



# AGENDA

## City Commission Meeting

6:00 PM – Thursday, October 19, 2023 – City Hall

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**INVOCATION: MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS**

**CALL TO ORDER**

**ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

**1. AGENDA UPDATE**

**2. APPROVAL OF MINUTES**

**2.1** Approval of Minutes

July 25, 2023 City Commission Budget Workshop  
September 21, 2023 City Commission Meeting  
October 5, 2023 City Commission Meeting

**3. PRESENTATIONS**

**3.1** United Way Montessori School Presentation: Bezos Academy

**3.2** Report from Lake Community Action Agency on the Housing Rehabilitation Program

**4. AUDIENCE TO BE HEARD**

**5. CONSENT AGENDA**

**5.1** Resolution Number 23-93: Florida Dept of Transportation (FDOT) Local Funding Agreement for State Road-19 – Ministerial Changes

**5.2** Resolution Number 23-96: Axon Renewal of Existing Contract

**5.3** Resolution Number 23-97: Police Department Replacement Vehicle in excess of \$50,000.00

**5.4** Resolution Number 23-99: Approval of Police Benevolent Association (PBA) Memorandum of Agreement

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

**6.1** **FIRST READING**

Ordinance Number 23-25: Comprehensive Plan Land Use Map Amendment - Pelfrey Storage, LLC 2023-CPLUS-07 General Industrial (GI) to General Commercial (GC)

**6.2** **FIRST READING**

Ordinance Number 23-26: Comprehensive Plan Land Use Map Amendment 2023CPLUS-06 Trask Construction Co. Change of Future Land Use Map from General Industrial (GI) to General Commercial (GC) For Property at 510 Morin Street (Alternate Key Number 1190207)

## **7. OTHER BUSINESS**

**7.1** W.I.N. 1 Ministries Interest in Leasing the Eustis Service Center

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

**8.1 City Commission**

**8.2 City Manager**

**8.3 City Attorney**

**8.4 Mayor**

## **9. ADJOURNMENT**

This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.

**“Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission and the public. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.”**



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Christine Halloran, City Clerk

DATE: October 19, 2023

RE: Approval of Minutes

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**Introduction:**

This item is for consideration of the minutes of the July 25, 2023 City Commission Budget Workshop and September 21, 2023 City Commission Meeting and October 5, 2023 City Commission Meeting.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Mary Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## 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 part of 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.

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](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, September 21, 2023 – City Hall

**INVOCATION: REVEREND CYNTHIA A. SNAVELY, INTERIM PASTOR, UNITARIAN UNIVERSALIST CONGREGATION OF LAKE COUNTY**

**PLEDGE OF ALLEGIANCE: COMMISSIONER NAN COBB**

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

### **ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

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

**ABSENT:** Commissioner Willie Hawkins

### **1. AGENDA UPDATE**

Mayor Holland requested that the Paws Therapy Dogs presentation be moved to before the Events Department presentation.

### **2. APPROVAL OF MINUTES**

#### 2.1 Approval of Minutes

July 13, 2023 City Commission Budget Workshop  
September 7, 2023 City Commission Meeting

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to approve the Minutes. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

### **3. PRESENTATIONS**

#### 3.1 Paws Therapy Dogs, Inc.

Tom Carrino, City Manager, explained that Paws Therapy Dogs will be receiving an organizational grant from the City through the City's new reimbursement process. He reported they have submitted all of the required paperwork and receipts and are ready to receive their award.

Robin Richter, Secretary for Paws Therapy Dogs Inc., expressed thanks for the City's support. She explained the organization's program to provide comfort dogs at various locations. She stated that the funds from the City are being used to provide 1,000 Christmas gift bags to senior citizens living in senior and nursing communities.

Commissioner Ashcraft presented the check to PAWS Therapy Dogs.



### 3.2 Events Department Presentation

Mr. Carrino explained that the intent was for the Events Department to present to Police and Fire an award that was for the City's Emergency Action Plan. He recognized the Events Department as well for their work.

Miranda Muir, Events and Tourism Manager, commented on the importance of safety at their events. She stated that the Florida Festivals and Events Association has an award for the safety plan. She explained the events staff entered the City's emergency action plan, unbeknownst to the Police and Fire Departments. She announced that the City's plan won second place.

Mr. Carrino announced all of the awards won by the City as follows: First place - Georgefest t-shirt design; First place - Eustis Music Fest t-shirt design; First place - Snowflakes by the Lake advertising banners; Second place - Georgefest educational programming; Second place - Georgefest emergency action plan; Second place - Eustis First Fridays advertising poster; Third place - Georgefest advertising banners; Third place - Georgefest tickets and invitations; and Third place - Snowflakes by the Lake photography. He explained the awards were given by the Florida Festivals and Events Association through their Sunsational Awards Program.

Mayor Holland asked Ms. Muir to share how many events they put on every year with Ms. Muir stating there are 26 events that are always on the calendar. She added that frequently there are additional events provided.

Mayor Holland expressed thanks to the Events staff on behalf of the Commission and residents.

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

Calvin Gentry, representing the Downtown Cruise In car show, expressed disappointment regarding moving the show to Ferran Park. He stated his concern regarding the limited parking and questioned why they are being required to move.

Mr. Carrino explained the discussions held with Events, Police and Car Show representatives. He stated the show was disrupting parking for the downtown businesses. He indicated that Ferran Park is a great venue and stated that prior direction from the Commission was to relocate the show to Ferran Park.

Mayor Holland confirmed that was the direction of the Commission. He explained that the disruption for the downtown merchants was the deciding factor in the decision.

Mr. Carrino added that at the meeting Capt. Fahning committed to providing police support through the transition to be sure the public knows what is going on and adding assistance for pedestrians crossing Bay Street.

The Commission asked if "no parking" signs could be placed around Ferran Park to assist with the parking issue with Mr. Carrino indicating the City does not put out those signs for the car show but they have been put out by the merchants. He indicated they will probably not tow vehicles but the police will do their best to assist.

The Commission asked that a social media blast be sent out to notify the public prior to the transition with Mr. Carrino explaining the official transition will be in October. He added that Events has created a flyer to help get the word out and raise awareness for the changes.

Sarah Pelfry passed out information to the Commission concerning an issue with their property at 113 to 127 West Woodward Avenue. She explained an issue they have had with a delay in

the Development Services department which has created in a substantial loss to two businesses. She explained that one of her long-term tenants Press Forward Inc. received a "cease and desist" letter from the City in May. She stated they have been at 117 W. Woodward since November 2021 and prior to that was at 113 from August 2017 through 2019. She stated the issue is due to the General Industrial land use.

Ms. Pelfry explained she had met with the department who suggested the property be changed to General Commercial. She provided a timeline of her contact with Development Services and how the issue resulted in Press Forward losing its contract with Kids Central. She explained what services are provided by Press Forward. She questioned why they were just now notified of the issue and why the process was not expedited in order to resolve the issue.

Mayor Holland stated this was the first time the Commission had seen the information provided and indicated she would receive a phone call the following day.

Mr. Carrino indicated he had additional information and Mayor Holland requested they discuss it after the meeting.

**5. CONSENT AGENDA**

5.1 Resolution Number 23-83: Bid Award for Construction Services for the Coolidge Street Utility Improvements Project

5.2 Resolution Number 23-84: Utility Liens

5.3 Resolution Number 23-86: Authorizing Multiple Annual Purchases in Excess of \$50,000 for each of Three Products and Services that are Essential for the Public Utilities Daily Operations

5.4 Resolution Number 23-87: Approving a Contract for Lobbyist Services

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

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

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

6.1 Resolution Number 23-77: Fiscal Year 2023-2024 Final Millage

Sasha Garcia, City Attorney, announced Resolution Number 23-77: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, adopting the final millage levy of ad valorem taxes for the City of Eustis, Lake County, for the Fiscal Year 2023-2024, providing for an effective date.

Mike Sheppard, Finance Director, announced that the final millage rate is 7.5810, which is 9.3% higher than the roll back rate of 7.0158. He commented that the City has the least amount of transfers from the Utility Fund among area cities and the City does not have a fire assessment fee which is why the City has kept its millage rate where it is.

Attorney Garcia opened the public hearing at 6:26 p.m. There being no public comment, the hearing was closed at 6:26 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to approve Resolution Number 23-77. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

Attorney Garcia announced Resolution Number 23-78: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, adopting the final budget for the Fiscal Year 2023-2024, providing for an effective date.

Mr. Sheppard announced this would be the final hearing for the FY2023-2024 budget. He cited the various workshops held on the budget.

Attorney Garcia opened the public hearing at 6:27 p.m. There being no public comment, the hearing was closed at 6:27 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to approve Resolution Number 23-78. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

**6.3 SECOND READING**

**Ordinance Numbers 23-15, 23-16, and 23-17: Explanation of Ordinances for Annexation of Parcels with Alternate Key #1213177**

- Ordinance Number 23-15 – Voluntary Annexation
- Ordinance Number 23-16 – Comprehensive Plan Amendment
- Ordinance Number 23-17 – Design District Assignment

Attorney Garcia read Ordinance Number 23-15 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 4.63 acres of real property at Alternate Key Number 1213177, generally located at the northeast corner of CR 44 at the intersection with South Fishcamp Road.

Attorney Garcia opened the public hearing at 6:28 p.m. There being no public comment, the hearing was closed at 6:28 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to adopt Ordinance Number 23-15 on final reading. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

**6.4 SECOND READING**

**Ordinance Number 23-16: Comprehensive Plan Amendment - Future Land Use**

Attorney Garcia read Ordinance Number 23-16 by title on second and final 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 4.63 acres of real property at Alternate Key Number 1213177, generally located at the northeast corner of CR 44 at the intersection with South Fishcamp Road, from Urban Low in Lake County to Mixed Commercial Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 6:29 p.m. There being no public comment, the hearing was closed at 6:29 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to adopt Ordinance Number 23-16 on final reading. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

## **6.5 SECOND READING**

### **Ordinance Number 23-17: Design District**

Attorney Garcia read Ordinance Number 23-17 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Corridor design district designation to approximately 4.63 acres of recently annexed real property at Alternate Key Number 1213177, generally located at the northeast corner of CR 44 at the intersection with South Fishcamp Road.

Attorney Garcia opened the public hearing at 6:29 p.m. There being no public comment, the hearing was closed at 6:29 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to adopt Ordinance Number 23-17 on final reading. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

## **6.6 FIRST READING**

### **Ordinance Number 23-23: Annual Update of 5-yr. Capital Improvements Plan**

Attorney Garcia read Ordinance Number 23-23 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, approving the annual update of the five-year Capital Improvement Schedule of the Comprehensive Plan under Florida Statutes 163.3177(3)5(b); providing for conflicting ordinances, severability, and effective date.

Mr. Sheppard reviewed the Capital Improvement Plan noting that this would be the first reading. He explained the purpose is to provide a plan for the next five years and includes projects in the Sales Tax and Water/Sewer Funds.

Attorney Garcia opened the public hearing at 6:32 p.m. There being no public comment, the hearing was closed at 6:32 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to approve Ordinance Number 23-23 on first reading. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

## **6.7 FIRST READING**

### **Ordinance Number 23-24: Conditional Use Permit to allow a School in the Central Business District (CBD) - 135 N Grove Street**

Attorney Garcia read Ordinance Number 23-24 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, approving a conditional use permit for a school in the Central Business District (CBD) future land use district located at 135 N. Grove Street.

Mike Lane, Development Services Director, presented the ordinance for a Conditional Use Permit allowing School Use in the Central Business District (CBD) at 135 N. Grove Street. He stated the property owner is North Central Place LLC and the applicant is Sarah Campbell, on behalf of Modern Schoolhouse. He explained the intent to convert the 7,022 sq.ft. space into a school which will provide for students to be taught and tutored on the site. He indicated the previous use was for a dance studio. He explained the need for a conditional use permit.

Mr. Lane provided specific information regarding the site and noted that the property has a future land use designation of Central Business District and a design district designation of

Urban Center. He referred to the City's Use Regulations Table under Section 109-4 and indicated that schools are all conditional uses within the Central Business District. He explained the requirements for review of the application and stated that the Commission may attach conditions and limitations on the requested use. He confirmed the various notification requirements were satisfied.

The Commission asked about plans for safety precautions.

Sarah Campbell, representing Modern Schoolhouse, explained their curriculum states that the community is their classroom. She stated that parking and drop off is at the rear of the facility. She explained the precautions and processes they utilize when walking downtown. She stated that the children would never exit through the front without an adult or parent.

The Commission asked the number of students with Ms. Campbell responding they have 54 elementary and middle school students and they would never be larger than 60.

The Commission asked about the school with Ms. Campbell providing an overview of the school including Pre-K through 8th grades. She noted that the lower pod includes Pre-K through 2nd and utilizes a Montessori curriculum and environment. The elementary pod is grades 3rd through 5th and the middle school is 6th through 8th. She stated their curriculum is place based. She explained they believe in the students being out in the community and learning from the community and utilizing mentorships. She cited a variety of activities included.

The Commission commented on the new building they are located in and noted instances where their students have been seen downtown. They encouraged them to feel free to reach out to the Police Department if necessary.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to approve Ordinance Number 23-24 on first reading. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

## 7. OTHER BUSINESS

### 7.1 Investment Discussion: Tryon Clear View Group Interest Options

Mr. Sheppard informed the Commission that the Tryon Clear View Group has worked with the City and reviewed the lighting charges by Duke Energy. They discovered some tariffs that were not applied correctly which resulted in the City receiving a check from Duke. Thirty percent of that would be paid to Tryon Clear View. He explained they are also working with SECO, TECO and the City's bank.

Mr. Sheppard stated that the City has always done a compensating balance with its banking arrangements. Tryon recommended that the City change to a fee basis which resulted in TD Bank increasing the City's interest earnings. He noted that Tryon will receive some earnings from the savings and the increased interest earnings. He stated the increased interest earnings will amount to approximately \$400,000 per year.

Mr. Sheppard then reported that Tryon is recommending that the City invest \$30,000,000 to \$35,000,000 of the City's funds in JP Morgan and Truist to invest in Treasuries or similar. He expressed concern with that recommendation noting that there is a fee that would be paid to whomever is managing the money up to as much as 50 basis points. He added that the rates are not that great. He commented on the CD rates offered by TD Bank. He indicated that is slightly higher than Treasuries at that time. He recommended investing in CD's and ladder

them so that some are coming due each month. He commented on the amount of cash City will be needing due to upcoming major projects.

Mr. Sheppard then commented on a situation that occurred in the 1990's when the City was invested in the Franklin Market Fund and lost a significant amount of money. He stated the City then went back and significantly invested in Treasuries which helped the City make back the funds. He explained that would require a lot of work and the City is not set up for that. He then reported that in 2018, the City put \$6,000,000 in a higher interest earnings and the City still has that account with over \$7.4 million invested. He commented on how low the interest rates have been.

Mr. Carrino explained that Tryon Clear View is recommending that the City invest in Treasuries that are at banks other than what the City currently has a relationship with and that are earning at a lower rate than what the City can earn from TD Bank. He stated staff would not recommend that City go with what is recommended by Tryon Clear View and explained it would earn less money and involves banks the City does not currently have a relationship with. He added that, if the City goes with their recommendation, they would have to pay a portion of their earnings to Tryon. He agreed with Mr. Sheppard and recommended that the City invest in CD's at TD Bank and ladder the CD's so there is always cash available. He added that, when they reviewed the CIP, they discussed borrowing from themselves to fund the solar panel project.

Mr. Carrino noted that Commissioner Ashcraft had requested that they discuss the City's investment strategy. He stated that the City's Investment Policy directs the City to stick with CD's, Treasuries and bonds because they are safe investments. Staff's recommendation does that. He indicated that if the City goes with the CD recommendation the City will earn an increased amount of interest than in the recent past.

Commissioner Ashcraft asked if the City can purchase Treasurer notes and bills directly with Mr. Sheppard indicating that, in the past, the City has purchased them through the bank who then charged a Treasury fee.

Commissioner Ashcraft stated his understanding that the City could purchase notes directly from the government and the rates are around 5.3 to 5.5. Mr. Carrino indicated that TD Bank is currently offering 5.75 for a CD.

Further discussion was held regarding the purchase of Treasury notes and bills.

Mr. Sheppard further commented on Tryon Clear View's work with Duke, SECO and TECO.

Discussion was held regarding the fact that the money belongs to the residents of Eustis and not the Commissioners so they need to be conservative in how they invest those funds.

Discussion was held regarding how Tryon found the additional funds due from Duke Energy.

**CONSENSUS:** It was a consensus of the Commission to place the funds in CD's with them laddered to insure the City's liquidity.

## 7.2 City Manager's Performance Evaluation

Bill Howe, Director of Human Resources, explained the requirement for the City Manager review and evaluation. He noted that, in accordance with the City Manager's contract, his salary may be increased from time to time by a majority vote of the Commission. He indicated that is typically done during the performance review. He stated that on November 18, 2021, the current City Manager received an increase to \$160,000; however, since that time he has not received the 4% increase given to City employees in October 2022 nor the 2% longevity

increase. He added he also would not receive the 5% plus the \$1,000 annual increase in October 2023 unless the City Commission votes to increase his salary.

Mr. Howe stated the report provided to the Commission includes the compensation given to other City Managers in the area. He added staff's recommendation is for the Commission to discuss the City Manager's performance and vote on any appropriate wage adjustment.

Mayor Holland noted he had completed a written evaluation form on the City Manager. He stated he is doing a tremendous job for the City and cited how hard working he is. He expressed support for considering a raise for Mr. Carrino.

Vice Mayor Lee confirmed that Mr. Carrino had not received the increases provided to the other employees. She expressed support for him receiving an increase.

Commissioner Ashcraft expressed agreement with Mayor Holland's comments and indicated the Commission may need to consider getting him some assistance. He expressed support for him to receive an increase.

Vice Mayor Lee noted she also submitted a written evaluation and reiterated her support for an increase.

Commissioner Cobb commented Mr. Carrino is one of the hardest working people she knows. She expressed support for increasing his salary to the \$179,080 which would reflect the previous increases provided to the other employees.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to increase the City Manager's salary to \$179,080. The motion passed on the following vote:

Voting Yea: Commissioner Cobb, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

**8. FUTURE AGENDA ITEMS**

See discussion under Comments.

**9. COMMENTS**

**9.1 City Commission**

Commissioner Ashcraft cited the need to consider some various technological options to improve efficiency. He noted how busy staff is and how the City is growing. He commented favorably on the Music and Comedy Show and the grand opening of Theater 1901.

Commissioner Cobb cited the \$20,000 grant from Duke Energy to assist with marketing. She expressed thanks to Al Latimer and Nadine Mann for their work on the grant application. She thanked George Asbate and Pam Rivas for the renovations to the old Lake Mechanical building. She stated the incubator grant opening would be held Oct 4th. She noted the kick off with One Million Cups and how that will assist with relationship building. She reported on her attendance at the Purses with a Purpose event which raised funds for Ruth House, an extension of Hand in Hand. She asked if there was an update on the Bay Street islands.

Rick Gierok, Public Works Director, reported the project went out to bid and the contract has been approved. Michelle Saxman will be the lead. Following receipt of a permit from FDOT, the City will be installing irrigation. Pre-construction meetings will be scheduled within the next few weeks. He indicated FDOT may require them to do the work at night so as not to disrupt daytime traffic. He confirmed the work would be completed prior to Georgefest.

Commissioner Cobb then commented on the issue with semi trucks parking in Eustis. She cited various places they are illegally being parked with Craig Capri, Police Chief, indicating they have towed a number of the trucks. He cited where the “no parking” signs are posted.

Commissioner Cobb indicated there is an ordinance against the truck parking in downtown and asked about what else can be done.

Attorney Garcia stated she would look into it.

Commissioner Cobb then complained about snipe signs being posted throughout the City for events held at the fairgrounds. She asked that the County be notified to inform event organizers that the snipe signs are not allowed in the City. She expressed concern regarding State right-of-way in the City along Bay and Grove not being maintained.

Mr. Gierok reported he had met with a FDOT representative and drove him around to show him the issues. He stated that their level of service is not meeting the City's expectations including trees, bushes, vegetation, etc. He indicated that, if the City wanted to take over the maintenance, they would have to enter into a local agreement. He stated that the City would probably only receive approximately \$25,000 from FDOT but it would cost approximately \$100K per year. He indicated he could reach out to FDOT. He explained that, in the City, the property owner adjoining City right-of-way is responsible for maintaining that. He stated that the City could require that the property owners adjoining the State right-of-way maintain that as well. He added that to get the level of service the City wants will require the City taking over the maintenance and entering into an agreement with FDOT.

Commissioner Cobb suggested getting the Secretary for FDOT to come to the City for a meeting.

Commissioner Ashcraft asked if the City could also take over the median at 452 and 19 with Mr. Gierok indicating they could take over all the State right-of-way; however, he could not do it with the staff available. He indicated he would have to bring back that cost to the Commission.

Mayor Holland noted that the residents don't understand what is not being done by the State and Lake County. He commented on a promise made by the Secretary of the Dept. of Transportation that has not been followed through on. He emphasized that the problem is not with City staff but with the State.

Vice Mayor Lee reported on her recent activities including attending the LEAD dinner, the Citizens Academy and the Little League and football end-of-season events. She complimented the Police Department for its involvement within the community. She commented on the electric charging stations and stated her understanding that the Tesla charging stations they discussed are only for Tesla vehicles. She noted the out-of-state vehicles charging downtown.

Commissioner Cobb announced that she and Vice Mayor Lee would be attending the America in Bloom symposium in South Carolina. She noted that the City is up for an award.

## **9.2 City Manager**

Mr. Carrino commented on the Live Local Act. He stated that Lake County and other jurisdictions have done resolutions notifying developers and the public they are working on the process for development under the Live Local Act. He stated he has been working with the City Attorney and will be bringing forth a resolution to the next meeting to announce to the public that the City will be developing a process for developing under Live Local; however, until the City does that they cannot move forward with Live Local projects.



Mr. Carrino explained that the legislation also requires the City to conduct an inventory of properties that are appropriate for affordably priced development. That list of properties must be placed on the City's website. The City must also vet the properties, analyze them and bring the list to a public hearing. He indicated that must not be completed by October 1st; however, the list of properties must be produced by October 1st with the public hearings to be held following that. He reported that Al Latimer, Economic Development Director, has been working to assemble the inventory of all City and CRA-owned properties which will be ready by October 1st. He indicated that will be posted to the website; however, there will be a caveat that the analysis is ongoing and public hearings will be upcoming. He stated the inventory will not be a list of properties appropriate for affordably priced housing but is a list of all City and CRA-owned properties and the analysis is forthcoming. He indicated that some of the properties most likely will be appropriate.

Mr. Carrino reported that a building adjacent to Customer Service has termites and the owner needs to tent that building. He explained that Water Customer Service will have to be closed for a few days the next week. He stated that staff will transition to a different location so they can continue to field calls and answer emails; however, the public will not be able to walk-in but can still pay bills online or by phone. He stated the expectation that they will re-open the following Monday.

Mr. Carrino expressed his gratitude to the Commission for the kind words and their support for him and the team. He thanked the City staff for all of their work. He commented on a recent leadership meeting and expressed thanks to the Commission for their support during the budget process.

Vice Mayor Lee stated she just received an update regarding Tesla that, beginning in 2024, Ford EV owners and lessees will be able to use over 12,000 Tesla super charger stalls throughout the US and Canada.

### **9.3 City Attorney**

Attorney Garcia requested a closed session to discuss and obtain Commission guidance regarding pending litigation. She asked to schedule it the week of October 2nd.

Mr. Carrino indicated that Commissioner Hawkins would be traveling and asked if he could call in.

**CONSENSUS:** It was a consensus to attempt to schedule the session for 5:00 p.m. prior to the October 5th regular meeting and inform Commissioner Hawkins of the meeting.

### **9.4 Mayor**

Mayor Holland commented on the number of recent events and thanked the rest of the Commission for their attendance. He also thanked Al Latimer for his activities. He thanked George Asbate and Pam Rivas for their work on the incubator project and location.

Mayor Holland reminded everyone the Homecoming parade would be Tuesday at 6 pm. He noted the Commission will be in the parade. He then announced that Panther Prowl in the Park would be held October 21st. He cited the entertainment would be provided by Thomas McClary and the EHS Jazz band. He encouraged everyone to support the school and donate to the programs.

Mayor Holland asked to schedule a workshop to discuss the land use regulations with Mr. Carrino announcing the plan was to begin with densities and lot typologies and sizes. He

indicated a workshop was tentatively scheduled for October 21st prior to the regular Commission meeting.

Mayor Holland commented on the amount of City business that is done behind the scenes and cited recent negative correspondence the Commission has received. He asked that if someone wants to send negative letters or correspondence to have the guts to sign it. He cited a threatening post card that the Commissioners received and indicated that type of correspondence is turned over to the Police Department. He emphasized the Commission needs the help of the community not fighting against them.

**10. ADJOURNMENT: 7:36 P.M.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, October 05, 2023 – City Hall

### INVOCATION: MOMENT OF SILENCE

### PLEDGE OF ALLEGIANCE: VICE MAYOR EMILY LEE

### CALL TO ORDER: 6:10 P.M.

### ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

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

ABSENT: Commissioner Willie Hawkins

#### 1. AGENDA UPDATE: None

#### 2. APPROVAL OF MINUTES

##### 2.1 Approval of Minutes

July 20, 2023 City Commission Meeting

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to approve the Minutes. The motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

#### 3. PRESENTATIONS

##### 3.1 Organizational Grant - Trout Lake Nature Center, Inc.

Tom Carrino, City Manager, explained that Trout Lake Nature Center was selected to receive a grant under the City's revised reimbursement process. He stated they have presented the necessary information and receipts so they can receive their grant award.

Eileen Tramontana, Executive Director for Trout Lake Nature Center, commented on their recent fundraising event. She thanked the Commission and community for their support.

Commissioner Cobb commented on discussion regarding the Arboretum and Trout Lake Nature Center at the National America In Bloom Conference. Ms. Cobb presented to Ms. Tramontana the check for \$4,750.

#### 4. AUDIENCE TO BE HEARD

Ronnie Ward expressed the need for additional street lights on his street (Gould Street) with Mayor Holland asking Mr. Carrino to have staff look into it. In addition, Mr. Ward asked to have some "No standing" and "No parking" signs put on his street. He explained it is a dead end street and people are parking directly in front of his home.

Mayor Holland indicated that staff would look at that issue as well when they look at the lighting.

Mr. Carrino noted that Mr. Ward participated in the "bear strap" event and asked how that was working. Mr. Ward responded that his trash can has been turned over but the bears couldn't get into it.

Mike Swanson, Fire Chief, introduced the new Fire Inspector, Felix "Chico" Vargas.

Mr. Carrino introduced Kay Yaccarino as the new Public Relations Manager.

Mayor Holland complimented Coach Saunders on his football program.

Coach Johnny Saunders spoke about how grateful he is for the City Commission's support of the youth football program. He commented on the recent passing of Coach Willie Jones and noted a proclamation he received from the City in 2002. He asked about non-completed projects in the City. He commented on his previous request to get the Carver Park fields improved. He asked the Commission to make sure projects are followed through on. He cited the need for additional bleachers and a press box. He commented on the scoreboard that was added to the field. He indicated there is a racquetball court in the area that could be converted to a storage place for equipment. He stated it is currently being used by young people for various things at night.

Mayor Holland indicated some of the Commissioners have a relationship with Durastress that could possibly assist and asked him to provide some dates and times that he could meet.

**5. CONSENT AGENDA**

- 5.1 Resolution Number 23-82: Approval of Library Purchases for Books and Other Reading Materials in Excess of 50,000
- 5.2 Resolution Number 23-85: Approval of Public Works Annual Purchases in Excess of \$50,000
- 5.3 Resolution Number 23-88: Coolidge Street Engineering Design Services
- 5.4 Resolution Number 23-90: Approval of purchase in excess of \$50,000 for Customer Service postage costs
- 5.5 Resolution Number 23-91: Approval of Verteks Consulting, Inc. Annual Payment Purchase in Excess of \$50,000
- 5.6 Resolution Number 23-92: Approval of Public Utilities / Wastewater Annual Purchases in Excess of \$50,000
- 5.7 Resolution Number 23-93: Florida Department of Transportation (FDOT) Local Funding Agreement for State Road-19

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to approve the Consent Agenda. The motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

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

- 6.1 Resolution Number 23-89: Live Local Act Pending Legislation

Sasha Garcia, City Attorney, announced Resolution Number 23-89: A Resolution of the City Commission of the City of Eustis, Florida; providing notice to the public of a pending ordinance and directing staff to develop and process for adoption an ordinance to provide for certification of compliance of affordable housing projects and other potential land development regulations

addressing affordable housing, mixed-use and multi-family projects to address the impact of Chapter 2023-17, Laws of Florida, known as the Live Local Act.

Mike Lane, Development Services Director, noted a previous presentation in August regarding the Live Local Act. He explained that the resolution is the next step required in the Act. He stated the resolution directs staff to prepare an ordinance that will codify within six months various regulations pertaining to affordable housing as directed within the Live Local Act. He stated the intent is to put the public and developers on notice that new regulations are forthcoming.

The Commission confirmed that it is something the City must do with Attorney Garcia responding it allows the City time to create a process to confirm that a project qualifies for the benefits under the Act. She noted that it is a 30-year commitment by the developer. She explained the City has to have a process in place to confirm the qualifications, have some type of certification and have penalties in place in case a development does not comply.

Attorney Garcia opened the public hearing at 6:29 p.m. There being no public comment, the hearing was closed at 6:29 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to approve Resolution Number 23-89. The motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

## **6.2 SECOND READING**

### **Ordinance Number 23-23: SECOND READING Annual Update of 5-yr. Capital Improvement Plan**

Attorney Garcia, read Ordinance Number 23-23 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, approving the annual update of the Five-Year Capital Improvement Schedule of the Comprehensive Plan under Florida Statutes 163.3177(3)5(b); providing for conflicting ordinances, severability, and effective date.

Mike Sheppard, Finance Director, explained this was the second reading for adoption of the CIP ordinance.

Attorney Garcia opened the public hearing at 6:30 p.m. There being no public comment, the hearing was closed at 6:30 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to adopt Ordinance Number 23-23. The motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

## **6.3 SECOND READING**

### **Ordinance Number 23-24: SECOND READING Conditional Use Permit for a School in the Central Business District (CBD) Future Land Use District Located at 135 N. Grove Street**

Attorney Garcia read Ordinance Number 23-24 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, approving a conditional use permit for a school in the Central Business District (CBD) future land use district located at 135 N. Grove Street.

Attorney Garcia opened the public hearing at 6:31 p.m. There being no public comment, the hearing was closed at 6:31 p.m.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to adopt Ordinance Number 23-24 on final reading. The motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

## 7. OTHER BUSINESS

Mayor Holland introduced Marie Aliberti as the new Eustis Chamber of Commerce President and interim Executive Director.

Ms. Aliberti announced that the Chamber's Home, Garden and Recreation Expo will be held October 13th and 14th. She commented there is only one small vendor space left. She noted they have attracted some new members through the event and cited a number of activities during the event.

Mayor Holland thanked Ms. Aliberti for volunteering to serve as the Director. He noted that Ms. Aliberti was a former teacher who began with Eustis High School in 1983. He added that she also served as a Eustis City Commissioner.

Stephanie Carder, Chamber Board member, announced that they need education presenters for the Expo.

## 8. FUTURE AGENDA ITEMS: See Comments.

## 9. COMMENTS

### 9.1 City Commission

Commissioner Cobb reported on her attendance at the Lake Tech accreditation and complimented the Culinary Arts students for the catering. She commented on the increased attendance at the Chamber Breakfast. She commented on the grand opening of the UCF Incubator and thanked everyone involved in that project. She asked about the semi-truck parking issue.

Attorney Garcia responded that she has looked into the issue and will present something in the near future. She noted it does involve private property.

Commissioner Cobb noted she and Vice Mayor Lee had attended the America in Bloom symposium and information would be brought forward. She commented on the benefit to economic development through those types of projects.

Commissioner Ashcraft commented on discussions he had with Coach Johnny about Corey Rolle Field. He expressed support for the City investing more in the field.

Mayor Holland commented on how Coach Johnny's program benefits the high school football and cheerleading programs. The Commission thanked Coach Johnny for his leadership, values, morals and standards set through the football and cheerleading program.

Coach Johnny thanked the Commission and highlighted the benefits of the program to the community.

Vice Mayor Lee recognized a youth from Eustis High School, Hunter Snow. He joined the United States Marine Corps where he graduated at the top of his class. She explained the welcome home provided to him and thanked the Police, Fire, staff and neighbors who participated. She noted that he was also honored at the Lake County Commission meeting.

Vice Mayor Lee read a news release from the Marine Corps which noted he was an honor graduate and was promoted to Lance Corporal at the end of his training.

Vice Mayor Lee reported on her and Commissioner Cobb's attendance at the America In Bloom symposium in Spartanburg, S.C. and their visit to the Biltmore Estate. She noted the recognition of Eustis and an award presented to Commissioner Cobb who was designated a Community Champion. She stated Eustis was also recognized for the best Youth Garden Program and as a new chapter of America in Bloom. She added they were also recognized for Overall Impression. She noted that Groveland and Tavares were also recognized. She highlighted the group's tour of Greenburg and commented on how the ideas may be incorporated into the downtown redevelopment.

Commissioner Cobb also commented on the symposium and how the improvements can help with Economic Development. She indicated that the City just received back the report on the City and commented on how the City will be improved visually.

**9.2 City Manager**

Mr. Carrino reported he had been working with the Chamber of Commerce on their relocation to another site. He indicated they had been looking at the following possible locations: the Historical Museum, Lake Community Action Agency building and the Lakeview Room at the Community Center. He cited the potential disruption for those spaces as well as the cost to get one of those spaces up and running. He said staff was comparing those costs with the cost of stabilizing the flooring at the existing building. He thanked Jobey Jones for assisting with that. He stated that Mr. Jones indicated that a few thousand dollars would stabilize the flooring and allow them some additional time in determining a permanent solution. He indicated they were almost finished with the repairs.

Mr. Carrino then noted the planned October 19th Commission workshop on density and lot sizes. He questioned what time they would like the workshop to begin due to the need to have an LPA meeting prior to the Commission meeting.

CONSENSUS: It was a consensus to begin the workshop at 4:30 p.m. with the LPA meeting to begin at 5:45 p.m.

Mr. Carrino reported on the housing rehab program being done in conjunction with the Lake Community Action Agency (LCAA). He indicated his intent to ask them to provide a presentation at the October 19th meeting. He explained there were two homes that maxed out under the program; however, they still require extensive renovation. He indicated he was working with LCAA and Commissioner Hawkins regarding whether or not the two property owners should be allowed to re-access the program to get the additional improvements. He commented that staff needs a discussion with the Commission regarding that issue so they want to also have an update from LCAA.

Mr. Carrino stated they need to schedule another site visit from the downtown master plan consulting team; however, they still need to work on the City's strategic planning process. He noted the upcoming holidays and indicated that the Florida Redevelopment Conference will be held the week of October 23rd with a number of people attending. He asked about their availability either the week of October 30th or November 6th.

CONSENSUS: It was a consensus of the Commission to schedule the site visit or strategic planning consultant some time in the week of November 6th with specific dates and times to be determined.

**9.3 City Attorney: None**

**9.4 Mayor**

Mayor Holland thanked City Manager Tom Carrino and Attorney Sasha Garcia for their e to represent the City and look out for the City’s best interests. He cited recent activities including the Eustis High School homecoming. He commented on the need to provide better facilities at the high school and announced the Panther Prowl in the Park coming up and indicated all of the upcoming events are posted on the City's website. He commented on how hard working the City Commissioners are and the amount of events and meetings they attend. He noted the number of state and county representatives in town and how they are working to help the City move forward as well as assisting with financial issues. He encouraged everyone to stay engaged with the City.

Vice Mayor Lee noted the Commission received information on Bezos Academy. She asked that they review the information and discuss it at a future meeting.

**10. ADJOURNMENT: 7:04 P.M.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner





# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 19, 2023

RE: United Way Montessori School Presentation: Bezos Academy

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**Introduction:**

United Way presents a plan for a Montessori School through Bezos Academy and details proposed design concepts for a Bezos Academy Three Classroom School.

**Background:**

Bezos Academy Community Host believes that all children deserve the great start that an excellent preschool provides. The model relies on community hosts – organizations who share the vision and long-term commitment to early childhood education and the needs of the communities.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager

## Bezos Academy Community Host Summary and Term Sheet

We believe that all children deserve the great start that an excellent preschool provides. Given that around half of our nation’s 3- and 4-year-olds are not enrolled in school, we understand that Bezos Academy will only be part of the solution.

That’s why our model relies on community hosts – organizations who share our vision and long-term commitment to early childhood education and deeply understand the needs of their communities. These organizations provide partnership and the physical space where Bezos Academy schools are housed – and we do the rest.

### How Our Partnerships Work

First, we identify eligible communities based on the answers to three questions: Does the community have a high concentration of low-income families? How many 3-to-5-year-old children live in the community? What is the gap between the number of preschool age children, and the full-day, year-round licensed preschool seats? We are seeking communities that have a large, growing access gap to early childhood education.

Second, we then speak with trusted organizations in those communities who recognize the need for early learning services. If we find a host who shares our vision and passion, we request their help to better understand the local community, including meeting with other organizations and public agencies on the front lines of serving area children and families.

Third, once it appears that a Bezos Academy would be a good fit for a community’s early childhood education needs, we discuss where these services should be located within the community. We have high standards that all our schools must follow, including meeting or exceeding all state and local early childhood education licensing requirements.

We offer our preschool programs at no cost to the families we serve. We hire, train, develop, and pay talented and caring educators, and we provide everything that the children need during their day with us, including meals and snacks, at our expense.

Each community host provides the space to us rent-free for a period long enough to allow us to operate for at least 10 years. Ten years might seem like a long time, but we’re committed to this work for the long-haul, and we want the families and communities we serve to have as much predictability as possible.

### Lease Agreement Summary

Prior to opening a Bezos Academy, we enter a lease with all of our community hosts. The below information is intended only as an informational summary of the required terms and conditions of our standard lease. This summary does not create any legally binding obligation or any commitment to proceed with the proposed program until the lease is executed by Bezos Academy and community host. The lease is intended to show our commitment to the community while simultaneously demonstrating the community host’s commitment to our program.

<u>Lease Term</u>	<u>Summary</u>
<b>Permitted Use</b>	Bezos Academy will have exclusive access to indoor and outdoor space for the purpose of operating a tuition-free preschool.
<b>Term</b>	10 years, with Bezos Academy option for one or more five-year renewals.
<b>Pre-Lease Execution Inspection &amp; Due Diligence</b>	<p>Community Host will work with Bezos Academy’s Design &amp; Development Team to explore whether the building(s) could meet Bezos Academy’s physical space, location and licensing needs. Bezos Academy will try to learn as much as possible about the property so that both parties are satisfied that it is a good site for a Bezos Academy preschool.</p> <p>As part of this process, we may request various documents and information pertinent to the property’s physical condition, layout, the need for our services in the community, and other characteristics. These may include, but are not limited to, as-built drawings; records of repairs, modifications and upgrades; environmental reports (e.g., asbestos reports; environmental site assessments); title documentation; utility statements, and so on. By gathering these documents in advance, the community host can expedite our due diligence process and lead to a more streamlined, successful partnership.</p> <p>In addition, a member of Bezos Academy’s Design &amp; Development Team will visit the site to review it in-person. If needed, Bezos Academy may also seek input from third-party consultants such as mechanical, electrical and plumbing (MEP) engineers, professional cost-estimators, and architects.</p>
<b>Construction</b>	<p>Bezos Academy is responsible for remodeling the space into a preschool at Bezos Academy’s own cost, unless otherwise agreed.</p> <p>Bezos Academy’s construction drawings and specifications must be reviewed and approved in advance by the Community Host.</p>
<b>Rent / Utilities / Shared Services</b>	<p>Bezos Academy pays \$1 / year in base rent.</p> <p>Once its school opens, Bezos Academy will also pay utilities and an agreed-upon share of facilities-related services provided by the Community Host or its contractors (“shared services”). Before a lease is signed, Bezos Academy will provide a questionnaire seeking information from the Community Host about what shared services the Community Host can potentially provide (e.g., landscaping, yard maintenance, pest control) and at what cost, if any. Bezos Academy asks its Community Hosts to consider providing these shared services for free or at a reduced cost, if possible, to better enable Bezos Academy to allocate its charitable resources towards education. The proposed cost structure of these shared services may impact Bezos Academy’s decision on whether to pursue a potential site.</p> <p>Bezos Academy is responsible for day-to-day costs of providing the tuition-free preschool, such as staffing, enrollment, food service, materials, furniture, and field trips.</p>
<b>Termination Rights</b>	Bezos Academy can terminate the lease by giving advance written notice ( <i>i.e.</i> , at least ninety (90) days). Bezos Academy will not use this at-will termination right lightly. This provision is important because it enables us to prioritize

	<p>neighborhoods and regions where there is sufficient need for our services, and it gives Bezos Academy flexibility to shift focus to areas of the greatest need.</p> <p>Community Host can terminate if Bezos Academy defaults on the lease or as otherwise permitted by law.</p>
<b>Structural Repairs and Maintenance</b>	Community Host maintains the building structure, HVAC systems, plumbing, foundation, exterior walls, roof, utility feeds and infrastructure, other systems, parking areas, areas of entry and exit, windows, and common areas. Bezos Academy makes other (non-structural, non-mechanical, non-systems) repairs and replacement of its premises.
<b>Signage</b>	The design will include signage for Bezos Academy at the entrance or another mutually agreeable location, as well as directional signs on the property.
<b>Parking</b>	Community Host provides Bezos Academy with appropriate parking for preschool staff. The number of parking will depend on the number of classrooms at Bezos Academy's school.
<b>Security</b>	Bezos Academy designs and installs its school's security systems in coordination with the Community Host's general contractor. These systems may include access control, intrusion control, and camera systems. Community Host to provide pathways, cabling and termination points per Bezos Academy specifications to enable Bezos Academy's third-party vendor to complete security product installation.
<b>Entry</b>	Community host may enter the preschool during mutually agreed upon times, upon 3 business days' notice, or in case of emergency.
<b>Indemnification</b>	Bezos Academy and the community host will each indemnify, hold harmless, and defend the other for third-party claims arising out of the other's operations or fault, to the maximum extent permitted by law.
<b>Insurance</b>	Bezos Academy maintains commercial general liability and property insurance to protect against the potential liability of operating a preschool. Community Host maintains insurance of the building shell and core in the amount of full replacement value.
<b>Publicity; Confidentiality</b>	Each party agrees to obtain the other's consent prior to issuing any publicity or marketing materials related to the other. Parties mutually agree to maintain non-public information as confidential, except as otherwise required by law.
<b>Licensing</b>	Bezos Academy needs to be sure we can obtain any required governmental approvals. Community Host acknowledges that Bezos Academy's opening of the school is subject to, among other things, early childhood licensing requirements in the applicable jurisdiction. Community Host will reasonably cooperate with Bezos Academy in its pursuit of these approvals.

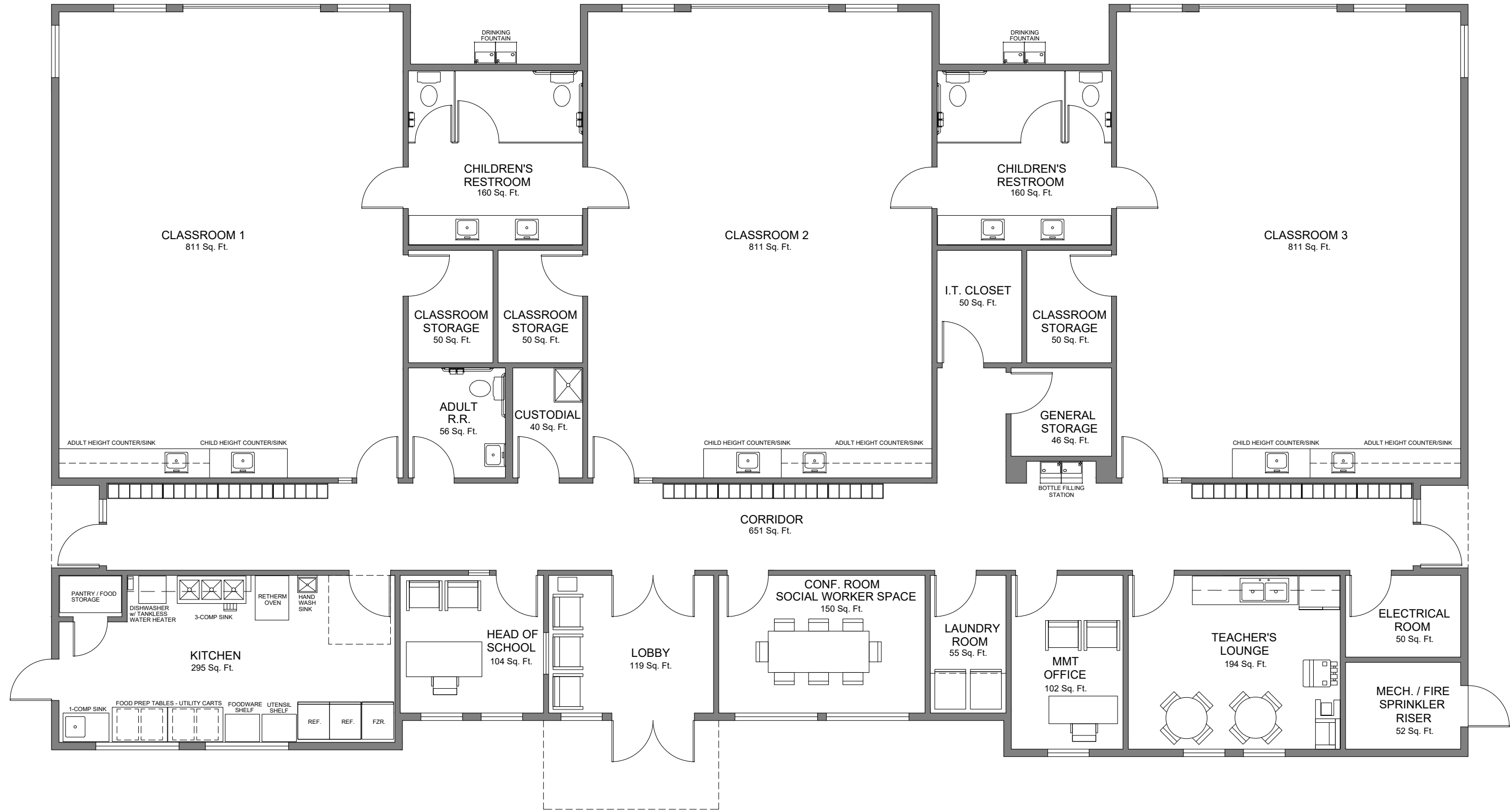
# BEZOS ACADEMY

## Proposed Design Concepts

Classrooms: 3 (60 Children)

# BEZOS ACADEMY THREE CLASSROOM SCHOOL

OUTDOOR PLAY AREA



**PROPOSED FLOOR PLAN - 5,350 SQ. FT.**





# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 19, 2023

RE: Resolution Number 23-93: Florida Dept of Transportation (FDOT) Local Funding Agreement for State Road-19 – Ministerial Changes

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**Introduction:**

Resolution Number 23-93 was approved by the City Commission at the October 5, 2023 regular commission meeting. After approval, for conformity with FDOT agreements, the proposed ministerial revisions to the Resolution were made (shown in green) to include reference to both improvements that were contracted for with FDOT, i.e., north of Stevens Avenue to County Road 452 and State Road-19 from County Road 44/Orange Avenue to Hazzard Avenue.

**Recommended Action:**

Staff recommends approval of Resolution 23-93, as revised, for conformity with the FDOT agreements.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager



**RESOLUTION NUMBER 23-93**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING A LOCAL FUNDING AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO PROVIDE FUNDING FOR INTERSECTION IMPROVEMENTS ALONG STATE ROAD-19.**

**WHEREAS**, the FDOT intends to repave State Road-19 from north of Stevens Avenue to County Road 452, and State Road-19 from County Road 44/Orange Avenue to Hazzard Avenue in the interests of both the City of Eustis and the State of Florida; and

**WHEREAS**, the City desires to upgrade multiple intersections with stamped pattern pavement and brick pavers to be installed in multiple intersections of the project; and

**WHEREAS**, the FDOT has agreed to provide these additional improvements as part of the construction contract for State Road-19 project; and

**WHEREAS**, these additional improvements are estimated to cost \$242,605 (Two Hundred Forty-Two Thousand, Six Hundred Five Dollars) and are not within the State's financial planning for this project; and

**WHEREAS**, a Maintenance Memorandum of Agreement must be entered into between the City of Eustis and the FDOT to acknowledge that the installation and maintenance of patterned pavement is the total financial responsibility of the City in perpetuity; and

**WHEREAS**, through this Agreement, an interest-bearing escrow account will be established for the purpose of this project on behalf of the FDOT; and

**WHEREAS**, after completion of these improvements, FDOT will transfer jurisdiction, ownership interests, operation and maintenance responsibilities associated with this crosswalk improvements project to the City of Eustis.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Lake County, Florida, that:

- (1) The City Commission hereby authorizes the City Manager to execute a Local Funding Agreement for State Road-19 Pedestrian Improvements from north of Stevens Avenue to County Road 452, and County Road 44/Orange Avenue to Hazzard Avenue; and
- (2) That this resolution shall become effective immediately upon passing.

**DONE AND RESOLVED**, this 5<sup>th</sup> day of October 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

---

Michael L. Holland  
Mayor/Commissioner



**RESOLUTION NUMBER 23-93**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING A LOCAL FUNDING AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO PROVIDE FUNDING FOR INTERSECTION IMPROVEMENTS ALONG STATE ROAD-19.**

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- (2) That this resolution shall become effective immediately upon passing.

**DONE AND RESOLVED**, this 5<sup>th</sup> day of October 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this \_\_\_\_\_ day of October 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY'S OFFICE**

This document has been reviewed and approved as to form and legal content, for use and reliance of the City Commission of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-93 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk

**RESOLUTION NUMBER 23-96**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; AUTHORIZING AN EXPENDITURE IN EXCESS OF \$50,000 FOR THE EQUIPMENT AND CONTRACT THAT ARE ESSENTIAL FOR THE POLICE DEPARTMENT'S BODY CAMERA AND TASER PROGRAM FOR FISCAL YEAR 2023-2024.**

**WHEREAS**, the Police Department first implemented a controlled electronic weapon program in 2008 and a body worn camera program in 2013; and

**WHEREAS**, City Purchasing Ordinance requires the City Commission to approve any purchase exceeding \$50,000; and

**WHEREAS**, the City's Fiscal Year 2023/2024 approved budget includes adequate funding for this equipment; and

**WHEREAS**, the Police Department has been using Axon tasers and body cameras since 2016 and Axon Enterprise is the sole source for these tasers and body cameras in accordance with the City's purchasing policies; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida, as follows:

- (1) That the Police Department is hereby authorized to spend in excess of \$50,000 for the purchase of equipment and contract funded within the existing budget; and
- (2) That the City Manager is authorized to execute all agreements necessary to provide said products with the above listed vendors.

**DONE AND RESOLVED**, this 19th day of October 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

---

Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

---

Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**



**RESOLUTION NUMBER 23-96**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; AUTHORIZING AN EXPENDITURE IN EXCESS OF \$50,000 FOR THE EQUIPMENT AND CONTRACT THAT ARE ESSENTIAL FOR THE POLICE DEPARTMENT’S BODY CAMERA AND TASER PROGRAM FOR FISCAL YEAR 2023-2024.**

**WHEREAS**, the Police Department first implemented a controlled electronic weapon program in 2008 and a body worn camera program in 2013; and

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- (1) That the Police Department is hereby authorized to spend in excess of \$50,000 for the purchase of equipment and contract funded within the existing budget; and
- (2) That the City Manager is authorized to execute all agreements necessary to provide said products with the above listed vendors.

**DONE AND RESOLVED**, this 19th day of October 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**







# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, INTERIM CITY MANAGER

DATE: October 19, 2023

SUBJECT: RESOLUTION NUMBER 23-97: APPROVAL OF PURCHASE IN EXCESS OF \$50,000 FOR POLICE VEHICLES

---

### **Introduction:**

Resolution Number 23-97 approves a purchase in excess of \$50,000 for the Police Department to purchase and equip one police vehicle in accordance with the approved Fiscal Year 2022/23 Capital Budget allocation of \$315,000.00.

### **Recommended Action:**

The administration recommends approval of Resolution Number 23-97.

### **Background:**

The approved FY 2022/23 Capital Budget includes an allocation of \$315,000.00 for the purchase of police vehicles to maintain a cost efficient, safe, and reliable fleet.

In order to determine the fleet replacement needs, the department conducted a detailed evaluation and inspection of its fleet of police pursuit and non-police pursuit vehicles, with the assistance of the City's fleet maintenance staff. The criteria used in determining the continued serviceability of each vehicle included the following:

- Function of the vehicle, i.e. police pursuit verses non-police pursuit (administrative)
- Age of the vehicle
- Life-to-date miles/hours
- Maintenance and repair history
- Overall condition and safety
- Projected repair costs vs. the salvage value of the vehicle

Due to a 2017 Ford Explorer being decommissioned as part of a vehicle crash, a payout of \$25,872.67 was received and allocated to contribute to the purchase of the new 2022 police pursuit Ford Explorer.

The 2022 Police Interceptor Utility is consistent with the current fleet of the Police Department.

The Department, by means of competitive bid contract pricing in accordance with City purchasing policies and procedures purchased one Ford Interceptor Utility marked patrol vehicle for assignment to the patrol division.

Due to recent increases in commodities, we as a government agency have had to look at ways to be efficient. Vehicle production and work force have both struggled to regain a normal pace due to the setbacks of the COVID-19 Pandemic. Vehicles are selling at a premium price and the availability is extremely limited even to government entities. We have decided to purchase hybrid Patrol Explorers due to savings in fuel costs and resale values in the future. The Eustis Police Department has purchased Hybrid vehicles in the past and have credible fuel reduction costs.

The Ford Interceptor Utility vehicle is determined to be the best suited over-all choice for new vehicle marked patrol unit purchases for FY2022/23. The Ford Interceptor offers cost efficiency, competitive gas mileage, higher resale value, greater interior room, and a longer operational life span. In addition, the Ford Interceptor Utility positions the driver higher, offering greater visibility and increased crash safety features.

**Budget/ Staff Impact:**

The FY 2022/23 Capital Budget includes \$315,000.00 for the purchase of police vehicles. The purchase cost of \$51,246.40 did not exceed the budget allocation coupled with the insurance proceeds from the 2017 vehicle.

**Reviewed By:**

Chief Craig A Capri, Chief of Police

**Prepared By:**

Kenneth Toler, Police Captain

**RESOLUTION NUMBER 23-97**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING A PURCHASE IN EXCESS OF \$50,000 FOR THE POLICE DEPARTMENT TO PURCHASE AND EQUIP ONE POLICE VEHICLE UTILIZING THE SALES TAX REVENUE FUNDS ALLOCATED IN THE POLICE DEPARTMENT'S APPROVED FISCAL YEAR 2022/2023 BUDGET.**

**WHEREAS**, the City of Eustis Police Department's approved Fiscal Year 2022/23 Budget includes \$315,000.00 in Sales Tax Revenue Funds to purchase and equip one police vehicle consisting of one 2022 Ford Explorer Interceptor, patrol vehicle.

**WHEREAS**, the City Purchasing Policies require that the City Commission approve any purchase in excess of \$50,000;

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Eustis, Florida that the City of Eustis Police Department is hereby authorized to purchase and equip one new police vehicle at a cost of \$51,246.40 utilizing Sales Tax Revenue Funds allocated in the Police Department's approved FY 2022/23 Budget.

**DONE AND RESOLVED**, this 19th day of October 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

---

Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

---

Christine Halloran, City Clerk





# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: OCTOBER 19, 2023

RE: RESOLUTION NUMBER 23-99: APPROVAL OF PBA MEMORANDUM OF AGREEMENT

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### **Introduction:**

Resolution Number 23-99 approves a Memorandum of Agreement (MOA) between the City of Eustis and the Police Benevolent Association (PBA), modifying Article 23 Compensation and authorizes the City Manager to sign said agreement.

### **Recommended Action:**

Staff recommends approval of Resolution Number 23-99.

### **Background:**

Article 23 of the current PBA Collective Bargaining Agreement provides a 3% wage increase to police bargaining unit members and to the minimum and maximum of the pay ranges for FY 2023/24. On September 21, 2023 the City Commission approved the FY 2023/24 Budget that included a wage increase of five percent and an additional increase of \$1,000 added to the base pay of current City employees. The minimum and maximum rates of each pay range were also increased by five percent beginning in FY 2023/24.

This MOA is only intended to document the additional wage increase approved by the City Commission on September 21, 2023, for Fiscal Year 2023/24 and update the PBA Collective Bargaining Agreement to include the wage increases.

The PBA membership ratified the MOA on October 13, 2023 as attached.

### **Alternatives:**

1. Approve Resolution Number 23-99.
2. Deny Resolution Number 23-99 and provide further direction to staff.

### **Discussion of Alternatives:**

Alternative 1 approves the resolution.

#### Advantages:

- The MOA was mutually negotiated by City Administration and the PBA.
- The wage increases have already been approved by the City Commission and are being included in the Memorandum of Agreement.

Disadvantages:

- None noted.

Alternative 2 denies the resolution.

Advantages:

- None noted.

Disadvantages:

- Would cause the Collective Bargaining Agreement to be inconsistent with current compensation approved by the City Commission.

**Budget /Staff Impact:**

There is no additional cost to the City to implement the MOA because the compensation has already been approved and included in the City FY 2023/24 budget.

**Community Input:**

There has been no community input on this resolution, but the public will have an opportunity to comment at the meeting.

Prepared by: Bill Howe, Human Resources Director

**Attachments:**

- Resolution Number 23-99
- Proposed PBA Memorandum of Agreement

**RESOLUTION NUMBER 23-99**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF EUSTIS AND THE FLORIDA POLICE BENEVOLENT ASSOCIATION (PBA) REGARDING WAGES FOR THE PERIOD OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024, AND AUTHORIZING THE CITY MANAGER TO SIGN SAID AGREEMENT.**

**WHEREAS**, the PBA and City administration entered into negotiations and have agreed to modifications of the collective bargaining agreement, for the period October 1, 2023 through September 30, 2024, as indicated in the attached Memorandum of Agreement and

**WHEREAS**, the members of the Eustis PBA have ratified this agreement; and

**WHEREAS**, the City Commission has reviewed and considered the proposed agreement and accepts the proposed terms for approval.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Eustis Commission hereby approves and authorizes the City Manager to sign the attached Memorandum of Agreement, between the City of Eustis and the Florida Police Benevolent Association regarding wages for the period October 1, 2023 through September 30, 2024.

**DONE AND RESOLVED**, this 19th day of October 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Michael L. Holland  
Mayor/Commissioner

**ATTEST**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of October 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public – State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY’S OFFICE**

This document is approved as to form and legal content for use and reliance of the City Commission of the City of Eustis, Florida

\_\_\_\_\_  
City Attorney’s Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-99 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk



**MEMORANDUM OF AGREEMENT**

THIS MEMORANDUM OF AGREEMENT (“Agreement”) is made and entered into by and between the City of Eustis (“City”) and the Florida Police Benevolent Association, Inc. (“PBA”).

**WHEREAS**, the City and the PBA are parties to a collective bargaining agreement effective October 1, 2021 to September 30, 2024; and

**WHEREAS**, the parties’ collective bargaining agreement sets forth specific wage increases for Fiscal Year 2023-24; and

**WHEREAS**, the City and the PBA would like to provide bargaining unit employees additional wage increases for Fiscal Year 2023-24;

**NOW, THEREFORE**, the parties agree that:

1. Article 23 of the collective bargaining agreement shall be amended for Fiscal Year 2023-2024 to reflect a 5% increase for eligible bargaining unit employees instead of a 3% increase. After application of the 5% increases, bargaining unit employees will have an additional \$1,000 added to their base pay.

2. Article 23 of the collective bargaining agreement shall be amended for Fiscal Year 2023-2024, to reflect the following pay ranges:

Police Officer:	\$22.4990 hr. - \$33.2103 hr. (\$49,137.82 - \$72,531.40 annualized)
Sr. Police Officer:	\$24.7447 hr. - \$34.9713 hr. (\$54,042.47 - \$76,377.26 annualized)
Corporal:	\$26.2650 hr. - \$36.6906 hr. (\$57,362.76 - \$80,132.21 annualized)
Sergeant:	\$27.8100 hr. - \$40.5463 hr. (\$60,737.04 - \$88,553.19 annualized)

3. This Memorandum of Agreement and the pay provisions described above shall become effective upon its ratification by both the bargaining unit employees and the City Commission. The pay increase shall be implemented on October 2<sup>nd</sup>, 2023.

\_\_\_\_\_  
Tom Carrino, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
George J. Corwine  
Chief Labor Negotiator

\_\_\_\_\_  
Date



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: October 19, 2023

RE: **FIRST READING**

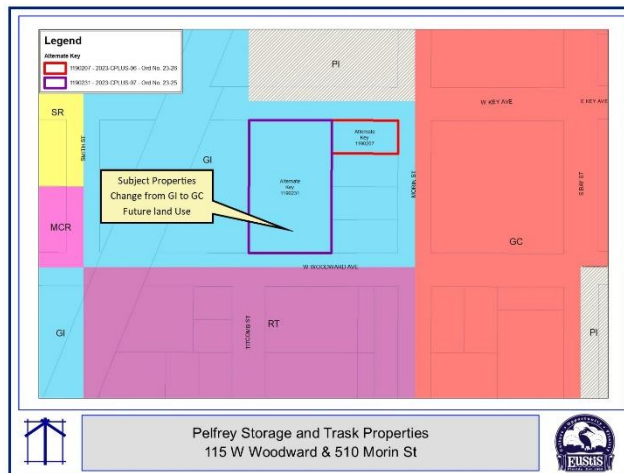
ORDINANCE NUMBER 23-25 CHANGE OF FUTURE LAND USE MAP FROM GENERAL INDUSTRIAL (GI) TO GENERAL COMMERCIAL (GC) FOR PROPERTY AT 115 W. WOODWARD AVENUE (ALTERNATE KEY NUMBER 1190231)

### Introduction:

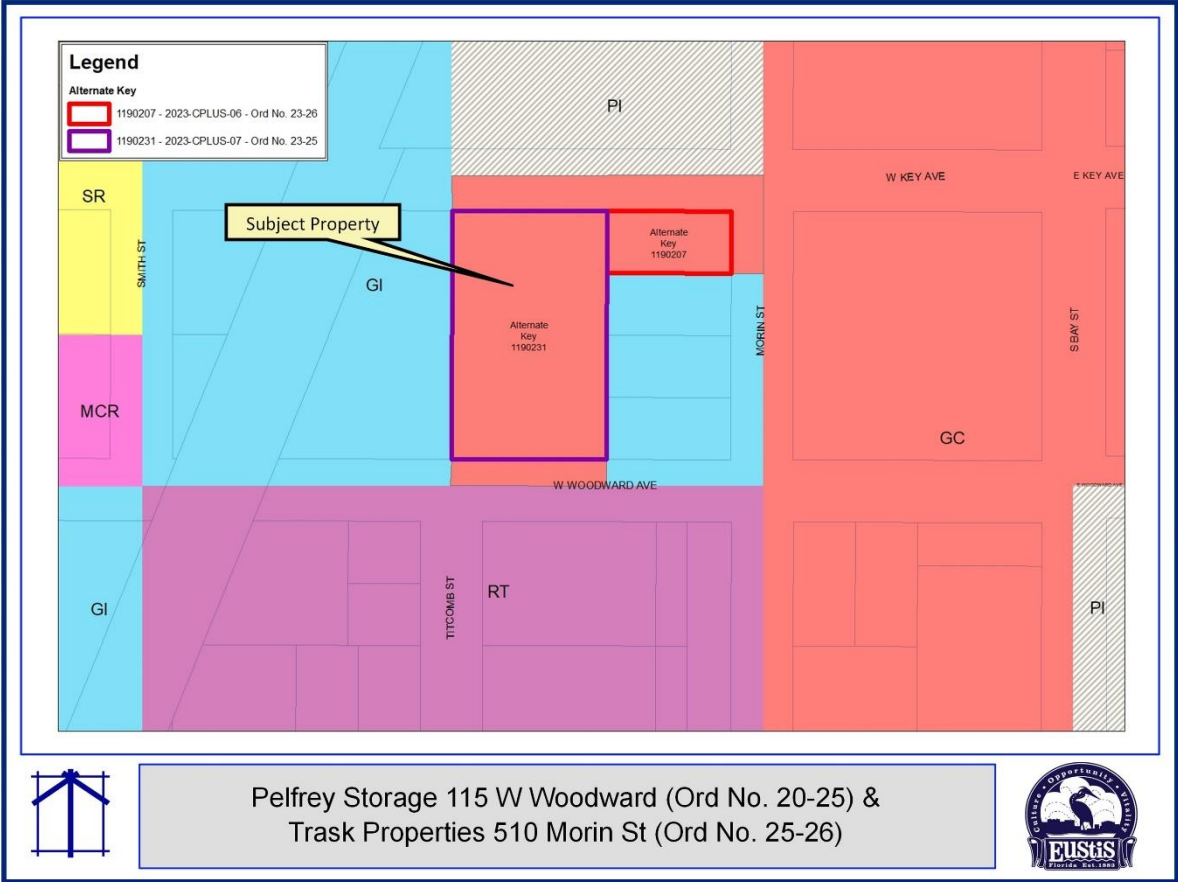
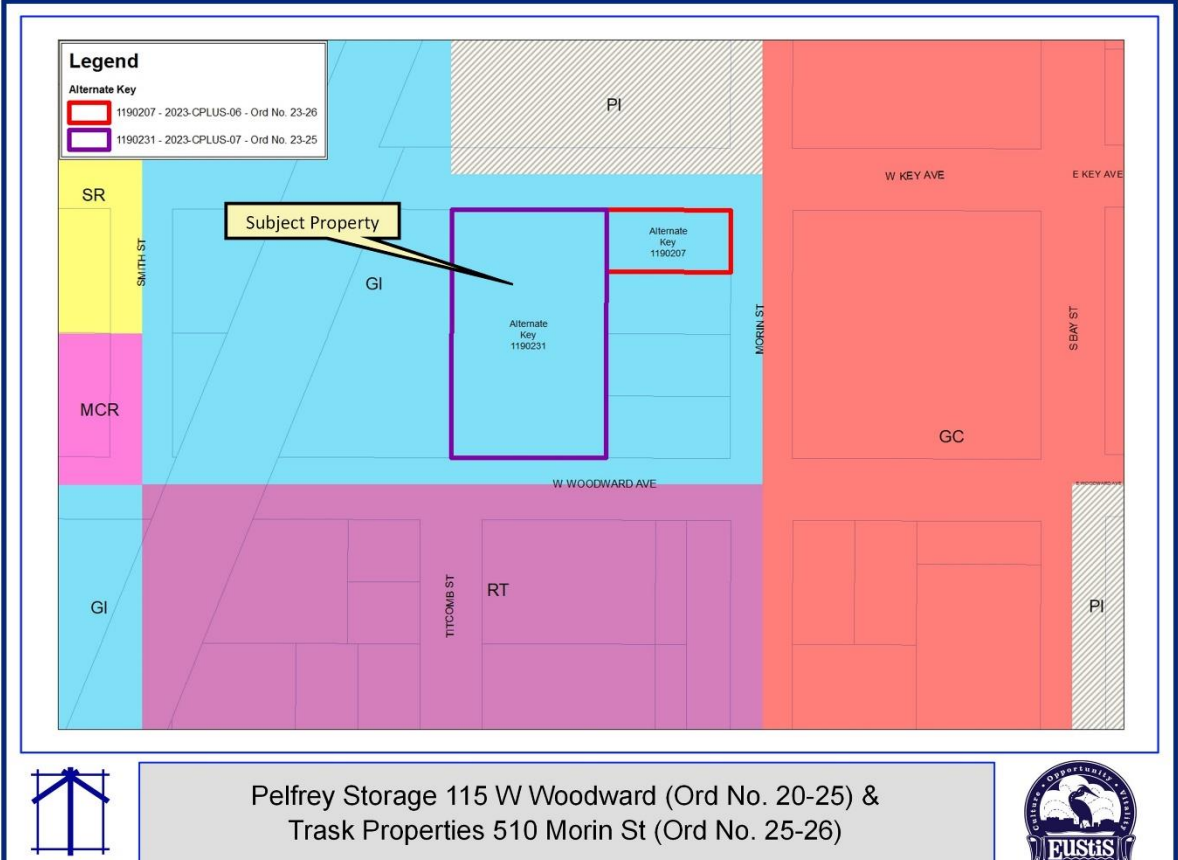
Ordinance Number 23-25 provides for the change of the future land use designation of the property at 115 W. Woodward Avenue (Alternate Key Number 1190231) from General Industrial (GI) To General Commercial (GC).

### Background:

1. The site contains approximately 1.0 acres and is located at 115 W. Woodward Avenue.
2. The property is developed as a flex space, storage, and warehouse facility with an office structure as the primary building facing Woodward Avenue.
3. The surrounding properties are industrial and service use in nature.







## Applicant's Request

The applicant Sarah Pelfrey on behalf of Pelfrey Storage, LLC wishes to change the future land use of property at 115 W. Woodward. Avenue (Alternate Key Number 1190231) from General Industrial (GI) To General Commercial (GC).

### Analysis of Comprehensive Plan/Future Land Use Request (Ordinance Number 23-25) In accordance with the Florida Statutes Chapter 163.3177.9.:

#### *Discourage Urban Sprawl:*

##### Primary Indicators of Sprawl:

The future land use element and any amendment to the future land use element shall discourage the proliferation of urban sprawl. The primary indicators that a plan or plan amendment does not discourage the proliferation of urban sprawl are listed below. The evaluation of the presence of these indicators shall consist of an analysis of the plan or plan amendment within the context of features and characteristics unique to each locality in order to determine whether the plan or plan amendment:

##### Review of Indicators

###### Low-Intensity Development:

Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.

***This indicator does not apply. The change from General Industrial to General Commercial neither adds to nor decreases any residential densities. The property is currently developed as an office storage facility, the land use change adds additional uses to the property to make it more economically viable for tenants.***

###### Urban Development in Rural Areas:

Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.

***This indicator does not apply. The area has established commercial development and industrial-type developments and is situated as a commercial and urbanized area.***

###### Strip or Isolated Development:

Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

***This indicator does not apply. The area is an already established developed parcel with similar land uses directly adjacent.***

###### Natural Resources Protection:

Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.

***This indicator does not apply. The area has established commercial development and industrial-type developments and is situated as a commercial and urbanized area.***

#### Agricultural Area Protection:

Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.

***This indicator does not apply. This site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed and further developing area.***

#### Public Facilities:

Fails to maximize the use of existing public facilities and services.

***This indicator does not apply. City services are currently serving the property and the change from General Industrial to General Commercial will result in no additional impact.***

#### Cost Effectiveness and Efficiency of Public Facilities:

Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government.

***This indicator does not apply. Adequate capacity is available to serve the existing and future development.***

#### Separation of Urban and Rural:

Fails to provide a clear separation between rural and urban uses.

***This indicator does not apply. The property is located in a developed urban area.***

#### Infill and Redevelopment:

Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

***This indicator does not apply. This change of land use will not deter infill development or redevelopment of the area.***

#### Functional Mix of Uses:

Fails to encourage a functional mix of uses.

***This indicator does not apply. The site is surrounded by a mix of uses of urban commercial and industrial nature.***

#### Accessibility among Uses:

Results in poor accessibility among linked or related land uses.

***This indicator does not apply.***

#### Open Space:

Results in the loss of significant amounts of functional open space.

***This indicator does not apply. The site does not contain functional open space and is not connected to locally or regionally significant open space.***

#### Urban Sprawl:

The future land use element or plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

Direction of Growth:

Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

***The site is adjacent to existing urban development patterns and is a logical infill of the urban development boundary.***

Efficient and Cost-Effective Services:

Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

***This indicator does not apply. City services are currently serving the property and the change from General Industrial to General Commercial will result in no additional impact.***

Walkable and Connected Communities:

Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

***Does not apply as the site is currently developed.***

Water and Energy Conservation:

Promotes the conservation of water and energy.

***Does not apply as the site is currently developed.***

Agricultural Preservation:

Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

***Not applicable; this site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed urban area.***

Open Space:

Preserves open space and natural lands and provides for public open space and recreation needs.

***This is not applicable, the site is currently developed.. The site does not provide functional open space or natural areas on a regional basis.***

Balance of Land Uses:

Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area.

***The proposed land use is consistent with the surrounding area. The land use proposed would allow for opportunities for development types to support the surrounding area.***

## Urban Form Densities and Intensities:

Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. 163.3164.

*Not applicable.*

## In Accordance with Comprehensive Plan Future Land Use Element Appendix:

All applications for a Plan amendment relating to the development patterns described and supported within the Plan including, but not limited to, site-specific applications for changes in land use designations, are presumed to involve a legislative function of local government which, if approved, would be by legislative act of the City and shall, therefore, be evaluated based upon the numerous generally acceptable planning, timing, compatibility, and public facility considerations detailed or inferred in the policies of the Plan. Each application for an amendment to the Map #1: 2035 Future Land Use Map by changing the land use designation assigned to a parcel of property shall also be reviewed to determine and assess any significant impacts to the policy structure on the Comprehensive Plan of the proposed amendment including, but not limited to, the effect of the land use change on either the internal consistency or fiscal structure of the Plan.

### *Major Categories of Plan Policies:*

This Plan amendment application review and evaluation process will be prepared and presented in a format consistent with the major categories of Plan policies as follows:

#### General Public Facilities/Services:

Since the Plan policies address the continuance, expansion and initiation of new government service and facility programs, including, but not limited to, capital facility construction, each application for a land use designation amendment shall include a description and evaluation of any Plan programs (such as the effect on the timing/financing of these programs) that will be affected by the amendment if approved. This analysis shall include the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. The facilities and services required for analysis include emergency services, parks and recreation, potable water, public transportation if and when available, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

#### 1. Emergency Services Analysis:

***No impact change to Emergency Services.***

#### 2. Parks & Recreation:

***No impact change to Parks & Recreation.***

#### 3. Potable Water & Sanitary Sewer:

***This indicator does not apply. City services are currently serving the property and the change from General Industrial to General Commercial will result in no additional impact.***

#### 4. Schools:

***No impact on Schools.***

#### 5. Solid Waste:



***No additional impact to Solid Waste.***

6. Stormwater:

***No impact to Stormwater.***

7. Transportation Network Analysis:

***No additional impact on Transportation Networks.***

8. Natural Resources/Natural Features:

The policies of the Plan also contain general regulatory guidelines and requirements for managing growth and protecting the environment. These guidelines will be used to evaluate the overall consistency of the land use amendment with the Comprehensive Plan. Specifically, each amendment will be evaluated to 1) determine the existence of groundwater recharge areas; 2) the existence of any historical or archaeological sites; 3) the location of flood zones and the demonstrate that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains; and 4) the suitability of the soil and topography to the development proposed.

***No Impact on Natural Resources or Natural Features.***

9. Groundwater recharge areas:

***No additional impact on Groundwater Recharge.***

10. Historical or archaeological sites:

***No additional impact.***

11. Flood zones:

***The subject property is not impacted by a 100-year flood zone area. Source - Lake County GIS - 2012 Flood Zones.***

12. Soil and topography:

***The site is already developed, No impact on Soils and Topography.***

13. Comprehensive Plan Review:

Additional criteria and standards are also included in the Plan that describes when, where, and how development is to occur. Plan development policies will be used to evaluate the appropriateness of the compatibility of the use, intensity, location, and timing of the proposed amendment.

*Existing Land Use According to the Lake County Comprehensive Plan:*

**General Industrial (GI)**

This land use designation is provided for those businesses that have one or more objectionable uses such as noise, dust, or odor. The purpose of this district is to provide a method whereby industries necessary to the area, but with inherent characteristics which could prove obnoxious or detrimental to a different type of industrial operation, may locate in the most suitable & advantageous spots to minimize inconvenience to the general public. This district also offers greater economy & freedom to the industrial developer by the relaxation of certain standards & screening requirements within the district itself.

General Range of Uses: General Industrial development includes existing industrial development of light-to-heavy nature along the rail line both north &

south of downtown. Outdoor recreation, schools, & public & utility services facilities that are 5 acres or less in size are also permitted.

*Proposed Land Use According to the Eustis Comprehensive Plan:*

General Commercial (GC)

The GC designation is intended to provide an area consisting of primarily free-standing commercial land uses serving both motorists & local residents.

General Range of Uses: General Commercial may include a variety of freestanding retail & service uses & small strip centers including automotive-oriented uses such as service stations & auto sales as well as outdoor recreation, & schools. Public & utility services & facilities that are 5 acres or less in size are also permitted.

14. Transportation:

Each application for a land use designation amendment will be required to demonstrate consistency with the Transportation Element of the adopted Comprehensive Plan.

***No additional impact on Transportation.***

15. Water Supply:

Each application for a land use designation amendment will be required to demonstrate that adequate water supplies and associated public facilities are (or will be) available to meet the projected growth demands.

***No additional impact on Water Supply.***

In Accordance with Chapter 102-16(f), Land Development Regulations

*Standards for Review:*

In reviewing the application of a proposed amendment to the comprehensive plan, the local planning agency and the city commission shall consider:

1. *Consistent with Comprehensive Plan:*

Whether the proposed amendment is consistent with all expressed policies the comprehensive plan.

***The proposed amendment is consistent with the Comprehensive Plan.***

2. *In Conflict with Land Development Regulations:*

*Whether the proposed amendment is in conflict with any applicable provisions of these land development regulations.*

***The proposed amendment is not in conflict with the Land Development Regulations.***

3. *Inconsistent with Surrounding Uses:*

Whether, and the extent to which, the proposed amendment is inconsistent with existing and proposed land uses.

**The property is currently developed the current General Industrial compatible and the proposed General Commercial will not affect compatibility.**

4. *Changed Conditions:*

Whether there have been changed conditions that justify an amendment.

**Marketability to tenants is limited under the GI future land use, the GC future land use will increase tenant marketability.**

5. *Demand on Public Facilities:*

Whether, and the extent to which, the proposed amendment would result in demands on public facilities, and whether, or to the extent to which, the proposed amendment would exceed the capacity of such public facilities, infrastructure and services, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

**The change in land use will not impact demand on public facilities.**

6. *Impact on Environment:*

Whether, and the extent to which, the proposed amendment would result in significant impacts on the natural environment.

**The site is developed there will no additional impact on the environment.**

7. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern.

**The site is already part of an established development pattern within a developed urban area.**

8. *Public Interest and Intent of Regulations:*

Whether the proposed amendment would be consistent with or advance the public interest, and in harmony with the purpose and intent of these land development regulations.

**There is no change or impact to the Public Interest, the intent of the regulation is not impacted as the historic primary use of the property remains (storage and flex-space).**

9. *Other Matters:*

Any other matters that may be deemed appropriate by the local planning agency or the city commissioners, in review and consideration of the proposed amendment.

**No other matters.**

Recommended Action:

Development Services recommends approval of Ordinance Numbers 23-25.

Policy Implications:

None

Alternatives:

1. Approve Ordinance Number 23-25 .
2. Deny Ordinance Numbers 23-25.

Budget/Staff Impact:

There would be no direct costs to the City beyond the normal City services. There would be no additional staff time beyond the normal review process.

Prepared By:

Jeff Richardson, AICP, Deputy Development Services Director

Reviewed By:

Mike Lane, AICP, Development Services Director

**ORDINANCE NUMBER 23-25**

**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(1) F.S.; CHANGING THE FUTURE LAND USE DESIGNATION OF 1.0 ACRES OF REAL PROPERTY LOCATED AT 115 W. WOODWARD AVENUE (ALTERNATE KEY NUMBER 1190231) FROM GENERAL INDUSTRIAL (GI) TO GENERAL COMMERCIAL (GC).**

**WHEREAS**, on November 4, 2010, the Eustis City Commission adopted the City of Eustis Comprehensive Plan 2010-2035 through Ordinance Number 10-11; and

**WHEREAS**, the State of Florida Department of Community Affairs found the City of Eustis Comprehensive Plan 2010-2035 in compliance, pursuant to Sections 163.3184, 163.3187, and 163.3189 Florida Statutes; and

**WHEREAS**, the City of Eustis periodically amends its Comprehensive Plan, in accordance with Chapter 163.3187 and 163.3191, Florida Statutes; and

**WHEREAS**, the City of Eustis desires to amend the Future Land Use Map Series to change the Future Land Use designation on approximately 1.0 acres of real property located at 115 W. Woodward Avenue (Alternate Key Number 1190231), and more particularly described herein; and

**WHEREAS**, on October 19, 2023, the Local Planning Agency held a Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

**WHEREAS**, on October 19, 2023, the City Commission held the 1<sup>st</sup> Adoption Public Hearing to accept the Local Planning Agency's recommendation to adopt the Small-Scale Future Land Use Amendment contained herein, and

**WHEREAS**, on November 2, 2023, the City Commission held the 2<sup>nd</sup> Adoption Public Hearing to consider the adoption of the Small-Scale Future Land Use Amendment contained herein;

**NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:**

**SECTION 1.**

Land Use Designation: That the Future Land Use Designation of the real property as described below shall be changed from General Industrial (GI) to General Commercial (GC):

Alt. Key Number: 1190231 Tax ID: 11-19-26-0100-107-00500

Eustis Lots 5 To 12 Incl. Blk 107, E 1/2 Of Vacated Titcomb St Lying W Of Lots 8 & 9 Blk 107  
Pb 1 Pg 79 Orb 4712 Pg 108

**SECTION 2.**

**Map Amendment and Notification:** That the Director of Development Services shall be authorized to amend the Future Land Use Map of the Comprehensive Plan to incorporate the change described in Section 1 and provide appropriate notification, in accordance with Florida Statutes.

**SECTION 3.**

**Conflict:** That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 4.**

**Severability:** That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

**SECTION 5.**

**Effective Date:** The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Department of Commerce notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Commerce or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Department of Commerce.

**PASSED, ORDAINED, AND APPROVED** in Regular Session of the City Commission of the City of Eustis, Florida, this 2nd day of November 2023.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

---

Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

---

Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by physical presence, this 2<sup>nd</sup> day of November 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

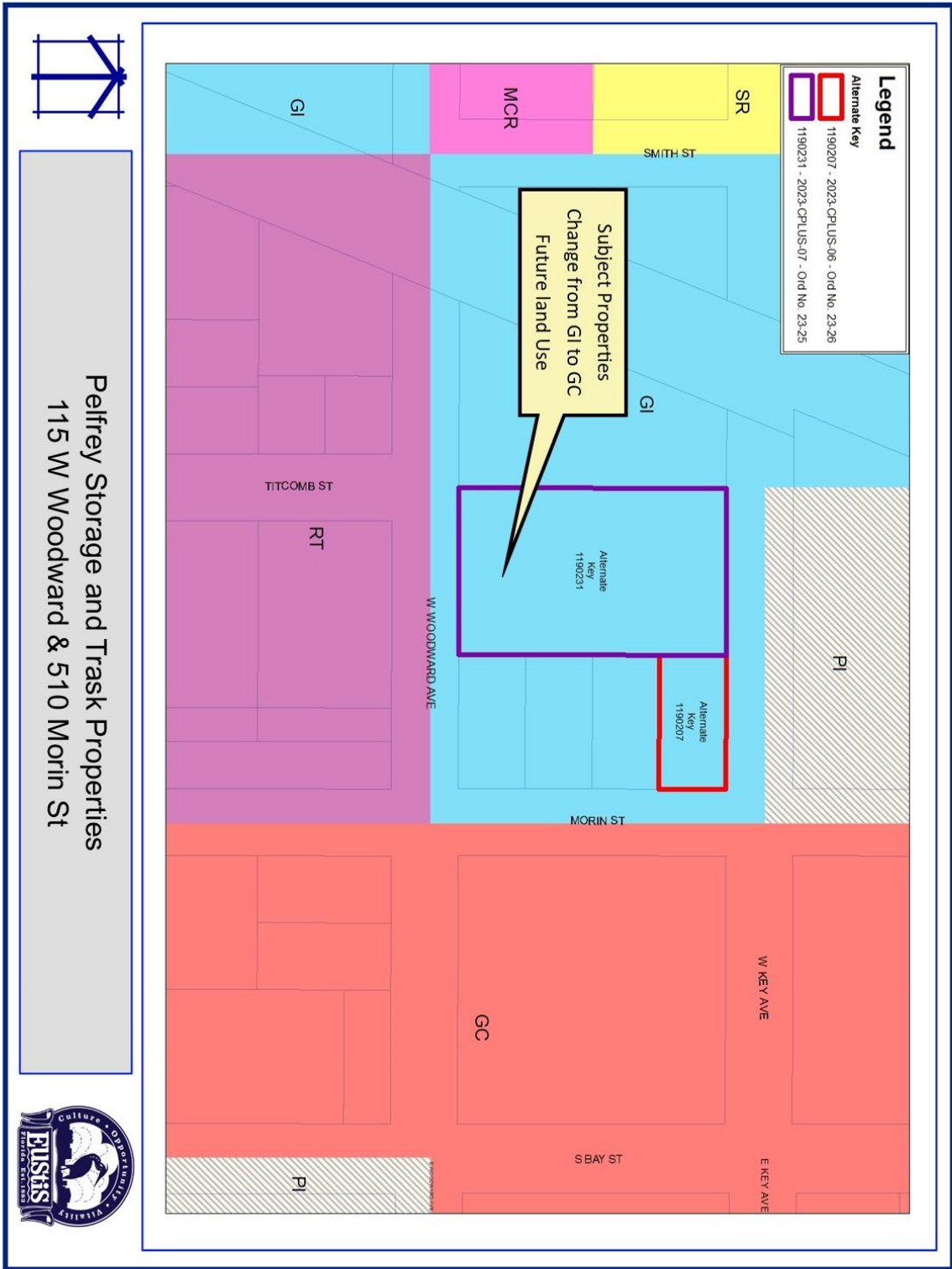
\_\_\_\_\_  
City Attorney's Office                      Date

**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 23-25 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk

Exhibit A: Future Land Use Map







# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: October 19, 2023

RE: **FIRST READING**

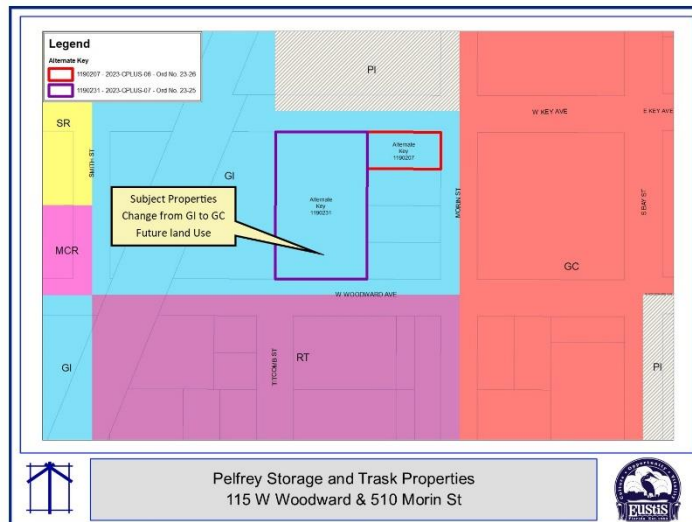
ORDINANCE NUMBER 23-26: CHANGE OF FUTURE LAND USE MAP FROM GENERAL INDUSTRIAL (GI) TO GENERAL COMMERCIAL (GC) FOR PROPERTY AT 510 MORIN STREET (ALTERNATE KEY NUMBER 1190207)

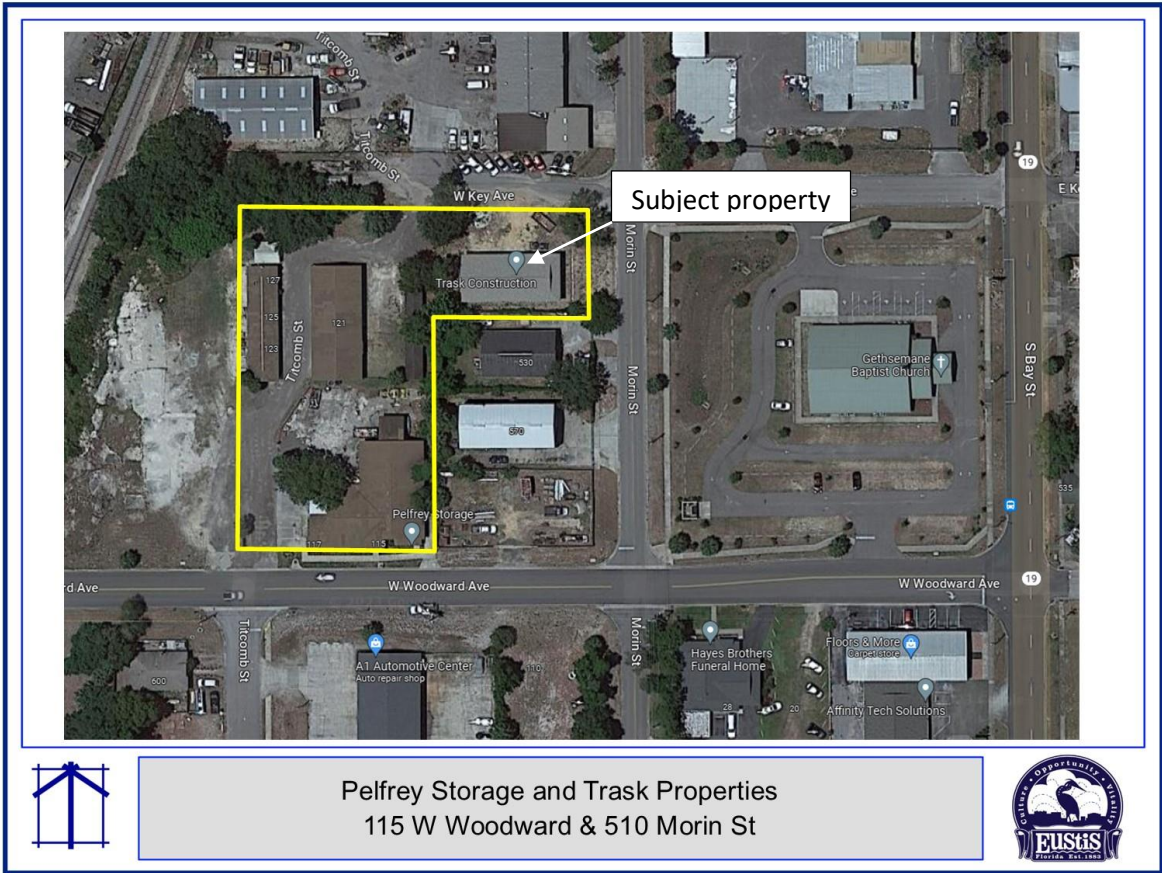
Introduction:

Ordinance Number 23-26 provides for the change of the future land use designation of the property at 510 Morin Street (Alternate Key Number 1190207) from General Industrial (GI) To General Commercial (GC).

Background:

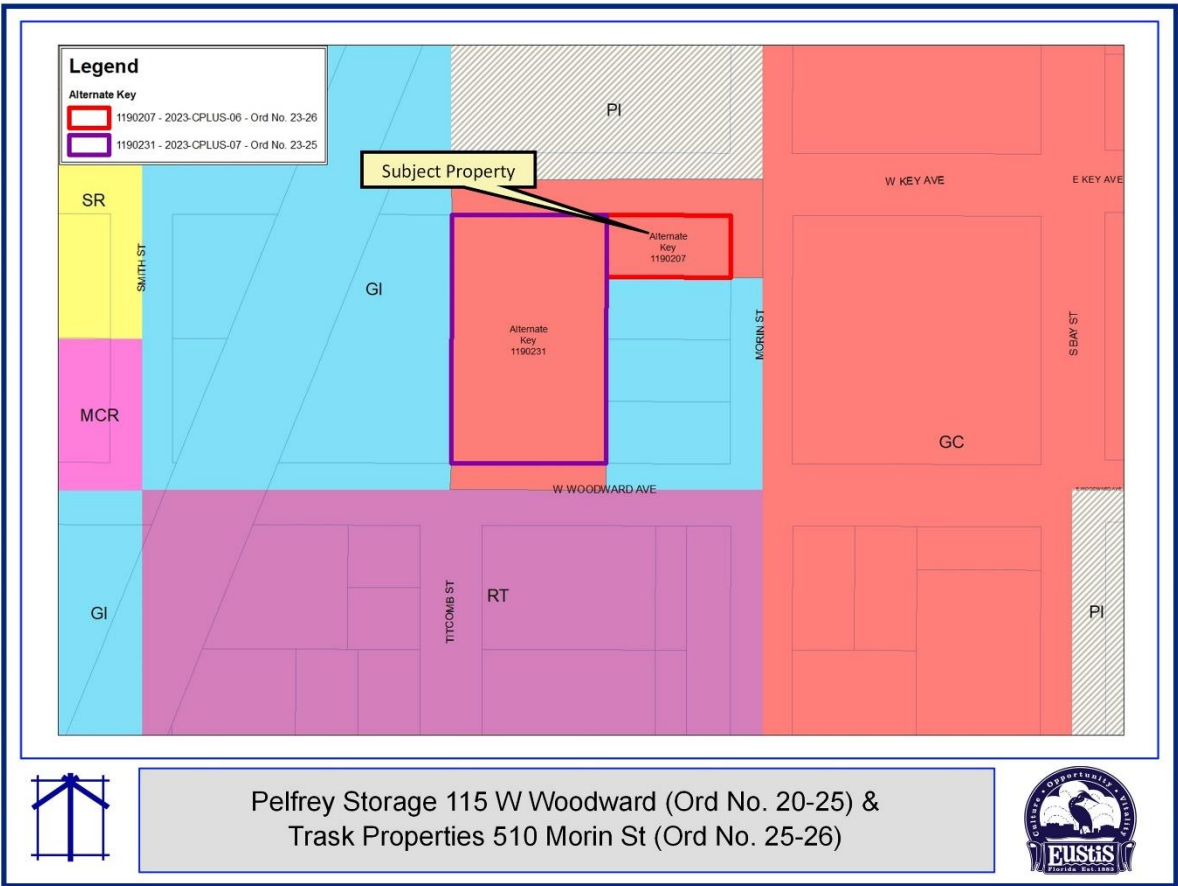
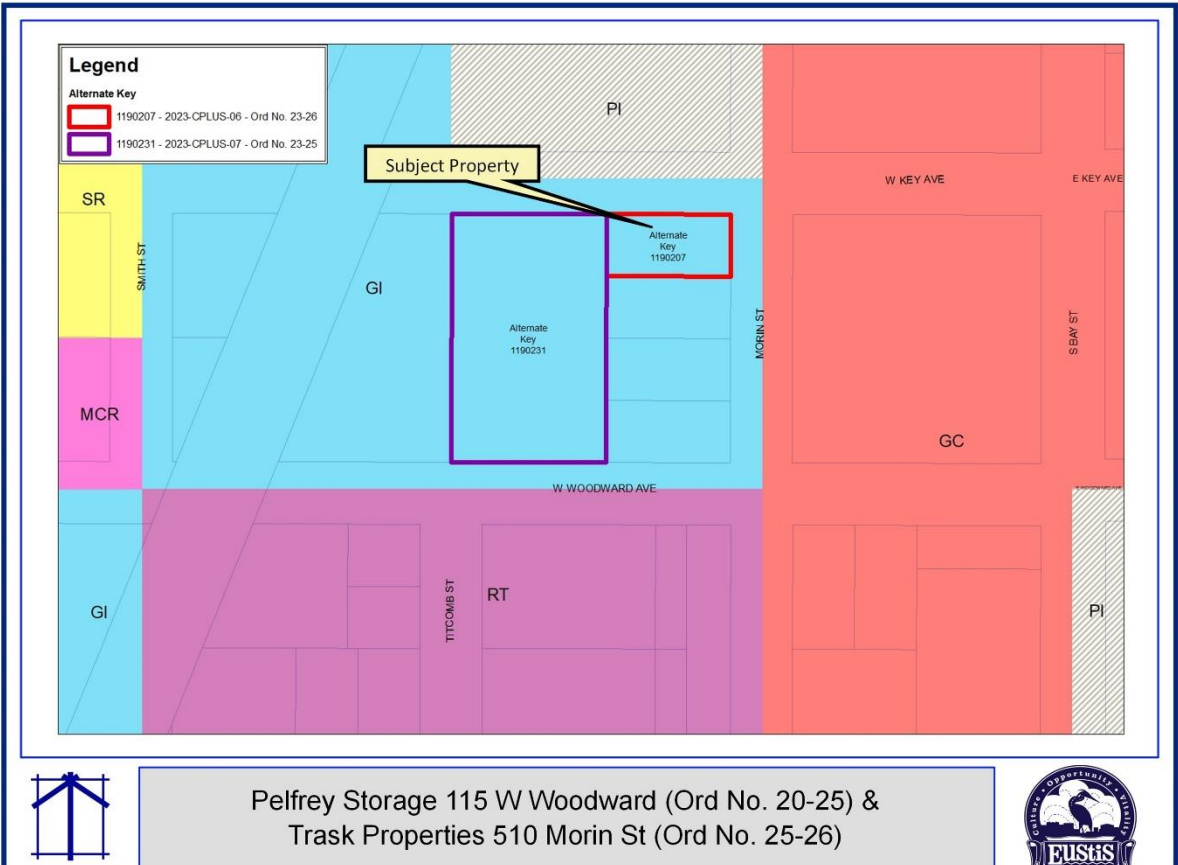
1. The site contains approximately 0.2 acres and is located at 510 Morin Street.
2. The property is developed as a buildout-to-suit flex space facility.
3. The surrounding properties are industrial, service, and institutional use in nature.
4. The properties to the east of Morin St are designated as General Commercial (GC) and are used as commercial and institutional. The properties to the South are Residential Transitional and are used as commercial, office, and residential.





Surrounding properties have the following land use designations:

Location	Existing Use	Future Use	Land Use	Design District
Site	Storage / Industrial Space	General Industrial		Urban Neighborhood
North	City Public Works	General Industrial		Urban Neighborhood
South	Commercial / Auto Repair	Residential Transitional		Urban Neighborhood
East	Industrial / Buildout to Suit	General Industrial / General Commercial		Urban Neighborhood
West	Vacant / Undeveloped	General Industrial		Urban Neighborhood



## Applicant's Request

The applicant Sarah Pelfrey on behalf of Trask Construction Company seeks to change the future land use of the property at 510 Morin Street (Alternate Key Number 1190207) from General Industrial (GI) To General Commercial (GC).

### **Analysis of Comprehensive Plan/Future Land Use Request (Ordinance Number 23-25) In accordance with the Florida Statutes Chapter 163.3177.9.:**

#### *Discourage Urban Sprawl:*

##### Primary Indicators of Sprawl:

The future land use element and any amendment to the future land use element shall discourage the proliferation of urban sprawl. The primary indicators that a plan or plan amendment does not discourage the proliferation of urban sprawl are listed below. The evaluation of the presence of these indicators shall consist of an analysis of the plan or plan amendment within the context of features and characteristics unique to each locality in order to determine whether the plan or plan amendment:

##### Review of Indicators

###### Low-Intensity Development:

Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.

***This indicator does not apply. The change from General Industrial to General Commercial neither adds to nor decreases any residential densities. The property is currently developed as an office storage facility, the land use change adds additional uses to the property to make it more economically viable for tenants.***

###### Urban Development in Rural Areas:

Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.

***This indicator does not apply. The area has established commercial development and industrial-type developments and is situated as a commercial and urbanized area.***

###### Strip or Isolated Development:

Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

***This indicator does not apply. The area is an already established developed parcel with similar land uses directly adjacent.***

###### Natural Resources Protection:

Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.

***This indicator does not apply. The subject property is not subject to floodplain impact and does not contain wetland areas. The Comprehensive Plan and the Land Development Regulations include standards for the protection of***

**environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.**

Agricultural Area Protection:

Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.

***This indicator does not apply. This site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing urban developed and further developing area.***

Public Facilities:

Fails to maximize the use of existing public facilities and services.

***This indicator does not apply. City services are currently serving the property and the change from General Industrial to General Commercial will result in no additional impact.***

Cost Effectiveness and Efficiency of Public Facilities:

Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire, and emergency response, and general government.

***This indicator does not apply. Adequate capacity is available to serve the existing and future development.***

Separation of Urban and Rural:

Fails to provide a clear separation between rural and urban uses.

***This indicator does not apply. The property is located in a developed urban commercial and industrial area.***

Infill and Redevelopment:

Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

***This indicator does not apply. This change in land use will not deter infill development or redevelopment of the area.***

Functional Mix of Uses:

Fails to encourage a functional mix of uses.

***This indicator does not apply. The site is surrounded by a mix of uses of urban commercial and industrial nature.***

Accessibility among Uses:

Results in poor accessibility among linked or related land uses.

***This indicator does not apply.***

Open Space:

Results in the loss of significant amounts of functional open space.

***This indicator does not apply. The site does not contain functional open space and is not connected to locally or regionally significant open space.***

## Urban Sprawl:

The future land use element or plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

### Direction of Growth:

Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

***The site is adjacent to existing urban development patterns and is a logical infill of the urban development boundary.***

### Efficient and Cost-Effective Services:

Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

***The property is already developed within an existing urbanized area.***

### Walkable and Connected Communities:

Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

***Does not apply as the site is currently developed.***

### Water and Energy Conservation:

Promotes the conservation of water and energy.

***Does not apply as the site is currently developed.***

### Agricultural Preservation:

Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

***Not applicable; this site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed urban area.***

### Open Space:

Preserves open space and natural lands and provides for public open space and recreation needs.

***This is not applicable, the site is currently developed. The site does not provide functional open space or natural areas on a regional basis.***

### Balance of Land Uses:

Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area.

***The proposed land use is consistent with the surrounding area. The land use proposed would allow for opportunities for development types to support the surrounding area.***

### Urban Form Densities and Intensities:

Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it

provides for an innovative development pattern such as transit-oriented development or new towns as defined in s. 163.3164.

***Not applicable.***

In Accordance with Comprehensive Plan Future Land Use Element Appendix:

All applications for a Plan amendment relating to the development patterns described and supported within the Plan including, but not limited to, site-specific applications for changes in land use designations, are presumed to involve a legislative function of local government which, if approved, would be by legislative act of the City and shall, therefore, be evaluated based upon the numerous generally acceptable planning, timing, compatibility, and public facility considerations detailed or inferred in the policies of the Plan. Each application for an amendment to the Map #1: 2035 Future Land Use Map by changing the land use designation assigned to a parcel of property shall also be reviewed to determine and assess any significant impacts to the policy structure on the Comprehensive Plan of the proposed amendment including, but not limited to, the effect of the land use change on either the internal consistency or fiscal structure of the Plan.

*Major Categories of Plan Policies:*

This Plan amendment application review and evaluation process will be prepared and presented in a format consistent with the major categories of Plan policies as follows:

General Public Facilities/Services:

Since the Plan policies address the continuance, expansion and initiation of new government service and facility programs, including, but not limited to, capital facility construction, each application for a land use designation amendment shall include a description and evaluation of any Plan programs (such as the effect on the timing/financing of these programs) that will be affected by the amendment if approved. This analysis shall include the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. The facilities and services required for analysis include emergency services, parks and recreation, potable water, public transportation if and when available, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

1. Emergency Services Analysis:

***No impact change to Emergency Services.***

2. Parks & Recreation:

***No impact change to Parks & Recreation.***

3. Potable Water & Sanitary Sewer:

***This indicator does not apply. City services are currently serving the property and the change from General Industrial to General Commercial will result in no additional impact.***

## 4. Schools:

***No impact on Schools.***

## 5. Solid Waste:

***No additional impact to Solid Waste.***

## 6. Stormwater:

***No impact on Stormwater.***

## 7. Transportation Network Analysis:

***No additional impact on Transportation Networks.***

## 8. Natural Resources/Natural Features:

The policies of the Plan also contain general regulatory guidelines and requirements for managing growth and protecting the environment. These guidelines will be used to evaluate the overall consistency of the land use amendment with the Comprehensive Plan. Specifically, each amendment will be evaluated to 1) determine the existence of groundwater recharge areas; 2) the existence of any historical or archaeological sites; 3) the location of flood zones and the demonstrate that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains; and 4) the suitability of the soil and topography to the development proposed.

***No Impact on Natural Resources or Natural Features.***

## 9. Groundwater recharge areas:

***No additional impact on Groundwater Recharge.***

## 10. Historical or archaeological sites:

***No additional impact.***

## 11. Flood zones:

***The subject property is not impacted by a 100-year flood zone area. Source - Lake County GIS - 2012 Flood Zones.***

## 12. Soil and topography:

***The site is already developed, No impact on Soils and Topography.***

## 13. Comprehensive Plan Review:

Additional criteria and standards are also included in the Plan that describes when, where, and how development is to occur. Plan development policies will be used to evaluate the appropriateness of the compatibility of the use, intensity, location, and timing of the proposed amendment.

*Existing Land Use According to the Lake County Comprehensive Plan:*

**General Industrial (GI)**

This land use designation is provided for those businesses that have one or more objectionable uses such as noise, dust, or odor. The purpose of this district is to provide a method whereby industries necessary to the area, but with inherent characteristics which could prove obnoxious or detrimental to a different type of industrial operation, may locate in the most suitable & advantageous spots to minimize inconvenience to the general public. This district also offers greater economy & freedom to the industrial developer by



the relaxation of certain standards & screening requirements within the district itself.

General Range of Uses: General Industrial development includes existing industrial development of light-to-heavy nature along the rail line both north & south of downtown. Outdoor recreation, schools, & public & utility services & facilities that are 5 acres or less in size are also permitted.

*Proposed Land Use According to the Eustis Comprehensive Plan:*

General Commercial (GC)

The GC designation is intended to provide an area consisting of primarily free-standing commercial land uses serving both motorists & local residents.

General Range of Uses: General Commercial may include a variety of freestanding retail & service uses & small strip centers including automotive-oriented uses such as service stations & auto sales as well as outdoor recreation, & schools. Public & utility services & facilities that are 5 acres or less in size are also permitted.

14. Transportation:

Each application for a land use designation amendment will be required to demonstrate consistency with the Transportation Element of the adopted Comprehensive Plan.

***No additional impact on Transportation.***

15. Water Supply:

Each application for a land use designation amendment will be required to demonstrate that adequate water supplies and associated public facilities are (or will be) available to meet the projected growth demands.

***No additional impact on Water Supply.***

In Accordance with Chapter 102-16(f), Land Development Regulations

*Standards for Review:*

In reviewing the application of a proposed amendment to the comprehensive plan, the local planning agency and the city commission shall consider:

1. *Consistent with Comprehensive Plan:*

Whether the proposed amendment is consistent with all expressed policies the comprehensive plan.

***The proposed amendment is consistent with the Comprehensive Plan.***

2. *In Conflict with Land Development Regulations:*

Whether the proposed amendment is in conflict with any applicable provisions of these land development regulations.

***The proposed amendment is not in conflict with the Land Development Regulations.***

3. *Inconsistent with Surrounding Uses:*

Whether, and the extent to which, the proposed amendment is inconsistent with existing and proposed land uses.

***The property is developed. The current General Industrial is compatible and the proposed General Commercial will not affect that compatibility.***

4. *Changed Conditions:*

Whether there have been changed conditions that justify an amendment.

***Marketability to tenants is limited under the GI future land use the GC future land use will increase tenant marketability.***

5. *Demand on Public Facilities:*

Whether, and the extent to which, the proposed amendment would result in demands on public facilities, and whether, or to the extent to which, the proposed amendment would exceed the capacity of such public facilities, infrastructure and services, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

***The change in land use will not impact demand on public facilities.***

6. *Impact on Environment:*

Whether, and the extent to which, the proposed amendment would result in significant impacts on the natural environment.

***The site is developed there will be no additional impact on the environment.***

7. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern.

***The site is already part of an established development pattern within a developed urban area.***

8. *Public Interest and Intent of Regulations:*

Whether the proposed amendment would be consistent with or advance the public interest, and in harmony with the purpose and intent of these land development regulations.

***There is no change or impact to the Public Interest, the intent of the regulation is not impacted as the historic primary use of the property remains (storage and flex-space).***

9. *Other Matters:*

Any other matters that may be deemed appropriate by the local planning agency or the city commissioners, in review and consideration of the proposed amendment.

***No other matters.***

Recommended Action:

Development Services recommends approval of Ordinance Numbers 23-26.

Policy Implications:

None

Alternatives:

1. Approve Ordinance Number 23-26
2. Deny Ordinance Numbers 23-26.

Budget/Staff Impact:

There would be no direct costs to the City beyond the normal City services. There would be no additional staff time beyond the normal review process.

Prepared By:

Jeff Richardson, AICP, Deputy Development Services Director

Reviewed By:

Mike Lane, AICP, Development Services Director

**ORDINANCE NUMBER 23-26**

**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(1) F.S.; CHANGING THE FUTURE LAND USE DESIGNATION OF 0.2 ACRES OF REAL PROPERTY LOCATED AT 510 MORIN STREET (ALTERNATE KEY NUMBER 1190207) FROM GENERAL INDUSTRIAL (GI) TO GENERAL COMMERCIAL (GC).**

**WHEREAS**, on November 4, 2010, the Eustis City Commission adopted the City of Eustis Comprehensive Plan 2010-2035 through Ordinance Number 10-11; and

**WHEREAS**, State of Florida Department of Community Affairs found the City of Eustis Comprehensive Plan 2010-2035 in compliance, pursuant to Sections 163.3184, 163.3187, and 163.3189 Florida Statutes; and

**WHEREAS**, the City of Eustis periodically amends its Comprehensive Plan, in accordance with Chapter 163.3187 and 163.3191, Florida Statutes; and

**WHEREAS**, the City of Eustis desires to amend the Future Land Use Map Series to change the Future Land Use designation on approximately 0.2 acres of real property located at 510 Morin Street (Alternate Key Number 1190207), and more particularly described herein; and

**WHEREAS**, on October 19, 2023, the Local Planning Agency held a Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

**WHEREAS**, on October 19, 2023, the City Commission held the 1<sup>st</sup> Adoption Public Hearing to accept the Local Planning Agency's recommendation to adopt the Small-Scale Future Land Use Amendment contained herein, and

**WHEREAS**, on November 2, 2023, the City Commission held the 2<sup>nd</sup> Adoption Public Hearing to consider the adoption of the Small-Scale Future Land Use Amendment contained herein;

**NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:**

**SECTION 1.**

Land Use Designation: That the Future Land Use Designation of the real property as described below shall be changed from General Industrial (GI) to General Commercial (GC):

Alt. Key Number: 1190207 Tax ID: 11-19-26-0100-107-00100

Eustis, N 1/2 Of Lots 1, 2, 3, 4 Blk 107 Pb 1 Pg. 79 Orb 2700 Pg. 698.

**SECTION 2.**

**Map Amendment and Notification:** That the Director of Development Services shall be authorized to amend the Future Land Use Map of the Comprehensive Plan to incorporate the

change described in Section 1 and provide appropriate notification in accordance with Florida Statutes.

**SECTION 3.**

**Conflict:** That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 4.**

**Severability:** That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

**SECTION 5.**

**Effective Date:** The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Department of Commerce notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Commerce or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Department of Commerce.

**PASSED, ORDAINED, AND APPROVED** in Regular Session of the City Commission of the City of Eustis, Florida, this 2nd day of November 2023.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Michael L. Holland  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by physical presence, this 2<sup>nd</sup> day of November 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the City Commission of the City of Eustis, Florida.

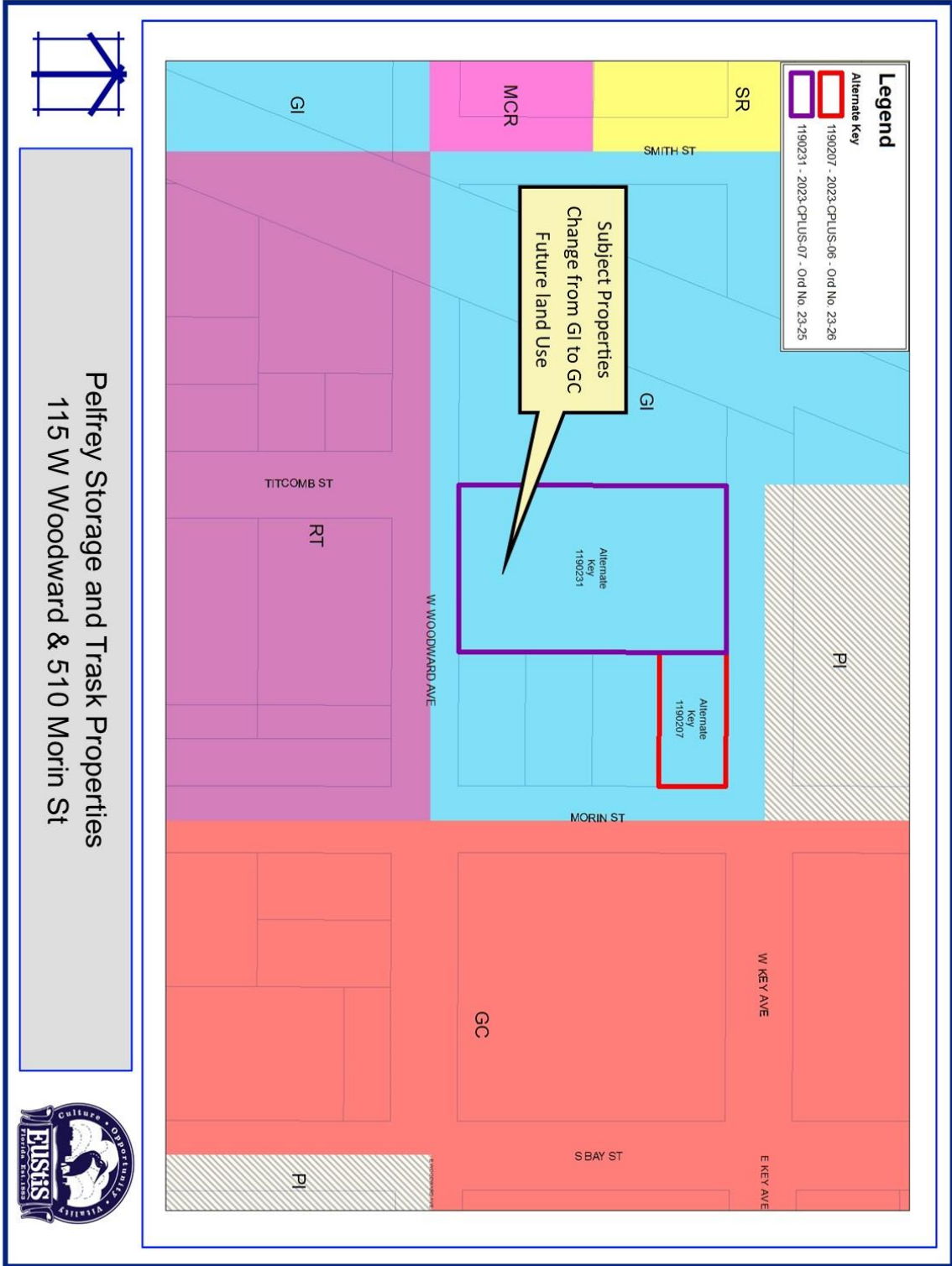
\_\_\_\_\_  
City Attorney's Office                      Date

**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 23-26 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk

Exhibit A: Future Land Use Map





# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION  
 FROM: TOM CARRINO, CITY MANAGER  
 DATE: OCTOBER 19, 2023  
 RE: W.I.N. 1 MINISTRIES INTEREST IN LEASING THE EUSTIS SERVICE CENTER AT 301 WEST WARD AVENUE

## **Introduction:**

W.I.N. 1 Ministries has expressed interest in leasing the Eustis Service Center building at 301 West Ward Avenue.

## **Recommended Action:**

Staff is requesting direction on a potential lease agreement with W.I.N. 1 Ministries for the Eustis Service Center building at 301 West Ward Avenue.

## **Background:**

The Eustis Service Center is currently a City rental facility managed by the Recreation Department. The building was built in 1984 and is approximately 8,700 sf. In addition to the rental facilities, the building is also home to the City employee fitness center, which takes up about 800 sf of the building. The building also houses a staff office and equipment storage. As of September 11, 2023, the building had generated approximately \$18,800 in rental revenue and \$33,000 in program revenue for FY 22-23, resulting in 273 days of use.

W.I.N. 1 Ministries had previously expressed an interest in purchasing the property, and the City of Eustis conducted an appraisal in July 2023. The estimated value of the building in the appraisal was \$960,000, however, that value was cost prohibitive for W.I.N. 1 Ministries and discussions turned to a possible lease.

Staff would propose several provisions for a potential lease. The City has asked that the employee fitness center stay in the building and City employees would continue to have access to that portion of the building. It is recommended that the adjacent parking remain public. As such, the parking would be available to W.I.N. 1 Ministries, but it would remain public and continue to be maintained by the City. It would also be the recommendation of staff that W.I.N. 1 Ministries would be responsible for landscape maintenance of the site.



W.I.N. 1 Ministries has offered \$4,000 per month, or \$48,000 per year to rent the building. While the building is generating approximately \$33,000 through programming, some or all of that programming could potentially occur at other City locations. The City would forego approximately \$18,800 per year in rental revenue, however, that is more than made up for with \$48,000 in lease revenue. With continued use of the employee fitness center, the City would be leasing approximately 7,900 sf to W.I.N. 1 Ministries. At the offered \$4,000 per month, the City would be receiving approximately \$6.08 per square foot per year. On LoopNet, one nearby space was listed at \$12.50 per square foot per year while another was listed at \$13.00 per square foot per year. The offered \$4,000 per month would be below market, but one must consider the positive community impact of W.I.N. 1 Ministries.

W.I.N. 1 Ministries was established in 2006 in Eustis, and they have been very engaged in the community for many years. Services include counseling programs, education programs, health programs, and food pantry services. The Women's Ministry, Men's Ministry, and Youth Ministry have all offered much needed services and have been involved in countless community events. W.I.N. 1 Ministries serves as the Lake County Campus of Revelation School Ministries where 42 individuals earned various degrees over the last four years. In 2022, W.I.N. 1 Ministries also partnered with the City of Eustis Police Department on their Chaplaincy program, resulting in 12 certified chaplains.

Staff is seeking direction on the potential lease opportunity.

### **Community Input:**

There will be an opportunity for community input when Eustis City Commission considers this item.

### **Budget / Staff Impact:**

As proposed, the City would be forgoing \$18,800 in annual rental revenue to be replaced by \$48,000 in annual lease income for a net gain of approximately \$29,200 annually. The City would need to relocate several offices and equipment currently housed at the building. Those relocations would result in staff time and the need to identify space in other City-owned buildings.

### **Prepared By:**

Tom Carrino, City Manager