



# MINUTES

## Regular City Commission Meeting

6:00 PM - Thursday, September 8, 2022 - City Hall

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### INVOCATION

### PLEDGE OF ALLEGIANCE: VICE MAYOR LEE

### CALL TO ORDER: 6:00 P.M.

### ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

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

### 1. AGENDA UPDATE

Mr. Carrino indicated that the presentation on the millage rate and budget would be provided under the resolution public hearings and not as a separate presentation. He then introduced the artists on exhibit in the City Hall entranceway.

Wanda Pedrosa and Vidal Torres introduced themselves stating their desire to share their talents with Eustis and in celebration of Hispanic Celebration month.

### 2. APPROVAL OF MINUTES

- 2.1** June 28, 2022 - City Commission Budget Workshop  
June 30, 2022 - City Commission Budget Workshop  
August 18, 2022 - City Commission Cemetery Workshop

Moved by Vice Mayor Lee, seconded by Commissioner Hawkins, to approve the Minutes as submitted. Motion carried by the following votes:

Ayes: Vice Mayor Lee, Commissioner LeHeup-Smith, Commissioner Cobb, Commissioner Hawkins and Mayor Holland

### 3. AUDIENCE TO BE HEARD

- 3.1** Cindy Newton thanked Mayor Holland for sitting on the panel for the NAACP Part 3 Citizen's Town Hall meeting on Lake County's population explosion and commented on the excellence of the meeting.

Gail Isaac-Thomas thanked the Commission for her service as the East CRA representative for 3.5 years. She expressed appreciation for everything that was done during that time and stated her hope that things continue to improve. She also congratulated Mayor Holland on him being unopposed for the upcoming election. Mayor Holland thanked her for her service.

Yolanda Taylor addressed the Commission regarding problems with bears in her neighborhood on Liberty Street. She noted one resident that was recently chased by a bear and who lives near family members that have young children. She asked if they should contact Fish and Wildlife to obtain additional locks for the trash cans and to report the safety issue with the bears.

Mr. Carrino reported staff contacted Waste Management about the issue who stated they have a program where they will purchase bear proof garbage cans which are then paid for by the City. He stated that, currently, only Mount Dora participates in that program and they pass the cost on to the customers. Current cost for a bear proof can is \$250. He added that Fish and Wildlife has a strap or buckle solution and he contacted Waste Management to see if those would make it difficult to pick up garbage. Waste Management indicated they have no experience with those. It was suggested that the City contact Waste Management to work with Fish and Wildlife to see if the use of the straps can be allowed. He indicated they would have to work out the cost and whether or not to pass on the cost to the residents.

Commissioner Hawkins stated that every resident would need to unbuckle their trash can the day of pickup or their garbage would not be picked up.

Yolanda Taylor addressed the Commission on behalf of the East Town Community Redevelopment Inc. She commented on some code enforcement issues noting that she spoke with Code Enforcement Supervisor Eric Martin. She asked how the fines are levied which are between \$25 and \$250. She suggested using a sliding scale based on the infraction. She then questioned how code enforcement information is disseminated and cited the need to educate residents on how residents are notified of infractions and how fines are applied per infraction.

Mayor Holland asked Ms. Taylor to meet with Tom Carrino and Mike Lane and stated there is supposed to be a sliding scale pertaining to the fines.

Gessner Harris reported that she recently rented the Garden Room at Carver Park; however, there was a youth football game at the same time which took up the parking spaces. She suggested that parking should be roped off for those people who have rented the facility.

Mayor Holland expressed condolences to Ms. Harris on the loss in her family and apologized for the inconvenience.

Dorothy Stevenson thanked Mayor Holland for his support following her surgery. She also expressed appreciation to Gail Isaac Thomas for her service to the residents while on the CRA Board. She thanked the Commission for their efforts as well.

#### **4. CONSENT AGENDA**

- 4.1**    Resolution Number 22-59: Purchase in Excess of \$50,000 for the Cardinal Street Warehouse Re-roofing Project
- 4.2**    Resolution Number 22-60: Award of Bid Number 013-21 and Approving a Purchase in Excess of \$50,000 for the Eastern Wastewater Treatment Facility Pond Liner Replacement
- 4.3**    Resolution Number 22-63 Approves an Interlocal Agreement between the City of Eustis and Lake County for Lake County Addressing

Moved by Commissioner Cobb, seconded by Vice Mayor Lee, to approve the Consent Agenda as submitted. Motion carried by the following votes:

Ayes: Vice Mayor Lee, Commissioner LeHeup-Smith, Commissioner Cobb, Commissioner Hawkins and Mayor Holland

#### **5. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS**

- 5.1**    FY22-23 Millage Rate and Proposed Budget Presentation

Mike Shephard, Finance Director, thanked the staff and Commission for their assistance in preparation of the budget. He presented the Tentative Budget for FY 2022-2023. He reviewed the process and deadlines for the budget process, including advertisement in the Daily Commercial on 9/19/2022 and certification by 9/27/2022 with the new budget to be effective October 1, 2022. He provided an overview of the major funds and budget methodology and explained how the budget is laid out. He stated the major considerations included the following: 1) 2% decrease in the life and health insurance; 2) inclusion of a 4% COLA increase and a longevity increase of .5% per year up to 2%; 3) 10% increase budgeted for general liability insurance; 4) slight decrease in Fire Pension; 5) slight increase in Police Pension; and 6) addition of three school resource officers which will be offset by funding from the School Board. He then reviewed the Fund Balance and provided a summary of the budgeted revenues and expenses.

Mr. Sheppard stated they have proposed a millage rate of 7.5810 with a roll back rate of 7.0064. He indicated the maximum millage that could be levied is 8.8875. He compared the millage rates and functional millage rate between the area cities and Eustis. He also compared the per capita rate between the cities. He explained the impact on the residents of the proposed millage rate stating the City's rate equals \$758.10 for every \$100,000. He commented on all of the departments that are funded by the General Fund and the property tax revenue. He then compared the taxable value over the past ten years.

- 5.2**    Resolution Number 22-61: Tentative Millage rate for 2022

Sasha Garcia, Acting City Attorney, announced Resolution Number 22-61: A Resolution by the City Commission of the City of Eustis, Lake County, Florida,

adopting the tentative millage levy of ad valorem taxes for the City of Eustis, Lake County, for the Fiscal Year 2022-2023; providing for an effective date.

Mr. Sheppard announced that the millage rate proposed is 8.2% higher than the rollback rate.

Ms. Garcia opened the public hearing at 6:33 p.m. There being no public comment, the hearing was closed at 6:33 p.m.

Moved by Commissioner LeHeup-Smith, seconded by Commissioner Hawkins, to approve Resolution Number 22-61. Motion carried by the following votes:

Ayes: Vice Mayor Lee, Commissioner LeHeup-Smith, Commissioner Cobb, Commissioner Hawkins and Mayor Holland

**5.3**     Resolution Number 22-62 Adopting a Tentative budget for the fiscal year 2022-2023

Ms. Garcia announced Resolution Number 22-62: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, adopting the tentative budget for the Fiscal Year 2021-2022; providing for an effective date.

Mr. Carrino announced that the date in the resolution heading was incorrect and should read "Fiscal Year 2022-2023". Ms. Garcia confirmed the resolution would be corrected.

Ms. Garcia opened the public hearing at 6:34 p.m. There being no public comment, the hearing was closed at 6:34 p.m.

Mr. Carrino noted that the Commission had in hand a copy of the tentative budget; however, following final adoption at the next meeting, they would receive a copy of the final budget.

Moved by Commissioner LeHeup-Smith, seconded by Commissioner Hawkins, to approve Resolution Number 22-62. Motion carried by the following votes:

Ayes: Vice Mayor Lee, Commissioner LeHeup-Smith, Commissioner Cobb, Commissioner Hawkins and Mayor Holland

**6.     OTHER BUSINESS**

**6.1**     Discussion on Downtown and East Town Redevelopment Agency Board (CRA Board) Community Representative Positions

Mr. Carrino stated he did not have a formal presentation on the CRA composition. He indicated the two representatives were added a few years previously and discussion had been held on that periodically. He noted that

with the resignation of Gail Isaac Thomas as the East CRA representative it appeared to be time to again discuss the positions.

The Commission discussed whether or not to retain the nonvoting representative positions including the following issues and comments: 1) Eliminating the positions; 2) Retaining the positions but keeping them as nonvoting; 3) The positions encourage involvement with the Commission and provide another source for residents to seek out regarding issues; 4) The positions may provide a stepping stone for someone to have more involvement with the City; 5) Keeping the positions as nonvoting due to them not being elected officials; 6) All residents have a voice and can address the Commission at any time; 7) The amount of time it requires to be a CRA representative; 8) Whether or not some residents would approach a community member before they would speak with a Commissioner on a problem; 9) Why there is an east and west representative since it is one CRA district; 10) The desire for Commissioners to have more direct interaction with community members; 11) Whether or not residents feel the Commissioners are not approachable; 12) Having input from additional avenues helps the Commission; 13) Reducing the terms from four years to one; 14) Retaining the four year terms to allow sufficient time for new appointees to learn the position; 15) The need for the representatives to provide more input than has been done in the past; and 16) The low number of applications received for the positions in the past.

Mr. Carrino stated there are some requirements for appointment to the CRA Board. He cited various requirements for the applicants including knowledge in development, architecture, planning, and affordable priced housing.

Further discussion was held regarding the CRA Review Committee, what should be expected from the CRA representatives, what is statutorily required for new members to the CRA Board and possibly requiring training for those representatives.

Mr. Carrino noted the FRA Conference would be held in October in Daytona Beach.

Discussion was held regarding the possibility of also holding some training with Lynn Tipton from the League of Cities.

**CONSENSUS:** It was a consensus of the Commission to defer a decision on the CRA Board representatives to the next meeting and include discussion regarding the CRA Review Committee as well.

## **6.2 City Commission Compensation**

Bill Howe, Director of Human Resources, reported on the City Commission compensation noting that the last increase in compensation was in 1989 which was 33 years previous. He compared the Commission's salary with other surrounding cities. He recommended that the Commission for the future tie

any increases to something such as either the annual employee increases or City population.

The Commission confirmed that they have to determine their own salary with Mayor Holland explaining that the School Board and County Commission salaries are determined by the legislature based on population.

The Commission discussed how much more the other City governing bodies are receiving plus additional benefits. It was noted that the amount of salary does not offset the amount that it costs to serve.

Mr. Howe noted that Clermont ties their Commission salaries to the CPI and Tavares ties theirs to population changes. He noted Eustis has not always been able to give the rest of its employees CPI increases.

The Commission discussed allowing the HR Director and City Attorney to determine a reasonable increase.

Mr. Carrino recommended tying the Commission increases in the future to the annual staff increases. He indicated he would work with the HR Director to determine a reasonable increase. He asked the Finance Director about how that could be accomplished since the draft budget had been tentatively approved.

Mr. Sheppard recommended they proceed with approval of the final budget at the next meeting and then do a budget amendment after October 1st.

CONSENSUS: It was a consensus of the Commission for staff to determine a reasonable increase and bring back a budget amendment after October 1st.

### **6.3 Life Pack 15 Order**

Mr. Carrino explained staff needs to place the order because of lead time and a significant increase in cost after October 1st. He indicated it is included in the tentative budget that was just approved; however, the funding is not available until after October 1st. He asked for permission to go ahead with placing the order and then the actual purchase approval will come back after October 1st.

CONSENSUS: It was a consensus of the Commission for staff to proceed with placing the order.

## **7. FUTURE AGENDA ITEMS: NONE**

## **8. COMMENTS**

### **8.1 City Commission**

Commissioner Cobb reported she would be attending the Lake County Historical Museum unveiling of the Mary McLeod Bethune statue. She read a

statement about Dr. Bethune's accomplishments. She indicated she is looking at the America in Bloom program as a way of beautifying the City.

Commissioner Hawkins reported on his efforts to help with painting the bathrooms at the high school and concession stand. He noted they would also be painting the interior of the concession stand and invited people to volunteer to help.

Mayor Holland commented on the lack of funding for high school sports. He commented on the possibility of doing something similar to Umatilla's Bulldog Night to help raise funds for the high school sports. He suggested they work with the Athletic Director to hold an annual event.

Commissioner Cobb commented on the success of the Umatilla event.

Vice Mayor Lee reported on her attendance at the Miss Eustis Pageant. She also reported on the Advent hospital robotics event.

## **8.2** City Manager

Mr. Carrino stated there would be a presentation at the September 22nd Commission meeting by Gunster regarding some growth items and a presentation would be provided on October 6th regarding the proposed community development district. He then reported on the housing rehab program being conducted with Lake Community Action Agency. He stated he and Commissioner Hawkins toured three homes and were satisfied. He asked if there was a consensus to allow LCAA to move forward with those homes that have already been approved for the program and confirmed there is still funding available.

CONSENSUS: It was a consensus for LCAA to move forward with the next four units.

Mr. Carrino reminded the Commission there had been a suggestion that the Commission look at establishing a new future land use category. He asked if the Commission wanted to schedule a workshop to discuss that and residential densities.

CONSENSUS: It was a consensus of the Commission for staff to schedule the requested workshop.

Mr. Carrino announced there would be a meeting with the Secretary of the FDOT District 5 at 9 a.m. on Friday. He explained that the meeting had been advertised as a Commission meeting so that all Commissioners could attend. He indicated that, if they needed to go to the field, then the meeting would have to be adjourned and only one Commissioner would be able to join them in the field as it would be logistically difficult to continue the Commission meeting in the field.

Mr. Carrino then stated that another CRA Review Committee meeting needs to be held to discuss the move to own program. He added he would look at either a Tuesday date or an off Thursday.

**8.3** City Attorney - None

**8.4** Mayor

Mayor Holland announced that Mr. Carrino's contract requires a six-month review. He asked that Mr. Howe schedule individual meetings with each Commissioner and Mr. Carrino. Mr. Howe would then compile the results and bring it to the full Commission.

Mayor Holland stated that Sunday would be the 21st anniversary of 9/11 and there would be a service at 8:00 a.m. at the historic courthouse in downtown Tavares. He noted there would be other events as well. He then reported that he, Commissioner Cobb and Mr. Carrino had attended the First Baptist Lifepointe Church's 103rd anniversary service and celebrated being debt free in five years.

Mayor Holland thanked the Events and Tourism staff. He congratulated them on the five awards they won recently at conference. He asked everyone to come out and support the City's events and the Parks and Recreation programs. He thanked staff for their hard work.

Commissioner Cobb thanked the Finance staff for all of the budget workshops and commented on how much the line item by line item review helps them in their communications with the public.

Mayor Holland reminded everyone that the League of Cities luncheon would be the next day.

**9. ADJOURNMENT: 7:19 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