AGENDA
City Commission Meeting

6:00 PM – Thursday, August 20, 2026 – City Hall

Invocation: Mayor Emily A. Lee

Pledge of Allegiance: Commissioner Michael Holland

Call to Order

Acknowledgement of Quorum and Proper Notice

1. Agenda Update

2. Approval of Minutes

2.1 Approval of Minutes for City Commission Meetings and Workshops:
May 22, 2026 City Commission Workshop 5 Year CIP
June 4, 2026 City Commission Meeting
June 18, 2026 City Commission Meeting
June 24, 2026 City Commission Workshop Downtown Master Plan
July 16, 2026 City Commission Meeting

3. Presentations

3.1 Fire Department Badge Pinning and Promotions

3.2 School Resource Officer Vehicle Wrap Donations

3.3 Events & Communications Department: City of Eustis FFEA Sunsational Awards Recognition

3.4 Economic Development Marketing Plan

4. Appointments

4.1 Appointment to Community Redevelopment Agency - West Town Representative

5. Audience to be Heard

6. Consent Agenda

6.1 Resolution Number 2026-73: Approving Change Order Number 2 for the Coolidge Street Improvement Project, Total Expenditure in Excess of $100,000

6.2 Resolution Number 2026-74: Authorizing Multiple Annual Purchases in Excess of $100,000 for Products Provided by Empire Pipe and Supply Company Inc. for the Eustis Public Utilities Department

6.3 Resolution Number 2026-75: Lake Willie Boardwalk Appropriations from Florida Legislature

7. Ordinances, Public Hearings, & Quasi-Judicial Hearings

7.1 Second Reading of Ordinance Number 2026-29: Repeal of Eustis Code of Ordinance Section 66-78 Entitled “No Petroleum Base Fuel Watercraft Allowed on Lake Gracie” to Comply with Section 327.75, Florida Statutes

8. Other Business

8.1 Discussion on Solid Waste Billing Practices – Ordinance Compliance

8.2 Central Business District Event and Stimulus Initiative

9. Future Agenda Items and Comments

9.1 City Attorney

9.2 City Manager

9.3 City Commission

9.4 Mayor

10. Adjournment

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

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

City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Approval of Minutes for City Commission Meetings and Workshops:
May 22, 2026 City Commission Workshop 5 Year CIP
June 4, 2026 City Commission Meeting
June 18, 2026 City Commission Meeting
June 24, 2026 City Commission Workshop Downtown Master Plan
July 16, 2026 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:
Anna Rottermond, Deputy City Clerk

Reviewed By:
Christine Halloran, City Clerk

MINUTES
City Commission Workshop:
5 Year CIP

10:00 AM – Friday, May 22, 2026 – City Hall

Call to Order: 10:05 a.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner George Asbate, Commissioner Willie L. Hawkins and Mayor Emily A. Lee

ABSENT: Vice Mayor Gary Ashcraft and Commissioner Michael Holland

1. Workshop Item with Discussion and Direction

1.1 Mid-Year CIP Update and FY 2026/2027 – 2030/2031 CIP Review

Mid-Year Budget Review, Capital Planning, and Financial Sustainability

Interim City Manager Rick Gierok explained that staff completed the mid-year budget review to verify revenues, fund balances, and available resources before advancing future projects. Staff reviewed capital projects, updated costs, identified completed projects, and returned unused funds to appropriate funds. Approximately $352,000 will return to the General Fund, with approximately $3.457 million identified for return to fund balances. Projects under contract or legally obligated will continue, while others will return through the normal capital budgeting process. Staff will only recognize grant revenues after official award.

Mayor Lee questioned continued funding for the dog park. Staff clarified the $50,000 allocation is for capital improvements, including sod replacement, water feature repairs, and a fenced training area, not maintenance. Staff is exploring assistance offered by a resident for maintenance. Parks and Recreation Director Brinson noted the dog training program continues to be well attended and operates through a contracted instructor with shared revenues.

Commissioner Hawkins requested consideration of renaming a park in honor of Tim Totten, with Commissioner Asbate suggesting Sunset Park. Staff will bring forward the park naming policy for future discussion, and Commissioners expressed support for exploring an appropriate tribute.

Commissioner Asbate asked about the floating dock project. Staff explained the project involves replacement of damaged navigational lights and dock beacon equipment, with additional waterfront lighting repairs to continue. Seaplane-related improvements will be addressed through future capital discussions.

Mayor Lee asked about the Community Center roof replacement project. Mr. Gierok explained the project is paused pending evaluation of the facility's long-term use. Staff will prepare bid documents but will not proceed until the Commission determines whether the investment is appropriate. Commissioner Hawkins asked about RecTrac software, and Parks and Recreation confirmed it will replace the current recreation registration system.

Mr. Gierok reported improvements to procurement processes through standardized RFP and RFQ templates and noted strong contractor interest, including ten responses to a recent CMAR solicitation.

He discussed Transportation Fund challenges related to state gas tax dependence, growth in ot municipalities, and the loss of a potential transportation funding source. Staff will bring forward a citywide striping contract to improve pricing and scheduling. Roadway replacement remains prioritized by condition, with grant funding efforts continuing, including a $1.5–$1.9 million Florida Department of Commerce resurfacing grant.

Finance Director Carr reported that flood recovery reimbursements are included in projections, including approximately $700,000 received for public infrastructure repairs. Spring Ridge reimbursement remains under review and is recorded as an accounts receivable item.

Mr. Gierok reviewed the five-year Capital Improvement Plan and noted fund balances remain the primary measure of sustainability. The Fire Station Number 3 project remains the largest challenge, with an estimated $3 million cost and projected funding gap exceeding $2.1 million. Commissioners supported keeping the project in planning while staff pursues grants, impact fees, and other funding sources. Staffing will be phased, with three firefighter positions planned initially and three additional positions the following year.

Mr. Gierok reported continued concerns with Transportation Fund projections due to declining balances and reliance on gas tax revenues. Staff noted General Fund transfers remain an option if needed but emphasized evaluating long-term sustainability.

Stormwater, CRA, and Water/Wastewater Funds remain financially stable. Staff is advancing the 21 North Grove Street (former Wells Fargo building) project through a Construction Manager at Risk process due to upcoming restrictions on building fund uses. Ten firms responded, and staff will proceed with evaluations and negotiations.

Commissioner Asbate requested review of permit, inspection, and impact fees, expressing concern that reduced development-related revenues could shift costs to existing residents and businesses. Staff will evaluate fees and present revenue options during the budget process.

Mr. Gierok explained that the Capital Improvement Plan will continue as an annual review of projects and funding capacity. General Fund projects include recreation software, Parks and Recreation storage improvements, and Women’s Club exterior improvements. Community Center funding is programmed over two years, with future investment dependent on Commission direction regarding the facility’s long-term use.

<u>Parks, Public Safety, CRA, and Capital Planning Discussion</u>

Mayor Lee asked about the splash pad. Mr. Gierok confirmed it remains operational but has settlement issues due to soil conditions. Staff is conducting geotechnical evaluations and evaluating stabilization options while ensuring necessary repairs are completed. He noted future capital investments should align with the City’s master planning process.

Commissioner Asbate asked about American in Bloom funding. Mr. Gierok clarified that funding is limited to capital improvements, such as design work and pocket park projects, while staffing is funded separately. He noted the recurring allocation provides a predictable source for smaller capital projects.

Commissioner Hawkins asked about a City bus purchase. Mr. Gierok explained the concept has been considered for several years. Parks and Recreation Director Brinson noted that additional CDL-certified drivers make a larger bus feasible and that the current bus is aging. Staff has obtained pricing for 50- and 77-passenger options. Commissioners discussed benefits for youth programs, community events, and site visits. Staff will evaluate purchase, lease, and financing options and return with a recommendation. Commissioners also discussed balancing transportation needs w ongoing operating costs.

Mr. Gierok reviewed the Transportation Fund allocation of approximately $420,000 for traffic signal detection camera replacements, clarifying the equipment is for vehicle detection and signal timing, not speed enforcement.

Regarding Fire Station Number 3, Commissioners supported continuing the project in planning while staff pursues grants, impact fees, and other funding sources. Mr. Gierok noted the need to capture additional revenues from growth and will return with options if funding remains insufficient. Commissioners also discussed a future public safety complex. Staff will continue evaluating long-term fire and police facility needs using response data, GIS analysis, and growth projections. Potential locations will be further evaluated, and future discussions will include all commissioners.

Mr. Gierok reported the CRA Fund remains stable, with approximately $500,000 annually available for downtown redevelopment efforts. Staff will evaluate financing options and flexibility in using CRA and General Fund resources for projects. Commissioner Asbate supported using CRA funds for additional business incentives, and staff will incorporate those priorities.

Commissioners supported initiating a formal strategic planning process, with an estimated cost of approximately $100,000.

Mr. Gierok reviewed impact fee projects, noting $250,000 was allocated for Fire Station Number 3 planning and that current apparatus costs are estimated at approximately $1.4 million for an engine and $2.2 million for a tower truck. Deputy Fire Chief Keller explained the need for additional fire facilities due to response demands and reported approximately $92,000 in fire impact fees collected year-to-date.

Mr. Gierok reported $320,000 was allocated for 21 North Grove Street (former Wells Fargo building) improvements, including Emergency Operations Center upgrades funded through police impact fees. The Lake Willie dock project includes $350,000 for structural repairs, with additional improvements dependent on grant funding. Staff noted CRA funds must comply with redevelopment requirements.

Mr. Gierok recommended proceeding with a Parks Master Plan funded through park impact fees but delaying consultant work until there is greater certainty regarding the Curt Wright property. Commissioner Asbate supported maintaining the funding.

<u>Library, Utility, and Unfunded Capital Projects Discussion</u>

Mr. Gierok reviewed the library expansion project, noting the first phase is funded through police impact fees while the second phase remains unfunded. Deputy City Manager Burrowes reported approximately $157,000 approved by the Library Advisory Board will be brought forward for Commission consideration.

Mr. Gierok identified the ERP replacement project as a major utility and General Fund initiative, with approximately $850,000 budgeted to improve billing, financial management, and asset tracking. Utility funds will also support the engineering build-out at 21 North Grove Street, with costs distributed among benefiting departments.

Public Works Director Dobbins reviewed utility infrastructure projects, including replacement of the sewer camera vehicle, the $800,000 Bates Avenue Wastewater Treatment Plant generator replacement, and the lift station generator program. Staff noted approximately 16 of 48 lift statio lack permanent backup generators and will continue prioritizing installations based on risk and pursuing grant opportunities.

Mr. Gierok reviewed wastewater projects, including the future tertiary filter project, master lift station upgrades, and the Old Eastern Plant demolition. He noted the infiltration and intrusion program has reduced wastewater flows by approximately 400,000 gallons per day. Commissioners supported pursuing additional developer agreements and cost-sharing opportunities for infrastructure benefiting future growth.

Staff reviewed water system projects, including the $350,000 backhoe replacement, cast iron water main replacement program, and the $1.7 million Arnice water storage tank replacement due to structural deficiencies. Meter replacements will continue based on age and condition, while smart meter technology remains a future option.

Mr. Gierok reviewed unfunded projects, including the Seaplane Dock, Tedford Stormwater, Bay Street and Orange Avenue Stormwater (approximately $5 million), Fire Station Number 4 planning, and the North Shore Bridge Replacement project ($5.1 million). Staff will continue pursuing funding opportunities.

Commissioners discussed parks projects, including Carver Park softball lighting improvements, the $3.2 million Aquatic Center concept, and the Corey Rolle Field turf project. Staff will complete remaining lighting work when permitted and bring future aquatic facility discussions forward. Commissioner Hawkins requested staff review Sunset Park tennis court lighting. Commissioner Asbate supported elevating the hydraulic mobile stage project due to potential savings and rental opportunities, and Mr. Gierok agreed to review priorities.

Downtown, Parks, Waterfront, and Community Initiatives

Interim City Manager Gierok reviewed the downtown parking garage concept, estimated at approximately 280 spaces through a potential public-private partnership. Staff is evaluating options and conducting a parking study to assess demand, future locations, and redevelopment impacts. Commissioners emphasized long-term planning, walkability, and incorporating active uses into future structures.

Mr. Gierok discussed a potential FDOT landscape agreement that could provide approximately $600,000 in improvements if the City assumes maintenance responsibilities. Staff will continue evaluating options and alignment with America in Bloom efforts.

Commissioners discussed future waterfront opportunities, including a potential marina. Staff will explore private operator options, as the excursion boat concept was determined less feasible due to increased City costs.

Mr. Gierok reviewed the bandshell expansion concept and noted the need for facility improvements and enhanced programming. Commissioner Hawkins supported advancing the project when funding allows, and staff will continue evaluating options.

Commissioners discussed the $3 million Parks and Recreation facility expansion and agreed it should be evaluated through the Parks Master Plan and alongside potential acquisition of the former ninth-grade center. The potential purchase of the indoor soccer facility was also discussed, with Commissioners requesting clearer purpose, costs, and renovation estimates before further consideration.

Mr. Gierok reviewed the $1.8 million Southern Palms stormwater project and recommended ass[illegible] property owners with grant opportunities rather than City funding due to private ownership. Commissioners expressed concerns about assuming responsibility without a clear public benefit.

Commissioners supported exploring downtown public restrooms for major events and identified the Ferran Park restroom renovation as a higher priority due to current conditions and maintenance concerns.

Commissioners discussed youth activity and crowd management during First Friday events. Police Chief Capri reported incidents remain low. Commissioners supported additional structured youth programming, and Mr. Gierok directed staff to evaluate a pilot program with activities such as extended recreation hours, music, games, and supervised events.

Deputy City Manager Burrowes advised that renaming Sunset Park in honor of Tim Totten would require a public hearing. Commissioners Asbate and Hawkins expressed support for pursuing the designation.

2. Adjournment: 3:40 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. If available, the video recording may be accessible at https://www.youtube.com/@EustisComRel/streams or an audio recording may be requested from the office of the City Clerk.*

____________________	____________________
CHRISTINE HALLORAN City Clerk	EMILY A. LEE Mayor/Commissioner

MINUTES
City Commission Meeting

6:00 PM – Thursday, June 04, 2026 – City Hall

Invocation: Pastor Jay Cochenour, Life Community Church

Pledge of Allegiance: Commissioner Willie L. Hawkins

Call to Order: 6:01 p.m.

Acknowledge of Quorum and Proper Notice

PRESENT: Commissioner Willie L. Hawkins, Commissioner Michael Holland, Commissioner George Asbate, Vice Mayor Gary Ashcraft and Mayor Emily A. Lee

1. Agenda Update

Interim City Manager, Rick Gierok, noted there were no updates to the agenda and introduced the City Attorney Taylor Tremel of Bowen and Schroth.

2. Approval of Minutes

2.1 Approval of Minutes for April 16, 2026, City Commission Meeting and May 7, 2026, City Commission Meeting

Motion made by Commissioner Hawkins, Seconded by Commissioner Holland to approve the minutes as submitted for April 16, 2026, and May 7, 2026, City Commission Meetings. The motion passed on the following vote.

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

3. Presentations

3.1 Eustis Memorial Library Update for Summer Programs

Library Director Ann Ivey highlighted summer library programs, including children's activities, wildlife presentations, and a new pizza-themed adult summer reading program with prizes. She also announced a July 15 public event featuring a live hawk as part of the America 250 Celebration.

3.2 Economic Development Leases

Economic Development Director Al Latimer reviewed city economic development leases and agreements, noting the information would assist the Commission as staff continues implementing the master plan and developing a strategic plan. He reported several agreements are expired or operating under temporary terms, including the Chamber of Commerce, Lake Action Community Agency, and Eustis Community Alliance. Remaining agreements include El Marie (expiring July 31, 2026), Win-One Ministries (through December 31, 2027), Eustis Properties (through May 31, 2028), Lake Adventures (3% of gross sales), Girl Scouts (through 2073), and the National Guard Armory (until no longer needed by the state).

4. Audience to be Heard

Mike Gambino, a Eustis resident, stated he felt a recent interaction with Police Chief Craig Capri regarding social media comments was intimidating and said he would continue exercising his right to criticize government actions.

Carrie Schreier, mother of Jordan Ellis, said she had issues regarding the Eustis Police Department's investigation into her son's death, including evidence handling, investigative procedures, and the lack of a formal internal affairs investigation. She requested transparency and accountability.

Gary Winheim, a retired Eustis Police Department commander, questioned the department's handling of the Jordan Ellis investigation regarding evidence, procedures, and leadership.

Michael J. Watkins, a Tavares resident, spoke in support of Chief Capri, citing his positive community involvement and relationship-building efforts.

May Hazleton, a Eustis resident, supported Chief Capri and highlighted his leadership, transparency, and the department's CFA accreditation.

Carla Vivian Miller-Mitchell, a lifelong Eustis resident, stated that Chief Capri was the best police chief the city has had during her lifetime.

Devon Turner, a Lake County resident, commented on Chief Capri's conduct and encouraged the Commission to consider leadership action.

Benny Hill, representing Windermere Ministries, supported Chief Capri and described him as a community-focused leader.

Chaplain Renee Hill, Eustis Police Department lead chaplain, credited Chief Capri with supporting the chaplaincy program and its continued service to the community.

Pam Simmons, a Eustis resident, spoke in support of Chief Capri and praised his community engagement.

Latoya Young, a Eustis resident, thanked Public Works staff for the Prevatt Street reopening and shared positive experiences with Chief Capri.

Johnny Saunders, a Eustis resident, supported Chief Capri and cited his responsiveness and community involvement.

Kalen Ellison, a lifelong Eustis resident, praised Chief Capri's accessibility and support of youth programs.

Daniel DiVenanzo, a local business owner, credited Chief Capri with improving public order and encouraged fair consideration of the allegations.

Amy Harris, a Eustis resident, spoke in support of Chief Capri and encouraged residents to verify information before making judgments.

Eric Schreier commented on his son Jordan's death investigation, citing unanswered questions about evidence, procedures, and transparency.

Stephanie Winheim mentioned department investigations, records handling, the chaplaincy program, and transparency.

Chaplain Renee Hill clarified that the chaplaincy program is active, available 24/7, and providing community support.

Casey Boatwright read a statement on behalf of the Ellis family regarding the investigatio Jordan Ellis's death and requested transparency and accountability.

5. Consent Agenda

5.1 Resolution Number 2026-50: Budget Amendment in the amount of $1,250,000 to the Adopted FY 2025/2026 Budget for the Building Fund

5.2 Resolution Number 2026-53: Approval of Axon Enterprise, Inc. Master Services and Purchasing Agreement and Florida Municipal Addendum for Public Safety Technology Systems and Services

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

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

6. Ordinances, Public Hearings, & Quasi-Judicial Hearings

6.1 Resolution Number 2026-37: Approval of Rate Increase for Water, Wastewater and Reclaimed Water Consumption

City Attorney Taylor Tremel read Resolution Number 2026-37 by title, a resolution of the City Commission of the City of Eustis, Florida, authorizing an adjustment to the City's rates for water, wastewater and reclaimed water services to provide for an annual adjustment per Ordinance Number 2026-10, to be effective June 1, 2026.

Finance Deputy Director Mari Leisen presented Resolution No. 26-37, proposing a 2.5% increase in water, wastewater, and reclaimed water rates effective June 1, 2026. She stated the increase supports utility operations, regulatory requirements, infrastructure needs, and long-term sustainability while the city's consultant, Raftelis, completes a comprehensive rate study.

Vice Mayor Ashcraft asked about utility fund balances and whether they were considered in the rate study. Finance Director Lori Carr reported the unrestricted water and sewer fund balance is approximately $12 million, projected to decrease to $9 million, and stated future consultant recommendations will consider fund balances and other utility factors.

City Attorney Tremel opened the public hearing at 7:03 p.m.

Daniel DiVenanzo supported the rate increase and commented on changes to property tax policies, including homestead exemptions, could reduce revenue and shift costs to other sources, potentially impacting commercial property owners.

Finance Deputy Director Leisen clarified that utility rates are separate from property tax revenue.

Mr. DiVinanzo responded that while the funds are separate, reductions in property tax revenue could still affect city finances overall and lead to broader cost pressures.

City Attorney Tremel noted public comment guidelines and with no further public comments, he closed the public hearing at 7:05 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft. to approve Resolution Number 2026-37. The motion passed on the following vote.

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

6.2 Resolution Number 2026-45: Preliminary Subdivision Plat for Doris Park Landing (S-26-0001) for Parcels with Alternate Key Numbers 1784077, 1784140, 2535628, 1444756 and 2585153

City Attorney Tremel read Resolution Number 2026-45 by title, a resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for the Doris Park Landing Subdivision (S-25-0001), an 18-lot single-family detached and 230-lot townhome single-family residential subdivision, on approximately 41.17 acres of property located on the east side of State Road 44 and south of Eustis Airport Road (Alternate Key Numbers 1784077, 1784140, 2535628, 1444756, and 2585153).

Senior Planner Kyle Wilkes presented Resolution Number 2026-45 for the Doris Park Landing preliminary subdivision plat. He noted corrections to the staff report and plan sets and stated staff would improve document clarity. The project proposes a 248-lot residential subdivision on 41.17 acres, including 18 single-family homes and 230 townhomes, with 38.9% open space and 3.32 acres of park area. He stated the project met city land development requirements and included required transportation mitigation, landscaping, and floodplain permitting.

Commissioner Asbate questioned the roadway capacity analysis and whether State Road 44 is currently over capacity or projected to be impacted by the development.

Senior Planner Wilkes and Development Services Director Jeff Richardson explained that State Road 44 is operating below the city’s adopted level of service and that the traffic study identified required turn-lane improvements and mitigation measures.

Commissioner Hawkins requested clarification on traffic projections, roadway conditions, and the timing of improvements.

Development Services Director Richardson explained that traffic projections follow standard methodologies from the Institute of Transportation Engineers and the Lake Sumter MPO.

Vice Mayor Ashcraft requested clarification on impervious surface calculations and high recharge area requirements.

Senior Planner Wilkes stated he would provide additional impervious surface information. Development Services Director Richardson explained that the MCR zoning designation allows up to 40% impervious surface and that the code does not provide a separate standard for high recharge areas within this zoning category.

Interim City Manager Gierok clarified that the property is designated as a high recharge area but is not within a wellhead protection zone.

Commissioners Hawkins and Asbate commented on transportation improvements and project timing. Development Services Director Richardson estimated approximately 18 to 20 months for site development.

Interim City Manager Gierok explained that State Road 44 widening remains a long-term FDOT and MPO priority, with right-of-way acquisition underway but funding not yet secured. He stated staff continues coordinating with agencies to advance the project.

Commissioner Hawkins expressed frustration with delays in addressing the State Road 44 widening project.

City Attorney Tremel opened the public hearing at 7:35 p.m.

Cindy Newton, a resident of unincorporated Eustis, noted that development and excavati could impact underground water flows, springs, sinkholes, and drainage basins, potentially increasing flooding risks.

Oren Owen, a resident, commented about worsening flooding, stormwater impacts, and traffic congestion, requesting that drainage and transportation issues be addressed before additional development.

Cecil Pinchos, Lake County resident, noted flooding, traffic capacity, and water resources related to future development.

B.J. McCarty, city resident, asked the Commission to deny Resolution Number 2026-45, citing that growth is outpacing infrastructure, emergency services, and local control over development decisions.

Mark Bobik noted development impacts on flooding, infrastructure, and public trust, asking the Commission to consider residents in future decisions.

Stanley Blackwell, Lakes of Mount Dora resident, opposed approval until State Road 44 improvements are completed, citing traffic.

Christine Collins, city resident, commented on growth impacts on traffic, emergency response, and school capacity.

Brian Rothschild, city resident, opposed the development, noting growth impacts, flooding, traffic, infrastructure, and project review.

Lindsay, a Lake Lincoln resident, opposed the development due to existing flooding and drainage issues, stating additional development could worsen impacts on nearby properties.

There being no further public comment, City Attorney Tremel closed the public hearing at 8:00 p.m.

Commissioner Holland stated he could not support the proposed development due to its size and existing road conditions. He was not prepared to make a motion based on the current conditions and the need for additional information.

Commissioner Hawkins agreed with Commissioner Holland and stated he was not comfortable with existing traffic conditions or the potential for further congestion from the development. He noted that there was no clear infrastructure plan in place, and he could not support moving forward at this time.

Commissioner Asbate stated that he had heard both accurate and inaccurate statements during public comments, but there are real roadway issues that cannot be ignored. He commented on the long-term consequences, and he was not prepared to approve the project without more information. He suggested tabling the item to allow staff more time to gather additional details and address outstanding questions, and if forced to vote, he would most likely vote against the proposal.

Vice Mayor Ashcraft agreed that there were too many unresolved issues to proceed, and he would support tabling the item to a future date for additional review and consideration.

Mayor Lee stated that significant information was not included, particularly regarding traffic and roadway impacts, and she would need additional analysis and could not make a responsible decision without further details.

City Attorney Tremel clarified procedural requirements and noted that the applicant shoul[d be] given an opportunity to respond before any final action.

Jeff Summit, representing Summit Engineering, acknowledged comments about traffic and flooding but stated these are regional infrastructure issues beyond the applicant's control. He noted the project complies with city requirements, has completed DRC review, and includes lower density, open space, and stormwater considerations. He requested specific direction and additional information if needed.

Mayor Lee asked whether any formal efforts or discussions were underway regarding roadway issues.

Interim City Manager Gierok responded that discussions regarding the roadway were ongoing, but nothing had been formally scheduled adding that staff would be participating in a related meeting the following day.

Commissioner Hawkins stated that roadway capacity is a community-wide issue and must be addressed before additional homes are added.

Mr. Summit asked for clarification and if roadway impacts were the primary issue.

Commissioner Asbate noted that there were multiple issues being considered, not just traffic.

Mayor Lee requested additional transportation information and review before final action.

Commissioner Hawkins asked whether the developer had conducted community outreach meetings with nearby residents.

Vice Mayor Ashcraft clarified that developer-led public meetings may not be required under the regulations applicable to this project.

Yasamin Rahmanparast, the property owner, stated the development team met with neighbors and incorporated feedback, including preserving a tree buffer. She noted the project meets updated stormwater standards, provides lower-than-allowed density, and includes traffic improvements. She supported tabling the item to provide additional information.

Mayor Lee recommended tabling the item to allow additional information to be gathered.

Motion made by Commissioner Asbate, Seconded by Vice Mayor Ashcraft to table Resolution Number 2026-48 to a date certain of December 3, 2026. The motion passed on the following vote.

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

Mayor Lee requested a five-minute break at 8:14 p.m. Commissioner Holland left meeting 8:16 p.m. The meeting was reconvened at 8:23 p.m.

6.3 Resolution Number 2026-48: Approval to Establish a Formal Fund Balance Reserve Policy for the City

Finance Director Lori Carr presented resolutions establishing a formal fund balance reserve policy, noting current finance policies have not been updated since 2014. She stated the policy aligns with GFOA best practices to improve fiscal stability, transparency, and accountability. She explained fund balance classifications and recommended maintaining approximately 90 days of operating expenses to support emergencies, cash flow needs, and financial stability.

Commissioner Asbate questioned whether a 90-day reserve was sufficient during a major financial disruption. Mayor Lee agreed that 90 days seemed limited.

Finance Director Carr explained that reserves provide stability during events such as major disasters, support credit ratings, reduce borrowing needs, and allow funds to be invested for future priorities. She noted best practices generally recommend a fund balance target of approximately 25% of annual operating expenditures.

City Attorney Tremel opened the public hearing at 8:32 p.m. There was no public comment offered, and he closed the public hearing at 8:32 p.m.

Motion made by Commissioner Asbate, Seconded by Commissioner Hawkins to approve Resolution Number 2026-48. The motion passed on the following vote.

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

6.4 Resolution Number 2026-49: Approval of General Fund - Fund Balance Designations and Amounts

City Attorney Tremel read Resolution Number 2026-49 by title, a Resolution by the City Commission of the City of Eustis, Florida, approving fund balance designations and amounts for the general fund and providing for an effective date.

Finance Director Carr recommended designating general fund reserves as follows: increasing the hurricane reserve to $1.4 million, creating a $5 million rate stabilization reserve, allocating $5 million for capital improvements, and establishing a $1 million grant match reserve. The remaining $6.6 million would serve as a 90-day operating reserve.

Vice Mayor Ashcraft noted that the emergency reserve was insufficient based on recent storm costs and recommended increasing it to $1.5 million–$2 million. Mayor Lee agreed the reserve should provide adequate short-term funding until reimbursements are received.

Commissioners discussed reserve flexibility and reallocation authority. Finance Director Carr stated the Commission could adjust designations as needed, with the city's total fund balance at approximately $20 million. Interim City Manager Gierok recommended revising the emergency reserve to $1.5 million.

City Attorney Tremel opened the public hearing at 8:41 p.m. There being no public comment, the public hearing was closed at 8:41 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Hawkins to amend the resolution by increasing the emergency hurricane reserve from $1 million to $1.5 million. The motion passed on the following vote.

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

6.5 Second Reading of Ordinance Number 2026-26: Amendment to the City of Eustis Municipal Firefighters' Pension and Retirement System

City Attorney Tremel read Ordinance Number 2026-26 by title on second reading, an Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending Chapter 70, Pensions and Retirement Article III, City of Eustis Municipal Firefighters' Pension and Retirement System, Section 70-69, Titled "Retirement Age" of the City's Code of Ordinances and providing an effective date. He explained that the item had been previously discussed by the commission and was returning for second reading.

City Attorney Tremel opened the public hearing at 8:43 p.m. There being no public comm the public hearing was closed at 8:43 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Hawkins to approve Ordinance Number 2026-26. The motion passed on the following vote.

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

7. Other Business

7.1 Discussion - Memorial and Remembrance for Timothy Totten

Interim City Manager Gierok announced plans to honor Tim Totten's community contributions, including a memorial bench and plaque at Ferran Park, renaming the Amazing Race for Charity, and possible facility or park naming. Staff will bring a resolution forward for Commission consideration.

Commissioners indicated unanimous support, recognizing Tim Totten's charitable efforts, community impact, and the success of the Amazing Race event. Staff will prepare a resolution, including consideration of renaming Sunset Island Park.

7.2 Discussion of Legal Services

Interim City Manager Gierok reopened discussion on city attorney services, outlining options to continue current counsel, issue an RFP for outside counsel, or hire an in-house attorney.

Vice Mayor Ashcraft supported exploring an in-house attorney and noted the current contract structure. Commissioner Asbate supported evaluating both in-house and outside counsel options to determine the best approach.

Commissioner Hawkins noted additional transitions and losing continuity with current counsel. Mayor Lee requested additional cost information and noted the importance of land-use expertise.

Interim City Manager Gierok recommended not pursuing both options simultaneously and suggested advertising an in-house position first while preparing an RFP if needed. The Commission continued discussion without final direction.

Regarding the Medical Marijuana Treatment Center matter, Commissioner Asbate directed City Attorney Tremel to continue working toward a resolution and return with a recommendation.

8. Future Agenda Items and Comments

8.1 City Attorney:

City Attorney Tremel reported no items for discussion.

8.2 City Manager

Interim City Manager Gierok announced the city received a $440,000 DEP grant for two heavy trucks with no local match required. He also requested Commission direction regarding the July 2nd meeting due to a light agenda.

The Commission reached consensus to cancel the July 2nd City Commission meeting.

8.3 City Commission

Commissioner Hawkins had no additional comments.

Commissioner Asbate requested an update on the Spring Ridge repayment agreement and the approximately $700,000 outstanding balance, asking that the matter be prioritized.

City Attorney Tremel stated the agreement was under review and would provide an update and draft agreement with redline revisions to the Commission.

8.4 Mayor

Mayor Lee provided community updates, including the Cardinal Cove Community Garden revival, downtown mural project, and receipt of 250 county-provided celebration flags. She requested Commission support for a reception honoring elected officials and dignitaries during upcoming festivities.

Commission reached consensus to move forward with planning the reception. Commissioner Asbate noted the event would help strengthen partnerships with county officials and community organizations.

Commissioner Hawkins reminded the Commission of the upcoming Tim Totten memorial event. Mayor Lee suggested commissioners participate together during the ceremony to recognize ongoing memorial efforts.

Vice Mayor Ashcraft shared updates on preparations for the Japanese Festival and requested Commission support for sponsorship outreach materials.

9. Adjournment: 9:37 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. If available, the video recording may be accessible at https://www.youtube.com/@EustisComRel/streams or an audio recording may be requested from the office of the City Clerk.*

CHRISTINE HALLORAN City Clerk	EMILY A. LEE Mayor/Commissioner

MINUTES
City Commission Meeting

6:00 PM – Thursday, June 18, 2026 – City Hall

Invocation: Mayor Emily A. Lee

Pledge of Allegiance: Commissioner Michael Holland

Call to Order: 6:00 p.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner Michael Holland, Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Willie L. Hawkins, and Mayor Emily A. Lee

1. Agenda Update:

Interim City Manager, Rick Gierok, noted there were no updates to the agenda.

2. Approval of Minutes:

2.1 Approval of Minutes for May 21, 2026, City Commission Meeting

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft to approve the minutes as submitted. The motion passed on the following vote.

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

3. Appointments:

3.1 Reappointment to Code Enforcement Board - Member

Interim City Manager Gierok stated that Alan Paczkowski's term expires on July 2, 2026, and he has requested reappointment for a new term to expire on July 2, 2029. There were no other applications received.

Motion made by Commissioner Holland, Seconded by Commissioner Hawkins to approve the reappointment of Alan P. Paczkowski for a term to expire on July 2, 2029. The motion passed on the following vote.

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

4. Audience to be Heard:

Daniel DiVenanzo, a local business owner, commented on poor maintenance of landscaped areas at city entrances and noted concerns from other merchants.

Devon Turner, a Lake County resident, spoke about First Amendment rights and the scope of free speech protections at public meetings.

Gary Winheim, unincorporated Lake County resident, commented on the Eustis Police Department Chaplain program that is publicly funded.

Carey Schreier, not a city resident, stated concerns about the police investigation into her son's death.

Eric Schreier, not a city resident, commented on the police investigation into his son's death.

Stephanie Winheim, unincorporated Lake County resident, commented on the Chief of Police and Eustis Police Department’s handling of the Jordan Ellis case.

5. Consent Agenda

5.1 Resolution Number 2026-52: Lake County Local Mitigation and Resilience Strategy Plan (LMS) Adoption

5.2 Resolution Number 2026-54: Budget Amendment in the amount of $200,000 to the Adopted 2025/2026 Budget for the Building Fund

5.3 Resolution Number 2026-55: Approval of a Guaranteed Maximum Price (GMP) of $1,582,155 for construction management services for Phase 1 renovation of the Construction Services Complex located at 21 N Grove Street

5.4 Resolution Number 2026-56: Parks and Recreation Renaming of Sunset Island Park to Timothy Totten Park at Sunset Island

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Holland to approve the Consent Agenda as presented. The motion passed on the following vote.

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

6. Ordinances, Public Hearings, & Quasi-Judicial Hearings

6.1 Resolution Number 2026-57: City of Eustis/UCFRF Business Incubator Partnership Agreement Renewal

City Attorney Tremel introduced Resolution Number 2026-57, a Resolution of the City Commission of the City of Eustis, Lake County, Florida; approving a second funding agreement between the City of Eustis and the University of Central Florida (UCF) to partner in the operation of a business incubator in the city, authorizing the city manager to execute the agreement, providing for severability, providing for conflicts and providing for an effective date.

Economic Development Director Al Latimer presented a resolution for continued funding of the UCF Eustis Incubator through a second three-year agreement. The proposed annual funding includes $127,500 from Lake County, $42,500 from the City, and $30,000 from UCF, maintaining the prior $200,000 annual funding level.

Vice Mayor Ashcraft stated the incubator is producing meaningful results by supporting businesses at various stages and creating local economic opportunities.

Commissioner Hawkins requested an update from the incubator on its community impact.

Brian Bedrick, Site Manager, explained that the incubator supports entrepreneurs through mentoring, education, and business development programs. He reported that incubator clients generated more than $950,000 in first-quarter revenue and noted expanded partnerships regional and statewide economic organizations to attract and grow businesses.

Vice Mayor Ashcraft asked about financial oversight, and Bedrick confirmed that accounting and review processes include City, County, and financial staff.

Commissioner Holland described the incubator as a valuable investment for the City and praised its affiliation with UCF.

Commissioner Hawkins asked about program performance over the three-year period. Bedrick stated the program is progressing as expected, with businesses entering, scaling, and demonstrating positive results.

Commissioner Asbate stated the program has exceeded expectations, highlighting its economic impact, mentorship efforts, and success stories. He suggested downtown redevelopment could help retain growing businesses locally.

Mayor Lee asked whether incubator graduates return to mentor others. Commissioner Asbate noted that many participants remain engaged, strengthening the program's mentorship culture, and expressed confidence in the incubator's continued success.City Attorney Tremel opened public hearing at 6:36 p.m. There being no public comment, he closed the public hearing at 6:36 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft to approve Resolution Number 2026-57. The motion passed on the following vote.

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

6.2 Resolution Number 2026-58: Our El Maries Pizzeria & Sub Shoppe Commercial Lease Renewal

City Attorney Tremel introduced Resolution Number 2026-58, a Resolution of the City Commission of the City of Eustis, Florida; authorizing the City Manager to execute a commercial lease agreement with EL Marie Pizzeria and Sub Shop, LLC., a Florida limited liability company for city-owned property at 200 North Bay Street.

Economic Development Director Latimer presented a three-year renewal of the lease for the city-owned building, extending the agreement through 2029 at the current rent of $1,500 per month. He noted that the tenant previously invested approximately $40,000 in improvements that enhanced the city's property. The lease retains the existing security deposit and includes a 120-day termination clause, allowing the City to end the agreement if needed for future redevelopment.

Vice Mayor Ashcraft clarified that the tenant made improvements to the building. Economic Development Director Latimer agreed.

Mayor Lee questioned the long-term implications of the lease given the city’s redevelopment plans, and whether the city would be able to reclaim the property if needed before the end of the proposed three-year term. Economic Development Director Latimer confirmed that the lease includes a termination clause requiring approximately 120 days’ notice, which preserves flexibility for the city.

Commissioner Asbate supported the three-year lease renewal, stating it aligned with the City's redevelopment timeline and would keep the property occupied while maintaining an active downtown business. He noted the restaurant's positive contribution to the downtown area, acknowledged the tenant's $40,000 investment in improving the property, and stated that the current rent was reasonable given the property's limitations and future redevelopment plans.

Commissioner Hawkins asked about typical square footage commercial rental rates in the area and whether the $1,500 monthly rent aligned with those standards.

Economic Development Director Latimer responded that commercial rental rates vary widely depending on location, condition, and use, and suggested that more detailed input could be provided by those more directly familiar with local commercial leasing conditions.

Commissioner Asbate supported maintaining the current lease terms, noting that keeping the restaurant operational supports downtown activity and recognizing the tenant's prior investment in the property as part of the lease's overall value.

Vice Mayor Ashcraft supported the lease renewal, noting the tenant has responsibly maintained and improved the property and that maintaining a stable downtown business is important.

Commissioner Holland supported the renewal, stating that retaining an established restaurant benefits the downtown area and that the proposed lease terms were reasonable given future redevelopment plans.

Mayor Lee supported the lease but emphasized the importance of retaining the City's flexibility to regain possession of the property if needed for redevelopment.

Commissioner Asbate said he hoped the business would remain in Eustis long-term but did not support requiring the tenant to relocate within the city after the lease expires.

City Attorney Tremel opened the public hearing at 6:45 p.m.

Mark Rhoden, representing El Marie, requested approval of the lease renewal, stating the restaurant plans to continue operating, employs approximately ten people, and appreciates the City's continued support.

There being no further public comment, City Attorney Tremel closed the public hearing at 6:46 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft to approve Resolution Number 2026-58. The motion passed on the following vote.

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

7. Other Business

7.1 Discussion of Meeting Minutes

Interim City Manager Gierok presented four options for City Commission meeting minutes under the City Commission Rules of Order. He noted that minutes must include meeting details, attendance, matters discussed or decided, and votes, but verbatim transcripts are required if directed by the Commission. The options included action minutes, which provide a brief record of motions, votes, and actions; brief summary minutes (staff recommendation), which add key discussion points, speaker identification, staff direction, and public comments; detailed summary minutes, which provide more comprehensive discussion summaries but require additional time and may increase potential disputes; and transcript-style minutes, which provide the most complete record but require significant resources. Gierok noted the City's current practice is transcript-style minutes.

City Clerk Halloran noted that current minutes average 11–15 pages and require significant staff time in addition to the workload from more than 100 public records requests monthly.

Commissioner Asbate asked about technology solutions.

City Clerk Halloran stated that AI and transcription tools have been evaluated but still require staff review due to limitations with speaker identification and accuracy and noted professional transcription services could cost approximately $22,000–$35,000 annually.

Vice Mayor Ashcraft suggested a hybrid approach, with detailed minutes for certain agenda items and reliance on recordings when appropriate. Halloran noted that audio recordings, livestream backups, agenda packets, and timestamped videos are retained.

Mayor Lee supported a hybrid approach reducing unnecessary detail, such as public comments, while maintaining detailed records of City business, decisions, and Commissioner discussions.

Commissioner Hawkins supported a more efficient format and expressed concern about staff time preparing verbatim minutes when recordings are available for review.

Commissioner Asbate supported continued research into technology options before changing the current process and emphasized the importance of accurate records with Commission direction, ordinances, or resolutions.

Commissioner Holland supported a hybrid format with additional detail for significant matters such as ordinances, public hearings, and quasi-judicial items and noted AI is not yet reliable enough to prepare official minutes.

City Attorney Tremel advised that meetings are not required to be canceled if recordings are unavailable and noted formal transcripts may be provided when required for legal matters.

City Clerk Halloran agreed to prepare sample hybrid-format minutes for Commission review at the July 16 meeting and explore options to improve timestamped access to recordings.

8. Future Agenda Items and Comments

8.1 City Attorney

City Attorney Tremel stated that he contacted the Spring Ridge Association’s attorney and scheduled a meeting for the following week to review comments and discuss the agreement.

City Attorney Tremel provided an update on the revised MMTC ordinance, noting the draft was prepared based on Commission direction and provided to staff. He requested additional Commission review on two areas requiring direction and noted the attorney transition contributed to delays.

8.2 City Manager

Interim City Manager Gierok reminded Commissioners of the Florida League of Cities conference on August 13–15 and requested attendance confirmations. He thanked staff, particularly Miranda Burrowes, for their work on the budget process.

Gierok provided an update on the City Manager search, noting 53 applications had been received. He requested Commissioners confirm participation on the selection committee and explained the process would include candidate review, interviews, and final selection by the Commission. Commissioner Asbate and Mayor Lee confirmed their willingness to participate and emphasized the importance of full Commission involvement.

Gierok presented a draft RFP for the City Attorney position and requested Commission feedback within the week. He noted the RFP would be finalized based on comments before proceeding with the selection process.

8.3 City Commission

Commissioner Holland announced the Hometown Celebration on July 3rd and recognized Cheri Moan and her team for their preparation. He also noted Miss Eustis Bailey Martin and Eustis Miss Teen Sydney Salis will compete in the Miss Florida Pageant. Cheri Moan stated arrangements were in place and she would follow up with the pageant director as needed.

Commissioner Asbate requested an August agenda item to discuss an ordinance addressing underground placement of transmission and power lines in future developments. City Attorney Tremel stated he would review applicable regulations and the Winter Garden ordinance to determine options. Commissioner Asbate recommended using existing ordinances as a reference.

Commissioner Hawkins requested review of potential e-bike regulations, including helmet requirements and age restrictions. Commissioner Asbate suggested reviewing Orange County’s policy, and Vice Mayor Ashcraft recommended monitoring Tallahassee’s efforts. Mayor Lee expressed concerns regarding e-bike use on sidewalks and pedestrian safety. Commissioner Hawkins requested the item be reviewed and brought back to the Commission.

Commissioner Asbate recognized City employees honored at the employee appreciation event and commended their dedication and commitment to the organization. Commissioner Hawkins agreed and noted the event helps employees feel valued and recognized.

Commissioner Hawkins also commended the Police Chief and officers for their response to recent shootings and emphasized the importance of community involvement in addressing local challenges.

8.4 Mayor

Mayor Lee thanked staff for their work on the budget process and recognized positive feedback on city beautification efforts. She also thanked Daniel DiVenanzo for organizing a downtown merchants meeting to support business coordination.

9. Adjournment: 7:41 p.m.

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CHRISTINE HALLORAN City Clerk	EMILY A. LEE Mayor/Commissioner

MINUTES
City Commission Workshop: Downtown Master Plan Implementation

9:00 AM – Wednesday, June 24, 2026 – City Hall

Call to Order: 9:00 a.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Willie L. Hawkins, Mayor Emily A. Lee

ABSENT: Commissioner Michael Holland

1. Workshop Item with Discussion and Direction

Interim City Manager, Rick Gierok, opened the meeting and introduced Dr. Richard Levey.

Dr. Richard Levey advised that this was the fourth workshop in the Downtown Master Plan process and that previous discussions had provided valuable direction from the City Commission. He indicated that the purpose of the workshop was to provide an update on the evolving capital project list, confirm Commission support, and begin discussing potential financing strategies. He noted that representatives from PFM Financial Advisors LLC were present to discuss municipal financing options. He commented that he community center and hotel discussion would be addressed separately due to the complexity of those projects.

Dr. Levey recognized the work of the Downtown Implementation Team, noting that staff had collaborated to evaluate projects, develop cost estimates, and create an implementation program. He explained that project costs and descriptions had been updated since the previous workshop and staff would continue refining recommendations.

Projects had been organized into two phases:

- Phase One: Projects anticipated to begin within approximately one to five years (potentially sooner)
- Phase Two: Longer-term projects requiring additional planning, coordination, and study

<u>County Trail and City Trail Network</u>

Dr. Levey stated the County Trail remained a Phase Two project due to the need for additional planning, environmental review, design, and right-of-way coordination with the County and partner agencies. He noted the City's commitment to participate remained important because the trail supports the Downtown Master Plan goal of connecting neighborhoods to downtown.

The City trail system had been refined into Phase One and Phase Two improvements. Phase One trails would prioritize connections with the greatest immediate benefit by linking neighborhoods to downtown, while Phase Two segments would coordinate with future County Trail development. presented a socioeconomic analysis of proposed trail connections using census tract data, noting that the Phase One trail network would serve neighborhoods across a range of income levels.

Bandshell Improvements and Long-Term Entertainment Vision

Dr. Levey described the Bandshell as a significant community asset and recommended Phase One improvements to expand the stage, improve production capabilities, support larger performances, and replace temporary event infrastructure with permanent improvements. He presented a long-term conceptual vision of the Bandshell area as a premier entertainment venue, potentially incorporating a future community facility near the existing pool site. He clarified that the concept was visionary only and not a current recommendation.

Commission discussion supported the concept. Commissioner Asbate asked whether the conceptual buildings represented a future community center. Dr. Levey clarified that the rendering was conceptual and that any future building placement would likely be adjusted. Mayor Lee, Vice Mayor Ashcraft, and Commissioner Hawkins noted support for the concept, stating it was a great idea

Pool Relocation

Dr. Levey explained that any future redevelopment of the area behind the Bandshell would require relocation of the existing pool, and staff had evaluated potential locations, with Sunset Island Park identified as a strong option; however, there was no Commission consensus that Sunset Island Park was the preferred location. He commented that Commission direction was for staff to continue evaluating alternative pool relocation sites. Dr. Levey commented on implementation impact noting that no pool relocation funding was included in Phase One to allow additional time to refine the overall Bandshell, community facility, and Ferran Park vision.

Waterfront Improvements

Dr. Levey presented Phase One recommendations for downtown waterfront improvements, including, expansion of existing boat dock system from approximately 22 slips to nearly double capacity, approximately 800 linear feet of additional seawall improvements, and continued development of the southern lakefront as an active public waterfront while preserving the more natural character of the northern shoreline. He estimated costs for boat dock expansion are approximately $2 million and seawall improvements approximately $4.8 million.

Downtown Property Acquisition

Dr. Levey stated that the implementation plan continued to include $12 million for strategic downtown property acquisition opportunities. No specific properties were recommended for purchase at this time; funding would provide flexibility if opportunities arise.

Capital Project Summary

Dr. Levey summarized preliminary Phase One recommendations to include a City trail network (approximately eight miles) at $5.8 million, bandshell stage improvements at $450,000, boat dock expansion of $2 million, and seawall improvements of $4.8 million. He shared that no Phase One funding was recommended for pool relocation or a community center, although it remained a potential Phase Two project.

Economic Impact Discussion

Vice Mayor Ashcraft asked how the City could measure the return on investment from projects of this scale, particularly the broader economic impact beyond construction costs.

Dr. Levey explained that economic modeling could be used to evaluate potential impacts.

Economic Development Director Al Latimer noted that the REMI economic forecasting model was available through LEAD and could be used for an economic impact analysis.

Dr. Levey commented that while models are useful, outcomes depend on assumptions. He stated that the City's strongest opportunity was investing in amenities it controls, such as the lakefront, downtown environment, and bandshell, rather than attempting to force redevelopment of privately owned properties. He explained that improving public assets would create conditions that encourage private investment.

Consensus**:** Vice Mayor Ashcraft agreed with the approach of focusing on controllable public investments to attract private development. Commissioner Asbate supported the philosophy, comparing it to the concept of becoming the right partner rather than simply searching for one.

Implementation Schedule and Project Management

Dr. Levey reviewed the preliminary implementation schedule developed by staff, noting that although Phase One projects were identified as near-term, many would realistically occur in 2028 and 2029 as financing, design, and construction progressed. He highlighted that successful implementation would require the City's ability to manage multiple major capital projects simultaneously. Vice Mayor Ashcraft stressed the importance of project management. Dr. Levey stated that project management resources had been included in cost estimates and additional support would likely be needed to successfully oversee larger, more complex projects.

Financing Discussion

Dr. Levey stated that the discussion of the community center and hotel would continue at a future workshop. Dr. Levey introduced Brent Wilder and Jackie Bickerton of PFM, explaining that the firm would assist staff in developing financing options for the proposed capital program.

Mr. Wilder provided an overview of municipal financing, explaining that cities evaluate whether projects should be funded through available resources or debt financing. He noted that debt financing allows costs to be distributed over the useful life of improvements and among future users. He reviewed tax-exempt municipal bonds, including general obligation and revenue bonds, and explained that fixed-rate financing is commonly used for long-term budget certainty. He also discussed bank loans and bond financing, noting that Eustis' strong credit rating would make it an attractive borrower. PFM's role as an independent municipal advisor is to recommend the financing approach that provides the City with the greatest flexibility and lowest overall cost.

Commissioner Asbate asked about current interest rates. Mr. Wilder explained that PFM compared a hypothetical $20 million, 20-year financing and found public bond financing could provide slightly lower long-term costs than bank financing. He noted PFM would evaluate actual market conditions through lender proposals before making recommendations.

Mr. Wilder explained that Eustis' strong credit ratings reflect sound financial management and c reduce borrowing costs. He noted that financing must serve a valid public purpose and comply with state and federal requirements. Dr. Levey clarified that the City's constitutional reference to extraterritorial powers primarily relates to utility operations outside City boundaries.

Vice Mayor Ashcraft asked whether the City had issued bonds for projects other than water and sewer. Dr. Levey stated that, to his knowledge, the City had only issued bonds for water and sewer improvements.

Mr. Wilder clarified that previously referenced lower interest rates applied to state revolving fund loans, while outstanding revenue bonds carried rates of approximately 3% to 4%. He stated refinancing was not currently advantageous due to the City's favorable existing rates. PFM will continue monitoring refinancing opportunities. Ms. Carr noted rising interest rates contributed to the decision to internally finance the CRA property.

Community Center and Hotel Redevelopment

Dr. Levey stated that the Commission previously identified a hotel as a priority and directed staff to evaluate an unsolicited proposal for the community center property while considering future community center options. Staff analyzed facility usage, events, attendance, revenues, expenses, and capacity and determined that the building's primary value was its civic function.

Staff developed a mitigation plan to transition events to other City facilities if redevelopment occurs. Staff determined that more than 95% of current community center events could be accommodated elsewhere, with additional opportunities through partnerships with private venues. Dr. Levey stated this addressed the primary barrier to redevelopment.

Dr. Levey explained that the revised concept includes a mixed-use development with hospitality, residential, dining, recreation, event space, and public gathering areas. He emphasized maintaining public waterfront access while creating a destination that supports downtown investment.

Dr. Levey recommended that the City enter into a Memorandum of Understanding (MOU) with the development team to allow due diligence without a final commitment. The MOU would require an independent appraisal, hotel feasibility study, professional consultants, and evaluation of financial feasibility. The City would maintain waterfront ownership, evaluate the developer's qualifications, and provide a limited exclusivity period of no more than 180 days. A future Purchase and Sale Agreement would include statutory requirements, development approvals, and a build compulsion provision allowing the City to repurchase the property if the approved project was not completed.

Consensus: The Commission supported moving forward with the MOU process to further evaluate the redevelopment opportunity while protecting City interests and maintaining public waterfront access.

Mayor Lee asked whether the City could repurchase the property at the original sale price if the developer failed to complete the project. Dr. Levey stated that the City would generally repurchase the property at the original purchase price and noted that the community center would continue normal operations unless redevelopment moved forward.

Commissioner Discussion and Direction

Commissioner Hawkins questioned whether the mitigation plan addressed future growth and expressed concern that relying only on existing facilities would not expand event capacity. Dr. Levey acknowledged that a future community center remained a long-term goal and noted that staff would explore potential event space opportunities within the proposed hotel development.

Commissioner Hawkins questioned granting exclusivity to one developer and supported explori multiple options simultaneously. Dr. Levey explained that the recommendation was based on the applicant's prior investment, continued commitment, and willingness to purchase the property at fair market value. He stated an RFP could be considered if the Commission preferred a broader approach.

Mayor Lee supported moving forward with the MOU, stating the City should evaluate the opportunity rather than delay progress. Vice Mayor Ashcraft supported the MOU, citing the applicants' continued commitment and the community's desire to see downtown improvements advance. He stated an RFP could delay progress and risk losing momentum.

Commissioner Hawkins maintained his preference for pursuing multiple options and remained opposed to exclusivity. Commissioner Asbate stated he understood both perspectives but supported moving forward with the MOU to evaluate the opportunity, citing the applicants' local experience and the need for additional downtown investment.

<u>Capital Plan and Next Steps</u>

Dr. Levey presented three recommendations: acknowledge the proposed capital improvement plan with future refinements; direct staff and PFM to develop a preliminary financing strategy; and direct the Interim City Manager to prepare a draft MOU for future Commission consideration.

Vice Mayor Ashcraft and Mayor Lee supported all three recommendations. Commissioners Hawkins and Asbate supported the first two recommendations, with Commissioner Asbate requesting MOU consideration be delayed until August due to a scheduling conflict.

Dr. Levey stated staff would schedule the discussion to allow full Commission participation while maintaining timely progress. Commissioner Asbate requested consideration of remote participation options if legally available. Interim City Manager Gierok stated he would consult with the City Attorney and suggested the first August meeting for discussion. Dr. Levey agreed, and Mr. Gierok noted additional time was appropriate given the lack of unanimous agreement.

Dr. Levey concluded that staff would continue refining the capital plan, working with PFM on financing strategies, preparing the MOU, and coordinating future workshops and Commission agenda items.

2. Adjournment: 10:22 a.m.

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CHRISTINE HALLORAN City Clerk	EMILY A. LEE Mayor/Commissioner

MINUTES
City Commission Meeting

6:00 PM – Thursday, July 16, 2026 – City Hall

Invocation: A Moment of Silence

Pledge of Allegiance: Vice Mayor Gary Ashcraft

Commissioner Hawkins asked to keep the two Hillsborough County deputies in their prayers.

Call to Order: 6:00 p.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner Michael Holland, Vice Mayor Gary Ashcraft, Commissioner Willie L. Hawkins, Mayor Emily A. Lee

ABSENT: Commissioner George Asbate

1. Agenda Update:

Interim City Manager, Rick Gierok, noted no agenda updates.

2. Presentations:

2.1 Presentation of Florida League of Cities – Home Rule Hero Award to Commissioner Michael Holland

Mayor Emily A. Lee presented the Florida League of Cities Home Rule Hero Award to Commissioner Michael Holland.

Commissioner Holland thanked the Commissioners and the City.

2.2 Presentation by Berry, Dunn, McNeil, & Parker, LLC (BerryDunn) on status of new ERP System Process

Finance Director Lori Carr stated that one of her first tasks after joining the City was to evaluate its financial system. On November 20, 2025, she recommended that the City pursue a new solution, and the Commission approved hiring BerryDunn to assist with the evaluation and selection process. Carr introduced BerryDunn representatives Jonathan Grace and Ross DeFalle.

Jonathan Grace, Principal with BerryDunn, stated that he has 14 years of experience with the firm and 12 years of prior public-sector ERP experience.

Ross DeFalle, Senior Consultant and Project Manager, stated that BerryDunn began working with Carr and Kathy Wood in January as the core project team. Fact-finding sessions began March 10, 2026, covering 27 functional areas and departments. Forty-five staff members participated over three days, providing approximately 450 documents and 43 survey responses. Mr. DeFalle stated that the assessment identified duplicate data entry, reliance on Excel and other ancillary tools, and difficulty sharing information across departments. He stated that a modern ERP system could consolidate processes, strengthen controls, and improve reporting. He reviewed the Request for Information (RFI) results, noting that vendor names were withheld to avoid bias, and the RFI included finance functions, utility billing, and code enforcement. He also discussed the division of responsibilities between the

City and the selected vendor and the need for adequate City staffing during implementation. Mr. DeFalle presented four alternatives: maintaining the existing systems; replacing finance, human resources, and utility billing through one RFP; replacing the full system through one RFP; or replacing the full system through multiple RFPs. He recommended combining finance, human resources, and utility billing into one RFP to limit implementation risk and address the primary areas affected by manual processes and legacy system limitations.

Mr. Grace stated that the assessment identified extensive manual data entry, information spread across multiple systems, and time spent locating information, with opportunities to improve grant and project tracking and provide employee, citizen, and self-service portals. He explained that one-time costs include implementation, data conversion, training, and configuration, while subscription costs cover annual system access. Multiple RFPs would require additional City staff time and BerryDunn consulting fees. The project is approximately halfway complete, with functional and technical requirements to be developed with City staff, the RFP targeted for late October or early November, vendor demonstrations to follow, and contract negotiations targeted for January 2027. Mr. Grace stated that the City would be responsible for validating converted data and that required integrations, including RecDesk and utility payment processors, would be included in the RFP. He also confirmed that the RFP would identify retained systems, required interfaces, data-sharing and integration requirements, compatibility requirements, and associated vendor costs.

Commissioner Hawkins asked whether multiple RFPs would increase costs. Mr. Grace stated that they would require additional staff time and consulting fees. Hawkins also asked whether the RFP would identify retained systems; Grace confirmed that it would include retained systems, required interfaces, data-sharing and integration requirements, and associated costs.

Vice Mayor Ashcraft asked about data ownership and system integration. Mr. Grace stated that the City and vendor would share responsibility for data conversion, with the City responsible for validating the converted data. He confirmed that required integrations, including RecDesk and utility payment processors, would be identified in the RFP. Mr. DeFalle added that retained systems and hardware would be identified to ensure vendor compatibility. Vice Mayor Ashcraft noted concerns about repeating the City’s existing compatibility issues with Edmunds.

Commission directed staff and BerryDunn to proceed with developing the functional and technical requirements for an RFP covering finance, human resources, and utility billing. Mr. DeFalle stated that the RFP would identify systems and hardware to be retained, required integrations and interfaces, data-sharing requirements, compatibility requirements, and associated vendor costs.

3. Audience to be Heard

Gail Isaac-Thomas addressed the Commission regarding East Town CRA infrastructure needs and allocations, stating that CRA funds should prioritize improvements in blighted areas.

Catrice Hatcher, Secretary of Guiding Light Community Outreach, announced the “Beyond the Backpack” event providing school supplies, hygiene items, and community resources to children in need and requested a waiver of the Carver Park Community Center rental fee.

Stephanie Smith discussed efforts to bring faith-based community gatherings to Eustis, referencing a recent Ferran Park worship event and proposing future partnerships with the City and local churches.

Eric Schwalbach discussed his youth outreach programs, “Coaches, Convicts, and Cops” and “Coaches and Convicts with Christ,” emphasizing mentorship and structured activities to educate youth about the consequences of violence, drugs, and other harmful choices.

Randy Campbell introduced himself as the incoming principal of Eustis Elementary for the 2026-2027 school year and discussed his background in Lake County schools and plans to work with the s and community.

4. Consent Agenda

4.1 Resolution Number 2026-59: Annexation Agreement and Applicant's Agreement to Provide Water Service Outside the City Limits for a Real Property at 110 Fruitwood Avenue (Alternate Key 3878119)

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft to approve the consent agenda. The motion passed on the following vote.

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

5. Ordinances, Public Hearings, & Quasi-Judicial Hearings

5.1 Resolution Number 2026-60: Proposed millage rate for the Fiscal Year 2026/2027

Taylor Tremel, City Attorney, read Resolution Number 2026-60 by title only, a Resolution by the City Commission of the City of Eustis, Lake County, Florida, providing for a proposed millage rate of 7.3898 mils for the fiscal year 2026-27. Annual budget for the City of Eustis-Lake County and providing for an effective date.

Finance Director Carr explained that the proposed millage rate would be used for TRIM notices and could later be lowered but not increased without additional notice. She reviewed the required deadlines, with the rate due to the Property Appraiser by month-end, first reading on September 10, and final adoption on September 24. Ms. Carr reported approximately $30 million in revenues, $9 million in operating expenses, and $21 million in personnel costs, with $1.258 million in reserves proposed for one-time capital expenditures. She provided updated figures to include a 6.8% increase in property tax revenue, a 47.71% increase in new construction, and lower-than-anticipated insurance costs. Carr noted three new positions, including a Deputy Police Chief and firefighters for Fire Station Number 3, offset by the elimination of three vacant positions. She indicated that the budget also included a 5% cost-of-living adjustment, housing rehabilitation funding, a $30,000 gateway grant allocation, and potential RecDesk and ERP costs. Ms. Carr stated that the proposed millage rate of 7.3898 represents a 3.93% tax increase and approximately $518,000 more revenue than the rollback rate. Commission action was requested to approve submitting the 7.3898 proposed millage rate to the Property Appraiser for the TRIM notices.

City Attorney Tremel opened the public hearing at 6:57 p.m., and with no public comments offered, he closed the public hearing at 6:57 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Hawkins to approve Resolution Number 2026-60. The motion passed on the following vote.

Vice Mayor Ashcraft noted if it were not for the upcoming property tax vote and the exceptional work from both Rick Gierok and Miranda Burrowes in preparing the budget it would have been a no vote for him.

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

5.2 First Reading of Ordinance Number 2026-28: Annual Update of the Five-Year Capital Improvements Schedule of the Comprehensive Plan Fiscal Year 2026/2027 - 2030/2031

City Attorney Tremel read Ordinance Number 2026-28 on first reading, an Ordinance of the City Commission of the City of Eustis Lake County, Florida, approving the annual update of the five-year capital improvement schedule of the comprehensive plan under Florida Statute 163.3177, subsections 3B, providing for conflicting ordinances, severability, and an effective date.

Finance Director Carr noted that she did not have a formal presentation as the topic had been covered extensively in prior workshops. She explained that the process was handled differently this year, with more comprehensive involvement across all departments rather than being limited to individual department heads, since all departments now fall under one structure. She noted one change from the originally presented CIP budget with additional funding added for the 21 N. Grove Building, sourced from the impact fee funds for the Emergency Operations Center (EOC).

City Attorney Tremel opened the public hearing at 6:59 p.m., and with no public comments offered, he closed the public hearing at 6:59 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft to approve Ordinance Number 2026-28 on first reading. The motion passed on the following vote.

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

6. Future Agenda Items and Comments

6.1 City Attorney

City Attorney Tremel said that he hoped his prior written updates have been helpful. He informed the Commission that he has formally taken over all current litigation involving the city from prior counsel by filing notices of appearance. He noted that Derek Schroth is listed as co-counsel on those cases and will receive automatic filing updates and participate as needed.

6.2 City Manager

Interim City Manager Gierok reported that the City reduced the General Fund by approximately $2 million during the budget process. He also reported that RFPs for City Attorney services and a revolving line of credit are scheduled to open July 28 and July 23, respectively.

Gierok reported that 75 applications were received for the City Manager position and that virtual Commissioner interviews are scheduled for the following week. He advised Commissioners to contact Karen Crouch, Human Resources Director, if schedule changes are needed to allow sufficient time for the interviews.

Gierok announced the Habitat for Humanity ProBuild kickoff event on July 21st at the Eustis Community Center for a veteran housing project.

Gierok reported that Lake County will install an all-way stop at Lakeshore Avenue and Woodward Avenue, with the City coordinating advance signage, message boards, and Police Department support.

Gierok reported that this year's July Hometown Celebration drew 17,284 attendees, compared with 6,500 in 2025, and average attendee dwell time increased from 94 to 150 minutes. He credited Economic Development Director, Mike Bishop, with preparing a report tracking attendance, visitor activity, and local economic impact and advised Commissioners to request a copy if needed.

6.3 City Commission

Commissioner Holland reported that on June 27th, he and Librarian Ann Ivey attended the Miss Florida pageant. He shared that Miss Eustis, Baylee Joy Martin, placed in the top 15 in the state, and

Miss Teen Eustis, Sydney Salas, was first runner-up. He was impressed with both young wome they are great ambassadors for the city. He would like the community to keep the momentum going.

Vice Mayor Ashcraft requested Commission approval to attend a conference in Nashville focused on strengthening Florida and Japan relationships, noting his prior attendance contributed to bringing the Japanese festival to Eustis and that a Japanese company working with Lake Technical College provides local economic benefits.

Interim City Manager Gierok stated that arrangements needed to be made promptly and that funds budgeted for the League of Cities conference could be transferred since Ashcraft would not attend that conference. Commissioner Holland supported the request provided the cost remained within the League of Cities allocation, and the Commission approved the request.

Commissioner Hawkins thanked Interim City Manager Gierok and Deputy City Manager Miranda Burrowes for their work in the front office and their collaboration with staff. He knows the $2 million budget cut was painful and commended the team for their efforts.

6.4 Mayor

Mayor Lee recognized Rick, Miranda, Cheri, Mary, and Marissa for their work on the July 4th event and introduced Justin, a University of Florida student interested in community involvement, encouraging Commissioners to engage with him.

Mayor Lee asked about improvements at Palmetto Plaza. Interim City Manager Gierok stated that a playground, additional parking, and surrounding sidewalks are planned and currently in design, with the work budgeted for the current year and to be completed by City staff; he committed to providing a project timeline by the end of the day.

Commissioner Hawkins, Commissioner Holland and Mayor Lee discussed the condition of a damaged pole and potential beautification improvements at the site.

7. Adjournment: 7:12 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. If available, the video recording may be accessible at https://www.youtube.com/@EustisComRel/streams or an audio recording may be requested from the office of the City Clerk.*

CHRISTINE HALLORAN
City Clerk

EMILY A. LEE
Mayor/Commissioner

City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Fire Department Badge Pinning and Promotions

Introduction:
Fire Chief Michael Swanson will present personnel for Badge Pinning or Promotion.

Badge Pinning:
- FF/EMT Jacob Bluffstone
- FF/EMT Mitchell Walgren

Promotion:
- FF/Medic Alexis Anderson
- Eng/Medic Garrett Griswold
- Eng/Medic Mason Beebe
- Eng/ EMT John McDermott
- Eng/ EMT Gage Whitaker
- Sr. Eng/Medic Chris Benway
- Lieutenant/Medic Kyle Bateman
- Captain Jerry Donaldson

Prepared By:
Shawn Kelleher, Deputy Fire Chief

Reviewed By:
Miranda Burrowes, Deputy City Manager

City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

SUBJECT: School Resource Officer Vehicle Wrap Donations

Introduction:
The Eustis Police Department would like to formally recognize and express its appreciation to Omar Said for the donation of vehicle wraps/decals for the patrol vehicles assigned to the Department's School Resource Officers.

Background:
Omar Said donated vehicle wraps/decals for the School Resource Officer patrol vehicles assigned to Eustis High School, Eustis Middle School, Eustis Heights Elementary, Eustis Elementary and the Eustis High School Curtwright Campus.

The donation enhances the appearance and visibility of the School Resource Officer vehicles and demonstrates strong community support for school safety and the Eustis Police Department.

Prepared By:
Captain K. Toler, Administrative Services Captain

Reviewed By:
Chief Craig A Capri, Chief of Police
Miranda Burrowes, Deputy City Manager

City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Recognition of Florida Festivals and Events Sunsational Awards received by the City of Eustis Events & Communication Department

Introduction:

Staff will present the Florida Festivals & Events Association (FFEA) Sunsational Awards recognition received by the City of Eustis Events and Communication Department. The City received 10 awards across 6 events, including 3 first-place honors, recognizing achievements in event programming, marketing, partnerships and community engagement.

Background:

The Florida Festivals & Events Association (FFEA) recently announced the winners of its annual Sunsational Awards during its 32nd Annual Convention and Tradeshow in Fort Myers, Florida.

The Sunsational Awards celebrate Florida's most innovative and impactful events. Nominations were judged by a blue-ribbon panel representing media outlets, printing companies, website designers, event managers, photographers, promotional marketing professionals and social media experts.

The City of Eustis Events and Communication Department was recognized with 10 awards across six City events:

124th Annual Georgefest

- 2nd Place | Children's Program
- 3rd Place | Overall Event Theme

Tim Totten's Amazing Race for Charity

- 3rd Place | PR / Media Campaign
- 3rd Place | Sponsor Partnership

Eustis First Fridays

- 1st Place | T-Shirt
- 2nd Place | Multi-Agency Program

Hometown Celebration

- 1st Place | Promotional Poster
- 3rd Place | T-Shirt

Light UP Eustis

- 3rd Place | Photo Opp

Salute to Veterans

- 1st Place | Promo Poster

These awards recognize the creativity, collaboration and dedication of the City's Events and Communication team and its partners in producing and promoting events that engage the community and showcase Eustis.

Prepared By:
Cheri Moan, Events & Communication Director

Reviewed By:
Miranda Burrowes, Deputy City Manager

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: City of Eustis – Economic Development Marketing Plan

Introduction:
Economic Development Director, Mike Bishop, will provide an overview presentation on the Economic Development Marketing Plan project currently underway with Maris, West & Baker. This will provide the City Commission with an update on the work completed to date as part of the economic development department's marketing refresh, including the development of updated branding and marketing concepts. The presentation will also outline the project's progress and anticipated next steps.

This presentation is for informational and discussion purposes; no formal action is requested.

Prepared by:
Mike Bishop, Economic Development Director

Reviewed by:
Miranda Burrowes, Deputy City Manager

City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Appointment to Community Redevelopment Agency - West Town Representative

Introduction:
This item is for consideration of an appointment to the non-voting West Town Representative position on the Downtown & East Town Community Redevelopment Agency (CRA).

Background:
Resolution Number 22-76 established two non-voting community representative positions on the CRA, including the West Town Representative. Lori Pittsley previously served in this position and resigned effective March 2025. Pursuant to Resolution Number 22-76, subsequent appointments are for four-year terms.

The City advertised the vacancy and received applications from Ryan Benaglio, Amie Cardona, and Vladislav Khashchuk. Staff reviewed the applications and confirmed that all three applicants meet the applicable eligibility requirements and have completed the required background checks. The applications are attached for the Commission's consideration.

Recommended Action:
Staff recommends that the City Commission appoint Ryan Benaglio, Amie Cardona, or Vladislav Khashchuk to the West Town Representative position for a four-year term beginning on August 20, 2026 and ending on August 20, 2030.

Policy Implications:
Not applicable.

Alternatives:
Decline to make an appointment and direct staff to re-advertise the position.

Budget/Staff Impact:
Not applicable.

Prepared By:
Christine Halloran, City Clerk
Mike Bishop, Economic Development Director

Reviewed By:
Miranda Burrowes, Deputy City Manager

CITY OF EUSTIS 10 North Grove Street P.O. Drawer 68 Eustis, FL 32727-0068

Website – www.eustis.org E-Mail – cityclerk@eustis.org Phone – (352) 483-5430 FAX (352) 483-0492 HR

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: JUNE 16th 2022

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. CRA BOARD
3. ________
2. ________
4. ________

NAME: RYAN P. BENAGLIO Telephone #: [redacted]

PRESENT ADDRESS: [redacted]
Street/P.O. Box City State Zip

How long have you lived at this address? 4 + YRS E-Mail Address: [redacted]

Have you filed an application here before? X Yes ___ No If yes, when? CODE ENFORCEMENT

Have you ever worked for the City of Eustis? ___ Yes X No If yes, when? ________

Are you currently employed? X Yes ___ No May we contact you at work? X Yes ___ No

What number can we reach or leave a message for you during the day? Phone #: [redacted]

Are you available: ___ Full Time X Part Time ___ Temporary

When are you able to volunteer? ___ Nights ___ Weekends AS RQD. Other

Do you possess a valid Fla. Driver's License or I.D.? X Yes ___ No

Are you legally eligible for employment in the United States of America? X Yes ___ No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ___ Yes X No If yes, when: ________

Explain: ________
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? ___ Yes X No If yes, explain: ________

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
X Yes ___ No If no, please explain: ________

Please list the names of friends or relatives working for the City and their relationship to you: NONE

PER 051-15

Item 4.1

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:
HICKORY HILL REALTY
1220 S. BAY ST
EUSTIS FL 32726

From SEPT / 2017 (Month/Year) to CURRENT (Month/Year)

Supervisor's E-mail: [redacted]

Job Title: BROKER ASSOC.

Describe the work you did: REAL ESTATE / PROPERTY MGMT

~~Reason for leaving:~~

Name & Address of Organization:
FLY UMATILLA
1 UMATILLA AIRPORT WAY
UMATILLA FL 32784

From OCT / 2024 (Month/Year) to CURRENT (Month/Year)

Supervisor's E-mail: [redacted]

Job Title: OWNER / PILOT

Describe the work you did: OIL CHANGES AND OCCASIONALLY FLYING

~~Reason for leaving:~~

Name & Address of Organization:
CODE ENFORCEMENT BOARD
10 N. GROVE ST
EUSTIS FL 32726

From NOV / 2020 (Month/Year) to CURRENT (Month/Year)

Supervisor's E-mail: [redacted]

Job Title: VOL. MEMBER

Describe the work you did: VOLUNTEER TO CITY OF EUSTIS TO HELP IMPROVE AND MAINTAIN STANDARD OF OUR CITY.

~~Reason for leaving:~~

Name & Address of Organization:
UNITED STATES NAVY
1600 PENNSYLVANIA AVE
WASHINGTON D.C.

From OCT 2012 (Month/Year) to NOV / 2023 (Month/Year)

Supervisor's E-mail: R.ANDRASCLO @ ~~USN.MIL~~ US-NAVY.MIL

Job Title: AVIATION RESCUE SWIMMER

Describe the work you did: CREW CHIEF, AVIATOR, RESCUE AND SAR

Reason for leaving: CONTRACT FOR DUTY COMPLETED

Item 4.1

EDUCATION AND SPECIALIZED TRAINING:

Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL: **1 2 3 4 5 6 7 8 9 10 11 12 GED**

COLLEGE: **13 14 15 16**

GRADUATE: **17 18 19 20**

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s):	City and State:		
SOUTH LAKE	GROVELAND FL		
Name of College: FSU	City and State: TALLAHASSEE	Major:	Degree Received: STILL ATTENDING
Name of Graduate School:	City and State:	Major:	Degree Received:
Other Trade, Technical, Etc:	City and State	Major:	Degree Received:
Foreign Language Skills:		☐ Read ☐ Write	☐ Speak

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. N/A
2.
3.
4.
5.
6.

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name	Phone #	Name	Phone #
GEORGE ABBATE	407 947 2148	DYLAN OSBORN	352 449 5619
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address [redacted]		E-mail Address OSBORN DYLAN 247 @ GMAIL.COM	
Employer	Phone #	Employer	Phone #
Occupation		Occupation	
Name	Phone #	Name	Phone #
CAMERON LUCAS	352 630 7170	STEVE BRILL	352 459 7095
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address CAMLUCAS 2010 @ GMAIL.COM		E-mail Address	
Employer	Phone #	Employer	Phone #

Occupation	Occupation

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? As RQD.

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: R Berry Cox **Date:** 16 June 2026

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent of Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of ____________________, choose to permit ____________________ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian:____________________ Date:____________

CITY OF EUSTIS

10 North Grove Street, P.O. Drawer 68, Eustis, FL 32726-0068

Website – www.eustis.org E-Mail – cityclerk@eustis.org Phone – (352) 483-5441

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: 7/24/2026

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. CRA open board position
2. ______
3. ______
4. ______

NAME: AMIE CARDONA Telephone #: 352-933-4469

PRESENT ADDRESS: 3012 Dupont street (Street/P.O. Box) Eustis (City) FL (State) 32726 (Zip)

How long have you lived at this address? 18 months E-Mail Address: AMIE1207@OUTLOOK.COM

Have you filed an application here before? ___Yes X No If yes, when? ______

Have you ever worked for the City of Eustis? ___Yes X No If yes, when? ______

Are you currently employed? X Yes ___No May we contact you at work? ___Yes X No

What number can we reach or leave a message for you during the day? Phone #: 352-933-4469

Are you available: ___Full Time X Part Time ___Temporary

When are you able to volunteer? X Nights ___Weekends ___Other

Do you possess a valid Fla. Driver's License or I.D.? X Yes ___No

Are you legally eligible for employment in the United States of America? X Yes ___No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ___Yes X No If yes, when: ______

Explain: ______

(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? ___Yes X No If yes, explain: ______

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering? X Yes ___No If no, please explain: ______

Please list the names of friends or relatives working for the City and their relationship to you: none known

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:
________________ From ________________ to ________________
Month/Year Month/Year
please see enclosed resume

________________ Supervisor's E-mail: ________________

Job Title: ________________

Describe the work you did: ________________

Reason for leaving: ________________

Name & Address of Organization:
________________ From ________________ to ________________
Month/Year Month/Year
please see enclosed resume

________________ Supervisor's E-mail: ________________

Job Title: ________________

Describe the work you did: ________________

Reason for leaving: ________________

Name & Address of Organization:
________________ From ________________ to ________________
Month/Year Month/Year
please see enclosed resume

________________ Supervisor's E-mail: ________________

Job Title: ________________

Describe the work you did: ________________

Reason for leaving: ________________

Name & Address of Organization:
________________ From ________________ to ________________
Month/Year Month/Year
please see enclosed resume

________________ Supervisor's E-mail: ________________

Job Title: ________________

Describe the work you did: ________________

Reason for leaving: ________________

EDUCATION AND SPECIALIZED TRAINING: Circle Highest Grade Completed

Item 4.1

GRAMMAR AND HIGH SCHOOL:	COLLEGE:	GRADUATE:
1 2 3 4 5 6 7 8 9 10 11 12 GED	13 14 15 16	17 18 19 20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s): GULF COAST HS	City and State: Naples FL		
Name of College: FL GULF COAST UNIVERSITY	City and State: Estero FL	Major: Finance	Degree Received: Bachelor of Science
Name of Graduate School: FL GULF COAST UNIVERSITY	City and State: Estero FL	Major: MBA	Degree Received: Master of Business Administration
Other Trade, Technical, Etc: FL INTERNATIONAL UNIV.	City and State Miami FL	Major: Real Estate	Degree Received: Master of Science
Foreign Language Skills:		☐Read ☐Write ☐Speak	

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. MS Office: Excel, Word, PowerPoint, etc
2. Accounting
3.
4.
5.
6.

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name: Ashley Shows — Phone #: 239-821-7496	Name: Dave Sokalski — Phone #: 727-410-6469
Address (Street, City, State, Zip): 260 3rd ST NW Naples FL 34120	Address (Street, City, State, Zip): 515 Alokee ct Lake Mary FL 32746
E-mail Address	E-mail Address
Employer — Phone #	Employer — Phone #
Occupation: Veterinary Technician	Occupation: CFO
Name: Michelle Hutchison — Phone #: 786-385-0359	Name: Valerie Barber — Phone #: 305-283-0019
Address (Street, City, State, Zip): 3166 Dark Sky Dr St Cloud FL 34773	Address (Street, City, State, Zip): 3011 dupont st Eustis FL 32726
E-mail Address	E-mail Address
Employer — Phone #	Employer — Phone #
Occupation: Financial Analyst	Occupation: Realtor

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? TBD based on committee requirements

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: [illegible] **Date:** 7/24/2026

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent of Legal Guardian Complete This Section)

I, the undersigned, the parent or legal guardian of ____________________, choose to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration, and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian:____________________________________ Date:__________________

VOLUNTEER AGREEMENT FORM

I, the undersigned, hereby volunteer my services to the City of Eustis for civic, charitable, or humanitarian reasons. Further, my services are donated to the City of Eustis freely and without coercion and without promise, expectation, or receipt of compensation. I agree that this Agreement shall not in any way constitute nor create an employer-employee relationship between the City and myself.

I agree to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner. I assume responsibility for my physical fitness and physical ability to perform the work, which is assigned to me. If I do not feel I am physically capable of performing the volunteer assignment, I shall inform my supervisor immediately. I agree to report any injury or incident relating to my volunteer service to my supervisor immediately.

I further understand I am covered under the City's Worker's Compensation Insurance, however per FS 440.09(3), there is no compensation for injuries caused by an impairment of a volunteer's faculties by the use of alcohol or controlled substances. I further understand that if I do not follow the procedures in the attached guidelines for Worker's Compensation Managed Care, I could be denied certain benefits and/or may be liable for some of the expenses incurred.

During such time as I am a volunteer for the City of Eustis, I agree to assume full responsibility for such volunteer work and release the city from any damage, claims and causes of action that I ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have against the City of Eustis, arising out of my volunteer service for the City.

I agree to refrain from repeating to any outside source any confidential information obtained while I am a volunteer with the City of Eustis. I realize that this is privileged information and is not to be shared with anyone other than a current employee of the city and, then, only as necessary to carry out my task and/or assignment.

I understand that I am obligated to report (to my assigned supervisor) any information, which may affect records of the City or the status of my eligibility to work as a volunteer.

I further understand that:

- I shall not appear for volunteer service under the influence of any illegal drugs or alcohol. I agree to inform the supervisor at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair my ability to perform volunteer duties.
- I agree not to go beyond the scope of assigned volunteer work, without authorization.
- I grant full permission to use any photographs, videotapes, or recordings of myself as a volunteer for publicity purposes by the city.

I understand that I, or the City, may terminate this agreement at any time without cause, and that I am volunteering my services "at will" and may be asked to discontinue such, without prior notice or reason.

I further certify that I have received a copy of the City of Eustis Volunteer Program Policy #2006-10 and any updates. I agree to read and familiarize myself with the contents of this policy and abide by all the policies, rules and regulations of the City of Eustis, including departmental policies. I further understand that the City's policies and procedures are guidelines subject to change with or without notice.

By signing this Volunteer Agreement, I acknowledge that I have read and understand its contents and that I agree to the terms.

Name (Print): Amie Cardona

Signature: Amie Cardona Date: 7/24/2026

PER 134-11

RELEASE OF INFORMATION - VOLUNTEERS

Thank you for your interest in volunteering with the City of Eustis. Volunteers make a difference in our community by contributing their time, energy and talents to help our community be the best that it can be. As many of our volunteers work around children or hold positions of trust on various boards and committees, we take the time to conduct background checks, including criminal history, driver's license, reference checks, etc. In order to conduct these various checks, we request that you sign the release of information below. We sincerely appreciate your cooperation and your willingness to serve our community. Thank you very much!

****

Permission is hereby given any agency of the government of the United States, and/or any other agency, person, firm, or corporation holding records concerning me, to furnish the City of Eustis all information desired involving me in any way, upon request. Included in this release of information is my permission to former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the City of Eustis. This further includes the furnishing of copies of pertinent documents about my background, as required.

Such records, I understand, may include reasons for termination of employment, reasons for discharge from military service, criminal history, on the job performance, educational records, or any other personal information, which may not otherwise be obtained without prior agreement.

I understand that some of the information, which may be obtained about me will be obtained upon an assurance of confidentiality by the City of Eustis to the person or persons supplying such information. I understand that this information will be come privileged to the City of Eustis.

I hereby expressly waive, on behalf of myself and of any interested person, all provisions of law forbidding the disclosure of this information. I further release you, your organization or others from any liability or damage, which may result from furnishing the information requested.

By signing below and in compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act) and applicable state law, I understand that the City may obtain a consumer report or reports on me, and I authorize the City to obtain such a report or reports for use in connection with my volunteer application and for other volunteer-related reasons. If this volunteer application is approved, this authorization shall remain on file and serve as ongoing authorization for procurement of volunteer-related consumer reports at any time I remain as a volunteer with the City.

I understand that the term "consumer report" includes, but is not limited to, criminal background checks, Department of Motor Vehicle records, and investigative consumer reports. I further understand that an "investigative consumer report" contains information on my character, general reputation, personal characteristics, or mode of living, which has been obtained through personal interviews with my neighbors, friends, or associates, or from others with whom I am or have been acquainted or who may have knowledge concerning any such information.

I also understand I may obtain a copy of the City's written notification that it may obtain a Consumer Report on me.

APPLICANT NAME: Amie Cardona PREVIOUS OR MAIDEN NAME: ____________

ADDRESS: 3012 Dupont Street CITY: Eustis STATE: FL

DATE OF BIRTH: [redacted] DRIVERS LICENSE #: [redacted]

SOCIAL SECURITY #: ____________

Signature: Amie Cardona Date: 7/24/2026

EMERGENCY CONTACTS

Name: Amie Cardona

Department/Division: ______

I hereby authorize the City of Eustis to contact on my behalf, the following individuals, during an emergency:
(Three (3) emergency contacts are requested. Contacts will be called in the order listed below, until a contact is made.)

#1 - Emergency Contact:

Name: Daniel Cardona

Relationship: Husband

Home Number: ______

Cell Number: 352-470-8151

Work Phone: ______

Other Number: ______

#2 - Emergency Contact:

Name: ______

Relationship: ______

Home Number: ______

Cell Number: ______

Work Phone: ______

Other Number: ______

#3 - Emergency Contact:

Name: ______

Relationship: ______

Home Number: ______

Cell Number: ______

Work Phone: ______

Other Number: ______

Employee Signature: Amie Cardona Date: 7/24/2026

PER 074-08

☐ Original - City Clerk ☐ Copy - HR ☐ Copy - Department Director

City of Eustis
Human Resources Department
P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5472

IMPORTANT INFORMATION
ABOUT THE USE OF YOUR SOCIAL SECURITY NUMBER

To: Applicants for City Employment and City Employees

From: City of Eustis, Florida

Re: Social Security Number Notice

Per Florida Statutes 119.071(5)(2)(a), we are hereby informing you of the purpose for the City's collection and use of your social security number. Your social security number may not be used by the City for any purpose other than those provided in this written statement.

1.) **HIRING FOR EMPLOYMENT**

The City may request and provide your social security number to the following commercial entities and/or government agencies for the purpose of hiring for employment:

a.) Local, state and/or federal law enforcement agencies to conduct criminal history checks; FCRA - Authorized
b.) Licensed consumer reporting agencies to obtain credit reports, criminal history background checks, Department of Motor Vehicle records and investigative consumer reports; FCRA - Authorized
c.) Schools, colleges or universities to verify education and certification credentials; FS 119.071 6a
d.) Verify eligibility to work in the United States; Dept. of Homeland Security, U.S. citizenship & Immigration Services - Mandatory
e.) Licensed physicians for use in establishing a medical record of a pre-employment physical (after conditional offer of employment); FS 119.071 6b - Authorized
f.) Licensed drug testing laboratories to report pre-employment drug tests, per the Florida Drug Free Workplace Act. FS 112.0455 - Mandatory

2.) **ADMINISTERING PAYROLL, INSURANCE AND BENEFITS**

The City may request and provide your social security number to the following commercial entities and/or government agencies for the purpose of administering payroll, insurance and benefits:

a.) Licensed insurance providers authorized to provide employee benefits including, health, dental, vision, life and supplemental insurance providers; FS 119.071 6f - Authorized
b.) Licensed flexible benefits providers authorized to administer the City's Flexible Benefits Plan; IRC Title 26, Section 125 - Mandatory
c.) Licensed COBRA administrators; FS 119.071 6f - Authorized
d.) City authorized pension plans including, ICMA Retirement Trust, Police and Fire Pension Plan, Florida Retirement System (FRS); FS 117.071 6g; IRC Title 26, Chapter 1, subchapter D - Mandatory
e.) State of Florida Division of Worker's Compensation; FS 440 - Mandatory
f.) Licensed worker's compensation insurance providers; FS 119.071 6f - Authorized
g.) Licensed physicians authorized by the City to provide care to injured employees; FS 119.071 6f - Authorized
h.) U.S. Social Security Administration; FS 119.071 6a - Mandatory
i.) U.S. Internal Revenue Service; FS 119.071 6a; IRC Title 26 - Mandatory
j.) State of Florida New Hire Reporting Center to enforce child support deduction orders; FS 409.2576 - Mandatory
k.) Licensed consumer reporting agencies for the purpose of obtaining credit reports for loan applications under the City's Computer Purchase Plan. FCRA – Authorized

3.) ADMINISTERING THE CITY'S DRUGFREE WORKPLACE PROGRAM

The City may request and provide your social security number to the following commercial entities for the purpose of administering a drug free workplace:

- Licensed drug testing laboratories and medical review physicians to perform random, fitness-for-duty and reasonable suspicion drug testing in compliance with the Florida Drug Free Workplace Act and U.S. Department of Transportation regulations for commercial driver's license (CDL) drivers. FS 112.0455 - Mandatory

The City of Eustis reserves the right to amend this notice and to use your social security number for other purposes, upon proper notification to you, as required by law.

I acknowledge that I have read and received a copy of this statement.

Name (Print): Amie Cardona

Applicant/Employee Signature: Amie Cardona Date: 7/24/2026

For questions regarding this form or the use of your social security number, please contact:

CITY OF EUSTIS, FLORIDA
Human Resources Department
109-A E Orange Avenue
(P.O. Drawer 68)
Eustis, FL 32727-0068
Phone #: 352-483-5472

Amie Cardona

amie1207@outlook.com | 352.933.4469 | Mount Dora, Florida

Key Skills

- 15 years of progressive Corporate Finance experience
- Advanced / Power user in Excel (complex formulas, custom models, automation)
- Full Scope Merger & Acquisition Experience in Multi-family/Senior Living real estate and Medical Practice (Market Analysis, Vetting, Diligence, Underwriting)
- Forecasting, Budgeting, P&L Management, Profitability Analysis, Payroll Analysis

Formal Education

- MS, Real Estate Finance (2024) – Florida International University
- MBA (2015) – Florida Gulf Coast University
- BS, Finance (2012) – Florida Gulf Coast University

Professional Experience

DIRECTOR OF FINANCE | BLUE HAVEN POOLS | Winter Garden, FL
Dec 2024 – Present
Pool Construction and Renovation; Private Equity Owned

- Develop and manage enterprise reporting: monthly financials, weekly operations metrics, and sales performance
- Create annual operating, cash flow, and staffing budgets for all entities; reforecast throughout year
- Manage accuracy of financials with frequent general ledger reviews with the accounting team
- Responsible for timely and accurate franchise fee reporting
- Work closely with executive leadership on board presentations and private equity group reporting

DIRECTOR OF FINANCIAL PLANNING & ANALYSIS | ALICO, INC. | Fort Myers, FL
Oct 2023 – Oct 2024
Agricultural Real Estate; Publicly Traded
(resigned from position for personal relocation from Fort Myers FL to Mount Dora FL)

- Create annual budgets and quarterly forecasts collaborating with managers, accounting, and executive team
- Develop and manage five-year operating plans including P&L, balance sheet and cash flow
- Prepare monthly manager reports, board updates, and assist CFO with SEC filings (10k and 8k)
- Additional scope including grove and real estate transactions, as well as a variety of asset profitability analyses

DIRECTOR OF FINANCIAL PLANNING & ANALYSIS | DISCOVERY SENIOR LIVING | Fort Myers, FL
Jun 2019 – Oct 2023
Senor Living Commercial Real Estate & Development; Private Equity Owned

- Prepare modeling and reporting for Private Equity Ownership for operational and financial KPI metrics
- Plan, develop, and direct modeling, forecasting, and evaluation of multiple senior housing portfolios
- Analyze and evaluate potential transactions (acquisitions, sales, and recapitalizations)
- Create annual operating budgets and business plans for all entities
- Develop, evaluate, and review investment strategy, risk budget, and other investment criteria on an ongoing basis to ensure optimal and timely investment performance

SENIOR FINANCIAL ANALYST | CHICO'S FAS HEADQUARTERS | Fort Myers, FL
Jun 2017 – Jun 2019
Women's Apparel Retail; Publicly Traded

- Complete store operational and financial planning, reporting, forecasting, and analysis responsibility
- Generate reports for sales department, store productivity and budgeting for field and corporate leadership
- Corporate and Store Headcount and Payroll budgeting, forecasting, and management
- Develop meaningful exception and ad hoc reporting, variance analyses and narratives

SENIOR FINANCIAL ANALYST | RIVERCHASE DERMATOLOGY | Fort Myers, FL
Jun 2016 – Jun 2017
Healthcare; Private Equity Owned

- Prepare modeling and reporting for Private Equity Ownership for operational and financial KPI metrics
- Create and manage complex calculations for monthly Provider compensation
- Comprehensive budgeting from revenue generation to bottom line with reforecast as needed
- Prepare Financial Statement packets and Board Deck Presentations
- Due diligence, ad-hoc reporting, analysis, and special projects to support operations and provide insight

MILLENNIUM PHYSICIAN GROUP | Fort Myers, FL
Feb 2009 – Jun 2016
Healthcare; Private Equity Owned

SENIOR FINANCIAL ANALYST | Jan 2014 – Jun 2016

- Production, ancillary utilization, patient visits, billing trends, payer, and revenue analysis
- Scorecard/dashboard creation for markets, business segments, physicians, managers, and directors
- Budgets – revenue, expenses, visits (quarterly/semi-annual reforecast as needed)
- Prepare Financial Statement packets and Board Deck for Board of Directors
- Acquisition analysis for new practices – DCF, NPV, ROI, IRR, Break-Even

FINANCIAL ANALYST | Feb 2009 – Dec 2013

Employed under Internal Medicine Associates of SWFL, acquired by Millennium Physician Group

- Purchasing & PO's: capital expenditures, medical supplies, medications, injectable drugs
- Insurance Payer contract negotiation, maintenance, and analysis for IMA and IMA Hospitalist Group
- Vendor bids and contract negotiation/management

CITY OF EUSTIS 10 North Grove Street, P.O. Drawer 68, Eustis, FL 32726-0068
Website – www.eustis.org E-Mail – cityclerk@eustis.org Phone – (352) 483-5441

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: 7/30/26

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. CRA Volunteer Board Member 3. ______
2. ______ 4. ______

NAME: VLADISLAV KHASHCHUK Telephone #: 689-231-2084

PRESENT ADDRESS: 30130 Saddlebred Ln (Street/P.O. Box) Mount Dora (City) FL (State) 32757 (Zip)

How long have you lived at this address? 5 years E-Mail Address: VLAD@ADKitchendesign.com

Have you filed an application here before? ____ Yes X No If yes, when? ______

Have you ever worked for the City of Eustis? ____ Yes X No If yes, when? ______

Are you currently employed? X Yes ____ No May we contact you at work? X Yes ____ No

What number can we reach or leave a message for you during the day? Phone #: 689-231-2084

Are you available: X Full Time ____ Part Time ____ Temporary

When are you able to volunteer? ____ Nights ____ Weekends As needed Other

Do you possess a valid Fla. Driver's License or I.D.? X Yes ____ No

Are you legally eligible for employment in the United States of America? X Yes ____ No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ____ Yes X No If yes, when: ______

Explain: ______
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? ____ Yes X No If yes, explain: ______

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering? X Yes ____ No If no, please explain: ______

Please list the names of friends or relatives working for the City and their relationship to you: N/A

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization: American Dream Kitchen Design
415B N. Grove St
Eustis, FL 32726

From 4/24 (Month/Year) to Present (Month/Year)

Supervisor's E-mail: VLAD@ADKitchendesign.com

Job Title: General Manager

Describe the work you did: Run and fully responsible for the business

Reason for leaving:

Name & Address of Organization: Exit Realty Tri County
18640 US-441, Mt Dora, FL 32757

From 1/26 (Month/Year) to Present (Month/Year)

Supervisor's E-mail: jaret@exitrealtytricounty.com

Job Title: Realtor

Describe the work you did: Sales Rep, Sales associate

Reason for leaving:

Name & Address of Organization: Weichert Realtors
947 N Donnelly St
Mount Dora, FL 32757

From 1/22 (Month/Year) to 12/25 (Month/Year)

Supervisor's E-mail: hensinger@aol.com

Job Title: Realtor

Describe the work you did: Sales Rep, Sales associate

Reason for leaving: Changed Brokerage

Name & Address of Organization: NW Granite and More Inc
7312 E. Sprague Ave
Spokane Valley, WA 99212

From 2/20 (Month/Year) to 4/24 (Month/Year)

Supervisor's E-mail: Antonw@nwgraniteandmore.com

Job Title: General Manager

Describe the work you did: Managed and operated granite shop

Reason for leaving: Found American Dream Kitchen Design (Same owners)

Item 4.1

EDUCATION AND SPECIALIZED TRAINING: Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL:	COLLEGE:	GRADUATE:
1 2 3 4 5 6 7 8 9 10 11 12 GED	13 14 15 16	17 18 19 20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s):	City and State:		
Name of College: Spokane Community College	City and State: Spokane WA	Major: Paralegal	Degree Received: AA & AAS in Paralegal
Name of Graduate School:	City and State:	Major:	Degree Received:
Other Trade, Technical, Etc: Real Estate	City and State Florida	Major: Real Estate Agent	Degree Received:
Foreign Language Skills: Ukrainian & Russian		☑ Read ☑ Write ☑ Speak	

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. Leadership
2. Project managment
3. Communication
4. Critial Thinking
5. Marketing
6. Coaching and Hospitality

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name: Tom Popieski — Phone #: 352-483-5904	Name: Captain Jon Hall — Phone #: 352-516-1625
Address (Street, City, State, Zip): 2701 S Bay St, Eustis, FL 32726	Address (Street, City, State, Zip): 911 Gateway Drive, Tavares, FL 32778
E-mail Address: tom.popieski@unitedsouthernbank.com	E-mail Address: Jon.hall@tavaresfl.gov
Employer: United Southern Bank — Phone #:	Employer: City of Tavares — Phone #:
Occupation: Senior Vice President - Commercial Banking	Occupation: Police
Name: Donald Shaw — Phone #: 863-669-3025	Name: — Phone #:
Address (Street, City, State, Zip): 3001 State Road 19 South, Tavares, FL 32778	Address (Street, City, State, Zip):
E-mail Address: Donshawrealtor@gmail.com	E-mail Address:
Employer: — Phone #:	Employer: — Phone #:
Occupation: Broker	Occupation:

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? As needed

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: [signature] **Date:** 7/30/26

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent of Legal Guardian Complete This Section)

I, the undersigned, the parent or legal guardian of __________________, choose to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration, and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian:____________________________ Date:_______________

VOLUNTEER AGREEMENT FORM

I, the undersigned, hereby volunteer my services to the City of Eustis for civic, charitable, or humanitarian reasons. Further, my services are donated to the City of Eustis freely and without coercion and without promise, expectation, or receipt of compensation. I agree that this Agreement shall not in any way constitute nor create an employer-employee relationship between the City and myself.

I agree to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner. I assume responsibility for my physical fitness and physical ability to perform the work, which is assigned to me. If I do not feel I am physically capable of performing the volunteer assignment, I shall inform my supervisor immediately. I agree to report any injury or incident relating to my volunteer service to my supervisor immediately.

I further understand I am covered under the City's Worker's Compensation Insurance, however per FS 440.09(3), there is no compensation for injuries caused by an impairment of a volunteer's faculties by the use of alcohol or controlled substances. I further understand that if I do not follow the procedures in the attached guidelines for Worker's Compensation Managed Care, I could be denied certain benefits and/or may be liable for some of the expenses incurred.

During such time as I am a volunteer for the City of Eustis, I agree to assume full responsibility for such volunteer work and release the city from any damage, claims and causes of action that I ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have against the City of Eustis, arising out of my volunteer service for the City.

I agree to refrain from repeating to any outside source any confidential information obtained while I am a volunteer with the City of Eustis. I realize that this is privileged information and is not to be shared with anyone other than a current employee of the city and, then, only as necessary to carry out my task and/or assignment.

I understand that I am obligated to report (to my assigned supervisor) any information, which may affect records of the City or the status of my eligibility to work as a volunteer.

I further understand that:

- I shall not appear for volunteer service under the influence of any illegal drugs or alcohol. I agree to inform the supervisor at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair my ability to perform volunteer duties.
- I agree not to go beyond the scope of assigned volunteer work, without authorization.
- I grant full permission to use any photographs, videotapes, or recordings of myself as a volunteer for publicity purposes by the city.

I understand that I, or the City, may terminate this agreement at any time without cause, and that I am volunteering my services "at will" and may be asked to discontinue such, without prior notice or reason.

I further certify that I have received a copy of the City of Eustis Volunteer Program Policy #2006-10 and any updates. I agree to read and familiarize myself with the contents of this policy and abide by all the policies, rules and regulations of the City of Eustis, including departmental policies. I further understand that the City's policies and procedures are guidelines subject to change with or without notice.

By signing this Volunteer Agreement, I acknowledge that I have read and understand its contents and that I agree to the terms.

Name (Print): VLADISLAV KHASHCHUK

Signature: VKh Date: 7/30/26

PER 134-11

RELEASE OF INFORMATION - VOLUNTEERS

Thank you for your interest in volunteering with the City of Eustis. Volunteers make a difference in our community by contributing their time, energy and talents to help our community be the best that it can be. As many of our volunteers work around children or hold positions of trust on various boards and committees, we take the time to conduct background checks, including criminal history, driver's license, reference checks, etc. In order to conduct these various checks, we request that you sign the release of information below. We sincerely appreciate your cooperation and your willingness to serve our community. Thank you very much!

****

Permission is hereby given any agency of the government of the United States, and/or any other agency, person, firm, or corporation holding records concerning me, to furnish the City of Eustis all information desired involving me in any way, upon request. Included in this release of information is my permission to former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the City of Eustis. This further includes the furnishing of copies of pertinent documents about my background, as required.

Such records, I understand, may include reasons for termination of employment, reasons for discharge from military service, criminal history, on the job performance, educational records, or any other personal information, which may not otherwise be obtained without prior agreement.

I understand that some of the information, which may be obtained about me will be obtained upon an assurance of confidentiality by the City of Eustis to the person or persons supplying such information. I understand that this information will be come privileged to the City of Eustis.

I hereby expressly waive, on behalf of myself and of any interested person, all provisions of law forbidding the disclosure of this information. I further release you, your organization or others from any liability or damage, which may result from furnishing the information requested.

By signing below and in compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act) and applicable state law, I understand that the City may obtain a consumer report or reports on me, and I authorize the City to obtain such a report or reports for use in connection with my volunteer application and for other volunteer-related reasons. If this volunteer application is approved, this authorization shall remain on file and serve as ongoing authorization for procurement of volunteer-related consumer reports at any time I remain as a volunteer with the City.

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I also understand I may obtain a copy of the City's written notification that it may obtain a Consumer Report on me.

APPLICANT NAME: VLADISLAV KHASHCHUK PREVIOUS OR MAIDEN NAME: ____________

ADDRESS: 30130 Saddlebred Ln CITY: Mount Dora STATE: FL

DATE OF BIRTH: [redacted] DRIVERS LICENSE #: [redacted]

SOCIAL SECURITY #: [redacted]

Signature: Vkh Date: 7/30/26

PER042-11

Item 4.1

EMERGENCY CONTACTS

Name: VLADISLAV KHASHCHUK

Department/Division: CRA

I hereby authorize the City of Eustis to contact on my behalf, the following individuals, during an emergency:
(Three (3) emergency contacts are requested. Contacts will be called in the order listed below, until a contact is made.)

#1 - Emergency Contact:

Name: Svetlana Khashchuk

Relationship: Wife

Home Number: 321-370-1553

Cell Number: Same

Work Phone: Same

Other Number: Same

#2 - Emergency Contact:

Name: Alexander Khashchuk

Relationship: Son

Home Number: 689-231-2082

Cell Number:

Work Phone:

Other Number:

#3 - Emergency Contact:

Name: Slavik Khashchuk

Relationship: Son

Home Number: 352-809-0510

Cell Number:

Work Phone:

Other Number:

Employee Signature: VK Date: 7/30/26

PER 074-08

☐ Original - City Clerk ☐ Copy - HR ☐ Copy - Department Director

City of Eustis
Human Resources Department
P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5472

IMPORTANT INFORMATION
ABOUT THE USE OF YOUR SOCIAL SECURITY NUMBER

To: Applicants for City Employment and City Employees

From: City of Eustis, Florida

Re: Social Security Number Notice

Per Florida Statutes 119.071(5)(2)(a), we are hereby informing you of the purpose for the City's collection and use of your social security number. Your social security number may not be used by the City for any purpose other than those provided in this written statement.

1.) **HIRING FOR EMPLOYMENT**

The City may request and provide your social security number to the following commercial entities and/or government agencies for the purpose of hiring for employment:

a.) Local, state and/or federal law enforcement agencies to conduct criminal history checks; FCRA - Authorized
b.) Licensed consumer reporting agencies to obtain credit reports, criminal history background checks, Department of Motor Vehicle records and investigative consumer reports; FCRA - Authorized
c.) Schools, colleges or universities to verify education and certification credentials; FS 119.071 6a
d.) Verify eligibility to work in the United States; Dept. of Homeland Security, U.S. citizenship & Immigration Services - Mandatory
e.) Licensed physicians for use in establishing a medical record of a pre-employment physical (after conditional offer of employment); FS 119.071 6b - Authorized
f.) Licensed drug testing laboratories to report pre-employment drug tests, per the Florida Drug Free Workplace Act. FS 112.0455 - Mandatory

2.) **ADMINISTERING PAYROLL, INSURANCE AND BENEFITS**

The City may request and provide your social security number to the following commercial entities and/or government agencies for the purpose of administering payroll, insurance and benefits:

a.) Licensed insurance providers authorized to provide employee benefits including, health, dental, vision, life and supplemental insurance providers; FS 119.071 6f - Authorized
b.) Licensed flexible benefits providers authorized to administer the City's Flexible Benefits Plan; IRC Title 26, Section 125 - Mandatory
c.) Licensed COBRA administrators; FS 119.071 6f - Authorized
d.) City authorized pension plans including, ICMA Retirement Trust, Police and Fire Pension Plan, Florida Retirement System (FRS); FS 117.071 6g; IRC Title 26, Chapter 1, subchapter D - Mandatory
e.) State of Florida Division of Worker's Compensation; FS 440 - Mandatory
f.) Licensed worker's compensation insurance providers; FS 119.071 6f - Authorized
g.) Licensed physicians authorized by the City to provide care to injured employees; FS 119.071 6f - Authorized
h.) U.S. Social Security Administration; FS 119.071 6a - Mandatory
i.) U.S. Internal Revenue Service; FS 119.071 6a; IRC Title 26 - Mandatory
j.) State of Florida New Hire Reporting Center to enforce child support deduction orders; FS 409.2576 - Mandatory
k.) Licensed consumer reporting agencies for the purpose of obtaining credit reports for loan applications under the City's Computer Purchase Plan. FCRA – Authorized

3.) **ADMINISTERING THE CITY'S DRUGFREE WORKPLACE PROGRAM**

The City may request and provide your social security number to the following commercial entities for the purpose of administering a drug free workplace:

- Licensed drug testing laboratories and medical review physicians to perform random, fitness-for-duty and reasonable suspicion drug testing in compliance with the Florida Drug Free Workplace Act and U.S. Department of Transportation regulations for commercial driver's license (CDL) drivers. FS 112.0455 - Mandatory

The City of Eustis reserves the right to amend this notice and to use your social security number for other purposes, upon proper notification to you, as required by law.

I acknowledge that I have read and received a copy of this statement.

Name (Print): VLADISLAV KHASHCHUK

Applicant/Employee Signature: VKh Date: 7/30/26

For questions regarding this form or the use of your social security number, please contact:

CITY OF EUSTIS, FLORIDA
Human Resources Department
109-A E Orange Avenue
(P.O. Drawer 68)
Eustis, FL 32727-0068
Phone #: 352-483-5472

Item 4.1

Online Sunshine

Select Year: 2025 Go

The 2025 Florida Statutes

Title XI	Chapter 163	View Entire Chapter
COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS	INTERGOVERNMENTAL PROGRAMS	

163.356 Creation of community redevelopment agency.—

(1) Upon a finding of necessity as set forth in s. 163.355, and upon a further finding that there is a need for a community redevelopment agency to function in the county or municipality to carry out the community redevelopment purposes of this part, any county or municipality may create a public body corporate and politic to be known as a "community redevelopment agency." A charter county having a population less than or equal to 1.6 million may create, by a vote of at least a majority plus one of the entire governing body of the charter county, more than one community redevelopment agency. Each such agency shall be constituted as a public instrumentality, and the exercise by a community redevelopment agency of the powers conferred by this part shall be deemed and held to be the performance of an essential public function. Community redevelopment agencies of a county have the power to function within the corporate limits of a municipality only as, if, and when the governing body of the municipality has by resolution concurred in the community redevelopment plan or plans proposed by the governing body of the county.

(2) When the governing body adopts a resolution declaring the need for a community redevelopment agency, that body shall, by ordinance, appoint a board of commissioners of the community redevelopment agency, which shall consist of not fewer than five or more than nine commissioners. The terms of office of the commissioners shall be for 4 years, except that three of the members first appointed shall be designated to serve terms of 1, 2, and 3 years, respectively, from the date of their appointments, and all other members shall be designated to serve for terms of 4 years from the date of their appointments. A vacancy occurring during a term shall be filled for the unexpired term. As provided in an interlocal agreement between the governing body that created the agency and one or more taxing authorities, one or more members of the board of commissioners of the agency may be representatives of a taxing authority, including members of that taxing authority's governing body, whose membership on the board of commissioners of the agency would be considered an additional duty of office as a member of the taxing authority governing body.

(3)(a) A commissioner shall receive no compensation for services, but is entitled to the necessary expenses, including travel expenses, incurred in the discharge of duties. Each commissioner shall hold office until his or her successor has been appointed and has qualified. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk of the county or municipality, and such certificate is conclusive evidence of the due and proper appointment of such commissioner.

(b) The powers of a community redevelopment agency shall be exercised by the commissioners thereof. A majority of the commissioners constitutes a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action may be taken by the agency upon a vote of a majority of the commissioners present, unless in any case the bylaws require a larger number. Any person may be appointed as commissioner if he or she resides or is engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the area of operation of the agency, which shall be coterminous with the area of operation of the county or municipality, and is otherwise eligible for such appointment under this part.

(c) The governing body of the county or municipality shall designate a chair and vice chair from among the commissioners. An agency may employ an executive director, technical experts, and such other agents and employees, permanent and temporary, as it requires, and determine their qualifications, duties, and compensation. For such legal service as it requires, an agency may employ or retain its own counsel and legal staff.

(d) An agency authorized to transact business and exercise powers under this part shall file with the governing body the report required pursuant to s. 163.371(2).

(e) At any time after the creation of a community redevelopment agency, the governing body of the county or municipality may appropriate to the agency such amounts as the governing body deems necessary for the administrative expenses and overhead of the agency, including the development and implementation of community policing innovations.

(4) The governing body may remove a commissioner for inefficiency, neglect of duty, or misconduct in office only after a hearing and only if he or she has been given a copy of the charges at least 10 days prior to such hearing and has had an opportunity to be heard in person or by counsel.

History.—s. 2, ch. 77-391; s. 1, ch. 83-231; s. 6, ch. 84-356; s. 903, ch. 95-147; s. 4, ch. 98-314; s. 41, ch. 2001-266; s. 4, ch. 2002-294; s. 2, ch. 2006-307; s. 2, ch. 2019-163; s. 28, ch. 2020-2.

Item 4.1

Online Sunshine

Select Year: 2025 Go

The 2025 Florida Statutes

Title XI COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS	Chapter 163 INTERGOVERNMENTAL PROGRAMS	View Entire Chapter

163.357 Governing body as the community redevelopment agency.—

(1)(a) As an alternative to the appointment of not fewer than five or more than seven members of the agency, the governing body may, at the time of the adoption of a resolution under s. 163.355, or at any time thereafter by adoption of a resolution, declare itself to be an agency, in which case all the rights, powers, duties, privileges, and immunities vested by this part in an agency will be vested in the governing body of the county or municipality, subject to all responsibilities and liabilities imposed or incurred.

(b) The members of the governing body shall be the members of the agency, but such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality. If the governing body declares itself to be an agency which already exists, the new agency is subject to all of the responsibilities and liabilities imposed or incurred by the existing agency.

(c) A governing body which consists of five members may appoint two additional persons to act as members of the community redevelopment agency. The terms of office of the additional members shall be for 4 years, except that the first person appointed shall initially serve a term of 2 years. Persons appointed under this section are subject to all provisions of this part relating to appointed members of a community redevelopment agency.

(d) As provided in an interlocal agreement between the governing body that created the agency and one or more taxing authorities, one or more members of the board of commissioners of the agency may be representatives of a taxing authority, including members of that taxing authority's governing body, whose membership on the board of commissioners of the agency would be considered an additional duty of office as a member of the taxing authority governing body.

(2) Nothing in this part prevents the governing body from conferring the rights, powers, privileges, duties, and immunities of a community redevelopment agency upon any entity in existence on July 1, 1977, which has been authorized by law to function as a downtown development board or authority or as any other body the purpose of which is to prevent and eliminate slums and blight through community redevelopment plans. Any entity in existence on July 1, 1977, which has been vested with the rights, powers, privileges, duties, and immunities of a community redevelopment agency is subject to all provisions and responsibilities imposed by this part, notwithstanding any provisions to the contrary in any law or amendment thereto which established the entity. Nothing in this act shall be construed to impair or diminish any powers of any redevelopment agency or other entity as referred to herein in existence on the effective date of this act or to repeal, modify, or amend any law establishing such entity, except as specifically set forth herein.

History.—s. 2, ch. 77-391; s. 75, ch. 79-400; s. 2, ch. 83-231; s. 5, ch. 84-356; s. 3, ch. 2006-307.

City of Eustis – City Clerk
P. O. Drawer 68
10 North Grove Street
Eustis, Florida 32727

Board Reappointment/Resignation Form

Please check the appropriate box below for the Board which you are seeking reappointment. Then, fill in the remaining information and sign/date below.

- ☐ Code Enforcement Board
- ☐ Historic Preservation Board
- ☐ Library Board of Trustees
- ☐ Fire Pension Board
- ☐ Police Pension Board
- ☐ Eustis Housing Authority
- ☐ CRA Board

☒ I no longer wish to serve on the above Board. Effective: MARCH 2025

☐ I request to seek reappointment to the above Board.

Name: LORI Pittsley

Address: [redacted] Eustis, FL

Contact Number: [redacted]

Email Address: [redacted]

Date: 7/30/26

Signature: Lori Pittsley

Please return completed form to cityclerk@eustis.org. You will be notified when your appointment will be added to an upcoming City Commission Meeting Agenda for consideration.

RESOLUTION NUMBER 22-76

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY FLORIDA, RESCINDING AND REPLACING IN ITS ENTIRETY RESOLUTION NUMBER 18-47; PROVIDING FOR THE APPOINTMENT OF TWO ADDITIONAL PERSONS TO ACT AS MEMBERS OF THE DOWNTOWN & EAST TOWN COMMUNITY REDEVELOPMENT AGENCY TO CARRY OUT THE COMMUNITY REDEVEVELOPMENT PURPOSES OF CHAPTER 163, PART III, FLORIDA STATUTES; PROVIDING FOR TERMS OF OFFICE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Eustis adopted Resolution Number 90-39, finding of necessity, to create a community redevelopment district in accordance with Florida Statutes 163, Part III; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution Number 90-40, finding a need to create a community redevelopment agency in accordance with Florida Statutes 163, Part III; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution Number 90-41 to create the Downtown & East Town Community Redevelopment Agency; and

WHEREAS, the City Commission of the City of Eustis also in Resolution Number 90-41 declared itself as the Downtown & East Town Community Redevelopment Agency; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution Number 18-47 deeming it appropriate to exercise its authority under Florida Statute Chapter 163.357 and allowing for the appointment of two additional persons to act as members of the Community Redevelopment Agency; and

WHEREAS, also consistent with Florida Statute Chapter 163.357, Resolution Number 18-47 allowed for the first community representative position to be appointed to a two-year term and allowed for all subsequent appointments to be for four-year terms; and

WHEREAS, the City Commission of the City of Eustis has decided to modify the parameters for the two community representative positions on the Community Redevelopment Agency.

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

SECTION 1: The City Commission of the City of Eustis will exercise its authority under Florida Statute Chapter 163.357 and appoint two additional persons to act as members of the Downtown & East Town Community Redevelopment Agency under the following parameters:

A. Per Florida Statute 163.356, the new members must reside or be engaged in business in the Community Redevelopment Area.

B. Per Florida Statute 163.357, the initial community representative was appointed to serve for a two-year term. All subsequent appointments will be for four-year terms.

C. The two additional persons will engage in CRA matters, but will serve as non-voting members.

D. The advertising and appointment process will be consistent with the advertising and appointment process for other City of Eustis boards and committees.

E. The new members will represent geographic areas of the CRA. One member will represent the portion of the CRA east of Center Street and Center Street extended. The other member will represent the portion of the CRA west of Center Street and Center Street extended.

F. In order to qualify to serve, the new members will have educational, professional, and/or practical experience in architecture, finance, construction, land-use, sustainability, community redevelopment, affordable housing, and/or community engagement.

G. All members, including new members, are encouraged to engage in continuing education related to community redevelopment.

H. The two community representatives will periodically report to the Agency on CRA related activities and engagement.

SECTION 3: Conflicts: All Resolutions that are in conflict with this Resolution are hereby repealed, vacated and nullified.

SECTION 4: Severability: If any section, sentence, phrase, word or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Resolution not otherwise determined to be invalid, unlawful or unconstitutional.

SECTION 5: Effective Date: This Resolution shall become effective immediately upon adoption.

DONE AND RESOLVED this 20th day of October, 2022, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Michael L Holland, Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

THE SEAL OF THE CITY OF EUSTIS, FLORIDA

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me, by means of physical presence, this 20th day of October 2022, by Michael L. Holland, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

Heather Nicole Croney
Notary Public
State of Florida
Comm# HH080715
Expires 3/25/2025

Notary Public - State of Florida
My Commission Expires: 3/25/2025
Notary Serial No: HH080715

CITY ATTORNEY'S OFFICE

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

for Derek Schroth 10/20/2022

City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 22-76 is hereby approved, and I hereby 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

RESOLUTION NO. 18-47

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY FLORIDA, PROVIDING FOR THE APPOINTMENT OF TWO ADDITIONAL PERSONS TO ACT AS MEMBERS OF THE DOWNTOWN & EAST TOWN COMMUNITY REDEVELOPMENT AGENCY TO CARRY OUT THE COMMUNITY REDEVELOPMENT PURPOSES OF CHAPTER 163, PART III, FLORIDA STATUTES; PROVIDING FOR TERMS OF OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Eustis adopted Resolution No. 90-39, finding of necessity, to create a community redevelopment district in accordance with Florida Statutes 163, Part III; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution No. 90-40, finding a need to create a community redevelopment agency in accordance with Florida Statutes 163, Part III; and

WHEREAS, the City Commission of the City of Eustis adopted Resolution No. 90-41 to create the Downtown & East Town Community Redevelopment Agency; and

WHEREAS, the City Commission of the City of Eustis also in Resolution No. 90-41 declared itself as the Downtown & East Town Community Redevelopment Agency; and

WHEREAS, the City Commission of the City of Eustis deems it appropriate to exercise its authority under Florida Statute Chapter 163.357 and appoint two additional persons to act as members of the Community Redevelopment Agency, who shall serve four year terms, except that the first additional member appointed shall serve a term of two years initially;

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

SECTION 1: The City Commission of the City of Eustis will exercise its authority under Florida Statute Chapter 163.357 and appoint two additional persons to act as members of the Downtown & East Town Community Redevelopment Agency under the following parameters:

A. Per Florida Statute 163.356, the new members must reside or be engaged in business in the Community Redevelopment Area.
B. Per Florida Statute 163.357, the terms of office for the additional members shall be for four years, except that the first person appointed shall initially serve a term of two years.
C. The two additional persons will engage in CRA matters, but will serve as non-voting members.

D. The advertising and appointment process will be consistent with the advertising and appointment process for other City of Eustis boards and committees.

E. The new members will represent geographic areas of the CRA. One member will represent the portion of the CRA east of Center Street and Center Street extended. The other member will represent the portion of the CRA west of Center Street and Center Street extended.

F. In order to qualify to serve, the new members will have educational or professional experience in architecture, finance, construction, land-use, sustainability, and/or community redevelopment. Alternatively, the new members will also qualify to serve with professional and/or residential experience in affordable housing.

G. All members, including new members, are encouraged to engage in continuing education related to community redevelopment.

SECTION 3: Conflicts: All Resolutions that are in conflict with this Resolution are hereby repealed, vacated and nullified.

SECTION 4: Severability: If any section, sentence, phrase, word or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Resolution not otherwise determined to be invalid, unlawful or unconstitutional.

SECTION 5: Effective Date: This Resolution shall become effective immediately upon adoption.

DONE AND RESOLVED this 5th day of July, 2018, in regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Robert R. Morin, Jr.
Mayor/Commissioner

ATTEST:

Mary C. Montez, City Clerk

Resolution No 18-47
CRA Board Expansion
Page 2 of 3

CITY OF EUSTIS CERTIFICATION

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this 5th day of July, 2018, by Robert R. Morin, Jr., Mayor, and Mary C. Montez, City Clerk, who are personally known to me.

SERITA HILL
MY COMMISSION # GG 019203
EXPIRES: August 20, 2020
Bonded Thru Notary Public Underwriters

Serita Hill
Notary Public - State of Florida
My Commission Expires: Aug 20, 2020
Notary Serial No: GG019203

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

7/5/18
Date

CERTIFICATE OF POSTING

The foregoing Resolution No. 18-47 is hereby approved, and I hereby certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

7/5/18
Date

Mary C. Montez
Mary C. Montez, City Clerk

City of Eustis

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Resolution Number 2026-73: Approving Change Order Number 2 for the Coolidge Street Improvement Project, Total Expenditure in Excess of $100,000

Introduction:
Resolution Number 2026-73 approves a change order in excess of $100,000 for the Coolidge Street Improvement Project and authorizes the Interim City Manager to execute all related agreements.

Background:
The City is currently underway with the roadway, drainage and utility improvements on Coolidge St and its seven (7) intersecting roads that include Grant Ave, Pine Ave, Harlem Ave, Dixie Ave, Suanee Ave, Hollywood Ave and Virginia Ave. The overall improvements along the Coolidge Street corridor and its side streets include new paved roadways, curbing, sidewalks, stormwater upgrades, fire protection enhancements and the installation of water and sewer service lines. The City Commission approved Resolution 25-107 and awarded Bid Number 007-25 on December 9, 2025 to GPS Civil Construction (the Contractor) who is currently constructing such improvements.

During the course of the project, the Contractor has submitted 21 requests for information (RFIs) that includes twenty-two (22) modifications of existing water and reclaimed water utilities that were in conflict with the current proposed drainage infrastructure and additional 5 RFIs that include additional work for driveway extensions and three new driveways not included in the design documents. As such, the Contractor submitted Change Order No. 2 on August 4, 2026 requesting a pricing increase of $160,054.00 to the contract and the addition of 28 days to the contract length.

Recommended Action:
Staff recommends approval of Resolution Number 2026-73.

Policy Implications:
None

Budget/Staff Impact:

The current award bid for the project is $6,485,995.00 with 12% contingency of $777,083.00 in the FY25/26 CIP budget for any unforeseen construction issues. The contingency is currently allocated as follows:

Account Number	Name	Budgeted	Budgeted Contingency*
010-8600-541-60-50	Sales Tax Fund - Rosenwald Gardens - Coolidge	$ 1,571,711.73	$ 777,083.00
		Change Order No. 2	$ 160,054.00
		Contingency Left	$ 617,029.00

*Additional funds from Budgeted

The Street Improvement Project was initially quoted at $6,485,995.50. The current contract price adjusted by previous change order is $6,498,670.92. The additional work performed in the amount of $160,054.00 falls within the amount of the approved budget for street improvements and will adjust the contract price to $6,658,724.92.

Prepared By:

Christopher Helme – Administrative Supervisor

Reviewed By:

Mike Brisson – Project Manager
Daniel Millan, P.E. – Civil Engineer
Miranda Burrowes - Deputy City Manager

Attachment(s):

Resolution Number 2026-73

Available Upon Request

Coolidge Street Improvements Project Change Order Number 2
Request of Information (RFI) Table and Documents.

RESOLUTION NUMBER 2026-73

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING CHANGE ORDER NUMBER TWO FOR THE COOLIDGE STREET IMPROVEMENT PROJECT, TOTAL EXPENDITURE IN EXCESS OF $100,000.

WHEREAS, the City's approved Fiscal Year 2025-2026 Capital Improvement Budget includes funds for the Coolidge Street Improvement Project; and

WHEREAS, Change Order Number Two addresses additional utility conflicts, driveway extensions, and new driveways at a of $160,054.00 and adds 28 days to the contract time, needed to complete the construction of this project; and

WHEREAS, the total cost of the project is now $6,658,724.92, requiring a change order; and

WHEREAS, City of Eustis Purchasing Ordinance requires that the City Commission approve any purchase in excess of $100,000.

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

(1) The City Commission hereby approves a Change Order Number Two in the amount of $160,054.00, increasing the the total project cost to $6,658,724.92 and extending the contract time by 28 days; and

(2) The City Commission hereby authorizes the City Manager to execute all agreements and contracts associated with the approved purchase;

(3) This Resolution shall become effective immediately upon adoption; and

(4) Except as expressly modified by Change Order Number 2, all other terms and conditions of the construction contract remain unchanged and in full force and effect

DONE AND RESOLVED, this 20th day of August 2026, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

____
Emily A. Lee
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 20th day of August 2026, by Emily A. Lee, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

____
Notary Public - State of Florida
My Commission Expires:
Commission #

CITY ATTORNEY'S OFFICE

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

____
Taylor Tremel, City Attorney

CERTIFICATE OF POSTING

The foregoing Resolution Number 2026-73 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: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Resolution Number 2026-74: Authorizing Multiple Annual Purchases in Excess of $100,000 for Products Provided by Empire Pipe and Supply Company Inc. for the Eustis Public Utilities Department

Introduction:

Resolution Number 2026-74 authorizes multiple annual purchases for Fiscal Year 2025-2026 totaling an excess of $100,000 for water and sewer related inventory parts provided by Empire Pipe and Supply Company Inc. for the Public Utilities Department and authorizes the Interim City Manager to execute all related agreements.

Background:

Empire Pipe and Supply Company Inc. is an inventory parts distributor that provides a wide range of water and sewer related inventory parts. The City of Eustis Public Utilities Department places several inventory orders throughout the year to maintain general stock, along with specialized inventory orders of parts allocated specifically for Capital projects. Empire Pipe and Supply Company Inc. has consistently been highly responsive and is able to quickly deliver inventory via Volusia County and Citrus County piggyback contract pricing. Quotes are obtained in accordance with the City's Purchasing Policies via the piggyback contracts.

Between general inventory stock and Capital project stock orders including an upcoming budgeted Capital project order in the approximate amount of $215,000, total Fiscal Year 2025-2026 expenditures with Empire Pipe and Supply Company Inc. will exceed $100,000. The City's Purchasing Policies require that City Commission approve purchases exceeding $100,000.

Recommended Action:

Staff recommends approval of Resolution Number 2026-74.

Policy Implications:

N/A

Budget/Staff Impact:

The approved Fiscal Year 2025-2026 budget has allocated funds for contracted water and sewer related inventory parts distributed throughout various accounts in accordance with the nature and scope for use of parts being purchased.

Business Impact Estimate:
N/A

Prepared By:
Olivia Luce – Administrative Assistant, Public Utilities

Reviewed By:
Greg Dobbins – Director of Public Services
Michael Brundage – Deputy Director of Public Utilities
Miranda Burrowes – Deputy City Manager
Christine Halloran – City Clerk

Attachments:
Resolution Number 2026-74

Available Upon Request:
Empire Pipe and Supply Company Inc. Contracts

RESOLUTION NUMBER 2026-74

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING MULTIPLE ANNUAL PURCHASES IN EXCESS OF $100,000 FOR PRODUCTS AND SERVICES PROVIDED BY RING POWER CORPORATION FOR THE EUSTIS PUBLIC UTILITIES DEPARTMENT.

WHEREAS, the Eustis Public Utilities Department has need for utility related products and services provided by Ring Power Corporation in excess of $100,000 annually; and

WHEREAS, the City's approved Fiscal Year 2025-2026 budget includes adequate funding in various sources for these products and services; and

WHEREAS, the City is able to piggyback various Sourcewell contracts with Ring Power Corporation; and

WHEREAS, the City of Eustis Purchasing Department obtains quotes for products and services provided by Ring Power Corporation in accordance with the City's Purchasing Policies through utilizing piggyback options on government contracts; and

WHEREAS, the City of Eustis Purchasing Ordinance requires that the City Commission approve any purchase in excess of $100,000.

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

(1) The City Commission hereby authorizes multiple annual purchases in excess of $100,000 for utility related products and services provided by Ring Power Corporation; and

(2) The City Commission hereby authorizes the Interim City Manager to execute all agreements associated with the approved purchases; and

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

DONE AND RESOLVED, this 20th day of August, 2026, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

ATTEST:

____
Emily A. Lee
Mayor/Commissioner

____
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 20th day of August 2026, by Emily A. Lee, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

____
Notary Public - State of Florida
My Commission Expires:
Commission #

CITY ATTORNEY'S OFFICE

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

______________________________ ____________________
Taylor Tremel, City Attorney Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 2026-74 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: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Resolution Number 2026-75: Lake Willie Boardwalk Appropriations from Florida Legislature

Introduction:
Resolution Number 2026-75 formally authorizes the acceptance of legislative line-item grant funds in the amount of $350,000 from the Florida Department of Environmental Protection (FDEP) for the Lake Willie Boardwalk Renovation Project. It authorizes the Interim City Manager to execute the future grant agreement, amendments, and reimbursement requests, commit site control and specified matching funds, and provides an effective date.

Background:
The 2026 Florida Legislature appropriated funding in the amount of $350,000 for the development of Lake Willie Boardwalk Renovation as approved by Governor Ron DeSantis. The appropriation amount identified for the project, according to the Department of Financial Services' requirements, is to be administered as a cost reimbursement grant administered by the Land and Recreation Grants Section within the Division of State Lands.

Budget/Staff Impact:

The $350,000 State appropriation will be incorporated into the project's multi-agency funding structure, which also includes FY 2026-2027 City of Eustis Capital Improvement Budget.

Upon completion of the project, the City will receive reimbursement from the FY 2025-2026 and State Appropriations through FDEP. After reimbursements are applied for a total of $350,000, the net budget for the project will be $700,000.

Prepared By:
Christopher Helme, Administrative Supervisor – Engineering

Reviewed By:
Greg Dobbins, Director – Public Works
Miranda Burrowes - Deputy City Manager

Attachments:
Resolution Number 2026-75

RESOLUTION NUMBER 2026-75

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AUTHORIZING THE ACCEPTANCE OF LEGISLATIVE LINE-ITEM GRANT FUNDS IN THE AMOUNT OF $350,000.00 FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FOR THE LAKE WILLIE BOARDWALK RENOVATION PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE FUTURE GRANT AGREEMENT, AMENDMENTS, AND REIMBURSEMENT REQUESTS; COMMITTING SITE CONTROL AND SPECIFIED MATCHING FUNDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 2026 Florida Legislature appropriated cost-reimbursement funding in the amount of $350,000.00 for the development of the **Lake Willie Boardwalk Renovation** project, as approved by Governor DeSantis; and

WHEREAS, the Florida Department of Environmental Protection (FDEP), Land and Recreation Grants Section within the Division of State Lands, requires an adopted resolution from the City Commission authorizing the City to enter into a grant agreement prior to the formal drafting and issuance of said agreement; and

WHEREAS, the City of Eustis desires to complete the boardwalk renovations as outlined in the forthcoming Project Work Plan;

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

(1) **AUTHORIZATION TO ENTER INTO AGREEMENT.** The City Commission hereby formally authorizes the City of Eustis to accept the state appropriation and enter into a formal cost-reimbursement grant agreement with the FDEP for the **Lake Willie Boardwalk Renovation** project; and

(2) **DESIGNATION OF AUTHORIZED SIGNATORY.** The **City Manager**, or their designee, is hereby authorized and directed to execute the future grant agreement, execute any subsequent contract amendments, sign quarterly Project Status Reports, and execute all formal reimbursement requests associated with these grant funds on behalf of the City of Eustis; and

(3) **SITE CONTROL AND LOCAL COMMITMENT.** The City of Eustis confirms it maintains legal site control of the project location and officially commits to providing any necessary local matching funds, cash, or in-kind services beyond the $350,000.00 appropriation required to successfully complete the defined project scope.

(4) **EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.

DONE AND RESOLVED, this 20th day of August 2026, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

Emily A. Lee
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 20th day of August 2026, by Emily A. Lee, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Commission #

CITY ATTORNEY'S OFFICE

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

Taylor Tremel, City Attorney

CERTIFICATE OF POSTING

The foregoing Resolution Number 2026-75 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: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: Second Reading of Ordinance Number 2026-29: Repeal of Eustis Code of Ordinance Section 66-78 Entitled "No Petroleum Base Fuel Watercraft Allowed on Lake Gracie" to Comply with Section 327.75, Florida Statutes

Introduction:
Senate Bill 1388, which created Section 327.75, Florida Statutes, commonly referred to as the "Watercraft Energy Source Freedom Act," rendered Section 66-78 of the City of Eustis Code of Ordinances, which prohibits the use of petroleum-based watercraft on Lake Gracie, in nonconformance with the Florida Statutes.

Background:
On May 19, 2025, the Governor signed Senate Bill 1388, which created Section 327.75, Florida Statutes, commonly referred to as the "Watercraft Energy Source Freedom Act," which prohibits a municipality from restricting the use or sale of a watercraft based on the energy source used to power the watercraft, including an energy source used for propulsion or used for powering other functions of the watercraft.

The City of Eustis Code of Ordinances Section 66-78, adopted on November 6, 2003, currently provides that no watercraft shall be powered by petroleum-based fuel on or in Lake Gracie. Section 66-78 is not compliant with Section 327.75, Florida Statutes.

City Staff finds it necessary and appropriate to repeal Section 66-78 to bring the City Code into compliance with Section 327.75, Florida Statutes.

Recommended Action:
City Staff presents Ordinance 2026-29, the repeal of Section 66-78 of the City of Eustis to comply with 327.75, Florida Statutes, for consideration by the City Commission.

Policy Implications:
None

Alternatives:
Approval of Ordinance Number 2026-29 to make the City of Eustis Code of Ordinances conform with Section 327.75, Florida Statutes.

Do not approve Ordinance Number 2026-29 and remain in nonconformance with Section 327.75, Florida Statutes.

Budget/Staff Impact:
See attached Business Impact Estimate.

Business Impact Estimate:
Section 166.041(4)(c), Florida Statutes exemption: It is required for compliance with federal or state law or regulation.

Prepared By:
Jeff Richardson, Interim Director, Development Services

Reviewed By:
Miranda Burrowes, Deputy City Manager

ORDINANCE NUMBER 2026-29

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AMENDING CHAPTER 66, ARTICLE III, REGULATION OF WATERCRAFT ON LAKE GRACIE, OF THE CITY OF EUSTIS CODE OF ORDINANCES; REPEALING SECTION 66-78, ENTITLED "NO PETROLEUM BASE FUEL WATERCRAFT ALLOWED ON LAKE GRACIE"; PROVIDING LEGISLATIVE FINDINGS AND RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Eustis, Florida ("City Commission"), is authorized under Article VIII, Section 2(b) of the Florida Constitution and Chapter 166, Florida Statutes, to exercise municipal home-rule powers except as otherwise provided by law; and

WHEREAS, Chapter 66, Article III of the City of Eustis Code of Ordinances regulates watercraft on Lake Gracie; and

WHEREAS, Ordinance Number 03-71, adopted on November 6, 2003, created Section 66-78, entitled "No petroleum base fuel watercraft allowed on Lake Gracie"; and

WHEREAS, Section 66-78 currently provides that no watercraft shall be powered by petroleum-based fuel on or in Lake Gracie; and

WHEREAS, Senate Bill 1388, signed by the Governor on May 19, 2025, created Section 327.75, Florida Statutes, commonly referred to as the "Watercraft Energy Source Freedom Act," which prohibits a municipality from restricting the use or sale of a watercraft based on the energy source used to power the watercraft, including an energy source used for propulsion or used for powering other functions of the watercraft; and

WHEREAS, the City Commission finds it necessary and appropriate to repeal Section 66-78 to conform the City Code to Section 327.75, Florida Statutes; and

WHEREAS, the City Commission has conducted duly noticed public hearings on this Ordinance in accordance with applicable law.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Eustis, Florida:

SECTION 1. Legislative Findings and Recitals.
The foregoing recitals are adopted as the legislative findings of the City Commission and are incorporated into this Ordinance as if fully set forth herein.

SECTION 2. Repeal of Section 66-78.
Section 66-78, City of Eustis Code of Ordinances, entitled "No petroleum base fuel watercraft allowed on Lake Gracie," is hereby repealed in its entirety and shall be marked as reserved, as follows:

Sec. 66-78. – Reserved. ~~No petroleum-based fuel watercraft allowed on Lake Gracie.~~

~~No watercraft shall be powered by petroleum-based fuel on or in Lake Gracie.~~

SECTION 3. Conflict.
All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. Severability.
If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of this Ordinance, which shall remain in full force and effect.

SECTION 5. Codification.
It is the intent of the City Commission that the provisions of this Ordinance shall become and be made a part of the City of Eustis Code of Ordinances, and that sections of this Ordinance may be renumbered, relettered, or reorganized to accomplish such intent.

SECTION 6. Effective Date.
This Ordinance shall become effective immediately upon adoption on second reading. Following the adoption of this Ordinance, the City may take all steps necessary to carry out the implementation of this Ordinance as provided herein.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 20th day of August 2026.

CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA

____
Emily A. Lee
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 20th day of August 2026 by Emily A. Lee, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

____
Notary Public – State of Florida
My Commission Expires: ______________
Commission # ____________________

CITY ATTORNEY'S OFFICE

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

____________________________ ______________________
Taylor Tremel, City Attorney Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 2026-29 is hereby approved, and I hereby 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.

____
City Clerk's Office

Business Impact Estimate Exemption

Summary of Ordinance:
This Ordinance repeals Section 66-78 of the City of Eustis Code of Ordinances, entitled "No Petroleum Base Fuel Watercraft Allowed on Lake Gracie," to comply with Senate Bill 1388, signed by the Governor on May 19, 2025, which created Section 327.75, Florida Statutes, commonly referred to as the Watercraft Energy Source Freedom Act.

In accordance with Section 125.66(3)(c), Florida Statutes, the requirement to prepare and post a Business Impact Estimate does not apply to certain conditions. Those conditions are listed below. If any of the boxes are checked below, the Business Impact Estimate is not required.

☒The proposed ordinance is required for compliance with Federal or State law or regulation;
☐ The proposed ordinance relates to the issuance or refinancing of debt;
☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the county government;
☐ The proposed ordinance is an emergency ordinance;
☐ The proposed ordinance relates to procurement; or
☐ The proposed ordinance is enacted to implement the following:

a. Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss.163.3220-163.3243;
b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the county;
c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the conditions above apply to the proposed ordinance, the Business Impact Estimate will be completed in accordance with Section 125.66, Florida Statutes.

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

TO: EUSTIS CITY COMMISSION

FROM: Rick Gierok, Interim City Manger

DATE: August 20, 2026

RE: Discussion on Solid Waste Billing Practices – Ordinance Compliance

Introduction:
Staff is requesting direction from the City Commission regarding current billing practices related to solid waste service charges in situations where residential water service is turned off at a customer's request or when a water meter is removed as part of the lien process. Staff has identified two circumstances where current operational practices result in the suspension of solid waste charges for residential properties, which may conflict with the City's ordinance requiring solid waste service for all improved real property within the City limits.

Background:
Section 78-57(a) of the City Code requires that all occupants or owners of improved real property located within the City maintain solid waste collection and disposal services provided by the holder of the City's current solid waste hauler contract. The Code does not make that requirement dependent on the status of water service or the presence of a water meter.

Staff has identified two existing operational practices where solid waste charges may currently be suspended:

- **Vacation Water Off Program** – Property owners may request that their water meter be turned off while the property is vacant for an extended period (for example travel, seasonal absence, or renovations). During this period, the water meter is turned off and solid waste service charges are paused. When the customer returns, the water meter is turned back on and water and solid waste billing is reactivated.

- **Meter Removal at a Customer's Request** – When a meter is removed at a customer's request, all service charges, including solid waste, are currently suspended once the meter is removed.

Upon review, staff has determined that suspending solid waste charges in these situations conflicts with Section 78-57(a), which requires all property owners to maintain solid waste collection service.

In addition to the potential ordinance conflict, continuing the current practice creates several operational concerns including:

- Lack of a reliable tracking method for how long services remain suspended
- Potential sanitation concerns if refuse accumulates at vacant properties

- Situations where refuse may still be collected by the City's contracted hauler but not billed
- Inconsistent application of the City's ordinance requiring solid waste service for all properties

Recommended Action:
Staff recommend aligning operational practices with Section 78-57(a) by continuing to charge solid waste service fees for all residential properties within the City regardless of water service status or meter removal. This would include discontinuing the current practice of suspending solid waste charges during the Vacation Water Off program and after meter removal during the collections process.

Policy Implications:
Aligning billing practices with Section 78-57(a) ensures consistent enforcement of the City Code and supports compliance with the City's solid waste service requirements and contractual obligations with its current solid waste hauler.

Alternatives:
The City Commission may choose to:

1. Direct staff to align current billing practices with Section 78-57(a) and require solid waste service charges for all residential properties regardless of water service status; or
2. Direct staff to return with a proposed Code amendment establishing circumstances, if any, under which solid waste service and charges may be suspended for qualifying residential property.

Budget/Staff Impact:
Implementation would require minor updates to internal billing procedures but would not require additional staffing or budget allocations.

Prepared By:
Nichole Jenkins, Water Customer Service Manager

Reviewed By:
Lori Carr, Finance Director
Miranda Burrowes, Deputy City Manager

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

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 20, 2026

RE: City of Eustis – Central Business District Event and Stimulus Initiative

Introduction:
At the request of Vice Mayor Ashcraft, staff will provide an overview of current practices and opportunities for downtown businesses to participate in City organized events, considerations for formalizing those practices and the regulatory considerations associated with alcoholic beverage sales within the Central Business District, Entertainment District and Ferran Park. The intent is to support downtown businesses and help them benefit from event-related activity while maintaining a consistent, equitable and legally compliant process. This presentation is for informational and discussion purposes; no formal action is requested.

Background:
For approximately three years, the City has welcomed interested downtown brick-and-mortar businesses to participate in First Friday events. Businesses located within the street closure have been offered complimentary space in front of or adjacent to their storefront. This allows businesses to participate directly in event activity while avoiding the placement of event vendors immediately in front of existing storefronts. Downtown businesses outside of the First Friday event footprint have also been offered complimentary participation, with placement based on available space.

Complimentary participation is specific to downtown street-based events and does not extend to vendor spaces within Ferran Park. Downtown businesses participating as vendors in Ferran Park are subject to the same applicable vendor fees and application process as other event vendors.

For City-produced events, alcoholic beverage sales have generally been limited to participating downtown businesses and nonprofit organizations, providing an opportunity for local businesses and community organizations to benefit from event activity. Alcohol sales are subject to applicable licensing and permitting requirements established by the Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco (DBPR/ABT), as well as applicable City insurance and event requirements. City authorization to participate in an event does not supersede or replace state licensing and permitting requirements.

Downtown business participation in First Friday has been coordinated separately from the standard vendor application process. The Events & Communication Department is currently formalizing this process to provide greater consistency and ensure that applicable registration, insurance, licensing and regulatory documentation is collected and maintained.

Prepared by:
Mike Bishop, Economic Development Director
Cheri Moan, Director of Events & Communication

Reviewed by:
Miranda Burrowes, Deputy City Manager