AGENDA
Regular City Commission Meeting
6:00 PM - Thursday, September 22, 2022 - City Hall

INVOCATION

PLEDGE OF ALLEGIANCE: COMMISSIONER LEHEUP-SMITH

CALL TO ORDER

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

1. AGENDA UPDATE

2. APPROVAL OF MINUTES

   2.1. July 5, 2022 - City Commission Retreat
   Staff Report #22-0204 - Html
   07-05-2022 CC Retreat MIN - For Approval

3. PRESENTATIONS

   3.1. Future Business Leaders of America (FBLA) Update from Eustis High School
   Staff Report #22-0203 - Html

   3.2. Presentation of Miss Eustis Pageant 2022-2023 Queens
   Staff Report #22-0205 - Html
   Miss Eustis Pageant Queens 2022-2023 all
   Miss Eustis Pageant Queen 2022-2023

   3.3. Comprehensive Plan and Joint Planning Area Review
   Staff Report #22-0212 - Html

4. AUDIENCE TO BE HEARD

5. CONSENT AGENDA

   5.1. Resolution Number 22-68: Foreclosure Authorization - 44 Sharps Circle, LLC Case 21-00785
   Staff Report #22-0208 - Html
   Staff Report Res. No. 22-68
   Resolution No. 22-68

   5.2. Resolution Number 22-69: Foreclosure Authorization - 15 Haselton Street, Cases 20-00772 and 21-00652
   Staff Report #22-0209 - Html
   Staff Report Res Number 22-69 TC
   Resolution No. 22-69

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

   6.1. Resolution Number 22-64: Final millage rate for Fiscal Year 2022-2023.
   Staff Report #22-0201 - Html
   Staff Report - Final Millage Hearing Res 22-64
   Resolution No. 22-64 Final Millage

6.2. Resolution Number 22-65: Adopting a final budget for the fiscal year 2022-2023.
Staff Report #22-0202 - Html
Staff Report -Final Budget Res 22-65
Resolution No. 22-65 Final Budget
EXHIBIT A FY 2022-23 Eustis Budget Summary

7. OTHER BUSINESS

7.1. City Commission Compensation
Staff Report #22-0207 - Html
Staff Report City Commission Compensation Recommendation

7.2. Continued discussion on the Downtown and East Town Redevelopment Agency Board (CRA Board) Community Representative positions
Staff Report #22-0210 - Html
Staff Report 2022 Continued Discussion of 2 Members
Resolution No. 18-47
2022-FRA-Conference-announcement-Final-08092022
2022-Become-A-Certified-Redevelopment-Professional

7.3. Regulations related to backyard chickens
Staff Report #22-0211 - Html
Staff Report- BACKYARD CHICKENS

8. FUTURE AGENDA ITEMS

9. COMMENTS

9.1. City Commission

9.2. City Manager

9.3. City Attorney

9.4. Mayor

10. 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.

"Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission and the public. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

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

Staff Report

TO: Eustis City Commission
FROM: Christine Halloran, City Clerk
DATE: September 22, 2022
RE: JULY 5, 2022 - CITY COMMISSION RETREAT

Introduction:
This item is for consideration of the minutes of the July 5, 2022, City Commission Retreat.

Background:
See attached minutes.

Attachments:
07-05-2022 CC Retreat MIN - For Approval

Reviewed by:

MINUTES
City Commission Retreat
4:00 PM - Tuesday, July 5, 2022 - City Hall

CALL TO ORDER: 4:04 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

PRESENT: Commissioner Nan Cobb, Commissioner Willie Hawkins, Vice Mayor Emily Lee, Commissioner Karen LeHeup-Smith and Mayor Michael Holland

1. WORKSHOP ITEM: TRAILS DISCUSSION

1.1 Tom Carrino, City Manager, requested to move Item #3 Trails Discussion to Item #1 due to the presence of Mike Stephens at the meeting.

Mr. Carrino presented a map which summarized the Lake County trails master plan reflecting the various stages. He specifically cited the River to Hills Trail which runs in the North from the St. Johns River in Astor down to Clermont and the Orange County line, south of Lake Apopka. He stated that Eustis is the northern portion of the trail which will be approximately 75 miles. He then noted the North Lake Trail which is the northern portion of the River to Hills Trail and runs from Tavares through Eustis to Astor for 27.7 miles. He explained that trail is subdivided into three segments. One section conceptually runs from downtown Tavares to Ferran Park with section two running from Ferran Park up to County Road 42 and section three continuing on to the St. Johns River. He then cited what he referred to as the "Eustis Loop"; however, the official name is the Trout Lake Nature Center to Pine Meadows Conservation Area to Lake May Reserve Loop Trail. He indicated that is not an interconnecting trail; instead it connects Pine Meadows, Lake May and Trout Lake to the North Lake Trail. He then stated that Segment 1 conceptually runs from downtown Tavares to Ferran Park; however, the hard part is determining how that will be accomplished. Segment 2 will run from Ferran Park north to CR42 for approximately 8.2 miles. He stated they have entered into an interlocal agreement to figure out these two segments which will require a corridor study and they will need to explore grants to assist with funding. He reported that Eustis, Tavares, Lake County and Umatilla met to discuss the project, nail down the big picture options and fine tune the routes.

Mr. Carrino stated staff will be asking for direction to allow them to move forward into feasibility and corridors. He explained that the railroad right-of-way is not an option due to active use of the line. He added that the freight line is using the tracks to store cars for themselves and other uses and they are collecting rent on the car storage; therefore, they are not likely to abandon the line and allow it to be used for the trail. He indicated that CSX owns the land and leases it to the freight line; which would necessitate purchasing the lease as well as the land. He stated that Tavares is proposing using David Walker and Mount Homer Road to get into Eustis. He added discussion was also held regarding utilizing Lake Shore Drive; however, the issue is lack of right-of-way and too many driveway cuts. He continued stating that Highway 19 would present the same problem. He indicated that Umatilla will be utilizing Highway 19. He stated the City needs to determine if they want the trail to go through downtown Eustis; which would be desirable for economic development purposes. He added that an alternative would be to reroute to the east and connect to the loop trail which would be closer to Trout Lake Nature Center and 44 but would have less economic impact for Eustis. He explained that either a consultant or county staff would work on the feasibility and corridor study. He stated staff needs to determine if the City wants to bring the trail downtown and if it is willing to put in the time, work and right-of-way acquisition to do that or would they rather use the path of least resistance and go east where there is more available right-of-way.

Commissioner Hawkins indicated a preference to focus on the waterfront for the trails. He asked if a boardwalk could be done along the lake in order to utilize Lakeshore Drive with Commissioner Cobb also asking about utilizing the lakeside.

Mayor Holland noted prior discussions regarding partnering with Advent Health on a project with Mr. Carrino indicating that has been brought up before.

Mike Stephens indicated the question for the lakeside would be who owns the property and indicated it might be more expensive and there could be maintenance issues. He expressed support for working with Advent Health to utilize their property.

Commissioner Cobb expressed concern regarding the timing particularly utilizing County staff rather than a private company for the feasibility study and cited $25,000 that was previously budgeted by the City for the feasibility study.

Mr. Stephens agreed with the need to move forward faster and utilizing a private company should be quicker. He stated that Section 3 has already had a feasibility study completed and is ready to move into PD&E to move from Umatilla into the forest. He stated the PD&E is scheduled to be approved on July 12th. He stated the PD&E is unique in that it combines two studies - the Black Bear Trail along 40 and the North Lake River to Hills trail along SR 19. He indicated they are using old railroad corridor which runs from Umatilla to Astor. He stated they could combine Sections 1 and 2 for the feasibility study. He indicated the previously budgeted money by Tavares, Eustis and Umatilla would probably be sufficient for that.

Mr. Stephens then provided an update on the status of area trails stating that the Wekiva Trail from Sorrento to Titusville should be completed by the next month. He commented on the economic benefits to those areas. He indicated the right-of-way is being purchased for the next section from Sorrento to the East Lake County Regional Park and Sorrento Elementary School. The PD&E and design is underway for the trail from Sorrento into Mount Dora and from Mount Dora to Tavares. He stated $15,000,000 has been budgeted to buy the entire right-of-way which is an old spur that has not been improved. He confirmed that is mostly federal funds and additional funds have been applied for the River to Hills Trail.

Mr. Carrino indicated a portion of that funding can also be used for the feasibility/corridor study. If the grant is received, then a consultant would be utilized for the study.

Commissioner Hawkins asked how long it would take for the feasibility study with Mr. Stephens indicating it would require approximately one year to 18 months. It was noted that would include a number of stakeholder meetings.

Mr. Stephens recommended bringing the trail through the downtown and discussion was held regarding the benefits to the downtown.

Commissioner LeHeup-Smith asked about utilizing Eustis Street for a bike path with Mr. Carrino responding that staff had looked at that and indicated it is not as much of an option. He indicated they also considered North Shore Drive and noted City right-of-way that exists in the area. He added that you could put a bike path or a shared lane on Eustis but not an actual trail.

Commissioner Cobb noted Eustis is the central piece of the trails map.

Mr. Stephens commented on Clermont's "Meet Me in the Middle" concept to bring visitors into the downtown area.

Discussion was held regarding possible pathways for the trail including Lakeshore and North Shore Drive.

Vice Mayor Lee asked about grant funds available for this project. Mr. Carrino indicated state and federal funding may be available for the project. He explained the County has already applied for funding to assist with the feasibility study and PD&E and, possibly, construction. He indicated that they are still working to hire a grantwriter.

Mr. Stephens stated he is working with the Florida Greenways and Trails Council to get the Wekiva and River to Hills trails on their Priority Map for Sun Trail funding. He explained that comes from vehicle registrations and is $25 million per year that goes into the Sun Trail trails. He further explained that a project must be on their Priority Map to receive funding; however, currently both of the projects are on their Opportunities Map. He indicated they should know by the end of the year about the status of those projects. He stated they can apply for funding once they get on the Priority Map. He confirmed that getting the feasibility study done can help in getting on the Priority Map.

Commissioner Hawkins asked, if once they get on the Priority Map, they take into consideration the status of their downtown and the expected economic impact.

CONSENSUS: It was a consensus of the Commission to move forward with the trails, to run the trails through the downtown corridor and to hire an outside consultant for the feasibility/corridor study.

2. WORKSHOP ITEM: UPDATE ON CURRENT STRATEGIC PLAN

2.1 Mr. Carrino explained the existing strategic plan was developed in 2013 with a different Commission and leadership team. He stated it is a good plan and staff needs to update the Commission regarding what has been accomplished which will be done as part of the budget process. He stated his intent to discuss the existing plan and provide a big picture look at the various departments and begin mapping out the future with the possibility of creating a new strategic plan. He indicated that the most important aspect is for the Commission to inform staff about what is important to them, what they want staff working on and how to move forward to get things accomplished together. He then reviewed the Vision, Mission and Overall Goals as identified in the existing strategic plan. As he reviewed various goals, he commented on what has been accomplished and what still needs to be done. He stated his impression that the discussion should be more about where they are going instead of about where they've been. He added that he would be providing some big picture department updates and laying out the big projects going forward.

Commissioner Cobb asked about the $50,000 budgeted for the strategic plan with Mr. Carrino indicating he would be explaining that process.

Mr. Carrino cited the new leadership members, mentioned the benefits and drawbacks, and noted the loss of institutional knowledge.

Commissioner Hawkins commented on how well the new leadership team is working together.

Mr. Carrino then provided highlights from each department as follows: 1) City Manager's Office - Creating a new strategic plan, building relationships with City partners; 2) Events and Tourism - Improving existing events; 3) City Clerk - Continue to improve tools and technology; and 4) Economic Development - New director Al Latimer, working on Waterman site, new partnership with LEAD, exploration of grants, hiring of grantwriter, CRA review and identification of City's competitive advantages and target market

Commissioner Hawkins asked about assisting current businesses with expansion. He cited Florida Foods with Mr. Carrino responding that is something that LEAD will be helping to work on and determine what can be done to attract more job creation.

Commissioner Cobb commented on a discussion a local business recently had with one of their suppliers about relocating to Eustis. She noted that unfortunately a number of suppliers are overseas.

Mr. Carrino responded that if a local business has a supplier they would like to see relocated, the City and Economic Development could work with them to see how they can assist.

Mr. Carrino continued reviewing the department highlights as follows: 1) Development Services - New Director Mike Lane who created a condensed version of the LDR's and comprehensive plan. He stated staff is committed to reviewing and streamlining the City's processes. He noted there has been an increase in development activity and indicated staff has had a huge workload. He added that Code Enforcement is still located in City Hall; however, they are no longer under Development Services. 2) Library - The Library will continually evaluate its participation and funding with the Lake County library system. He cited the expansion of the library's programming and events and noted the need to keep the library on the cutting edge of technology. 3) Finance - Continuing to implement technology and software for both City Finance and general operations. He also cited the upcoming utility rate study and implementing appropriate financial policies and protocols. He indicated that it is the City Commission that balances the City budget and holds the line on the tax rates with the assistance of the Finance Department. 4) Human Resources - Continues to attract a diverse work force and remain consistent with labor laws and wage increases; keep benefits package competitive; and working on collective bargaining. 5) Parks and Recreation - Working on increasing programming at the pool; working on the master plan; overseeing $1.9 million in improvements to rental facilities and parks; and determining what to do with the community building long term. He emphasized that the master plan can facilitate all of those projects.

Mr. Carrino then reviewed Public Works citing the Bates Avenue Wastewater Treatment Plant expansion. He stated that will prepare the City for the future growth. He then noted the Coolidge Area improvements which was prompted by utilities but could potentially include road improvements, cleaning up the area and promoting development in that area. He then stated they are working on reorganizing Public Works citing the Environmental Compliance reorganization. He added they need to continue to monitor the City's facilities and infrastructures and plan improvements according. He explained they will continue to monitor the roads to budget as efficiently as possible and they will continue to monitor the sewer plant and to plan for what is going to fail and to repair and replace before failure. He noted that the City has to do master plans for the utility system and to plan pre-emptively to prevent failures.

Mr. Carrino discussed the Fire Department and cited the possibility of either establishing a third station or realigning the existing stations. He commented on the addition of six new positions with the possibility of adding more. He cited the purchase of the new tower truck with rescue funds, noted the need for other additional equipment and commented on the union negotiations. He emphasized the need to invest in the department's equipment in order to maintain the City's ISO and maintain a high level of service for the community.

Mr. Carrino commented on the need for the Police Department to engage with the community and noted a number of community events held involving the department. He emphasized the need to have positive engagement with the community and not just negative. He added that the SRO (School Resource Officer) agreement will be coming forward to the Commission for consideration. He stated they now have a CRA Police Officer and are reorganizing Code Enforcement under the Police Department which will provide more resources for Code Enforcement. He commented on upgrades to the Police Department fleet and equipment.

Mr. Carrino then discussed the need to identify a facilitator and establish a process for creation of a new strategic plan. He stated they need to determine how inclusive of the community do they want to be. Will it be more of an internal process using staff and a facilitator or one where they have a number of public input meetings. He recommended starting the process with the Commission in January due to the possibility of there being one or two new Commissioners. He indicated that funds are budgeted for the process in the new budget year and questioned whether or not it would make sense to start the process in October when there may be new Commissioners in January. He restated his recommendation to wait until January and explained they need to develop a vision, a mission and strategies. He emphasized that there will always be the emergencies and unexpected things that the City has to react to; however, when looking at the big picture and where the City is going, everything should be tied back to the strategic plan. He noted that some cities have as part of every agenda item an explanation of how the item ties to the strategic plan. He added that all major initiatives should be tied back to the strategic plan. He asked for Commission input and if there are items they would like staff to be working on.

Commissioner LeHeup-Smith expressed interest in beginning work on the strategic plan in January with the new Commission and cited the need for the Commission to step back and look at the big picture and not get too nitty gritty. She liked the idea of tying the large projects back to the strategic plan and emphasized the need to allow for a project to be completed before moving on to something else.

Commissioner Cobb agreed with starting work on the plan in January. She indicated her desire to start the process of identifying a facilitator as that can take some time. She asked to have a plan that includes how the City gets where it wants to be and expressed support for public meetings that allows the public to see how they get there including strategically, monetarily and what is best for the community.

Commissioner Hawkins expressed agreement with both Commissioner LeHeup-Smith and Commissioner Cobb. He asked for more details about how they are going to accomplish their goals and more specificity.

Commissioner Cobb asked what the norm is for retaining a strategic plan. She questioned how long the current plan was expected to encompass noting that the current plan was developed in 2012.

Mr. Carrino responded that best practice is to do annual tweaks with an overhaul every five years. He noted that the strategic plan has been updated every year as part of the budget process and that updates on the strategies are also updated. He noted that much of what is in the current plan has been accomplished.

Commissioner Hawkins asked how much public input over last five years has affected the City's process with Mr. Carrino indicating that, while the City has received a lot of input at Commission meetings, not a lot of it has been directed at the strategic plan.

Commissioner LeHeup-Smith stated that during public input meetings the majority of public concern has been regarding public safety and parks & recreation. She added that she did not think the City necessarily did well in promoting input on the plan; however, the economy fell out and impacted the City's plans.

Mayor Holland commented on the impact of the previous recession on the City's plans due to the need to keep public safety and utilities going and keep the roads maintained so it winds up impacting parks and recreation and library services the most. He emphasized the need to maintain those services as well to keep the youth occupied and cited the vital services the library provides to residents. He stated the strategic plan is a road map and needs to be a living document reflecting what's happening in the community. He provided the example of the community building. He stated that five years ago when Lake Receptions was going well, there was not a need to expand the City's community building; however, now the City needs a location to hold events.

Commissioner Cobb emphasized the City's issue with roads due to the intersection of so many state and county roads in addition to the City's roads. She noted that while it is natural for a City to grow, it needs to grow smarter, and the maintenance of the roads needs to be considered. She indicated the road maintenance needs to be considered in the strategic plan and cited the possibility of looking for grants to assist with that.

Vice Mayor Lee stated that the vision and mission statements seem to be empty words. She stated her desire for the plan to identify the City's goals and mission in a more succinct way and to tell who the City is, where it’s going, how it’s going to get there and why. After that, then they can seek outside the box to identify partners i.e. Lake Tech and Lake-Sumter. She emphasized the need to work as a team to create something new and dynamic and will benefit everyone.

Commissioner Hawkins expressed the need for some urgency to the plan for growth of the City. He added that he would like to see more urgency getting things accomplished.

Commissioner Cobb expressed concern that while working on the strategic plan the City is without an identity. She noted that agriculture is the number one employer in Lake County and advised that the City needs to remember that. She commented on the changes in agriculture over the years. She stated they need to find out who they want to be and recognize what made them great.

Mayor Holland commented on Florida Foods and how they will be a great partner with the City. He further commented on the impact of pharmaceutical to the City and how people do not know what is impacting the City. He noted the lack of the City assisting the businesses in development. He expressed support for the new Economic Development Director in assisting the City in moving forward.

Vice Mayor Lee stated the need to make it known who the City is. She commented on the barriers the City keeps running into and also expressed support for the new Economic Development Director and the opportunity to make some changes and actually doing something not just talking about it.

Commissioner Hawkins stated that Eustis has the best lakefront in the area and there is no reason they should have empty restaurants. He commented on the need for landlords to get the right tenants and make sure their tenants are people that will be there for a while and have a proven track record. He expressed support for the City's leadership team.

Recess: 5:32 p.m. Reconvene: 5:55 p.m.

3. WORKSHOP ITEM: ORGANIZATIONAL GRANTS PROCESS

3.1 Mr. Carrino indicated staff was asked to include a discussion on the City's organizational and event grant process. He explained the grants are for 501c3 events and non-profit organizations and must be open to and provide a benefit to Eustis residents. He indicated it must also generate economic activity and improve the quality of life for Eustis residents. He reviewed the various ineligible uses. He presented the application documents and explained what staff looks for in reviewing the applications noting that some also request in-kind services. He indicated the applicants are also required to estimate the economic impact to the community and to detail what the funds will be used for. He reviewed what additional documentation is required for submittal and explained how those may vary from applicant to applicant. He explained a staff review committee reviews the applications, presented a copy of the criteria and explained how the applications are graded. He reviewed how the program is publicized and cited those staff members who typically comprise the committee. He then stated that the process is proposed to be changed as follows: 1) to include one Commissioner on the review committee; 2) to separate out $15,000 from the overall $30,000 to be awarded by the Commission; 3) to provide the grants on a reimbursement basis rather than being paid upfront; 4) to require a follow-up report to the City Commission; and 5) requiring recipients to provide volunteer hours to the community. He then noted information provided regarding organizations that previously received funding.

Commissioner Hawkins proposed that the overall grants remain at $30,000 with an additional $15,000 to be awarded by the Commission. He also suggested that each Commissioner be allowed $3,000 to award with an individual grant cap of $500. He questioned how volunteer hours could be tracked and expressed concern regarding using a reimbursement process. He also indicated that the individual Commissioner awards still need to be agreed to by the rest of the Commission.

Mr. Carrino responded he would not envision the $500 Commission awards to require volunteer hours or be on a reimbursement basis. He explained how the reimbursement process would work for the regular grants. He indicated that they could determine a process for tracking the volunteer hours.

Commissioner Hawkins expressed concern regarding small organizations being able to expend the funds and then be reimbursed with Mr. Carrino indicating the organizations that applied last year were forewarned to be ready for that.

Discussion was held regarding the volunteer hours and how it would be applied to the different organizations.

Commissioner Cobb commented on the financial statement requirement for grants and possible longer range of financial lookback. She proposed the applicants be required to submit what they are going to use the fund before approval and then providing a performance report after. She expressed various concerns regarding organizations being approved that are close to folding, organizations receiving funds that have limited expenses so why do they need the grant and the same organizations receiving funding year after year. She indicated she was comfortable with leaving the amount at $30,000 and cited the limited amount of revenues over expenditures for the next budget year. She asked that the Commission be a larger part of the process in reviewing the financials.

Mike Sheppard, Finance Director, explained that there are a few of the organizations that may have a hard time providing financial statements with the Commission responding then they don't get funded. If they are a 501(c)3 they are responsible for filing financials. It was emphasized that the Commission is responsible for ensuring citizen tax dollars are spent responsibly.

Commissioner LeHeup-Smith and Vice Mayor Lee both expressed opposition to increasing the funding to $45,000.

Vice Mayor Lee noted her previous experience with grants and emphasized the need for the organizations providing reports and on the need for improved accountability. She added that she was fine with going to reimbursement.

The Commission asked where the funds have come from when an organization, such as Project Graduation, requests funding mid-year with Mr. Carrino responding that the funds are usually found within the Commission or City Manager budget. He noted those types of requests are generally only for $500 or $1,000.

Vice Mayor Lee asked if staff could reserve some funds for last minute requests.

The Commission asked how much was spent for last minute requests and table reservations with the Mayor noting that some of the table reservations are already budgeted in the Commission budget.

Mr. Carrino explained he would have to go back and research to provide that information.

Commissioner Cobb proposed restricting organizations to applying only every other year; therefore, the City can possibly provide larger donations.

The Commission asked if the amount of the grant includes the in-kind services with Mr. Carrino indicating that expense is just absorbed by the individual department. It was asked whether or not the City tracks what exactly the City expends for those in-kind services with Mr. Carrino responding negatively.

Craig Capri, Police Chief, recommended establishing a fund for tracking in-kind services.

Discussion was held regarding how the program is publicized and the need to require submittal of receipts. It was stated that the in-kind services need to be incorporated as part of the grant as it is money the City is expending. They also noted the amount of pay for an off-duty officer who may be handling traffic.

Mayor Holland announced that the Amazing Race for Charity may be ending as the parent organization just ran their last race. He commented on the possibility of adding this as part of another event citing the amount of people attracted to the City and how the participants get to see other parts of the City.

Commissioner Cobb expressed support for leaving the amount at $30,000, no additional funds for the Commissioners to award and requiring before and after financials.

Commissioner Hawkins expressed support for the Commission approving whatever is awarded, changing to reimbursements, and requiring the financial report. He stated he is not sure about requiring the volunteer hours and stated he would like some funds money set aside for the Commission to award separate from the grant process. He cited requests from high school organizations and the need to support the high school.

Mayor Holland stated his support for seeing to the needs of the high school and emphasized the importance of the future of kids and the schools. He indicated the School Resource Officer program will pay dividends to the City for years to come.

Vice Mayor Lee agreed with reserving a portion to be used for mid-year requests. She stated the need for accountability, receiving financial reports before and after award and receipts after.

Further discussion was held regarding implementing the changes and then seeing how many apply.

Mr. Carrino summarized that they would keep the total amount at $30,000 and award $28,000 for the organizational grants which would leave $2,000 for the Commission to award. He stated those awards would have to come to the Commission for approval. Regarding the grant process, he stated they would implement the reimbursement and the follow-up report to the Commission. He indicated they would hold off on the volunteer hours and give that more thought.

Further discussion was held regarding limiting applicants to apply only every other year as well as the number of organizations that know about the program. It was agreed to allow organizations to apply every year and let the committee decide.

Discussion was held regarding the timing of the program with Mr. Carrino and Mr. Sheppard stating it is usually opened prior to the end of the fiscal year with awards to be provided after the new fiscal year begins.

Discussion was held regarding how the program is publicized. The Commission reviewed the list of organizations and what has been approved in the past.

4. WORKSHOP ITEM: PARKS & RECREATION MASTER PLAN

4.1 Craig Dolan, Parks and Recreation Director, indicated he would be providing information on the Mount Dora and Port St. Lucie master plans as samples with Mr. Carrino indicating staff would provide the original documents electronically to the Commission. He confirmed the Commission would rather hear the information at the retreat rather than at the next budget workshop.

Mr. Dolan provided a brief overview of the purpose of a master plan and what it would include. He explained it would be a year-long process and would include multiple community meetings and meetings with various stakeholders to create more buy in for the parks and recreation programs and events. He stated it would provide an outside perspective on the City's parks system and recreation facilities and programming. He further explained it would provide input on what to focus on, what and where the City should invest in, whether they need to be the municipality providing the event venue, and are the parks playgrounds adequate. After all of the input and meetings, the consultant will put it all together to show what the City currently has and where it should be at and provide recommendations for improvements over a ten-year period. He stated it would be a living document that will be updated routinely as the City grows.

Mr. Dolan then explained the consultant would hold a kick off meeting, provide data samples, facility cost and inventory data, park evaluations, review of athletic facilities, communications and a final document. He stated they would hold multiple interviews and conference calls, meetings with staff and Commissioners, inventory of existing system with analysis to show what the City is doing well and where they can improve, create surveys and send them out, review of impact fees, comprehensive plan and land development regulations, provide a presentation on the draft needs and priorities analysis and related costs, trails analysis including best place, best practices for maintenance, funding and revenue projections, implementation and action plan workshop, implementation strategy and presentation of master plan to Commission.

Mr. Dolan then discussed a number of possible consultant companies with a brief analysis of those entities. He cited prices paid by other cities for their master plans.

Mr. Carrino indicated that no final decision needs to be made at that time. He added they will provide copies to the Commission either electronically or by hard copy. He then discussed the CCNA process for obtaining professional services. He indicated it is similar to the RFQ process and explained they cannot discuss the pricing upfront but after selecting a professional. He stated they could include the amount budgeted for the project in the request and ask them to state what they can provide for that amount noting that might not be the best approach. He expressed support for conducting the master plan and acknowledged they need to consider the amount to be budgeted. He stated the CIP will be reviewed on July 14th and they could discuss it at that time. He recommended doing something so they have plans for the future.

Commissioner Hawkins noted that a large portion of the master plan involves public participation and asked if they thought it would work.

Mr. Dolan was optimistic that the consultant would be able to encourage more public participation through the multiple meetings with Mr. Carrino noting that public participation varies. He noted that there have been a number of CRA meetings that received good public participation.

Discussion was held regarding how to bring the community together. Mayor Holland and Commissioner LeHeup-Smith explained a group of young people attended a public meeting at the community center and asked for the skate park. They commented on the excellent participation they received at that particular meeting.

The Commission discussed whether or not staff could do the plan due to the high cost while acknowledging the limited number of staff available. They discussed combining the discussion about the trails as part of the process. Support was expressed for a lower budget amount than $80,000.

Mr. Dolan stated noted St. John's is a large county and they spent $76,000 seven years ago so he expects to spend not less than $60,000. He indicated it is not a large amount of money if you are expecting to spend millions of dollars in improvements over the next ten years.

Commissioner Hawkins stated the master plan would take 1 to 1/2 years. He noted they have had a request to have an indoor location for kids to play basketball due to the heat and doing this would push it off again. He expressed support for, in the short term, constructing a cover for the outdoor basketball court.

Mr. Carrino stated that the cover for the Carver Park basketball courts is included in the CIP for next fiscal year based on previous discussion with the Commission. He expressed support for discussing with the high school the possibility of utilizing the Curtright Center gym. At the same time, they are moving up the shade structure in the CIP for the Commission's consideration in the amount of $400,000 to be funded by the CRA.

Commissioner Cobb asked if they have reached out to the school board with Mr. Carrino responding that the current discussions have been with Principal Clark.

Vice Mayor Lee asked if the master plan could include all of the City departments, including housing, not just parks and recreation with Mr. Carrino responding that the $80,000 is specifically for parks and recreation. He indicated that previously the City hired Gladding Jackson to do a holistic Citywide review and it cost hundreds of thousands. It was noted that it included the streetscape, Ferran Park, 2008 downtown plan, 2009 CRA plan, an overhaul of the Land Development Regulations and Comprehensive Plan and the form-based code.

Mayor Holland noted that it took over two years to complete but much of it is still in place.

Commissioner Cobb asked when the last time a cost analysis was done on the City facilities including labor and indicated that could be done inhouse.

Mr. Sheppard stated that has not been done but could be.

Discussion was held regarding a need to conduct a bird's eye view of the entire City before doing a revitalization of the downtown with Mr. Carrino stating that the City will be asking the consultant on the Waterman redevelopment to do a larger look at the entire downtown. He indicated it would depend on the consultant selected to determine what might be obtained.

Commissioner Hawkins expressed support for conducting the master plan but not at $80,000 with Mr. Dolan suggesting they ask the consultant selected to extend the process over two fiscal years and break the cost into two fiscal years.

Commissioner Cobb asked to see the cost-analysis reports first with Mayor Holland asking to receive electronic copies of both the Mount Dora and Port St. Lucie master plans. Commissioner Hawkins asked to receive hard copies of the reports.

Commissioner LeHeup-Smith asked that an analysis of the planned trails and the expansion/renovation of the Community Building be included. She asked if the City has property on Trout Lake with Mr. Carrino indicating the City owns conservation land on Trout Lake which is not utilized by the City but they allow Trout Lake to utilize.

Discussion was held regarding whether or not a passive park or trails could be developed there.

Mr. Dolan confirmed he would send the Mount Dora summary to the Commission rather than the complete 300+ page report.

Mayor Holland announced that Vice Mayor Lee's mother passed away and provided details regarding the funeral service. He noted that Dean Strickland, the former City cemetery sexton, passed away and indicated he would provide to staff the funeral services when received.

Vice Mayor Lee thanked everyone for their support in the loss of her mother.

5. ADJOURNMENT: 7:17 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 Mayor/Commissioner

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

Staff Report

TO:	Eustis City Commission
FROM:	Tom Carrino, City Manager
DATE:	September 22, 2022
RE:	FUTURE BUSINESS LEADERS OF AMERICA (FBLA) UPDATE FROM EUSTIS HIGH SCHOOL

Introduction:
Ms. Sonya White, Faculty Adviser for Eustis High School's FBLA program, requested to provide an update on the FBLA's activities for the coming year.

Background:
Ms. Sonya White will update the Commissioners on the Eustis High School FBLA activities for the coming year. She will thank the Commissioners and the City of Eustis for support of the FBLA trip to Chicago at the National Leadership Conference in July 2022.

Reviewed by:

Tom Carrino, City Manager	Approved - 13 Sep 2022
Christine Halloran, City Clerk	Approved - 14 Sep 2022

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

Staff Report

TO: Eustis City Commission
FROM: Tom Carrino, City Manager
DATE: September 22, 2022
RE: PRESENTATION OF MISS EUSTIS PAGEANT 2022-2023 QUEENS

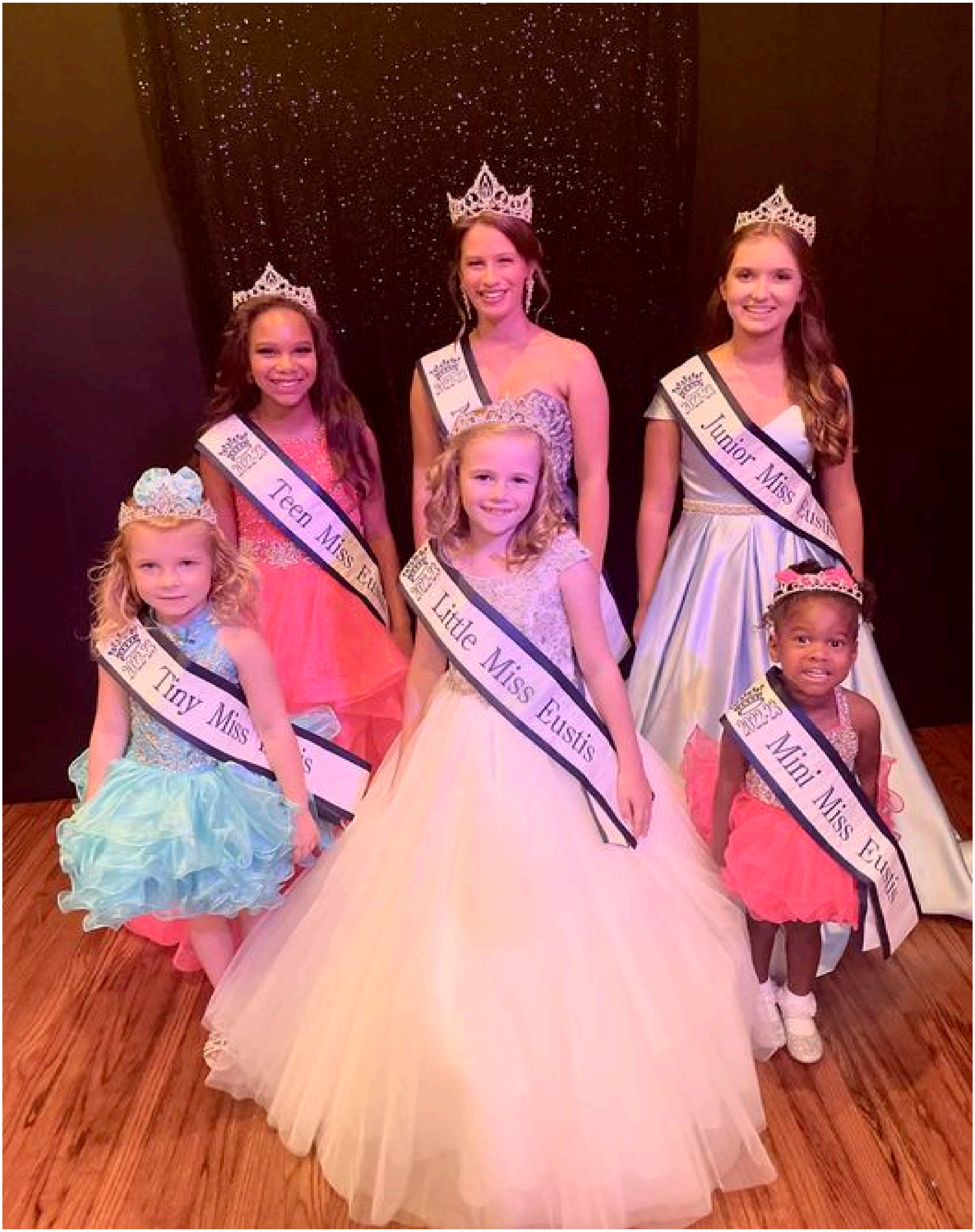
Introduction:
The Miss Eustis Pageant Director, Rachel Henderson, has requested to present the 2022-2023 Queens at the City Commission meeting.

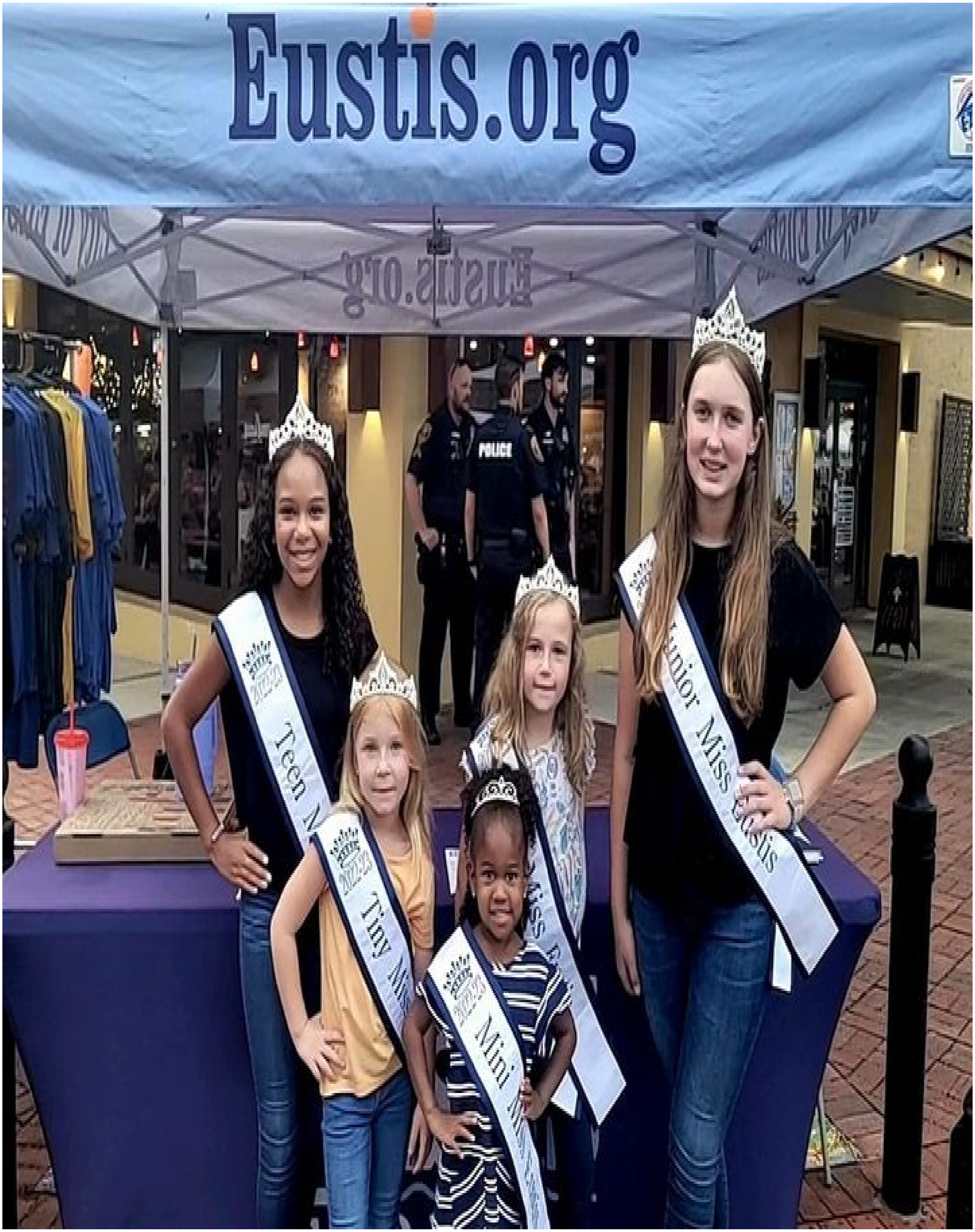
Background:
Mini Miss Eustis- Blake Beall
Tiny Miss Eustis- Delaney Poe-Vandurme
Little Miss Eustis- Carolyn Flint
Junior Miss Eustis- Sydnie Sebree
Teen Miss Eustis- Lauren Simple
Miss Eustis - Taylor Davidson

Attachments:
Miss Eustis Pageant Queens 2022-2023 all
Miss Eustis Pageant Queen 2022-2023

Reviewed by:

Tom Carrino, City Manager	Approved - 15 Sep 2022
Christine Halloran, City Clerk	Approved - 16 Sep 2022


Little Miss Eustis
Mini Miss Eustis


Eustis.org
POLICE
Teen
Tiny
Mini
Miss

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

Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: COMPREHENSIVE PLAN AND JOINT PLANNING AREA REVIEW

Introduction:
Presentation by Gunster Law Firm on Comprehensive Plan and Joint Planning Area Review

Reviewed by:

Tom Carrino, City Manager Approved - 16 Sep 2022
Christine Halloran, City Clerk Approved - 16 Sep 2022

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

Staff Report

TO:	Eustis City Commission
FROM:	Tom Carrino, City Manager
DATE:	September 22, 2022
RE:	RESOLUTION NUMBER 22-68: FORECLOSURE AUTHORIZATION - 44 SHARPS CIRCLE, LLC CASE 21-00785

Introduction:
Resolution Number 22-68 of the City Commission approves a Code Enforcement Board action authorizing the City Attorney to foreclose on an unpaid code lien recorded against 44 Sharps Circle, LLC.

Background:
See attached Staff Report.

Recommended Action:
Approve Resolution Number 22-68.

Attachments:
Staff Report Res. No. 22-68
Resolution No. 22-68

Reviewed by:

Tom Carrino, City Manager	Approved - 16 Sep 2022
Christine Halloran, City Clerk	Approved - 16 Sep 2022

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 22, 2022

RE: RESOLUTION NUMBER 22-68: FORECLOSURE AUTHORIZATION
44 SHARPS CIRCLE, LLC (SHARPS MOBILE HOME PARK)
CASE NUMBER 21-00785

Introduction
Resolution Number 22-68 of the City Commission approves a Code Enforcement Board action authorizing the City Attorney to foreclose on an unpaid code lien recorded against 44 Sharps Circle, LLC.

Recommended Action
The administration recommends approval of Resolution Number 22-68.

Background
Code Board Action:

On August 8, 2022, the Eustis Code Enforcement Board authorized the City Attorney to begin foreclosure action on an unpaid code enforcement lien associated with Case 21-00785 totaling $63,000 against 44 Sharps Circle, owned by 44 Sharps Circle LLC.

Case History:

On September 14, 2021, the Code Department received a minimum housing complaint from Donna Manning, the tenant occupying 3 Sharps Circle, located within Sharps Mobile Home Park.

On September 20, 2021, the mobile home was inspected, resulting in it being posted unsafe and unfit for human occupancy because of multiple severe Housing Code violations, one of them involving exposed unsafe electrical wiring throughout the dwelling. To protect the health, safety and welfare of the tenant and surrounding area, the Eustis Building Official, Guy Priest, submitted a letter to Duke Energy authorizing them to remove the electric meter.

On September 22, 2021, a licensed electrician obtained a permit to "safe off" all the exposed wires, with the temporary repair passing inspection by Guy Priest on September 24, 2021.

On September 23, 2021, the Department issued a Correction Notice requiring a permit be obtained by October 25, 2021 to repair and rehabilitate or demolish the mobile home. It was mailed to the address listed in County Property Appraiser's database and emailed to Peggy Allen, Park Manager, and to the Corporations Registered Agent, Hansel Rodriguez. In response, Mr. Rodriguez requested the attachments be resent and to include another individual named Dave Kozy in the email, which was done the following day.

On September 28, 2021, the Park Management relocated Donna Manning to another available mobile home within the Park.

On September 29, 2021, Guy Priest and Eric Martin, met with Peggy Allen to identify additional electrical deficiencies that needed to be corrected before the City would authorize Duke Energy to turn the power back on.

On November 4, 2021, a Notice of Violation/Hearing was issued. It was mailed certified to 1201 Orange Street, Ste 600, Wilmington, DE and posted on the Park Manager's office door by Eric Martin, in accordance with Florida Statutes. It was also mailed certified to the Hansel Rodriguez at 28 West Flagler Street, Ste 909, Miami, FL, and according to the USPS website, it was delivered to an individual on November 6, 2021 at 10:49 a.m.

The Notice required a permit be obtained to repair and rehabilitate or demolish the mobile home by December 6, 2021, or the Case would go before the Code Enforcement Board on December 13, 2021.

On November 9, 2021, a building permit application was submitted for the following repairs, and it was approved and issued by the Building Department the following day:

> BATHROOM RENOVATION: DEMO EXISTING, INSTALL NEW P/T JOISTS AS NEEDED, INSTALL NEW 3/4 SUBFLOOR INSTALL NEW CT FLOOR. ALSO PLUMBING & ELECTRICAL WORK.

On December 7, 2021, the Contractor came in to inform the Building Department that the property owner had authorized the mobile home to be demolished. On the same day, Peggy Allen submitted a letter authorizing the Building Department to red tag unit #3 so it can be demolished.

Upon learning of the decision to demolish the mobile home, Eric Martin emailed Peggy Allen and copied Hansel Rodriguez asking if they were going to use the same Contractor for the demolition. Mr. Rodriguez responded immediately, questioning Ms. Allen as to when the decision had been made to move forward with the demo. In response, Eric Martin, forwarded him the demo authorization letter the Building Department received from Ms. Allen.

On December 8, 2021, Hansel Rodriguez emailed Tim Marksberry, Director of Operations, requesting that he connect directly with Eric Martin to clear up any confusion. Mr. Marksberry called Mr. Martin and advised that he was the new Director of Operations and the property owner will only agree to demolish the mobile home if they are allowed to replace it. Mr. Martin explained to Mr. Marksberry that the City had communicated with the property owner many times in the past advising that the Park exceeds its density and that the City could not allow removed mobile homes to be replaced.

On December 13, 2021, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by January 12, 2022, or a daily fine of $250 would be imposed. A copy of the Order was mailed to the property owner and Hansel Rodriguez on December 16, 2021. No Representative from 44 Sharps Circle LLC attended the Hearing, but the tenant was present and gave testimony to the Board in regards to the condition of the mobile home

On December 20, 2021, a copy of the Order of Enforcement was emailed to Tim Marksberry and Hansel Rodriguez. The email also advised that the Building Official determined the scope of work listed in the repair permit was not sufficient to bring the mobile home into full compliance with City Code.

On January 12, 2022, the Building Department received a request from the Contractor requesting the repair permit to be voided.

On January 28, 2022, a Notice of Non-Compliance and Notice of Hearing for Certification of Non-Compliance and Assessment of Fine was mailed to the property owner and Hansel Rodriguez. It was also emailed to Tim Marksberry, as well as to Mr. Rodriguez.

On February 14, 2022, Eric Martin informed the Code Enforcement Board of the non-compliance and the Board voted to certify the previously imposed fine of $250 per day. Peggy Allen was present and testified that the Park was in the process of obtaining a Contractor to demolish the mobile home.

On February 17, 2022, the Order Imposing Fine was mailed to the property owner with a cover letter stating if compliance was not achieved by March 16, 2022 the Order would be recorded in public record constituting a lien against the property.

On March 3, 2022, Eric Martin emailed Jay Eben, Vice President of Operations, requesting an update on the status of the demolition, and received a response from their Contractor stating they were waiting on utility disconnects.

On April 13, 2022, the Board's Order Imposing Fine was recorded in public record. Per F.S. 162.09(3), the enforcement board may authorize the local governing body to foreclose on the unpaid lien, or to sue to recover a money judgment for the amount of the lien after 3 months from filing. This lien qualified for foreclosure effective, July 12, 2022.

During the foreclosure Hearing, the property owner's Attorney, Shawn D. Arbeiter, informed the Board that his client obtained a bid to demolish the mobile home, but it fell through and they are currently seeking other bids. He requested a 90-day continuance based on the home being currently unoccupied, which the Board denied.

On August 24, 2022, an incomplete permit application was submitted to the Building Department for the demolition of units #3 and #5. It cannot be processed until the utility disconnect sign-off sheet is submitted.

Other Open and Unresolved Code Violations

<u>Case 22-00041</u>
Repeat Violation: Mobile Home has not been maintained in accordance with the City's Housing Code (International Property Maintenance Code) and is unfit for human occupancy because there are no heating facilities.

On May 9, 2022, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by June 8, 2022, or a daily fine of $500 would be imposed retroactive to January 31, 2022.

On July 11, 2022, the Board voted to certify the previously imposed fine of $500 per day and a lien was recorded in public record on August 10, 2022. Daily fines have accrued to <u>$117,000</u> and the lien will qualify for foreclosure on November 8, 2022.

<u>Case 22-00528</u>
Violation: 6x6 power pole next to unit #17 is showing signs that it is in danger of falling over. It is currently being held up with a piece of 2x4 lumber.

On July 11, 2022, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by July 16, 2022, or a daily fine of $250.

On August 8, 2022, the Board voted to certify the previously imposed fine of $250 per day and a lien was recorded in public record on September 7, 2022. Daily fines have accrued to <u>$16,750</u> and the lien will qualify for foreclosure on December 6, 2022.

<u>Case 22-00532</u>
Repeat Violation: The mobile home park’s roads and driveways and similar areas have not been kept in a proper state of repair and maintained free from hazardous conditions.

On August 8, 2022, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by September 7, 2022, or a daily fine of $500 would be imposed retroactive to July 5, 2022.

On September 8, 2022, the property failed inspection and a hearing to have the Board certify the previously imposed fine is scheduled for October 10, 2022. Daily fines have accrued to $39,500.

Community Input
This case is a direct result of a tenant complaint. There have also been multiple complaints received by City Staff and Commissioners from Park Residents regarding the current management and maintenance of the Sharps Mobile Home Park.

Budget / Staff Impact:
If the Commission approves the Resolution, legal expenses could exceed $10,000. There could be potential for revenue collected as part of the foreclosure on the lien.

Prepared By:
Eric Martin, Code Enforcement Supervisor

Attachments

- Resolution Number 22-68

RESOLUTION NUMBER 22-68

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A CODE ENFORCEMENT BOARD ACTION TO AUTHORIZE THE CITY ATTORNEY TO FORECLOSE ON AN OUTSTANDING CODE ENFORCEMENT LIEN RECORDED AGAINST 44 SHARPS CIRCLE LLC.

WHEREAS, the City of Eustis, Florida established code enforcement fines against the following described property, and upon any other real or personal property under Case Number 21-00785 against 44 Sharps Circle, LLC, property owners, for failing to comply with City Ordinances:

EUSTIS, BADGER DIVISION BLK 61, E 33 FT OF BLK 62 (SEE EXHIBIT A FOR FULL LEGAL DESCRIPTION); and

WHEREAS, the City of Eustis, Florida, a Florida municipal Corporation, recorded a Code Enforcement Lien against the subject property and an additional property described as follows in accordance with Florida Statutes Section 162.09(3) on the 13th day of April, 2022, in Official Record Book 5937, Pages 695, in the office of the Clerk of the Circuit Court, Lake County, State of Florida; and

EUSTIS, BADGER DIVISION BLK 68, W 1/2 OF CLOSED TITCOMB ST LYING E OF BLK 68, E 1/2 OF CLOSED SMITH STREET LYING W OF BLK 68, N 1/2 OF CLOSED PINEAPPLE AVE W BY CENTERLINE OF SMITH STREET & E BY CENTERLINE OF TITCOMB STREET PB 5 PG 39 ORB 5238 PG 1256; and

WHEREAS, Section 162.09 of Florida Statutes, adopted by reference into the City Code of Ordinances, states that the Code Enforcement Board may authorize the City Attorney to foreclose on the lien three months after filing; and

WHEREAS, it has been more than three months since the filing of such lien; and

WHEREAS, the Code Enforcement Board approved a motion on August 8, 2022 authorizing the City Attorney to foreclose on the lien; and

WHEREAS, the property in question is not known to have homestead protection status under Florida Constitution, Article X, Section 4;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Florida, that the City Attorney is hereby authorized to foreclose on the unpaid Code Enforcement Lien recorded against the following described properties, in accordance with the Code Enforcement Board's action:

EUSTIS, BADGER DIVISION BLK 61, E 33 FT OF BLK 62 (SEE EXHIBIT A FOR FULL LEGAL DESCRIPTION); and

EUSTIS, BADGER DIVISION BLK 68, W 1/2 OF CLOSED TITCOMB ST LYING E OF BLK 68, E 1/2 OF CLOSED SMITH STREET LYING W OF BLK 68, N 1/2 OF CLOSED PINEAPPLE AVE W BY CENTERLINE OF SMITH STREET & E BY CENTERLINE OF TITCOMB STREET PB 5 PG 39 ORB 5238 PG 1256

DONE AND RESOLVED this 22nd day of September, 2022, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 22nd day of September, 2022, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

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, but I have not performed an independent Title examination as to the accuracy of the Legal Description.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 22-68 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) 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

EXHIBIT A

EUSTIS, BADGER DIVISION BLK 61, E 33 FT OF BLK 62, THAT PART OF VACATED SMITH STREET LYING BETWEEN N'LY R/W LINE OF LAKESHORE DR & LAKE EUSTIS & BOUNDED BY BLKS 61 & 62, THAT PART OF TITCOMB STREET LYING BETWEEN N'LY R/W LINE OF LAKESHORE DR & LAKE EUSTIS & BOUNDED BY BLK 61 BADGER DIVISION & BLK 58 IN TOWN OF EUSTIS PB 1 PG 79, THAT PART OF MORIN STREET LYING BETWEEN N'LY R/W LINE OF LAKESHORE DR & WEST ORANGE AVE & BOUNDED BY BLKS 58 & 59 PLAT EUSTIS PB 1 PG 79, ALLEY RUNNING NORTH & SOUTH BLK 58 & BLK 58, BLK 59 LYING W OF RR R/W IN TOWN OF EUSTIS--LESS FROM INTERSECTION OF CENTERLINE OF CITRUS AVE & BAY STREET RUN W ALONG SAID CENTERLINE OF CITRUS AVE & BAY STREET RUN W ALONG SAID CENTERLINE OF CTRUS AVE 648.18 FT, N 0-09-30 W 33 FT FOR POB, CONT N 0-09-30 W 123.71 FT, N 89-33-0 E 250.29 FT, N 28-04-0 E 82.98 FT, N 89-46-0 E 131.20 FT, S'LY & SW'LY ALONG W R/W LINE OF RR R/W TO N LINE OF CITRUS AVE, W ALONG N'LY R/W LINE TO POB & LESS LOTS 15 & 16 BLK 59 & LESS E 33 FT OF N 66 FT OF STREET ON WEST--BEG AT INTERSECTION OF CENTER OF ORANGE AVE & PREVIOUSLY CLOSED MORIN STREETS, RUN W 51 FT, S TO N LINE OF BLK 58 EUSTIS SUB, E TO A POINT S OF POB, N TO POB, AND EUSTIS PB 1 PG 79 FROM THE INTERSECTION OF THE CENTERLINE OF CITRUS AVE & BAY STREET RUN WEST ALONG SAID CENTERLINE OF CITRUS AVE 648.18 FEET, NORTH 00-09-30 WEST 33 FEET FOR THE POINT OF BEGINNING, RUN NORTH 00-09-30 WEST 123.71 FEET, NORTH 89-33-00 EAST 250.29 FEET, NORTH 28-04-00 EAST 82.98 FEET, NORTH 89-46-0 EAST 131.2 FEET, SOUTHERLY & SOUTHWESTERLY ALONG THE WEST RIGHT OF WAY LINE OF RAILROAD TO THE NORTH LINE OF CITRUS AVE, WEST ALONG THE NORTHERLY RIGHT OF WAY LINE TO THE POINT OF BEGINNING, BEING A PART OF BLKS 58 & 59 AND PART OF VACATED ST & ALLEY ORB 5238 PG 1256

EXHIBIT B

EUSTIS, BADGER DIVISION BLK 68, W 1/2 OF CLOSED TITCOMB ST LYING E OF BLK 68, E 1/2 OF CLOSED SMITH STREET LYING W OF BLK 68, N 1/2 OF CLOSED PINEAPPLE AVE W BY CENTERLINE OF SMITH STREET & E BY CENTERLINE OF TITCOMB STREET PB 5 PG 39 ORB 5238 PG 1256

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

Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: RESOLUTION NUMBER 22-69: FORECLOSURE AUTHORIZATION - 15 HASELTON STREET, CASES 20-00772 AND 21-00652

Introduction:
Resolution Number 22-69 of the City Commission approves a Code Enforcement Board action authorizing the City Attorney to foreclose on an unpaid code lien recorded against 15 Haselton Street.

Background:
See attached Staff Report.

Recommended Action:
Approve Resolution Number 22-69.

Attachments:
Staff Report Res Number 22-69 TC
Resolution No. 22-69

Reviewed by:

Tom Carrino, City Manager	Approved - 16 Sep 2022
Christine Halloran, City Clerk	Approved - 16 Sep 2022

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 22, 2022

RE: RESOLUTION NUMBER 22-69: FORECLOSURE AUTHORIZATION
15 HASELTON STREET, CASE #20-00772 AND 21-00652

Introduction
Resolution Number 22-69 of the City Commission approves a Code Enforcement Board action authorizing the City Attorney to foreclose on an unpaid code lien recorded against 15 Haselton Street.

Recommended Action
The administration recommends approval of Resolution Number 22-69.

Background
Code Board Action:

On May 9, 2022, the Eustis Code Enforcement Board authorized the City Attorney to begin foreclosure action on two unpaid code enforcement liens recorded against a single-family residential property located at 15 Haselton Street, owned by Gary E. McCormick, who passed away on December 18, 2019. The total foreclosable lien amount is $30,500, which does not include $31,250 in liens that are not yet forclosable.

20-00772 Case History:

On August 19, 2020, the Code Enforcement Department issued a Notice of Violation for grass overgrown to a height of twelve inches or more from the ground.

On September 14, 2020, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by September 24, 2020, or a daily fine of $50 would be imposed.

On October 12, 2020, the Code Enforcement Board voted to certify the previously imposed fines and a lien was recorded against the property on December 11, 2020.

On May 17, 2021, the property passed inspection. The daily fines accrued for 234 days, totaling $11,700.

21-00652 Case History:

On July 29, 2021, the Code Enforcement Department issued a Notice of Repeat Violation for grass overgrown to a height of twelve inches or more from the ground.

On August 9, 2021, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by August 19, 2021, or a daily fine of $100 would be imposed retroactive to July 28, 2021.

On September 13, 2021, the Code Enforcement Board voted to certify the previously imposed fines and a lien was recorded against the property on September 24, 2021.

On January 10, 2022, the Department was contacted by Pamela Poe, who stated she was the Executor of Gary McCormick's Estate, and they would be cleaning up the property. She stated to Eric Martin that while they had a copy of the will, they were looking for the original to file Probate.

On February 1, 2022, the property passed inspection. The daily fines accrued for 188 days, totaling $18,800.

Other Open and Unresolved Code Violations

Case 22-00126
Violation: Objects or items and accumulations placed or left outdoors that could become a breeding place for insects or vermin, or cause unpleasant odors or which is unsightly and an eyesore from adjoining properties or from the public right-of-way.

On May 9, 2022, the Code Enforcement Board issued an Order of Enforcement requiring the property be brought into compliance with City Code by May 19, 2022, or a daily fine of $250 would be imposed.

On June 13, 2022, the Board voted to certify the previously imposed fine of $250 per day and a lien was recorded in public record on August 10, 2022. Daily fines have accrued to $31, 250, and the lien will qualify for foreclosure on November 8, 2022.

Case 22-00126 (ENFORCEMENT ONGOING)
Violation: Dwelling occupied without being properly connected to a public water system.

On March 3, 2022, Pamela Poe applied for water service at this location and provided a Death Certificate and Last Will and Testament of Gary E. McCormick and the water service was activated on March 4, 2022.

On March 11, 2022, the validity of the Last Will and Testament became suspect.

On April 11, 2022, Pamela Poe was arrested for uttering a false document (case pending).

On April 20, 2022, Mike Sheppard, Finance Director, directed Water Customer Service to disconnect the water service.

On May 9, 2022, A Notice of Prohibited Occupancy was posted at the property because it is occupied without water, as required by the City's Housing Code.

On August 9, 2022, Michael Morrow, son of Pamela Poe, submitted a request to Water Customer Service to have the water service activated.

On September 16, 2022, a Notice of Violation was issued to the Gary E. McCormick Estate, Pamela Poe and Michael Morrow for occupying the dwelling without it being properly connected to a public water system and it requires them vacate it by September 26, 2022, or there will be a Code Enforcement Board Hearing on October 10, 2022.

Community Input
Case 21-00652 was initiated due to a citizen complaint, and there have been multiple complaints to the City regarding the current occupants of the dwelling.

Budget / Staff Impact:
If the Commission approves the Resolution, the City could obtain real property with a present Market Value of $120,348. There are outstanding 2019, 2020 and 2021 property taxes totaling $6,512.53 that may require payment (pending tax deed application) in addition to attorney fees associated with the foreclosure. The attorney fees should not exceed $5,000. The total cost to the City would be approximately $12,000.

Prepared By:
Eric Martin, Code Enforcement Supervisor

Attachments
- Resolution Number 22-69

RESOLUTION NUMBER 22-69

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A CODE ENFORCEMENT BOARD ACTION TO AUTHORIZE THE CITY ATTORNEY TO FORECLOSE ON TWO OUTSTANDING CODE ENFORCEMENT LIENS RECORDED AGAINST 15 HASELTON STREET.

WHEREAS, the City of Eustis, Florida established code enforcement fines against the following described property under Case Number 20-00772 and 21-00652 against Gary E McCormick Estate, property owner, for failing to comply with City Ordinances:

S 100 FT OF N 270 FT OF W 75 FT OF SE 1/4 OF SE 1/4 OF NW 1/4 ORB 1337 PG 1424 ORB 2228 PG 1161; and

WHEREAS, the City of Eustis, Florida, a Florida municipal Corporation, recorded two Code Enforcement Liens against the subject property, one on the 11th day of December, 2020, in Official Record Book 5600, Page 596-597 and one on the 24th day of September, 2021, in Official Record Book 5801 Pages 1513-1514, in the office of the Clerk of the Circuit Court, Lake County, State of Florida; and

WHEREAS, Section 162.09 of Florida Statutes, adopted by reference into the City Code of Ordinances, states that the Code Enforcement Board may authorize the City Attorney to foreclose on the lien three months after filing; and

WHEREAS, it has been more than three months since the filing of such liens; and

WHEREAS, the Code Enforcement Board approved a motion on May 9, 2022 authorizing the City Attorney to foreclose on the liens; and

WHEREAS, the property in question is not known to have homestead protection status under Florida Constitution, Article X, Section 4;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Florida, that the City Attorney is hereby authorized to foreclose on the unpaid Code Enforcement Liens recorded against the following described property, in accordance with the Code Enforcement Board's action:

S 100 FT OF N 270 FT OF W 75 FT OF SE 1/4 OF SE 1/4 OF NW 1/4 ORB 1337 PG 1424 ORB 2228 PG 1161

DONE AND RESOLVED this 22nd day of September, 2022, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 22nd day of September, 2022, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

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, but I have not performed an independent Title examination as to the accuracy of the Legal Description.

City Attorney's Office | Date

CERTIFICATE OF POSTING

The foregoing Resolution Number22-69 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) 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

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

Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: RESOLUTION NUMBER 22-64: FINAL MILLAGE RATE FOR FISCAL YEAR 2022-2023.

Introduction:
Resolution Number 22-64 establishes the Final millage rate for FY 2022-2023 as 7.5810 mills.

Background:
See attached Staff Report.

Attachments:
Staff Report - Final Millage Hearing Res 22-64
Resolution No. 22-64 Final Millage

Reviewed by:

Tom Carrino, City Manager	Approved - 13 Sep 2022
Christine Halloran, City Clerk	Approved - 14 Sep 2022

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 22, 2022

RE: Resolution Number 22-64: Final millage rate for fiscal year 2022-2023

Introduction
Resolution Number 22-64 establishes the Final millage rate for FY 2022-2023 as 7.5810 mills.

Recommended Action
Staff recommends approval of Resolution Number 22-64.

Background
Florida State Statutes require each taxing authority to annually set a millage rate for property taxation following required public hearings. The City Commission set the proposed rate of 7.5810 mills at the July 7, 2022, meeting. The Property Appraiser used that information to prepare TRIM notices, which were distributed the week of August 16, 2022.

The current millage rate of 7.5810 has been consistent over the past nine years.

Since last year, the adjusted tax roll (before new construction and annexation) increased by $123,894,561; from $1,223,333,943 to $1,347,228,504. This year's total tax value of $10,213,339 represents an increase of 10.1%.

Based on that valuation, the Commission may consider any of the following options in setting a millage rate for the 2022-2023 Fiscal Year:

1. The Current Millage Rate of **7.5810** mils. This rate would generate the revenues most sufficient to counter annual increases in normal city operating costs and allow for the continuation of current service levels. This rate can be approved with a two-thirds vote of the Commission (at least four commissioners) and would be advertised as a tax increase. This proposed millage rate is greater than the Roll-Back Rate representing an increase of 8.2%.
2. The Roll-Back Rate of **7.0064** mils. This rate approximates prior year tax revenues less allowances for new construction, additions, deletions, annexations, and improvements. This rate can be approved with a majority vote of the Commission (at least three commissioners) and would not be advertised as a tax increase.

3. Some other millage rates are between **7.0064** and **7.5810.** Any rate over the Roll-Back rate would be advertised as a tax 8.2% increase and requires a two-thirds vote of the Commission.
4. A millage rate over **7.5810** to the maximum allowed **8.1795** would require a two-thirds vote. However, due to the re-issuance of TRIM notices, this is not a viable option.

Staff recommends setting the Fiscal Year 2022-2023 rate at the current rate of **7.5810** mills to support the revenue assumptions of the proposed budget. State Law allows for the rate reduction during either or both public hearings in September. An increase to the proposed rate at the first hearing, per Florida Statutes 200.065, requires first-class notice to all taxpayers of the City since TRIM notices have already been mailed. This would endanger the City's ability to adopt the final millage and budget in time to meet the State-mandated deadlines in September. This could result in the forfeiture of all Ad-Valorem revenue.

The City's share of a home assessed with a taxable value of $150,000 with homestead exemptions of $50,000 in Eustis would be annual taxes of $758.10, or about $2.08 per day, for services provided by Police, Fire, Library, Parks & Recreation, Finance, Administration, Development Services, Human Resources, and Public Works departments. The Roll-Back Rate of 7.0064 mills, $1.92 per day, would only reduce the taxes paid to the City by $57.46 for the year, or $4.78 per month.

Exhibit A attached provides the proposed rates, the City of Eustis would have the highest millage rate in the County (Eustis has maintained similar positioning for the past several years); however, the City does not have a fire assessment or solid waste assessment fees, which are levied by the County and other surrounding municipalities. The proposed budget that was presented at the July 14, 2022 workshop was prepared with revenue estimates based on the current millage rate of **7.5810**.

State Law requires two public hearings on the millage rate and budget. The first public hearing is on September 8, 2022, and the second is scheduled for September 22, 2022. The new fiscal year begins October 1, 2022.

Alternatives

1. Set the tentative millage rate at the current rate of **7.5810** mils.
2. Set the tentative millage rate at the Roll-Back rate of **7.0064** mils.
3. Set the tentative millage rate at some other rate between **7.0064** and **7.5810**.

Discussion of Alternatives

1. Sets the tentative millage rate at **7.5810** mils.
    a. Advantages
        i. Provides more recurring revenues and replaces lost revenues resulting from previous declines in property values.
        ii. Provides a better opportunity to balance revenues and expenditures for the upcoming fiscal year.
        iii. Requires only a minimal increase in the average property owner's taxes.
        iv. Allows for the continuation of the current service levels.

        v. This rate is the basis of the proposed Fiscal Year 2022-2023 budget.
    b. Disadvantages
        i. Provides higher property taxes than the Roll-Back rate of 7.0064 and would be advertised by law as an 8.2% tax increase.
2. Sets the tentative millage rate at the Roll-Back rate of **7.0064** mils.
    a. Advantages
        i. Could hold property taxes at approximately the same amount as the prior year.
        ii. Would not need to be advertised as a tax increase.
    b. Disadvantages
        i. The rate would generate significantly less tax revenue for the City (approximately $774,117 less than the current millage rate).
        ii. The rate would require the use of fund balance to balance the General Fund budget. The current net increase in fund balance is $209,232, and reducing the millage rate would cause a projected deficit of ($564,885).
        iii. The rate would require expenditure reductions to balance the budget.
        iv. The rate could result in a reduction in the City's current levels of service.
3. Sets the tentative millage rate at some other rate between the Roll-Back rate of **7.0064** and the current millage of **7.5810.**
    a. Advantages
        i. If the rate selected is less than the current rate of **7.5810** mils, it could reduce the property taxpayer depending on the rate selected.
    b. Disadvantages
        i. If the rate selected is less than the current rate of **7.5810** mils, it would reduce tax revenue for the City, potentially require the use of fund balance and/or significant expenditure reductions, and could result in a reduction to the City's current levels of service. Each .1000 millage reduction equates to $132,028.

Budget and Staff Impact
Staff prepared the Fiscal Year 2022-2023 budget using the current millage rate of **7.5810,** which results in an estimated increase in property taxes of $930,236 as compared to the Fiscal Year 2021-22 proposed tax estimates. If the millage rate is set lower than the **7.5810** proposed, it may require a reduction in reserves or a reduction in proposed General Fund expenditures to balance the budget.

Prepared By:
Nailya (Nelly) Harnisch, Deputy Finance Director

Reviewed By:
Mike Sheppard, Finance Director

RESOLUTION NUMBER 22-64

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 2022-2023; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 22, 2022, the City of Eustis, Lake County, Florida, held a public hearing on the Fiscal Year 2022-2023 Final Millage Rate, as required by Florida Statute 200.065; and

WHEREAS, the City of Eustis of Lake County, Florida, adopted the Fiscal Year 2022-2023 FINAL Millage Rate following the public hearing; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Eustis, Lake County, Florida, has been certified by the Lake County Property Appraiser to the City of Eustis as $1,347,228,504.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Lake County, Florida, as follows:

SECTION 1

That the FY 2022-2023 tentative operating millage rate is 7.5810 mills, which is greater than the rolled-back rate of 7.0064 mills and increases taxes by 8.2%.

SECTION 2

That this Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED this 22nd day of September 2022, in the regular session of the City Commission of the City of Eustis, Lake County, Florida. Time Adopted _______

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 22nd day of September 2022 by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

____
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 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 22-64 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) 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

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

Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: RESOLUTION NUMBER 22-65: ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR 2022-2023.

Introduction:
Resolution Number 22-65 adopts the Final Budget for FY 2022-2023 after the required public hearing.

Background:
See attached Staff Report.

Attachments:
Staff Report -Final Budget Res 22-65
Resolution No. 22-65 Final Budget
EXHIBIT A FY 2022-23 Eustis Budget Summary

Reviewed by:

Tom Carrino, City Manager	Approved - 13 Sep 2022
Christine Halloran, City Clerk	Approved - 14 Sep 2022

City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 22, 2022

RE: Resolution Number 22-65: Adopting a final budget for the Fiscal Year 2022-2023

Introduction
Resolution Number 22-65 adopts the Final Budget for FY 2022-2023 after the required public hearing.

Recommended Action
Staff recommends approval of Resolution Number 22-65.

Background
Florida State Statutes require each taxing authority to annually adopt a tentative and final budget. The law also requires that the local government hold a public hearing before adopting each of those budgets. The public hearings and adoption of the budget take place after the public hearing and adoption of the millage rates. The TRIM notice that was sent to all property owners in August notified all Eustis property owners of the proposed millage rate and the date of the first public hearing on the millage. The City has advertised the adoption of the final budget and the notice of tax increase prior to the second public hearing, in accordance with state law. The second and final hearing will be held on September 22, 2022, in the Commission Chambers located at 10 North Grove Street, Eustis, FL 32726.

The proposed Final budget has been prepared based on Commission directives authorized from the various Budget Workshop held during the Fiscal Year 2021-22. Those directives included adopting the current millage rate of 7.5810, which has a final approval held tonight via Resolution Number 22-64. The budget has been prepared in compliance with the requirements of the City Charter and appropriate State Statutes. It is consistent with the provisions of the City's Financial Policies adopted in 2015.

The General Fund Budget, as presented, contains more revenues than expenditures for the Fiscal Year 2022-2023. The proposed Final budget also includes funding for employee compensation increases, insurance increases, and funding for the Capital Improvement Plan. The City has advertised the budget on the City website as required by State Law and in the Daily Commercial on September 18th as required by law.

Alternatives

1. Adopt Resolution Number 22-65 and approve the budget presented as Final.
2. Direct staff to make specific changes to the budget and immediately adopt the revised version as Final during the hearing.

Discussion of Alternatives

1. Alternative 1 provides for the adoption of Resolution Number 22-65 and the approval of the budget presented as Final.
    a. Advantages
        i. The proposed Final budget maintains all service levels and enhances.
        ii. There is funding to address pay increases for employees for a base increase of 4% plus a ½% for each year up to a maximum of 4 years (2%), to assist in bringing the City to the required minimum wages prior to the required date and make the City more competitive with the surrounding cities.
        iii. Operating expenditures do not exceed operating revenues.
        iv. The Budget is balanced within the General Fund and utilizes reserve funds only as authorized by the City Commission.
    b. Disadvantages
        i. Although the millage rate of 7.5810 mills is the same as the prior year, it exceeds the rollback rate and must be advertised as a tax increase. As a percentage, the rate is 8.2% over the rollback rate of 7.0064 mills.
2. Alternative 2 directs staff to make specific changes to the budget and immediately adopt the revised version as Final during the hearing. If the Commission approves a millage rate other than 7.5810, the budget must be revised accordingly.
    a. Advantages
        i. Provides an opportunity for the Commission to revise the budget.
        ii. Could provide an opportunity for further cost reductions, shifts in priorities, and/or reductions/changes in services.
    b. Disadvantages
        i. If the millage rate is reduced, expenditures may have to be reduced to maintain the balance of revenues and expenditures.
        ii. If the millage rate or expenditures are reduced, service levels will likely have to be reduced accordingly.
        iii. If expenditures are increased, the Commission would have to provide additional revenue from the fund balance or through other funding sources.
        iv. A change in the millage rate could affect previously established City Commission priorities.
        v. A change in the millage rate could delay the adoption of the Final Budget and hinder compliance with State Law.

Community Input
There will be sufficient time for input at the public hearings held before the adoption of the tentative and final budgets. There was also sufficient time for input at all of the preceding budget and millage-related Commission workshops and meetings.

Budget and Staff Impact
As presented, there are budgeted revenues and expenditures citywide of $58,256,451 and $53,381,876, respectively, and estimated reserves and fund balances totaling $89,525,149 at the end of September 30, 2023. The estimated cost of preparing this document is $42,800 based on the estimated time expense of 1,000 cumulative hours (all departments).

Prepared By:
Mike Sheppard, Finance Director

Reviewed By:
Nailya (Nelly) Harnisch, Deputy Finance Director

RESOLUTION NO. 22-65

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2022-2023, PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 22, 2022, the City of Eustis, Lake County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Eustis of Lake County, Florida, set forth the appropriations and revenue estimates for the Budget for the Fiscal Year 2022-2023 in the amount of $84,368,290.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Eustis, Lake County, Florida, as follows:

SECTION 1

That the Fiscal Year 2022-2023 Final Budget is hereby adopted in the total revenue and expenditures in the amount of $58,256,451 and $53,381,876 respectively, with an estimated ending reserve balance of $60,799,213 as more particularly outlined in "EXHIBIT A," attached hereto and made a part hereof.

SECTION 2

That the Finance Director of the City of Eustis is hereby authorized to amend the FY 2022-2023 Budget to include any unexpended/unrealized and/or unencumbered capital items from FY 2021-2022.

SECTION 3

That this Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED this 22nd day of September 2022, in a regular session of the City Commission of the City of Eustis, Lake County, Florida. Time Adopted _______

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

____
Michael L. Holland
Mayor/Commissioner

ATTEST:

____

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 22nd day of September 2022 by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

____
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 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 22-65 is hereby approved. I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) 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

EXHIBIT A: CITY OF EUSTIS BUDGET SUMMARY FISCAL YEAR 2022-23
Resolution 22-65 - Dated: 9/22/2022

GENERAL FUND
Estimated Beginning Fund Balance of $13,597,296

Plus, a Revenue Budget of $21,480,241

Less, Expenditure Budget of $21,271,009

Less, Required Reserves of $5,317,412

Yields Estimated Year-End Fund Balance of $13,806,528

LIBRARY CONTRIBUTION FUND
Estimated Beginning Fund Balance of $34,699

Plus, a Revenue Budget of $2,569

Less, Expenditure Budget of $8,200

Less, Required Reserves of $29,726

Yields Estimated Year-End Fund Balance of $29,068

SALES TAX REVENUE FUND
Estimated Beginning Fund Balance of 2,371,298

Plus, a Revenue Budget of $2,160,614

Less, Expenditure Budget of $2,594,278

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $1,937,634

LAW ENFORCEMENT EDUCATION FUND
Estimated Beginning Fund Balance of $53,330

Plus, a Revenue Budget of $43,040

Less, Expenditure Budget of $73,000

Less, Required Reserves of $23,370

Yields Estimated Year-End Fund Balance of $23,370

POLICE FORFEITURE FUND
Estimated Beginning Fund Balance of $21,403

Plus, a Revenue Budget of $22,505

Less, Expenditure Budget of $13,900

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $30,008

STREET IMPROVEMENT FUND
Estimated Beginning Fund Balance of $1,333,723

Plus, a Revenue Budget of $2,224,800

Less, Expenditure Budget of $2,055,583

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $1,502,940

COMMUNITY REDEVELOPMENT FUND
Estimated Beginning Fund Balance of $2,396,548

Plus, a Revenue Budget of $1,046,020

Less, Expenditure Budget of $1,136,895

Less, Required Reserves of $280,330

Yields Estimated Year-End Fund Balance of $2,305,673

BUILDING SERVICES FUND
Estimated Beginning Fund Balance of $978,663

Plus, a Revenue Budget of $1,801,000

Less, Expenditure Budget of $726,915

Less, Required Reserves of $179,239

Yields Estimated Year-End Fund Balance of $2,052,748

STORMWATER UTILITY REVENUE FUND
Estimated Beginning Fund Balance of $568,306

Plus, a Revenue Budget of $861,437

Less, Expenditure Budget of $781,999

Less, Required Reserves of $195,500

Yields Estimated Year-End Fund Balance of $647,744

WATER AND SEWER REVENUE FUND
Estimated Beginning Fund Balance of $5,808,304

Plus, a Revenue Budget of $13,102,320

Less, Expenditure Budget of $13,005,703

Less, Required Reserves of $3,206,881

Yields Estimated Year-End Fund Balance of $5,904,921

RECLAIMED WATER PROJECTS FUND
Estimated Beginning Fund Balance of $169,854

Plus, a Revenue Budget of $150

Less, Expenditure Budget of $0

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $170,004

WATER AND SEWER RENEWAL AND REPLACEMENT FUND
Estimated Beginning Fund Balance of $10,624,857

Plus, a Revenue Budget of $7,337,843

Less, Expenditure Budget of $8,577,431

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $9,385,269

FIRE PREVENTION CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $181,731

Plus, a Revenue Budget of $30,150

Less, Expenditure Budget of $121,045

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $90,836

GREENWOOD CEMETERY TRUST FUND
Estimated Beginning Fund Balance of $283,787

Plus, a Revenue Budget of $12,740

Less, Expenditure Budget of $2,440

Less, Required Reserves of $294,087

Yields Estimated Year-End Fund Balance of $294,087

POLICE PENSION FUND
Estimated Beginning Fund Balance of $26,421,228

Plus, a Revenue Budget of $4,436,485

Less, Expenditure Budget of $1,550,000

Less, Required Reserves of $29,307,713

Yields Estimated Year-End Fund Balance of $29,307,713

FIRE PENSION FUND
Estimated Beginning Fund Balance of $14,412,011

Plus, a Revenue Budget of $2,848,000

Less, Expenditure Budget of $880,000

Less, Required Reserves of $16,380,011

Yields Estimated Year-End Fund Balance of $16,380,011

PARKS AND RECREATION CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $198,661

Plus, a Revenue Budget of $50,110

Less, Expenditure Budget of $1,015

Less, Required Reserves of $247,756

Yields Estimated Year-End Fund Balance of $247,756

LAW ENFORCEMENT CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $363,485

Plus, a Revenue Budget of $19,200

Less, Expenditure Budget of $1,015

Less, Required Reserves of $381,670

Yields Estimated Year-End Fund Balance of $381,670

WATER IMPACT TRUST FUND
Estimated Beginning Fund Balance of $3,041,410

Plus, a Revenue Budget of $48,000

Less, Expenditure Budget of $143,605

Less, Required Reserves of $2,945,805

Yields Estimated Year-End Fund Balance of $2,945,805

SEWER IMPACT TRUST FUND
Estimated Beginning Fund Balance of $1,589,851

Plus, a Revenue Budget of $653,377

Less, Expenditure Budget of $300,803

Less, Required Reserves of $1,942,425

Yields Estimated Year-End Fund Balance of $1,942,425

ECONOMIC DEVELOPMENT TRUST FUND
Estimated Beginning Fund Balance of $143,441

Plus, a Revenue Budget of $50,750

Less, Expenditure Budget of $122,200

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $71,991

LIBRARY CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $56,688

Plus, a Revenue Budget of $25,100

Less, Expenditure Budget of $14,840

Less, Required Reserves of $66,948

Yields Estimated Year-End Fund Balance of $66,948

TOTAL
Estimated Beginning Fund Balance of $84,650,574

Plus, a Revenue Budget of $58,256,451

Less, Expenditure Budget of $53,381,876

Less, Required Reserves of $60,799,213

Yields Estimated Year-End Fund Balance of $89,525,149

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

Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: CITY COMMISSION COMPENSATION

Introduction:
The purpose of this report is to provide information to the City Commission and request direction regarding the City Commissioner's and Mayor's compensation to be included in the FY 2022/23 budget.

Background:
See attached Staff Report.

Attachments:
Staff Report City Commission Compensation Recommendation

Reviewed by:

Tom Carrino, City Manager — Approved - 15 Sep 2022
Christine Halloran, City Clerk — Approved - 16 Sep 2022

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: CITY COMMISSION COMPENSATION

Introduction:
The purpose of this report is to provide information to the City Commission and request direction regarding the City Commissioner's and Mayor's compensation to be included in the FY 2022/23 budget.

Background:
At the City Commission meeting held on September 8, 2022, there was discussion regarding a possible increase in the compensation provided to the City Commissioners and the Mayor. The Commission directed staff to recommend the compensation provided to the Commissioners and Mayor based on the compensation given to other municipal elected officials in Lake County. Compensation for the Eustis City Commission was last increased in FY 1989/90, approximately 33 years ago.

Staff reviewed the survey data from all 13 municipalities in Lake County. Five municipalities have populations below 10,000 residents, while the remaining eight municipalities have more than 16,000 in population. Staff determined it most appropriate to consider the wages given in the municipalities with a population of more than 16,000 which are closer in size to Eustis (23,595). The average compensation for commissioners in the larger municipalities, other than Eustis, is $8,000 and ranges from a high of $11,364 to a low $6,293. The compensation for Mayor in the other large municipalities averages $9,751 and ranges from a high of $15,888 and a low of $7,200. Since October 1989, Eustis Commissioners have received $5,400 annually and the Mayor has received $6,400 annually.

Paid medical insurance is only provided to elected officials in the cities of Leesburg and Tavares. Medical Insurance is not provided to Eustis or the other municipal elected officials in Lake County. If the City were to provide paid medical insurance to Commissioners, as we provided to full-time employees, the City cost would be approximately $8,400 for an individual medical plan and $15,000 for family coverage.

Recommended Action:
Staff is recommending Eustis City Commissioners be compensated $8,000 annually and the Mayor receive $9,750 annually. This recommendation is consistent with the average compensation paid in other large municipalities in Lake County. This would equate to an annual increase of approximately 1.5% since the last increase in 1989. It is recommended the City Commission approve this increase and a budget amendment will be brought back to the Commission for final approval at a future meeting. It is also recommended future Commission increases be tied to the annual increases given to general employees.

Staff recommends the Commission determine if paid medical insurance should be provided to members of the Commission.

Budget / Staff Impact:
The increased compensation, if approved, will add $13,750 in wages to the annual City budget. Medical insurance costs would be based on the decision of the Commission and the number of Commissioners that elect to use the coverage. If medical insurance were provided to all Commissioners, the annual cost would increase by approximately $42,000 for individual coverage and $75,000 for family coverage.

Prepared by:
Bill Howe, Human Resources Director

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

Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 22, 2022

RE: CONTINUED DISCUSSION ON THE DOWNTOWN AND EAST TOWN REDEVELOPMENT AGENCY BOARD (CRA BOARD) COMMUNITY REPRESENTATIVE POSITIONS

Introduction:
On September 8, 2022, the Eustis City Commission asked to continue discussion regarding the community representative positions on the CRA Board.

Background:
See attached Staff Report.

Attachments:
Staff Report 2022 Continued Discussion of 2 Members
Resolution No. 18-47
2022-FRA-Conference-announcement-Final-08092022
2022-Become-A-Certified-Redevelopment-Professional

Reviewed by:

Tom Carrino, City Manager — Approved - 15 Sep 2022
Christine Halloran, City Clerk — Approved - 16 Sep 2022

City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 22, 2022

RE: CONTINUED DISCUSSION ON THE DOWNTOWN AND EAST TOWN REDEVELOPMENT AGENCY BOARD (CRA BOARD) COMMUNITY REPRESENTATIVE POSITIONS

Summary
On September 8, 2022, the Eustis City Commission asked to continue discussion regarding the community representative positions on the CRA Board.

Background
On July 5, 2018, the Eustis City Commission approved Resolution Number 18-47, which created two additional non-voting positions on the CRA Board to be held by members of the community.

Resolution Number 18-47 created two additional positions on the CRA Board with the following criteria:

A. Per Florida Statute 163.356, the new members must reside or be engaged in business in the Community Redevelopment Area.
B. Per Florida Statute 163.357, the terms of office for the additional members shall be for four years, except that the first person appointed shall initially serve a term of two years.
C. The two additional persons will engage in CRA matters, but will serve as non-voting members.
D. The advertising and appointment process will be consistent with the advertising and appointment process for other City of Eustis boards and committees.
E. The new members will represent geographic areas of the CRA. One member will represent the portion of the CRA east of Center Street and Center Street extended. The other member will represent the portion of the CRA west of Center Street and Center Street extended.
F. In order to qualify to serve, the new members will have educational or professional experience in architecture, finance, construction, land-use,

sustainability, and/or community redevelopment. Alternatively, the new members will also qualify to serve with professional and/or residential experience in affordable housing.

G. All members, including new members, are encouraged to engage in continuing education related to community redevelopment.

On September 8, 2022, the Eustis City Commission engaged in a discussion on the two community representative positions and asked for further discussion on September 22. The discussion included questions about the requirements in Section F of Resolution 18-47. That language was taken from a failed 2018 senate bill. Senate Bill 432 (SB 432) proposed that CRA boards composed of five members would be required to create two community representative positions, and that people appointed to those positions would be required to have experience in architecture, finance, construction, land-use, sustainability, and/or community redevelopment. While SB 432 did not pass, the City Commission at the time decided to incorporate that language into Resolution Number 18-47.

Additionally, a suggestion was made to look at alternative terms for the positions. Following the initial two-year term, the Florida Statutes sets the term for the positions at four years. Based on the below language in the Florida Statutes, staff would recommend keeping the terms at four years:

> 163.357 (1)(c) A governing body which consists of five members may appoint two additional persons to act as members of the community redevelopment agency. The terms of office of the additional members shall be for 4 years, except that the first person appointed shall initially serve a term of 2 years. Persons appointed under this section are subject to all provisions of this part relating to appointed members of a community redevelopment agency.

Another suggestion was to encourage professional development/continuing education, which was part of the original resolution. This could include training opportunities with the Florida Redevelopment Association (FRA). Attached is information on the upcoming FRA Annual Conference and other FRA training opportunities.

While not specifically discussed, another item to consider is asking the community representatives for periodic reports to the CRA Board and City Commission. These reports could include interactions with community groups/members of the public, information gathered from attending events, updates on upcoming events, etc.

Based on the information provided, staff is seeking direction on the future of the two community positions on the CRA Board.

<u>Attachments</u>
Resolution Number 18-47
FRA Annual Conference Program
Presentation on FRA Training Opportunities

RESOLUTION NO. 18-47

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY FLORIDA, PROVIDING FOR THE APPOINTMENT OF TWO ADDITIONAL PERSONS TO ACT AS MEMBERS OF THE DOWNTOWN & EAST TOWN COMMUNITY REDEVELOPMENT AGENCY TO CARRY OUT THE COMMUNITY REDEVELOPMENT PURPOSES OF CHAPTER 163, PART III, FLORIDA STATUTES; PROVIDING FOR TERMS OF OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Eustis adopted Resolution No. 90-39, finding of necessity, to create a community redevelopment district in accordance with Florida Statutes 163, Part III; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution No. 90-40, finding a need to create a community redevelopment agency in accordance with Florida Statutes 163, Part III; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution No. 90-41 to create the Downtown & East Town Community Redevelopment Agency; and

WHEREAS, the City Commission of the City of Eustis also in Resolution No. 90-41 declared itself as the Downtown & East Town Community Redevelopment Agency; and

WHEREAS, the City Commission of the City of Eustis deems it appropriate to exercise its authority under Florida Statute Chapter 163.357 and appoint two additional persons to act as members of the Community Redevelopment Agency, who shall serve four year terms, except that the first additional member appointed shall serve a term of two years initially;

NOW, THEREFORE BE IT RESOLVED by the City Commission of the City of Eustis as follows:

SECTION 1: The City Commission of the City of Eustis will exercise its authority under Florida Statute Chapter 163.357 and appoint two additional persons to act as members of the Downtown & East Town Community Redevelopment Agency under the following parameters:

A. Per Florida Statute 163.356, the new members must reside or be engaged in business in the Community Redevelopment Area.
B. Per Florida Statute 163.357, the terms of office for the additional members shall be for four years, except that the first person appointed shall initially serve a term of two years.
C. The two additional persons will engage in CRA matters, but will serve as non-voting members.

D. The advertising and appointment process will be consistent with the advertising and appointment process for other City of Eustis boards and committees.

E. The new members will represent geographic areas of the CRA. One member will represent the portion of the CRA east of Center Street and Center Street extended. The other member will represent the portion of the CRA west of Center Street and Center Street extended.

F. In order to qualify to serve, the new members will have educational or professional experience in architecture, finance, construction, land-use, sustainability, and/or community redevelopment. Alternatively, the new members will also qualify to serve with professional and/or residential experience in affordable housing.

G. All members, including new members, are encouraged to engage in continuing education related to community redevelopment.

SECTION 3: Conflicts: All Resolutions that are in conflict with this Resolution are hereby repealed, vacated and nullified.

SECTION 4: Severability: If any section, sentence, phrase, word or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Resolution not otherwise determined to be invalid, unlawful or unconstitutional.

SECTION 5: Effective Date: This Resolution shall become effective immediately upon adoption.

DONE AND RESOLVED this 5th day of July, 2018, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Robert R. Morin, Jr.

Robert R. Morin, Jr.
Mayor/Commissioner

ATTEST:

Mary C. Montez

Mary C. Montez, City Clerk

THE SEAL OF THE CITY OF EUSTIS FLORIDA

Resolution No 18-47
CRA Board Expansion
Page 2 of 3

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 5th day of July, 2018, by Robert R. Morin, Jr., Mayor, and Mary C. Montez, City Clerk, who are personally known to me.

SERITA HILL
MY COMMISSION # GG 019203
EXPIRES: August 20, 2020
Bonded Thru Notary Public Underwriters

Serita Hill
Notary Public - State of Florida
My Commission Expires: Aug 20, 2020
Notary Serial No: GG019203

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

7/5/18
Date

CERTIFICATE OF POSTING

The foregoing Resolution No. 18-47 is hereby approved, and I hereby certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

7/5/18
Date

Mary C. Montez
Mary C. Montez, City Clerk

THE FLORIDA
REDEVELOPMENT
ASSOCIATION

2022 ANNUAL CONFERENCE

October 12-14, 2022
Hilton Daytona Beach Oceanfront Resort

REGISTRATION INFORMATION

The **2022 Florida Redevelopment Association Annual Conference** will be held in person on **October 12-14, 2022**, at the **Hilton Daytona Beach Oceanfront Resort** in Daytona Beach, FL.

The conference is an opportunity for redevelopment professionals, elected officials and appointed officials who oversee administering redevelopment (economic development) programs in Florida cities and counties and community redevelopment agencies/CRAs who have separate, dedicated trust funds that can be spent on redevelopment projects to meet in person. Attendees at the conference will have opportunities to enhance leadership skills, learn from municipal experts, share ideas with peers, discuss strategies for Florida's future and hear about the latest in products and services for redevelopment projects.

Don't miss this opportunity to learn, network and share.

DEADLINES

September 16, 2022:
Hotel reservations cutoff

October 3, 2022:
Conference registration fee increases by $100.00 after 5:00 p.m. on October 3, 2022

#FRA2022

REGISTRATION FEES

Full Registration (10/12-10/14)
Member: $395.00; Nonmember: $495.00

CRA Board Training Course (10/12)
$50.00

Tours (10/12)
$50.00 per tour

Awards and Academy Graduation Dinner (guest ticket) (10/13)
$75.00

Guest/Spouse Registration (spouse, partner or other nonprofessional relation) (10/12-10/14)
$325.00

Full registration and **Guest** registration fees cover your name badge and admission to all conference sessions and the exhibit hall, refreshment breaks, light continental breakfasts each day, Wednesday's Welcome Luncheon in the exhibit hall, Wednesday's Welcome Reception in the exhibit hall, Thursday's Networking Luncheon in the exhibit hall and Thursday's Awards and Academy Graduation Dinner. Tours are an additional fee. NOTE: Registration fees will increase by $100.00 per registration/guest for all registrations made after October 3, 2022.

CANCELLATION POLICY

Conference registration cancellation requests must be sent in writing via email to ***hhogarth@flcities.com***. All cancellations received in the FRA office by 5:00 p.m., **October 3, 2022**, will receive refunds, minus a **$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds will be made after October 3, 2022, or for early departure from the conference.**

REGISTRATION INFORMATION

Online Registration – Credit Cards Only
Click here to register online and pay with a credit card. The FRA accepts Visa, Mastercard or American Express.

Mail Registration – Checks Only
Complete the registration on page 6 if you are paying by check. Mail the registration form and check to the Florida Redevelopment Association Annual Conference, P.O. Box 1757, Tallahassee, FL 32302 by **October 3, 2022**.

HOTEL INFORMATION

The **Hilton Daytona Beach Oceanfront Resort**, 100 North Atlantic Ave., in Daytona Beach is the conference hotel and is not accepting reservations at this time. Your paid registration confirmation will include the hotel link/code for you to make the reservations. The cutoff date for reservations is September 16, 2022. Hotel reservations cannot be guaranteed for anyone, nor the exact date on which the hotel block will sell out, **so register early**. FRA has secured the special rate of $145.00 per night, single or double, inclusive of the hotel's resort fee. Parking fees are $10.00 for daily self-parking/overnight self-parking.

Should you receive ANY calls or emails from anyone other than Heidi Hogarth regarding room rates and availability at the hotels, DO NOT respond. These are scam callers!

SPECIAL NEEDS

If you are physically challenged and require special services, or if you have special dietary needs (i.e., allergies or Kosher or vegetarian meals), please attach a written description to your registration form.

QUESTIONS? Contact Heidi Hogarth, Meeting Planner, Florida Redevelopment Association/ Florida League of Cities, Inc., 850.701.3605; ***hhogarth@flcities.com***

TENTATIVE PROGRAM
(schedule and speakers subject to change)

TUESDAY, OCTOBER 11, 2022

1:00 p.m. - 5:00 p.m.
Registration Desk Open

3:00 p.m. - 6:00 p.m.
FRA Board of Directors Meeting

WEDNESDAY, OCTOBER 12, 2022

7:30 a.m. - 6:00 p.m.
Registration Desk Open

8:00 a.m. - 11:00 a.m.
Bus Tour: City of Holly Hill
(additional fee of $50.00)
Tour participants will experience the "Pictona" project, which came about from an innovative idea of the City of Holly Hill – a public-private partnership between the city, a charitable foundation and a Volusia County ECHO Grant. The project addresses the decline in overall community health and blighted areas in the center of the City. Prior to 2008, the City of Holly Hill had a thriving youth baseball program that operated out of a park called Hollyland Park in the center of the City. However, for a number of reasons, the park lost its place in the baseball program. Hollyland Park became a blighted area attractive to the homeless and a place where drug deals were happening every day.

The City needed to find a way to encourage physical activities and provide educational and cultural programs to the community. Since there is a proven need for health and wellness awareness and demand for affordable alternatives, the City had a desire to provide free outdoor facilities to enjoy playing recreational activities such as bocce ball, shuffleboard, horseshoes and croquet to the community. The recreational courts were incorporated into the Senior Activity Center that was developed as part of the pickleball complex. Although these courts are part of the overall Pictona complex, unlike the pickleball courts, these programs are free for all residents.

Pictona has over 900 members and is hosting large, national pickleball tournaments several times a year. The project will be completed in October 2022 with 49 courts in its world-class facility. This is a pure public-private partnership at its best.

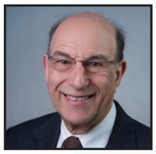
8:00 a.m. - 11:00 a.m.
Bus Tour: Daytona Beach – Riverfront Esplanade
(additional fee of $50.00)
Spanning a mile of Intracoastal Waterway, the Riverfront Esplanade is a premier gathering space and botanical garden in the heart of Daytona Beach. Composed of more than a mile of waterfront running trail with comfortable benches and swings overlooking the Halifax River, the Riverfront Esplanade also features a dog park with an agility course and a state-of-the-art splash pad. The Riverfront Esplanade is under construction. The north Esplanade is open, and the south Esplanade is opening at the end of 2022.

8:00 a.m. - 11:00 a.m.
Bus Tour: City of South Daytona CRA
(additional fee of $50.00)
This tour will take place on U.S. Highway 1 between the City of Daytona Beach, heading south to Port Orange and New Smyrna Beach. The South Daytona CRA main commercial corridor is U.S. Highway 1. A major streetscape and undergrounding of utilities was completed in 2013 along one-third of this roadway through CRA, Tax Increment Funding (TIF) and Florida Department of Transportation (FDOT) funding. Vacant riverfront sites planned for development will be pointed out, and the Enclave at 3230 apartments, completed in 2021, will also be a focal point of the tour.

8:00 a.m. - 12:00 p.m.
CRA Board Training Course (additional fee of $50.00)
This is a general educational session designed for CRA staff, elected and appointed officials, volunteers and advisory board members. It provides a succinct overview of what you need to know that you don't know in the universe of CRAs. Learn some helpful, practical, legal and administrative best practices for CRA policymaking success.

11:00 a.m. - 7:30 p.m.
Exhibit Hall Open

11:30 a.m. - 12:45 p.m.
Welcome Luncheon in the Exhibit Hall



12:45 p.m. - 1:45 p.m.
Welcome and Keynote Presentation
Welcome: Jeff Burton
Keynote Speaker: Richard Rothstein, Author

Richard Rothstein is the author of "The Color of Law: A Forgotten History of How Our Government Segregated America," an explosive, alarming history that finally confronts how American governments in the 20th century deliberately imposed residential racial segregation on metropolitan areas nationwide. "The Color of Law" documents how American cities, from San Francisco to Boston, became so racially divided as federal, state and local governments systematically imposed residential segregation.

Mr. Rothstein is a Distinguished Fellow of the Economic Policy Institute, the Thurgood Marshall Institute of the NAACP Legal Defense Fund and the Haas Institute at the University of California – Berkley.

2:00 p.m. - 3:30 p.m.
Session: Coming Together for Affordable and Workforce Housing Strategies
There are different methods and programs for addressing affordable and workforce housing through counties, cities and CRAs. With creative thinking, layering programs can lead to successful affordable and workforce housing developments.

2:00 p.m. - 3:30 p.m.
Session: Economic Impact of Lakeside Park Developments
Florida is noted for its coastal community developments and the economic impact on real estate development along our Atlantic and Gulf shorelines. More and more interior communities are investing in their lakeside shorelines through creative improvements that have significant economic impacts on CRAs. The speakers will present their reasons for their particular investments and how it has generated additional investment in their CRAs.

2:00 p.m. - 3:30 p.m.
Legal Session: Unlocking the Economic Power of Vacant Land and Clearing Title Through Lien Collection
Every CRA has vacant land that should be put into use for housing and for projects that support community goals. The key to clearing blight and making projects real is using liens to clear the title. This session will include CRA representatives who have put a successful program to work.

3:45 p.m. - 5:00 p.m.
Session: The Resurgence of the Seahorse: How Public Art Can Help Renew a City Brand
The Palmetto CRA successfully undertook a public art project to put in an award-winning seahorse statue that called back to the history of the city and helped renew placemaking. This session can teach you how to do similar things in your CRA.

3:45 p.m. - 5:00 p.m.
Session: Do's and Don'ts of Marketing & Special Events
Many CRAs sponsor or produce events, programs and campaigns to activate public spaces and reinvent blighted commercial districts. This session will highlight creative strategies to ensure statutory compliance while producing engaging community events or campaigns designed to further your CRA goals. We will talk about tweaking your program to tighten the criteria or other aspects to focus on economic development. Attendees will gain valuable insight to ensure that their existing or future event programs and marketing campaign strategies contain the specific elements necessary to meet or exceed statutory guidelines.

5:00 p.m. - 6:30 p.m.
Welcome Reception in the Exhibit Hall

THURSDAY, OCTOBER 13, 2022

8:00 a.m. - 3:00 p.m.
Registration Desk Open

8:00 a.m. - 1:00 p.m.
Exhibit Hall Open

8:00 a.m. - 9:00 a.m.
Light Continental Breakfast in the Exhibit Hall

9:00 a.m. - 10:15 a.m.
Session: Community Safety Action Plans – Lessons from Tampa and Riviera Beach
Several redevelopment organizations in Florida are currently implementing unique and comprehensive Community Safety Action Plans. This session will summarize how these plans were developed, the impacts they have had on both real and perceived safety and why they are important to equity, community-driven solutions and a better policing balance.

9:00 a.m. - 10:15 a.m.
Session: Opportunities in Smaller Downtown CRAs to Attract Hotel Development Within Their Urban Core
A challenge for smaller downtown main street areas is attracting hotel development common to larger urban locations. Success is attributable to a bold vision by policymakers in understanding the unique barriers of downtown development. The 2021 completion of the Hilton Tapestry in downtown Melbourne is an example of an innovative CRA public-private partnership.

9:00 a.m. - 10:15 a.m.
Legal Session: Hot Legal Topics in Redevelopment
Join us as we hold a session on ad hoc hot legal topics regarding redevelopment. We will have our best CRA legal minds discuss their list of need-to-know opinions and legislation on topics impacting redevelopment and CRAs.

10:30 a.m. - 11:30 a.m.
Session: The Community Reinvestment Act & Redevelopment: Partnerships that Support Communities
The federal Community Reinvestment Act encourages banks to support activities that benefit low-income areas and residents, including affordable housing, community services, economic development and neighborhood revitalization. Join the Federal Deposit Insurance Corporation and the Office of the Comptroller of the Currency for a discussion on how bank partnerships support redevelopment.

10:30 a.m. - 11:30 a.m.
Session: Redevelopment, Flooding and Climate Adaptation
This session explores how to navigate the challenges and opportunities associated with redevelopment and planning for future conditions related to climate change. Case studies, challenges and solutions addressing infrastructure and open-space vulnerability in the redevelopment process will be discussed. Regulations, policy approaches and other examples will be offered.

11:30 a.m. - 1:00 p.m.
Networking Luncheon in the Exhibit Hall

1:00 p.m. - 2:30 p.m.
Keynote Presentation
Keynote Speaker: Rick Whitted, President & CEO, U.S. Hunger
Join Rick Whitted, CEO of the nonprofit U.S. Hunger, as he discusses the root causes behind social inequities and how data equips a city to create sustainable solutions for its underserved residents.

Whitted has overseen the launch of several of the organization's initiatives, including expanding home delivery of fresh produce into its supply chain and developing a Software-as-a-Service solution that uses predictive analytics and machine learning to identify root causes of food insecurity in the United States.

He graduated from Stetson University and Nova Southern University, and he received a bachelor's degree in political science/American studies and a Master of Business Administration in business administration and management, respectively.

2:45 p.m. - 3:00 p.m.
Annual Membership Meeting

3:00 p.m. - 4:30 p.m.
Session: Collaborative P3 Aided by TIF and Rapid Response Permitting: A Winning Redevelopment Formula for Manatee County
This session will describe a successful P3 where TIF and rapid response permitting were used to attract private sector investment. Working with both the land developers and the master developer resulted in a big win: A Fortune 10 company coming to Manatee County with $30 million new investment and 400 additional jobs.

3:00 p.m. - 4:30 p.m.
Session: Sports as an Economic Driver
Florida's sports industry creates over $57 billion in economic impact for the Sunshine State, provides over 580,000 jobs for its citizens and attracts over 16 million out-of-state visitors each year. From pickleball courts to waterskiing competitions, sports facilities are a catalyst for urban redevelopment. This session will highlight examples of Florida CRAs using sports to address slums and blight.

6:00 p.m. - 9:00 p.m.
Awards and Academy Graduation Dinner

FRIDAY, OCTOBER 14, 2022

7:00 a.m. - 10:30 a.m.
Registration Desk Open

8:00 a.m. - 11:00 a.m.
Breakfast with the Experts
This flexible networking breakfast will have breakout groups focused on redevelopment hot topics such as housing and FRA resources. This will be a great opportunity to network, share success stories and learn from your peers.

9:00 a.m. - 10:15 a.m.
Legal Session: Ethics Laws for Redevelopment
This workshop is geared toward CRA attorneys and others who want to learn about ethics requirements specific to CRAs as well as general requirements for all governments. It will feature instructors who are members of the Florida Bar with a great deal of legal ethics experience that is specific to CRAs. They will break down basic ethics requirements for CRA practitioners, board members and volunteers who work with community redevelopment agencies in Florida. Topics will include general and ethics opinions, gift laws, conflict of interest law for CRAs, doing business with one's agency, 1% statutory rule on conflicts of interest test, public records and social media lessons learned, and Sunshine Law and financial disclosure for CRA board members and volunteers.

11:00 a.m.
Conference Adjourns

THE FLORIDA
REDEVELOPMENT
ASSOCIATION

2022 FRA ANNUAL CONFERENCE REGISTRATION FORM

Hilton Daytona Beach Oceanfront Resort • Daytona Beach, FL • October 12-14, 2022

Florida Redevelopment Association
P.O. Box 1757 • Tallahassee, FL • 32302-1757 • 850.701.3605 • *hhogarth@flcities.com*

Paying by credit card (Visa, Mastercard, American Express): ***Click here to register for the 2022 FRA Annual Conference***

Paying by check: Return the completed form with check payment to Florida Redevelopment Association, P.O. Box 1757, Tallahassee, FL 32302-1757. Complete one form per registration.

Registration deadline: October 3, 2022. After October 3, 2022, any on-site registrations are subject to a $100.00 fee increase.

Special Needs: If you require special services or have dietary needs, please attach a written description to your registration form.

Cancellation Policy: Cancellations must be submitted in writing and received by 5:00 p.m. on October 3, 2022. Please email cancellation requests to ***hhogarth@flcities.com***. Refunds will be issued after the conference minus a $50.00 administrative fee. There will be no refunds for “no shows” or cancellations after October 3, 2022.

Full Name: ______________________________ Nickname (for badge): ______________________

Title: ______________________________ Organization: ______________________________

Email: ______________________________________ Phone: ______________________

Guest/Spouse** (if purchasing): ______________________ Nickname (for badge): ______________________

REGISTRATION TYPE	MEMBER	NONMEMBER	TOTALS
Full Registration (10/12-10/14)	$395.00	$495.00	______
CRA Board Training Course (10/12 8:00 a.m.)	$50.00	$50.00	______
Tour (bus): Daytona Beach-Riverfront Esplanade (10/12 8:00 a.m.)	$50.00	$50.00	______
Tour (bus): City of Holly Hill (10/12 8:00 a.m.)	$50.00	$50.00	______
Tour (bus): City of South Daytona CRA (10/12 8:00 a.m.)	$50.00	$50.00	______
Guest/Spouse** (10/12-10/14)	$325.00	$325.00	______
Extra Ticket Awards and Academy Graduation Dinner (10/13 6:00 p.m.)	$75.00	$75.00	______
TOTAL			$ _________

Become a Certified Redevelopment Professional

THE FLORIDA REDEVELOPMENT ASSOCIATION

REDEVELOPMENT ACADEMY

History

The FRA Board saw a need for a quality and unique training program in 2008. Education for practitioners of all types of stakeholders in the redevelopment sphere is available through courses for CRA staff, Board members, and professionals who provide services to CRAs. That initial concept has developed into the training provided through the Academy.

What is the Redevelopment Academy?

- One day training courses with a test (auditing allowed)
- Available to anyone
- The program provides professional development
- Six courses, three core topics
- Two categories of designation:
  - ✓ FRA-Redevelopment Administrator
  - ✓ FRA-Redevelopment Professional

Q: Who is eligible to take the courses?

A: Anyone

Q: Who is eligible to receive a designation?

A: You must be a current member of the FRA.

What Courses Are Available?

- CRA 101 (Core)
- Budgeting, Funding, and Reporting (Core)
- Operations and Capacity Building (Core)
- Creating & Using Redevelopment Incentives
- Capital Project Management
- Housing as a Redevelopment Tool
- Infrastructure 1 – Above Ground
- Planning Strategically for Redevelopment
- Redevelopment Program Management

CRA 101

- History of Redevelopment (Main Street, DDAs, CRAs)
- Main Street Designation (Process, Criteria, Funding)
- Creating and Managing a CRA
- Chapter 163, process to establish, authorities
- CRA Plan contents, modifications, eligible expenditures
- Governance types, powers, bond issuance, staffing, legal council, working with City/County departments
- State Statutory Requirements (Sunshine, Ethics, Reporting, Annual Reports, Public Records)
- Redevelopment Organizations as Resources

Operations & Capacity Building

- Florida Local Gov't 101 (Types and forms, Charters, Home rule)
- CRA governance (Boards, Roles, Relationships)
- Capacity and Resources (Leadership, Leveraging resources, Eligible projects, Budgets)
- Strategic Planning (Basics, Success and failures, Benefits)
- Grants & Contract types
- Finding Federal Funding
- Program Evaluation and Performance Measurement (Types and uses, Dashboards)

Budgeting, Funding & Reporting

- Budgeting Theory and Principles (Revenues, Best Practices, Types)
- Increment Revenue Financing
- Grants and Outside Resources (CDBG, HOME, SHIP, Ezones, non-profits)
- Cost Sharing
- Developer Extractions (Impacts, Infrastructure, Payment in lieu of taxes)
- Public Private Partnerships
- CRA Record Management/ Reporting Requirements

Creating & Using Redevelopment Incentives

- Chapter 163 Incentives
- Redevelopment Finance (Debt, Equity, Liquidity)
- Risk vs. Benefit (Understanding risk, Phasing incentives, Performance based)
- Types of Incentives (Admin, Financial, Planning/Land, Marketing)
- Targeting Incentives (Types, Goals)
- Establishing Policies
- Timing of Incentives
- Calculating ROI
- Written Agreements/Contracts (Purpose, Protection, Evaluation)

Capital Project Management

- Planning the Project (Selecting, Building Consensus, Build vs. Buy)
- Organizing the Project (Design, Procurement, Consultants, Vendors, Compliance based on fund source)
- Implementing the Project (Contract execution, Build Process)
- Closing the Project (Documentation, Audit, Records, Final Report)
- Typical CRA Capital Projects (Infrastructure, mini grants, landscaping, streetscapes, loans, land acquisition)

Housing as a Redevelopment Tool

- Defining the role of Housing in CRAs
- Needs and Market Demand
- Planning and Coordination for Affordable and Workforce Housing
- Working with Affordable, Workforce and Market-Rate Housing Developers
- Housing Program Basics
- Housing Rehabilitation Process
- Demolition of Dilapidated Housing

Courses Under Discussion

- Marketing and Promotion
- CRAs for City and CRA Attorneys
- CRAs for Elected Officials, Boards and Advisory Boards
- Public Outreach and Communications

How Do I Attend?

Academy training is provided in several central locations through out the year. CRA 101, the introductory class, is usually held the day before the FRA Annual Conference. On occasion another course is held the last day of the annual conference, on a rotating basis. During the year, we try to offer all the courses at least once.

Redevelopment Administrator (FRA-RA) Designation

The **FRA-RA** would be someone who works in a CRA every day and meets the criteria for educational and experience requirements.

The criteria is outlined in the "General Academy Application" which is posted online at www.redevelopment.net under the Academy page link.

Redevelopment Professional (FRA-RP) Designation

An **FRA - RP** would be someone who is not involved in the direct administration of the CRA on a regular basis. Professionals who provide services to CRA's (e.g. architects, engineers, contractors, planners, and vendors) are eligible to receive this designation. This FRA-RP is also available for elected officials, CRA Board members, government employees, and others who are involved in redevelopment, but do not currently meet the criteria for the FRA-RA. Once an individual meets the criteria, they can apply to switch to the other designation.

Continuing Education

As with most professional training certification programs, we have implemented a re-certification process. This will be done through webinars, on-line training, annual conference, courses and other related professional training. More information is located in the website under the Academy tab.

www.redevelopment.net/academy

You Can Receive Credits for Training by Other Organizations

- We work with state and national professional organizations
- We reciprocate on credit for our courses and other credits
- In addition to our own credits, the FRA annual conference offers a variety of credits for AICP, IEDC, and Florida Bar

Course Development

- ✓ There are many disciplines related to redevelopment that can contribute to the success of CRA administrators and professionals, and consequently to the success of the CRA's for which they work.

- ✓ If you have suggestions, know someone who may be interested in developing a course, or would like to take a course, please contact jnewton@flcities.com.

THE FLORIDA REDEVELOPMENT ASSOCIATION

www.redevelopment.net/Academy

301 S. Bronough Street, Suite 300
Tallahassee, FL 32301
(850) 570-3621

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

Staff Report

TO: Eustis City Commission
FROM: Tom Carrino, City Manager
DATE: September 22, 2022
RE: REGULATIONS RELATED TO BACKYARD CHICKENS

Introduction:
This item is for City Commission discussion regarding various regulations related to backyard chickens.

Attachments:
Staff Report- BACKYARD CHICKENS

Reviewed by:

Tom Carrino, City Manager — Approved - 16 Sep 2022
Christine Halloran, City Clerk — Approved - 16 Sep 2022

City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 22, 2022

RE: REGULATORY CONSIDERATIONS FOR BACKYARD CHICKENS (WORKSHOP)

Introduction:

This item is for City Commission discussion regarding various regulations related to backyard chickens.

Attachments:

Due to ADA accessibility standards, files forwarded to City Commission in separate email and are available upon request from the City Clerk cityclerk@eustis.org .

Reviewed by:

Mike Lane, AICP, Development Services Director