



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: SEPTEMBER 05, 2024

RE: ORDINANCE NUMBER 24-31: ANNUAL UPDATE OF THE FIVE-YEAR CAPITAL IMPROVEMENTS SCHEDULE OF THE COMPREHENSIVE PLAN FISCAL YEAR 2025-29

Introduction:

This report seeks acceptance of the City of Eustis Five Year Capital Improvement Plan (CIP) FY2025-2029. Ordinance Number 24-31 approves the FY2025-29 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 useful life of five or more years. 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 Directors 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.
 - 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, Stormwater Utility, Law Enforcement Capital Expansion, Fire Prevention and Water & Sewer revenue projections include a 3% annual increase for FY24/25 and 5% expense increase in 24/25, due to inflation.
- Stormwater, Water & Sewer revenue projections include a 3% increase per year for FY25/29 due to new construction developments, and 2.5% of the annual water and sewer rates increase.
- Going forward, expenditure projections include a 5% annual increase for all funds for FY25/29 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
- North Shore Bridge Construction (PW Dept) - \$5,100,000
- Aquatic Center Renovation (Parks & Rec Dept) - \$3,200,000
- Street Resurfacing City-wide (PW Dept - Transportation) - \$2,449,079
- Vehicle Replacements (Police Dept) - \$1,675,000
- Process & Clarification Tank Rehabilitation (PW Dept-Wastewater) - \$1,520,000
- FDOT Landscape Maintenance (PW Dept - Transportation) - \$1,500,000
- Rosenwald 7 Blocks Sewer (PW Dept - Wastewater) - \$1,450,000
- Building Improvements (PW Dept - Facilities) - \$1,234,500
- Heathrow WTP Ground Storage Tank (PW Dept - Water) - \$1,080,000
- Water Meter Rebuild (PW Dept - Water) - \$1,020,000
- Pumper Engine Replacement (Fire Dept) - \$904,400 (lease)
- Infiltration & Intrusion (PW Dept - Wastewater) - \$890,000
- Bates Ave Plant Generator Overhaul (PW Dept - Wastewater) - \$880,000
- Fire Engine (Fire Dept) - \$750,000
- Master Lift Station Upgrade (PW Dept - Wastewater) - \$720,000

- Eastern Tertiary Filter (PW Dept - Wastewater) - \$660,000
- New Water Meter Service Sets (PW Dept - Water Impact) - \$630,000
- Sewer Cleaning Tank (PW Dept - Wastewater) - \$570,000
- Ferran Park Seawall (Parks & Rec. Dept) - \$550,000
- Corey Roll Field Improvements (Parks & Rec. Dept) - \$530,000
- Sidewalk Replacements City-wide (PW Dept - Transportation) - \$520,000
- Unimproved Roads Engineering Design (PW Dept - Transportation) - \$500,000
- Equipment (Police Dept) - \$490,000
- Lift Station Emergency Generator Replace (PW Dept - Wastewater) - \$475,000
- Camera Vehicle (PW Dept - Wastewater) - \$450,000
- CR44 Force Main (PW Dept - Wastewater) - \$420,000
- Signalization Camera (PW Dept - Transportation) - \$420,000
- Cornelia Dr. Second Connection Point (PW Dept - Water) - \$410,000
- Rosenwald 7 Blocks Watermain (PW Dept - Water) - \$400,000
- Dump Truck Replacement (PW Dept - Transportation) - \$400,000
- Laurel Oak Rd. Water Main Replacement (PW Dept - Water) - \$400,000
- Stormwater Camera (PW Dept - Stormwater) - \$400,000
- Street Sweeper (PW Dept - Stormwater) - \$400,000
- Mobility New Sidewalks (PW Dept - Transportation) - \$330,000

The CIP process occurs annually, enabling the city to assess projects in light of evolving circumstances and changing focal points. The plan underwent thorough examination by city staff and the City Commission. The final Plan is now put forth for approval.

The cumulative CIP amount for the upcoming five years stands at \$75,179,525. The capital projects scheduled for FY2024/25 will be incorporated as part of the FY2024/25 Annual Budget scheduled for approval on September 19, 2024.

Recommended Action

Staff recommends approval of Ordinance Number 24-31.

Alternatives

1. Approve Ordinance Number 24-31
2. Deny Ordinance Number 24-31

Community Input

Staff properly advertised the Ordinance and invited public input during the September 5th, 2024 meeting. The public was also invited to attend the budget workshops where the CIP was discussed.

Budget/Staff Impact

There is no specific staff or budget impact associated with approval of the Ordinance other than the budgetary impact of the Plan itself. The Plan, if approved, will be included in the proposed FY2024/25 Annual Budget to be presented to the Commission at the September 19th, 2024, meeting scheduled to be held at the City Commission Chambers.

Prepared By:

Lori Carr, Finance Director

Reviewed By:

Mike Sheppard, Deputy Finance Director

Attachment: City of Eustis Capital Improvement Plan book FY2025-2029 will be provided at the meeting.