



APPROVED 8/01/2024

# MINUTES

## City Commission Budget Workshop

6:30 PM – Tuesday, July 09, 2024 – City Hall

**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 City Attorney**

Tom Carrino, City Manager, reviewed the City Attorney budget. He stated the \$42,000 is for any outside attorneys the City has to utilize and \$230,000 is budgeted for the City Attorney which is a slight increase. He indicated that the \$42,000, if not utilized, would go into the General Fund Fund Balance. He explained that operating accounts are not rolled forward.

#### **1.2 Parks and Recreation**

Sam Brinson, Parks and Recreation Director, reviewed the draft budget with the stated intent of expanding the City's Parks and Recreation programs. He noted they will be adding four full time staff members and reclassifying the Sr. Staff Assistant position to Administrative Supervisor. He indicated that everything else is the same except he requested some funds for team building activities.

The Commission asked about cell phones with Mr. Brinson confirming he has a City provided cell phone. He indicated the amount in the budget is the same as previously budgeted.

The Commission asked Mr. Brinson his vision for Parks and Recreation. Mr. Brinson responded his vision is to expand the City recreation programs. He commented on the number of youth involved with the summer program. He stated his intent to also start a teen program. He commented on the number of youth in the area with nowhere to go after school. He indicated that he hired an individual with experience in teen programming. He stated the biggest issue is the lack of space for programs.

Mr. Brinson cited other additional programs planned including athletics with 40 kids registered for soccer. They are also working on basketball and t-ball programs as well as some adult programming. He then cited new events that are planned and noted he would be playing Santa Claus. He explained programs being planned for teens including healthy eating, financial literacy, robotics, STEM and other vocational programs.

The Commission asked about enrollment for the after-school program with Mr. Brinson responding they had 30 youth for the after-school program and there were over 100 registered for the summer program with an average of 80 in attendance per day. He explained they rotate the kids inside and out for the summer program.

Mr. Brinson reported they are requesting three maintenance workers that will take care of Corey Rolle, Carver Park and the Annex. He explained that will help take the pressure off Public Works. Rick Gierok, Public Works Director, stated they would be providing some of the equipment and some of the specialized equipment would be transferred to Parks and Recreation.

Mr. Brinson explained that they would not take over all of the parks initially. He then reviewed the request for a lighting control system that will allow staff to control all of the parks lighting on an app so no one has to go out to turn the lights on and off. He added they are also asking to implement the Throguard Lightning Detection System and commented that any Parks and Recreation Department should have that system. He explained that it detects any lightning threat within five to ten miles. He stated a horn sounds to alert staff to the danger and then three horns once the threat is clear. The system would be at the pool, Carver Park and Sunset Island.

Mr. Carrino confirmed that staff currently does monitor lightning at the pool but not at other locations.

The Commission asked about the \$5,400 budgeted for T-Mobile cell phones with Mr. Brinson explaining that is for cell service for his program coordinators. He confirmed that there are three program coordinators. He indicated that the amount budgeted is the same as previously budgeted. Discussion was held regarding the amount with Mr. Brinson stating he would check on the amount and adjust it if necessary.

The Commission asked about the CenturyLink Fax/Phone Chargeback with Mr. Brinson indicating he would check into it and then provide the information.

The Commission asked about the Sign Shop Banners line item with Mr. Carrino explaining those are charges from the City's Sign Shop for various signage and banners.

The Commission asked about the \$7,500 for Merchant Fees Chargeback with Mr. Carrino stating those are for credit card fees.

The Commission asked about the \$6,500 for the Garden Room floor refinishing with Mr. Brinson responding that is for the annual stripping and waxing of the floor and that it is outsourced. They indicated that price was high with Mr. Brinson indicating he is working on revamping the maintenance side of the department to get more things done inhouse.

The Commission asked about the budget for pressure washing with Mr. Brinson confirming that is for all of the buildings; however, that is an item that he will also look at getting done inhouse.

The Commission questioned the \$60,000 for the Women's Club courtyard paver installation with Mr. Brinson indicating that is a guesstimate. Mr. Carrino confirmed that the Women's Club improvements are being pushed to the FY25-26 fiscal year with the intent of reevaluating those expenses.

Discussion was held regarding the various proposed improvements to the Women's Club.

The Commission asked about a sound system for the Eustis Community Center with Mr. Brinson indicating staff is working with a vendor to determine the cost to improve that system. The Commission expressed concern regarding the Community Center



building with Mr. Carrino indicating they would evaluate the system and bring back a proposal.

The Commission asked about the Canine Obedience Class expense with Mr. Carrino explaining that there is a corresponding revenue to offset that expense as there is for most of the programs.

The Commission asked about the floor refinishing under Repairs and Maintenance with Mr. Brinson confirming that is for the Youth Center, not the Garden Room. The Commission expressed support for staff obtaining new quotes on the various maintenance/improvement expenses.

The Commission asked if rental fees offset the Sunset Island pavilion maintenance with Mr. Carrino explaining that the City does not charge for use of the pavilions. The Commission questioned the high cost for the pavilion maintenance. Mr. Gierok explained that it includes sandblasting and repainting. He indicated it was previously bid out and that was the lowest quote received.

The Commission cited the \$85,000 budgeted for the lifeguards and splash pad attendants and questioned if the pool is open year-round. Mr. Brinson responded negatively noting that the plan is to expand the hours and see what the response is.

Commissioner Hawkins reported that he was contacted by Keon Ellis, a NBA player from Eustis, who wants to partner with the City to start an AAU basketball team. He stated that he and Mr. Brinson met with Mr. Ellis' representatives. He stated that may be an opportunity for the City to seriously consider the future of its program. He cited previous discussion about expanding the City's gym and how the program could assist with that. He expressed support for meeting further with Mr. Ellis.

Mayor Holland expressed support for expanding the City's recreation programs. Discussion was held regarding the upcoming review of the City's capital improvement plan.

### 1.3 Fire

Michael Swanson, Fire Chief, cited the department's training and education needs in order to make sure they have sufficiently trained personnel for succession planning and the next fire station. He explained that some of his education requests are geared toward that. He commented on the fire truck that is on order. He stated the City will take possession in November; however, it was ordered two years ago.

Chief Swanson reviewed the Fire Department budget highlighting the following items: 1) Annual physicals; 2) Upgrade to ESO software suite; 3) Change to a new communications provider and cost for Pepwave sim card monitoring which allows them to utilize two different service providers so there is coverage for all areas; and 4) Purchase of new mattresses for firefighters.

The Commission asked if he was requesting any additional staff with Chief Swanson indicating he had spoken with Mr. Carrino about getting some additional support staff; however, he did not budget for it due to the ongoing union negotiations. The Commission expressed support for adding another support staff position.

Discussion was held regarding the Administrative personnel and the number of calls the station responds to.



Mr. Carrino stated he could look at additional staffing after all of the workshops and the union shade meeting are concluded.

#### 1.4 Development Services

Mike Lane, Development Services Director, reported that the new Senior Planner would begin the next Monday. He commented on the excellence of the two new staff members – Senior Staff Assistant and Public Notice/Development Services Coordinator. He indicated they don't have any major changes to the department budget. He stated there is \$100,000 in the budget for the Kimberly Horne contract and noted that the scanning project is again in the budget.

The Commission asked about the budget line item for stakes for posting notices with Mr. Lane indicating that is also for miscellaneous equipment and operating supplies.

The Commission asked about the line item for Chamber events with Mr. Lane indicating a number of staff members attend.

Mr. Carrino explained that the Building Department is an enterprise fund with expenses funded through the building permit fees.

Mr. Lane explained expenses have gone up due to the Building Official and Deputy Building Official now being on staff. He indicated there is \$100,000 for SafeBuilt (M.T. Causley) as a fall back in case the Building Official retires. He added that there is also a line item for additional scanning.

The Commission asked about the division of the salary costs for the Director, Assistant Director and Fire Inspector with Mr. Carrino explaining that is for the services those positions provide to the Building Department.

#### 1.5 Human Resources

Bill Howe, Human Resources Director, noted his retirement would be August 2<sup>nd</sup> and Karen Crouch has been appointed Director.

Mr. Carrino confirmed that Mr. Howe would not be staying on through the transition; however, Mr. Howe would be available by phone if necessary.

Mr. Howe stated there are no significant changes in the budget under professional services. He indicated there is a \$5,000 increase primarily for fingerprinting and other pre-employment costs. He added there is a savings under the Labor Attorney. He indicated that is not the union attorney but deals with issues such as EEO complaints.

The Commission asked about the budgeting for credit checks with Mr. Howe explaining they do indepth credit checks only for those employees with fiduciary responsibilities.

Mr. Howe noted \$5,000 budgeted for employee training on supervisory, management and customer service issues. He indicated that could be eliminated at the will of the Commission. He then cited some minor increases/ decreases pertaining to travel, conferences and promotional items. He noted the funding of \$12,114 for NeoGov. He indicated the software helps the department with handling of applicants. He indicated that represents a 6.5% increase in cost over last year.

The Commission asked about the system used to evaluate internal equity issues. Mr. Howe noted they utilize Cody and Associates who utilizes a point factor process to evaluate job descriptions.



The Commission asked if employees are provided the opportunity for their positions to be analyzed or reclassified. Mr. Howe confirmed that is done and explained that the system only deals with internal equity and does not apply to what other entities pay. He then explained that employees who begin doing work at a higher level, not in volume but responsibility, that receives more points.

The Commission asked about the Sam's Club memberships with Mr. Howe explaining he and the Fire Chief use the membership to purchase supplies for employee events. He indicated he was unaware of other departments having memberships.

## 1.6 Other Business

Mr. Carrino indicated that a fifth workshop needed to be scheduled to discuss the CIP and the CRA. He noted the CRA would also need to approve its budget.

Discussion was held regarding scheduling another workshop. Mr. Carrino noted the joint meeting with Lake County was scheduled for July 24th. It was tentatively agreed to hold the workshop on Thursday, July 25th at 6:30 p.m.

Mr. Carrino reviewed the schedule for the remaining workshops. It was agreed to recess and then review the Police Department. It was also agreed to review the CIP and Finance on July 10th.

RECESS: 7:48 P.M. RECONVENE: 7:58 P.M.

## 1.7 Police Department

Craig Capri, Police Chief, expressed appreciation for the support the department receives from the Commission, City Manager and the public. He reported that two new officers had been hired bringing the department to full staff. He indicated they actually have a waiting list of individuals wanting to work for the department.

The Commission asked about the bicycle program and the addition of TREK bikes with Chief Capri indicating only he and one other officer currently have bicycles; however, someone is interested in purchasing bicycles for the department. He cited his interest in having officers downtown and in various neighborhoods. He indicated their intent to bring the hot dog truck to different neighborhoods each week once school starts.

The Commission expressed interest in also riding bicycles with the department. They asked about CrewSense with Chief Capri explaining that is a scheduling software. He indicated they are also looking at another software program.

Chief Capri provided an update on the motorcycle unit and expectation of receipt of all equipment within the next 30 to 60 days. He noted the amount of interest expressed by the public. He commented on how difficult the police motorcycle course is and they have had two officers pass the course. He then cited the increase in fuel due to increasing fuel costs. He expressed concern regarding increasing vehicle maintenance costs. He stated there are four vehicles being purchased in the current fiscal year and five more in the next fiscal year; therefore, the department will have nine new vehicles by the end of the calendar year. He cited difficulties with some of the vehicles and the benefits to the take home policy. He expressed support for adding a dedicated mechanic for the police and fire departments. He commented on the new look for the departmental vehicles.

The Commission asked if they had thought about having an attorney just for the Police Department.



Chief Capri commented positively on the support the department receives from the PRM attorneys. He indicated the police department can call on them any time of day or night.

Chief Capri emphasized how the department has done a lot of de-escalation training to avoid having to call the attorneys. Mr. Howe confirmed the City is not charged extra for the department utilizing their services. He indicated the City would have to pay if they needed to represent the City in the event of a lawsuit.

The Commission questioned how much the City pays PRM with Bill Howe explaining the City uses PRM for medical coverage as well as for property and casualty.

Chief Capri commented on the cost for dispatch services with Lake County and cited the learning curve with the new relationship. He indicated they have put out information for the public about how the process works. He stated the City will be saving approximately \$400,000 to \$500,000 per year. He noted that in the current fiscal year, they did have to purchase a piece of new equipment. He commented on the expense of adding in-car radios back into all of the vehicles due to the officer safety issue of utilizing hand held radios.

The Commission asked if a new vehicle is being purchased for Code Enforcement with Chief Capri confirming that is being purchased in the current fiscal year. He reported on the proactive work being done by the Code Enforcement staff and cited the addition of another Code Enforcement officer.

The Commission asked about utilizing a Special Magistrate for the school zone camera ticket appeals. Chief Capri indicated they are going to start utilizing the Code Enforcement Board with the first appeals going to the Board in August. He cited the additional local cities that are going to add the cameras and expressed continued support for the program.

The Commission asked about the \$17,000 budgeted for contracted grants and accreditation services. He indicated that is for an outside grant writer to assist with the accreditation program. He noted that he also hired a retired Captain from Orange County to write grants for the department. He indicated that a friend of his also used his personal drone to film all of the City's infrastructure for use following hurricanes. He indicated they will also be assisting with Homeland Security grants.

Mr. Carrino suggested completing Finance Administration and then doing CIP on July 10<sup>th</sup>.

## 1.8 Finance Administration

Lori Carr, Finance Director, presented the finance budget and confirmed they will be hiring a Deputy Finance Director. She noted that Mike Sheppard would be leaving September 30<sup>th</sup>. She stated the department increases are basically an across the board 5% increase. She indicated that the employee training expense was increased due to a certification she needs to maintain. She cited the purchase of the Gravity program under Capital Outlay which pulls budget books and ACFR together. She indicated it was moved from Other Contractual Services.

The Commission confirmed that the department has the equipment and hardware necessary to do their job properly with Ms. Carr stating that Edmunds has agreed to do an onsite needs assessment, process evaluation and additional training. She expressed concern regarding the current situation and indicated it is possible that

Edmunds may be capable of more than it is being utilized for. She confirmed that Edmunds is not charging for this service. She recognized Joy Mackenzie for learning how to better print the budget books.

The Commission asked about the Sprint long distance item with Ms. Carr indicating she would find out about that.

The Commission asked the difference between elevator service and maintenance with Ms. Carr indicating the one is for routine inspections and maintenance and the other for repairs.

Ms. Carr then reviewed the Purchasing budget and explained the Buyer position has been moved from Public Works to Purchasing and they will primarily focus on utilities.

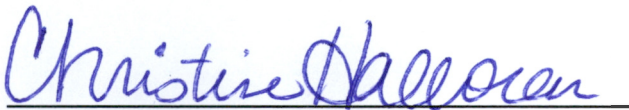
Mr. Howe explained they are looking at reevaluating the job description with a higher pay range and noted they are looking at an experienced purchasing manager from a nearby city.

Ms. Carr indicated they are looking at developing a succession plan for that division.

Mr. Carrino indicated they will concentrate on the CIP at the July 10th workshop with the possibility of also doing the CRA budget and Thursday they will present IT, Public Works and Utilities. He noted the July 11th workshop will start at 5:00 p.m. He indicated that the new Assistant City Manager Miranda Burrowes would be at City Hall prior to the July 10th workshop.

## 2. ADJOURNMENT: 8:35 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.*



CHRISTINE HALLORAN  
City Clerk



MICHAEL L. HOLLAND  
Mayor/Commissioner