AGENDA
Regular City Commission Meeting
6:00 PM - Thursday, September 8, 2022 - City Hall

INVOCATION

PLEDGE OF ALLEGIANCE: VICE MAYOR LEE

CALL TO ORDER

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

1. AGENDA UPDATE

2. APPROVAL OF MINUTES

   2.1 June 28, 2022 - City Commission Budget Workshop
   June 30, 2022 - City Commission Budget Workshop
   August 18, 2022 - City Commission Cemetery Workshop
   Staff Report #22-0194 - Html
   06-28-2022 CC Workshop MIN - For Approval
   06-30-2022 CC Workshop MIN - For Approval
   08-18-2022 CC Workshop MIN - For Approval

3. PRESENTATIONS

   3.1 Mike Sheppard, Finance Director, presents the Tentative Millage Levy of Ad Valorem Taxes and the Tentative Budget for the City of Eustis.

4. AUDIENCE TO BE HEARD

5. CONSENT AGENDA

   5.1 Resolution Number 22-59: Purchase in Excess of $50,000 for the Cardinal Street Warehouse Re-roofing Project
   Staff Report #22-0195 - Html
   Resolution No. 22-59 Cardinal St Warehouse Re-Roofing Project

   5.2 Resolution Number 22-60: Award of Bid Number 013-21 and Approving a Purchase in Excess of $50,000 for the Eastern Wastewater Treatment Facility Pond Liner Replacement
   Staff Report #22-0193 - Html
   Exhibit A, Bid #013-21 Tabulation Sheet
   Resolution No. 22-60

   5.3 Resolution 22-63 Approves an Interlocal Agreement between the City of Eustis and Lake County for Lake County Addressing
   Staff Report #22-0198 - Html
   Staff Report - Res 22-63
   CITY OF EUSTIS AGENCY ADDRESSSING Resolution 22-63
   Resolution 22-63

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 22-61: Tentative Millage rate for 2022

Staff Report #22-0191 - Html
Resolution No. 22-61 TENTATIVE Millage
Updated Staff Report - TENTATIVE Millage Hearing
Exhibit A 2022 Proposed Millage Rate Comparison

6.2 Resolution Number 22-62 Adopting a Tentative budget for the fiscal year 2022-2023.

Staff Report #22-0192 - Html
Staff Report - TENTATIVE Budget 22-23
EXHIBIT A FY 2022-23 Eustis Budget Summary
Updated Resolution No. 22-62 TENTATIVE Budget FY 22-23

7. OTHER BUSINESS

7.1 Discussion on Downtown and East Town Redevelopment Agency Board (CRA board) Community Representative Positions

Staff Report #22-0190 - Html
Staff Report 2022 Discussion of 2 Members
Resolution No. 18-47

7.2 City Commission Compensation

Staff Report #22-0196 - Html
Staff Report City Commission Compensation

7.3 Life Pack 15 Order

Staff Report #22-0199 - Html
LIFE PACK 15 ORDER

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 8, 2022

RE: JUNE 28, 2022 - CITY COMMISSION BUDGET WORKSHOP
JUNE 30, 2022 - CITY COMMISSION BUDGET WORKSHOP
AUGUST 18, 2022 - CITY COMMISSION CEMETERY WORKSHOP

Introduction:
This item is for consideration of the minutes of the June 28, 2022, City Commission Budget Workshop, June 30, 2022, City Commission Budget Workshop and the August 18, 2022 City Commission Workshop.

Attachments:
06-28-2022 CC Workshop MIN - For Approval
06-30-2022 CC Workshop MIN - For Approval
08-18-2022 CC Workshop MIN - For Approval

Reviewed by:

MINUTES
City Commission Workshop
5:30 PM - Tuesday, June 28, 2022 - City Hall

CALL TO ORDER: 5:32 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 WITH COMMISSION DISCUSSION AND DIRECTION

1.1 Finance

Mike Sheppard, Finance Director, explained Finance is made up of three programs: Financial Services, Information Technology and Purchasing. He provided a line item breakdown for Financial Services. He commented on the need for cyber insurance due to new legislation and issues with ransomware. He explained the increase in the Other Contractual Services was for the new Gravity software. He indicated this was the first year for using the Gravity software to assist with budgeting and they will be adding auditing. He explained that most of the software anymore you pay for annual support rather than purchasing the software.

The Commission asked about budgeting for Repairs and Maintenance for City Hall and cited various issues with City Hall and the Finance Annex.

Mr. Sheppard stated that the new awnings would be purchased from the Sales Tax Fund; however, the maintenance would have to come from the General Fund. He explained that what is currently budgeted is strictly for routine maintenance. He stated staff could compile some costs to be presented later to the Commission.

The Commission asked how long after the end of the fiscal year would they know exactly how much was expended for the year with Tom Carrino, City Manager, responding that preliminary numbers are determined within about a month; however, final numbers aren't available until the audit is completed.

The Commission asked how the City did the previous year with Mr. Sheppard indicating he was not sure the exact amount; however, there was an increase in Fund Balance.

Mr. Carrino explained that any unspent funds go into the Fund Balance.

The Commission asked, if there are funds left over, why can't they do some of the other unfunded projects with Mr. Sheppard indicating that Fund Balance can be used to balance the budget. He then reported that the previous year's revenue over expense was $2,250,000; however, a lot of that was due to the federal Cares Grant monies. He then explained that the City maintains a 90-day reserve.

Mr. Carrino stated it is not best practice to assume there would be a surplus and work it into the budget; however, what they can do they can plan to spend monies from reserves which could be replaced by any surplus with Mr. Sheppard stating that would best be done for a one-time only event not a continuing expense.

Rick Gierok, Public Works Director, noted that City Hall was repainted in 2017 and then it was pressure washed in 2020. He said that additional painting and cleaning could be moved up.

Mr. Carrino stated that the CIP has been approved only on first reading. He suggested that could be reviewed during the workshop for additional consideration.

Mr. Sheppard further explained the benefits of the Gravity software and confirmed that would be a recurring expense under Repairs and Maintenance.

The Commission questioned the Communication Services line item with Mr. Sheppard explaining the City is on a municipal plan. He noted that some staff members use their personal cell phones and are reimbursed for that use.

Mr. Carrino explained that staff members that are required to carry cell phones are given the option of using their personal phones and being reimbursed.

Commissioner Hawkins noted he has two phone numbers, one of which is a Google number and for which he is not charged.

Mr. Sheppard indicated that he would have staff look into it. He explained that the City uses both Comcast and Centurylink in order to have a failsafe. He confirmed that staff would research the issue to see if they could save the City some funds.

1.2 <u>Parks and Recreation</u>

Craig Dolan, Parks and Recreation Director, explained there are four divisions under Parks & Recreation - Administration, Rentals, Programs and Aquatics.

Mr. Carrino commented on the budgeted master plan expense of $80,000. He explained the City would hire a consultant who would review the City's facilities, assess those facilities, review the City's rental rates, compare with the neighboring communities and provide guidance on rates, status of the facilities, and usage. He stated it would help the City develop a vision for the City's facilities and guide future investments.

Craig Dolan explained the master plan would give the City a 10-year road map for where recreation should go within the community. He further explained what all would be included in the cost.

The Commission discussed the large expense and whether or not it would be feasible to predict out for ten years.

Mr. Dolan explained the benefit of bringing in an outside company to prepare the master plan and stated it would be put out to bid. He further explained it would be a year-long process. He provided a breakdown of what would be included in the process. He stated he had used an outside company at another location and it was well worth the cost. He noted that several years previous the City of Mount Dora spent $80,000 on their master plan.

The Commission asked what the plan would give the City in addition to the input the City is already receiving from the community with Mr. Dolan responding the plan will look at how much park land the City already has and how much it needs and where. It will review the City's existing facilities to see if they need to be updated or placed elsewhere.

Mr. Carrino stated a master plan would provide an expert opinion on how to spend the City's scarce resources moving forward. He noted that the Water & Sewer Fund is required to periodically update its master plan. He recommended at least putting out an RFQ to see what's out there and what the actual cost would be. He emphasized that the City does not have unlimited resources and it is important to determine the most efficient use of its resources.

Further discussion was held regarding funding for the master plan and the need to obtain additional information regarding the process with the Commission requesting a presentation.

Mr. Dolan responded that he could provide to the Commission copies of recent plans prepared for other cities and Mr. Carrino indicated they could prepare a presentation for the retreat with Mr. Sheppard commenting on how improvements could be funded perhaps through a bond.

Discussion was held regarding the need to improve the City's Parks & Recreation program.

Commissioner Cobb then asked about other salary and wages noting that custodians are under regular salary and also under "other" and "additional part-time custodians" and "custodian back-up".

Mr. Dolan explained they were down a custodial position during the year. He stated the facilities are open seven days a week and commented on the difficulty in hiring.

The Commission suggested combining all the part-time positions into one full-time position with Mr. Dolan indicating he doesn't need a fourth full-time person. He explained he mostly needs a part-time person to open and close facilities on the weekends for approximately 20 hours per week.

Vice Mayor Lee asked what is included under "capital outlay" with Mr. Carrino explaining those are one-time projects. He stated the City has two categories - less than $25,000 projects and more than $25,000 projects. Those are the less than $25,000 projects. He explained that the line item varies from year-to-year. For the next year, they are considering a keyless entry system, two facility sheds and breezeway fences.

The Commission asked what is planned for the breezeway fences with Mr. Dolan explaining it would look like wrought-iron but would be aluminum so a breeze could go through it but it would be secure. He then explained they are also installing a white vinyl fence with lattice at the Women's Club.

The Commission then asked about the sheds with Mr. Dolan explaining the cost includes the shed, concrete pad and installation. He noted he is hoping the prices will be less than budgeted with the Commission encouraging him to look at local vendors.

The Commission then asked about a plan for replacing the concrete picnic tables in the parks and suggested he inspect the tables at Bennett Park.

The Commission then asked about "other contractual" and the program instructors. They questioned if people pay to attend the programs with Mr. Dolan explaining that the City receives 30% more than what it is paying for the instructors. It was noted that the budget does not show the revenue obtained from the programs only the expenditures.

The Commission confirmed the master plan study would show which buildings or programs are not needed as well as what is needed.

Mr. Sheppard noted that the General fund revenues is shown in the front of the draft budget book.

1.3 Police Department

Craig Capri, Police Chief, presented the Police Department budget. He noted the increases in fuel and equipment.

The Commission asked what is "Wex gas" with Mr. Sheppard explaining that is the company the City is contracted with for fuel. He noted the City does not pay the pump price but pays the price without taxes.

Chief Capri explained he mandated that no one is to leave their cars running, unless they are a K-9 vehicle, in order to conserve the resources. He stated the department's morale is very high and the staff understands the City's money issues. He stated the department is not asking for anything they can't justify and, in fact, are reducing some items.

Commissioners asked about the salary expenses with Chief Capri noting that the salary for Captain Fahning is correct. He noted that Captain Winheim will be retiring in August but that position will then be filled.

Mr. Sheppard explained that the draft budget has been adjusted as needed for new personnel as they come in.

The Commission expressed concern about some of the line items with Mr. Carrino indicating that it can be difficult to remove some line items from Edmunds so those are hold over items from the previous year. Mr. Sheppard and Chief Capri explained the School Resource Officer comes under the Police Department and the City will be reimbursed by the School Board including the cost for benefits.

Chief Capri commented on the need to choose officers carefully and insure they are well-trained. He confirmed the SRO's are new officers and will require hiring new personnel. He noted that all of the local agencies are short on people.

The Commission then asked about the vacancy for a communications officer with Chief Capri indicating they are working on filling that position. He commented on the need to evaluate the situation and noted how good the City's equipment is. He stated he constantly is looking to re-evaluate to work efficiently. He then commented on the professionalism of the department and stated they are looking at outsourcing some ancillary duties and looking for other ways to reduce costs.

The Commission asked about the Motorola Solutions Communications flex to flex data conversion and other maintenance expenses with Chief Capri stated those numbers will change as he is working with the County regarding transferring over Spillman. Initially, they will have to pay a little more upfront; however, the next year will be lower and then the year after it will be free as it will be covered by a federal grant.

Mr. Carrino reported there is some duplication that needs to be cleared up and staff will be providing updated costs on the migration.

The Commission questioned the cost to the City for electricity with Commissioner Hawkins expressing support for initiating solar wherever possible to reduce costs.

Mr. Sheppard explained that homeowners get a federal tax credit which makes it more affordable; however, the City would not get that.

Further discussion was held regarding the possible use of solar power, the high upfront cost for solar and whether or not grant funds might be available for that.

Chief Capri noted that the Police Department will be looking for a part-time grant writer and cited one grant for additional equipment for the patrol cars. He also commented on the approved grant with Lifestream for mental health services. He noted they are having issues with vacant positions. He added that all of the City's officers are also sent for specialized training regarding mental health issues.

The Commission complimented Chief Capri on thinking outside the box and the professionalism of the department.

Chief Capri thanked the Commission for their support for the department and cited the high morale of the department personnel.

Discussion was held regarding the vacant positions and departmental activities regarding criminal arrests and ticketing.

Recess: 6:50 p.m. Reconvene: 7:00 p.m.

1.4 Fire Department

Due to technical issues, there is no recording for the remainder of the workshop.

Mike Swanson, Fire Chief, presented the Fire Department budget citing the three divisions - Administration, Prevention and Suppression. He reported there are approximately 1100 businesses in the City with over 975 inspections conducted in the previous year. He noted they are still partnering with other towns for physicals to reduce costs. He cited costs for attending the FDIC Fire Department Instructor's Conference.

The Commission asked what is included under Contractual Services with Chief Swanson citing the following items: network, CAD system and firewall, portable maintenance, and heart monitor calibration. He also explained the cell phone usage with air cards retained in each truck for communication with the hospital. He indicated they must use specific vendors. He noted that the EMT and paramedic licenses need to be renewed regularly and cited costs for uniforms and sprinkler and alarm maintenance. Under Books and Subscriptions, he explained they have moved to a subscription process so they have access to active codes and digital books kept on the internet. He indicated that all officers are required to be certified inspectors and they are starting to activate personnel to work on inspections.

Chief Swanson then reported the Prevention budget remains relatively unchanged other than increases for fuel. He reviewed the Suppression budget noting that the titles in the draft budget are incorrect; however, the salaries are correct. He stated they are still not up to full staffing and noted there are still employees out with Covid.

The Commission asked about the hiring for the new positions with Chief Swanson responding they have hired five out of the six new positions.

Chief Swanson indicated most of the rest of the budget is unchanged. He reviewed some of the Other Contractual Services including TS Target Solutions, ER Reporting and ESO for patient care reporting. He stated the department is doing well noting there are some challenges with morale within the department. He noted the fire union had reached an impasse during bargaining for the new contract. He praised the department stating they are a tight team and noting that many staff members are fire inspectors.

Mr. Carrino noted the capital line item for the new tower truck and bunker gear which is included in the CIP. He indicated that bunker gear expires every five years and everyone has two sets of gear. He stated they are expecting a 20% increase in the cost for the gear due to supply chain issues. He explained the plan is to construct a gear room to keep the gear out of the exhaust and sunlight. He stated there is $200,000 invested in gear and they need to take care of it in order to keep staff safe. He then commented on the fireboat estimate for the previous year. He stated $75,000 is needed to replace one of the Life Packs which are needed for special events. He indicated the plan is to buy the Life Pack with an extended warranty and service pack.

Commissioner Hawkins commented on the exterior sign and paint work that was completed two years previous.

Chief Swanson stated he would work with Chief Capri regarding planning for future upgrades. He noted that there were upgrades needed to both the police and fire stations as the City expands with additional growth which may warrant a combined public safety complex. If growth occurs as projected, then the departments will outgrow current facilities. He noted that a building would need to last for 50 years to address future growth.

Commissioner Cobb asked about the process for used municipal vehicles.

Mr. Sheppard explained that the Finance Department works with Public Works to auction items through Gideon Auctioneers to sell excess vehicles that are worth selling. He noted that this is not done on a yearly basis, but they try to save money by reusing vehicle parts. He then explained that the Fire Station Gear Room was moved to the Fire Impact Fund and $70,000 was reserved for a carport.

Mr. Dolan cited the intent to purchase two vans for administration, staff and custodians as the older vehicles are aging and need replacement over the next five years.

1.5 CRA Meeting

Mr. Carrino confirmed the CRA meeting would be held July 21, 2022 at 5:30 p.m. instead of discussing the CRA budget at a separate workshop. He reminded the Commissioners to submit their financial disclosure forms.

2. ADJOURNMENT: 7:41 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	MICHAEL L. HOLLAND
City Clerk	Mayor/Commissioner

MINUTES
City Commission Workshop
5:30 PM - Thursday, June 30, 2022 – City Hall

CALL TO ORDER: 5:30 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 WITH COMMISSION DISCUSSION AND DIRECTION

1.1 Public Works/Utilities

Tom Carrino, City Manager, announced the focus of the workshop would be on Public Works.

Rick Gierok, Public Works Director, presented budget items for the General Fund, Street Fund, Stormwater, Engineering and Water & Sewer noting those items with substantive changes. He began with the Maintenance Garage and explained office supplies had all been grouped under Administration rather than have a number of smaller accounts. He noted Operating Supplies increased due mostly to the increase in fuel charges. He then reported on Traffic Signal Maintenance Lake County Reimbursement. He indicated that the $70,000 in the budget needs to be removed and stated there is an additional $70,000 in the 13 fund and an additional $35,000 in the 13 fund. He explained that the state reimburses the City for maintenance of the signals; however, Lake County under traffic operations does the Lake County cities and the City reimburses Lake County for those costs.

Mr. Carrino explained staff will be summarizing what has been changed during the last three budget workshops and will provide the status including the Commission and staff requests and recommended changes.

Mr. Gierok then reviewed Building Maintenance and indicated that the increase in Regular Salaries is not due to adding positions but reflects numbers for unfilled positions that they are trying to fill. He noted the inclusion under Other Salaries and Wages for a part-time electrician. He indicated that no funding is being requested under Other Salaries and Wages. He commented on the difficulty in filling the skilled positions as people that are qualified are making significantly more money elsewhere.

Discussion was held regarding combining some positions and the City's basic requirements with the Commission asking if the City had looked at Lake Tech as a resource to fill positions. Mr. Gierok explained they are wanting the employee to have both electrical and HVAC experience. He commented on the City's former employee who was a licensed electrician and tried to retire three different times. He indicated that the City has either not been speaking with the correct person or Lake Tech does not have the appropriate persons to fill the positions. He added that he has also looked at outsourcing.

Mr. Gierok reviewed Repair and Maintenance and explained what is included for the different buildings including preventive maintenance with the Commission asking about consolidating maintenance issues by type instead of by department.

The Commission asked about the Clifford House and what is entailed with Mr. Gierok explaining the City does structural type repairs and the Historical Society takes care of lightbulbs, etc. He noted a current issue with roofing leaks. It was noted that there are still funds still listed for the American Legion building which has been demolished.

Discussion was held regarding repairs to the Senior Center with Mr. Carrino noting that the City rents out the Senior Center.

The Commission asked if the Historical Society pays rent for use of the Clifford House with Mr. Carrino commenting on the benefit to the City of having the museum in downtown Eustis. He indicated that staff could look at the relationships with those types of organizations and express the City's expectations. The Commission expressed an interest in the Historical Society increasing its marketing to improve attendance. It was noted that other cities also rent out their historical facilities. Discussion was held regarding the David Walker astronaut suit and the possibility of displaying that and other items in glass cases at the library, City Hall or other locations. Discussion was also held regarding the ownership of the items contained in the museum.

Mr. Gierok reviewed Operating Supplies and commented on the difficulty in maintaining some line items especially fuel expenses. Discussion was held regarding whether or not a budget amendment would be needed due to the increasing fuel costs.

Mr. Gierok discussed the Cemetery budget challenges and maintenance needs. He noted the reduction in Salaries due to new staff members versus the former employees who retired. He cited the need to get the lawn maintenance crew to help perform some of the maintenance. He stated the new GIS program is up and functioning.

Mayor Holland indicated an interest in holding a workshop the first week in August to discuss cemetery budget items. The Commission asked about software needs that may be helpful for efficiency. Mayor Holland cited the need to look at the pricing structure. Discussion was held regarding the need to improve the look of the cemetery before increasing the pricing. It was also suggested that they consider outsourcing the mowing, particularly during the summer, or increasing the staff.

Mike Sheppard, Finance Director, explained that the revenue from the cemetery lot sales is split 80% to the General Fund with 20% staying in the Cemetery Fund. He indicated his belief that the cemetery fees were last increased prior to 2012.

The Commission asked about the cemetery roads, particularly on the west side, with Mr. Gierok indicating that they are scheduled for an asphalt overlay in the current budget year.

Mr. Gierok reported on the Park Maintenance budget and noted that $10,000 was added to both the lawn maintenance and tree contractors. He explained how the expenses are divided up between divisions. He indicated that outsourcing is working well. He further explained that when the lawn maintenance was bid out there were items that were inadvertently omitted from the contract. Therefore, there are costs for additional services. He indicated City crews do emergency work and the contractor is brought in when needed. He explained that when lawn maintenance was bid out there was about half of the City that was retained to be done by the City crews. He indicated that there are some additional areas that could be re-assigned, if there are sufficient funds, to the contractor to allow more time for City crews to work on the higher profile sites.

Mr. Gierok reviewed additional areas that could be added to the contractor as follows: Sunset Park, Carver Park, Liberty Isle Park, Palmetto Plaza, The Avenue, Elizabeth Circle, and Bennet Park. He estimated an additional cost of $80,000 to do those areas. He indicated the additional $20,000 he put into the budget will help and $30,000 would help more.

The Commission commented on the high estimated cost with Mr. Gierok stating he can ask the contractor to provide quotes for each of the areas and bring it back to the Commission for review. The Commission confirmed the term of the contract.

Mayor Holland asked about number of employees in 2009 and cited the City's loss of help in terms of getting up-to-date with staffing needs. He stated his preference for keeping work in house while noting that it is often cheaper to outsource rather than hire additional employees.

Mr. Gierok confirmed he would get additional pricing and bring it back to the Commission for further review.

Commissioner Cobb asked about the portable handicapped toilets and questioned if it would be cheaper to build some bathrooms versus the cost of renting. Mr. Gierok indicated he would put together a price to construct the bathrooms.

Commissioner Hawkins asked about the budget for mulch with Mr. Gierok indicating one amount is for the ADA mulch for the playgrounds which is expensive and the other is for regular mulch for the flower beds.

Vice Mayor Lee asked about communication devices with Mr. Gierok explaining the need for City phones to keep focused on City business. He stated they are not allowed to use their personal phones during work hours. Vice Mayor Lee then asked that staff check the playground equipment when they are working in the playground area. Mr. Gierok stated he will instruct staff that the expectation is they will report back on the City's needs when they are in the field.

Mr. Gierok reviewed the Street Fund beginning with Administration and Salaries. He cited the reduction in overtime expense. He explained that Jobey Jones supervises approximately 30 employees. Discussion was held regarding when he might be retiring with Mr. Gierok explaining they changed the protocol to have people report issues to the Police Department first and they know who to contact regarding a specific issue. He commented on the issue regarding work ethic in grooming a staff member to succeed Jobey when he retires.

Mr. Gierok reviewed Office Supplies noting that all of the supplies have been moved into the one fund. He explained the slight increase in vehicle repair maintenance needs and liability increases. He noted the increase in Other Contractual for toll charges. He cited the decrease in Operating Supplies due to shifting monies to other accounts for consistency. He noted the uniforms were taken out. He reviewed the increase in Repair and Maintenance for vehicle transmission repairs and commented on how vehicles are rotated and the cost for used trucks. Mr. Gierok reviewed Lighting and Control and explained it is for street lights and the sign shop. He explained the budget includes purchasing a new printer which will allow the City to create some of the signs that they can't do currently. He then explained the $70,000 in Other Contractual is for payment to Lake County for maintaining all of the City's traffic signals. He explained how the line items have been changed to better reflect the actual costs and insurance payments for accidents resulting in damage. He reviewed the costs under Operating Supplies.

Mr. Gierok moved on to Street Maintenance and Construction line items, including pothole repairs and construction projects. He noted the one vacancy has been filled and cited the reduction in Overtime. He discussed the budget for Professional Services in the amount of $85,000. He stated that includes a federal mandate to create an ongoing database of signs, including when installed, maintained, and all-inclusive.

Mr. Carrino commented on a recent lawsuit regarding signage and the need for the City to have current information on existing signs.

Mr. Gierok explained what will be included and how the files will be created and used. He stated the cost is one time only and then the program will be maintained under GIS. He explained the initial cost is primarily for data collection. He explained the lawsuit is now directed at the contractor as the sign was installed incorrectly. He further explained what information will be included and how it will be updated.

Mr. Gierok discussed the line item for Lawn Mowing, including salaries, the re-assignment of staff to another department and vacant positions which will also decrease the salary line items.

Mr. Gierok discussed the contractual tree services, arborist duties and use of the incinerator. He stated, in the past, some items have been coded to the wrong account and explained how that is being addressed. He then discussed areas where trees are to be planted and noted the City's classification as a "Tree City USA." He explained the program with Commission confirming the trees are purchased locally.

Recess: 7:06 p.m. Reconvene: 7:20 p.m.

Mr. Gierok then reviewed Stormwater Admin Professional Services. He explained that item includes the cost for a consultant who prepares the City's MS4 permit which is a citywide stormwater permit. He stated the remainder of the funds covers additional engineering services when needed. He noted that most of the time he can do the work himself. He indicated that a portion of that could be used toward the $80,000. He explained, however, that Mike Brisson has been promoted to a salaried position and will no longer be available to do survey work on overtime.

Mr. Carrino explained that not all monies can be transferred from fund to fund so that has to be considered.

The Commission asked about "termination pay" with Mr. Sheppard explaining that is for paying people who leave and receive payment for their accumulated sick and vacation hours.

Mr. Gierok reported on Street Sweeping and Drainage Maintenance. He stated the two vacancies have been filled. It was noted that 40% of Chris Helme and Jobey Jones salaries are included in that line item. He confirmed that the City is still doing street sweeping for Umatilla and stated they pay the City $1,000 per month for the service. He explained how the street sweeping is scheduled and cited the amount of maintenance required. Discussion was held regarding whether or not to continue the contract with Umatilla and whether or not to replace the equipment.

Mr. Gierok then reviewed various projects including the following: 1) Diedrich improvements; and 2) Stormwater master plan projects.

The Commission asked whether anything is budgeted for Bay State South with Mr. Gierok explaining that it is in the current year's budget; however, the agreement needs to be approved first.

Mr. Carrino explained an amendment to the agreement will come before the Commission on July 7, 2022. He stated they have made a significant down payment; however, they now want to change the agreement to reduce the amount to be charged to their residents. He indicated they will still pay the City for the improvements within five years. He stated the amount to be charged to the residents was incorporated in the original agreement so any change has to come to the Commission. They are asking to reduce the charges to the residents to $90 per year to cover their debt service.

Mr. Gierok continued his review and cited the City's concrete crushing program which makes it so the City does not have to purchase fill and they can also sell some to developers.

The Commission asked whether or not the area along David Walker Road has been cleaned up with Mr. Gierok indicating what has been cleaned up and what is stored at the site. Comments were made regarding a planned development being constructed in the area. Mr. Gierok reported they had crushed up the corrugated pipe and were able to sell it to a salvage yard for approximately $87,000.

Mr. Gierok then reviewed Public Utilities - Engineering and cited a number of changes in staffing and salaries. He noted $24,000 in the Professional Services line item for additional engineering services which may be needed outside the scope of his personal expertise. He stated there is $45,000 in the Utilities Administration for the wastewater study which is done every five years.

Mr. Sheppard indicated that a study was done two years previous; however, due to recent inflation rates, which are higher than they have been in the last 40 years, he determined the City should do another water/wastewater study to make sure the projected rates are realistic.

Mr. Carrino commented on the Umatilla wastewater contract which states the City can only charge for the treatment of their wastewater and not for the collection. He explained the previous rate study did not break out treatment versus collection so that needs to be done in order to pass any increases on to Umatilla.

Mr. Gierok then reported on planned machinery and equipment purchases and the reasons for each. He noted that instead of having documents printed outside, they are using the City scanner/copier to do the printing inside for documents to be distributed. He then commented on the use of high school students to get all of their archival files scanned. He added there were also some handicapped individuals that assisted with the project so that everything is now scanned.

Mr. Sheppard reviewed the Customer Service salaries and planned staff changes. It was indicated that the increases are not included in the budget amounts. He commented on the staff experience, promotions, and overtime in the Customer Service positions. Discussion was held regarding the effect on compression and how the requested promotions would affect the other employees. Discussion was held on the overtime in the budget and whether or not the Customer Service Supervisor position should be a salaried position with Mr. Sheppard explaining the history of the position. He complimented the current staff member on her supervisory abilities.

Bill Howe, Human Resources Director, discussed qualifications for manager and supervisor positions and explained how an exempt status is determined. He indicated that an audit of the position does not show that the position qualifies to be salaried based on the position responsibilities. The Commission further discussed opportunities for staff promotions and qualifications, making adjustments for qualifications and needs, and whether or not to promote the employee to Manager.

Mayor Holland cautioned the Commission about becoming too involved in micromanaging the departments.

Mr. Sheppard reviewed the slight increases in Other Contractual Services primarily due to increases in repairs and maintenance for IT.

The Commission asked about the collections service with Mr. Sheppard explaining how the process works and noting that the City splits the amount collected 50/50 with the service. He then commented on the option for filing utility liens and explained that services may be disconnected after eight days of nonpayment. He noted that they held off on disconnects during the pandemic.
The Commission asked the cost for credit checks with Mr. Sheppard explaining how it is used to determine the amount of a deposit to be required. They then asked about the credit card/debit card expense with Mr. Sheppard explaining they don't charge a convenience fee in order to encourage people to pay. Further discussion was held regarding bad debt and the amount collected with Mr.

Sheppard noting that whenever someone moves back to Eustis that owes a bad debt, it is collected before they receive new service. He noted that they are also encouraging customers to select "e-bills" to reduce the cost of mailing out bills. He commented on the use of Verteks to assist the IT division. The Commission thanked him for planning the replacement of the night-drop box.

Mr. Sheppard reviewed the meter reading expenses, staffing and recommended staff changes. He cited the large increase in the cost of fuel. He noted the budgeted $60,000 for machinery and equipment and cited the need to replace two of the vehicles. He also indicated the need to replace certain non-working equipment due to the item no longer being repaired. He then commented on the need to migrate to new cloud-based software. The Commission asked about the lifespan on the trucks with Mr. Sheppard indicating the one has over 80,000 miles. He explained about the changeover to RF frequency meters and how the old meters are changed over as possible. The Commission suggested proceeding with ordering the vehicles due to the long wait for arrival. Mr. Sheppard then commented on the possibility of obtaining bids for surplus equipment online.

Mr. Gierok then reported on Environmental Compliance as a new line item due to new mandates required under Senate Bill 712 and House Bill 53. He explained the need to create the new position of Environmental Compliance Manager due to the mandates and heavy reporting requirements and other existing positions to be incorporated under Environmental Compliance. He emphasized the need to fill the new position as soon as possible. He indicated the increase in the budget is approximately $60,000.

Mr. Gierok then reviewed the Water Department budget. He noted an increase under Professional Services due to the need for engineering services and a new Consumptive Use Permit (CUP) for an alternate supply well. He explained that, as the City runs out of re-use, the regulating agencies are requiring the City to have an alternate water source for irrigation. He commented on the increase in Repair and Maintenance for renovating the floors in the Water Department and warehouse.

Mr. Gierok discussed the Water Treatment budget. He noted the reduction in Professional Services. He explained the need to redo their models. He then cited the increase in Other Contractual due to primary and secondary samples. He explained new sampling requirements and stated those are not annually recurring. He commented on the increase in Communication Services to cover internet services for security cameras that are cloud-based at the water treatment facilities. He stated utility services increased $20,000 or 10% for electric and stated they are researching the potential for installing solar panels. He noted City property that might be available for that. He explained some cities have formed a co-op in order to install solar; however, those are cities that already are electric providers. He then explained the increase in Operating Supplies due to increases in fuel and chlorine bleach supplies.

Mr. Gierok then reviewed Improvements Other than Buildings and explained that is for valves, pumps and similar equipment so they budget for probable equipment failure. He then reviewed Distribution and explained Water is divided into Treatment and Distribution. He stated Distribution includes all of the water lines and the gravity sewer. He noted there are a number of vacancies which need to be filled. He explained that is why Salaries is down somewhat as the new hires will come in at the bottom of the range.

Mr. Gierok discussed Distribution Repair and Maintenance primarily for spare parts inventory noting that the City has 300 miles of piping. He explained the increase in Operating Supplies due to the need to increase their in-stock safety supplies and acquisition of a new mudpump and confined space tripod. He cited $60,000 budgeted for a trailer for the emergency preparation stuff and a variety of other replacement equipment.

Mr. Gierok reviewed the Ground Maintenance budget and explained certain positions moved into this division that were previously budgeted elsewhere. He then reviewed the changes to Backflow/Conservation noting this was moved to Environmental Compliance.

M. Gierok discussed the Eastern Water Plant and cited the increase in the Overtime due to DEP requirements. He reviewed Professional Services noting the need for another CUP modification as more properties are brought online. He cited changes to Other Contractual due to testing changes and Communication Services for the internet service for the security cameras. He stated Repair and Maintenance went up $3,000 due to the chemical feed system being moved into Operation Maintenance. He reviewed the Improvements other than Buildings stating it was increased for the replacement of the sodium hypochloride tank which would only be a one-year expense.

Mr. Gierok then reviewed the Wastewater Department budget beginning with Professional Services which covers permit renewal, travel/per diem and training. He noted new requirements for CDL licenses and explained the State required training program which logs hours with State. He stated that it consists of two weeks training and time out of the office.

The Commission commented on new CDL programs being developed by Lake Sumter State College and Lake Technical College. It was noted that the issue is finding an appropriate site for the training.

Mr. Gierok explained what is included in the Collection Lift Station budget, Professional Services, and Other Contractual Services. He explained the increase in Communication for the Zytex system which sends information regarding problems with a lift station to the plant which in turns sends a text to staff members. He stated there has been an issue with AT&T on the 5G switch which is causing issues with their reporting requirement time frames. He indicated he thought the issue was resolved but was unsure. He reviewed Operating Supplies citing various chemicals.

Mr. Gierok commented on staff's thorough review of the budget and reductions wherever possible. He cited increases in Operating Supplies due to increased costs. He also noted the planned acquisition of bullet cameras with Greg Dobbins explaining the use of the cameras.

Mr. Gierok then commented the retirement of Kathy McDonald a longtime employee in the Laboratory which would create a reduction in Salaries. He further noted the increases in Operating Supplies due to material cost increases.

Mr. Gierok reviewed Reclaimed including reduction in Salaries due to staff changes, and a reduction in Operating Supplies. He then reviewed Sludge Disposal and explained what it includes and various increases for supplies and replacement equipment. He stated Capital Outlay includes replacement of the polymer mixing skiff and a vertical conveyor.

Mr. Gierok explored various options for hiring for vacancies and explained various difficulties in finding appropriate new hires. He then reviewed the increases for the Eastern Lift Stations.

1.2 Mayor Comments

Mayor Holland thanked everyone for attending and announced that the next day would be the Hometown Celebration and fireworks.

2. ADJOURNMENT: 9:02 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 transcript 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

MINUTES
City Commission Workshop
5:00 PM - Thursday, August 18, 2022 – City Hall

CALL TO ORDER: 5:00 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 WITH COMMISSION DISCUSSION AND DIRECTION

1.1 Presentation on Greenwood Cemetery

Rick Gierok, Public Works Director, presented a report on Greenwood Cemetery. He reviewed the history and current situation of the 33-acre site that is approximately 65% - 70% developed. He cited the recent staff changes at the cemetery due to the retirement of the Sexton and Asst. Sexton. He introduced Michelle Saxman, GIS Specialist, and explained her work on the cemetery records. He noted a report that was prepared for the City in 2012 to identify "Long Term Goals of Greenwood Cemetery." He reviewed the cemetery fees, including current fees, local comparison, and proposed changes. He noted the 2021/2022 operating cost budget of $176,921 and the Greenwood Cemetery Trust Fund balance of $279,000.

The Commission asked what goes into the Cemetery Trust Fund with Mike Sheppard, Finance Director, explaining that 80% of sales goes to the General Fund and 20% goes to the Cemetery Fund. He added that there is a donation from a trust fund that the cemetery receives interest from as well and those are the major sources of revenue for the Cemetery Fund. He indicated that the expenditures from that fund are major expenditures such as the mausoleum and niches although some equipment has also been purchased from that fund.

Mr. Gierok provided a map of Greenwood Cemetery indicating the current capacity for gravesites, old mausoleum and new mausoleum (with niches and crypt sites). He indicated that 50% of the new mausoleum is filled; however, all have been reserved.

Discussion was held regarding the shift in the cemetery industry from burials to cremations. It was noted that not all cremations wind up at a cemetery.

Mr. Gierok detailed the number of burials in 2021 and 2022 and reviewed the fee schedules and explained the different types of fees.

The Commission questioned the number of burials allowed per space and whether or not the City could build another mausoleum.

Mr. Gierok indicated there is one burial per space allowed and Mayor Holland recommended that the City not undertake another mausoleum.

Discussion was held regarding the cremation fees and the number of available spaces with Mr. Gierok indicating that there 144 spaces in the mausoleum with six of them filled. He noted that prices have not been increased in over 20 years. He acknowledged the desire for a higher level of service at the cemetery; however, in order to do that there needs to be additional revenue.

Mr. Gierok stated that the fees Eustis charges for the spaces are the lowest compared to surrounding areas. He discussed the pricing structure and explained what goes into each type of burial. He reported they were looking at outsourcing the opening and closings. He stated the quote received was for $1,400 which also includes setting up a tent and chairs. He indicated there would be an additional 30% added for administrative costs.

Tom Carrino, City Manager, explained the difference between a cremation garden and a niche.

Mr. Gierok described the difference between types of burial spaces including burial space, garden space, columbarium, mausoleum niche and mausoleum crypt.

The Commission questioned the price breakout for the opening and closing rather than including that in the original cost of the space with Mayor Holland explaining that the State of Florida controls what can be written into pre-need and sometimes they have allowed the incorporation of opening and closing and sometimes not.

Mr. Carrino explained another reason for the price breakout is the possibility of someone reselling their burial space.

Mr. Gierok discussed future plans and opportunities with ongoing projects including creation of the GIS database. He and Ms. Saxman provided an example of searching for a specific burial and explained some of the difficulties regarding development of the database. He noted that the City of Live Oak has the same system and has a link on their website that allows people to search for a burial space. He indicated the project is close to completion with approximately 156 data points still to be verified. He stated future projects will include resurfacing of internal roadways, installing reclaim irrigation controllers, placing directional signage, replacing the veteran's monument, and obtaining lawn maintenance assistance particularly during the summer.

Mr. Gierok noted the shift in percentage of cremations versus crypt burials in the past decades and other options for burial plots. He presented a short marketing video obtained from a private cemetery as well as photographs from the Lake Mary cemetery.

Mayor Holland noted that he assisted with the creation of the Lake Mary cemetery. He stated it cost over $1 million; however, it made back the money in the next year.

Mr. Gierok presented an additional video of a cremation garden and private estate areas with pathways, additional landscaping and memorial opportunities. He commented on what the City could consider stating that they would need assistance with design and it would need to be replatted.

Mr. Gierok asked the Commission for direction about the pricing structure and thoughts or ideas regarding improvements.

Vice Mayor Lee asked about families being placed together with Mr. Gierok stating that family members already interred would have to be relocated. He indicated that has been done in the past. Vice Mayor Lee indicated her thought they were headed in the right direction.

Mayor Holland recommended addressing the prices first and outsourcing the openings and closings and then looking at the improvements.

Mr. Gierok asked if the Commission would like to obtain pricing for the cremation garden and estate burial sites with Mayor Holland stating it would be premature. He recommended addressing what the City has now and then they can address additional improvements.

Mayor Holland noted the City has had a Cemetery Board which currently isn't functioning. He recommended getting the Cemetery Board reactivated. He suggested that Mr. Gierok bring back the pricing structure as a resolution.

The Commission questioned whether or not credit cards are accepted at that time with Mr. Gierok indicating they are not; however, as the pricing change is completed that can be done by getting the app on their phones and incorporate the doc stamps into the pricing.

Commissioner Cobb expressed concern about having the cemetery staff collect payments and suggested customers come to City Hall to pay for the spaces.

Mr. Gierok agreed noting that then they would be able to pay with a credit card.

2. ADJOURNMENT: 5:57 P.M.

These minutes reflect the actions are 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 8, 2022

RE: RESOLUTION NUMBER 22-59: PURCHASE IN EXCESS OF $50,000 FOR THE CARDINAL STREET WAREHOUSE RE-ROOFING PROJECT

Introduction:

Resolution Number 22-59 approves an expenditure in excess of $50,000 and authorizes the City Manager to execute an agreement with Eustis Roofing for professional roofing construction services for the Cardinal Street Warehouse located at 289 Cardinal Street in Eustis, Florida.

Background:

The Fiscal Year 2021/22 CIP Budget includes funding for required repairs of the Cardinal Street Warehouse roof. Deterioration has increased over the last several years and a total re-roof is necessary to preserve the integrity of the building.

Requisition Number 20-85 awarded two roofing contractors a Continuing Services Agreement for various roofing and replacement construction projects throughout Eustis: Advanced Roofing, Inc., and Eustis Roofing Company, Inc. Both companies submitted quotations for the roof replacement of the Cardinal Street Warehouse.

Advanced Roofing, Inc. submitted an offer for $109,410 for a total project cost with a 2-year warranty on workmanship. In addition, cost to replace rotten wood and/or structural components will be billed at $35 per hour plus the cost of materials. Advanced Roofing did not submit a material warranty on their quote.

Eustis Roofing Company, Inc. submitted an offer for $60,900 for a total project cost with a 5-year warranty on workmanship. Any rotten wood and/or faulty structural component replacements will be billed at $85 per hour plus material costs. Their minimum warranty for materials is 30 years.

Staff chose Eustis Roofing Company based on total project cost, a longer warranty for their workmanship, and a 30-year warranty for materials.

Recommended Action:
Staff recommends approval of Resolution Number 22-59.

Policy Implications:
N/A

Alternatives:
Alternatives:
1. Approve Resolution Number 22-59
2. Deny Resolution Number 22-59

Discussion of Alternatives:
1. Alternative 1 approves the Resolution.

Advantages:
Increased life span of the Cardinal Street Warehouse.
Disadvantages:
The action will approve an expenditure of $60,900 plus possible costs to replace rotten wood and/or structural components.

2. Alternative 2 denies the Resolution.

Advantages:
The City would not expend $60,900 plus.
Disadvantages:
Further damage to the building will lead to expensive repairs for the entire structure.

Reviewed By:
Rick Gierok, Director of Public Works

Prepared By:
Sally Mayer, Administrative Assistant – Public Utilities

Attachments:
Resolution Number 22-59
Upon Request:
- Eustis Roofing Company, Inc. - Proposal dated 2/15/2022
- Advanced Roofing, Inc. – Proposal dated 7/26/2022

Budget Impact:
The Fiscal Year 2021/22 CIP Budget includes funding for the required replacement and repairs of the Cardinal Street Warehouse roof.

Attachments:

Resolution No. 22-59 Cardinal St Warehouse Re-Roofing Project

Reviewed by:

Tom Carrino, City Manager	Approved - 01 Sep 2022
Christine Halloran, City Clerk	Approved - 02 Sep 2022

RESOLUTION NUMBER 22-59

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVES AN EXPENDITURE IN EXCESS OF $50,000 AND AUTHORIZES THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH EUSTIS ROOFING COMPANY, INC. FOR PROFESSIONAL ROOFING CONSTRUCTION SERVICES FOR THE CARDINAL STREET WAREHOUSE LOCATED AT 289 CARDINAL STREET IN EUSTIS, FLORIDA.

WHEREAS, the City of Eustis, Florida, requested quotes from the current Continuing Services Roofing Contractors for the re-roofing of the Cardinal Street Warehouse; and

WHEREAS, the City received quotes from both Advanced Roofing, Inc. and Eustis Roofing Company, Inc. in response to said request; and

WHEREAS, Eustis Roofing's submission was chosen based on total project cost, a longer warranty for workmanship, and a 30-year warranty for materials; and

WHEREAS, the City has budgeted adequate funds to cover the cost associated with the Cardinal Street Warehouse Re-roofing project.

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

(1) That the City Manager is hereby authorized to accept the quote from Eustis Roofing Company, Inc. of Tavares, Florida based on overall price, warranty for workmanship, and warranty for materials; and

(2) That the City Manager is hereby authorized to execute all agreements and contracts with Eustis Roofing Company according to the requested scope of work.

DONE AND RESOLVED, this 8th day of September, 2022, in regular session of the City Commission of the City of Eustis, Lake County, 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 8th day of September, 2022, by Michael L. Holland, Mayor and Christine Halloran, the City Clerk of the City of Eustis, Florida, 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 22-59 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

____

Christine Halloran, City Clerk

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 8, 2022

RE: RESOLUTION NUMBER 22-60: AWARD OF BID NUMBER 013-21 AND APPROVING A PURCHASE IN EXCESS OF $50,000 FOR THE EASTERN WASTEWATER TREATMENT FACILITY POND LINER REPLACEMENT

Introduction:

Resolution Number 22-60 authorizes the award of Bid Number 013-21 to Westwind Contracting, Inc., Pembroke Park, Florida with a base bid of $1,305,593.96, plus alternates as the budget allows, for the Eastern Wastewater Treatment Facility Pond Liner Replacement and authorizes the City Manager to execute all agreements and contracts associated with the award.

Background:

The pond liners in the two reclaimed holding ponds located at the Eastern Wastewater Treatment Facility have been installed for approximately 45 years, have reached the end of their useful lives, and need to be replaced. The approved Capital Improvement Plan Budget for fiscal years 2021-2022 and 2022-2023 include funds for Holding Pond Improvements in account number 042-8600-535-66-88. The description of work for Bid Number 013-21 includes the following:

- Furnishing and installing a lining system for the two reclaimed holding ponds at the Eastern Wastewater Treatment Facility.
- Demolition of the existing pond liner system including the asphalt panels surrounding the ponds and removal of the existing pond liners.
- Removal of sediment and dewatering.
- Preparation and re-grading of the pond surfaces.
- Installation of new HDPE pond liners with vents, re-attachment of the liners to concrete structures, and replacement of the asphalt panels surrounding the ponds.
- Replacement of concrete anchor trenches.
- Installation of concrete channels and sump wells.
- Additional pump-out capability for the western holding pond, to match the pump-out capability currently installed in the eastern holding pond.
- Removal and rehabilitation/replacement of steel bridge walkways.
- Miscellaneous work as shown on the drawings and as specified.

Bid Number 013-21 includes pricing for the following alternate work:

- Supply and install geotextile throughout entire pond and in anchor trench.
- Demolition – asphalt pavement around pond (outside demolition limits)
- Asphalt pavement around pond replacement (outside demolition limits)
- Fill material

Alternate Work will be added in as the budget allows. The City reserves the right to select one, none, some, or all bid alternates.

Two bids were received by licensed general contractors during the August 24, 2022 bid opening for the project. The total base bids from the two contractors ranged from a low of $1,305,593.96 to a high of $1,655,123.08. One base bid was lower and one base bid was higher than the Engineer's estimate of $1,394,300.00. City staff is confident that they received competitive pricing and reasonable bids. Westwind Contracting, Inc. submitted the lowest total base bid of $1,305,593.96. In reviewing Westwind Contracting's bid package, no deficiencies were noted.

Recommended Action:
Staff recommends approval of Resolution Number 22-60.

Policy Implications:
Not applicable.

Alternatives:
1. Approve Resolution Number 22-60
2. Deny Resolution Number 22-60

Discussion of Alternatives:
1. Alternative 1 approves the Resolution.

    Advantages:
    - Pond liners will have a renewed useful service life.

    Disadvantages:
    - Fiscal impact of the project.

2. Alternative 2 denies the Resolution.

    Advantages:
    - The City would not expend $1,305,593.96 plus the cost of chosen alternates.

    Disadvantages:
    - The pond liners will continue to deteriorate and no longer serve a useful purpose.

Reviewed By:
Michael Brundage, Wastewater Superintendent
Greg Dobbins, Deputy Director Water/Wastewater
Rick Gierok, P.E., Director of Public Works/City Engineer

Prepared By:
Melissa Fuller, Sr. Staff Assistant – Water Department

Attachment(s):
Resolution Number 22-60
Exhibit A, Bid #013-21 Tabulation Sheet

Available Upon Request
Drawings & Plans
Kimley-Horn Recommendation Letter

Budget Impact:
The funds for the Eastern Wastewater Treatment Facility Pond Liner Improvements were included in the approved Annual Capital Improvement Budget for fiscal years 2021-2022 and 2022-2023 in account number 042-8600-535-66-88.

Attachments:
Resolution No. 22-60
Exhibit A, Bid #013-21 Tabulation Sheet

Reviewed by:

Tom Carrino, City Manager	Approved - 01 Sep 2022
Christine Halloran, City Clerk	Approved - 02 Sep 2022

				BID TABULATION			
				FOR			
				CITY OF EUSTIS / Eastern WWTF Pond Liner Replacement			
				Engineer's Estimate		**Westwind Contracting, Inc**	
ITEM #	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT**	**QUANTITY**	**UNIT PRICE, $**	**AMOUNT, $**
GENERAL							
1	Mobilization/ General Conditions	LS	1	$ 84,390.00	$ 84,400.00	$ 94,000.00	**$ 94,000.00**
2	Project Closeout/Record Drawings	LS	1	$ 15,000.00	$ 15,000.00	$ 12,000.00	**$ 12,000.00**
SITE WORK							
3	Sediment Dewatering - West Pond	CY	2,750	$ 6.00	$ 16,500.00	$ 7.00	**$ 19,250.00**
4	Sediment Dewatering - East Pond	CY	2,750	$ 6.00	$ 16,500.00	$ 7.00	**$ 19,250.00**
5	Demolition of Existing Liner	SF	232,412	$ 0.29	$ 67,400.00	$ 0.28	**$ 65,075.36**
6	Subgrade Preperation	SF	232,412	$ 0.25	$ 58,200.00	$ 0.25	**$ 58,103.00**
7	Supply / Install 60 Mil DS Textured HDPE Liner	SF	232,412	$ 1.56	$ 362,600.00	$ 1.30	**$ 302,135.60**
8	Supply / Install Liner Accessories	LS	1	$ 38,905.00	$ 39,000.00	$ 27,000.00	**$ 27,000.00**
9	Demolition of Chain Link Fence	LF	640	$ 60.00	$ 38,400.00	$ 12.00	**$ 7,680.00**
10	Replacement of Chain Link Fence	LF	640	$ 4.00	$ 2,600.00	$ 58.00	**$ 37,120.00**
11	Demolition of Asphalt Pavement Around Pond	SY	1,042	$ 4.55	$ 4,800.00	$ 16.00	**$ 16,672.00**
12	Replacement of Asphalt Pavement Around Pond	SY	1,042	$ 45.00	$ 46,900.00	$ 54.00	**$ 56,268.00**
CONCRETE							
13	Demolition/Removal of Concrete Anchor Trench	LF	2,640	$ 7.00	$ 18,500.00	$ 6.00	**$ 15,840.00**
14	Installation of Concrete Anchor Trench	CY	100	$ 125.00	$ 12,500.00	$ 298.00	**$ 29,800.00**
15	West Pond Sump Well	LS	1	$ 3,500.00	$ 3,500.00	$ 7,600.00	**$ 7,600.00**
METALS							
16	Removal /Disposal of Metal Walkways	LS	1	$ 2,800.00	$ 2,800.00	$ 2,800.00	**$ 2,800.00**
17	Installation of Metal Walkways	LS	1	$ 24,700.00	$ 24,700.00	$ 26,500.00	**$ 26,500.00**
MECHANICAL							
18	16" PVC Pipe- Open Cut (Includes fittings, restraints, adapters, etc)	LF	400	$ 250.00	$ 100,000.00	$ 226.00	**$ 90,400.00**
19	16" Butterfly Valve	EA	2	$ 7,000.00	$ 14,000.00	$ 9,400.00	**$ 18,800.00**
MISCELLANEOUS							
20	Sediment Disposal- West Pond	TON	3,025	$ 77.00	$ 233,000.00	$ 66.00	**$ 199,650.00**
21	Sediment Disposal- East Pond	TON	3,025	$ 77.00	$ 233,000.00	$ 66.00	**$ 199,650.00**
	***BID TOTAL**				$ 1,394,300.00		$ 1,305,593.96
ALTERNATES**							
22	Supply and Install Geotextile throughout entire pond and in anchor trench (ALTERNATE)	SF	232,412	$ 0.74	$ 172,000.00	$ 0.60	**$ 139,447.20**
23	Demolition- Asphalt Pavement Around Pond (ALTERNATE, Outside demolition limits on Sheet C02)	SY	1,310	$ 15.50	$ 20,400.00	$ 16.00	**$ 20,960.00**
24	Asphalt Pavement Around Pond Replacement (ALTERNATE, Outside demolition limits on Sheet C02)	SY	1,310	$ 45.00	$ 59,000.00	$ 53.00	**$ 69,430.00**
25	Fill Material (ALTERNATE)	CY	1	$ 15.00	$ 15.00	$ 16.00	**$ 16.00**
ALTERNATE TOTAL					$ 251,415.00		$ 229,853.20
GRAND TOTAL					$ 1,645,715.00		$ 1,535,447.16

RESOLUTION NUMBER 22-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AUTHORIZING AWARD OF BID NO. 013-21 TO WESTWIND CONTRACTING, INC., APPROVING A PURCHASE IN EXCESS OF $50,000 FOR THE EASTERN WASTEWATER TREATMENT FACILITY POND LINER REPLACEMENT, AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL AGREEMENTS AND CONTRACTS ASSOCIATED WITH THE AWARD.

WHEREAS, the City's approved Capital Improvement Budget for fiscal years 2021-2022 and 2022-2023 include funds for the replacement of the pond liners at the Eastern Wastewater Treatment Facility; and

WHEREAS, the replacement of the pond liners at the Eastern Wastewater Treatment Facility will extend the useful service life of the ponds; and

WHEREAS, the City of Eustis, Florida, advertised invitations to bid (City of Eustis Bid #013-21) for the Eastern Wastewater Treatment Facility Pond Liner Replacement in accordance with City purchasing policies; and

WHEREAS, the City received and opened two (2) individual responses to said Invitation to Bid, on Wednesday, August 24, 2022; and

WHEREAS, Westwind Contracting, Inc., Pembroke Park, Florida, is the lowest responsive, responsible bidder for the construction plans and possesses the required qualifications to perform the construction services necessary and to provide products and equipment as noted in the design specifications; and

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

(1) The City Commission hereby authorizes the award of Bid No. 013-21 to Westwind Contracting, Inc., Pembroke Park, Florida, in the amount of $1,305,593.96, plus alternate work as the budget allows, for the Eastern Wastewater Treatment Facility Pond Liner Replacement and authorizes the City Manager to execute all agreements and contracts associated with the award; and

(2) The City Commission hereby authorizes the City Manager to execute all agreements and contracts associated with the approved purchase; and

(3) That this resolution shall become effective immediately upon passing.

DONE AND RESOLVED, this 8th day of September, 2022, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

CITY COMMISSION OF THE

CITY OF EUSTIS, FLORIDA

ATTEST ___________

Michael L. Holland
Mayor/Commissioner

___
Christine Halloran
City Clerk

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 8th 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.

______________ ___________
Date Derek A. Schroth
City Attorney

CERTIFICATE OF POSTING

The foregoing Resolution Number 22-60 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.

______________ ____________
Date 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 8, 2022

RE: RESOLUTION 22-63 APPROVES AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF EUSTIS AND LAKE COUNTY FOR LAKE COUNTY ADDRESSING

Introduction:
Resolution Number 22–63 would allow for the City of Eustis to enter into an Interlocal Agreement with Lake County for the purposes of identifying a consistent and efficient process for the issuance of addressing within the City limits of Eustis.

Background:
See attached Staff Report.

Budget Impact:
None.

Attachments:
Staff Report - Res 22-63
Resolution 22-63
CITY OF EUSTIS AGENCY ADDRESSSING Resolution 22-63

Reviewed by:

Tom Carrino, City Manager	Approved - 02 Sep 2022
Christine Halloran, City Clerk	Approved - 02 Sep 2022

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO

DATE: AUGUST 29, 2022

RE: RESOLUTION NUMBER 22 – 63
APPROVAL OF INTERLOCAL AGREEMENT BETWEEN THE CITY OF EUSTIS AND LAKE COUNTY FOR LAKE COUNTY ADDRESSING

Introduction:
Resolution Number 22–63 would allow for the City of Eustis to enter into an Interlocal Agreement with Lake County for the purposes of identifying a consistent and efficient process for the issuance of addressing within the City limits of Eustis.

Recommended Action:
The administration recommends approval of Resolution Number 22-63.

Background:

1. Addressing of new construction has always been a challenge as there are several issues and agencies which are involved when doing so.
    a. Lake County has to be contacted for approval, which they then correlate the address with the post office and their associated addressing system.
    b. Emergency Services and Dispatch are contacted and consulted for liability and consistency.
    c. City of Eustis currently begins the process and has to follow through and ensure all entities approve and accept an address.
        i. Currently this is done through the fire department, previously it was performed by the building department.
2. While this is not a very overly taxing issue for staff, it does create challenges and at times, becomes an obstacle for customers when waiting for approvals. City staff currently perform the following tasks when considering an address:
    a. Tracking and issuing the address using a consistent and accepted numbering system which is utilized throughout Lake County.
    b. Making sure all entities are accepting of the address and that the buildings are entered and labeled correctly for all parties.
    c. Verifying that Emergency Dispatch has programed the address and can identify the physical location of a building, structure or property.

    d. Finalize the process by contacting the county and letting them know that everything has been completed and all entities have been contacted and approved.
3. The true intent of Resolution 22-63 is that Lake County is contacted for both approval and completions of all construction projects within Lake County.
    a. When a property owner begins a process, they are required to file for a "Notice of Commencement" with the county.
        i. It would be the Cities intent to have the property owner also apply for the issuance of an address assignment at this time. This would keep all the billing and tracking at the County. The "Notice of Commencement" would then contain the newly issued address, before it comes to the City of Eustis.
    b. All billing and requirements would then be handled by the County.
    c. The City of Eustis would adjust all associated literature regarding addressing to reflect the impact of Resolution 22-63.

Alternatives:

1. Approve Resolution Number 22-63 consenting to the city's inclusion into an Interlocal agreement between Lake County and the City of Eustis for the purposes of Lake County Addressing.
2. Defeat or defer Resolution Number 22-63 and provide staff with further direction and/or continue with the current process.

Discussion of Alternatives:

1. Alternative 1 approves Resolution Number 22-63
   Advantages:
    - The action would create a more consistent and streamline process for citizens and contractors with regards to issuing addresses within the City limits.
    - The action is consistent with what is being practiced in other cities around Lake County, the actual agreement is a template which has been reviewed by both legal departments of both the City of Eustis and Lake County.
    - Reduce the work load for city employees by eliminating a process that is already being duplicated within Lake County government.

   Disadvantages:
    - Citizens and contractors which are applying for the issuance of an address would be charged a fee as listed within Attachment A of the interlocal agreement, currently there are no fees associated with an address being issued.
        - The cost for an address assignment in the agreement is $20.00.

2. Alternative 2 defeats Resolution Number 22-63
   Advantages:
    - Citizens and contractors would not be subjected to the Counties fees which are associated with addressing.

   Disadvantages:

- The city employee’s will continue to perform the process of issuing addresses and maintain the process for each request to its conclusion.
- Citizens and contractors may have to deal with some inconsistencies when dealing with the City of Eustis when applying for an address or change of address.
- The City of Eustis would need to formalize its process and officially identify the department and job function whereas address would be handled.

Budget/Staff Impact:

- Approval of Resolution Number 22-63 would not change anything in the City’s current budget or staff responsibilities.

Reviewed By:
Chief Michael D. Swanson, Fire Chief

Prepared By:
Yvette V. Mendez, Fire Support Coordinator

Attachments:
Draft of Interlocal Agreement Between Lake County, Florida and City of Eustis, Florida for Lake County Addressing.

INTERLOCAL AGREEMENT
BETWEEN LAKE COUNTY, FLORIDA
AND CITY OF EUSTIS, FLORIDA
<u>FOR LAKE COUNTY ADDRESSING</u>

THIS INTERLOCAL AGREEMENT by and between LAKE COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY", and the CITY OF EUSTIS, FLORIDA, a municipal corporation pursuant to the laws of the State of Florida, hereinafter referred to as "CITY", for processing Lake County addressing within the limits of the City.

WHEREAS, Section 163.01, Florida Statutes provides that local governments may enter into interlocal agreements to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage; and

WHEREAS, the CITY requests the COUNTY administer and process Lake County addressing within the limits of the City of Eustis; and

WHEREAS, having the COUNTY administer and process Lake County addressing within the limits of the CITY would encourage intergovernmental coordination and would reduce risk of inconsistencies in addressing patterns; and

WHEREAS, entry of this Agreement is in the best interests of both parties.

NOW THEREFORE, IN CONSIDERATION of the mutual understandings, conditions and covenants provided for herein, the parties agree as follows:

1. **<u>Recitals</u>.** The foregoing recitals are true and correct and incorporated herein by reference.

2. **<u>County's Obligations</u>.**

A. Pursuant to the terms of this Agreement, the COUNTY agrees to process Lake

County addressing within the limits of the City of Eustis, Florida.

B. The COUNTY will furnish computing equipment, software, and personnel required to maintain addressing and GIS databases. The COUNTY will operate and maintain the addressing system and standards in accordance with ordinances as enacted by the COUNTY.

C. The COUNTY properties annexed into the CITY may be subject to an address change if it its determined by service providers that existing addresses of the surrounding area would create a confusing addressing system.

3. <u>City's Obligations</u>.

A. Upon the effective date of this Agreement, CITY agrees all new addresses issued to residents of the City of Eustis, Florida shall be processed by the COUNTY and shall meet the COUNTY's addressing standards. The COUNTY's addressing standards are codified in Lake County Code, Chapter 18, Article V entitled

"Uniform Street Addressing System", as amended. The COUNTY agrees to notify the CITY after adoption by the Board of County Commissioners of any ordinance modifying the standards set forth in Lake County Code, Chapter 18, Article V.

B. The CITY shall appoint a person to serve as a liaison for purposes of receiving and disseminating information with the CITY's limits and for reporting needs, complaints or other information to the COUNTY, particularly to notify the Lake County Office of Public Safety of new structures, subdivisions, or other property within the CITY's limits which may require addressing and of any new or realigned routes (streets, highways, roads, etc. by whatever designation), and cooperate in identifying the same for geocoding by the COUNTY. The reporting and accuracy of this information is the sole responsibility of the CITY and the CITY will assume full liability as it relates to city address reporting and verification. The CITY's liaison will consult and cooperate with the COUNTY in the assignment of street names, ranges and addresses in order to avoid unnecessary changes and to make addressing consistent, unique and unambiguous.

C. The CITY agrees to provide the COUNTY a digital copy of the CITY's addressing grid, or if unavailable, any documents or knowledge that would assist in recreating this grid digitally to be used to address for the CITY and to do so with the CITY's current addressing grid.

D. Upon written invoice from the COUNTY, the CITY agrees to pay the COUNTY a uniform street addressing fee and plan review fee, per address. The parties agree the fee(s) will be in accordance with schedule attached hereto as Attachment "A" and incorporated herein. In the event the Lake County Board of County Commissioners adopts a resolution establishing, or otherwise approves, a municipality addressing fee(s), the COUNTY will provide notice the CITY and the CITY agrees to pay the municipality addressing fee(s) established by such resolution or Board approval. The parties agree and acknowledge that the fees are subject to change during the term of this Agreement. Payment to the COUNTY shall be made in accordance with the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes.

E. When an addressing problem or discrepancy regarding addressing or road naming appears, the CITY will be responsible for the enforcement and requirement of residential and commercial buildings within the CITY's limits to comply with Lake County addressing standards and requirements (i.e. use of approved road name, duplication, postings, signs, changes). Nothing in this Agreement, provides the

COUNTY or its employees with authority to enforce the provisions of Lake County Code, Chapter 18, Article V within the CITY's limits. The CITY agrees to notify its residents of changes address numbers on signs and buildings within CITY's boundaries when the COUNTY determines changes to current addressing are warranted to remedy inconsistencies or to otherwise confirm with the addressing system.

4. __Term and Termination__. This Agreement shall become effective on the effective date and shall remain in full force and effect unless terminated or amended by a written document executed by both parties. Either party shall have the right to terminate this Interlocal Agreement with or without cause upon thirty (30) days written notice to the other party.

5. __Modifications__. Unless otherwise specified herein, no modification, amendment, or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed by the parties hereto, with the same formality and of equal dignity herewith.

6. Entire Agreement. This document embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein.

7. Notices.

A. All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

COUNTY	CITY
County Manager	City of Eustis
P.O. Box 7800	P.O. Drawer 68
	10 N. Grove Street
Tavares, Florida 32778	Eustis, FL 32726

Copy to:
Lake County Office of Public Safety
P.O. Box 7800
Tavares, Florida 32778

B. All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.

C. The effective date of such notices shall be the date personally delivered, or if sent by certified mail, the date the notice was signed for, or if sent by overnight letter delivery company, the date the notice was delivered by the overnight letter delivery company.

D. Parties may designate other parties or addresses to which notice shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.

8. **Severability**. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, it shall be considered deleted here from, and shall not invalidate the remaining provisions.

9. **Effective Date**. This Agreement shall become effective upon the date the last party hereto executes it ("effective date").

10. **Recording**. The parties agree that this Interlocal Agreement may be recorded in

the Official Records of Lake County, Florida, at the option of the CITY, at CITY's expense.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: Lake County through its Board of County Commissioners, signing by and through its Chairman, and the City of Eustis, Florida, signing by and through its Mayor.

{Remainder of page left intentionally blank.}

INTERLOCAL AGREEMENT BETWEEN LAKE COUNTY AND (AGENCY) FOR LAKE COUNTY ADDRESSING

COUNTY

LAKE COUNTY, FLORIDA through its

BOARD OF COUNTY COMMISSIONERS

ATTEST:

______________________________ ____

Gary J. Cooney, Clerk Sean Parks, Chairman

Board of County Commissioners

Of Lake County, Florida This ____ day of ________________, 2022.

Approved as to Form and Legality:

____

Melanie Marsh, County Attorney

<u>CITY OF EUSTIS</u>

ATTEST: CITY OF EUSTIS, FLORIDA

_____________________________ ______________________________________

Christine Halloran, City Clerk Michael Holland, Mayor

This ___ day of _______________, 2022.

Approved as to form and legality:

____

Derek Schroth, City Attorney

ATTACHMENT A

PUBLIC SAFETY SUPPORT	FEE
Public Safety Plan Review Fees	
Conditional Use Permit (CUP) Review	$ 51.00
Rezoning Review	$ 51.00
Lot Split Review	$ 51.00
Developer's Agreement Review	$ 51.00
General Development Review - Presubmittal	$ 103.00
Subdivision Applications - Preliminary Plat Review	$ 154.00
Minor Site Plan Review	$ 154.00
Major Site Plan Review	$ 154.00
Field Visit Review/Research	$ 103.00
Uniform Street Addressing Fees	
Address Assignment (GIS)	$ 20.00
Road Name Reservations (per road)	$ 97.00
Road Naming/Renaming (per petition)	$ 150.00

RESOLUTION NUMBER 22-63

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT WITH LAKE COUNTY, FLORIDA PERTAINING TO PROCESSING LAKE COUNTY ADDRESSING WITHIN THE LIMITS OF THE CITY.

WHEREAS, Section 163.01, Florida Statutes, provides that local governments may enter into interlocal agreements to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage; and

WHEREAS, the CITY requests the COUNTY administer and process Lake County addressing within the limits of the City of Eustis; and

WHEREAS, having the COUNTY administer and process Lake County addressing within the limits of the CITY would encourage intergovernmental coordination and would reduce risk of inconsistencies in addressing patterns; and

WHEREAS, entry into this Agreement is in the best interests of both parties.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Eustis that the attached Interlocal Agreement with Lake County is hereby approved for the mutual understandings, conditions and covenants provided.

DONE AND RESOLVED this 8th 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, by physical presence, this 8th 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 the use and reliance of the City Commission of the City of Eustis, Florida.

____
City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 22-63 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

____
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 8, 2022

RE: RESOLUTION NUMBER 22-61: TENTATIVE MILLAGE RATE FOR 2022

Introduction:
Resolution Number 22-61 establishes the tentative millage rate for FY 2022-2023 as 7.5810 mills.

Background:
See attached Staff Report.

Recommended Action:
Staff recommends approval of Resolution Number 22-61.

Attachments:
Updated Staff Report - TENTATIVE Millage Hearing
Resolution No. 22-61 TENTATIVE Millage
Exhibit A 2022 Proposed Millage Rate Comparison

Reviewed by:

Tom Carrino, City Manager	Approved - 02 Sep 2022
Christine Halloran, City Clerk	Approved - 02 Sep 2022

RESOLUTION NUMBER 22-61

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, ADOPTING THE TENTATIVE 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 8, 2022, the City of Eustis, Lake County, Florida, held a public hearing on the Fiscal Year 2022-2023 Tentative 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 Tentative 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 8th 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 8th 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 22-61 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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 8, 2022

RE: RESOLUTION NUMBER 22-61
TENTATIVE MILLAGE RATE FOR 2022

Introduction
Resolution Number 22-61 establishes the tentative millage rate for FY 2022-2023 as 7.5810 mills.

Recommended Action
Staff recommends approval of Resolution Number 22-61.

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 14, 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 8.2%.

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 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 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 **8.8875** 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 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

EXHIBIT A

TAXING AUTHORITY	2021 ADOPTED RATE	2022 ROLLED-BACK RATE	2022 PROPOSED RATE	2022 PROPOSED % CHANGE OVER ROLLED-BACK RATE	2022 PROPOSED % CHANGE OVER 2021 ADOPTED RATE	1.) PROPOSING THE ROLLED-BACK, or 2.) A RATE LOWER THAN PRIOR YEAR, or 3.) A RATE LOWER THAN ROLLED-BACK
LAKE COUNTY BOARD OF COUNTY COMMISSIONERS						
LAKE COUNTY BCC GENERAL FUND	5.0529	4.5958	5.0529	9.95%	0.00%	
MSTU FIRE	0.5138	0.4601	0.5138	11.67%	0.00%	
MSTU AMBULANCE	0.4629	0.4210	0.4629	9.95%	0.00%	
MSTU STORMWATER	0.4957	0.4471	0.4957	10.87%	0.00%	
TOTAL BCC MILLAGE	6.5253	N/A	6.5253	N/A	0.00%	
VOTED DEBT SERVICE	0.0918	N/A	0.0918	N/A	0.00%	
LAKE COUNTY WATER AUTHORITY	0.3229	0.2937	0.3229	9.94%	0.00%	
SCHOOL BOARD						
STATE (Required Local Effort - RLE)	3.5940	3.1728	3.2500	2.43%	-9.57%	YES
LOCAL (Discretionary Operating & Capital Imp.)	2.9980	2.6466	2.9980	13.28%	0.00%	
TOTAL SCHOOL	6.5920	N/A	6.2480	N/A	-5.22%	YES
HOSPITALS						
NORTH LAKE HOSPITAL DISTRICT	0.0000	0.0000	0.7500	#DIV/0!	#DIV/0!	
STATE WATER MGT. DISTRICTS						
ST JOHNS FL WATER MGT DISTRICT	0.2189	0.1974	0.1974	0.00%	-9.82%	YES
SOUTHWEST FL WATER MGT DISTRICT	0.2535	0.2260	0.2260	0.00%	-10.85%	YES
CITIES						
ASTATULA	7.5000	7.0855	7.5000	5.85%	0.00%	
CLERMONT	4.2061	3.8700	5.7500	48.58%	36.71%	
EUSTIS	7.5810	7.0064	7.5810	8.20%	0.00%	
FRUITLAND PARK	3.9134	3.6452	3.9134	7.36%	0.00%	
GROVELAND	5.2000	4.7422	5.2000	9.65%	0.00%	
HOWEY IN THE HILLS	7.5000	6.7227	7.5000	11.56%	0.00%	
LADY LAKE	3.3962	3.1044	3.3962	9.40%	0.00%	
LEESBURG	4.0192	3.6583	4.0192	9.87%	0.00%	
MASCOTTE	5.7500	5.4808	5.0000	-8.77%	-13.04%	YES
MINNEOLA	5.9000	6.3896	5.8000	-9.23%	-1.69%	YES
MONTVERDE	2.8300	2.3599	2.8300	19.92%	0.00%	
MOUNT DORA	5.9603	5.5029	6.1000	10.85%	2.34%	
TAVARES (General Fund Only - debt millage not included)	6.7579	6.1098	6.6950	9.58%	-0.93%	YES
UMATILLA	7.1089	6.7943	7.5000	10.39%	5.50%	

Source: Lake County Property Appraiser's Office. Carey Baker, CFA, Property Appraiser
August 16, 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 8, 2022

RE: RESOLUTION NUMBER 22-62 ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2022-2023.

Introduction:
Resolution Number 22-62 adopts the Tentative Budget for FY 2022-2023 after the required public hearing.

Background:
See attached Staff Report.

Recommended Action:
Staff recommends approval of Resolution Number 22-62.

Attachments:
Staff Report - TENTATIVE Budget 22-23
Updated Resolution No. 22-62 TENTATIVE Budget FY 22-23
EXHIBIT A FY 2022-23 Eustis Budget Summary

Reviewed by:

Tom Carrino, City Manager	Approved - 02 Sep 2022
Christine Halloran, City Clerk	Approved - 02 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 8, 2022

RE: **RESOLUTION NUMBER 22-61: TENTATIVE MILLAGE RATE FOR 2022**

Introduction
Resolution Number 22-61 establishes the tentative millage rate for FY 2022-2023 as 7.5810 mills.

Recommended Action
Staff recommends approval of Resolution Number 22-61.

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 14, 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 8.2%.

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 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 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 **8.8875** 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 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

EXHIBIT A: CITY OF EUSTIS BUDGET SUMMARY FISCAL YEAR 2022-23
Resolution 22-62 9/8/2022

GENERAL FUND
Estimated Beginning Fund Balance of $13,202,932

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 $13,412,164

LIBRARY CONTRIBUTION FUND
Estimated Beginning Fund Balance of $27,943

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 $22,312

SALES TAX REVENUE FUND
Estimated Beginning Fund Balance of 1,427,557

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

Less, Expenditure Budget of $2,583,948

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $1,004,223

LAW ENFORCEMENT EDUCATION FUND
Estimated Beginning Fund Balance of $43,076

Plus, a Revenue Budget of $43,040

Less, Expenditure Budget of $73,000

Less, Required Reserves of $13,116

Yields Estimated Year-End Fund Balance of $13,116

POLICE FORFEITURE FUND
Estimated Beginning Fund Balance of $36,744

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 $45,349

STREET IMPROVEMENT FUND
Estimated Beginning Fund Balance of $1,313,537

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 $1,482,754

COMMUNITY REDEVELOPMENT FUND
Estimated Beginning Fund Balance of $2,399,123

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 $2,308,248

BUILDING SERVICES FUND
Estimated Beginning Fund Balance of $1,315,041

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 $2,389,126

STORMWATER UTILITY REVENUE FUND
Estimated Beginning Fund Balance of $587,429

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 $471,367

WATER AND SEWER REVENUE FUND
Estimated Beginning Fund Balance of $4,920,747

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

Less, Expenditure Budget of $13,006,353

Less, Required Reserves of $3,207,041

Yields Estimated Year-End Fund Balance of $5,016,714

RECLAIMED WATER PROJECTS FUND
Estimated Beginning Fund Balance of $169,794

Plus, a Revenue Budget of $150

Less, Expenditure Budget of $0

Less, Required Reserves of $0

Yields Estimated Year-End Fund Balance of $169,944

WATER AND SEWER RENEWAL AND REPLACEMENT FUND
Estimated Beginning Fund Balance of $7,386,100

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 $6,146,512

FIRE PREVENTION CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $177,194

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 $86,299

GREENWOOD CEMETERY TRUST FUND
Estimated Beginning Fund Balance of $283,279

Plus, a Revenue Budget of $12,740

Less, Expenditure Budget of $2,440

Less, Required Reserves of $293,579

Yields Estimated Year-End Fund Balance of $293,579

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 $14,417,011

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

Less, Expenditure Budget of $880,000

Less, Required Reserves of $16,385,011

Yields Estimated Year-End Fund Balance of $16,385,011

PARKS AND RECREATION CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $160,241

Plus, a Revenue Budget of $50,110

Less, Expenditure Budget of $1,015

Less, Required Reserves of $209,336

Yields Estimated Year-End Fund Balance of $209,336

LAW ENFORCEMENT CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $347,205

Plus, a Revenue Budget of $19,200

Less, Expenditure Budget of $1,015

Less, Required Reserves of $365,390

Yields Estimated Year-End Fund Balance of $365,390

WATER IMPACT TRUST FUND
Estimated Beginning Fund Balance of $2,943,370

Plus, a Revenue Budget of $48,000

Less, Expenditure Budget of $143,605

Less, Required Reserves of $2,847,765

Yields Estimated Year-End Fund Balance of $2,847,765

SEWER IMPACT TRUST FUND
Estimated Beginning Fund Balance of $1,759,571

Plus, a Revenue Budget of $653,377

Less, Expenditure Budget of $300,803

Less, Required Reserves of $2,112,145

Yields Estimated Year-End Fund Balance of $2,112,145

ECONOMIC DEVELOPMENT TRUST FUND
Estimated Beginning Fund Balance of $115,170

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 $43,720

LIBRARY CAPACITY EXPANSION TRUST FUND
Estimated Beginning Fund Balance of $29,743

Plus, a Revenue Budget of $25,100

Less, Expenditure Budget of $14,840

Less, Required Reserves of $40,003

Yields Estimated Year-End Fund Balance of $40,003

TOTAL
Estimated Beginning Fund Balance of $79,484,035

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

Less, Expenditure Budget of $53,372,196

Less, Required Reserves of $60,783,646

Yields Estimated Year-End Fund Balance of $84,368,290

RESOLUTION NUMBER 22-62

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2021-2022; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 8, 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 2021-2022 for $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 Tentative Budget is hereby adopted in the total revenue and expenditures in the amount of $58,256,451 and $53,372,196, respectively, with an estimated ending reserve balance of $60,783,646 as more particularly outlined in "EXHIBIT A," attached hereto and made a part hereof.

SECTION 2

That this Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED this 8th 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 8th 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 22-62 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 8, 2022

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

Introduction:
This is a discussion item regarding the community representative positions on the CRA Board.

Background:
See attached Staff Report.

Budget Impact:
None.

Attachments:
Staff Report 2022 Discussion of 2 Members
Resolution No. 18-47

Reviewed by:

Tom Carrino, City Manager	Approved - 28 Aug 2022
Christine Halloran, City Clerk	Approved - 29 Aug 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 8, 2022

RE: DOWNTOWN AND EAST TOWN REDEVELOPMENT AGENCY BOARD (CRA BOARD) COMMUNITY REPRESENTATIVE POSITIONS

Summary

On August 18, 2022, the Eustis City Commission asked for a discussion item 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.

Most recently, the two positions were occupied by Gail Isaac-Thomas and Lori Pittsley. On July 21, 2022, Gail Isaac-Thomas resigned from her position.

Staff is seeking direction on the future of the two community positions on the CRA Board.

<u>Attachments</u>
Resolution Number 18-47

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.
Mayor/Commissioner

ATTEST:

Mary C. Montez, City Clerk

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

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

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 8, 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.

Recommended Action:
Any budget impact would be dependent on the amount of the increase approved by the City Commission.

Attachments:
Staff Report City Commission Compensation

Reviewed by:

Tom Carrino, City Manager — Approved - 01 Sep 2022
Christine Halloran, City Clerk — Approved - 02 Sep 2022

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

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City of Eustis

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

S
eptember 8, 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 August 18, 2022, there was discussion regarding a possible increase in the compensation provided to the City Commissioners and the Mayor. The Commission directed staff to gather information from other municipalities in Lake County regarding the compensation and benefits provided to the various elected city officials. That information has been provided to members of the City Commission for review.

As a summary of the information provided to the Commission, the average compensation paid to City Commissioner's in Lake County is $7,014 and ranges from a high of $12,000 to a low of $2,400. The average compensation for Mayor is $9,081 and ranges from a high of $15,888 to a low of $6,000. Only the municipalities of Leesburg and Tavares provide city paid medical insurance to elected officials. Eustis Commissioners are paid $5,400 and the Mayor receives $6,400 with no paid medical insurance.

The last increase in compensation for the Eustis City Commission was approved in FY 1989/90.

Recommended Action:

It is recommended the City Commission advise staff if an increase in wages or benefits for the elected officials should be included in the FY 2022/23 budget. It is also recommended the Commission consider tying future Commission wage increases to the increase given other City employees, the change in the Consumer Price

Index (CPI) or increases in population. This would eliminate the need to reconsider the compensation issue each year.

Budget / Staff Impact:
Any budget impact would be dependent on the amount of the increase approved by the City Commission.

Prepared by:
Bill Howe, Human Resources Director

City of Eustis
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Staff Report

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 8, 2022

RE: LIFE PACK 15 ORDER

Introduction:
This item is for consideration and consensus of the City Commission to proceed with order prior to available funding as of October 1, 2022.

Background:
See attached Staff Report.

Attachments:
LIFE PACK 15 ORDER

Reviewed by:

Tom Carrino, City Manager	Approved - 02 Sep 2022
Christine Halloran, City Clerk	Approved - 02 Sep 2022

LIFE PACK 15
ORDER

Due to pending price increases of 5-15% in October and extraordinarily long lead times of 9 months, we are requesting the Commission's consensus to proceed with this order even though funding will not be available until October 1, 2022. Once we have funding available, we will bring this item before the Commission as a resolution to make the purchase and issue a purchase order to the vendor.

Scott Davis
Deputy Fire Chief

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