APPROVED: 10/17/2013

City of Eustis, Florida

City Hall
10 North Grove Street
Post Office Drawer 68
Eustis, FL 32727-0068

Meeting Minutes – Final*
City Commission

Thursday, October 3, 2013 | **6:00 PM** | **City Hall**

CALL TO ORDER: Mayor Muenzmay

INVOCATION: Mayor Muenzmay observed a moment of silence.

PLEDGE OF ALLEGIANCE: Commissioner Holland

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

Present: 5 - Vice-Mayor Linda Bob; Commissioner Albert Eckian; Commissioner Michael Holland; Commissioner Karen LeHeup-Smith; and Mayor Kress Muenzmay

I. AGENDA UPDATE - None

II. APPROVAL OF MINUTES

13235 September 19, 2013 - City Commission Workshop
September 19, 2013 - City Commission Meeting

A motion was made by Commissioner Michael Holland, seconded by Commissioner Karen LeHeup-Smith, to Approve the Minutes. The motion passed by an unanimous vote.

III. AUDIENCE TO BE HEARD

Gail Isaac-Thomas, 1140 Bates Avenue, thanked the Commission for the excellent job being done by Public Works personnel and requested additional streetlights for her area.

IV. CONSENT AGENDA

13228 Resolution No. 13-59: Brookshire Subdivision Final Plat

13225 Resolution No. 13-71: Reduction of Code Enforcement Fine/Release of Lien - 403 South Mary Street, Code Enforcement Case 11-196

13226 Resolution No. 13-72: Reduction of Code Enforcement Fine/Release of Lien - 2131 and 2149 East Orange Avenue (Vacant lots), Code Enforcement Cases 11-122 and 11-123

13227 Resolution No. 13-73: Purchase of Hydraulic Excavator

13230 Resolution No. 13-74: Right-of-way Utilization Permit - Bay Pharmacy, Inc.

A motion was made by Commissioner Holland, seconded by Vice-Mayor Bob, to Approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Vice-Mayor Bob; Commissioner Eckian; Commissioner Holland; Commissioner LeHeup-Smith; and Mayor Muenzmay

V. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

13233 Resolution No. 13-75: Update to City of Eustis Pay Plan

Derek Schroth, City Attorney, announced Resolution No. 13-75: A Resolution by the City Commission of the City of Eustis, Lake County, Florida; Adopting a Revised Non-Exempt and Exempt Pay Plan for FY13-14.

Ann Isaacs, Human Resources Director, reviewed the proposed non-exempt and exempt pay plan for FY2013-14 noting that the pay plans for Police and Fire are not included due to collective bargaining negotiations. She explained the pay plans were updated based on the indepth pay study performed by City staff which showed that non-exempt starting salaries were an average of 4.5% below market and median salaries and benefits were an average of 5% below market. She stated the Commission previously directed the pay ranges to be adjusted to within the upper quartile of the market and recommended the range increases be implemented over three fiscal years rather than two which would reduce the fiscal impact and minimize compression. She stated that 69 non-exempt employees would receive range increases from 1 to 6.5% and employees would have to meet or exceed expectations to receive the increase. She added that the exempt pay plan would remain the same except for the reclassification of four positions. She indicated that the pay plans would be reviewed annually for competitiveness and submitted for Commission approval. She reviewed the cost for the increases noting that the funds are included in the budget and, if approved, would be effective as of October 14th.

Mr. Schroth opened the public hearing at 6:08 p.m. There being no public comment, the hearing was closed at 6:08 p.m.

The Commission discussed how the City salaries and benefits will compare with surrounding cities, the need to close the gap between recurring revenues and expenses, the possibility of outsourcing some of the City positions, and the difference in service when the City operated its own garbage pickup versus since being privatized.

Dianne Kramer, Acting City Manager, confirmed that Ms. Isaac compared not just salary ranges but also benefits when conducting the pay study with Ms. Isaacs responding that the pay plus benefits is an average of 5% below market and emphasized the need for the City to pay a living range.

John Futch, Public Works Director, explained that the City workers do not just do mowing but are cross-trained to do other work as well. He assured the Commission that he has looked at outsourcing some of the City positions but it is not a good way to save money.

A motion was made by Commissioner Holland, seconded by Vice-Mayor Bob, to Approve Resolution No. 13-75. The motion carried by the following vote:

Aye: 5 - Vice-Mayor Bob; Commissioner Eckian; Commissioner Holland; Commissioner LeHeup-Smith; and Mayor Muenzmay

13232 Resolution No. 13-77: Affordable Housing Incentive

Mr. Schroth announced Resolution No. 13-77: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, Providing for an Affordable Housing Development Incentive Grant of $37,500 in Fiscal Year 2013-14 for a Qualified Federal Housing Credit Development.

Ms. Kramer explained the proposed affordable housing development incentive grant was developed in response to the two local developments that have applied for federal affordable housing credits which requires a local match in the amount of $37,500. She stated that the grant will allow staff to use funds from the Economic Development Trust Fund to provide the local match if one of the local developments is selected to receive the federal affordable housing credits. She further explained that, if the grant is awarded to one of the developments, the development would no longer qualify for any of the other City voucher programs. She stated the developments would already qualify for

$30,000 so it would actually only award an additional $7,500 and would only be available for fiscal year 2013-14.

Mr. Schroth opened the public hearing at 6:23 p.m. There being no further public comment, the hearing was closed at 6:23 p.m.

The Commission asked if the developments would receive any special tax treatment with Ms. Kramer explaining they would get some federal tax relief but nothing from the City.

A motion was made by Commissioner Holland, seconded by Commissioner LeHeup-Smith, to Approve Resolution No. 13-77. The motion carried by the following vote:

Aye: 4 - Commissioner Eckian; Commissioner Holland; Commissioner LeHeup-Smith; and Mayor Muenzmay

Nay: 1 - Vice-Mayor Bob

VI. OTHER BUSINESS

13229 Strategic Plan Accountability

Ms. Kramer noted the Commission's previous request for accountability on the strategic plan and approval of the reporting tool. She presented the revised reporting tool, which incorporated color coding to reflect the status of each project, and reviewed the status of various projects as follows: 1) Ferran Park development - The kayak permit was received and Joe LaPolla has met with the County to get it placed on the Blueway map. Staff has signed the contract with the landscape architect for design of the bathroom renovations and the playground. She added that a committee needs to be selected for design of the playground; 2) Palmetto Plaza - The 90% documents were received. She stated there are some problems with funding for that project due to the CDBG cycle not starting until January. She reported that the Strategic Plan includes development of a Parks and Recreation Master Plan; however, that was not funded in the budget. She suggested removing that from the Strategic Plan noting there are Parks and Recreation projects that are currently being worked on.

CONSENSUS: It was a consensus of the Commission to remove the Parks and Recreation master plan from the Strategic Plan.

13231 Postponement of City Manager Search

The Commission discussed the following issues: 1) the good job being done by Acting City Manager Dianne Kramer; 2) postponing the search for a City Manager; 3) the possibility of an extended appointment creating problems with working relationships with the other department heads; 4) the difficulty in attracting qualified applicants while the City has an operating deficit; 5) needing to keep the momentum going with current projects and issues; 6) whether or not the City needs to hire a separate Economic Development Director and the difficulty in finding a City Manager with economic development experience; 7) how soon Ms. Kramer is planning to retire; 8) which would be better to do first - hire a City Manager or have the Acting City Manager hire an Economic Development Director and then begin the search for a new City Manager; and 9) whether Ms. Kramer would return to Development Services once the new City Manager is hired. A suggestion was made that the Acting City Manager could hire an Economic Development Director and a new Development Services Director and then the City would proceed with the search for a new City Manager.

The Commission discussed the order for hiring the various positions while acknowledging that the Commission would not have direct input on the hiring of an Economic Development Director.

Ms. Kramer commented that currently development is not very active and an experienced planner has been hired so it is not necessary to fill the Development Services Director position immediately. She suggested the Commission re-assess on a quarterly basis to determine if they are moving in the right direction. She indicated her decision regarding whether to retire would depend on how long the Commission delays hiring the new City Manager.

CONSENSUS: It was a consensus for the Acting City Manager to bring back a plan for accomplishing the various directions, for the Human Resources Director to bring back a recommendation for compensation for the Acting City Manager and to delay the City Manager search with periodic reviews to determine when to initiate the search.

VII. FUTURE AGENDA ITEMS - None

VIII. COMMENTS

City Commission

Mayor Muenzmay reported on plans for the Eustis High School Homecoming Parade, the October First Friday event, the final showing on October 6th of Lost in Yonkers by the Bay Street Players, the 16th Annual Folk Festival on October 12th and 13th with a Kiwanis Pancake Breakfast and the Miss Eustis Pageant on October 12th.

Commissioner LeHeup-Smith reported on the Lake Eustis Museum of Ar) Catherine Stockwell exhibit, their Bunco & Purse Auction and wished Happy Birthday to Wilson Sheppard who turned 90 years old.

Mayor Muenzmay announced there would be a Poker Run on Saturday to benefit the Deliver the Difference food pantry.

Commissioner Eckian reported on his attendance at the Bates Avenue Neighborhood Improvement Council meeting and their GED program. He announced there would be a Fish Fry on October 10th to benefit the Boys & Girls Clubs located in Eustis and Umatilla.

City Manager

Ms. Kramer reported that Duke Energy has started a Neighborhood Energy Saver Program and held a kickoff at the Curtwright Center at which the City was recognized with a plaque.

Jim Myers, Finance Director, reported on the transition to the new Edmunds software program and confirmed for the Commission the security for the new system both physically and from electronic intrusion.

Ms. Kramer commented on how well staff has responded to the software conversion. She complimented the Customer Service and Human Resources staff for working to make sure conversion problems did not affect customers.

City Attorney - None

IX. ADJOURNMENT - 7:16 p.m.

Mary C. Montez

MARY C. MONTEZ
City Clerk

KRESS T. MUENZMAY
Mayor/Commissioner

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