



# MINUTES

## City Commission Retreat

8:00 AM – Saturday, January 28, 2023 – City Hall

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**CALL TO ORDER: 8:05 a.m.**

### **ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE**

**PRESENT:** Commissioner Gary Ashcraft, Commissioner Nan Cobb, Commissioner Willie Hawkins, Vice Mayor Emily Lee and Mayor Michael Holland

### **1. WORKSHOP ITEM WITH DISCUSSION, PUBLIC INPUT AND DIRECTION**

Tom Carrino, City Manager, announced that the Cemetery Update would be provided at a later date due to staff being out. He explained that departments will each provide a three to five minutes verbal presentation toward the end of the meeting which will talk about their projects and initiatives as well as discuss what additional resources they could use to be more effective.

#### **1.1 Land Development Regulation and Comprehensive Plan Discussion**

Mike Lane, Development Services Director, cited recent topics of discussion and concern including the County's PUD process, the City's PUD process, the County's adoption of the Rural Conservation Subdivision District, and the City's proposed Rural Residential Transition district.

The meeting was paused at 8:08 a.m. while staff addressed an issue with the Commission monitors. The meeting resumed at 8:10 a.m.

Mr. Lane continued noting other issues to be discussed include Map 19 in the Comprehensive Plan, the sign ordinance, trees and other issues. He cited the two most recently approved County PUD's White Rose Subdivision and Mount Dora Groves North. He provided a breakdown of the Lake County PUD process noting the details included in each ordinance. He cited the inclusion of requirements pertaining to bear management. He commented on an included requirement that the owner agrees to not enter into any covenant with a City to annex "which alters the pre-requisites of a voluntary annexation." He stated they include an expiration date if physical development does not commence within three years from the date of the ordinance. He added that the County Code Enforcement Magistrate is provided the authority to enforce the terms and conditions of the PUD.

Mr. Lane provided some comparison between the County PUD and the City's and indicated that the City uses the PUD to allow flexibility and innovation which gives the developer more leeway in what they can include. He stated that the City is expecting the developer to create their own code and bring it to the City and indicate those areas that are different from the City's code. He opined that the City's PUD gives the developer the opportunity to be more creative. He stated the City does not need an 18 to 25 page ordinance with a lot of detail.

Mr. Carrino asked the Commission how much of the County's regulations that they would like in the City's regulations. He commented on the extreme detail included in the

County's PUD ordinances and indicated the City has not gotten into home by home design standards. He questioned what types of items the Commission wants to include with that type of detail.

Mayor Holland cited the need to have residential design standards to improve the look of the developer's product. He stated that when a property annexes into the City, he wants to know what their basic plans are.

Commissioners Hawkins and Cobb concurred with Mr. Carrino indicating that may be an issue to be discussed with the City Attorney to determine what can be required as part of an annexation application. He cited the possibility of a property owner wanting to annex into the City but not be planning to develop until years in the future so there are no definite plans at the time of application.

Mr. Lane noted the number of planning tools that may be made available to developers to encourage development aligning with the City's preferences. He cited examples of discussions with developers to show them what the City prefers.

Mr. Carrino indicated that a best practices manual might not carry the full weight of the City's code but would provide the developers with guidance on what is preferred.

The Commission commented on the wordiness of some regulations. Comments were made on somehow combining the City's PUD regulations with the County's.

Mr. Carrino explained the City's PUD ordinance (in the code) is longer than the County's; however, the City's individual PUD ordinances are shorter. He indicated that the City provides more guidance on how to do the ordinance with the County providing more detail in the actual individual ordinances.

Mr. Lane commented on specific details and changes in culture and climate when trends change. He stated that if there is innovation and flexibility then a different product in the future may have advantages. Flexibility gives the developer more opportunity for different products in the future.

The Commission commented on the need to work on bear management and wildlife conservation.

Mr. Lane reviewed the County's Rural Conservation Subdivision specifics.

Mr. Carrino reported that the County Commission just approved the ordinance on first reading. He noted that Commissioner Campione had asked that it be amended to include the City's verbiage regarding specific species within the Wekiva Study Area.

Mr. Lane noted the County document is quite lengthy and cited certain specifics including special design elements, neighborhood greens and greenways, landscape alleys, foreground meadows and other items that the City's code does not discuss. He indicated that it focuses more on the one unit per five acres, one unit per three acres and one unit per one acre type of developments. He indicated the City is nowhere close to that except in the agricultural districts. He asked if that is something the Commission is interested in.

Mr. Carrino stated that the County ordinance is largely based on the Randall Arendt four-step design process. He indicated that the basis of that process is in the City's code as an optional way forward; however, the City does not get into the detail that the

County does. He explained how the process works with homes being clustered in appropriate areas. He commented on the specificity included in the County's ordinance.

The Commission discussed the options available in the City for design plans.

The Mayor encouraged the Commission to take the review document and make notes and then schedule a separate workshop.

Discussion was held regarding Map #19 with Mr. Lane commenting on other areas the City can consider expansion into including the north and northwest. He indicated the City is already at the boundaries of the map. He suggested replacing the map rather than eliminating it.

Mr. Carrino commented on the County asking all of the cities to either adopt a JPA or revise their JPAs. He cited the most recent meeting and suggested that the City consider developing a new JPA boundary which would replace Map #19. He stated the County and cities are scheduling quarterly meetings on the issue.

Mr. Lane then discussed the proposed Rural Residential Transition District (RRT) which includes three units per acre. He explained it was an attempt to have a district with the three units per acre. He noted that it does discuss the PUD in the Land Development Code. He explained specifics of the district including 35% open space, 50 foot buffers, Homestead and Estate lot types. He commented on what a developer would have to do with a PUD if they wanted more than two units per acre or if they wanted less than 35% open space. He indicated that there would be a required minimum of 25% open space and stated that would not be allowed in certain areas where the minimum would be 35%. He commented on the varying buffer requirements from 50 feet to 15 feet depending on the terrain. He stated they need additional direction from the Commission on where to go with the new district.

Mr. Carrino commented on the development rights of property owners and developers and guidelines and goals for development with PUDs. He explained the intent was to provide guidelines for those people wanting to develop by right versus working with the City on a development. He stated what staff is asking is for the Commission to keep the proposed district in mind as they work with the County. He further asked that the Commission think about what they want to see in the City's process so staff can bring it back in the future.

Mr. Lane cited the City's sign ordinance noting that a workshop would be scheduled to discuss signs and indicated concern had also been expressed regarding fencing. He noted that the City is one of the few cities he's worked in with a fence permit process.

Mr. Carrino commented on the benefits and consequences of the fence permit process. He noted the issues with approvals of permits and liability issues. He indicated the County has started not issuing fence permits.

Mr. Lane explained that the only way to have a true fence permit process is to require a boundary survey. He noted that a lot of people don't have a survey, don't want one and don't want to pay for it. He indicated that the corners have to be flagged for the installer to know where to place the fence.

Mr. Carrino noted that the City allows people to submit a plan for their fence but does not go out and confirm the boundaries.

The Commission discussed future intentions on whether to retain the fence permit process with Mr. Lane indicating the City has flyers for residents that explain the requirements. He stated that is what most municipalities have.

Mr. Carrino indicated that the City can provide the information to the more active fence contractors regarding no longer requiring permits but here are the regulations.

Mr. Lane indicated they can provide information bulletins on the City's website.

Jeff Richardson, Development Services Deputy Director, commented on his experience with fence permitting and creating community awareness for fences with brochures and information available to the public. He expressed concern with homeowners trying to do it themselves. He commented on issues with the tree permits as well noting that those aren't required in other areas.

The Commission noted the information could be included in the water bill and pamphlets could also be available at the water department.

Mr. Carrino confirmed that eliminating the fence permit would require an ordinance.

CONSENSUS: It was a consensus of the Commission for staff to bring back an ordinance omitting the fence permits.

Mr. Lane emphasized there are a number of planning tools available that the City is not using. He cited pattern books and providing pamphlets with different information. He commented on the need for intermediate housing and how that could be addressed.

The Commission asked about tiny houses and the minimum size of structures with Mr. Lane stating the City does not have minimum sizes.

Mr. Carrino noted that single family homes are required to have garages with the Commission commenting on the open carports previously allowed.

Mr. Carrino noted that the City's Code is not designed for tiny houses.

The Commission commented on the increasing cost of homes and how residents may try to look at ways around the high prices.

Discussion was held regarding whether or not they want tiny homes included in existing neighborhoods with Mr. Lane commenting on "pocket neighborhoods" that have been created. They are smaller, site-built, craftsman type homes, not the mobile home type tiny homes.

Discussion was held regarding a project that will be coming before the Commission that features tiny homes with Mr. Richardson explaining that project is actually more for an independent version of a group home.

The Commission expressed appreciation to the Development Services staff for modernizing the process and working with the community.

Mr. Carrino informed the Commission there is a checklist included with their packets and asked them to review it and indicate what issues they are interested in discussing or changing.

## 1.2 Eastern Area Utility Discussion

Mr. Carrino explained the Eastern Area utility request from Lake County sent to Mount Dora and Eustis regarding providing utility service to the eastern area. He stated

that Apopka is willing to serve the area and limit its surcharge to no more than 10% with no annexation requirement and they are ready, willing, and able to extend utilities. He stated he had a concern regarding whether they are asking if the City is willing to serve or would the City be required to extend the lines at the City's cost.

Mr. Carrino reviewed maps showing the Eustis and Mount Dora JPA's as well as the area to be served. He noted areas that either the City already serves or has been asked to serve. He stated that the area in question is outside both the Eustis and Mount Dora JPA. He indicated that Eustis is well positioned to serve the area within the Plymouth Sorrento CRA since they are already serving areas nearby.

Mr. Carrino reported that he and Rick Gierok met with Mount Dora and they do not feel well positioned to serve the area. He reported that he has tried to schedule a meeting with the County Manager and Apopka to get a better understanding of what they are trying to do. He noted that the City's Code requires annexation, but the City Commission can waive that requirement to allow service without annexation. He did not recommend waiving annexation for the entire area, but on limited or case by case basis in the Eastern area into the future. He stated he is seeking direction from the Commission regarding the issue.

The Commission asked if they would be setting a precedent if they limit the surcharge.

Mike Sheppard, Finance Director, responded that the plant servicing that area is so far out the City will never be able to annex anyway. He recommended that plant have its own rate structure and noted that the City is undertaking a new rate study. He indicated that might eliminate the 10% surcharge issue.

Mr. Carrino explained that the cost of operating the eastern plant is different than what it costs to operate the Bates Avenue plant. Therefore, if the cost of service for the eastern plant is accurately reflected, then a surcharge may not be needed.

The Commission asked if Apopka is willing to serve the area with Mr. Carrino indicating the City needs to meet with them. He cited how far they are located from the area and the number of new developments occurring in that area. He stated the City needs to discuss the situation with them. He commented they are doing a reclaimed water interconnect between Mount Dora and Apopka. He questioned the level of their capacity.

Mr. Sheppard suggested the City could consider imposing a transmission impact fee for developers along those lines which may be an opportunity to recover some of those costs. He explained it would be an area specific impact fee. He indicated that creation of that fee could be included in the impact fee study.

Commissioner Cobb reported on a meeting she had with the President of the Sorrento CRA and Rick Gierok a year and a half previous regarding providing water to the CRA and the surcharges. She said they considered making the CRA the customer and selling them the water wholesale and the CRA would do their own billing.

Mr. Carrino indicated that would be similar to the agreement they have with the City of Umatilla.

Commissioner Ashcraft asked about the areas outside of the Sorrento CRA with Mr. Carrino indicating they would have to discuss that. He noted there the inquiry is for an area larger than the CRA.

Mayor Holland stated that, with the Commission's permission, he would contact Mayor Nelson with Apopka and schedule a meeting.

CONSENSUS: It was a consensus of the Commission for the Mayor to meet with the Apopka Mayor. It was also a consensus for staff to bring back an update once they have more information.

### 1.3 Cemetery Update

Mayor Holland announced the cemetery update would be postponed but that Rick Gierok would be providing an update and conduct a workshop on the cemetery. He stated the new rates are in affect for the Greenwood Cemetery and a number of lots are being sold. He commented on new features the City will be able to provide at the cemetery. He cited the need to master plan the cemetery.

### 1.4 Proposed Solar Project

RECESS: 9:25 a.m. RECONVENED: 9:45 A.M.

Greg Dobbins, Deputy Director of Public Works for Utilities, discussed the possibility of utilizing solar energy. He cited photovoltaic systems, known as floating solar, which allow standard PV panels to be installed on large bodies of water such as the water retention reservoirs, cooling ponds and stormwater ponds. He noted the City has three large energy users in the water plant, wastewater plant and reclaimed pumping system. He explained they met with a company and provided them with the City's power bills for a year and they provided a design of what the City would need for a solar array.

Mr. Dobbins further explained how the floating panels are assembled and installed. He indicated they have a 25 year life span. He indicated the project would require an upfront payment of \$1.5 million with an investment tax credit of 30% and adders resulting in a \$600,000 credit back to the City. The annual operation and maintenance cost would be \$5,000 for the first year with a gradual increase up to the 30th year of \$7,700. He further explained that each location would have a set of panels and an inverter. The life span of an inverter is about fifteen years with about \$30,000 to replace the inverters after fifteen years. He stated that the payback period was estimated at 9.7 years. They estimated the electric bill savings at \$4.066 million over the 30 year period. He indicated there would also be a peak demand charge based on the highest usage for that month and ability to supply power at any given time. He reviewed the comparison of the annual billing versus estimated savings. He then asked the Commission for direction.

Commissioner Hawkins confirmed that after ten years the City would see a profit.

Commissioner Cobb asked if there are grants through the State of Florida with Mr. Dobbins indicating they have not researched that yet. He commented on a project they went and looked at in Orlando.

Commissioner Cobb asked the effect and cost if it gets hit by lightning with Mr. Sheppard indicating they could check and see if it would be covered. He asked about the tax credit since the City doesn't pay taxes with Mr. Dobbins explaining it is a one time payment to local government, not a tax credit.

Mr. Dobbins indicated he would put something together for the City Commission.

Mr. Carrino noted that the Deputy Finance Director would be sending out information initiating the CIP process.

#### 1.5 Placer.ai Demonstration

Al Latimer, Economic Development Director, provided a demonstration on Placer.ai data analytics software. He explained how the software can benefit the City and the business community. He stated the software will provide data on various points of interest and provided examples of some analytics provided through the software.

Mr. Latimer noted examples of local businesses/locations, including Ferran Park, Peddler's Wagon, and Mystic Ice Cream. He highlighted a report of nearby activity within 250 feet of Ferran Park, including local businesses. He referenced the ability to drop a pin on a location and query traffic for any road within the system. He explained that Placer.ai tracks auto and foot traffic volume through cell phone and government data. He noted crime, shopping and demographic data collected that is useful for vendors. Mr. Latimer cited various reports with useful data that would be important for businesses that have outdated or stale information for the area. He noted they can also track ethnicity which can help businesses, such as Publix, determine which products to stock.

Mr. Carrino stated the software would also be helpful for strategic planning purposes and identifying the types of businesses to try and attract to the City. He noted the data is about three to four days old and is not in real time.

The Commission asked how the data is sourced with Mr. Latimer explaining they have agreements with credit card companies and other public sources to create the demographics.

The Commission asked about the expense with Mr. Carrino indicating the cost is \$10,000 per year. Mr. Latimer indicated they were able to negotiate them down from \$17,000.

Discussion was held regarding all of the different departments that may be able to utilize the data.

#### 1.6 Duke Transmission Line Project

Mr. Carrino reported on the Duke Transmission Line Project and indicated Duke Energy would be providing an update at the February 16, 2023 City Commission meeting. He noted that transmission lines are going away and the City would like for the service lines along the lake be placed underground. He stated staff is working with Duke Energy regarding that and they agreed to look at the service lines to determine what can be undergrounded and what would be the associated costs. He stated that Nancy Dodd provided a rough estimate of \$1.2 million to underground the service in Ferran Park. She had stated to get further analyzation with more detail and cost for a binding estimate would cost the City about \$3,000. She also informed him she thought the construction cost would come down some if they do the binding estimate. He indicated he thought the price was reasonable but they need more information regarding the scope of the project.

Mr. Carrino explained that once the scope of the project is determined Duke does not typically participate in the construction cost so the City would have to decide whether or not it wants to pay for the construction to underground the lines and where the funding

was coming from. He expressed the hope that they may be able to convince Duke Energy to participate in both the estimate and construction costs.

CONSENSUS: It was a consensus of the Commission to move forward with obtaining the binding estimate.

## 1.7 Other Discussion Items

Mr. Carrino indicated that several departments would be providing updates and then the intent was to obtain Commission comments and input on what they would like staff to be working on. He noted that the City would be engaging in a strategic planning process which is a facilitated process. He explained how that would occur. He noted there are two finalists for the consultant and staff is negotiating with the top choice. He indicated the retreat is an opportunity for the Commission to inform staff what is important to them and what they would like to see prioritized.

Mayor Holland suggested that they hear from each department head and then the Commission has the opportunity to ask questions and hear what their needs are.

### Events and Tourism

Miranda Muir, Events and Tourism Manager, noted she has a presentation scheduled for the next Commission meeting. She reported on plans for the 2023 GeorgeFest and announced the headliners. She commented on the need for volunteers to assist with the events.

Mayor Holland noted how much their projects effect the downtown businesses and cited the need for the Commission to provide them what they need to do that. He commented on how important the downtown is to the City as a whole and expressed pride in the Events team.

Ms. Muir commented on the new Events software which will help provide information to possible vendors and entertainers regarding how many people they expect to be at an event which will help to attract more and better vendors and entertainment.

Vice Mayor Lee complimented Ms. Muir on the decorations in the park and her influence on the City's events.

Ms. Muir complimented the Police Department on how the holiday decorations were able to be left up the entire time and there was no vandalism.

Discussion was held regarding the issues with the sound in Ferran Park with Ms. Muir indicating that both Public Works and Parks and Recreation have been working on that problem and it should be resolved.

Commissioner Hawkins asked if they wanted to reach out to the Eustis High School ROTC as an option to man the City tent with Ms. Muir stating they usually reach out to City employees first and then to the ROTC and other organizations.

Commissioner Hawkins commented positively on the extension of GeorgeFest to an entire week.

Commissioner Cobb complimented Ms. Muir on the various events.

### Parks and Recreation

Craig Dolan, Parks and Recreation Director, reviewed their events throughout the year, including being the first after-school program to have a 4H program. He noted they now



have a rabbit which will be shown at the Fair. He highlighted other programs including flag football, basketball program, Father/Daughter Date Night, and an adult prom with a Woodstock theme. He commented on the purchase and installation of the speakers for Ferran Park. He reported they are working on WIFI for the bandshell. He indicated they have it for the pool and, once it is expanded, they will be able to play music in the park.

Mr. Carrino explained that the speakers in the park will not be active when there are performances on the bandshell as the acoustics wouldn't work. He indicated it would be for events where they want to project into the park such as Memorial Day.

Mr. Dolan continued his review of the various programs including winter, spring and summer camps, and upcoming cooking program for kids. He reported they have added a fence to the Woman's Club to create a courtyard and also added some lighting. He cited the addition of a fence to the breezeway at the Community Center so the Lakeview Room can be left open during weddings. He commented on the painting of the inside of all of the buildings.

The Commission asked what help is needed with Mr. Dolan asking that they approve the upcoming resolution to purchase the two vans. He noted the difficulty in hiring CDL drivers for the bus. He explained that the 15-passenger vans do not require the CDL drivers.

Commissioner Hawkins expressed support citing his partnership with Toddlers of Lake County. He asked about removing the carpet at the Community Center with Mr. Dolan stating there is terrazzo tile underneath and he has it scheduled for July. He indicated he is asking a few companies to come out and look at it to see if it is viable to pull up the carpet. He added that they do have money budgeted for the project.

Commissioner Cobb thanked Mr. Dolan for the 4H program.

Vice Mayor Lee asked the number who attended the daddy/daughter dance and the adult prom with Mr. Dolan responding that this year they had 65 attendees and the previous year they had 50. Regarding the prom, he stated the first one had 50 attendees and they are hoping to increase.

Mayor Holland commented on the number of attendees for the toddler events in Ferran Park and complimented Mr. Dolan on the entertainment. He commented on the flag football games, the number of participants and the family engagement.

### Library

Ann Ivey, Library Director, reported on the library's joining with the Lake County Library System on January 6, 2020. She stated their circulation has increased by 10,000 each year for the last three years which has increased the amount of funding received from Lake County. She stated the funding has increased from \$78,000 to \$101,000. She indicated that the County is bringing in a consultant to look at how they distribute the funding other than based on circulation.

Ms. Ivey reported on their various programs including a gardening program, Shine, and tax preparation. She complimented Public Works on their work at the library and preparing the back corner of the library to be used for tax preparation. She reported that the first year they served 900 people and last year 1100. She noted that the Youth Librarian has been participating in the First Friday events which has resulted in an increase in story time participants from 12 to 60.

Ms. Ivey then reported on upcoming events noting they are continuing their gardening program. She stated they will begin offering yoga in the library at the end of February. She stated they have been able to digitize all of the old newspapers and they will be offering the searchable pdf's on the Lake County website. She then noted they will again be hosting Gatorland during the summer.

Ms. Ivey then reported on their efforts to attract more young adults so they are working on redesigning part of the library for that use. She stated that, in the future, they would like to get additional staff, painting the library, and extending the building out six feet to enlarge the community meeting room. She indicated there is money from the library available with a City match for expansions. She expressed support for getting that project started with at least the design.

Commissioner Ashcraft asked how far back the newspapers go with Ms. Ivey indicating she thinks about 1884.

Commissioner Cobb asked about the air conditioning in the building with Ms. Ivey stating that since Public Works has been doing the repairs, it has been fixed much quicker and cheaper. She indicated that it is on the list to be replaced within the next two years.

The Commission asked about the cost to replace with Ms. Ivey indicating the original cost was approximately \$500,000 and added that the Public Works Director thought it could be replaced for significantly less. Discussion was held regarding the damage that might occur if it went out completely.

Commissioner Cobb suggested moving some local historical artifacts to display at the library with Ms. Ivey indicating she would support having a rotating display due to her lack of storage capacity. She commented on her intent to expand the history room in the future.

Mayor Holland noted there are a number of famous people from Eustis and cited the limited hours the museum is open. He commented on the need to showcase those people and the library would allow more people to see that.

Ms. Ivey agreed they could possibly create a Hall of Fame; however, noted there would be issues with security and lack of available space. She commented on using the meeting room for that purpose.

Commissioner Hawkins expressed support for expanding the library building.

Vice Mayor Lee expressed her love for the library's flexibility and taking on new requests from the public.

Mayor Holland commented on the excellent youth programming and suggested that the Library and Parks & Recreation work together on programming. He opined on the importance of literacy.

Ms. Ivey commented on their new English Conversation class and explained it is for people to attend and practice their English. She noted they provide coffee and water.

#### Development Services

Mr. Lane noted that the department had reorganized their foyer with maps posted so citizens have access to land uses and design districts and they have provided revised flyers with specific land use information for the public. He explained how a resident can

look up their address on the map and review color coordinated information that addresses how their property may be used. He commented on the use of one of the offices as a meeting room. He noted they are requiring information to be submitted in digital files to improve accessibility. He noted the volume of old records that need to be digitized. He cited the need for additional positions in the Building Department. He emphasized their various efforts to get information out to the Commission, staff and the public and how they are trying to compress the lag time in their processes.

Commissioner Hawkins expressed support for additional personnel. He questioned whether or not they have sufficient space for current needs and growth. He commented on the need for additional growth at City Hall and the possibility that some departments may need to be relocated.

Mr. Richardson commented on existing space challenges and emphasized the need for cross-training.

Commissioner Hawkins expressed concern regarding the need for additional security in City Hall with Mr. Lane noting they do have a half-door that restricts access to the department.

Mr. Carrino cited the need for a security analysis for the building and the need for public access for all of the City facilities. He stated the City needs to balance being approachable and transacting business and providing a safe environment for staff.

Mayor Holland emphasized the thin line between first amendment rights and harassment. He expressed concern regarding incidents showing harassment of City employees.

Commissioner Cobb thanked Mr. Lane for digitizing the records and making things more accessible online. She commented on that being something they frequently get calls on. She agreed that some of the processes do need to be compressed to reduce the timeframes. She stated the staff is willing to listen to residents and noted some of the issues with language barriers. She then cited the need for applicants to obtain all of the information at one time to avoid them having to come back over and over again.

Mr. Carrino explained that the Development Review Committee involves a number of departments so there is information coming from each department.

Commissioner Cobb suggested that staff create a single package that provides the basic application information.

Commissioner Hawkins complimented the Development Services staff on their excellent ideas.

Commissioner Ashcraft commented on the great job they are doing.

Mayor Holland encouraged them with what they are doing and acknowledged that it can be difficult to know what the Commission needs and wants.

### Human Resources

Bill Howe, Human Resources Director, noted the City has a long-standing safety committee that meets quarterly. He stated that three years previous the Police Department conducted an analysis of the security in City Hall and they are now updating that analysis. He stated there are a number of things that could be done to

improve security and indicated it primarily depends on the funds available. He noted that City Hall does not have fire alarms.

Mr. Howe then reviewed the Human Resources plans and needs for improvement. He noted the addition of a part-time staff member that has been hired. He indicated the additional position has freed up HR staff time for more recruiting and more timely procedures. He commented on improvements to the training process including additional online training. He reported on the acquisition of the the Neogov system for online applications and the benefits to using the program.

Mr. Howe then reported on the ratification of the firefighter contract, which will be on the next Commission agenda. He noted the Police Benevolent Association contract would also be on the agenda. He stated both of those contracts will run through September 30, 2024. He then announced that they will be opening negotiations with the fire lieutenants. He explained that there are six lieutenants that petitioned PERC to organize. They have the right to do so and the City has the obligation to meet with them. At that time, they just need to submit a proposal to start the process. He indicated the management negotiation team would be himself and Tom Carrino and that Fire Chief Mike Swanson would be involved in management meetings but would not be at the table for the actual negotiations.

Mr. Howe then commented on the \$15 minimum wage requirement. He explained that the City's goal was to move forward with 3-4% increases until 2026 so they would meet the state minimums. He stated that the problem was that some cities in 2020 immediately raised all fulltime employees to \$15. He cited local businesses that are already paying entry level employees more than that. He stated that the City does not intend to be at \$15 minimum until 2025. He indicated that all area cities have already moved to the \$15. He added that the City's minimum is currently 13.78 and with the 3% increase next fiscal year, it will be \$14.19 which is 80 cents short.

Mr. Howe stated that they would bring back some recommendations to the Commission. He noted that two years previous the City did a flat \$2,219 increase for all employees which may be something they want to talk about again. He indicated that there are currently there are six positions that are below \$15 per hour. They could simply raise them to the \$15 which would give them a 5.2% increase on top of the 3% which may cause concerns with other employees. He stated the City may not be able to go beyond October and not raise the starting pay to \$15 per hour.

Mr. Howe then reported on a salary survey they are doing through a Central Florida HR Consortium. He stated that would be completed prior to the budget process. He indicated they would provide recommendations based on that. He added there is a concern that has not been addressed to date is the pay ranges for the department heads. He indicated there are some positions that are difficult to recruit for and noted that the 2016 internal equity study did not include the directors. He noted that there was a time when all salaried positions went ten years without an adjustment in those pay ranges. He commented on the need to look at pay ranges for executive and technical positions.

Commissioner Cobb asked why there was a ten year delay on raises with Mr. Howe explaining that there were increases but the pay ranges were not adjusted.

Commissioner Hawkins asked what it would take to get the minimum to \$15 per hour.

Mr. Howe explained there are six positions in the City below \$15 but there would be multiple employees in those classifications. He stated the cost would vary depending on how they wanted to address it. He responded that he did not know how many employees there are total in those positions. Mr. Howe commented there are various options and noted there would be equity concerns.

Mr. Carrino explained the compression issues that could be created and the related financial costs.

Commissioner Hawkins questioned what funds may be available to address the situation and indicated his belief that the department heads are primarily underpaid.

Vice Mayor Lee expressed support for addressing the issues and not waiting another 10 years to do so.

Mr. Howe reported that since 2015 the City has increased the minimums and maximums of the pay ranges. He noted the additional longevity increase of .5% per year to help address the issue. He indicated the Commission will have to prioritize the needs. He complimented the Commission on how they have looked at all employees and tried to do equal amounts for everyone. He indicated that further discussions will need to be held during the budget process.

Mayor Holland expressed appreciation for the efforts of HR. He asked that Mr. Howe provide job descriptions for each of the department heads so the Commission knows all of their responsibilities.

RECESS FOR LUNCH: 11:25 a.m. RECONVENE: 12:22 p.m.

### Water/Wastewater

Greg Dobbins, Deputy Director of Public Works for Utilities, reported on recent and future projects, including the current Bates Avenue wastewater treatment plant expansion. He also reported on the status of the following projects: pond liners, Umatilla flow testing and pumps, sidewalks, milling, paving and sealing of streets, Northshore culvert, lift station #9 electrical rehab and generator replacement, pipe replacements on Jeffries Court, Lakeshore Dr. and near Lake Yale, Coolidge water and sewer design, Eastern well upgrade with installation of a high service pump, Grand Island generator and fuel tanks, and water and sewer master plans. He cited the FDOT status for various projects. He announced they are working on the plans for Arbor Day in April.

Commissioner Ashcraft asked for an update on the utility telecommunications boxes.

Mr. Carrino explained Commissioner Ashcraft's concern regarding the boxes needing attention. He stated that those are not City property but each box has a number on it. Residents can report damaged boxes to the City using See Click Fix and then a City employee will contact the appropriate entity to have them repaired.

Commissioner Hawkins asked to have reminders sent out pertaining to See Click Fix with Mr. Carrino indicating one option would be to include something in the water bills.

Mr. Dobbins discussed departmental needs citing staffing issues for public works, water, wastewater and distribution positions and licensing, and compliance. He noted issues with CDL training.

Commissioner Hawkins asked how many positions are needed with Mr. Dobbins indicating they need two spots for maintenance in Wastewater. He indicated they are

still trying to fill various open positions in Distribution. He noted the loss of experience in the division. He indicated it has been awhile since they have been at full staff. He estimated the need for two additional positions in Wastewater and two in Distribution.

Mr. Carrino commented on the problem also being the difficulty in filling existing positions as well the creation of new positions. Mr. Dobbins noted the lack of qualified applicants. He explained that the City often loses qualified workers to contractors due to pay levels. He commented on the need to increase the pay levels for those with specific licenses.

Vice Mayor Lee asked if the agreement with Lake Sumter would assist with Mr. Dobbins explaining that is strictly for CDL licenses. He noted the increasing cost to obtain a CDL license and how the agreement will help with that.

Mr. Howe reviewed the various open positions which the City does not have applicants for and indicated that also includes new positions.

### Economic Development

Al Latimer, Economic Development Director, commented on the grant writer and prioritizing leads for funding. He stated they are working very well with LEAD, the Lake Economic Area Development group. He noted they have two project leads that have come from that group already. He stated the City will find out whether or not they made the short list in late February. He reported on additional leads they have worked from that group. He then reported on the success of the Gateway Grant program noting they are currently working with 21 companies.

Mr. Latimer announced that both the grantwriter and community relations coordinator, on top of their regular duties, are working on professional development, knowledge improvement and skills advancement. He then reported that they would be submitting to Representative Truenow's and Senator Baxley's offices the City's legislative budget request for Coolidge, Bates and Northshore projects. He added that the grantwriter did receive information regarding the Florida League of Cities grants program and she would be researching those opportunities.

Mr. Latimer reported on the finalization of the contract with UCF for the incubator. He indicated he would be focusing shortly on the CRA update. Regarding needs for the department, he thanked the Commission for their resources and indicated they have no additional needs at that time.

The Commission expressed appreciation for the efforts of the Economic Development Department. Mr. Latimer noted that the tracking system for grants is set up but they have not received any grants to date.

Commissioner Cobb suggested the following changes to the Gateway Grant program:  
1) Documentation of the landlord's approval; 2) Utilizing the Code Enforcement Board to perform architectural review on the applications specifically regarding paint colors; and 3) Increasing the allowed amount for landscaping up to \$2,000.

Mr. Carrino explained the history of the amount for landscaping noting that it was originally limited to \$350 or \$400. He indicated that the intent for that was to encourage other types of improvements and not just landscaping.

Mr. Latimer confirmed the intent is for staff to bring back a recommendation for changes to the Commission for consideration. He questioned whether or not they want to increase the overall amount of the individual grants.

Commissioner Cobb responded that staff should review what is currently being submitted for reimbursements to determine whether or not they should recommend increasing the allowed amount of the grants.

Commissioner Hawkins discussed promoting businesses in Eustis and questioned how to bring more minority owned businesses to the City.

Mr. Latimer responded that is a goal of most communities to attract the full range of minority-owned businesses. He discussed the challenge in attracting successful small minority owned businesses. He recommended nurturing what is already in the City and guiding young entrepreneurs to the incubator program.

Commissioner Hawkins asked about the status of the incubator with Mr. Latimer responding it is on track for a soft target date of early April or May.

Mr. Carrino indicated that the agreement with UCF is going to the City Attorney for review. He indicated that the County needs to approve their agreement first.

George Asbate indicated that the space should be available by April 1st.

The Commission asked how quickly the applications are being turned around with Mr. Latimer indicating that they should be able to begin processing approvals within two to three weeks. He added he was unsure regarding the timeline for payments.

Commissioner Cobb commented on visits to businesses that she and members of the Chamber and Mr. Carrino had done previously. She suggested that she and Mr. Latimer begin doing that again.

Vice Mayor Lee asked about signage approvals for the gateway grant process.

Mr. Latimer explained there is an internal review process and cited that other departments also review whether or not what is requested is appropriate under the City codes.

Mr. Carrino explained that anything requested must be 100% compliant with current code or it cannot be funded through the gateway grant.

Commissioner Hawkins asked about historic and non-conforming signs with Mr. Carrino explaining those signs can be worked on but not funded through the gateway grants.

Mayor Holland encouraged Mr. Latimer to reach out to the Commission to tap into their contacts and stated that he is a great asset to the City.

Vice Mayor Lee encouraged him to reach out to the local businesses with Mayor Holland recommending they make a priority to visit all of the 441 businesses in the City and encourage them to advertise they are in Eustis.

### Fire Department

Mike Swanson, Fire Chief, noted the report he started sending out showing the number of calls. He commented on how they are busy year round and the only day of the week that is a little slower is Sunday. He commented on their software issues and emphasized the importance of obtaining appropriate data. He indicated that during budgeting he will be requesting funding for a product called Decan and explained they

are trying to put together a Countywide package. It would be paid for by the County and the City would then pay back the County. He then commented on their staffing issues and thanked the Commission for letting them hire the additional six firefighters. He indicated there were some hiring issues and they finally got the full staffing in place on February 2nd. He indicated four staff members started on the truck the previous Monday. He noted that he does have two people out on medical issues.

Chief Swanson then reported on the increases in calls and how they need to be better prepared for the increase in volume. He reported that Station #35 (a Mount Dora station) is preparing to move south which will impact the City's Station #22. He noted that Station #28 moved further west to the courthouse which impacted Mount Dora. He added that there are three county stations across the north border and noted they are providing the City a lot of support on the north side.

Chief Swanson then commented on the need for a public safety building, probably on the north side. He indicated that a joint police/fire station would help resolve the issue. Station 23 was only built for a three man truck.

Chief Swanson then reported on their compliance training and indicated they are ready for any ISO inspections.

The Commission asked how often the ISO is reviewed with Chief Swanson responding that the City has an ISO rating of 2 so they will be reviewed every five years with the last one done in 2019 and will be done again in 2024. He commented on issues pertaining to the ISO rating.

Chief Swanson commented on the challenges pertaining to obtaining staff due to the need for certifications and CEU's. He then reported on their cancer awareness projects and what those entail. He reviewed the future challenges for the Fire Department. He noted that Deputy Chief Scott Davis is preparing to retire. He expressed the need for a Training Captain position and noted that the only administrative assistance he has is Yvette Mendez. He commented on Sean Kelleher who is working in administration while on light duty for medical issues. He explained he is holding off on filling the Fire Inspector position until necessary. He reported it is taking three years to get a new fire truck and indicated he would be making a request in the next year to order a new truck.

Commissioner Cobb noted that a year ago they had a need for twelve more firefighters and the Commission found the funds for six. She asked if they still need the other six with Chief Swanson indicating he still needs them but he has no place to put them.

Commissioner Cobb noted the City has been annexing property which puts the Fire Department behind which affects the City's ISO rating.

Chief Swanson indicated that it is actually a countywide issue noting that the County doesn't have a sufficient number of ambulances.

Commissioner Hawkins asked about Lake County's issues with Chief Swanson explaining their chief is ready to retire so they are restructuring. It appears they will not replace the fire chief but will have operations and admin chiefs instead working under the Public Safety Director.

Commissioner Hawkins asked if any consideration had been given to outsourcing any of the positions with Chief Swanson responding they have considered contracting the Fire Prevention (Inspector) position.



Commissioner Hawkins expressed support for them having more space.

Mayor Holland commented the fire station was constructed in the 1970's or 80's and since then the City has grown significantly.

Chief Swanson noted they had to remodel to provide facilities for female firefighters.

Commissioner Hawkins asked if there is the ability to temporarily grow some space with a modular building with Chief Swanson stating they own the entire City block. He added that just replacing the station they would not be able to use impact fees.

The Commission discussed whether or not the property is big enough for a public safety complex with Chief Swanson indicating it would be. It was suggested that it be added to the Capital Improvement Plan.

Vice Mayor Lee asked about how soon it would be needed with Chief Swanson indicating they at least need to be talking about it. He noted discussions he had with Police Chief Craig Capri regarding the need. He stated that building a public safety complex would give them a third station and allow him to move administration out of Station #22. He commented that Tavares was able to get grant money to help fund their new complex.

Mayor Holland commented on how the City has grown without corresponding growth in the Police and Fire Departments.

Discussion was held regarding how the planning for the downtown could benefit the creation of a public safety complex with Chief Swanson indicating that if a third station is built then the impact fees could be utilized for it.

Mayor Holland complimented the Fire Department and Chief on their professionalism.

### Police Department

Craig Capri, Police Chief, cited the tremendous work ethic of the Police Department staff. He indicated they are working on a strategic plan for the department as well as a succession plan. He emphasized the need for staff members to be developed for promotion and commented on the need for de-escalation training. He explained that funding for training comes from seizures. He commented on the need for a sense of urgency within the staff. He discussed the need for recruitment and training and retaining those officers. He indicated they are currently down two positions which should be filled shortly. He added they should be 100% staffed by the end of the year. He stated they are working on diversifying the department. He added they have exceeded his expectations in recruitment and retention and stated that the City's starting pay is good and the working conditions are excellent.

Chief Capri reported they are working on doing some reorganization. He cited the Code Enforcement challenges and the need for additional staffing. He commented on the need to add another Code Enforcement Officer and stated they are being aggressive with code enforcement. He explained how they are working to resolve problems and clean up the neighborhoods and cited the need for community input and engagement.

Chief Capri then reported their efforts to obtain grant funds for installation of a motorcycle unit. He indicated the department is leading the county in traffic citations. He stated the cost for the unit would be approximately \$25,000 for two years including bikes and equipment. He stated the unit would also be used for parades,

community engagement and as a recruiting tool. He expressed appreciation for the department's equipment and emphasized they will continue to improve.

Commissioner Hawkins expressed appreciation for Chief Capri's involvement in the community and with the Commission and other departments.

Chief Capri reported they are developing a police app that will be available to the public where they can get crime reports, traffic and event info. He stated they are using drug forfeiture money for that.

Commissioner Hawkins asked that information on the app be included in the water bill.

Commissioner Ashcraft also expressed appreciation for his involvement and the culture of leadership and direction.

Commissioner Cobb stated that leadership starts at the top. She emphasized how the culture of the agency has changed due to his leadership. She expressed appreciation for working to clean up the city and improving the quality of life in the City. She also thanked him for his interdepartmental cooperation especially with the Sheriff's office.

Vice Mayor Lee also complimented him on the excellent job and thanked him for the Monday reports.

Mayor Holland noted the Commission was not able to walk through the department. He congratulated him on the caliber of staff hired by the department. He commented on the School Resource Officers being a great policing tool.

Discussion was held regarding recent school events and the interaction of the officers with the students.

### Finance Department

Mike Sheppard, Finance Director, commented on the efficiency and stability of the City and stated that the current City Manager is very responsive. He reviewed the Finance Department duties and Water Customer Service process changes and cited various staffing changes. He explained how they are working to help prevent customers from having to be shut off. He then reported on the difficulty in obtaining meter reading vehicles.

Mr. Sheppard commented on the American Recovery Act money and how that will be helpful to the City. He explained how the rate study enables the City to do those necessary rate changes to enable them to do required maintenance. He noted that the study may indicate that the eastern plant needs to have a separate rate study since they will never be in the City. He commented on the possibility of doing an impact fee study to fund the extension of transmission lines. He indicated the City may need to undertake an impact fee study for the police, fire, library and recreation impact fees.

Mr. Sheppard reported on the need for various IT programs to insure better communication and cyber protection. He stated that Microsoft 365 is being utilized by most of the rest of the county. He then commented on Building Services and stated they may need to have Edmunds come in and do training with the employees due to recent turnover.

Mayor Holland asked if Edmunds is the best and most efficient operating system for the City to use.

Mr. Sheppard indicated he has found it easy to use and cited benefits he has found with the program. He commented on issues that arose when the City was looking at changing programs.

Discussion was held regarding whether or not the City needs to look at other options and the cost of other programs.

Mayor Holland questioned the department's preparedness for leadership positions in the future. He noted the number of employees that may be approaching retirement.

Discussion was held regarding the need for cross training.

Commissioner Cobb asked about a cost analysis for the Parks and Recreation facilities and rentals with Mr. Sheppard indicating the City has never made money on any of the facilities. He commented on the use of the facilities for different outside programs and those are not included as rental revenue.

Commissioner Cobb cited the Senior Center and Women's Club and stated that the Women's Club should have been demolished rather than renovated. She commented on the possibility of relocating the Finance Department to the Senior Center which would free up more space in City Hall. She cited the need to document in the budget funds for the provision of free rentals.

Mayor Holland asked what are "unassigned facilities".

Craig Dolan, Parks and Recreation Director, explained that his staff handles all of the park bathrooms on the weekends and assist Public Works with the buildings if they have staff out and they open and close all of the bathrooms. He indicated the unassigned facilities refers to them assisting with those buildings assigned to Public Works and not Parks and Recreation.

Mr. Carrino indicated that it refers to Citywide costs incurred that cannot be assigned to a specific facility.

Commissioner Hawkins asked about the annual percentage on a yearly basis with Mr. Dolan responding they brought in 14% in revenue totaling \$208,000. He indicated the previous year's annual rental revenue was \$144,000. He then noted they only used the Senior Center for programming. He explained they are now conducting programs at all of the City's facilities to make use of the buildings when they are not rented.

The Commission discussed the cost of the facilities versus the revenue and the benefits to the City from the buildings in addition to any revenues received.

Mr. Dolan reported that in the previous fiscal year Parks and Recreation only used 70% of what they were budgeted for under Rentals operating expenses. He stated that the previous year's revenue equaled 14% of the department's budget.

Mr. Carrino commented that the City can endeavor to operate certain functions of government more like the private sector. He indicated that the rental facilities is one of those opportunities. He stated that, in the past, it has been considered more of a public service than a revenue generator. He added they probably need to be a little more competitive and work to balance the revenues and expenses. He opined that the City does operate the facilities as a public service. He added the City rents the facilities below where they should as they are subsidizing them as a service to the community. He commented on the number of times he directs Mr. Dolan to allow someone to use the facility for free or at a discount. He stated that, if the City wants to

be more businesslike, it would be tougher as they would have to raise rates and not be able to discount or provide free rentals as often as they do.

Commissioner Cobb suggested they only reduce the number of facilities with Mr. Carrino indicating they may need to do a space needs analysis and look closely at the less used facilities to fulfill some of their space needs. He indicated he did not want Mike Sheppard and Craig Dolan to take the blame for the facilities not breaking even. He commented on his inclination to be generous with the City's facilities with Mayor Holland noting the number of times the Commission asks staff to allow someone to use a City facility.

Commissioner Hawkins noted that the events the City's provides space for bring people to the City. He indicated the City may not be able to afford to be competitive.

Mr. Carrino noted that Lake Receptions went out of business. He added that the City of Tavares has a huge investment in their lakefront facility and they do not rent it out for free.

Mr. Dolan noted that, if he eliminated the capital costs from the facilities budget, they brought back 41% of the maintenance cost so they are almost at 50% back in revenue. He added that if they add in the program revenues they are bringing back at least the rental costs.

Discussion was held regarding utilizing one of the facilities for other needs.

Mr. Sheppard commented that Lake Receptions was never viable as a business entity and cited another venue in Mount Dora that has not been viable. He commented on the goodwill the facilities bring to the City.

The Commission discussed the costs for maintaining and running the facilities, trimming down some of the costs and how to help them break even. Discussion was held regarding what other cities are charging.

Mr. Carrino stated staff can evaluate the facilities, decide what is underutilized and what could they be utilized for to minimize the losses. He indicated the City will always have rentals and will always have some loss.

The Commission commented on replacing the Community Center and whether or not it would still be operated at a loss. Mr. Carrino responded affirmatively and indicated he did not believe it would ever be a revenue generating operation but would be operated as a community service.

Discussion was held regarding a new community building with Mr. Sheppard indicating that when the hotel is built a new community building could be used as a convention center. He commented on how that would benefit the City. It was also suggested that, if they build a new community building, they demolish or sell off most of the other facilities as they only really need one large building.

Mr. Dolan reported that the City of Leesburg charges for the Harris Room at the Venetian Center, which has a capacity of 450, \$450 per hour during the week and \$375 per hour on the weekend compared to the City which charges for the community building \$150 per hour and \$100 per hour. He noted that the community building accommodates 200 banquet style or 400 stadium style. He stated the City is significantly less expensive than everyone else.

Mr. Carrino confirmed that the Commission would like staff to conduct an analysis of the rental facilities to see what is being used and reevaluate the rates. He added they may also need to consider whether to offer them as rentals as well and conduct a space needs analysis for City offices.

Mr. Dolan noted that the City only has an office at Carver Park and none of the other facilities. He indicated if they got rid of the existing community building and the Women's Club and built a new community building, they would get rid of one whole building that is costing a lot of money to maintain. It was noted that the Woman's Club is also an historical building.

Commissioner Hawkins complimented Mr. Sheppard on the Customer Service staff. He added that the final billing is taking too long. He noted that his parents' property closed in September and they just received their final bill.

Commissioner Ashcraft also complimented Customer Service and asked if the City is still waiving impact fees with Mr. Carrino responding affirmatively and noted that it will continue through April 2023. He indicated that the Commission previously indicated that would be the last time. He added that staff can bring that back for a final Commission decision.

Discussion was held regarding the amount of impact fees and how the waiver is processed.

RECESS: 2:33 p.m. RECONVENE: 2:48 p.m.

#### City Clerk

Christine Halloran, City Clerk, expressed thanks to the City Commission, City Manager, leadership team, Mary Montez, and support staff for the warm welcome to the City of Eustis. She commented on the creation of the Deputy City Clerk position and how it benefits the office. She commented on the training and support from the Florida Association of City Clerks (FACC). Mrs. Halloran cited the new agenda management system from Municode (notifications, ease of use for staff, and audio/video improvements) and future goals of a records requests program to facilitate routing of requests for tracking and efficiency. She commented on projects underway to coordinate records disposition, address storage and the organization of records in the basement of City Hall, update code books, and space analysis of the basement and office.

The Commission thanked Mrs. Halloran for her efforts and complimented her on how well the transition went.

Mrs. Halloran noted the need for the Commissioners to send her information about events they think more than one of them may be attending so it can get added to the meeting notice even if it's last minute.

The Commission asked if the records have to be kept in City Hall with Mr. Carrino indicating they can be kept offsite. He stated it would have to be determined how usable the space is if the records are moved.

#### City Manager

Mr. Carrino thanked the City Commission and team for their leadership and resources to do their jobs. He cited the downtown redevelopment and work on a new strategic plan. He commented on the exciting opportunities east of town and noted they are

working with City neighbors and the County to develop the appropriate growth and expansion to be done in a responsible way.

Mr. Carrino then commented on the need for strategic planning. He stated it is important to have a facilitated process to engage with the Commission to better understand their vision and what they want to accomplish so they can prepare a plan to execute that vision. He noted that the nature of government means that the City will always be somewhat reactive but the strategic plan will allow the Commission and staff to establish the vision and determine how to execute the vision. He emphasized the need for it to be a living document.

The Commission expressed appreciation and complimented Mr. Carrino on his leadership and cited how staff has stepped up. They commented on how he has fostered forward thinking and how he leads by example. They also commented on his ability to say no when necessary and how he assists them to be a better Commission. They thanked the directors and staff for all they do.

#### Final statements from City Commission

Commissioner Cobb commented on the need for the strategic plan. She stated she liked the retreat and it was very informative. She thanked staff for being responsive.

Commissioner Ashcraft stated the City has a great team and they are headed in the right direction.

Commissioner Hawkins asked that they obtain a timer for public comment with Mr. Carrino indicating that Tavares has a timer that shows green, yellow and red so he is checking on something similar.

Commissioner Hawkins commented on plans for the upcoming GeorgeFest. He expressed support for removing the sail sagging by the stage with Mr. Carrino indicating it was planned to be removed during Georgefest but they would look at what else can be done with it.

Commissioner Hawkins then commented on the ninth grade center and the basketball league. He asked if a shade structure was going to be put up at Carver Park with Mr. Carrino indicating it is in the budget; however, staff had held off to allow time to talk to the high school about use of the Curtwright campus.

Commissioner Hawkins emphasized that the public asked for the shade structure and the City should move forward.

Mayor Holland announced he has a meeting scheduled with School Superintendent Diane Kornegay. He indicated he would discuss this issue with her during that meeting.

Vice Mayor Lee commented on her desire to better develop the Eustis workforce. She expressed support for the City working with UCF, Lake Sumter and Lake Tech to address the workforce issues. She requested that the Commission receive monthly updates from the departments. She asked that developers be required to show the Commission what they doing before annexation instead of during the current process. She then commented on the quarterly Citywide cleanups done in the past and asked that they start doing that again. She expressed excitement about the strategic plan and working hard on "one Eustis". She then expressed support for having more arts and culture programs in the City.

Commissioner Hawkins asked about having something like "jazz in the park" with Mr. Dolan reporting that staff is working on bringing a monthly music series to the park. He noted that the City has a number of large events and indicated they may need to do them on weeknights rather than weekends.

Miranda Muir responded they found that with the pocket park they need to make sure the theater does not have a play that weekend. She noted that the City has a number of events and cited the difficulty in adding more events when they are working on improving the quality of what they already have. She commented on the need to get entertainment finalized farther in advance and cited the need to add more vendors and sponsorships. She commented on the difficulty with staffing levels to meet all of the needs. She agreed with the need for an additional staff member and commented on staff responsibilities.

Mr. Carrino noted the City is often approached about new events and being more involved with existing events. He stated that the Amazing Race for Charity is ending and the City has been approached about taking over the event in 2025. He explained that would be difficult due to the timing. He stated it would certainly require additional event staff in order for the City to do that.

Mayor Holland indicated it would be worth discussing as, if they did that, they could do away with the grant funding as those could be funded through the Amazing Race proceeds. He stated that Eustis is on the verge of a renaissance. He commented on the pending downtown development, the City's relationships with Lake County Schools, Lake Sumter and Lake Tech which are underutilized. He cited the need for everyone to work together.

## **2. ADJOURNMENT: 3:41 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](http://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.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner