



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: DECEMBER 9, 2025

RE: RESOLUTION NUMBER 25-104: AMENDING THE FY 2025/26 ADOPTED BUDGET FOR THE GENERAL FUND TO INCLUDE FUNDING FOR THE EMERGENCY RENTAL OF FOUR PORTABLE AIR CONDITIONING UNITS AT THE EUSTIS MEMORIAL LIBRARY

Background:

In late March 2025, the air conditioning unit at the Eustis Memorial Library experienced a catastrophic failure and is no longer operational.

On April 9, 2025, the City entered into an agreement with Axis Portable Air, LLC for the emergency rental of four portable Ocean Aire 5 Ton Water Cooled air conditioning units.

Since then, the City has issued two bids for a chilled water system to replace the existing, and now defunct, split system at the library. No responses were received for the first bid. Three responses were received for the second bid. However, all three of those responses were well over budgeted costs. At this time, a solution for a replacement air conditioner has not yet been determined.

The City has been renting four portable air conditioning units since the beginning of April 2025. The failure to award the bid for replacement to any bidder this far has resulted in a long-term rental of the portable units which was unanticipated during the budget process and, consequently, is unbudgeted. Funding is needed to continue rental of the portable units until a new system is decided on and installed.

The monthly rental amount for all four of the portable units is \$6,960. The maximum rental term is estimated at 10 months in the current fiscal year. This equates to needed budget amendment in the amount of \$69,600.

Upon approval, the General Fund FY 2025/26 Adopted Budget will be amended as follows:

Operating Expense – Rentals & Leases

001-4910-517-30-44

\$ 69,600

Funding will come from the General Fund's Fund Balance.

Recommended Action:

Staff recommends approval of Resolution Number 25-104.

Budget and Staff Impact:

This request for approval will result in a reduction of the General Fund's Fund Balance in the amount of \$69,600.

Prepared by:

Lori Carr, Finance Director

Reviewed by:

Mari Leisen, Deputy Finance Director

Attachment:

Budget Amendment Form