



APPROVED 11/7/2024

# MINUTES

## City Commission Meeting

6:00 PM – Thursday, October 17, 2024 – City Hall

**INVOCATION: LORENZO HAGINS**

**PLEDGE OF ALLEGIANCE: COMMISSIONER CHRISTINE CRUZ**

**CALL TO ORDER: 6:02 P.M.**

**ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

**PRESENT:** Commissioner Christine Cruz, Commissioner Willie Hawkins, Vice Mayor Ernily Lee, Commissioner Gary Ashcraft and Mayor Michael Holland

### 1. AGENDA UPDATE

Tom Carrino, City Manager, indicated they were adding a brief presentation on the storm wrap-up and indicated there did not appear to be a representative of Trout Lake Nature Center present.

Mayor Holland stated they could either move the presentation to the end of the meeting if a representative came or the presentation could be rescheduled for the next meeting.

### 2. APPROVAL OF MINUTES

September 5, 2024 City Commission Meeting

September 19, 2024 City Commission Meeting

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to approve the Minutes.

Voting Yea: Commissioner Cruz, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

### 3. PRESENTATIONS

Report on cleanup and wrap-up from Hurricane Milton

Mr. Carrino reported 125 tasks were generated as a result of the storm including items such as damaged structures and downed trees. He indicated there were approximately two remaining. He thanked the City's staff for their assistance. He announced that Public Works has collected 993 piles of debris so far, replaced 110 damaged sign posts and resolved other issues. He cited two damaged light poles and damage at the cemetery. He commented on infrastructure damage including lift stations and utility building damage totaling just over \$100k. He indicated staff is still working on damage to other City facilities. He announced that Waste Management will pick up some of the storm debris a little at a time if it is packaged per their contract. He indicated that the remaining storm debris will be picked up by City crews and does not need to be packaged according to the solid waste contract.

Chief Swanson explained that tasks are known as "missions" and are tasks that are beyond the ability of City crews to do such as trees on power lines. He explained how those are handled and indicated they are mostly completed. He further explained that their goal is to make the roads passable and safe for traffic not to clear all of the storm debris. He indicated

that some members of the public are taking issue with that but the goal is safety not clearing all of the debris.

Commissioner Ashcraft asked about reimbursement from FEMA. Chief Swanson responded affirmatively and explained the need for damages to meet a specific threshold with Lake County for reimbursement and they should hear shortly that they are a disaster area. He added the County may not meet the threshold; however, the Astor area damage assessments are still coming in.

Mr. Carrino noted City staff has been logging all activities on the FEMA 214 form so they can be submitted for reimbursement, if the area meets the threshold.

Vice Mayor Lee thanked the Fire Department for the sandbags and cited the community camaraderie among the residents getting their sandbags.

Commissioner Cruz asked about an expedited project worksheet that was supposed to be distributed by the state according to Governor DeSantis which is supposed to help to pay for some of the debris removal. Chief Swanson confirmed that comes from the County from the EOC. He explained that whatever county is hurt the worse would get priority on the funding.

Commissioner Ashcraft asked if the City expects an influx of permit applications and if the City has a process for that with Mr. Carrino explaining the City does have an expedited process where they can begin emergency repairs and contact the City after the fact. He noted the City does have contracts that would allow it to bring in extra staff to deal with the influx. He added that, if the City does not get FEMA funds to reimburse for that, the Building Department is an enterprise fund and the money collected from permit fees could be used to fund the additional personnel.

Commissioner Cruz asked if those funds can be used to help Code Enforcement to make sure building permits were applied for properly. Mr. Carrino responded that there are state regulations on the use of the building permit fees.

Commissioner Hawkins asked if the City should have a conversation about flood plains and if there are any changes to noticing to the residents. He expressed concern regarding the amount of flooding and cited how the County has changed some things and residents were not aware of that.

Mr. Carrino responded that he did not know if the City can go to someone about an existing structure and tell them they have to do something to their property due to a change in the flood plain.

Commissioner Hawkins explained that he wants to know if the County changes the flood plain does the City know about it.

Commissioner Ashcraft explained that anytime someone purchases a home, the title company determines if the property is within a floodplain and then they are required to purchase flood insurance.

Discussion was held regarding how changes to the floodplain maps are enacted and how residents are informed about any changes with Mr. Carrino indicating staff could contact the County and the Property Appraiser to find out how often the maps are changed. He noted that an individual property owner can petition to have their status changed.

Mayor Holland commented on an instance with someone whose home was impacted and their home previously was not in a floodplain; however, the map was changed and the home owner was not notified of that change and they did not have the opportunity to obtain flood insurance.

Discussion was held regarding how residents could be informed about floodplain changes with Mr. Carrino indicating that the City could send out a notice telling residents to check their status and telling them how to do it. It was suggested that notice be also placed on the City website.

Vice Mayor Lee emphasized the need to make sure all City storm drains are cleared prior to storms to help reduce flooding.

Commissioner Cruz asked if the City could ask other agencies that are within a certain distance of the City to contact the City if there is a change to the floodplain.

Chief Swanson suggested that they add to the Emergency Management Plan that the current floodplain maps be reviewed annually.

Mr. Carrino noted that the flood plain maps are updated through the federal government and there may not be a way to require them to notify the City of any changes.

Commissioner Cruz suggested that the City ask the Army Corps of Engineers to add local notifications to their standard operating procedures.

The Commission asked if there is anything within the City's code that addresses floodplain issues with Mr. Carrino responding that the Building Official does enforce floodplains. He indicated that the City primarily defers to the St. John's River Water Management District.

The Commission asked if the City sets its own threshold with Mr. Carrino indicating that the City is not more restrictive than the federal agencies or St. John's.

Mayor Holland and the Commissioners commented on how well all the City departments worked together during and after the storm.

#### Organizational and Event Support Grant Presentation to Trout Lake Nature Center

Cathie Catusus, President of Trout Lake Nature Center, and Joanne Hart-Rittenhouse, Secretary, thanked the City for its support.

Mayor Holland thanked Ms. Catusus and Ms. Hart-Rittenhouse for all of their hard work for the community.

Commissioner Hawkins presented them with a check for \$4250.

#### **4. AUDIENCE TO BE HEARD**

Jacqueline Lucas stated her questions had already been answered.

Blake Griswold expressed concern regarding possible flooding that may occur following construction of the new Pine Meadows subdivision and who would be responsible for any additional flooding.

Mr. Carrino stated that the developer and then the HOA will be responsible for maintaining the stormwater facilities such as the culverts, piping and retention ponds. If there is damage to the road, it will be either the City or the County depending on the section of road affected.

Mr. Griswold noted previous flooding on the site with Mayor Holland indicating the project should have already gone through engineering review.

Mr. Griswold commented on water already on site with Mr. Carrino indicating the property is under construction so the stormwater facilities are probably not functioning as intended yet.

Gail Isaac-Thomas commented on the comedy show held Saturday night at the Hideaway. She announced the next show would be held December 28<sup>th</sup>. She expressed thanks to Sam

Brinson for his help with the Golden Seniors. She asked for the City to provide funding for breakfast for the group and allow Ms. Barbara to retire. She indicated she had been cooking for the Golden Seniors for over 20 years. She thanked City staff for their work cleaning up the City.

Cindy Newton suggested the City consider changing the regulations regarding what is built in a flood plain. She commented on a recent FEMA change that went into effect. She explained that Lakes of Mount Dora asked for a review and FEMA looked at a larger area and changes were made in the floodplain. She stated that Eustis was included in the review but was not notified due to recent annexations not included on the GIS map. She offered to provide to the City a copy of that revision. She added that they can also go on the FEMA website and see what is in process and can make comments. She noted that the County's GIS map also shows what properties are in floodplains.

Charles Newton addressed the Commission regarding the school zone cameras. He stated his support for the cameras. He indicated he received a ticket through the cameras at a time when the school zones lights were not flashing. He expressed concern that the flashing lights are not synced with the cameras. He stated he addressed his concern with Chief Capri who indicated he would take care of the ticket. Mr. Newton requested that he receive something in writing to that effect.

Chief Capri explained he contacted the company and they are working to synchronize the lights and camera and the company has already voided the ticket.

## **5. CONSENT AGENDA**

5.1 Resolution Number 24-86: Panasonic Toughbook Computer Lease for Police and Fire Departments

5.2 Resolution Number 24-87: Approval of Purchase in Excess of \$50,000 for GovWell Software and Support

5.3 Resolution Number 24-88: Accepting a Lift Station Easement Within Johnson's Point Townhomes Subdivision

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to approve the Consent Agenda. Motion passed on the following vote:

Voting Yea: Commissioner Cruz, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

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

6.1 Resolution Number 24-80: Utility Easement Harbor Island Villas

Sasha Garcia, City Attorney, noted there was a change to Resolution Number 24-30 due to a prior version of the resolution being uploaded to the agenda. She indicated it was not a substantive change; therefore, they could proceed with considering the resolution. She read the corrected Resolution Number 24-80 by title: A Resolution of the City Commission of the City of Eustis, Florida; declaring a public hearing to consider an application to vacate a portion of a plat subdividing land pursuant to Section 177.101, Florida Statutes, and the Land Development Code, more specifically vacation of a sixteen foot by twenty-five foot wide utility easement located on property at 7 Forest Lane (also referred to as Lot 4, Block 2, Harbor Villas Subdivision, as recorded in Lake County Plat Book 25, Pages 16 and 17).

Mike Lane, Development Services Director, explained the location of Harbor Island Villas subdivision. He noted the subject lot is stair stepped above Forest Lane and the plat recorded in 1980 does not show Forest Lane and the house was built in 1987. He stated that the surveyor made a note on the plat that "the front 25 feet of all lots are subject to an easement for ingress, egress & utilities". He provided a map that shows how Forest Lane meanders over the lots. He explained that when the owner of 7 Forest Lane tried to sell his property the boundary survey shows the note from the plat and the easement. However, his garage is located within the 25 feet, which is causing him difficulty in selling the property.

The Commission questioned how they were able to get a building permit with Mr. Lane explaining that the placement of the road contributed to the problem. He further explained that the owner's actual survey does show that there is an underground electric line on his property. The water main easement does actually show on the edge of Forest Lane. The sanitary sewer also shows on the same location as the water main on the north side. On Lot 4, there is also a sewer easement on the back side of the property. He provided a photograph with an overlay showing the location of the electric, water and sewer lines.

Mr. Lane presented a map showing the location of the garage and the specific legal description for the garage.

The Commission confirmed that the City would not ever need to utilize that easement in that location and further questioned how the error occurred with Mr. Lane noting that it could be termed a scrivener's error and noted other lots that may also be affected. He explained that those can't be acted on at that time due to not having their specific boundary surveys.

The Commission suggested reaching out to the other properties regarding the issue and making sure there is something in the system that would alert future staff about the issue with Mr. Lane indicating there is not a way in Edmunds to flag that information. He added that he could contact the affected property owners. He noted that staff has reached out to the other utilities to confirm there is nothing in the easement and stated staff's recommendation for approval.

Ms. Garcia opened the public hearing at 7:01 p.m. There being no public comment, the hearing was closed at 7:01 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft, to approve Resolution Number 24-80. Motion passed on the following vote:

Voting Yea: Commissioner Cruz, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

## 6.2 Explanation of Ordinances for Annexation of Parcel with Alternate Key Number 1443270:

Ordinance Number 24-35: Voluntary Annexation

Ordinance Number 24-36: Comprehensive Plan Amendment

Ordinance Number 24-37: Design District Assignment

### FIRST READING

Ordinance Number 24-35: Voluntary Annexation of Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

Attorney Garcia read Ordinance Number 24-35 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 0.34 acres of

real property at 2505 E. Orange Avenue, Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, North side of E. Orange Avenue.

Jeff Richardson, Deputy Director of Development Services, reviewed the request for annexation and the requested future land use and design district designations. He indicated the current land use designation is Urban Medium in Lake County and the requested land use designation is Residential Office Transitional (RT) with a design district of Suburban Corridor. He explained the allowed uses between the Urban Medium and RT designations. He explained staff's review of the request and indicated the request is consistent and compatible with the surrounding uses and expressed staff's recommendation for approval.

Commissioner Cruz questioned whether the existing parking would suffice for the allowed density with Mr. Richardson responding that at .34 acres they couldn't get much more density on the site.

Attorney Garcia opened the public hearing at 7:06 p.m. There being no public comment, the hearing was closed at 7:06 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to approve Ordinance Number 24-35 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Cruz, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

### **6.3 FIRST READING**

Ordinance Number 24-36: FLUM for Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

Attorney Garcia read Ordinance Number 24-36 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 0.34 acres of real property at Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, north side of E. Orange Avenue from Urban Medium in Lake County to Residential/Office Transitional in the City of Eustis.

Attorney Garcia opened the public hearing at 7:07 p.m. There being no public comment, the hearing was closed at 7:07 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to approve Ordinance Number 24-36 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Cruz, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

### **6.4 FIRST READING**

Ordinance Number 24-37: Design District Designation for Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

Attorney Garcia read Ordinance Number 24-37 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 0.34 acres of real property at Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, north of E. Orange Avenue.

Attorney Garcia opened the public hearing at 7:07 p.m.

Mr. Richardson announced that he had determined that the title of the ordinance was wrong as it should have read Suburban Corridor not Suburban Neighborhood.

Attorney Garcia indicated it would have to be re-advertised and reheard on first reading.

Discussion was held regarding how to handle the situation and how to keep all of the ordinances together.

Attorney Garcia announced for the public that Ordinance Number 24-37 would be re-advertised and heard on first reading on November 7th and the related ordinances would be postponed to November 21st so all three ordinances would be heard on second reading on November 21st.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to re-advertise Ordinance 24-37 for first reading on November 7th and to postpone Ordinances 24-35 and 24-36 to November 21st for second reading. Motion passed on the following vote:

Voting Yea: Commissioner Cruz, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

## 7. OTHER BUSINESS

### 7.1 Discussion on Reconsideration of Resolution Number 24-41: Approving a Site Plan with Waivers for a Self-Storage Facility at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069)

Mr. Carrino cited the City Commission's Rules of Order regarding the reconsideration of denied agenda items. He explained that the Commission actually took no action when the subject item was first presented. They have since made changes to the site plan and presented evidence that there are no issues with the visibility at the corner and they have provided proof of the cross-access easement. He explained that the Rules of Order require the Commission to agree to rehear an item or they have to wait nine months for the consideration. It was confirmed that the item was not acted on the first time; however, it was denied on a 3 to 1 vote the second time.

Discussion was held regarding the changes they made between first and second hearing and whether or not to rehear the application.

Discussion was held regarding how to regulate the mix of uses allowed in the City and how to restrict the number of self-storage units in the City with Mr. Carrino indicating that will be one item of discussion on November 7th.

**CONSENSUS:** It was a consensus of the Commission to allow the item to be placed back on the agenda for consideration.

Mr. Carrino indicated that staff would bring it back as soon as possible; however, it might not make the November 7th agenda due to advertising requirements.

### 7.2 Discussion of CRA Priorities

Mr. Carrino cited the presentation provided by Horace Jones, regarding the Eustis Housing Authority proposed community building. He indicated the discussion was prompted by that presentation. He provided an overview of the FY24-25 CRA budget less anything related to the Waterman properties. He stated that there is approximately a \$300,000 surplus with the plan for those funds to be utilized for future projects. In FY23-24, the reserve for future projects was \$1,860,000. He explained that does not include the \$300,000 which is the projected surplus for FY24-25.

Mr. Carrino reviewed a list of projects, anticipated expenses and related issues as follows: 1) Bay Street drainage for \$145,000; 2) Ferran Park seawall for \$975,000; 3) Street Rehab - \$50,000 to \$70,000 annually; 4) Sidewalks and Plantings - \$45,000 to \$70,000 annually; 5) Palmetto Plaza shade structure, additional parking and tot lot - \$469,000; and 6) Carver Park Basketball shade structure - \$400,000. He noted that discussion has been held regarding allocating the basketball shade structure funds to an indoor facility.

Mr. Carrino cited the housing rehab project which was originally budgeted at \$250,000 and administered by Lake Community Action Agency. Approximately \$60,000 was leftover and was supplemented by another \$40,000 in new money for \$100,000 in FY 24-25. He discussed the former Waterman Site Debt which will be dependent on any development agreement. He explained how that might vary depending on the agreement. He stated that approximately \$2,600,000 will be due in FY 24-25 and the City will need to refinance that unless the property is sold which would take care of the debt. He stated they are working with the redevelopment partner on an agreement for the site. He added that the final agreement may need some type of incentives and explained what that might look like.

Mr. Carrino commented on possible investments that may be needed as part of the Master Plan. He cited a number of possible improvements to be done in Ferran Park as part of the Master Plan. He then reviewed a number of potential upcoming projects, including Tour Boat Improvements, Housing Authority Community Building, Educational Facility and Recreation Expansion/KTE Facility. He indicated that staff is moving forward with creating a Carver Park recreation master plan and cited those items included in that. He confirmed that may include meeting space. He commented on the public input session held in 2022 and reviewed the results from that session.

### 7.3 Follow-Up Discussion on Eustis Housing Authority Community Building

Horace Jones, Executive Director of the Eustis Housing Authority, explained that the EHA has been planning for their community building for three years. He stated that phase one is the laundry facility and is already underway. The second phase would be the community center and that is what he has requested City funding for. He indicated that the total cost for the second phase is \$720,000. He added that they are requesting \$350,000 from the CRA to complete the second phase with the remainder being through CDBG funds. He provided an overview of what would be included in the community center.

The Commission asked if the community center would be open to the general public with Mr. Jones responding that all of the use regulations have not been finalized. He indicated that the Board of Directors would have to consider that.

The Commission asked how many residents are at the complex with Mr. Jones responding they have 116 units so the total residents is probably double that.

The Commission asked how the community center would benefit the rest of the CRA district with Mr. Jones responding it would give them an opportunity to have a place they can go to have meetings or other events.

The Commission asked if there would be a charge for that with Mr. Jones stating that would be decided by his Board of Directors.

Commissioner Cruz stated that, if the \$350,000 is coming out of CRA funds, then it should have to benefit the entire CRA.

Vice Mayor Lee indicated her concern that they do not have sufficient information in order to make a decision such as will there be a fee and who will be allowed to use it.



Commissioner Hawkins expressed concern and recommended that Mr. Jones have individual conversations with the rest of the Commission regarding the Choice Neighborhood program and whether or not the \$350,000 would be better applied to that program.

Mr. Jones expressed support for holding a workshop to discuss the issues.

Commissioner Ashcraft commented on the possibility of including a community center in the Carver Park master plan and indicated that might fill the need rather than having duplication of services.

Discussion was held regarding a workshop with Mr. Jones noting that they would be applying for the Choice Neighborhood grant with an initial amount of \$500,000 but they could be awarded up to \$50 million.

**CONSENSUS:** It was a consensus of the Commission to schedule a workshop to discuss the community center and the Choice Neighborhood program. It was recommended that Mr. Jones bring back information from his Board regarding any fees that would be charged and who could use the facility.

Mr. Jones indicated he would want to have his consultant present so it was agreed he would have to see when his consultant could attend. It was agreed that it would need to be a stand alone workshop rather than prior to a Commission meeting.

Mr. Carrino noted the LDR workshop would be on November 7th and reminded the Commission that the Master Plan community meeting would be November 14th at 5:30 p.m. at the Eustis Women's Club.

It was agreed that it should be a standalone workshop and discussion was held regarding what else might be discussed at the workshop including the Palmetto Plaza shade structure.

Commissioner Hawkins commented on there being some opportunity for new businesses. He presented a photograph of a dilapidated home in which a family with children is living. He stated he would like to make sure that when they have the CRA discussions that it is not just about the downtown but is also about the neighborhood. He commented on the high cost of renovating a home to make it livable. He added they have to help those that can't help themselves.

#### 7.4 Purchasing Threshold Discussion

Mr. Carrino noted the presence of Purchasing staff members and cited the staff report which explains the City's purchasing thresholds. He explained that discussion was held during the budget workshops, and since then, about the need to look at the City's purchasing thresholds and the best way for the City to be able to take advantage of specific purchasing opportunities. He stated, in the packet, there is information regarding what other cities do and provides some draft language for the handling of unique purchases that don't fit into the purchasing process. He asked for comments from the Commission and stated staff's recommendations for increasing the thresholds to \$5,000 and \$75,000 and the handling of unique purchases. He provided an overview of how the process works including verbal quotes, written quotes and formal bid process.

Discussion was held regarding the possibility of increasing the thresholds, the handling of unique purchases and purchasing of already budgeted items.

Discussion was held regarding how slowly the purchasing process may work with Mr. Carrino indicating that they have recently expanded the purchasing department staff to help streamline the process.

**CONSENSUS:** It was a consensus of the Commission for the thresholds to be increased to \$5,000 and \$100,000 and for the addition of some discretion for the City Manager for immediate purchases that would save the City money.

Commissioner Cruz asked to have purchases be placed on the website for transparency purposes with Mr. Carrino indicating staff can look into that.

### 7.5 City Manager's Annual Evaluation

Karen Crouch, Human Resources Director, discussed the City Manager evaluation process and presented a salary comparison with surrounding cities. She noted that City employees received a 5% increase plus a \$1000 bonus. If the City Manager were to be provided the same increase, his salary would increase from \$179,080 to \$189,034.

Commissioner Ashcraft expressed concern that he did not get to meet individually with Mr. Carrino.

Vice Mayor Lee asked for a comparison with the other cities with Ms. Crouch indicating the following salaries: Clermont - \$196,560; Leesburg - \$239,661; Mount Dora (who is the newest in the area) - \$183,195; and Tavares - \$213,740.

Discussion was held regarding the individual meetings with Commissioner Hawkins noting he met with Mr. Carrino a month prior. Mr. Carrino offered to hold off until he had met individually with all of the Commissioners.

Discussion was held regarding increasing Mr. Carrino's salary to higher than \$189,000 with Mr. Carrino indicating he would prefer not to receive more than the other City employees.

Vice Mayor Lee complimented Mr. Carrino on the great job he has been doing and how well he communicates with the Commission. She emphasized her belief that he is worth more.

Commissioner Cruz indicated she has additional questions that she would send to Ms. Crouch later.

Commissioner Hawkins commented that Mr. Carrino oversees a city that does a lot with a little. He cited how well he works to keep the City in the black. He stated his belief that Mr. Carrino does a tremendous job and how well he communicates with all of the Commissioners. He agreed that he deserves more but would stick with what Mr. Carrino desires.

Ms. Crouch recommended that any raise be retroactive to October 1st as was the other City employees' raises.

Mayor Holland commented on how he has the opportunity to see how other city managers operate and how early Mr. Carrino comes to work each day. He cited how he attends all of the City events and how he interacts with all of the City's employees. He expressed support for moving forward with giving him the 5% plus \$1,000.

Commissioner Hawkins commented on how well the other employees speak about Mr. Carrino.

Commissioner Cruz asked about adding a part-time assistant for Mr. Carrino with Mr. Carrino commenting on how he and the new Deputy City Manager are working together and still figuring out how things will work. He indicated there is no need to increase the City Manager's office staff when there are other departments that still need help.

Commissioner Cruz stated she would still like to have an individual meeting but agreed to proceed with the increase.

Commissioner Ashcraft indicated he did not have a problem with moving forward with the increase but would still like an individual meeting.

**CONSENSUS:** It was a consensus of the Commission to proceed with the City Manager's salary increase of 5% plus \$1,000 retroactive to October 1st.

## **8. FUTURE AGENDA ITEMS AND COMMENTS**

### **8.1 City Commission**

Commissioner Hawkins commented on the great City and community support during the hurricane. He cited the need for the City to utilize its funds to help others.

Commissioner Ashcraft echoed the comments on the community support after the hurricane and the number of neighbors helping neighbors. He asked for an update on the eastern plant with Mr. Carrino responding they have signed a contract with a consultant who will provide numbers on what the system is worth, what are the potential legal fees, who would be potential purchasers and the differences between the different types of purchasers.

Commissioner Ashcraft then asked the timeline with Mr. Carrino indicating they do not yet have a timeline. Commissioner Ashcraft asked about the different insurance tiers for employees with Mr. Carrino responding that HR is working with PRM to provide that information.

Commissioner Ashcraft asked about the pest control bidding process with Mr. Carrino indicating that staff would be contacting pest control providers the next week. Commissioner Ashcraft asked why the City is utilizing different pest control services for different facilities. Mr. Carrino responded that some buildings require different handling. He indicated that, in total, the City spends less than \$10,000 on pest control. He added that the total is below \$10,000 so an RFQ or RFP is not required.

Commissioner Hawkins expressed support for the City utilizing multiple providers.

Commissioner Ashcraft explained his concern is his desire that the City utilize Eustis-based businesses. He then commented on the EHS Homecoming game and congratulated the King and Queen.

Commissioner Cruz asked if the City had ever contacted the Carters with Mr. Carrino responding they have not but they do have contact information and would be contacting them.

Commissioner Cruz asked, after storm debris is cleared, if the City could do a public campaign informing the public on how they can report possible hazards or safety issues. Mr. Carrino responded they could do something that pertains to public property but was hesitant regarding private property due to code enforcement reporting requirements. She cited all of the staff and crews that are working on storm-related issues.

Commissioner Cruz expressed congratulations to the EHS boys golf team who recently won the Lake County Cup for the first time. She reported that she recently walked the Lake Eustis shoreline with an FWC biologist who identified several areas of concern. She indicated that the City can address those issues in conjunction with FWC and Lake County. She added that the biologist was very impressed with how well the City is maintaining the shoreline. She then announced that EPD is doing a Toys for Tots drive. She noted that Station 22 and the Library also have Toys for Tots drop offs, all of which will be picked up on December 6th.

Vice Mayor Lee asked for an update on the downtown redevelopment partners with Mr. Carrino indicating they have been exchanging draft agreements for several weeks. He indicated the master plan is wrapping up and then they will do a pre-development agreement. He added they would be meeting with them in the following week.

Vice Mayor Lee thanked the Events Department for their work on the Clifford house. She cited the new outdoor lighting and the plantings that are being done. She announced that they are working on putting in new planters in the downtown area as part of the America in Bloom project. She noted the installation of bat houses as well.

## 8.2 City Manager

Mr. Carrino announced the Master Plan community meeting would be November 14 at 5:30 p.m. at the Woman's Club and the Land Development Regulation workshop would be Nov. 7th at 4:30 p.m. prior to the Commission meeting. He indicated staff has applied for a FRDAP grant for the playground equipment at Carver Park. He noted the FRA conference would be the following week. He indicated that Tanya Wilder would be going as a CRA board representative. He then stated staff's proposal that the two December meetings be consolidated into one meeting to be held on Thursday, December 12th.

**CONSENSUS:** It was a consensus of the Commission to consolidate the two December meetings into one to be held on December 12th.

Mr. Carrino thanked the Commissioners for their kind words and emphasized that everything is due to the great team they have and the support of the Commission. He thanked City staff for their support.

## 8.3 City Attorney - None

## 8.4 Mayor

Mayor Holland offered "happy birthday" to Vice Mayor Lee, Commissioner Hawkins and Al Latimer. He commented on his tour of the City following the storm and how everyone was helping each other. He asked Chief Swanson for an update about the storm.

Chief Swanson reported they have been approved for 100% reimbursement for the top three categories: a) 90 days for debris removal; b) emergency and c) road and bridges.

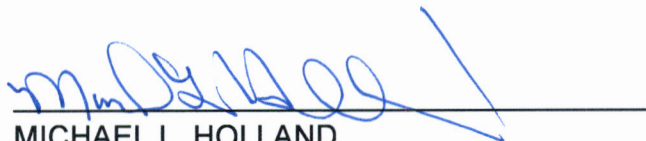
Mayor Holland announced that the Fall Festival would be Saturday in Ferran Park, 10 a.m. to 2 p.m.

## 9. ADJOURNMENT: 8:31 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