



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: OCTOBER 5, 2023

RE: ORDINANCE NUMBER 23-23: ANNUAL UPDATE OF THE FIVE-YEAR
CAPITAL IMPROVEMENT SCHEDULE OF THE COMPREHENSIVE PLAN
FISCAL YEAR 2024-28

Introduction:

This report seeks acceptance of the City of Eustis Five Year Capital Improvement Plan (CIP) FY 2024-2028. Ordinance Number 23-23 approves the FY 2024-28 annual update of the Five-Year Capital Improvements Schedule of the Comprehensive Plan under F.S. 163.3177(3)5(b).

Background:

The Five-Year CIP identifies five years of capital improvement needs for the City of Eustis. The plan includes major capital projects and acquisitions of over \$25,000 with a five or more years useful life. It also includes repair and maintenance projects when the cost meets the budget threshold.

Department Directors provided updated information on projects previously submitted for the CIP as well as new project needs and evaluated those projects based on current economic conditions, requirements of the Comprehensive Plan, requirements to implement the City's Strategic Plan, the need to expand City service levels and the need to meet renewal and replacement demands on existing infrastructure. Department Heads reviewed the CIP submittals and prioritized the projects based on the following criteria:

1. Risk
 - a. Eliminates a current or future safety concern
 - b. Addresses a hazardous condition
 - c. Replaces or updates equipment or facilities that are not efficient or functionally serving their intended purpose
 - d. Meets pending compliance requirements from other agencies
 - e. Maintains City assets at a level adequate to protect the City's investment and minimize future maintenance and replacement costs (This would include Comprehensive Plan service level deficiencies)
2. Return on Investment
 - a. Highly visible projects
 - b. The benefit of the project outweighs the cost of the project within a short period of time
 - c. Project has the potential to generate economic development

3. Level of Service Maintenance

- a. Projects that need to be completed to maintain the City's desired service levels

4. Improved Level of Service

- a. Projects that provide a new service or improve the current level of service based on increased demand

The Finance Department used a conservative approach to forecast capital revenue by analyzing collections for the past five years for trends and economic fluctuations. Based on that analysis, the anticipated revenue and expenditures are as follows:

- Sales Tax Fund, CRA, Street Improvement, Stormwater, Greenwood Cemetery, Law Enforcement Capital Expansion, and Water & Sewer revenue projections include a 3% annual increase for FY 23/24 and 24/25 due to inflation.
- Stormwater, Water & Sewer revenue projections include a 3% increase per year for FY 24/28 due to new subdivision revenue.
- Going forward, expenditure projections include a 5% annual increase for all funds for FY 24/28 due to inflation projected easing.

Some of the major projects included in the plan are the following:

- Public Safety Combined Complex (PW Dept. - Facilities) - \$13,250,000
- Bates Main WWTP Expansion - Wastewater Dep. (PW Dept. - Wastewater) - \$12,187,942
- Pumper Engine Replacement (Fire Dept.) - \$750,000
- Vehicles Replacement (Police Dept.) - \$315,000
- Floating Dock Replacement (PW Dept. - Utilities) - \$345,446
- Vac Truck (PW Dept - Stormwater) - \$320,000
- Stormwater Camera (PW Dept. - Stormwater) - \$300,000
- Street Sweeper (PW Dept. - Stormwater) - \$400,000
- Pine Meadows Golf Course Rd Bridge Replacement (PW Dept. - Transport.) - \$600,000
- Unimproved Roads Engineering Design (PW Dept - Transportation) - \$500,000
- Signalization Camera (PW Dept. - Transportation) - \$420,000
- Street Resurfacing Citywide (PW Dept. - Transportation) - \$2,419,079
- Sidewalk Replacements Citywide (PW Dept. - Transportation) - \$510,000
- Aquatic Center Renovation (Parks & Rec Dept.) - \$3,000,000
- Palmetto Plaza Hardscape (CRA) - \$369,000
- Ferran Park Seawall (Parks & Rec. Dept.) - \$975,000
- Coolidge Water Main Expansion (PW Dept. - Water) - \$1,000,000
- Coolidge Sewer Main Expansion (PW Dept. - Water) - \$1,800,000
- Water Department Office & Compound CR44 (PW Dept. - Water) - \$800,000
- Eastern Force Main Extension (PW Dept. - Wastewater) - \$400,000
- Floating Solar Panels (PW Dept. - Wastewater) - \$1,500,000
- Camera Vehicle (PW Dept. - Wastewater) - \$450,000
- Sorrento Pines Waterline and Reclaimed Water (PW Dept. - Wastewater) - \$325,000
- Eastern Water Main Expansion - (PW Dept. - Water Impact) - \$300,000
- Eastern Reclaimed Water Main Expansion (PW Dept - Water Impact) - \$300,000
- Rosenwald Gardens Roads (PW Dept. - Transportation) - \$4,000,000
- New Water Meter Service Sets (PW Dept. - Water Impact) - \$600,000

The process of CIP development takes place each year, enabling the City to assess projects in light of evolving circumstances and changing focal points. The plan underwent thorough examination by the staff and the City Commission, and the final draft is now put forth for approval.

The cumulative CIP amount for the upcoming five years stands at \$79,112,268. The capital projects scheduled for FY 2023-24 will be integrated into the forthcoming annual operating budget slated for release in September 2023, with a collective value of \$26,187,515.

Recommended Action

Staff recommends approval of Ordinance Number 23-23.

Alternatives

1. Approve Ordinance Number 23-23
2. Deny Ordinance Number 23-23

Discussion of Alternatives

1. Approve the Ordinance
 - a. Advantages
 - i. The action fulfills the statutory requirement
 - ii. The Commission has previously accepted the same updated schedule
 - b. Disadvantages
 - i. There is no disadvantage to approving the Ordinance
2. Deny the Ordinance
 - a. Advantages
 - i. The Commission could consider another revised schedule of capital improvement
 - b. Disadvantages
 - i. Potential failure to comply with statutory requirements in a timely manner

Community Input

Staff properly advertised the Ordinance and invited public input during the September 21st, 2023 meeting.

Budget/Staff Impact

There is no specific staff or budget impact associated with the Ordinance other than the obvious budgetary impact of the plan itself, which is included in the proposed Adopted Budget presented at the September 21st, 2023, City Commission meeting held at the City Commission Chambers.

Prepared By:

Nailya Harnisch, Deputy Finance Director

Reviewed By:

Mike Sheppard, Finance Director

Attachment: City of Eustis Capital Improvement Plan book FY 2024-2028 is presented at the meeting.