



# MINUTES

## City Commission Budget Workshop

6:30 PM – Wednesday, July 10, 2024 – City Hall

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**CALL TO ORDER: 6:30 P.M.**

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

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

### **1. WORKSHOP ITEM WITH DISCUSSION AND DIRECTION**

#### **1.1 Capital Improvement Plan (CIP)**

Tom Carrino, City Manager, explained the plan is to review the Capital Improvement Plan and stated staff also is ready to discuss the CRA budget which could be postponed to the actual CRA Board meeting.

The Commission agreed to include the overview of the CRA budget.

Mr. Carrino stated he would review the General Fund capital improvement projects and the "10" Fund - Sales Tax Fund and then he would turn it over to Public Works/Utilities. He noted he would highlight the major projects but would not review all of the projects. He reviewed the General Fund Capital Improvement Plan including the following: 1) Gravity software - budget and CIP software ongoing expense; 2) Code Enforcement vehicle (moved to current year); 3) Fire tower replacement equipment which is also in the Fire Impact Fee Fund due to some of the equipment being for replacement and impact fees cannot pay for replacements only new; 4) Generator maintenance - budgeted annually on rotational basis; and 5) America in Bloom - which will vary from year to year.

The Commission asked about the \$20,000 budgeted for FY24-25 for America in Bloom and questioned if it is sufficient.

Rick Gierok, Public Works Director, explained they are only budgeting \$20,000 for design fees with construction to be done in subsequent years which gives time to bid out the project. He noted they would be doing the cemetery in FY24-25 which also involves America in Bloom.

Mr. Carrino continued the review as follows: 7) Citywide landscape replanting; 8) Lighting control system; 9) Thorguard lightning detection should be in the FY24-25 at \$110,000, not in FY25-26. He stated that the lightning detection system will be installed in additional parks. He noted that the Women's Club improvements have been moved farther out; however, they would be upgrading the audio there and at the Community Center. 10) Basketball goal replacements - He cited the pavilion improvements at both Carver Park and Sunset Island. 11) School bus for Parks & Recreation - He indicated that the purchase is in FY25-26. He explained there are two items for the pool - one item is for the pool deck and the other is for the actual pool liner. The last item in the General Fund CIP is the splash pad maintenance.

Mr. Carrino explained the 1 cent Sales Tax is what funds the capital projects in the 10 Fund. He indicated that the additional penny sales tax is approaching renewal and the City, County and other cities will have to keep that in mind. He reviewed the Sales Tax Fund items as follows: 1) Mobile stage - which staff may request approval prior to finding one in order to be able to move in a timely manner to get the best deal; 2) Events pickup truck - has been moved to current fiscal year; 3) Computer upgrade program - annual expense; 4) Technical equipment for police and fire; and 5) Telephone system.

Mr. Carrino explained that the City's landline phone system is no longer serviced so the City will be looking for new landline service.

The Commission asked about using voice over the internet with Mr. Carrino responding that the City's IT Manager Greg Barron is looking into that. He explained that one issue he is concerned about is redundancy. He then discussed various budgeted building improvements and explained that Public Works tries to estimate the repairs and improvements that may be needed at all City facilities in the next year. He cited the Events Department carpeting and explained that has been budgeted over a two year period as it came in over budget.

Mr. Gierok further explained it was originally budgeted for carpet and then changed to tile due to the high traffic; however, the tile came in over the budget.

The Commission questioned what was the estimated total with Mr. Gierok responding it is estimated at \$55,000 to \$60,000. He added that includes the company moving all of the furniture, tearing out the existing flooring, doing new seals and doing moisture testing. He stated he hopes they will not have to do waterproofing but just do an underlayment. He indicated there is a separate line item for the testing and stated that if they have to do waterproofing it would be another \$30,000.

Mr. Carrino reviewed the following projects: 1) Lake Willy walk reseal, 2) Community Center parking lot which is several years out; 3) Parking lot seal and stripe - which is for different lots throughout the City; and 4) Combined public safety complex. He indicated they need to have a consultant look at the call volume to determine the best place for the complex to be located.

Discussion was held regarding how the location will affect the City's ISO rating. It was agreed that the study needs to be completed as soon as possible with Mr. Carrino citing the funds budgeted in FY26/27 and 27/28. He stated that the study is in the current budget for \$25,000. He commented on how staff will be working on the funding package for the complex.

Mr. Carrino continued reviewing the projects as follows with additional comments from Mr. Gierok: 1) Parks & Recreation misc. equipment and maintenance; 2) Cemetery design and construction with \$40,000 in the current fiscal year for design and engineering and \$400,000 in FY24-25 for construction; 3) Morin Street building additions; 4) Park maintenance (primarily the athletic fields); 5) America in Bloom project for a greenhouse to be located off of Cardinal; 6) Fire Station improvements and Station #22 landscaping; and 7) Northshore culvert.

Mayor Holland noted that he had spoken with Ashley Spiccola in Tallahassee about trying to obtain state funding for the Northshore culvert with Mr. Gierok indicating they previously had a design for a "bandaid" project which would have lasted about ten years. He noted they also have funding in the budget for the Northshore bridge

replacement. He explained there is a complication with the culvert as it is adjacent to the Florida Gas transmission main. He stated that is a 10 inch high pressure, high volume line which will create a significant challenge to construction. He said that if they can get the bridge that will last 50 years rather than ten.

Mr. Carrino continued reviewing the projects as follows: 1) Annual Police replacement vehicles; 2) Axon contract for body cam and vehicle cam videos; 3) Fire captain vehicle; 4) Annual radio payment; 5) Govwell software; 6) Replacement of various dump trucks and other vehicles; and 7) Sidewalks.

The Commission asked who maintains the Public Works vehicles with Mr. Carrino explaining the City has two vehicle mechanics. The Commission questioned why they couldn't work on the police vehicles with Police Chief Craig Capri explaining those mechanics are overworked so they try to outsource some of the smaller jobs such as oil changes. He commented that their maintenance expense should drop down as they bring on the new vehicles.

Mr. Carrino explained the Citywide sidewalk project and mobility program with Mr. Gierok explaining the City's efforts to replace broken sidewalks and ramps as part of the ADA program. He said the mobility is for new sidewalks with points awarded for proximity to schools.

Mr. Carrino continued the project review as follows: 1) Street sealing; and 2) Street resurfacing. He commented on how much more the City gets done than other cities due to doing much of their street work inhouse. He then cited the following projects: 1) Various trucks; 2) Engineering for paving of unimproved roads and then \$400,000 in FY26-27 to do some of the construction; 3) Signalization cameras in FY27-28; 4) Northshore bridge construction; 5) Pine Meadows Golf Course Rd. bridge replacement; and 6) Rosenwald Gardens roads. He confirmed that the developer is not utilizing the Pine Meadows Golf Course Rd. bridge. He explained that Rosenwald Gardens includes Coolidge and the sidewalks in conjunction with the water/sewer project. He noted that will show up in a number of places in the budget. He indicated that Lake County is partnering with the City since part of that is in the County and cited a number of grants being applied for to fund the project.

Mr. Carrino continued the review with the following projects: 7) Design and engineering for the library meeting room reconfiguration; 8) AC replacement for Parks & Recreation admin. building; 9) Community center generator; and 10) Ferran Park security cameras. He stated staff is working on getting it done in the current fiscal year and to include the Clifford House.

Craig Capri, Police Chief, indicated they also want to include Sunset Island and stated he has someone working on obtaining some grant funding from Homeland Security for that purpose.

Mr. Carrino stated that staff is working with Vice Mayor Lee on a potential educational building at Cardinal Cove so they have delayed the public restrooms until they see what may happen with the educational building. He then commented on the following projects: 1) Pickleball courts; 2) Park marquee signs; 3) Service Center improvements - to be determined by length of lease with W.I.N. 1 Ministries; 4) Parks projects at Bennett Park, Elizabeth Circle, Liberty Park and Pendleton Park; 5) Tennis and basketball courts reseal; 6) Admin. truck replacement; 7) Carver Park playground equipment; 8) Carver Park security cameras; 9) Splash pad fencing - may be done in current fiscal year; 10)

Carver Park basketball court rebuild/resurface; and 11) Softball field lighting - \$450,000 in FY27-28. He indicated the lighting may not be done due to low usage.

Discussion was held regarding the reduction in softball leagues; the existing lighting at the field and whether or not the existing lighting would work with the automatic light system.

Discussion was held regarding the proposed aquatic center renovation scheduled for FY28-29 and the possibility of incorporating a pool into the proposed athletic center. It was noted that the existing pool and building is 70 years old and there is some historic significance to the building.

Discussion was held regarding the following projects: 1) Sunset Island pedestrian lighting; 2) Pool resurfacing; 3) Garden Room improvements; 4) Parks and Recreation master plan; 5) Sunset Park security cameras; and 6) Fire Engine which is funded in FY24-25 but would not be received for four years.

Discussion was held regarding the City receiving funding from the NBA player and whether or not the City should move up the Parks and Recreation master plan.

Mr. Carrino reviewed the Law Enforcement Education Fund with Chief Capri confirming the \$40,000 is for the annual payment on the County-wide portable radio system. He reviewed the CRA Capital Improvement projects as follows: 1) Street rehabilitation; 2) Sidewalk rehabilitation; and 3) Ferran Park seawall.

Discussion was held regarding the Ferran Park seawall with Mr. Gierok confirming that the design and engineering is almost complete and they should be ready to go after October 1st.

Mr. Carrino stated that the Palmetto Plaza hardscape is in the current year and staff has been working with the church but there have been issues. He indicated the funding in the current year would roll forward. He noted funding is also budgeted for a shade structure. He noted that the basketball court pavilion is in the current budget for \$400,000 and that will be rolled forward to allow further discussion on what to do. He indicated that the Debt Service is for the former Waterman property. He explained how the financing on the property was structured and stated the CRA will probably need to refinance the balance before the end of FY24-25.

Discussion was held regarding the financing and whether it might be better to change the financing structure.

Mr. Gierok reviewed the Street Improvement Fund capital projects. He noted that the Street Fund has always been underfunded. He cited the following projects and explained each: 1) Reimbursement for signal maintenance to Lake County; 2) Traffic study and implementation which pertains to reflectivity of striping and stop bars under federal requirements; and 3) Pavement condition index study.

Discussion was held regarding the concrete underlayment roads that need to be replaced.

Mr. Gierok commented on the issue with State Road 19 and the level of maintenance provided by FDOT. He indicated that staff has had conversations with the Leesburg office regarding the problem. FDOT has provided a price of \$100,000 to maintain the cloverleaf and both 19's up to Umatilla which is approximately what they are paying their contractor. He stated he has reached out to the City's contractor who provided a price

of \$200,000 per cycle and it requires two cycles for a total of \$400,000 for a difference of \$300,000.

Discussion was held regarding how often FDOT has the area maintained and whether or not the City could utilize the same contractor and pay them another \$100,000.

Mr. Gierok indicated that the Fund Balance would cover two more years only. He stated the City is currently in good shape regarding the roads.

Mr. Carrino stated that the message is that the City will have to supplement the Street Fund from another source.

Discussion was held regarding whether or not FDOT would provide their \$100,000 to the City if the City takes over the maintenance and what they may be doing with other cities with Mr. Gierok indicating that the maintenance contract and landscaping would be discussed further.

RECESS: 7:50 P.M. RECONVENE: 8:02 P.M.

Mr. Gierok reviewed the Water & Sewer Revenue Fund projects as follows with details: 1) Pavement assessment study; 2) F150 pickup truck; 3) Autocad software; 4) Ford pickup truck for a meter reader; 5) Environmental compliance vehicle; 6) Security cameras for the water plants; and 7) LIMS software for the wastewater plant laboratory.

Mr. Gierok explained the 42 Fund is for repairs and noted that there are funds for repairs to the eastern wastewater plant that have been moved out later due to the upcoming discussion about that plant. He cited his staff members present and explained the department's recent reorganization.

Greg Dobbins, Public Works Deputy Director for Utilities, reviewed the 42 Fund projects as follows: 1) Water meter rebuild & replace program; 2) Directional drill for CR44 at Meadow Ridge; 3) Admin. half ton pickup truck; 4) One ton service truck; 5) Half ton service pickup truck; 6) Laurel Oak Rd. water main replacement; 7) Heathrow wells rehabilitation; 8) Water master plan - engineering for projects in the master plan; 9) Sodium hypochlorite tanks; 10) GST hand railing for storage tanks; and 11) Cornelia Dr. second connection point to loop in a six inch line.

Discussion was held regarding the GST hand railing for the storage tanks with a consensus to move up that project for the safety of the workers with Mr. Gierok recommending that they go ahead and get bid pricing before deciding whether or not they need to phase that project as they may save money by having all of them done at once.

Mr. Dobbins continued reviewing the FY 24-25 42 Fund projects as follows: 1) Water pump replacements; and 2) Lakeshore Avenue galvanized main which is currently being engineered.

Mr. Carrino highlighted the floating solar panel project. He indicated the project was bid out; however, if the City is not going to keep the property then there will be no point in moving forward.

Mr. Dobbins continued the FY24-25 project review as follows: 1) CR 44 force main; 2) Bates Avenue plant sewer upgrade; 3) Lift station submersible pump replacement; 4) Effluent pump and motor replacement program for reclaimed water; 5) Wastewater pick up truck replacement; 6) Sewer cleaning truck new; 7) Sewer vacuum truck rehab; 8) Lift station emergency generator replacement program; 9) Infiltration and intrusion

program; 10) Biological process equipment; 11) Telemetry/communication upgrades for SCADA system; and 12) Eastern plant turbine upgrade.

Mr. Gierok reviewed the Stormwater Utility Revenue Fund projects as follows: 1) Culvert replacement; 2) Engineering for Eustis St. and Gottsche Avenue with construction in the following year; 3) Misc. flooding control; 4) Concrete crushing; and 5) Purchase of new street sweeper.

Mr. Carrino noted the Fire Tower truck equipment and highlighted the Corey Rolle field improvements with Mr. Gierock explaining the Conex boxes are being engineered and they should have the unmodified boxes soon and then the remainder by mid-August. He indicated that the design for the footing is part of the engineering. He stated the \$178,000 is for the parking, fencing and other improvements. The remainder is for the fields with Mr. Gierok indicating he put in a ballpark figure so that the new Parks and Recreation Director had something to work with.

Mr. Gierok and Mr. Dobbins reviewed the Water Impact Fee Fund and Sewer Impact Fee Fund projects including the following: 1) Eastern water main extension moved to FY26-27; 2) Rosenwald 7 block water main; 3) Water meter service program; 4) Reclaimed water meter service program; 5) Eastern force main extension moved to FY26-27; and 6) Rosenwald 7 block sewer main.

Mr. Gierok indicated a grant application had been submitted that day for \$800,000 for the Rosenwald project. He noted the reclaimed water master plan.

Mr. Carrino noted the under \$25,000 General Fund capital projects and asked if they wanted to review them.

Commissioner Hawkins asked about the listed ADA addition to the kayak launch with Mr. Carrino indicating they determined they can't do the kayak rentals. Mr. Gierok explained the purpose of the kayak launch addition.

Mr. Carrino asked if they wanted to continue to the CRA budget and it was a consensus to review it at the CRA Board meeting.

Mayor Holland asked for a recommendation from the Finance Director as to increasing the amount required for Commission approval to \$100,000. He noted that sometimes the City misses out on purchases due to the time necessary to bring something back to the Commission for approval.

Lori Carr, Finance Director, indicated she would research that and bring back a recommendation.

## 1.2 Community Redevelopment Agency (CRA)

It was a consensus to postpone review until the CRA Board meeting.

## 2. **ADJOURNMENT: 8:34 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