



MINUTES

APPROVED 10/19/2023

City Commission Budget Workshop

5:30 PM – Tuesday, July 25, 2023 – City Hall

CALL TO ORDER: 5:32 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

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

1. WORKSHOP ITEM WITH DISCUSSION, PUBLIC INPUT AND DIRECTION

1.1 Capital Improvement Plan (CIP)

Tom Carrino, City Manager, opened discussion and announced there would not be a formal cemetery presentation. He commented on the additional information provided regarding salary increases. He began with a review of the Capital Improvement Plan (CIP). He explained that the majority of the vehicles included in the budget are replacements not new vehicles; therefore, he would concentrate on projects.

Mr. Carrino reviewed the building improvements and explained they budget the various necessary improvements by year and building. He cited the following projects: 1) Events Department carpeting; 2) Lake Willie boardwalk reseal; 3) Community Center parking lot. He noted that they don't know where the City will be in five years facility-wise; however, they have to project out for improvements. He continued the review with the following: 1) City Hall maintenance and improvements (painting, awnings, lobby improvements in the current year); and 2) Public Safety Building (consultant services, design and engineering, and construction projections with corresponding revenue). He explained the need to determine how that facility will be paid for.

Mr. Carrino explained that plans are to engage a consultant in the coming year to determine where the facility will need to be and how large it needs to be.

The Commission asked if the plan is for it to be on already owned City property with Mr. Carrino explaining that, if the consultant says it needs to be in a certain area, then the City would need to determine if the City has property available in the required area or if they will need to purchase property. He confirmed that the estimated \$13 million construction cost would not include any acquisition costs.

Discussion was held regarding moving up the project another year with Mr. Carrino indicating that was possible. Discussion was also held regarding the lack of available state funding for public safety.

Mr. Carrino discussed budget items for miscellaneous equipment and maintenance. He indicated that is basically for park furnishings including park benches and similar items. He explained it is only budgeted for three years as they should be in good shape at that time. He then explained that they should have a project sheet for each project on the list. He commented on the North Shore Culvert project to stabilize and shore up to get by for about ten years. He added that eventually the bridge will need to be replaced but at a cost in the millions.

Mr. Carrino then reviewed the Eustis Police Department budgeted expenses including vehicles, Axon, tasers, and evidence.com.

Police Chief Craig Capri stated the Axon covers the actual tasers. He explained the evidence.com covers the cameras and storage. He added they are upgrading to the Taser 10. He commented on how the technology protects the City in use of force situations, limits liability and prevents lawsuits with the cameras and tasers.

Mr. Carrino reviewed the expenses for the Eustis Fire Department. The Commission asked about bunker gear with Fire Chief Mike Swanson explaining bunker gear expires every ten years so they purchase it on a five year cycle. The Commission asked if they are budgeting for new personnel to be added with Chief Swanson explaining the problem is the rapidly increasing cost for bunker gear.

Mr. Carrino indicated that they can use impact fee funds for bunker gear for new staff but not for replacement gear.

The Commission asked about the existing generator with Chief Swanson responding that the Department has been approved for a federal grant for the generator. He indicated they have to have it budgeted and then will be reimbursed. He was unsure about the cost share for the generator.

Mike Sheppard, Finance Director, explained that funds were moved around to have the generator included in the current year budget rather than the next year's budget. It was confirmed that they should move forward to make sure they have a functional generator in case of a hurricane.

Mr. Carrino commented on the Station #22 bay doors and emphasized it is needed regardless of the possibility of a new public safety facility. He then reviewed the pumper engine replacement with Chief Swanson noting the pumper engine replacement had increased in cost from about \$400,000 to \$850,000 and the wait time for the truck has increased.

The Commission agreed to pre-order the pumper truck to lock in the price. Mr. Sheppard commented on the possibility of leasing the truck at an estimated cost of \$200,000 per year. Discussion was held regarding leasing the truck versus buying the truck and the wait time on the trucks. A suggestion was also made about the possibility of several cities going in together to purchase the tower truck. Chief Swanson indicated he could discuss it with the other cities. It was agreed to leave the \$750,000 in the budget as a placeholder.

Mr. Carrino reviewed the replacement of the two rectangular floating docks in Ferran Park due to their condition.

The Commission questioned how much the docks are utilized with Mr. Carrino stating they are used a lot particularly during special events. The Commission questioned the cost of the finger style docks with Mr. Gierok indicating those would require a different type of structure. He added they could consider doing a T dock with fingers which would require additional engineering and permitting costs. He said that could be considered in finishing out the master plan.

Mr. Carrino reported that the Magnolia Avenue crosswalk was already done in the current year so that \$50,000 can be removed. He then explained the City evaluates the crosswalks and sidewalks based on the condition of the sidewalks and streets. He indicated the cost in the budget is to obtain a consultant to do a re-evaluation.

The Commission asked when certain roads would be redone with Mr. Gierok explaining that the City's roads were constructed over a 100-year period and were constructed with varying types of technology. He explained that some of the roads that are cracking are made of poured concrete with 3/4" rebar. He stated that if they just replace the asphalt the cracks reappear. He explained that he consistently looks for how those roads could be addressed. He added that they routinely have had the roads ranked according to condition. He stated that in 2011 or 2012, it was estimated that it would require about a \$14 or \$15 million bond to bring up all the roads. He commented on how much staff has been able to improve the roads. He stated that staff is planning to begin redoing the concrete roads about one per year beginning the next year. He explained they will crush the concrete and re-use it. He stated if they have any funds leftover from asphalt each year, they will also put that towards the concrete roads. He commented on how the roads are mixed in how they are built. He stated that they are moving Atwater up in the schedule. He further commented on what it will entail to redo the concrete roadways.

Mr. Carrino reported on the budgeted dump truck replacement items. He explained they have previously purchased a used dump truck each year and asked about purchasing a new dump truck instead. He explained how the City purchases vehicles and stated that Utilities usually purchases the new vehicles which are then handed down to other departments until they are no longer useful and it gets sent to auction. He commented on the need to update the City's fleet. The Commission agreed to shift the purchase cycle for Public Works dump trucks to new every two years instead of used every year. It was agreed that staff would budget \$90,000 for 2023-24 and then zero in 24-25 with \$200,000 in 25-26, zero in 26-27 and \$200,000 again in 27-28.

Mr. Carrino commented on engineering and design for the unimproved roads in the City. He explained there are some dirt roads within the City that are the City's maintenance responsibility. He noted that does not include Green Lake Drive as it is not City-owned nor is it the City's maintenance responsibility.

Mr. Gierok reported that Mary Street, by Lakeview, will be the first street they will do. He explained that it will require right-of-way acquisition and stormwater infrastructure.

Mr. Carrino further explained that what is budgeted is only the engineering and design for Mary Street, not construction nor right-of-way acquisition.

The Commission asked if there are other roads besides Mary with Mr. Gierok stating there are approximately four. The Commission asked if the City has considered building the streets when new houses have been constructed. It was noted those streets have been in the City since 1883.

Mr. Gierok indicated that the City has been able to do two of the streets since he has been with the City including Ivy and a portion of Mary. He noted those were able to be done with the existing stormwater infrastructure. He explained that the rest of Mary will require design of stormwater and infrastructure. He further explained what will be included in the plans and construction estimate.

Discussion was held regarding the possibility of creating a taxing district to be able to reduce the timeframe for completion of the roads.

Mr. Carrino reported on the signalization cameras, technology improvements and related expenses. He noted that FDOT will be doing four of the intersections which will help the City. He explained that the upgrades to the intersections with the pavers was funded by diverting some of the signalization monies.

Discussion was held regarding the intersections needing improvement with Mr. Gierok noting that there will be additional mandates coming from the State. He commented on how he will be looking for funding for the project.

Mr. Carrino reported on the Pine Meadows Golf Course Road bridge. He indicated the City had attempted to get the developer to pay for the project; however, it is on the very eastern edge of their project and their traffic will not be going east. Therefore, they are not driving any traffic across the bridge, that is from people going to the conservation area.

Discussion was held regarding asking Lake County to pay for it with Mr. Gierok indicating the bridge is a DOT bridge. He explained it was constructed for the six houses located to the east on the dirt road. He stated that when Lake County put in the park, it was never sent to the City for review. He emphasized that it needs to get done and commented on the annual inspections of the bridge. He noted that it is only a single lane bridge. He explained how it could be improved and confirmed that the houses still use that bridge and that the City has done maintenance on it in the past. Further discussion was held regarding the use of the bridge.

Mr. Carrino confirmed that the City would be seeking assistance on the project from Lake County and/or the State. He indicated it would be unrealistic to expect assistance from the developer.

Mr. Carrino reported on the Rosenwald Gardens Coolidge project. He stated it is both a utility and a road project with about \$2 million in water and wastewater. He explained that the City has been working for sometime on the utility project due to the infrastructure not adequately handling the flows. He added that they will be running water and sewer lines north along Coolidge down Getford to the treatment plant. He stated the design and engineering is ongoing and moving forward and explained that the determination was made to improve the roads in the area while the roads are already torn up. He indicated that \$2 million is in the budget for the roads in 23-24 and \$2 million in 24-25. He stated that a lot of Coolidge Avenue is in unincorporated Lake County as well as some of the cross roads. He explained that unofficially he learned that Lake County has programmed \$850,000 per year for two years. He added that the City has also applied for CDBG funding in the amount of \$1.2 million. He was unofficially told that they were awarded \$200,000. He then commented on the possibility of obtaining state funding for the project due to the project resolving issues with stormwater, water and sewer service and opening an area to affordably priced single family homes. He indicated that the City will be applying for state funding through Senator Baxley and Representative Truenow's offices. He added that they have also been told there is \$710 million available to support affordably priced housing; however, no criteria has been issued for that yet. He emphasized that staff will be applying for as much funding as possible to cover the project.

Discussion was held regarding possible housing to be constructed in the subject area with Mr. Carrino estimating that the area could possibly hold a couple of hundred affordably priced homes. It was noted that the County would actually be providing \$2

million for the project as they had provided \$348,000 already for the design and engineering.

Discussion was held regarding the amount and how impact fees are collected. Further discussion was held regarding the amount the City could possibly receive from the affordable housing funding. It was noted that a meeting was also held with the Lake County Water Authority who could possibly also provide some funding.

Mr. Gierok provided an update on the project and stated they are advertising for the engineers for the roadway and that the utility package was just advertised. He indicated that will assist with the legislative request as long as the funds are encumbered within a year.

The Commission asked how much of the project is in Lake County and how much in the City with Mr. Gierok indicating that Coolidge will extend from Bates to Getford. He stated that currently only one block is paved and that is County maintained. Additionally, they will be doing seven blocks on Harlem, Virginia, Suwannee and Dixie from Wall Street to Coolidge. He explained how those are currently maintained and how they will be maintained in the future. He confirmed there will be sidewalks on the roads as part of the project.

RECESS: 6:55 p.m. RECONVENE: 7:04 p.m.

Mr. Carrino reported on the Library air conditioning replacement and meeting room reconfiguration.

The Commission asked if funds are in the CIP for the library expansion with Mr. Carrino responding negatively.

Mr. Gierok reported that he had met with Library Director Ann Ivey. He stated there is money budgeted for the meeting room reconfiguration; however, staff already did a lot of that inhouse.

Ms. Ivey reported that she is working on some impact fee funding from the County but that is two years out.

Mr. Gierok recommendation using the \$60,000 from the reconfiguration to get architectural input on how to expand the building. He added that, in the meantime, Ms. Ivey can work on getting impact fee funds. He noted that the project is probably going to cost over \$1 million.

Mr. Carrino reviewed the recreation projects including replacement of the air conditioning for the admin. building. He explained that mostly what is included are the park improvements. He noted there would be a lot of discussion on the community center and its future and cited the \$100,000 five years out for the generator for the community center.

Mr. Carrino highlighted the following items that may need further discussion including: 1) Cardinal Cove bathrooms; and 2) Pickleball courts at the Service Center.

Discussion was held regarding the previous suggestion to convert some of the tennis courts at Cardinal Cove to pickleball. Discussion was also held regarding noise complaints related to pickleball.

Mr. Carrino reviewed various Parks and Recreation projects as follows: 1) Service Center improvements (to be postponed to allow for further discussion on the center); 2)

Increase in cost for Bennett Park playground equipment; 3) Carver Park pavilion replacement; 4) Elizabeth Circle playground equipment increase; and 5) Pendleton Park playground increase to \$75,000.

The Commission noted that the Pendleton Park playground may not be needed depending on what happens to the Community Center. It was noted that most of the children prefer the type of playground at Ferran Park. Discussion was also held regarding leaving the Pendleton Park playground as it is until a decision is made regarding the Community Center. It was agreed to leave \$60,000 in the budget for Pendleton Park as a placeholder.

Mr. Carrino commented on the \$100,000 in the plan for Carver Park and the amount that Carver Park is used. The Commission asked about the covering for Carver Park with Mr. Carrino responding that staff was directed to get some real numbers on the cost. He stated that is budgeted in the CRA. The Commission further discussed moving forward with the Carver Park covering.

Mr. Carrino cited the need to discuss the \$450,000 budgeted for softball lighting. He commented that the usage of the softball field is low. He added that Mr. Dolan is working to build a softball program. He noted that there is an issue with the available power. He stated that the project has been pushed back several times due to staff questioning whether or not it is needed.

Mr. Carrino reported on funding in the CIP for improving the pool. He noted that, while the pool is used by the high school swim team, it is too small for swim meets. He commented on the City's wants and needs and indicated they probably would need to do a study regarding the pool. He indicated the \$3 million is in the plan as a placeholder.

The Commission questioned whether or not the high school pays to use the pool with Rachel Amman, Pool Supervisor, explaining that there is some type of in-kind trade-off which allows the Recreation Department to utilize some of their facilities.

Discussion was held regarding the use of the Curtright Center by the City for programs and the lack of availability.

Mr. Carrino indicated the funding is for renovation of the existing pool and possible enlargement which would allow the City to host swim tournaments.

Discussion was held regarding including in the master plan development of a complex similar to The Big House in Tavares which might include an Olympic-size swimming pool. The aquatic center at Ferran Park could possibly be repurposed. The 112 acres that the City recently received back was cited as a possible location. Various ideas were discussed regarding relocating Parks and Recreation and combining some of the uses of City properties.

Mr. Carrino indicated they would include in the CIP the funding for the pool renovation as a placeholder which may result in discussion regarding a future complex. He then noted that the splash pad must be renovated every five to seven years so that is in the CIP at five year intervals. He cited the Sunset Island pedestrian lighting which is intended to improve safety along the path around the pavilions.

The Commission asked about the installation of cameras in that area with Police Chief Capri indicating it is going through the process. The Commission recommended looking at the impact of the additional lighting on the surrounding neighborhood.

Mr. Carrino continued the review of the CIP noting the last item in the 10 fund (Sales Tax Fund) is the debt service on the ladder truck.

Mr. Sheppard announced that the Sales Tax would sunset in 2033. He indicated that four or five years ahead of that the County and cities will probably do a referendum to renew the one cent sales tax.

The Commission asked about funding for demolition of the Chamber building with Mr. Gierok indicating that is provided for.

The Commission asked about upgrading the lighting on Bay Street with Mr. Gierok indicating it would be handled by Duke Energy but the City would have to pay for it. He recommended doing a beautification project to tie in with that. He suggested getting Duke Energy to partner with the City on that project. He explained that some of the lighting they use is mandatory due to the constraints the City has for space. He recommended that the City look at both the photometrics and aesthetics as they come down SR 19. He indicated there are areas they can't do much about.

The Commission discussed the lighting issues in various areas with a suggestion that the lighting be lowered to create more of a boulevard effect.

Mr. Gierok indicated he could begin getting some design ideas that would consider the right-of-way and other constraints.

Mr. Carrino reviewed the projects in the 13 fund. He noted that the \$245,000 for crosswalks and intersections is for the DOT project. He said that will be for the paver improvements at the intersections. He then explained that \$75,000 for the SR19 island replanting can be removed as it is being done in the current year with maintenance funds.

Mr. Carrino then reviewed the 14 Fund (Community Redevelopment). He noted the sidewalk and street rehabilitation and stated that the City is actually providing a higher level of service than elsewhere in the City and explained that is required in order to utilize CRA funds. He explained that the \$399,900 budgeted for the seawall in the current year would be rolled-forward. He indicated that staff would be utilizing \$25,000 for design and engineering in the upcoming year to update previously done engineering. He stated they would be adding an additional \$550,100 in FY24-25 to bring the construction budget to \$950,000. He commented that has been discussed for a number of years.

Mr. Carrino then reviewed the \$369,000 budgeted for Palmetto Plaza. He explained the church has had a change in leadership and stated they need to see whether or not the City can acquire some additional land to expand Palmetto Plaza. He indicated the amount budgeted may need to be increased depending on how much land can be acquired. He confirmed that the budgeted amount is strictly for construction not land acquisition.

Mr. Carrino then explained the Palmetto Park shade structure project and stated it is being rolled forward to be incorporated with the expansion project and that the shade structure would be carried forward. He added that the \$400,000 for the covering over the basketball courts would also be carried forward while staff determines the actual cost.

The Commission asked about the Palmetto Park electrical issues and confirmed it would be done as part of the rehabilitation. The Commission also commented on

previous discussion regarding the basketball courts and suggested the City do some fundraising and apply for grants to build a better facility.

Discussion was held regarding the difficulties inherent in doing fundraising.

Mr. Carrino commented on Water and Wastewater funds with the Commission asking about the Bay State South project with Mr. Gierok indicating that they put down \$20,000 and reporting that the City has been repairing issues as they have arose. He stated the City has accepted the system and taken over maintenance.

Mr. Carrino reviewed the 42 Fund projects. He noted \$1 million in the CIP for the Coolidge project. He cited the water master plan and explained the purpose is to evaluate the City's system. He then commented on the need to upgrade the facilities at the Bates Avenue compound. He indicated the design and engineering has been completed and the CIP includes \$800,000 for construction. He then cited the Sorrento Pines West project and explained the developer is building their infrastructure but the City wants to loop the system to provide redundancy.

Mr. Carrino then reviewed the 42 Fund citing again the Coolidge project budgeted at \$1.8 million on the sewer side. He explained the funding for the entire project includes \$2.8 million from Utilities and \$4.1 million for roads. He stated that the total cost for roads and stormwater is \$4.1 million. He indicated the City already has \$2 million coming from Lake County and are hoping to obtain an additional \$2.1 million from the State.

Mr. Gierok noted the solar panel project. He indicated it is a \$2.5 million project and they will get 40% back from tax incentives. He added there probably are Dept. of Energy grant funds available. He further explained the project and reduction in energy costs with an estimated payback time of ten years.

The Commission asked what is the shelf life of the panels with Greg Dobbins, Deputy Director of Utilities, responding they have a life span of 30 years. Mr. Gierok indicated there is one component that has a ten-year replacement cycle but that is built in to the payback.

The Commission questioned how they are during hurricanes with Mr. Gierok responding they just float on the water during storms. Further discussion was held regarding the utility cost savings with Mr. Gierok confirming SECO is willing to buy back any excess electricity and explaining how it would work.

Discussion was held regarding moving the project to the FY24-25 fiscal year with Mr. Carrino indicating staff would have to determine the funding source in order to move it up. Mr. Sheppard stated it could possibly be taken from reserves.

Mr. Gierok agreed to move it up and stated he would bring back a presentation with the details. He cited other agencies that have put solar arrays on their ponds as well.

Mr. Carrino continued reviewing the CIP projects citing a generator overhaul for the Bates Avenue treatment plant. Discussion was held comparing the cost of replacement versus overhaul with Mr. Gierok reporting on issues with generators needed for various lift stations. He explained staff has prioritized the various lift stations based on flows and environmental concerns. He commented on staff efforts to obtain funding for the project through emergency services.

Greg Dobbins, Deputy Utilities Director, explained that the \$800,000 was initially put in the plan for replacement of the generator. He stated the additional \$80,000 is for diagnosing and repairing the existing generator.

Mr. Carrino continued the review including the following: 1) Bates Avenue wastewater treatment budgeted over two years; 2) Demolition of the old eastern plant; and 3) Number of vehicles.

Mr. Carrino then reviewed the 49 Fund (Stormwater) projects as follows: 1) Culvert replacement; 2) Concrete crushing - to be moved to 23-24 and then do every two years at the new location; and 3) Street sweeper replacement.

Mr. Carrino then reported on the Cemetery Fund. He stated \$40,000 has been budgeted in 23-24 for design and engineering and then \$400,000 for the construction. He indicated they are moving forward with the Estate plots and hedging. He indicated the \$400,000 is primarily for the fountain and other improvements previously discussed. He commented on the Police Evidence Storage in the amount of \$200,000 with Chief Capri indicating he did not believe that project would be that expensive. He explained what is being proposed.

Mr. Carrino then reviewed the 65 Fund (Water Impact Fee Fund). He indicated that those projects are for upsizing or new service as that is all that impact fees can be utilized for. He cited the 66 Fund including debt service and upsizing the eastern force main. He reviewed the Under \$25,000 projects and stated those were reviewed as part of the individual department budgets. He noted the removal of the automatic gates at Palmetto Point Park.

Mr. Carrino then reported on a proposal to add a zipline and climbing wall at the aquatic complex. He stated the intent was to do one project next year and then one the following year. He indicated the zip line would be the first project and described how it would operate.

Discussion was held regarding the zipline and the safety of the project.

Rachel Amman assured the Commission that similar facilities have been installed at other aquatic facilities.

The Commission asked to see video of the zipline and climbing wall at other places.

Mr. Carrino reviewed the 10 Fund and 40 Fund projects as follows: 1) Kayak rental facility; and 2) Smaller equipment purchases. 42 Fund projects included the purchase of smaller equipment.

Mr. Carrino then reviewed various projects and purchases for IT and Station 24. He noted that the Recreation master plan is still in the draft budget; however, that will be removed based on Commission direction. He cited small scale maintenance for the splash pad. He then noted an error for signal maintenance. He indicated that should be included in all five years. He commented on the pavement assessment study and explained it is budgeted in two places with \$300,000 budgeted for the consultant to analyze the data and provide an update, the \$90,000 is for collection of the data to be provided to the consultant.

Mr. Gierok explained the reason for the two different costs. He noted that the last time this was done at a cost of \$600,000, it was done through the MPO.

1.2 Community Redevelopment Agency (CRA)

Al Latimer, Economic Development Director, reviewed the CRA Fund citing the electric vehicle charging stations. He stated staff has researched, as requested, the possibility of charging for the use of the stations. He indicated that the current agreement ends in June 2024. He stated that the City could begin charging in 30 to 60 days which would give time for the City to provide notice to the public that the City would be transitioning from a free service to charging for the service. He stated the fee for the charging stations is \$3600 per year. He indicated that if the City charged 15 cents per kilowatt hour, it could collect approximately \$5,900 gross, less fees, for a net revenue of \$3200 or \$400 less than the cost of the stations.

The Commission asked about a Tesla program to install the chargers and then Tesla charges the consumer. It was suggested contacting Tesla regarding the possibility of utilizing that program. Discussion was held regarding whether or not to continue having the charging stations downtown and the possibility of Tesla paying the City to have the charging stations in the City. Discussion was also held regarding whether or not the downtown stations actually attract people to the downtown. The age and functionality of the existing charging stations was also discussed.

The Commission asked Mr. Latimer to bring back information regarding the Tesla program and removal of the nonfunctional solar powered charging station.

Mr. Latimer discussed the 68 Fund. He cited \$25,000 in Professional Services for the LEAD program. He stated those funds would be to partner with LEAD on their various activities such as trade shows, meetings with site selectors, etc. He reported that the first year has been spent by LEAD getting set up, hiring personnel and getting their website set up.

Mr. Carrino confirmed that the City has not yet made a payment to LEAD.

Mr. Latimer then explained there is also \$30,000 under Professional Services to be used as matching funds for grant activities. He reported on the City's grant writing activities.

Discussion was held regarding the need to have funds available to match for grant awards.

Mr. Latimer highlighted account #3048 for Operating Expenses. He stated that is for marketing and cited the Duke Energy grant for that purpose and how it will be utilized. He noted \$3,000 for promotion of the business incubator. Discussion was held regarding increasing that amount to \$10,000.

Mr. Carrino stated that account is also where they previously discussed moving some of the code enforcement fine collections to.

Discussion was held regarding the City's various grant applications with Mr. Latimer explaining they are utilizing a theme for the grant applications of "Eustis, walking out of the shadows, into the light." He commented on attention their applications are attracting and stated their efforts to make sure all of the City's marketing efforts are top level and well placed.

Discussion was held regarding how that will tie in with the Community Relations Manager and the skills they will be looking for.

Discussion was held regarding how long it may take to hire the Community Relations Manager and increasing the amount for a professional writer from \$2,000 to \$10,000.

Mr. Carrino noted that the \$200,000 for the UCF incubator is also budgeted in the 68 Fund and will be there annually for the next three years. He added that \$150,000 is also budgeted as revenue from the County for the project. He stated that an additional \$25,000 is budgeted for any operational items.

Mr. Latimer then discussed the Public Relations Manager and Communications Specialist positions. He stated the manager position was re-rated and the new pay band for the position is \$53,947 minimum to \$81,058 maximum. It was noted that is not in the budget at that time.

Mr. Carrino explained that City policy is to bring people in at the low end of the range but will go slightly higher if they have experience above the minimum required but no higher than midrange.

Mr. Latimer stated the Communications Specialist pay range is \$37,500 to \$53,393. He added that it has been posted and that the manager's position should be posted within the next few days.

At the Commission's request, Mr. Latimer reviewed the various duties for each position. He confirmed both positions will provide photo services.

The Commission discussed the pay ranges and whether the functions need to be separated into two jobs.

Mr. Carrino indicated staff would send the Commission the revised job descriptions and pay ranges for them to review and then they can further discuss the issue.

1.3 Cemetery - None

1.4 Other Business

Mr. Carrino reported there is currently \$80,000 in the budget for holiday decorations. He indicated that is insufficient and requested that the budget be increased another \$20,000. He provided a brief overview of what decorations would be included.

The Commission discussed how much to spend on the holiday decorations, how much other area cities spend and the decorations on the light poles. It was a consensus to increase the budgeted amount.

Mr. Carrino discussed the proposed salary increase for employees. He indicated a 3% across the board increase has been budgeted with an additional \$1,000 flat increase. He stated the \$1,000 does get added to the employee's salary; however, it will not affect the salary ranges. All of the salary ranges will be affected by the 3% increase.

Mr. Carrino stated the General Fund projected revenues are approximately \$820,000 over expenses. He asked if the Commission wanted to discuss any salary increases over what is proposed. He provided a summary sheet that outlines the impact each 1% has and the impact the \$1,000 flat increase would have on each department.

The Commission discussed the need to increase the ranges to better attract new employees. They asked if the City is in a position to go higher than the 3% with Mr. Carrino responding that the sheet shows that every 1% would impact the General Fund

by \$130,000 including salaries and benefits and Citywide the impact would be \$181,800. He questioned if the Commission would prefer an additional percentage increase, additional flat increase or a hybrid.

Discussion was held regarding whether or not the City was on track to meet the \$15 per hour minimum with Mr. Carrino stating that the City will be there October 1st with all full time staff but not part time. He indicated they would fully be there by 25-26.

The Commission discussed increasing the percentage to 4% and the flat rate to \$1,500. They questioned if that would bring the police salaries to where they wanted the starting range for them with Mr. Carrino indicating that the increase would bring existing employees to \$50,380. He noted that the \$1,500 would only affect existing employees. New employees would be at \$48,880.

Discussion was held regarding whether or not new hires would get the additional \$1,500 in their second year with Mr. Carrino indicating they would not get that unless that is included in the following year's budget.

Chief Capri reported that the Sheriff's Office is starting at \$51,000 and Leesburg is at almost \$62,000. He stated that Tavares and Mount Dora are both slightly higher than Eustis. He indicated he does not want Eustis to have the lowest salary.

Mr. Carrino suggested they consider increasing the ranges also by the \$1,500 with Chief Capri stating that the \$50,300 is a reasonable amount for a starting salary.

Discussion was held regarding how increasing the base would create compression issues. Mr. Carrino explained that the purpose of the longevity increases was to reduce compression issues.

Discussion was held regarding what the other cities are increasing their salaries for the next fiscal year with Mr. Carrino indicating Tavares is giving 6% and Mount Dora is giving 5%.

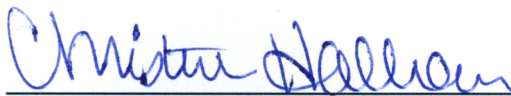
Following further discussion, it was a consensus to change the salary increase to 5% plus the \$1,000 flat rate with Mr. Carrino indicating that would impact the General Fund by \$260,000.

Mr. Sheppard indicated staff would reconfirm some of the revenues but he felt the 5% and \$1,000 should be doable.

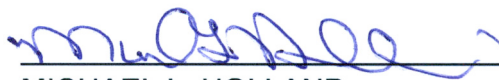
Mr. Carrino announced they would still need to approve the CRA budget and then the tentative and final millage rate and budget would be considered in September.

2. ADJOURNMENT: 9:38 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 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