



APPROVED 10/20/2022

MINUTES

City Commission Workshop

5:30 PM - Thursday, July 14, 2022 - City Hall

CALL TO ORDER: 5:31 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

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

EXCUSED: Commissioner Willie Hawkins

1. WORKSHOP ITEM: CAPITAL IMPROVEMENT PLAN AND ASSOCIATED FUNDS

- 1.1** Tom Carrino, City Manager, stated they would review the Capital Improvement Plan including the 10 and 42 funds. It was explained that the 10 Fund is the Sales Tax Fund. He indicated he would concentrate on those items in the proposed budget for the upcoming year and some significant items of note for future years rather than review all items in the Capital Improvement Plan.

Mr. Carrino began with Capital Outlay Machinery and Equipment. He noted the aerial fire truck which is actually in the current budget year. He explained that there are a number of items included that are actually ongoing expenditures. He stated he would discuss any items that are very high or very low and noted the ongoing Finance computer upgrade program which is budgeted at \$100,000. He cited the Public Works Building Improvements and explained that is the building repairs and improvements for all City buildings and is budgeted at \$140,000 which increases in future years. He stated that, based on the City Commission request, staff estimated the cost to paint, pressure wash and install new awnings and landscaping for City Hall. He estimated the cost at \$150,000. He then noted additional suggestions have been made regarding improvements to the City Hall lobby including new flooring, walls and ceiling, with a preliminary estimate of \$100,000. He summarized they have estimates for \$150,000 for the outside of City Hall and another \$150,000 for improvements to the lobby. If desired by the Commission, that would be worked into the Capital Improvement Plan.

Mr. Carrino continued reviewing the CIP as follows: 1) Community Building parking lot milling and resurfacing \$40,000; 2) City parking lots to be sealed and striped \$40,000; and 3) Police vehicles \$315,000.

The Commission emphasized the need to sell the old vehicles as soon as possible.

Mr. Carrino continued the review with pertinent explanations as follows: 1) Police Axon contract for body cams \$90,000; 2) Fire Dept. bunker gear \$90,000 and Station 22 \$125,000 in FY23-24; 3) Carport/boat port for \$70,000 which was moved to the Fire Impact Fee Fund; 4) Asphalt paver vehicle replacement \$225,000; 5) Stormwater vac truck \$320,000 in FY26-27; 6) Sidewalk ongoing project \$100,000 with additional funding in the CRA fund; 7) Street sealing

ongoing project \$70,000; 8) Traffic jet print system \$55,000; 9) Various replacements for departmental trucks; 10) Mobility plan improvements for new sidewalks in high priority areas \$50,000; 11) Replacement of dump trucks \$80,000; 12) Signalization cameras \$420,000 in FY23-24 to replace old loop system technology with Rick Gierok, Public Works Director, explaining that FDOT will also be covering the cost of some intersections; 13) Replacement of Pine Meadows Golf Course Rd. bridge in FY25-26 \$600,000; 14) Library air conditioning replacement in FY23-24 \$185,000; and 15) Community center flooring \$30,000.

Mr. Carrino then cited a number of Parks & Recreation improvements planned for future budgets including improvements to the Service Center, Bennett Park, Carver Park, Elizabeth Circle and Pendleton Park. He then reviewed the vehicles requested and explained they are moving to using passenger vans as they do not require a CDL license. He commented on planned improvements to the Carver Park pavilion in the FY22-23 fiscal year. He then cited \$450,000 scheduled for FY25-26 for the softball field lights. He then explained the need to proceed with replacements of the Sunset Island playground equipment. He explained the final item in the Sales Tax Revenue Fund is the debt service for the Fire Department pumper truck.

Mr. Carrino then reviewed the Street Improvement Fund and explained they have budgeted \$100,000 for traffic calming due to the number of requests being received. He cited \$100,000 in FY25-26 for road improvements to pave dirt roads.

Mr. Carrino reviewed the CRA Fund street rehabilitation and explained they budget \$50,000 annually for that; however, if it is underspent then it rolls forward to the next year specifically for street rehabilitation. He stated \$400,000 has been moved forward to the FY22-23 budget for the Carver Park basketball court pavilion. He explained Commissioner Hawkins met with Principal Park regarding utilizing the Curtright Center gym for both league and open play. He indicated the City would have to provide them with insurance. He asked for direction from the Commission regarding whether or not to leave in the basketball cover in light of the negotiations for using the Curtright gym. He described what the cover would consist of including lighting for the court. He added there was not included fans or other cooling system.

Craig Dolan, Parks & Recreation Director, explained that fans could be added as well as solar panels to decrease the electricity cost.

The Commission discussed pushing back the cover another year to allow time to see how the use of the Curtright gym works out.

Mr. Carrino confirmed the project could be shifted back one year to allow time to assess the Curtright gym and still reserve the funding for the cover.

Mike Sheppard, Finance Director, explained that if they decided to move forward with it, they could do a budget amendment to allow them to move forward.

Further discussion was held regarding additional costs that might be involved with the basketball cover with a consensus to leave it in the FY22-23 budget until a determination is made regarding the gym.

Mr. Carrino continued the review of the CRA Fund and discussed the funding for sidewalk rehabilitation and \$50,000 for a shade structure for Palmetto Plaza and the debt service for the Waterman property. He explained that the CRA will need to either sell that property by FY24-25 or refinance that debt.

Mr. Carrino reviewed the Water & Sewer Revenue Fund and explained the planned purchase of replacement trucks for Engineering and for the meter readers. He then reviewed the Water & Sewer R&R Fund as follows: 1) Water meter rebuild and replacement program; 2) Replacement of a car for the Water Department; and 3) Replacement of various trucks. He explained that vehicles that still have a useful life are handed down to Public Works or other departments. If they are not still useful, then they are sold.

Mr. Carrino explained the Coolidge water main expansion scheduled for FY23-24. He stated staff is working with Lake County with the intent to build out the infrastructure and improve the roads in the area as well.

The Commission noted that there is a State grant coming up in November that could possibly be used to assist with that project.

Mr. Carrino noted that the CIP book includes a data sheet for all of the capital improvement projects if they wish more information. He explained the following projects: the replacement of the Jefferis Court galvanized main, the Bay State South water service replacement project, the Heathrow water treatment plant ground storage tank, the Water Department office and compound on CR 44, replacement of the backhoe loader and heavy equipment trailer, Lakeshore Avenue galvanized main, Grand Island water treatment plant fuel tank renovation, Crom tank renovation, Sorrento Pines waterline loop, lift station submersible pump replacements, effluent pump and motor repair/replacement, Coolidge sewer main expansion, lift station crane truck replacement, lift station control panels ongoing expense, replacement of various vehicles, lift station emergency generator replacement, Bates Avenue plant generator overhaul, sewer infiltration intrusion ongoing project, and Bates Avenue wastewater treatment plant expansion.

Mr. Carrino announced that the City has applied through Rep. Truenow's office for an \$850,000 local assistance grant for the plant expansion. He noted that previously the City submitted two projects to Rep. Truenow's office that were not included in the state budget; however, they have confirmed that the plant expansion would be eligible for the local assistance grant so staff has applied for that.

Mr. Carrino continued the review of the Water & Sewer R&R Fund projects including the following: holding pond improvements, sewer biological process equipment, comprehensive water legislation and ongoing debt service.

Mr. Carrino then reviewed the Stormwater Utility Revenue Fund project of Diedrich Street outfall improvements. He explained there is limited funding available in the Stormwater Fund.

Mr. Carrino further explained that impact fee funds can only be used for new service and expansion items and cited the new water meter service sets. He noted the list of less than \$25,000 projects. He cited various Parks & Recreation

requests including keyless entry, security cameras, community center breezeway fence and other requested items.

The Commission commented on the need to replace a number of picnic tables and benches that are disrepair. It was emphasized that those need to be replaced before someone gets injured. They also discussed what type of material to utilize. It was noted that the fence at the Bennett Park tennis court also needs repair.

Mr. Carrino stated staff would look for funds in the current budget to get the repairs/replacement underway. He then commented on the need to upgrade some equipment to better address emergency repair issues.

1.2 Recreation Master Plan

Mr. Carrino reported on the proposed Recreation Master Plan and explained some projects were pushed to future years in order to allow funding for the master plan. He asked that the Commission allow staff to put together a CCNA for the professional services and explained how that process would work. He asked that the \$80,000 be retained in the CIP and staff be allowed to go through the selection process and try to identify an appropriate consultant who can deliver the scope of services the City desires. Staff would then bring back to the Commission a recommendation for a consultant with a spelled-out scope of services and a negotiated price hopefully below the \$80,000. He stated that if they cannot identify a consultant or can't get the appropriate scope of services, then they would not move forward.

Mr. Carrino stated that a master plan could help determine where the City is and where they want to go with the community center. He expressed support for doing a full recreation master plan and including the community center in that plan. He asked that staff be authorized to move forward with the selection process noting no money would be spent unless the Commission approved a contract with a consultant.

The Commission asked if plans for the community center were included in the plans for the downtown redevelopment with Mr. Carrino reporting that only two responses were received for the RFQ for the three former Waterman site lots. He stated the next step in the process is to form a committee who will select the most qualified development team and take the recommendation to the CRA Board and City Commission. He added that the selected team could choose to do a master planning process for the larger downtown or focus on the three blocks. He further stated that the RFP did not say "focus on these blocks" nor did it say "focus on the larger downtown". He recommended selecting the best team and then discuss those options with the team selected.

The Commission discussed having a visioning process to determine what the Commission would want to do. It was stated that the City has not determined "who we are" and what they want to look like so they may be putting the "cart before the horse".

Commissioner Cobb reported she spoke with Adam Summer with the City of Mount Dora about their master plan. She stated that it resulted in two people losing their jobs and cost \$250,000 and didn't provide significant information. She further commented on the City's own inhouse services available. She

recommended pushing back the master plan for a year until they can have meetings to discuss the vision for the City.

Mr. Carrino responded he had moved up the master plan from FY23-24 to the FY22-23 fiscal year to help provide guidance for recreation investments. He concurred it could be moved back another year. He emphasized that the strategic plan will help identify "who we are" but it would not be a downtown master plan.

The Commission further discussed the need to look at the City globally to determine who the City is and how to move forward. Discussion was held regarding what happened in the past utilizing a consultant including development of the downtown plan and CRA plan.

Mr. Carrino reviewed what was included in those plans. He stated that the strategic plan would not be a housing plan, a downtown plan or a CRA plan. He said that to take a global look at various facets of the City it would be a very expensive, consultant driven, and multi-year project.

The Commission commented on the need to hold a large discussion about Eustis with all involved including the City and business leaders with Mr. Carrino indicating the strategic plan could assist with that.

Mr. Carrino confirmed it is the will of the Commission to shift the recreation master plan back a year. He then indicated the CIP ordinance is scheduled for second reading at the July 21st meeting and confirmed that was good with the Commission.

CONSENSUS: It was a consensus of the Commission to hear the CIP ordinance on second reading at the July 21st meeting.

RECESS: 6:56 P.M. **RECONVENE:** 7:05 P.M.

2. WORKSHOP ITEM: LAW ENFORCEMENT EDUCATION – 11 FUND

- 2.1 Mr. Carrino indicated there were not many updates to the 11 Fund with little to no changes.

3. WORKSHOP ITEM: POLICE FORFEITURE – 12 FUND

- 3.1 Mr. Carrino indicated police training was removed from the fund as it was not a recurring expense.

The Commission asked about vests for the dogs with Craig Capri, Police Chief, indicating they are used as needed, but due to the heat, the vests are not practical all of the time.

4. WORKSHOP ITEM: GREENWOOD CEMETERY TRUST – 60 FUND

- 4.1 Mr. Carrino discussed the Cemetery Trust Fund. He explained that staff items are in the General Fund. He indicated the Cemetery Fund is about the plot sales and some minimal expense.

Mr. Sheppard explained there is an 80/20 split with the General Fund with 20% of the revenue staying in the Trust Fund.

Mr. Carrino reported there was a meeting planned with the Mayor and Mark Taylor regarding the cemetery. He added there is a workshop planned for August 4th to discuss the cemetery and the proposed business incubator. He cited the minimal expenses contained in the fund.

Vice Mayor Lee commented on the need for improved maintenance of the cemetery.

5. WORKSHOP ITEM: ECONOMIC DEVELOPMENT – 68 FUND

- 5.1** Mr. Carrino then reviewed the Economic Development Trust Fund (68 Fund). He indicated the fund was started prior to him being hired and explained the City sold some property and the proceeds from the sale was used to create the Economic Development Trust Fund. He stated that the rent money from El Marie, the Chamber and LCAA is deposited into this fund. He stated that if the expenses continue to outpace revenues, then the fund could end. He reviewed the expenses budgeted in the fund including real estate appraisals and due diligence, demolitions, travel & per diem, City marketing efforts, publications and subscriptions, economic development incentives such as the gateway grants for areas outside the CRA, and an annual grant to Lake Community Action Agency so they can match federal grants.

The Commission questioned how the LCAA grant helps the City with Mr. Carrino explaining on how their programs assist City residents. Comments were made regarding the need to be provided information regarding the number of City residents assisted by LCAA.

Mr. Carrino cited recent communications with the LCAA and their report on the housing rehab program. He suggested scheduling a formal presentation to the Commission regarding their programming. It was a consensus to have them provide a report to the Commission on their programs and assistance to local residents.

6. COMMISSION DISCUSSION AND DIRECTION

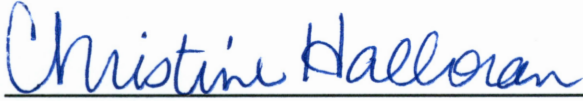
- 6.1** There were no additional questions or direction from the Commission.

Mr. Carrino discussed passing along all changes requested to the Commission. He thanked everyone involved in the process. He stated the second reading on the CIP ordinance would be held at the July 21st meeting. He noted that the Commission approved the preliminary millage rate at the previous meeting. He reminded the Commission that the September meetings were shifted to the second and fourth Thursday at which they would consider the draft and final millage rate and budget. He stated the CRA budget would be reviewed at the next CRA meeting on July 21st.

Mayor Holland expressed thanks to Tom Carrino, Mike Sheppard and the rest of the leadership team. He confirmed that the budget is in balance and they are ready to move forward with Mr. Sheppard providing a brief statement about each fund.

7. ADJOURNMENT: 7:27 P.M.

These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to www.eustis.org and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.



CHRISTINE HALLORAN
City Clerk



MICHAEL L. HOLLAND
Mayor/Commissioner