



AGENDA

City Commission Meeting

6:00 PM – Thursday, January 16, 2025 – City Hall

Invocation: Moment of Silence

Pledge of Allegiance: Commissioner Emily Lee

Call to Order

Acknowledge of Quorum and Proper Notice

1. Agenda Update

2. Approval of Minutes

2.1 Approval of Minutes

January 2, 2025 City Commission Meeting

3. Presentations

3.1 Incoming Mayor's Message from Mayor Willie Hawkins

3.2 Library Award Presentation

3.3 G3C2 Monthly Update

4. Audience to be Heard

5. Consent Agenda

5.1 Resolution Number 25-10: Approval of Annual Purchase in Excess of \$100,000

5.2 Resolution Number 25-12: Seventh Addendum to the Amended and Restated Solid Waste And Recycling Collection and Disposal Contract

6. Ordinances, Public Hearings, & Quasi Judicial Hearings

6.1 Resolution Number 25-11: Fine Reduction/Release of Lien - 1601 Orange Drive

7. Other Business

7.1 New Downtown Business Growth and Economic Sustainability Grant Program

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

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.



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: January 16, 2025

RE: Approval of Minutes

January 2, 2025 City Commission Meeting

Introduction:

This item is for consideration of the minutes of the Eustis City Commission.

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary C. Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk



MINUTES

City Commission Meeting

6:00 PM – Thursday, January 02, 2025 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS

CALL TO ORDER: 6:01 P.M.

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

PRESENT: Commissioner Willie Hawkins, Commissioner Emily Lee, Commissioner George Asbate, Commissioner Gary Ashcraft, Commissioner Michael Holland

1. AGENDA UPDATE

Tom Carrino, City Manager, noted the Approval of Minutes had been moved to after the election of Mayor and Vice Mayor. He also indicated that the final version of the agreement for the US Dept. of Commerce grant was in front of the Commissioners as what was in the agenda packet was not the final version.

Mayor Holland welcomed Senator Keith Truenow, Representative Nan Cobb and County Commissioner Kirby Smith and thanked them for their attendance.

2. OATH OF OFFICE

2.1 Swearing-in of New Commissioners - George Asbate, Willie Hawkins and Emily Lee

Police Chief Craig Capri administered the oath of office to Commissioner Hawkins for Seat #3, Commissioner George Asbate Seat #4 and Commissioner Emily Lee Seat #5.

3. ELECTION OF MAYOR AND VICE MAYOR

3.1 Appointment of City Clerk as Temporary Chairman

Mayor Holland turned the meeting over to Christine Halloran, City Clerk, for the election of Mayor for 2025.

3.2 Election of Mayor

Ms. Halloran reviewed the process to be used for the election of Mayor and Vice Mayor. She opened the floor to nominations for Mayor.

Commissioner Asbate nominated Willie Hawkins for Mayor.

There being no further nominations, Ms. Halloran called for a motion to close the nominations.

Commissioner Ashcraft moved to close the nominations. Commissioner Holland seconded the motion. On a voice vote, the motion to close nominations passed unanimously.

On the nomination for Commissioner Hawkins as Mayor, the motion passed on the following vote:

Voting Yea: Commissioner Asbate, Commissioner Ashcraft, Commissioner Hawkins, Commissioner Holland, Commissioner Lee

3.3 Election of Vice Mayor

Mayor Hawkins commented on the excellent job done by outgoing Mayor Holland. He opened the floor to nominations for Vice Mayor for 2025.

Commissioner Asbate nominated Gary Ashcraft for Vice Mayor.

Commissioner Lee nominated Michael Holland for Vice Mayor.

There being no further nominations forthcoming, Commissioner Holland moved to close the nominations. Commissioner Ashcraft seconded the nomination. On a voice vote, the motion to close the nominations passed unanimously.

On the nomination of Gary Ashcraft as Vice Mayor, the nomination passed on the following vote:

Voting Yea: Commissioner Asbate, Commissioner Ashcraft, Commissioner Hawkins,
Commissioner Holland, Commissioner Lee.

Ms. Halloran called for the Commissioners, Mayor and Vice Mayor to assume their respective seats.

A brief intermission was taken to allow the Commissioners to assume their seats and for additional photos to be taken.

Following the intermission, Commissioner Asbate recognized Commissioners Holland and Lee for their dedication to the community. He thanked his family for their support.

Commissioner Lee expressed appreciation for the opportunity to continue serving the community.

4. APPROVAL OF MINUTES

December 12, 2024 City Commission Meeting

Motion made by Commissioner Holland, Seconded by Commissioner Ashcraft, to approve the Minutes. Motion passed on the following vote:

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

5. AUDIENCE TO BE HEARD

Jaclyn Pelchat expressed support for the City stopping the addition of fluoride into the City's water.

Nicole King also expressed opposition to the fluoridation of the City's water.

Gail Isaac-Thomas congratulated the new Commissioners and stated she is looking forward to the City of Eustis working with the new administration.

Representative Nan Cobb introduced her legislative aide Tristan Romundo and district aide Mrs. Lou Wegis. She cited her new office in the Mega Workplace building located at 333 N. Bay Street Rm 204, Eustis, FL. She indicated she would be attending the local and county commission meetings.

6. CONSENT AGENDA

- 6.1 Resolution Number 25-03: Purchase of Security Cameras in excess of \$100,000
- 6.2 Resolution Number 25-04: Parks and Recreation Lightning Detection System for Pool/Ferran Park, Sunset Park, Dog Park and Carver Park
- 6.3 Resolution Number 25-05: Amending the Budget for FY 2024/25 for Economic Development Fund for a Grants Fund for a U.S. Department of Commerce/Economic Development Administration Requirement to Provide Matching Funds for a Targeted Industry Study Grant
- 6.4 Resolution Number 25-06: Amendment in the amount of \$5,831,200 to the FY24/25 Budget for carry-over of FY23/24 unencumbered budgeted funds for various Capital and Consulting Services
- 6.5 Resolution Number 25-07: Approval of a Collective Bargaining Agreement with the Eustis Professional Firefighters Local 4731 International Association of Firefighters Fire Lieutenant Unit

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

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

7. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

7.1 Resolution Number 25-01: Appointing Commissioners to various Boards and Committees

Sasha Garcia, City Attorney, read Resolution Number 25-01 by title: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, to appoint liaisons, directors or members and alternate directors or members to various committees and board of directors to ensure that the City's interests, as expressed through the City Commission, are represented on these various committees and boards.

Following discussion, the Commission agreed to the following appointments: 1) Commissioner Lee as the liaison to the America in Bloom committee with no alternate; 2) Mayor Hawkins to the City Audit Committee; 3) Mayor Hawkins as primary representative and Commissioner Ashcraft as alternate to the Lake Community Action Agency, Inc. Board of Directors; 4) Pam Rivas to the Lake County Arts and Cultural Alliance with Christine Cruz as alternate; 5) Commissioner Hawkins to the Lake County Educational Concurrency Review Committee with Commissioner Ashcraft as alternate; 6) Commissioner Holland as director to the Lake County League of Cities Board of Directors with Commissioner Hawkins as alternate; 7) Commissioner Ashcraft to the Lake-Sumter MPO Governing Board with Commissioner Asbate as alternate; 8) City Manager Tom Carrino, or his designee, to the Lake Eustis Area Chamber of Commerce Board as a non-voting ex-officio member; and 9) Commissioner Ashcraft as City liaison to the Open Door with no alternate.

Attorney Garcia opened the public hearing at 6:39 p.m. There being no public input, the hearing was closed at 6:40 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Ashcraft, to approve Resolution Number 25-01 with the agreed upon appointments. Motion passed on the following vote:

8. OTHER BUSINESS

Commissioner Asbate asked for a workshop to be scheduled the week of February 10th in a venue open to the public to discuss the downtown redevelopment. He also requested that Commissioners no longer meet individually with developers but only in an open forum. He suggested that the Commission seek a professional consultant or inhouse staff member to guide the Commission through the redevelopment process. He recommended that the individual have experience in the following: 1) land development; 2) economic development of a downtown similar to Eustis; 3) implementation of a master plan; 3) real estate investment strategy; 4) land use knowledge; 5) City land development and planning knowledge; 6) government entitlement assistance; 7) growth management; 8) development approval; and 9) central business district design standards. He commented that he asked staff what one thing they need to do their job better and the response was an active, involved, land use attorney. He recommended the hiring of a land use attorney with such experience.

Commissioner Asbate summarized that he is asking for four things as follows: 1) schedule the workshop in February to allow discussion in an open forum; 2) engage a consultant to help the Commission; 3) individual Commissioners and staff do not have one-on-one meetings with developers once engaged; and 4) engage and use an expert land use attorney.

Mayor Hawkins asked if the annual retreat has been scheduled with Mr. Carrino responding that it has not yet been scheduled.

Vice Mayor Lee commented that the timeframe for the retreat should not be limited but should take as much time as they need.

Commissioner Ashcraft asked how this affects the project with G3C2 with Commissioner Asbate responding that it doesn't necessarily relate to them but to educating and empowering the Commission to help them through the process. He noted that he has spoken with Mike Lane who has experience in this type of process.

Discussion was held regarding whether or not the Commission should hold off on the G3C2 project and the need to have a better idea of what they want before implementing an agreement with any developer.

Discussion was held regarding lack of up-to-date design standards for the downtown and how long it has taken to get the master plan and strategic plan completed with Commissioner Asbate noting that the first recommendation in the strategic plan is to hire a consultant.

Commissioner Lee noted they already have a signed contract with G3C2 for six months. She emphasized the need for the Commission to get focused.

Commissioner Ashcraft stated that a consultant would have an opinion on the downtown development and it will delay the process even further.

Commissioner Holland recommended holding the retreat in order to get all of the Commissioners on the same page. He emphasized that the project needs to be right because they have one shot at it. He agreed with the need for the Commission to talk it through.

Further discussion was held regarding what is the best way for the Commission to move forward and how long it has taken to get to where they are.

Commissioner Asbate questioned whether or not the agreement with G3C2 has been signed with Mr. Carrino indicating he wasn't sure if they had a signed copy back yet. He noted they will be reporting at the January 16th meeting on their progress. He emphasized that they have a good faith obligation to work with G3C2 for the next six months.

Discussion was held regarding scheduling for a retreat with Mr. Carrino commenting on what was initially expected for a retreat. He questioned whether they are discussing two separate retreats - one to discuss upcoming departmental projects and goals and one to discuss the downtown projects.

Following discussion, it was a consensus to hold the retreat on Monday, January 13th at 10:00 a.m. to discuss downtown redevelopment and related issues.

Discussion was held regarding who should be present at the meeting and the need to continue moving forward.

Discussion was then held regarding whether or not the City has an existing land use attorney with Mr. Carrino indicating it sounds as if they want an attorney experienced in negotiating land use or redevelopment agreements. He stated staff would have to research that. He noted an attorney he is aware of that he may be able to have attend that has development/redevelopment experience. He stated the attorney is Mike Goman and confirmed he is experienced in real estate work. He felt that Mr. Goman might be available to assist with discussion on January 13th.

Discussion was held regarding inviting additional attorneys or consultants as well.

Attorney Garcia reminded the Commission that the CRA did approve the contract with G3C2 with the caveat that they come monthly to provide updates on their progress. Under the agreement, the City is restricted from having discussions or negotiations regarding development rights or items similar to that agreement. She recommended that G3C2 be notified about the workshop and asked to attend. She commented on the possibility of the City becoming in breach.

Commissioner Lee expressed concern about bringing in new people that will have different thoughts and stated they need to focus on the commitments already made.

Commissioner Asbate stated his purpose is for the City to build its team and expand its knowledge to work with the developer. He stated what he wants is just an enhancement of what's already been done.

Further discussion was held regarding what the purpose would be in obtaining another consultant and the lack of Commission knowledge in what should be developed downtown. He emphasized his concerns are not about G3C2 and noted that he and Pam Rivas were the ones that brought in G3C2.

It was a consensus of the Commission to begin the workshop at 10:00 a.m. with the meeting to last as long as necessary.

9. FUTURE AGENDA ITEMS AND COMMENTS

9.1 City Commission

Commissioner Holland thanked the Commission for allowing him to serve as Mayor and expressed congratulations to Vice Mayor Ashcraft and Mayor Hawkins. He noted he would not be attending the January 16th meeting due to being in Washington DC for the presidential inauguration.

Commissioner Ashcraft expressed concern about the audiovisual problems and the need to get that repaired with Mr. Carrino stating that staff was able to identify the problems; however, the contractor could not get there prior to the meeting.

Mayor Hawkins commented on Commissioner Holland's professionalism in how he ran the Commission meetings and led the City. He stated both Commissioner Holland and Commissioner Lee did a great job as Mayor and Vice Mayor.

9.2 City Manager

Mr. Carrino noted that some of the Commissioners had wanted to tour Reworld. He explained staff is trying to determine the best way to do that due to difficulties in making it a public meeting. He commented on the issue with dead fish in Lake Eustis. He stated they have placed information on the City Facebook page regarding the Florida Fish and Wildlife taking samples and will provide additional information as it becomes available. He announced that he would not be present at the January 16th meeting due to a family commitment but would coordinate with the Assistant City Manager and the City would be well represented.

9.3 City Attorney

Attorney Garcia announced that she was notified by the Grove at Pine Meadows of the withdrawal and dismissal of the release they were seeking based on the Commission's action.

9.4 Mayor

Mayor Hawkins commented on the great discussion held during the meeting and how passionate all of the Commissioners are. He stated his opinion they are on their way to bigger and better things.

10. ADJOURNMENT: 7:27 P.M.

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

CHRISTINE HALLORAN
City Clerk

MICHAEL L. HOLLAND
Mayor/Commissioner



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: January 16, 2025

RE: Library Award Presentation

In 2024 the Eustis Memorial Library created an award program for staff members to recognize each other for kindness and excellence in the day-to-day operations of the library. It is called the LIBRARY EXCELLENCE AWARD PROGRAM (LEAP). Staff nominate each other every month and Certificates of Achievement are given out to each person who was nominated at our morning meetings.

This program was started in May of 2024 and we had 81 total nominations. The staff member with the most certificates will be recognized with a dinner/gift card and acknowledgement by the City Commission.

The 1st annual winner is **Carrie Cottrell**, Library Assistant II, in our Circulation department. Carrie was nominated 11 times this year by her teammates. Below are her achievements.

- *She signed up a couple for library cards. They are new to Eustis and she did an amazing job talking to them about our adult programming – Kerr*
- *Helping a family clear an old fine and clean up their cards so they can return to the library as patrons – Scott*
- *Continuously taking initiative to help patrons at the front desk when needed when she is off desk exercising great teamwork. – Scott*
- *Working on a project to identify corrections needed in Koha – Scott*
- *I was with a patron at reference and Lauren and Kim were unavailable. Carrie stepped up and assisted a patron on the computer – Kerr*
- *Taking a challenging patron off my hands and making sure they left happy and satisfied. – Stephanie*
- *Creating bookmarks and table signs with historical information for the Your Card Your Way launch—it made my job easier – Lauren*
- *Putting together buttons and keychains for the new library card rollout. – Scott*
- *Helping me easily transition back to work after my maternity leave extended. – Jennifer*
- *Assisting in pushing new cards to patrons for our library card promotion – Scott*
- *Helping me get things for the Health Fair and watching the desk at the Health Fair for me - Scott*

Prepared By:

Ann Ivey, Library Director



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: January 16, 2025

RE: Resolution Number 25-10: Approval of Annual Purchase in Excess of \$100,000

Introduction:

The City Purchasing Ordinance requires that City Commission approve any purchase exceeding \$100,000. Resolution Number 25-10 authorizes an annual purchase in excess of \$100,000 for Professional mowing and grounds maintenance services.

Background:

In 2020, at the request of Eustis City Commission, the Eustis Purchasing Department advertised Bid #005-20 for mowing and grounds maintenance services to assist with the burden of maintaining all the properties within the City by providing a full range of grounds maintenance services to public parks, medians, soccer field, and other City of Eustis owned properties within the City limits. Helping Hand Lawncare, Inc. submitted the lowest bid and was awarded the contract. This contract is current until October 1, 2026.

Staff have a total approved budget in two funds of \$175,000 for fiscal year 2024-2025 for Mowing and Grounds Maintenance Services. Last year's final expenses for this service were \$140,000 and Staff is expecting this current year to be at least the same amount, if not more.

The City purchasing policies require that the Commission approve any purchase that exceeds \$100,000.

Recommended Action:

Staff recommends approval of this resolution.

Budget/Staff Impact:

The funds for the proposed purchases have been included in the approved Fiscal Year 2024/2025 budget.

Prepared By:

Sally Mayer – Administrative Supervisor, Public Utilities

Attachments:

Resolution Number 25-10

RESOLUTION NUMBER 25-10

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING AN EXPENDITURE IN EXCESS OF \$100,000 FOR PROFESSIONAL MOWING AND GROUNDS MAINTENANCE SERVICES

WHEREAS, the Public Works Department has need of professional mowing and grounds maintenance services to assist with maintaining all the properties within the City; and

WHEREAS, Helping Hand Lawncare, Inc. is the City’s current contracted vendor to provide these services; and

WHEREAS, these services reached an expense of \$140,000 during the fiscal year 2023-2024; and

WHEREAS, Staff anticipate these services to either equal or exceed \$140,000 during our current fiscal year, 2024-2025; and

WHEREAS, the City’s Fiscal Year 2024/2025 approved budget includes adequate funding for this service; and

WHEREAS, City Purchasing Ordinance requires the City Commission to approve any purchase exceeding \$100,000.

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

- (1) That the Public Works Department is hereby authorized to spend in excess of \$100,000 for professional mowing and grounds maintenance services funded within the existing budget; and
- (2) That the City Manager is authorized to execute all agreements necessary to provide said services with the above-listed vendor.

DONE AND RESOLVED, this 16th day of January 2025, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

Willie Hawkins
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 16th day of January 2025, by Willie Hawkins, 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 25-10 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



City of Eustis

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

TO: EUSTIS CITY COMMISSION
FROM: TOM CARRINO, CITY MANAGER
DATE: JANUARY 16, 2025
RE: RESOLUTION NUMBER 25-12 - SEVENTH ADDENDUM TO THE AMENDED AND RESTATED SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL CONTRACT

Introduction:

The City of Eustis recently issued a Request for Proposals (RFP) for Waste Collection Services. Resolution 25-12 allows for a one-month extension of the current contract with Waste Management to maintain services through March 1, 2025, in order to finalize the new agreement.

Recommended Action:

Staff recommends approval of the Resolution.

Background:

The current waste disposal contract with Waste Management has been in effect since 2002, and it has been amended six times over the years. Resolution 25-12 would approve a Seventh Addendum allowing for a one-month extension through March 1, 2025, under the current terms to allow for finalizing the new agreement.

Budget Impact:

Resolution 25-12 has no direct budget impact as the agreement allows for a one-month contract extension under the current terms.

Attachments:

Resolution Number 25-12

Prepared by:

Tom Carrino, City Manager

RESOLUTION NUMBER 25-12

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A SEVENTH ADDENDUM TO THE AMENDED AND RESTATED SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL CONTRACT; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City and Contractor entered into an Amended and Restated Solid Waste and Recycling Collection and Disposal Contract dated on or about January 1, 2002, whereby the Contractor would collect solid waste and recyclables within the corporate boundaries of the City (the "Contract"), and

WHEREAS, the parties entered into the First Addendum to the Contract on or about February 19, 2009; and

WHEREAS, the parties entered into the Second Addendum to the Contract on or about January 19, 2012; and

WHEREAS, the parties entered into the Third Addendum to the Contract on or about December 4, 2014; and

WHEREAS, the parties entered into the Fourth Addendum to the Contract on or about December 7, 2017; and

WHEREAS, the parties entered into the Fifth Addendum to the Contract on or about June 20, 2019; and

WHEREAS, the parties entered into the Sixth Addendum to the Contract on or about December 12, 2024; and

WHEREAS, the parties desire to modify the Contract to provide for an extension of the term through March 1, 2025; and

WHEREAS, the Contract is ongoing and not in material breach by either party as of the date of this Seventh Addendum.

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

1. The Seventh Addendum to the Amended and Restated Solid Waste and Recycling Collection and Disposal Contract with Waste Management, Inc., as attached hereto, is hereby approved; and
2. The City Manager of the City of Eustis is authorized to execute said Contract; and

3. This Resolution and the terms of the Seventh Addendum shall become effective immediately upon approval.

DONE AND RESOLVED, this 16th day of January, 2025 in regular session of the City Commission of the City of Eustis, Lake County, Florida.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

Willie Hawkins
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 16th day of January 2025, by Willie Hawkins, 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 25-12 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

**SEVENTH ADDENDUM TO THE AMENDED AND RESTATED SOLID WASTE AND
RECYCLING COLLECTION AND DISPOSAL CONTRACT**

City of Eustis, Florida

This Seventh Addendum to the Solid Waste and Recycling Collection Contract by and between WASTE MANAGEMENT INC. OF FLORIDA, a Florida corporation, (hereinafter referred to as ("CONTRACTOR")) and THE CITY OF EUSTIS, a Florida municipal corporation ("CITY") is dated this ____ day of January 2025.

WHEREAS, the City and Contractor entered into an Amended and Restated Solid Waste and Recycling Collection and Disposal Contract dated on or about January 1, 2002, whereby the Contractor would collect solid waste and recyclables within the corporate boundaries of the City (the "Contract"), and

WHEREAS, the parties entered into the First Addendum to the Contract on or about February 19, 2009; and

WHEREAS, parties entered into the Second Addendum to the Contract on or about January 19 2012; and

WHEREAS, the parties entered into the Third Addendum to the Contract on or about December 4, 2014; and

WHEREAS, the parties entered into the Fourth Addendum to the Contract on or about December 7, 2017, and

WHEREAS, the parties entered into the Fifth Addendum to the Contract on or about June 20, 2019, and

WHEREAS, the parties entered into the Sixth Addendum to the Contract on or about December 12, 2024, and

WHEREAS, the parties desire to modify the Contract to provide for a further extension of the term; and

WHEREAS, the Contract is ongoing and not in material breach by either party as of the date of this Seventh Addendum.

IT IS NOW THEREFORE AGREED:

The Amended and Restated Solid Waste and Recycling Collection and Disposal Contract between the City of Eustis and Waste Management Inc. of Florida, as amended by the First Addendum to Contract dated February 19, 2009, Second Addendum to Contract dated January 19, 2012, Third Addendum to Contract dated December 4, 2014, Fourth Addendum to Contract dated December 7, 2017, Fifth Addendum to Contract dated June 20, 2019, Sixth Addendum to Contract dated December 12, 2024, and Seventh Addendum to Contract is modified as follows:

1. The term of the Contract is extended from January 31, 2025 to March 1, 2025. All other terms of the Contract remain the same.

2. This Seventh Addendum shall be effective January_____, 2025.

IN WITNESS WHEREOF, the parties have made and executed this Seventh Addendum to the Amended and Restated Solid Waste and Recycling Collection and Disposal Contract on the respective dates under each signature:

ATTEST:

CITY COMMISSION OF THE CITY OF EUSTIS

Christine Halloran, City Clerk

By:_____
Willie Hawkins, Mayor

(SEAL)

CITY OF 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

Date:_____

ATTEST:

WASTE MANAGEMENT INC. OF FLORIDA

Lisa P. Silva, Assistant Secretary

By:_____
David M. Myhan, President



City of Eustis

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

TO: EUSTIS CITY COMMISSION
FROM: TOM CARRINO, CITY MANAGER
DATE: JANUARY 16, 2025
RE: RESOLUTION NUMBER 25-11: RELEASE OF LIEN
1601 ORANGE DRIVE, CASE #19-00737

Introduction

Resolution Number 25-11 approves a Code Enforcement Order reducing outstanding code enforcement fines from their current amount of \$28,750 to \$13,230 and releases the lien against 1601 Orange Drive upon payment.

Recommended Action

The administration recommends approval of Resolution Number 25-11.

Background

The City of Eustis recorded two code enforcement liens against 1601 Orange Drive because the previous owner failed to maintain the property in compliance with City Code. The City could not foreclose on the liens because the property had homestead protection status.

On December 12, 2023, the property was sold to Tributa Investment LLC at a tax deed sale, at which time the liens had accrued to \$95,350.

On December 20, 2023, the city received notice from the Clerk of the Circuit Court regarding available surplus funds associated with the tax deed sale. A claim was submitted to the Court and the city received \$66,578.11. It was used to fully satisfy the code enforcement lien for Case 19-00529. The remaining funds were applied to partially satisfy the fines for Case 19-00737.

On January 23, 2024, the Code Enforcement Department notified the new owner of the outstanding code violations on the property, which were quickly resolved in less than 30 days. The neglected single family residential dwelling was also completely renovated.

On November 8, 2024, the new property owner submitted a fine reduction application requesting that the remaining \$28,750 fine balance be reduced to \$0.

On December 9, 2024, the Code Enforcement Board reviewed and denied the applicants request but agreed to reduce the remaining fine balance to \$13,230, upon approval from the City Commission.

Community Input

No adjacent property owners attended the Code Enforcement Hearings.

Budget / Staff Impact:

If the Resolution is approved, the city would receive \$13,230.

Reviewed By:

Jon Fahning, Captain

Prepared By:

Eric Martin, Code Enforcement Supervisor

Attachments

- Resolution Number 25-11
- Fine Reduction Application
- Tax deed

RESOLUTION NUMBER 25-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR A REDUCTION OF OUTSTANDING CODE ENFORCEMENT FINES AND RELEASE OF A CODE ENFORCEMENT LIEN RECORDED AGAINST 1601 ORANGE DRIVE, UPON FULL PAYMENT OF THE REDUCED FINE.

WHEREAS, the City of Eustis, Florida established code enforcement fines against the following described property under Case Number 19-00529 and 19-00737 against Godly Trust, previous property owner, for failing to comply with City Ordinances:

EUSTIS, LAKEVIEW COURT ADDITION LOT 63 PB 12 PG 107; and

WHEREAS, the City of Eustis, Florida, a Florida Municipal Corporation, recorded two Code Enforcement Liens against the subject property, totaling \$95,350; and

WHEREAS, on December 12, 2023, the property was sold to Tributa Investment LLC at a tax deed sale; and

WHEREAS, the City received \$66,578.11 in surplus funds as a result of the sale, which was used to fully satisfy the Code Enforcement Lien for Case 19-00529; and

WHEREAS, the remaining funds were applied to partially satisfy the Code Enforcement Lien for Case 19-00737; and

WHEREAS, Tributa Investment LLC submitted an application requesting that the remaining \$28,750 fine balance be reduced to \$0; and

WHEREAS, on December 9, 2024, the Code Enforcement Board denied the request and recommended that the City Commission reduce the remaining fine to \$13,230, payable within 30 days.

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

SECTION 1

That the outstanding fine of \$28,850 assessed for Case Number 19-00737 shall be reduced to \$13,230 if payment is received within 30 days of this action.

SECTION 2

That the recorded lien against the subject property shall be released if payment is received in accordance with Section 1 of this resolution.

SECTION 3

That this action shall become null and void if payment of the reduced fine is not received by February 15, 2025.

DONE AND RESOLVED this 16th day of January 2025, in regular session of the City Commission of the City of Eustis, Florida.

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

Willie Hawkins
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 16th day of January 2025, by Willie Hawkins, 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, but I have not performed an independent title examination as to the accuracy of the Legal Description.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-11 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

Item 6.1

Tax Certificate No. **02911-2021**
Parcel Identification No. # **13-19-26-120100006300**

Tax Deed

STATE OF FLORIDA
COUNTY OF LAKE

Tax Certificate numbered **02911-2021** issued on **06/01/2021** was filed in the Office of the Tax Collector of Lake County, Florida. An application has been made for the issuance of a tax deed. The applicant has paid or redeemed all other taxes or tax certificates on the land as required by law. The notice of sale, including the cost and expenses of this sale, has been published as required by law. No person entitled to do so has appeared to redeem the land. On the 12th day of December, 2023, the land was offered for sale. It was sold to:

TRIBUTA INVESTMENT LLC
7791 NW 46TH ST STE 420
DORAL, FL 33166

who was the highest bidder and has paid the sum of the bid as required by law.

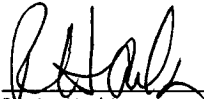
The lands described below, including any inherited property, buildings, fixtures, and improvements of any kind and description, situated in this County and State

EUSTIS, LAKEVIEW COURT ADDITION LOT 63 PB 12 PG 107 ORB 1866 PG 90

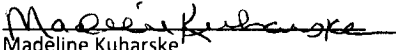
On this 12th day of December, 2023, in Lake County, Florida, for the sum of \$81,300.00, the amount paid as required by law.

WITNESS:

Gary J. Cooney
Clerk of the Circuit Court and Comptroller
Lake County, Florida



Renita Harbison
PO BOX 7800
Tavares, FL 32778



Madeline Kuharske
PO BOX 7800
Tavares, FL 32778

By: Tshaw
Tiphany Shaw, Deputy Clerk

STATE OF FLORIDA
COUNTY OF LAKE

On this 12th day of December, 2023, before me personally appeared Tiphany Shaw as Deputy Clerk for Gary J. Cooney, Clerk of the Circuit Court and Comptroller in and for the State and this County known to me to be the person described in, and who executed the foregoing instrument, and acknowledged the execution of this instrument to be her/his own free act and deed for the use and purposes therein mentioned.

Witness my hand and office seal date aforesaid


Renita Harbison
NOTARY PUBLIC STATE OF FLORIDA

Prepared By:
Tiphany Shaw, Tax Deed Clerk
Gary J. Cooney,
Clerk of the Circuit Court and Comptroller
P.O. Box 7800
Tavares, FL 32778



DR-506 R. 04/16:
Rule 12D-16.002:
Florida Administrative Code:
Eff. 04/16



APPLICATION TO REQUEST A REDUCTION OF ACCRUED CODE ENFORCEMENT FINE

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH. FAILURE TO BE TRUTHFUL IS A VIOLATION OF FLORIDA STATUTES PERTAINING TO PERJURY, WHICH IS A FELONY PUNISHABLE BY UP TO 15 YEARS IMPRISONMENT.

INSTRUCTIONS: Please complete both pages of this form. Be specific when writing your statement. **Please submit the completed notarized application** to the Code Enforcement office located at 51 East Norton Avenue, Eustis, FL, by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727, or email to codeenforcement@ci.eustis.fl.us **no later than 5:00 p.m., Monday, November 11, 2024.**

APPLICATION BECOMES VOID IF NOT SUBMITTED BY DEADLINE, UNLESS AN EXCEPTION IS MADE BY THE CITY.

If the completed form is received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **November 12, 2024 at 3:00 p.m. in the City Commission Chambers located in City Hall at 10 North Grove Street.**

SUBMITTAL OF THIS APPLICATION IS NOT A GUARENTEE THAT THE CEB WILL APPROVE

Your attendance is highly recommended. If you fail to attend, the Board may act solely on the presentation by the Code Enforcement Officer.

If the CEB approves the reduction request, the CEB's recommendation will be submitted to the City Commission for approval at their next scheduled meeting before taking effect.

If you have any questions, please call the Code Enforcement Office at (352) 483-5464 or email codeenforcement@ci.eustis.fl.us.

Property Owner Name: Tributor Investment LLC Phone: 786-216-6857
Address: 7791 NW 46th ST, Suite 419 E-mail: gerard.zadra@gmail.com
City: Doral State: FL Zip: 33166

If the property owner is unable to complete this form, list name of person who is authorized to act for the Property Owner and their relationship. _____

Address or location of property where violation existed: 1601 Orange Dr, Eustis FL
Date violation brought into compliance: 07/12/19
Date Code Enforcement Office called to request re-inspection: 01/23/24

Total Accrued Fine: \$28,750 What amount are you requesting: \$ 0

On Page 2, explain reason (in detail) the reason for requesting a reduction of fine and reason original compliance date was not met.

Item 6.1

PLEASE NOTE: ENSURE YOUR POSITION IS CLEARLY STATED HEREIN, AS THE BOARD IS NOT OBLIGATED TO HEAR YOUR TESTIMONY AT THE HEARING.

I, Gerardo Zadra do hereby submit this Application for Reduction of Code Enforcement Fine, and in support offer the following statement:

Please explanation attached to this letter.

(Additional pages may be added if needed)

Date: 11/08/2024

Signed: [Signature]

State of Florida

Print Name: Gerardo Zadra on behalf of Tribute Investment LLC

County of Miami-Dade

Personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, Gerardo Zadra who first being sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally known to me and have each produced a drivers license driver's license as identification and did take an oath.

Date: 11/8/24



[Signature]

Notary Public
My Commission Expires:

Drivers License No. 2360 296783040

Code Enforcement Office

51 E Norton Ave
Eustis, FL

Date: November 8, 2024

Subject: Application for Reduction of Code Enforcement Fine and Request for Lien Removal

To Whom It May Concern,

I, Gerardo Zadra, as manager and owner of Tributa Investment LLC, hereby submit this Application for Reduction of Code Enforcement Fine for the property located at 1601 Orange Drive, Eustis, FL. Attached to this letter, you will find the Sunbiz registration and ownership documentation for my company.

Tributa Investment LLC acquired the property at 1601 Orange Drive through a tax deed sale conducted by Lake County on December 12, 2023. The attached tax deed confirms our ownership and establishes that the property was purchased free and clear of any prior liens.

The property was sold by Lake County due to unpaid taxes. Since acquisition, we have ensured the property's full compliance with local regulations, brought it up to code, and cleared all debris to maintain it in good condition. While we were in the process of evicting the previous occupants, we received a notice regarding debris, issued to Tributa Investment LLC. We addressed and resolved this issue promptly upon completion of the eviction process. A copy of this notice is also attached for your reference.

Given these actions and the property's current compliance status, we respectfully request the removal of any existing lien and fine on the property, as it is now clean and in full compliance with code requirements. Additionally, we request a waiver of any remaining fines and the issuance of a verification letter confirming that the property is not in violation. This documentation is essential to complete the closing process with clear and compliant records.

Thank you for your attention to this matter. Please feel free to contact me should you require any additional information.

Sincerely,



Gerardo Zadra
Manager/Owner
Tributa Investment LLC
7791 NW 46 St Ste 419, Doral, FL
gerardzadra@gmail.com

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L23000284017
FILED 8:00 AM
June 12, 2023
Sec. Of State
Iyarbrough

Article I

The name of the Limited Liability Company is:
TRIBUTA INVESTMENT LLC

Article II

The street address of the principal office of the Limited Liability Company is:
7791 NW 46TH ST
420
DORAL, FL. US 33166

The mailing address of the Limited Liability Company is:
7791 NW 46TH ST
420
DORAL, FL. US 33166

Article III

The name and Florida street address of the registered agent is:
ZADRA LAW FIRM PA
7791 NW 46TH ST
419
DORAL, FL. 33166

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: GERARDO ZADRA

Article IV

The name and address of person(s) authorized to manage LLC:

Title: MGR
GERARDO R ZADRA
7791 NW 46TH ST, STE 420
DORAL, FL. 33166 US

Title: MGR
JOHANN E GOMEZ SANCHEZ
7791 NW 46TH ST, STE 420
DORAL, FL. 33166 US

L23000284017
FILED 8:00 AM
June 12, 2023
Sec. Of State
lyarbrough

Article V

The effective date for this Limited Liability Company shall be:

06/09/2023

Signature of member or an authorized representative

Electronic Signature: GERARDO ZADRA

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

Tax Certificate No. 02911-2021
Parcel Identification No. # 13-19-26-120100006300

Tax Deed

STATE OF FLORIDA
COUNTY OF LAKE

Tax Certificate numbered 02911-2021 issued on 06/01/2021 was filed in the Office of the Tax Collector of Lake County, Florida. An application has been made for the issuance of a tax deed. The applicant has paid or redeemed all other taxes or tax certificates on the land as required by law. The notice of sale, including the cost and expenses of this sale, has been published as required by law. No person entitled to do so has appeared to redeem the land. On the 12th day of December, 2023, the land was offered for sale. It was sold to:

TRIBUTA INVESTMENT LLC
7791 NW 46TH ST STE 420
DORAL, FL 33166

who was the highest bidder and has paid the sum of the bid as required by law.

The lands described below, including any inherited property, buildings, fixtures, and improvements of any kind and description, situated in this County and State

EUSTIS, LAKEVIEW COURT ADDITION LOT 63 PB 12 PG 107 ORB 1866 PG 90

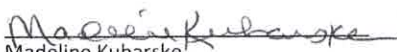
On this 12th day of December, 2023, in Lake County, Florida, for the sum of \$81,300.00, the amount paid as required by law.

WITNESS:

Gary J. Cooney
Clerk of the Circuit Court and Comptroller
Lake County, Florida


Renita Harbison
PO BOX 7800
Tavares, FL 32778




Madeline Kuharske
PO BOX 7800
Tavares, FL 32778

By: 
Tiphany Shaw, Deputy Clerk

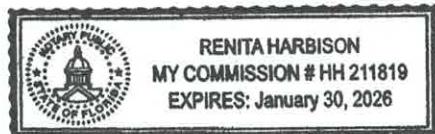
STATE OF FLORIDA
COUNTY OF LAKE

On this 12th day of December, 2023, before me personally appeared Tiphany Shaw as Deputy Clerk for Gary J. Cooney, Clerk of the Circuit Court and Comptroller in and for the State and this County known to me to be the person described in, and who executed the foregoing instrument, and acknowledged the execution of this instrument to be her/his own free act and deed for the use and purposes therein mentioned.

Witness my hand and office seal date aforesaid


Renita Harbison
NOTARY PUBLIC STATE OF FLORIDA

Prepared By:
Tiphany Shaw, Tax Deed Clerk
Gary J. Cooney,
Clerk of the Circuit Court and Comptroller
P.O. Box 7800
Tavares, FL 32778



DR-506 R. 04/16:
Rule 12D-16.002:
Florida Administrative Code:
Eff. 04/16



CLERK OF THE CIRCUIT COURT & COMPTROLLER
LAKE COUNTY, FLORIDA
GARY J. COONEY, CLERK

1505050

RECORDING DIVISION
PO BOX 7800
550 W. MAIN STREET
TAVARES, FL 32778
352-253-2600

Transaction #: 1505050
Receipt #: 2023123911
Cashier Date: 12/13/2023 10:13:28AM
Print Date: 12/13/2023 10:13:33AM

CUSTOMER INFORMATION

TRIBUTA INVESTMENT LLC
7791 NW 46TH ST STE 420
MIAMI, FL 33166

TRANSACTION INFORMATION

Date Received: 12/13/2023 9:54:04AM
Location: Recording
Return Code: No Envelope Included
Trans Type: Recording
Reference: CERT 2911-2021
Cashier: TSHAW

PAYMENT SUMMARY

Total Fees \$77,902.58
Total Payments \$77,902.58
Balance Due: \$0.00
Cash Tended
Change: \$0.00

Payment \$77,902.58
TAX DEED ESCROW

Official Record
NOTICE
BK/PG: 6256/1080 DOC #: 2023151220 Date: 12/13/2023 10:13:29AM
Fees *RECORDING FEE* \$10.00

AFFIDAVIT
BK/PG: 6256/1081 DOC #: 2023151221 Date: 12/13/2023 10:13:29AM
Fees *RECORDING FEE* \$10.00

TAX DEED
BK/PG: 6256/1082 DOC #: 2023151222 Date: 12/13/2023 10:13:29AM
Fees *AUCTION DEPOSIT FEE* \$68.48
Fees *DEED DOC* \$569.10
Fees *RECORDING FEE* \$10.00
Fees *TAX DEED CLERK FEE* \$1,022.03
Fees *TAX DEED MISC* \$77,235.00
Fees *TAX DEED MISC 2* -\$1,022.03



City of Eustis

Code Enforcement Department

P.O. Drawer 68 Eustis, Florida 32727-0068 (352) 483-5464

Date: 07/12/19 **Compliance Date:** **Violation ID:** 19-00737

Owner: GODLY TRUST
39 S MAIN ST # 212
ROCHESTER, NH 03867

Site Address:
1601 ORANGE DR

Block/Lot/Qual: 13-19-26-1201-000-06300

NOTICE OF VIOLATION AND ORDER TO CORRECT

Please be advised that the property identified above has been found in violation of the following code(s): Please take immediate action(s) to remedy the identified violation(s) by the Compliance Date listed above.

Section	Description
34-96A1.3.4	Section 34-96(a)(1)(3)(4): (a) No person who owns or occupies real property within the City shall maintain or cause to be maintained on the property a nuisance. Prohibited acts and required compliance measures include the following: 1) No person within the City shall allow property that person owns or occupies to become overgrown with grass or weeds to a height of 12 inches or more from the ground nor allow dead shrubs, bushes, branches, or trees to remain on such property. 3) The accumulation of any vegetation, weeds, plant matter, materials, trash, garbage, rubbish, or other waste materials shall constitute a threat to health and a fire hazard and shall be deemed a nuisance. 4) No person shall allow any object or item such as, but not limited to, household furniture, household appliances, or containers or other receptacles that could collect water or any other accumulation of personal property, construction and demolition debris, or other materials, trash, garbage, or rubbish of any kind that could become a breeding place for insects or vermin or cause unpleasant odors or which is unsightly and an eyesore from adjoining properties or from the public right-of-way to be placed or left outdoors except for such period as may be necessary to allow collection of such items by waste collection services.
34-97	Section 34-97: Regardless of whether they occupy the property, it shall be the duty of the owner of each lot, tract, or parcel of land within the City to reasonably regulate and effectively control excessive growths and accumulations as enumerated in Section 34-96 on the property and on the portion of the adjoining public right-of-way between the property and the street. It shall also be the duty of the owner to drain, regrade or fill any lot, tract or parcel, including swimming pools, which shall be unwholesome or unsanitary, have stagnant water, or be in such other condition as to be susceptible to producing disease.

Violation: Accumulation of dead tree braches, vegetation, weeds or plant matter on property and adjoining public right-of-way.

Corrective Action Required: Remove all accumulations of vegetation, weeds, plant matter (i.e. under brush that less than 4 inches in diameter at 4½ feet from the ground), from the property and adjoining public right-of-way property.

Violation: Failure to reasonably regulate and effectively control excessive growths and accumulations as enumerated in Section 34-96 on the portion of the public right-of-way between the property and Haselton Street.

Corrective Action Required: Clear the public right-of-way of all excessive growths and accumulations as enumerated in Section 34-96.

Violation: Objects or items and accumulations placed or left in carport that could become a breeding place for insects or vermin, or cause unpleasant odors or which is unsightly and an eyesore from adjoining properties or from the public right-of-way.

Corrective Action Required:

- 1) Remove all objects or items and accumulations from the property, or
- 2) Move it all inside a building or behind an opaque fence, wall or similar structure where it cannot become a breeding place for insects or vermin or cause unpleasant odors and is screened from view of adjoining properties or from the public right-of- way.

Please contact us by telephone at (352) 483-5464, in person at 51 East Norton Avenue, Eustis, FL, or via e-mail at codeenforcement@ci.eustis.fl.us if you have any questions or concerns.

Sincerely,

Joseph Rittenhouse
Code Enforcement Officer
RittenhouseJ@ci.eustis.fl.us







City of Eustis

Code Enforcement Department

Item 6.1

P.O. Drawer 68 Eustis, Florida 32727-0068 (352) 483-5464

Date: 01/23/24 Compliance Date: 02/22/24 Violation ID: 24-00041

Owner: TRIBUTA INVESTMENT LLC
7791 NW 46TH ST STE 420
DORAL, FL 33166

Site Address:
1601 ORANGE DR
Block/Lot/Qual: 13-19-26-1201-000-06300

NOTICE OF VIOLATION AND ORDER TO CORRECT

Please be advised that the property identified above has been found in violation of the following code(s): Please take immediate action(s) to remedy the identified violation(s) by the Compliance Date listed above.

Section 34-96(a)(1)(3): (a) No person who owns or occupies real property within the City shall maintain or cause to be maintained on the property a nuisance. Prohibited acts and required compliance measures include the following:

(1) No person within the City shall allow property that person owns or occupies to become overgrown with grass or weeds to a height of 12 inches or more from the ground nor allow dead shrubs, bushes, branches, or trees to remain on such property.

(3) The accumulation of any vegetation, weeds, plant matter, materials, trash, garbage, rubbish, or other waste materials shall constitute a threat to health and a fire hazard and shall be deemed a nuisance.

Section 34-97: Regardless of whether they occupy the property, it shall be the duty of the owner of each lot, tract, or parcel of land within the City to reasonably regulate and effectively control excessive growths and accumulations as enumerated in Section 34-96 on the property and on the portion of the adjoining public right-of-way between the property and the street...

Violation: Grass or weeds overgrown to a height of twelve inches or more from the ground.

Corrective Action Required: Mow the property and the adjoining public right-of-way.

Violation: Accumulation of dead tree branches/logs, vegetation, weeds or plant matter on property and adjoining public right-of-way.

Corrective Action Required: Clear the property and adjoining public right-of-way of all dead tree branches/logs, accumulations of vegetation, weeds or plant matter (any under brush that is less than 4 inches in diameter at 4½ feet from the ground) from the property.

Section 34-113(4): The exterior of every structure used for human habitation and the surrounding yard shall be so maintained with reasonable attractiveness so as not to become an eyesore or to cause or contribute to depreciation in property values in the immediate neighborhood. Residential properties shall, at a minimum, be maintained to ensure that:

(4) All yards and landscaping on the property surrounding a residential building shall be maintained in good condition so as not to allow grass, shrubs, hedges, bushes, or other decorative vegetation to exist in an unkempt or unpruned condition...

Violation: Yards and landscaping surrounding the residential building have not been maintained in good condition.

Corrective Action Required: Restore the landscaping back to good condition by pruning the grass, shrubs, hedges, bushes, and other decorative vegetation surrounding the property.

Please contact us by telephone at (352) 483-5464, in person at 51 East Norton Avenue, Eustis, FL, or via e-mail at codeenforcement@ci.eustis.fl.us if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'EM', with a long horizontal line extending to the right.

Eric Martin
Code Enforcement Supervisor
codeenforcement@ci.eustis.fl.us



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: JANUARY 16, 2025

RE: PROPOSED DOWNTOWN BUSINESS GROWTH AND ECONOMIC SUSTAINABILITY INCENTIVES

Summary:

At its October 3 meeting, Commission asked staff to work with the Lake Eustis Area Chamber of Commerce to develop some ideas that could help stimulate business growth and sustainability in the downtown area.

At the November 7 Commission meeting, Staff presented a list of six proposed incentives that had the potential to increase foot traffic and stimulate business sales in the downtown district. The initial ideas were put together based on research of grant programs that other Cities and CRA's use to help their downtown businesses. Staff met with the Chamber to receive their feedback, and any recommendations they had. The Chamber and City Staff held a meeting with downtown business owners to get their thoughts on the proposed incentive ideas. Some owners contributed comments but expressed that they needed additional time to think about the topic. Between November 30 and December 20, Staff walked through downtown, meeting with business owners and representatives to collect additional input.

Based on the overall feedback received from City Staff, the Chamber, and downtown businesses, Staff recommends that the Commission establish a Downtown Business Growth and Sustainability Incentive Program with an offering of four grant opportunities:

1. Entertainment
2. Sidewalk Dining Establishment Assistance
3. Patron Tours
4. Customized Business Training

Additional information on the proposed program is attached.

Requested Action:

Approve the creation of the Downtown Business Growth and Economic Sustainability Incentive Program.

Prepared by:

Al Latimer, Economic Development Director

Attachments:

City of Eustis Downtown Business Growth and Economic Sustainability Incentive Program

City of Eustis Downtown Business Growth and Economic Sustainability Incentive Program

Overview:

The health and vibrancy of downtown Eustis, and the businesses that make up its central business district is top priority for The City. The Commission shares a unified commitment to provide resources that help stimulate economic growth, support the success of existing and new and businesses, and enhances the overall vitality and character of the downtown area.

The assistance availability through this program will lead to the long-term sustainability of business success and growth in the downtown area.

The grants offered under this program were developed with input from downtown businesses, the City of Eustis, the Lake Eustis Area Chamber of Commerce, and other key stakeholders. Local entrepreneurs, and small businesses now have access to resources that can help catalyze their growth. The Downtown Business Growth and Economic Sustainability Incentive Program combined with regular business owner marketing efforts, proximity to other City-sponsored events, special promotions, partnering with nearby businesses, etc., creates an opportunity to increase the foot traffic that is so critical to sales, marketing and referrals, and enhancing the energy of The City's central marketplace.

In general, the Downtown Business Growth and Economic Sustainability Incentive Program offers funding in four categories. Downtown businesses can apply for funds to (1) host entertainment events, (2) host patron bus tours, (3) establish or enhance a sidewalk dining area, and (4) customized business training, which will allow them to become more competitive and attract more customers, boosting the local economy in the process.



Downtown Business Growth and Economic Sustainability Incentive Program

Summary of Grants Available

1. Category A. Entertainment Grants

An Entertainment Grant awards funding to a downtown merchant to pay for or supplement the cost of hiring a talent artist to perform at an outside venue near that downtown establishment. Entertainment Grants are limited to one (1) grant per year per business. The Lake Eustis Area Chamber of Commerce is eligible to apply for a grant in this category and is limited to two (2) grants per year.

Maximum award: \$500

Limit - 10 awards per year: \$5,000

Grant Review Committee: The City's Events and Communications Department will review all applications and make awards based on the date of the event, music style, artist reputation, expected crowd size, and other similar criteria.

1. Category B. Concert in Pocket Park Grants

The Concert in Pocket Park provides funding for a business or non-profit organization to cover the cost of staging a concert performed by a jazz or concert band from a k-12 or college educational institution.

Maximum award: \$2,000

Limit - 2 awards per year: \$4,000

2. Merchants Match for Patron Tours Grant

The Merchant Match for Patron Tours incentive would match fifty percent (50%) of proceed collected by downtown merchants and spent to host passenger bus tours to downtown Eustis. The tours must originate outside of the City.

Maximum award: \$1,250

Limit – 2 awards per year: \$3,750

3. Sidewalk Dining Establishment Assistance Grant

The Sidewalk Café Incentive offers financial assistance to qualified property owners or tenants seeking to establish an Alfresco dining area on the sidewalk adjacent to their shop.

Maximum award: \$1,500

Limit - 5 awards per year: \$7,500

4. Customized Business Training for Downtown Shop Owners

The Customized Business Training for Struggling Shop Owners will offer customized training at the conveniently located Eustis/UCF Business Incubator building, Mega Workspace. UCF would customize learning sessions, including coordinating with LEAD, The Kaufman Foundation, and others to help business owners improve their skills in areas such as inventory control, pricing, marketing, cost capturing, debt reduction, etc.

Maximum award: \$3,000

No Cap. Grants will be awarded until funds have been depleted: \$9,000

Total program cost if all limits are achieved: \$29,750

DOWNTOWN ENTERTAINMENT EVENT GRANT**Eligibility Requirements and Application Guidelines**

(Page 1 of 3)

Please read carefully – only events that meet all criteria will be considered for funding.

Purpose:

Provide grants to events that have the potential to increase foot traffic, positively influence sales, and encourage frequent repeat customer visits to businesses in downtown Eustis. Entertainment events do not include conferences, political rallies/parties or campaigns, grand openings or ribbon cuttings, social parties or open houses, or networking events or classes.

Application Review:

The City of Eustis Economic Development Department shall coordinate with all relevant departments and entities to evaluate each grant application. Grants are awarded through a competitive application process. Proposed events will be evaluated for their potential to generate the most positive outcomes. All permits or licenses required for the event must be obtained prior to the event.

Disclaimer:

Receiving a Downtown Entertainment Event Grant does not make the City of Eustis an event sponsor, neither does it expressly or implicitly suggest that the City will provide an additional support of services beyond the grant award for staging the events, i.e. set up, clean-up, and all other event related cost are the sole responsibility of the event organizer.

Limitations:

1. The maximum award amount per application: \$500
2. Only 10 applications may be approved per fiscal year.
3. Applicants are limited to one grant award per fiscal year unless 50% of the program funds are remain unused on April 1st of the program year.
4. Entertainment event expenses are limited to a talent artist only.

Eligibility Requirements:

- Event must occur entirely within the downtown area. If an event has multiple locations, the City will only consider funding the event portion occurring within the downtown area.
- Applicant must be a downtown business owner or shop manager.
- Event must be open to the public and free to all attendees (no cover charge or entry fee).
- Applicant must apply for a special event permit if one is needed.
- The estimated attendance for event must be more than 150 people.
- Applicant cannot have any outstanding fees with the City at the time of application.
- A budget must be submitted showing how the following costs will be covered: marketing and promotions, rentals such as equipment, tents, chairs, tables, facilities, port-o-lets, and/or City fees related to the event. Clean-up of public areas including trash removal.
- Grants are awarded on a reimbursable basis only
- Grant funds will only be awarded for events occurring after the grant application has been approved
- Submit copies of paid invoices and proof of payment for entertainment artist.
- Funding is not available for religious-based events, or political, or campaign events.

DOWNTOWN ENTERTAINMENT EVENT GRANT

(Page 2 of 3)

Payment:

An applicant must submit the following documentation to receive payment of their grant award:

1. Funds are paid out 30 days after receipt of the grantee's invoice and backup documentation.
2. An invoice on the business's letterhead, or
3. A paid invoice from the talent artist stamped, "Paid."
4. Grant Recipient must submit a W9 for the entity that will report grant funds information to the IRS.
5. Taxes incurred by the business and talent artist in the staging of the event are not reimbursable by the City.

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DOWNTOWN ENTERTAINMENT EVENT GRANT APPLICATION

(Page 3 of 3)

Category A: Entertainment Grant, and Category B: Concert in Pocket Park

Date of Application: _____

Applicant's Name: _____

Applicant's Mailing address: _____

E-mail address: _____

Phone Number: _____

EVENT INFORMATION

Date of Event: _____ Time: _____

Address of Event Venue:

Description of Proposed Event: _____

Estimated size of attendees/ participants _____

Amount Requested: _____ (See important note below)

- By checking this box applicant certifies that grant funds will not be used for a religious-based political, or campaign event.
- Checking this box confirms that applicant has attached an event budget showing how the following costs will be covered: marketing and promotions, rentals such as equipment, tents, chairs, tables, facilities, port-o-lets, and/or City fees related to the event. Clean-up of public areas including trash removal.

APPLICANT SIGNATURE: I certify that the information in this application is true and accurate to the best of my knowledge: _____

PROPERTY OWNER SIGNATURE: I acknowledge that I am aware that the applicant is a tenant in my building and is applying for grant funds to host an event that could increase the sales activity for their business operation. _____

MERCHANTS MATCH FOR PATRON TOURS GRANT

(Page 1 of 2)

Eligibility Requirements and Application Guidelines

Please read carefully – only bus tours that meet the criteria below will be considered for funding.

Purpose:

Provide grant funds to bus tours that have the potential to increase foot traffic, positively influence sales, and encourage frequent repeat customer visits to businesses in downtown Eustis. During the eligible grant cycle each year, one business owner may submit an application on behalf of a collective group of downtown businesses for up to \$2,500 to host a bus tour to the downtown core, from points originating outside of Eustis. The collective of downtown businesses must match the grant request

Grant Eligibility Cycle:

Applications will be reviewed in two grant award cycles.

Cycle one: January 2 – March 30

Cycle Two: July – September 30

Application Review:

The City of Eustis Economic Development Department shall coordinate with all relevant departments and entities to evaluate each grant application. Grants are awarded through a competitive application process. Proposed events will be evaluated for their potential to generate the most positive outcomes. All permits or licenses required for the event must be obtained prior to the event.

ELIGIBILITY REQUIREMENTS

- Bus Tour disembarkations must occur entirely within the Downtown Entertainment District (If an event has multiple locations, the Committee will only consider funding the event portion occurring within the Downtown Entertainment District).
- Applicants must be downtown business owners.
- The bus tour must be open to members of the public.
- Businesses may charge patrons a fee to achieve their 50% matching funds requirement. However, fees should be kept as nominal as possible.
- Grant funds will only be awarded for events occurring after the grant application has been approved
- Applicant must apply for a special event permit if needed
- The estimated attendance for event must be more than 50 people
- Applicant cannot have any outstanding fees with the City at the time of application
- Funding is not available for religious-based events, or political, or campaign events.

Limitations:

1. Program Maximum: Only 3 applications may be approved per fiscal year.
2. Maximum Award Per Application: \$2,500

Payment:

1. The Merchants Match for Patron Tours payment check will be paid directly to the transportation service within 30 days of the conclusion of the event.
2. An applicant must submit the following documentation to receive payment of their grant award:
3. An invoice from the transportation company
4. Submit a W9 for the transportation company
5. A sales tax exemption form will be submitted to the transportation company in lieu of sale taxes

MERCHANTS MATCH FOR PATRON TOURS GRANT APPLICATION

(Page 2 of 2)

Date of Application: _____

Applicant's Name: _____

Applicant's Mailing address: _____

E-mail address: _____

Phone Number: _____

EVENT INFORMATION

Date of Bus Tour: _____ Departure Time for Destination Eustis: _____

Address of bus tour's originating location: _____

Summary of bus tour Itinerary: _____

Estimated size of bus tour group _____

Amount Requested: _____ (See important note below)

- By checking this box applicant certifies that grant funds will not be used for a religious-based political, or campaign event.
- Checking this box confirms that applicant has attached an event budget showing how the following costs will be covered: marketing and promotions, rentals such as equipment, tents, chairs, tables, facilities, port-o-lets, and/or City fees related to the event. Clean-up of public areas including trash removal.

APPLICANT SIGNATURE: I certify that the information in this application is true and accurate to the best of my knowledge: _____

PROPERTY OWNER SIGNATURE: I acknowledge that I am aware that the applicant is a tenant in my building and is applying for grant funds to host an event that could increase the sales activity for their business operation. _____

SIDEWALK DINING ESTABLISHMENT ASSISTANCE GRANT

(Page 1 of 2)

Eligibility Requirements and Application Guidelines

Please read carefully – there are strict none-eligible use of funds.

Purpose:

Providing grants that create more opportunities for visitors and patrons to downtown Eustis to enjoy the charm, atmosphere, sunsets, and other natural amenities can positively influence their experience, their desire to return and refer others. Outside dining is a very desirable amenity for restaurants, café's and food services businesses. The Sidewalk Dining Establishment Assistance Grant will help offset the cost of creating more, and/or upgrading existing alfresco dining spaces in the downtown area. This grant offer has the potential to not only increase foot traffic, but also get people to linger longer, possibility encouraging even more purchases.

Application Review:

The City of Eustis Economic Development Department will coordinate with all relevant departments and entities to evaluate each grant application. Grants are awarded through a competitive application process. The proposed establishment of outside dining area, or upgrade of an existing dining area will be evaluated for their potential to generate the most positive outcomes. All permits or licenses required for the project must be obtained by the business owner.

Limitations:

1. The maximum award amount per application: \$1,500
2. Applicants are limited to one grant award every two year.
3. Sidewalk Dining Establishment Assistance Grant is limited to fixed, non-movable items.

Eligibility Requirements:

- Applicant must be a downtown business owner or shop manager.
- Proposed Outside dining area must be located in the downtown area.
- Outside dining areas can be reserved for only patrons of the grant applicants' business.
- Applicant cannot have any outstanding fees with The City at the time of application.
- An estimate for the cost of the proposed project must be submitted with the application.
- Funds are only awarded for fixed, non-movable items
- Funds cannot be used for chairs, tables, dishes, eating utensils, napkins, tablecloths, etc
- Grants are awarded on a reimbursement basis only
- Work may only begin when the grant application is approved. No work completed prior of approval of the grant will be reimbursed.
- Applicant must submit copies of paid invoices.

Payment/Reimbursement:

An applicant must submit the following documentation to receive payment of their grant award:

1. Funds are paid with 30 days after requested documentation has been received.
2. A copy of the paid invoice to the contractor.
3. Grant Recipient must submit a W9 for the entity that will report grant funds information to the IRS.
4. Taxes incurred by the business and talent artist in the staging of the event are not reimbursable by the City.

**SIDEWALK DINING ESTABLISHMENT ASSISTANCE
GRANT APPLICATION**

(Page 2 of 2)

Date of Application: _____

Applicant's Name: _____

Applicant's Mailing address: _____

Applicant's Address: _____

E-mail address: _____

Phone Number: _____

SIDEWALK DINING SITE INFORMATION

Sidewalk Dining Site Address: _____

Description of Proposed work: _____

Estimated date proposed work will begin: _____

Estimated date proposed work to be completed:

Estimated size of sidewalk dining area "before" proposed work _____

Estimated size of sidewalk dining area "after" proposed work _____

Amount Requested: _____ (See important note below)

APPLICANT SIGNATURE: I certify that the information in this application is true and accurate to the best of my knowledge: _____

PROPERTY OWNER SIGNATURE: I acknowledge that I am aware that the applicant is a tenant in my building and is applying for grant funds to host an event that could increase the sales activity for their business operation. _____

CUSTOMIZED BUSINESS TRAINING FOR DOWNTOWN BUSINESSES

Eligibility Requirements and Application Guidelines

(Page 1 of 2)

Purpose: The Customized Business Training For Downtown Businesses grant is available to any downtown business owner. This fund is designed to address a specific area of concern that is limiting a business's competitiveness, operational efficiency, and/or growth potential. The City partners with the University of Central Florida through the UCF/Eustis Business Incubator to tailor a training course that precisely addresses the unique challenge a business is seeking help with.

Application Review:

The City of Eustis Economic Development Department will coordinate with UCF/Eustis Business Incubator client services manager to ensure that the grants are awarded through a competitive application process. Customized business training is a great opportunity for business owners to gain access to tools and knowledge to grow their businesses, but business owners will need to understand the time commitment necessary to get the results they expect.

Eligibility Requirements:

- Be a registered business owner in Florida
- Have an current City of Eustis Business Tax Receipt
- Operate a business location in downtown Eustis
- Ability to commit the necessary time to training, typically 6 to 12 weeks
- Meet with UCF Client Services Manager for pre training assessment

Payment/Reimbursement:

- Payment will be made directly to UCF or its designated training provider.
- Business must receive a certificate of completion
- UCF or its training provider must provide City with an invoice
- Funds are paid out 30 days after receipt of the grantee's invoice and backup documentation.

**CUSTOMIZED BUSINESS TRAINING FOR DOWNTOWN BUSINESSES
GRANT APPLICATION**

(Page 2 of 2)

Date of Application: _____

Applicant's Name: _____

Applicant's Mailing address: _____

E-mail address: _____

Phone Number: _____

Type of Training requested:

- Regulatory Compliance Issues
- Sales
- Customer service
- New Business Development
- Marketing
- Product, Service Pricing
- Finance Management
 - Cash flow
 - Restructuring debt
- Blind Spot Identification
- Other

Amount Requested: _____ (See important note below)

Acknowledgement: I acknowledge that, if this grant application is approved, I, the business owner will make a good faith effort to complete the customized training curriculum.

Applicant Signature: I certify that the information in this application is true and accurate to the best of my knowledge: _____ Date: _____