

Call to Order: 5:22 p.m.

Acknowledgement of Quorum and Proper Notice

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

1. Approval of Minutes

June 5, 2025 CRA Meeting

Motion made by Mr. Holland, Seconded by Ms. Lee, to approve the June 5, 2025 CRA minutes. Motion passed on the following vote:

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

2. CRA Item with Board Discussion and Direction

2.1 CRA Resolution 25-02: Adoption of CRA Review and Direction on Developer Agreement Clarification for Tax Reimbursement Eligibility and Future Agreement Reform

Sasha Garcia, City Attorney, noted the previous discussion regarding the development agreement and explained she memorialized those changes in CRA Resolution 25-02.

Attorney Garcia read CRA Resolution Number 25-02 by title: A Resolution of the Community Redevelopment Agency of the City of Eustis, Lake County, Florida; known as the Downtown and East Town Redevelopment Agency (CRA), clarifying the intent and application of the December 19, 2019 developer agreement with North Central Place LLC regarding tax increment reimbursement; establishing the clarification as a precedent applicable to all existing agreements based on the same form; affirming the CRA's intent to transition to a new agreement form; providing for implementation and an effective date.

Mr. Asbate indicated he had gotten some "pushback" regarding what was discussed following the previous discussion. He indicated his support for the changes.

Attorney Garcia opened the public hearing at 5:23 p.m.

Daniel DiVenanzo confirmed that the funds were going to be released with Ms. Garcia stating that the resolution confirms what was previously discussed and explained what is included in the resolution.

There being no further public comment, the hearing was closed at 5:37 p.m.

Motion made by Ms. Lee, Seconded by Mr. Holland, to approve CRA Resolution Number 25-02. Motion passed on the following vote:

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

Consideration of funds transfer for CRA residential rehab program

Tom Carrino, City Manager, noted that the CRA funds a residential rehab program. He stated that staff will be bringing forward as part of the budget process an outside of the CRA rehab program. He reported that the Lake Community Action Agency (LCAA) program has completed five projects. He indicated that there is a sixth project that would leverage another \$10,000 in federal funding. He asked for permission for him to approve a \$30,000 transfer for that project. He stated there is approximately \$300,000 in an incentives line item and he would like to take the \$30,000 from. He noted that LCAA would provide an update on their program at the July 17th meeting.

The Board asked what the Incentives line item was for with Mr. Carrino explaining it covers the gateway program and a permit fee program. He explained they have underspent in that line item.

CONSENSUS: It was a consensus of the Board for Mr. Carrino to proceed with the transfer.

Mr. Ashcraft asked for an explanation of the LCAA administrative fees with Mr. Carrino explaining the administrative fees are included in the current contract. He stated they would have to modify the agreement in order to change that. He explained that the City pays \$1,000 for paperwork and vetting the candidate and then \$3,000 for overseeing the construction project. He noted that Habitat takes a percentage of each project.

Discussion was held regarding switching to the Habitat program and the amount of the LCAA administrative fees. It was suggested that LCAA could handle the CRA projects and Habitat could handle everything outside the CRA.

3. Adjournment: 5:37 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 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.*

CHRISTINE HALLORAN
City Clerk

WILLIE L. HAWKINS
Mayor/Commissioner



City of Eustis

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TO: COMMUNITY REDEVELOPMENT AGENCY (CRA)
 FROM: TOM CARRINO, CITY MANAGER
 DATE: JULY 17, 2025
 RE: PROPOSED COMMUNITY REDEVELOPMENT AGENCY (CRA) BUDGET
 FOR FISCAL YEAR 2025-26

Introduction

This report summarizes the proposed Fiscal Year 2025-26 budget for the Eustis Downtown and East Town Community Redevelopment Agency and seeks approval from the Community Redevelopment Agency Board prior to adoption by the Eustis City Commission.

Background

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

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

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

Proposed Budget

Revenues:

- The anticipated revenue for FY 2025-26 is \$1,788,376 with funding received from Lake County, the City, and the Lake County Water Authority. Anticipated Tax Incremental Financing (TIF) revenues reflect an increase of \$235,348 over the previous year's actual revenue. Other revenue, included in the total, of \$175,000 represents interest income derived from the fund's cash balance.

Expenditures:

Total Expenditures for the fund are \$1,410,564 with some of the major expenditures as follows:

- A. Administrative services of \$596,564 are comprised of the following:
 1. Professional services including project engineering, design and a parking study \$ 72,000
 2. Auditing fees \$ 7,000
 3. Other contractual services for real estate and master plan implementation, law enforcement services for the CRA, and services for Director and CRA Coordinator \$ 430,814
 4. Other expenses, including promotional activities, utilities, clock repair etc. \$ 90,750

- B. Incentives for development to include economic programs, gateway grants and other incentives designed to improve the district \$ 305,000
- C. Projects: Street Rehabilitation, splash pad repair, sidewalks, housing rehabilitation and parking garage repairs \$ 265,000
- D. Debt service for downtown land \$ 240,000
- E. The attached exhibit represents the proposed budget for the Community Redevelopment Agency Fund (014) along with the current budget and current projected actual activity.

Staff Recommendation:

Staff recommends approval of the proposed Community Redevelopment Agency budget for Fiscal Year 2025-26.

Prepared By:

Al Latimer, Economic Development and CRA Director

Attachments:

Exhibit A Proposed CRA Budget

Exhibit A

CITY OF EUSTIS
PROPOSED ANNUAL BUDGET
FISCAL YEAR 2025/26

Account Number	Account Description	Requested	Note	2025 Approp	2025 Actual
COMMUNITY REDEVELOPMENT AGENCY FUND (CRA)					
COMM REDEV - ADMIN / GENERAL GOV					
			Misc. Consultant Services - Real Estate, Appraisals, Grant Writing Support		
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	22,000.00	Services, Master Plan Component and Project Design, Engineering, etc.	0.00	0.00
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	50,000.00	Parking Study	0.00	0.00
014-1230-516-30-31	OPER EXP / PROFESSIONAL SVCS	72,000.00		15,000.00	12,312.50
014-1230-516-30-32	OPER EXP / ACCOUNTING & AUDITING	7,000.00	Annual Audit - Increase per Finance 7%	0.00	0.00
014-1230-516-30-32	OPER EXP / ACCOUNTING & AUDITING	7,000.00		6,625.00	6,625.00
			Code Enforcement/Demolitions 2 Possible Demos with Possible Asbestos		
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	15,000.00	Remediation Per Eric Martin	0.00	0.00
			Real Estate and Master Plan Implementation Contractual Services		
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	140,000.00	Administrative Services - Director Latimer (20%) and CRA Coordinator	0.00	0.00
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	123,869.18	(100%)	0.00	0.00
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	151,945.02	Law Enforcement Services for the CRA	0.00	0.00
014-1230-516-30-34	OPER EXP / OTHER CONTRACTUAL SVC	430,814.20		172,343.25	109,195.32
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	300.00	Misc. CRA Events	0.00	0.00
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	4,900.00	FRA Events	0.00	0.00
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	2,000.00	FRA Academy	0.00	0.00
014-1230-516-30-40	OPER EXP / TRAVEL & PER DIEM	7,200.00		10,000.00	1,838.55
014-1230-516-30-42	OPER EXP / TRANSP/POSTAGE	1,000.00	Postage	0.00	0.00
014-1230-516-30-42	OPER EXP / TRANSP/POSTAGE	1,000.00		0.00	0.00
014-1230-516-30-43	OPER EXP / UTILITY SERVICES	30,000.00	Streetlights Formerly Funded by Street Improvement Fund	0.00	0.00
014-1230-516-30-43	OPER EXP / UTILITY SERVICES	27,750.00	Streetlights	0.00	0.00
014-1230-516-30-43	OPER EXP / UTILITY SERVICES	57,750.00		55,000.00	41,249.97
			Marketing for CRA Events that Utilizes the Downtown Business Growth		
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	6,000.00	Grant Program	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	1,000.00	Posters, Signs, and Placards	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	4,000.00	Community Meetings	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	4,000.00	Facebook Marketing Boost	0.00	0.00
014-1230-516-30-48	OPER EXP / PROMOTIONAL ACTIVITIES	15,000.00		0.00	0.00
			Copy Paper, Pens, Notepads, and General Supplies to Support Production		
014-1230-516-30-51	OPER EXP / OFFICE SUPPLIES	2,000.00	of Reports and Documents for Commission.	0.00	0.00
014-1230-516-30-51	OPER EXP / OFFICE SUPPLIES	2,000.00		2,000.00	98.90
014-1230-516-30-52	OPER EXP / OPERATING SUPPLIES	0.00		5,000.00	0.00
014-1230-516-30-54	OPER EXP / BOOKS, PUB, SUBSCRIPTIONS	620.00	FRA Membership	0.00	0.00
014-1230-516-30-54	OPER EXP / BOOKS, PUB, SUBSCRIPTIONS	180.00	DEO	0.00	0.00
014-1230-516-30-54	OPER EXP / BOOKS, PUB, SUBSCRIPTIONS	800.00		795.00	0.00
014-1230-516-60-65	CAP OUTLAY / WAYFINDING SIGNS	3,000.00	Downtown Wayfinding Signs - Boat Tours and Seaplanes	0.00	0.00

Account Number	Account Description	Requested	Note	2025 Approp	2025 Actual
014-1230-516-60-65	CAP OUTLAY / WAYFINDING SIGNS	3,000.00		3,000.00	0.00
	Totals	596,564.20		269,763.25	171,320.24
	CRA / DEVELOPMENT INCENTIVES				
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENTIVE	60,000.00	New Gateway Grants	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENTIVE	60,000.00	Committed Gateway Grants	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENTIVE	50,000.00	Economic Development Incentive Program	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENTIVE	85,000.00	Agreement Incentive Payments	0.00	0.00
014-8400-581-92-06	NON-DEPARTMENTAL / DEVELOPMENT INCENTIVE	255,000.00		359,000.00	51,472.20
014-8400-581-92-15	NON-DEPARTMENTAL / GRANT CONTINGENCY	50,000.00	Grant Matching Funds	0.00	0.00
014-8400-581-92-15	NON-DEPARTMENTAL / GRANT CONTINGENCY	50,000.00		0.00	0.00
	Totals	305,000.00		359,000.00	51,472.20
	OTHER USES/STREETSCAPE:				
014-8600-538-90-03	OTHER USES/STREETSCAPE - CLOCKS	4,000.00	Clock Repairs	0.00	0.00
014-8600-538-90-03	OTHER USES/STREETSCAPE - CLOCKS	4,000.00		0.00	0.00
	Totals	4,000.00		0.00	0.00
	CAP OUTLAY / CRA TRANSPORTATION PROJECTS				
014-8600-541-60-01	CAP OUTLAY / STREET REHABILITATION	0.00		50,000.00	0.00
	Totals	0.00		50,000.00	0.00
	PROJECTS / NON - DEPT:				
014-8600-581-60-21	CAP OUTLAY / LAKE EUSTIS SEAWALL REHAB	0.00		926,450.00	817,693.15
014-8600-581-60-38	CAP OUTLAY / CRA SIDEWALK/TREE PLANTING	45,000.00	CRA Sidewalk Rehab. - CIP 25/26	0.00	0.00
014-8600-581-60-38	CAP OUTLAY / CRA SIDEWALK/TREE PLANTING	45,000.00		275,900.00	0.00
014-8600-581-60-43	CAP OUTLAY / SPLASH PAD	20,000.00	Repair Cracking Splash Pad Concrete	0.00	0.00
014-8600-581-60-43	CAP OUTLAY / SPLASH PAD	20,000.00		0.00	0.00
014-8600-581-60-46	CAP OUTLAY / CRA PALMETTO PLAZA PARK PH2	0.00		469,000.00	0.00
014-8600-581-60-47	CAP OUTLAY / BAY ST DRAINAGE IMPROV	0.00		145,000.00	0.00
014-8600-581-60-48	HOUSING REHAB	100,000.00	Housing Rehabilitation	0.00	0.00
014-8600-581-60-48	HOUSING REHAB	100,000.00		100,500.00	98,378.00
014-8600-581-60-49	CAP OUTLAY / CRA STREET REHABILITATION	50,000.00	Street Rehabilitation - CIP 25/26	0.00	0.00
014-8600-581-60-49	CAP OUTLAY / CRA STREET REHABILITATION	50,000.00		49,100.00	0.00
014-8600-581-92-40	NON-DEPARTMENTAL / REDEVELOPMENT PLAN UP	30,000.00	Update Redevelopment Plan	0.00	0.00
014-8600-581-92-40	NON-DEPARTMENTAL / REDEVELOPMENT PLAN UP	30,000.00		0.00	0.00
014-8600-581-92-42	NON-DEPARTMENTAL / PARKING LOT MAINT	20,000.00	Parking Garage Repairs	0.00	0.00
014-8600-581-92-42	NON-DEPARTMENTAL / PARKING LOT MAINT	20,000.00		0.00	0.00
014-8600-581-95-05	NON DEPARTMENTAL / SPECIAL PROJECTS	0.00		400,000.00	0.00
	Totals	265,000.00		2,365,950.00	916,071.15
	DEBT SERVICE				
014-8800-581-70-71	DEBT SERVICE PRINCIPAL	240,000.00	Debt Service - CIP 25/26	0.00	0.00
014-8800-581-70-71	DEBT SERVICE PRINCIPAL	240,000.00		2,527,558.00	94,304.62
014-8800-581-70-72	DEBT SERVICE INTEREST	0.00		71,001.00	54,306.71
	Totals	240,000.00		2,598,559.00	148,611.33
	GRAND TOTAL - CRA FUND	\$ 1,410,564.20		\$ 5,643,272.25	\$ 1,287,471.15