



AGENDA

Community Redevelopment Agency (CRA)

5:00 PM – Thursday, September 07, 2023 – City Hall

CALL TO ORDER

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

1. APPROVAL OF MINUTES

1.1 Approval of Minutes

May 18, 2023 CRA Meeting

2. CRA ITEM WITH BOARD DISCUSSION, PUBLIC INPUT AND DIRECTION

2.1 CRA Fiscal Year 2023/24 Budget

3. ADJOURNMENT

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

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



City of Eustis

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

TO: COMMUNITY REDEVELOPMENT AGENCY (CRA)

FROM: Christine Halloran, City Clerk

DATE: September 7, 2023

RE: Approval of Minutes

Introduction:

This item is for consideration of the minutes of May 18, 2023 CRA Meeting.

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 (CRA)

5:00 PM – Thursday, May 18, 2023 – City Hall

CALL TO ORDER: 5:08 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

PRESENT: Ms. Nan Cobb, Mr. Willie Hawkins, Vice Chair Emily Lee and Chairman Michael Holland

ABSENT: Mr. Gary Ashcraft

1. APPROVAL OF MINUTES

February 16, 2023 CRA Meeting

Motion made by Vice Chair Lee, Seconded by Mr. Hawkins, to approve the Minutes as submitted. The motion passed on the following vote:

Voting Yea: Ms. Cobb, Mr. Hawkins, Vice Chair Lee, Chairman Holland

2. CRA ITEM WITH BOARD DISCUSSION, PUBLIC INPUT AND DIRECTION

2.1 CRA Resolution Number 23-01: Approving and Ratifying A 1ST Amendment to Developer Agreement

Tom Carrino, City Manager, explained that the two community representatives for the Board already had pre-arranged travel plans when the meeting was announced so they would not be part of the meeting.

Al Latimer, Economic Development Director, explained the amendment to the Developer Agreement with Hometown Property Investments is for an extension from January 1, 2024 to January 1, 2025. He stated they had difficulties with acquiring materials and supplies, labor challenges and subcontractor delays which has necessitated the request for the extension. He stated staff's recommendation for approval.

Motion made by Mr. Hawkins, Seconded by Ms. Cobb, to approve CRA Resolution Number 23-01. The motion passed on the following vote:

Voting Yea: Ms. Cobb, Mr. Hawkins, Vice Chair Lee, Chairman Holland

2.2 CRA Resolution Number 23-02: Authorizing City Manager to Enter into Agreement with a Consultant to Develop a Downtown Master Plan

Mr. Latimer stated Resolution Number 23-02 is to award the contract for development of the downtown master plan. He explained that G3C2 conducted a bid solicitation for the master plan and received two submittals. Those submittals were from GAI and MIG both of whom gave presentations to G3C2 and City staff. MIG was selected as the first choice for negotiations. He stated the cost for the master plan is \$250,000 and the CRA has sufficient funds available. He indicated staff would work with G3C2 to fund a portion of the project. He added the timeline for the project would occur in five phases

over a nine-month period from June 2023 to February 2024. He provided a break of the phasing as follows: 1) Phase 1 - Would begin immediately and consist of the visioning process; 2) Phase 2 - Generating design options for a conceptual framework; 3) Phase 3 - Draft master plan; 4) Phase 4 - Provision of final master plan; and 5) Phase 5 - Development actions and seeking of partnership facilitations to move from vision to reality. He stated staff's recommendation for approval.

The Board asked how much the two developers would be asked to pay with Mr. Latimer responding \$25,000 each.

Mr. Carrino indicated that is part of what needs to be negotiated.

Motion made by Mr. Hawkins, Seconded by Ms. Cobb, to approve CRA Resolution Number 23-02. The motion passed on the following vote:

Voting Yea: Ms. Cobb, Mr. Hawkins, Vice Chair Lee, Chairman Holland

Mr. Carrino informed the Board that the resolution also effectuates the related budget amendment. He noted that will require staff notifying all of the CRA funding partners as well.

2.3 CRA General Update

Mr. Latimer provided the general update regarding revenues, expenses and the status of various projects including the basketball shade structure, gateway grants, seawall monitoring, Bay Street drainage improvement project, Palmetto Park Phase 3, and street rehabilitation.

Vice Chair Lee asked for an update on the housing rehab program with Mr. Carrino indicating he was in contact with Lake Community Action Agency regarding a holdover project. He explained they had eight to ten homes that were on the list and the City, at one point, had instructed them to freeze the list. They are now almost at the end of the list. He stated the rollover amount is approximately \$135,000 and the Board will need to discuss how to proceed at that point.

Vice Chair Lee asked if anyone goes back and assesses whether or not the homeowners are continuing to maintain their homes.

Mr. Carrino responded that the City has not done that and staff needs to contact LCAA regarding what their follow up consists of. He noted that education and upkeep has been discussed in the past with Vice Chair Lee adding that LCAA previously stated they had an education program.

Mr. Carrino reported that he and Mr. Hawkins had attended a meeting with CDBG staff at Lake County and asked them what kind of educational resources they have. He stated they have an educational platform that they are required to use. He indicated that staff will look at that to see if it is something that is transferable to the City's program.

Ms. Cobb stated her thought that the \$135,000 remaining was to complete those eight to ten homes.

Mr. Carrino responded that there are still a couple of projects on the list that have not been paid out which will probably reduce the holdover to about \$100,000 which can be used for additional homes or another project.

Mr. Hawkins expressed support for the other board members seeing what the completed projects look like.

3. ADJOURNMENT: 5:22 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

MICHAEL L. HOLLAND
Chairmen



City of Eustis

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TO: COMMUNITY REDEVELOPMENT AGENCY (CRA)
 FROM: TOM CARRINO, CITY MANAGER
 DATE: SEPTEMBER 7, 2023
 RE: PROPOSED COMMUNITY REDEVELOPMENT AGENCY (CRA) BUDGET
 FOR FISCAL YEAR 2023-24

Introduction

This report summarizes the proposed Fiscal Year 2023-24 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 during its next scheduled meeting.

Proposed Budget

Revenues:

- The anticipated revenue for FY 2023-24 is \$1,412,897 with funding received from Lake County, the City, and the Lake County Water Authority. Anticipated Tax Incremental Financing (TIF) revenues reflect an increase over current year projected revenues of \$337,961. Other revenue included in the total of \$65,000 represents interest income derived from the fund's cash balance.

Expenditures:

Total Expenditures for the fund are \$1,359,906 with some of the major expenditures as follows:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------|-----------|
| A. Administrative services of \$233,818 is comprised of the following: | |
| a. personal services based on an allocation of the director's compensation and a full-time police officer assigned to the area. | \$128,323 |
| b. auditing fees | \$ 5,400 |
| c. other contractual services for events, and code demolitions | \$ 31,000 |
| d. Street lighting | \$ 55,000 |
| B. Incentives for development to include economic programs, gateway grants and other incentives designed to improve the district | \$245,000 |
| C. Projects: Street Rehabilitations, seawall rehab, sidewalks, Palmetto Plaza and Carver Park Pavilion | \$934,000 |
| D. Debt service for downtown land | \$198,149 |

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 2023-24.

Prepared By:

Al Latimer, Economic Development and CRA Director

Attachments:

Exhibit A Tentative CRA Budget



COMMUNITY REDEVELOPMENT

DEPARTMENT DESCRIPTION

The Community Redevelopment Agency fund (CRA) was created under Chapter 163, Florida Statutes and Ordinance No. 90-42 of the City of Eustis. The Eustis City Commission appoints the Governing Board of the CRA, and, therefore, the City exercises significant influence over its operations and fiscal management. The CRA trust fund was created to support the City of Eustis Downtown and East Town Area development activities and its unique needs. The properties within the Redevelopment Area generate Tax Incremental Revenues. These revenues are to be used to fund the various projects and activities identified in the Redevelopment Plan or related to achieving the Plan's goals and objectives. Community redevelopment is an economic development strategy that the local government uses successfully to eliminate and prevent blight conditions in the City of Eustis community.

DEPARTMENT GOALS & OBJECTIVES

In support of the City's Strategic Plan Goal #1, to be a beautiful, livable city with a vibrant lakefront identity, and in support of Goal #3, to provide quality, cost-effective public services, the Community redevelopment Agency will continue to strive towards high quality and best practices with regards to the continuing City development, implementation, and maintenance of infrastructure and assets within the City. The Agency will also continue to stay informed of new and improved techniques for cost efficiencies and value regarding infrastructure-related labor, equipment, and supply needs.



FUND: COMMUNITY REDEVELOPMENT TRUST FUND-014

Function	Department	Department
Public Works	Community Redevelopment - CRA Summary	Summary
		Programs Capital Positions



Title	Budget by Program	
ADMINISTRATION	\$	233,818
OTHER PROJECTS		245,000
CAPITAL PROJECTS		934,000
DEBT SERVICE		198,149
Department Total	\$	1,610,967

Capital Requests

STREET REHABILITATION		50,000
FERRAN PARK SEAWALL		25,000
SIDEWALK REHABILITATION		40,000
PALMETTO PLAZA HARDSCAPE		369,000
PALMETTO PLAZA SHADE STRUCT.		50,000
CARVER BASKET. COURT PAVILLION		400,000
Total	\$	934,000

Summary by Category	Actual FY20-21	Actual FY21-22	Adopted FY22-23	Projected FY22-23	Proposed FY23-24	% Change Proposed/Projected
Administrative Service	26,741	130,067	135,802	135,802	128,323	-0.06
Operating Expenses	70,965	78,559	101,945	101,945	105,495	0.03
Subtotal	97,706	208,626	237,747	237,747	233,818	-0.02
Capital Outlay	924	-	1,000	1,000	-	-1.00
Development Incentive	58,668	91,940	160,000	160,000	245,000	0.53
CRA Capital Projects	72,015	81,538	540,000	1,417,245	934,000	-0.34
Debt Service	198,148	198,974	198,148	198,148	198,149	0.00
Department Total	427,461	581,078	1,136,895	2,014,140	1,610,967	(0.20)



FUND: COMMUNITY REDEVELOPMENT TRUST FUND-014

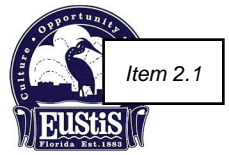


Fund Type		Community Redevelopment Trust Fund					Profile
CRA Trust Governmental		Summary					Major Fund
Fund Family: Special Revenue							
Account	DESCRIPTION	Actual Expenditures FY20-21	Actual Expenditures FY21-22	Adopted Expenditures FY22-23	Projected Expenditures FY22-23	Proposed Expenditures FY23-24	% Change Proposed/Projected
	BEGINNING FUND BALANCE	1,719,320	2,072,047	1,203,676	2,354,994	1,480,790	0.00%
	REVENUE						-
330-10-00	INCREMENTAL PAYMENT	334,343	369,013	467,555	461,736	628,214	36.05%
361-10-00	INTEREST	3,595	8,594	2,050	64,000	65,000	0.00%
381-01-00	TRANSFER FROM GEN. FUND	442,250	486,418	614,200	614,200	784,683	0.00%
	TOTAL REVENUE	780,188	864,025	1,083,805	1,139,936	1,477,897	0.00%
	TOTAL REVENUES & BALANCES	2,499,508	2,936,072	2,287,481	3,494,930	2,958,687	0.00%
	EXPENDITURES						-
8400-581	OTHER PROJECTS	58,668	91,940	160,000	160,000	245,000	-
8600-541	CAPITAL PROJECTS	-	-	50,000	50,000	50,000	-
8600-581	CAPITAL PROJECTS	72,015	81,538	490,000	1,367,245	884,000	-
8800-581	DEBT SERVICE	198,148	198,974	198,148	198,148	198,149	0.00%
1230-516	ADMINISTRATION	28,636	137,801	146,747	146,747	142,818	-
516-30-31	PROFESSIONAL SVCS	5,000	2,250	5,000	5,000	5,000	0.00%
516-30-34	OTHER CONTRACTUAL SVCS	9,070	13,575	31,000	31,000	31,000	0.00%
516-30-43	STREET LIGHTING	55,000	55,000	55,000	55,000	55,000	0.00%
	CAPITAL OUTLAY						-
516-60-65	WAYFINDING SIGNS	924	-	1,000	1,000	-	0.00%
	TOTAL EXPENDITURES	427,461	581,078	1,136,895	2,014,140	1,610,967	0.00%
	REQUIRED RESERVES	105,401	143,279	280,330	496,637	397,224	0.00%
	AVAILABLE BALANCE	1,966,646	2,211,715	870,256	984,153	950,496	0.00%
	TOTAL ENDING FUND BALANCE	2,072,047	2,354,994	1,150,586	1,480,790	1,347,720	0.00%



Function	Department	Program				
General Government	City Manager 516 552	Admin Programs Lighting 1230				
Account	DESCRIPTION	Actual Expenditures FY20-21	Actual Expenditures FY21-22	Adopted Expenditures FY22-23	Projected Expenditures FY22-23	Proposed Expenditures FY23-24
PERSONNEL SERVICES						
516-10-12	REGULAR SALARIES & WAGES	21,534	84,154	86,164	86,164	73,317
516-10-14	OVERTIME	-	6,050	-	-	6,200
516-10-16	CHRISTMAS BONUS	-	-	-	-	100
516-10-21	FICA TAXES	1,573	6,188	6,607	6,607	6,091
516-10-23	LIFE & HEALTH INSURANCE	2,256	4,324	13,702	13,702	14,628
516-10-24	EMPOWER RETIREMENT	1,378	1,041	1,400	1,400	1,362
516-10-26	OTHER RETIREMENT	-	28,310	27,929	27,929	26,625
	Subtotal	26,741	130,067	135,802	135,802	128,323
OPERATING						
516-30-31	PROFESSIONAL SVCS	5,000	2,250	5,000	5,000	5,000
516-30-32	ACCOUNTING & AUDITING	1,100	5,150	5,250	5,250	5,400
516-30-34	OTHER CONTRACTUAL SVCS	9,070	13,575	31,000	31,000	31,000
516-30-40	TRAVEL & PER DIEM	-	1,449	4,800	4,800	7,200
516-30-43	STREET LIGHTING	55,000	55,000	55,000	55,000	55,000
516-30-51	OFFICE SUPPLIES	-	40	100	100	100
516-30-52	OPERATING SUPPLIES	-	300	-	-	1,000
516-30-54	BOOKS, PUB, SUBSCRIPTIONS	795	795	795	795	795
	Subtotal	70,965	78,559	101,945	101,945	105,495
CAPITAL OUTLAY						
516-60-65	WAYFINDING SIGNS	924	-	1,000	1,000	-
	Subtotal	924	-	1,000	1,000	-
	PROGRAM TOTAL	98,630	208,626	238,747	238,747	233,818

FUND: COMMUNITY REDEVELOPMENT TRUST FUND-014



Function	Department	Program
General Government	City Manager	CRA Projects
Projects	581	8400

Account	DESCRIPTION	Actual Expenditures FY20-21	Actual Expenditures FY21-22	Adopted Expenditures FY22-23	Projected Expenditures FY22-23	Proposed Expenditures FY23-24
CRA PROJECTS						
581-92-06	DEVELOPMENT INCENTIVE	58,668	91,940	160,000	160,000	245,000
	PROGRAM TOTAL	58,668	91,940	160,000	160,000	245,000

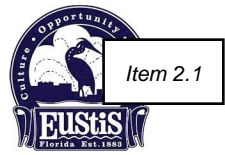
FUND: COMMUNITY REDEVELOPMENT TRUST FUND-014



Function	Department	Program
General Government	City Manager	CRA Projects
Projects	541 581	8600

Account	DESCRIPTION	Actual Expenditures FY20-21	Actual Expenditures FY21-22	Adopted Expenditures FY22-23	Projected Expenditures FY22-23	Proposed Expenditures FY23-24
CRA PROJECTS						
541-60-01	STREET REHABILITATION	-	-	50,000	50,000	50,000
581-60-21	LAKE EUSTIS SEAWALL REHAB	1,395	-	-	399,900	25,000
581-60-38	CRA SIDEWALK & TREE PLANTING	3,695	12,881	40,000	176,832	40,000
581-60-46	CRA PALMETTO PLAZA PARK PH2	-	-	50,000	50,000	419,000
581-60-47	BAY ST DRAINAGE IMPROV.	-	-	-	145,000	-
581-60-48	HOUSING REHABILITATION	18,023	67,807	-	146,363	-
581-60-49	STREET REHABILITATION	48,902	850	-	49,150	-
581-95-05	SPECIAL PROJECTS	-	-	400,000	400,000	400,000
	PROJECTS TOTAL	72,015	81,538	540,000	1,417,245	934,000

FUND: COMMUNITY REDEVELOPMENT TRUST FUND-014



Function	Department	Program
General Government	City Manager	CRA Debt
Projects	581	8800

Account	DESCRIPTION	Actual Expenditures FY20-21	Actual Expenditures FY21-22	Adopted Expenditures FY22-23	Projected Expenditures FY22-23	Proposed Expenditures FY23-24
CRA Debt Service						
581-70-71	DEBT - PRINCIPAL	112,188	115,466	116,653	116,653	123,600
581-70-72	DEBT - INTEREST	85,960	83,508	81,495	81,495	74,549
	DEBT TOTAL	198,148	198,974	198,148	198,148	198,149