



# AGENDA

## City Commission Meeting

6:00 PM – Thursday, April 20, 2023 – City Hall

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**INVOCATION: PASTOR SHANNON CARROLL, LEAD PASTOR, LAKE HAVEN CHURCH**

**PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS**

**CALL TO ORDER**

**ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

**1. AGENDA UPDATE**

**2. APPROVAL OF MINUTES**

[2.1](#) Approval of Minutes

[March 2, 2023 City Commission Meeting](#)

**3. PRESENTATIONS**

[3.1](#) Eustis Fire Department Badge Pinning Ceremony

[3.2](#) Presentation for the 4-H Public Speaking Contest

**4. AUDIENCE TO BE HEARD**

**5. CONSENT AGENDA**

[5.1](#) Resolution Number 23-36: Amendment to Agreement for Provision of Library Services

[5.2](#) Resolution Number 23-38: Award of Engineering Construction Administration Services for the Bates Avenue WWTP Expansion Project

[5.3](#) Resolution Number 23-41: Edward Byrne Grant - Duty Level AR-15 Patrol Rifle Build Systems

[5.4](#) Approval of Memorandums of Agreement for use of City facilities for 2024 primary, early voting and general election

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

[6.1](#) Resolution Number 23-16: Business Incubator Program Interlocal Agreement with Lake County

[6.2](#) Resolution Number 23-34: Strategic Plan Consultant

[6.3](#) Resolution Number 23-37: Request for Extension of Time For Grand Island Subdivision - Approves a six-month extension of time for final plat approval and to submit a Building Permit Application for the Grand Island subdivision project.

[6.4](#) Resolution Number 23-40: Reduction of Fine - 816 East Citrus Avenue

**6.5 FIRST READING**

Ordinance Number 23-08: Amending the tree protection section of the City's Land Development Regulations to increase the penalty amount for tree removal without a permit from \$50 to \$2,500

**6.6 CONSIDERATION: EXTENSION OF ANNEXATION INCENTIVE PROGRAM**

**7. OTHER BUSINESS**

**7.1** Discussion of Eustis Historical Museum

**7.2** Department Updates: Public Works, Events, and Library

**8. FUTURE AGENDA ITEMS**

**9. COMMENTS**

**9.1 City Commission**

**9.2 City Manager**

**9.3 City Attorney**

**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.

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



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Christine Halloran, City Clerk

DATE: April 20, 2023

RE: Approval of Minutes

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**Introduction:**

This item is for consideration of the minutes of March 2, 2023 City Commission Meeting.

**Recommended Action:**

Approval of the minutes as submitted.

**Policy Implications:**

None

**Prepared By:**

Mary Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, March 02, 2023 – City Hall

**INVOCATION: Pastor Harold Kelly, Temple of Power - Church of God in Christ**

Moment of silence

**PLEDGE OF ALLEGIANCE: Vice Mayor Lee**

**CALL TO ORDER: 6:01 P.M.**

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

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

#### **1. AGENDA UPDATE**

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

##### **2.1 February 2, 2023, City Commission Meeting**

A motion was made to approve the Minutes as submitted. Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins. The motion passed by the following vote:

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

#### **3. APPOINTMENTS**

##### **3.1 Reappointment to Police Pension Board of Trustees – Diane Thomas**

A motion was made to approve the reappointment of Diane Thomas to the Police Pension Board. Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee. The motion passed on the following vote:

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

##### **3.2 Reappointment to Historic Preservation Board – Monte Stamper**

A motion was made to approve the reappointment of Monte Stamper to the Historic Preservation Board. Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee. The motion passed on the following vote:

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

##### **3.3 Reappointment to Historic Preservation Board – Matthew Kalus**

A motion was made to approve the reappointment of Matthew Kalus to the Historic Preservation Board. Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft. The motion passed on the following vote:

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

#### 4. AUDIENCE TO BE HEARD

Gessner Harris and Selina Bowers thanked the Commissioner, Mayor Holland, the Eustis Parks and Recreation Department and Craig Dolan for their support of the 2023 Debutante Cotillion put on by the Silhouettes of the Criterions Civic Club. Ms. Bowers announced they presented eight young ladies with scholarships and will be awarding other scholarships.

Mayor Holland thanked them for all they do for the young ladies of the community and for the scholarships.

#### 5. CONSENT AGENDA

##### 5.1 Resolution Number 23-20: Acceptance of Sorrento Pines Subdivision Utility Infrastructure and Maintenance Bonds for Phase 1A and Phase 2

A motion was made to approve the Consent Agenda as submitted. Motion made by Commissioner Cobb, Seconded by Commissioner Hawkins. The motion passed by the following vote:

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

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

##### 6.1 Resolution Number 23-18: Preliminary Subdivision Plat approval with waiver for Estes Reserve Subdivision

Sasha Garcia, City Attorney, announced Resolution Number 23-18: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for Estes Reserve Subdivision, a 23-lot single family residential subdivision, on approximately 4.7 acres of property located north of Bates Avenue/Lake Lincoln Lane, on the west side of Estes Road (Alternate Key Number 3862867).

Heather Croney, Senior Planner, presented Resolution 23-18 approving a preliminary subdivision plat with waiver for Estes Reserve. The request is for 23 lots for single-family detached dwellings and one waiver request for reduced house lot type width. She noted the Property Owner, Burgland Investments, LLC, and Applicant, Christopher Germana, Germana Engineering, and site location with approximately 4.7 acres located north of Mayhill subdivision and on the west side of Estes Road. Ms. Croney explained that the site has a Future Land Use Designation of Suburban Residential within a Suburban Neighborhood Design District. She stated that the application was substantially consistent with the Comprehensive Plan and the Land Development Regulations and the proposed density of 4.89 units per acre falls below the maximum. She presented an overview of the proposed subdivision plan. She added that the requested waiver to the LDRs does not jeopardize health, safety or welfare of the public. She stated staff's recommendation for approval.

Mike Lane, Development Services Director, noted emails received regarding individuals did not receive notice of the meeting. He stated staff looked at what the developer did to provide notice. He reviewed the notice requirements and updates to the City handout for notification requirements relating to the 500 foot notice specifications. He explained they identified a flaw in the City's handout regarding how to obtain the list of property owners to be noticed. He reviewed the process for the applicant to determine the boundary for the 500 foot notice. He indicated staff has identified another way to obtain the addresses for property owners to be notified through the property appraiser's website. He explained there is a difference in the number of addresses obtained utilizing the different methods. He stated that staff will revise the handout to applicants to be more precise with the process.

The City Attorney asked whether or not the additional homeowners were in attendance and whether or not the City has been in contact with them.

Mr. Lane responded that he has not been in contact with them as he was trying to determine what occurred so he could provide an explanation at the meeting. He stated the developer followed the City's directions; however, there is more than one way to do it which resulted in fewer notices going out. He explained prior to November 2022 the City was doing the mailouts; however, when staff designed the handout they passed that burden onto the developers due to relieve the burden on staff. He noted that most of the communities he has worked in require the developers to do the notifications.

The Commission asked about moving the burden of notification to the applicant and the applicant's process to notify staff of completion of requirements. They questioned what can be done to eliminate the possibility of any future problems.

Mr. Lane explained how the handout could be amended to insure it does not happen again.

Due to the confusion in the notifications, the Commission discussed postponing consideration of Resolution 23-18.

A motion was made to postpone consideration of Resolution 23-18 until the notifications are redone. Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee. The motion passed by the following vote:

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

Mr. Carrino asked if the Commission would be more comfortable if City staff compiles the mailing list and then requires the developers to actually send out the notifications.

CONSENSUS: It was a consensus of the Commission for staff to compile the notification mailing list.

**6.2 Resolution Number 23-21: Addendum to commercial lease with Lake Eustis Area Chamber of Commerce, Inc.**

Attorney Garcia announced Resolution Number 23-21: A Resolution of the City Commission of the City of Eustis, Florida; authorizing the City Manager to execute an addendum to a commercial lease agreement with the Lake Eustis Area Chamber of Commerce, Inc. for City-owned property at One West Orange Avenue.

Mr. Carrino reviewed the previously discussed addendum to the lease with the Chamber. He stated the addendum reduces the monthly rent to \$550 per month and amends the term of the lease to February 2024. He noted that an additional provision was added to allow the lease to

go to month to month if necessary. He indicated the City would be working with the Chamber to facilitate their relocation. He also reported that he and the Mayor would be meeting the next day with representatives of the Historical Museum.

Attorney Garcia opened the public hearing at 6:24 p.m. There being no public comment, the hearing was closed at 6:24 p.m.

A motion was made to approve Resolution 23-21. Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft. The motion passed by the following vote:

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

Abstaining: Commissioner Cobb (Commissioner Cobb recused herself due to her husband serving as President of the Chamber.)

### **6.3 Resolution Number 23-22: Amending application form and eligibility requirements for Gateway Corridor Improvement matching grant program**

Attorney Garcia announced Resolution Number 23-22: A Resolution of the City Commission of the City of Eustis, Florida; amending the application form and eligibility requirements for the Gateway Corridor Improvement Matching Grant Program.

Al Latimer, Economic Development Director, presented the amendments to the Gateway Corridor Improvement matching grant program. He reviewed the previously discussed recommendations for changes to the program and updates to the application. He explained that an Aesthetics Committee, consisting of three staff members, has been established to review the paint colors. He added that staff is recommending an increase to the overall maximum grant award from \$6,000 to \$7,500 and an increase in the maximum amount for landscaping from \$900 to \$1,125. He noted signatures will now be required on the application.

Commissioner Ashcraft asked about the landscaping maximum and why the City wouldn't allow them to go higher on that.

Mr. Latimer explain it can be set at whatever the Commission wants. The previous level was established by the Commission. In recognition of the increased pricing in the construction industry, staff is recommending a 15% increase to the \$1,035.

Mr. Carrino explained the original discussions when the program was established which acknowledged that landscaping is impactful but it was noted that it doesn't actually improve the structure.

The Commission discussed the City's desire to create a nice corridor and noted other beautification programs currently underway. It was noted that the amount could be increased in the future as City's funds increase. It was also noted that the \$1,125 is just the grant amount so the actual landscaping cost would be over \$2,000.

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

A motion was made to approve Resolution 23-22. Motion made by Commissioner Hawkins, Seconded by Commissioner Cobb. The motion passed on the following vote:

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

## 7. OTHER BUSINESS

### 7.1 Consideration of Organizational and Event Support Grants final recommendations

Mike Sheppard, Finance Director, reported on the final distribution of the grant funds and asked if the Commission had any changes they wanted to make to the distributions. He confirmed that the program is now strictly by reimbursement to increase accountability. He cited the presentations provided by the organizations at the workshop.

The Commission asked what Bay Street Players would be utilizing their funds for and it was explained it would be for the Young People's Theatre. The Commission then asked about the United Way with Mr. Sheppard explaining their intent was to distribute it to Eustis residents for utilities.

Commissioner Hawkins stated that would be a duplication of Lake Cares services.

Mr. Carrino noted that Act of Hope Ministries application was for back to school backpacks and it was determined that was a duplication. They were encouraged to work with Parks and Recreation. He indicated that if the Commission sees United Way as a duplication they can be removed from the list.

**CONSENSUS:** It was a consensus of the Commission to approve the grant list with the removal of the United Way.

Vice Mayor Lee noted the Commission does not need to be receiving emails in support of the programs.

Mr. Carrino noted that the Worth It outreach event has already occurred. He indicated that staff could contact them to go ahead and submit their receipts for payment.

Mr. Sheppard stated he would be contacting all of the applicants regarding submittal of their receipts and then he would be scheduling presentations for them to report to the Commission regarding their programs.

The Commission discussed the PAWS therapy dogs and agreed to increase their award to \$1,750.

### 7.2 Modification Request of the Elliano's Coffee landscape plan

Mr. Lane presented the modification request for the Elliano's Coffee landscape plan for 2520 S. Bay Avenue. He explained the original plan included 19 trees, 220 shrubs and seven water zones. It also has three stormwater areas. He reviewed the locations of the stormwater areas. He stated that the landscape plan only has a direct access to the stormwater pond on the northeast side along Bay Street. The other pond on the south part of Bay Street is completely surrounded by landscaping. He explained that the owner has expressed concern regarding maintenance of the landscaping in that area. She also is concerned that the shrubbery along the driving lane would scratch vehicles as it reaches maturity. He stated the proposal is for 16 trees, 88 shrubs and three water zones. He noted she is also proposing to put river rock in two areas.

The Commission asked about the purpose of the proposed revision to the landscape plan and noted that the plan was previously revised.

Mr. Carrino explained the plan was previously approved via resolution; therefore, they can provide a consensus at that time but it would have to be brought back and considered by resolution.



Glenn Tyre, owner of adjoining property to the north, noted that at the time of the original approval he had requested an extension of the four foot fence all the way to the road. He explained the problem with traffic pulling through their properties and dropping trash. He reiterated his request for adequate fencing.

Karen Webber, owner of Elliano's Coffee, cited issues with the General Contractor which resulted in their having to start over on the project. She indicated they would be providing landscaping along the fence and noted that they can't stop people from walking through the properties and dropping trash. She stated that Mr. Tyre is welcome to extend the fence the rest of the way down. She explained they had to build a four-foot retaining wall which resulted in part of the property being cemented over so they cannot put shrubs in that area. She indicated they also could not put landscaping where there is only eight inches between the fence and the parking spaces. She explained the problems with the seven water zones. She stated they want to keep the stormwater pond next to 19 with grass to improve the drainage. She added that the quote she received for the irrigation for the original plan was \$52,000. The quote for the slimmed down plan is \$22,000. She stated she would rather maintain a beautiful lot than overplant and not be able to maintain it.

Commissioner Cobb asked why the irrigation wasn't put it before the paving with Ms. Weber responding that they put in the jump pipes.

Commissioner Hawkins asked about the fencing with Ms. Weber responding there is vinyl fence along the west, and they put a partial fence along the north side, and then there will be a black chain link fence that will run down the west side in front of the retaining wall to Pinecrest.

The Commission confirmed the proposal is to eliminate three trees and where the shrubbery will be reduced. They asked about taking the fence up to Bay Street.

Ms. Weber explained she did not want to block her building by taking the fence up to Bay Street. She noted that the business is strictly a drive-through, not a walk up or sit down so they should not have people walking through their parcel.

The Commission compared the original plan drawing versus the proposal with discussion regarding the placement of the fencing, types of fencing and retaining wall.

Mr. Carrino asked if it would be possible to phase the landscaping with Ms. Weber responding that the irrigation would have to be installed for all of the landscaping. She commented on financial issues that arose after having to restart the project in October.

The Commission discussed whether or not to allow the proposed revision with Ms. Weber emphasizing that she definitely cannot place landscaping where they had to put in the concrete around the handicapped parking.

**CONSENSUS:** On a 4 to 1 vote, it was a consensus of the Commission to not allow the deviation from the plan.

### **7.3 Department Updates: Police and Fire**

Mr. Carrino explained that based on discussion at the retreat, they will be providing brief updates by different departments at each meeting.

Fire Chief Mike Swanson reported they have run 652 calls so far this year. He commented on the call volume fluctuation. He stated that 75% of the calls are medical. He noted that the rescue truck is on the road; however, the ladder truck runs the bulk of the calls. The rescue truck has run 133 calls. He stated that they are at full staffing; however, one staff member is on light duty due to cancer and one person is out on maternity leave. He reported on their

succession planning efforts noting that Deputy Chief Scott Davis is nearing retirement with 15 years with the department.

Chief Swanson reported on various equipment improvements and noted that Lt. Sean Kelleher is working on training countywide and setting up various training sessions. He indicated the new tower truck will be ready in the next fiscal year. He commented on the increasing cost for engines and the need to plan for replacements. He indicated that the tower truck cost them approximately \$1.3 million but it would probably have cost \$1.7 or \$1.8 if they had waited.

The Commission asked about the department's morale with Chief Swanson indicating it has improved and the collective bargaining agreement has been approved. He noted they will begin working on the negotiations for the lieutenant's bargaining unit.

Mr. Carrino noted he would be requesting a shade meeting to discuss collective bargaining. He explained that himself, the HR Director and the City's Labor Attorney are usually the bargaining team.

Police Chief Craig Capri reported they have increased the department to 44 sworn officers and responded to approximately 45,000 calls for service per year. He indicated they have six openings; however, four are currently in the academy leaving two open positions. He commented on their recruiting efforts including obtaining candidates from schools, churches and sponsorship program. He cited the addition of the K9 drug detection dog. He then commented on their various community engagement programs. He announced they started an honor guard program and reserve program to help offset gaps. He cited the creation of a mental health liaison by partnering with Lifestream with them covering the costs. He commented on the various issues in dealing with mental health issues. He reported code enforcement has been taken on by the department and stated they are focusing on nuisance problems. He announced they would be holding their first annual awards banquet on March 31st. He noted they would also be acknowledging various businesses and individuals in the community. He stated they initiated the Star Chase Program for high speed pursuits which are dangerous and deadly. He explained the program will shoot a GPA dart into the car and then the police back off and can locate it with the GPS. He expressed concern regarding reckless gun ownership and the need for education to control that.

Chief Capri announced that the new police app would be online within a couple of months to get updates from police and traffic updates. He commented on how the app will provide improved transparency and push information out to the public. He stated that the app is being funded through seized drug money.

The Commission confirmed it would be noticed in the City water bill and on social media. He commented on the possibility of hiring a social media specialist. He cited how great it is to work for the City of Eustis. He then announced they would be hosting the retiree HR218 breakfast once a quarter. He explained HR218 allows for police retirees to carry their firearm in all 50 states. He explained what is required for that. He emphasized the need to remain connected with the department's retirees. He stated a new detective will be joining the DEA task force in 60 days. He cited the possibility of initiating a motorcycle squad utilizing grant funds and cited how that would be used. He reported that they are planning to expand the SRO program and take over the two schools in 24-25. He commented on the department's investment in leadership and training and stated they have sent one person to the FBI academy, a second person to PERF in Boston, and Sgt. Carpenter to Polk County's leadership academy. He emphasized the need for good training and leadership development. He reported on their chaplain training program and noted they will be participating on April 15th in a community engagement forum with Dr. Randy Nelson.

The Commission asked about departmental moral. Chief Capri responded there will be some issues with pay. He cited the benefits in working for the City and complimented the Commission on their efforts to take care of the employees. He stated they will need to address the pay issue in the future.

The Commission asked about the bicycle program with Chief Capri commenting on the benefits to the program and how it has been utilized. He noted they will also be utilizing a hot dog truck.

**8. FUTURE AGENDA ITEMS**

**9. COMMENTS**

**9.1 City Commission**

Commissioner Hawkins reminded everyone about the upcoming jazz review at the high school on March 10th. He stated the sound system in the park was great for Georgefest and noted that the African American Heritage parade and festival were well attended. He also reminded everyone about the April 1st comedy show to be held in Ferran Park.

Commissioner Ashcraft commented on how great the Georgefest and Heritage Festival were and thanked all of the team members for their work. He reported that he spoke with a Lake Tech student who is working three jobs to attend a skills competition. He asked for the Commission to consider awarding the young man \$500 to attend the competition.

CONSENSUS: It was a consensus of the Commission for the City Manager to provide the \$500 from the grant funds for that purpose. Commissioner Cobb abstained due to her husband sitting on the board.

Commissioner Cobb complimented everyone on the Heritage Festival and Georgefest. She asked staff to bring up a picture of the land off of Estes. She indicated that her comments would have nothing to do with the proposed development. She indicated an area to the east on Estes Road in Lake Lincoln. She stated that whomever is developing the site has completely leveled it. She expressed concern noting that the City is part of Tree City USA and working with America in Bloom. She emphasized that the City needs to do better in protecting the environment.

Heather Croney, Senior Planner, explained that what is in the code does not strongly require tree preservation. She explained staff tries to encourage developers to preserve everything they can.

Discussion was held regarding saving the mature trees wherever possible and the possibility of revising the City's regulations concerning trees. It was noted that other cities require an arborist to inspect trees that a property owner wants to remove.

Ms. Croney cautioned that there are issues with the tree permits due to various state restrictions.

Commissioner Cobb asked staff to consider replacing the Edmunds software. She stated the software is not very user friendly.

Mike Sheppard, Finance Director, commented there are systems that are more integrated. He indicated that the City purchased Edmunds in 2013.

Discussion was held regarding having demonstrations of other software programs.

Commissioner Cobb commented on the need for the City to hire a Building Official and m inspector. She noted that the current official and inspector are contract employees.

Commissioner Hawkins announced that April 1st there would be a comedy show in Ferran Park.

Vice Mayor Lee also complimented everyone on Georgefest and asked if they had any numbers to report yet. She stated she heard a number of positive comments regarding the decor, the vendors and the entertainment. She asked about the electric car charging.

Mr. Carrino apologized for the delay in proceeding with charging for the service. He explained that most cities are charging 15 to 17 cents for car charging. He stated that the City's system will allow them to transition to a paid model. He indicated staff would proceed with getting that started. He added that staff was pulling the electric bills to try and determine what it costs the City.

Commissioner Cobb asked about the status of the solar powered charging station with Mr. Carrino responding it was donated to the City so they would have to check the history and see if there are any stipulations concerning its use or discontinuance.

Vice Mayor Lee reported that Lake Sumter State College is almost ready to proceed with the lineman and truck driving schools. She commented on the reduction in the stick-in signs.

**9.2 City Manager**

Mr. Carrino reported that Public Works has requested to hold a workshop on March 16th to discuss the Bates Avenue Wastewater Treatment project. He proposed that it be held at 5:30 p.m. He noted that there will also need to be a shade meeting to discuss collective bargaining.

CONSENSUS: It was a consensus to hold the LPA meeting at 5:30 p.m., to incorporate the discussion on the Bates Avenue wastewater treatment project as part of the regular Commission agenda and the shade meeting would be held following the regular meeting.

Mr. Carrino then asked to schedule a workshop to discuss the fairgrounds property including what would constitute an offer on the property and what would be the plan for use of the property.

CONSENSUS: It was a consensus of the Commission to hold the fairgrounds workshop on April 20th at 5:00 p.m.

Mr. Carrino noted they will need to hold a workshop on the Cemetery in the future. He then announced that the City has received a request from Public Risk Management to prepare a letter opposing any changes to sovereign immunity. He explained the City has certain caps to liability for certain incidents and their is legislation being proposed at the state level proposing to raise the caps.

CONSENSUS: It was a consensus of the Commission for Mr. Carrino to prepare the requested letter.

Mr. Carrino expressed thanks to City staff on the excellent Georgefest. He reminded the Commission he would be out of the office from March 12-16th but he would be back for the Commission meeting.

**9.3 City Attorney**

Attorney Garcia announced she would like to do a presentation regarding Sunshine Law updates. It was agreed that she would do the presentation as part of the regular Commission meeting on April 6th.

Commissioner Cobb asked about a letter of support requested by Kathy Jenkins with SECO. Mr. Carrino indicated he would check on it.

**9.4 Mayor**

Vice Mayor Lee commented on the excellent turnout for the African American Heritage Festival.

Mayor Holland expressed thanks to all of the staff involved with Georgefest and the Heritage Festival. He cited all of the departments involved with the events.

Mayor Holland stated the City needs to stay together so they can move together.

**10. ADJOURNMENT: 7:59 p.m.**

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

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Eustis Fire Department Badge Pinning Ceremony

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**Introduction:**

Fire Chief Mike Swanson will recognize seven Fire Department personnel in a formal badge pinning ceremony.

**Background:**

The following Eustis Fire Department personnel will be recognized:

1. Jerry Donaldson
2. Mason Beebe
3. Nathan Gardner
4. David Whitaker
5. Jesse Ando
6. Iman Mencia
7. Kyle Bateman

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Presentation for the 4-H Public Speaking Contest

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**Introduction:**

This presentation is for the 4-H Public Speaking Contest.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Resolution 23-36: Amendment to Agreement for Provision of Library Services

## **Introduction:**

Amendment to the Interlocal Agreement between Lake County, Florida and the City of Eustis through its City Commission

## **Background:**

Lake County is requesting a second extension to the Library interlocal agreement with the Eustis Memorial Library as well as the nine other municipals by **one** year. They are in the process of hiring a consultant to review and possibly revise planning on the current allocation funding formula for each municipal library. The new formula will be reviewed by the Lake County Library Advisory Board, and a recommendation will go to the Lake County Commission. Once that is completed, we should have another interlocal agreement that should be good for 5 years. The current allocation funding formula is based solely on circulation of items. This agreement is exactly like the one we signed last year with one difference which is the increase the base pay from \$20,000 to \$25,000. This would make our potential income for appropriations this year from the county over \$120,000 when combined with our current circulation per our current appropriations formula.

## **Recommended Action:**

Staff recommends the approval of this extension.

## **Policy Implications:**

Changing the allocation formula will address some of the inconsistencies in circulation numbers and also address equity among member libraries.

## **Alternatives:**

Not signing the one-year extension would effectively end our current interlocal agreement with Lake County on September 30, 2023.

## **Budget/Staff Impact:**

This agreement does not directly affect our current allocation and we will be receiving the budgeted amount this fiscal year.

**Prepared By:** Ann Ivey



**RESOLUTION NUMBER 23-36**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF EUSTIS MEMORIAL LIBRARY AND THE LAKE COUNTY LIBRARY SYSTEM.**

**WHEREAS**, the City of Eustis, Florida and Lake County believe it is mutually beneficial and in public interest to provide equal access to public library services; and

**WHEREAS**, the Florida Interlocal Cooperation Act of 1969 provides that public agencies of the State of Florida may exercise jointly with any other public agency of the state of Florida any power, privilege, or authority which such agencies share in common, and might each exercise separately, and that a joint exercise of power by such agencies may be made in contract in the form of an interlocal agreement; and

**WHEREAS**, the City of Eustis, Florida desires to approve the one-year extension of the interlocal agreement between the Eustis Memorial Library and the Lake County Library System.

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

1. The City Commission of Eustis, Florida hereby authorizes the City Manager to execute the extension of the Interlocal agreement of the provision of services with the Lake County Library System

**DONE AND RESOLVED** this 20th day of April, 2023, 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**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of April, 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

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

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content, but I have not performed an independent Title examination as to the accuracy of the Legal Description.

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

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-36 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

**AMENDMENT TO AGREEMENT  
RELATING TO  
PROVISION OF LIBRARY SERVICES**

This is an Amendment to the Interlocal Agreement between Lake County, Florida, a political subdivision of the State of Florida, hereinafter referred to as “COUNTY”, by and through its Board of County Commissioners, and the City of Eustis, a municipal corporation pursuant to the Laws of Florida, hereinafter referred to as ‘MUNICIPALITY” or “CITY”, by and through its City Commission.

**WITNESSETH:**

**WHEREAS**, on September 10, 2019, the COUNTY entered into an Interlocal Agreement with the MUNICIPALITY for the provision of public library services (the “Agreement”); and

**WHEREAS**, on September 13, 2022, the County and the MUNICIPALITY entered into an extension of the Agreement for an additional 12-month period expiring on September 30, 2023; and

**WHEREAS**, the parties now want to extend the Agreement for an additional 12-month period expiring on September 30, 2024; and

**WHEREAS**, executing this Amendment is in the best interests of the parties and the residents of Lake County.

**NOW, THEREFORE**, the parties agree as follows:

1. **Legal Findings of Law.** The foregoing recitals are hereby adopted as legislative findings of the Board of County Commissioners and are ratified and confirmed a being true an correct and are hereby made a specific part of this Amendment upon adoption hereof.
2. **Amendment.** The Agreement is hereby amended as follows:
  - A. Section 3, *Term*, is hereby amended to allow for an additional 12-month period and terminating on September 30, 2024.
  - B. Section 13 (E), *Appropriation of County Funds for Municipality*, is hereby amended to add Year Five: The COUNTY shall allocate a base amount of twenty five thousand dollars (\$25,000) to assist with funding of programs and services at its participating library.
3. **Effect of Amendment.** All other provisions of the Agreement will remain in full force and effect unless otherwise formally amended by the parties. To the extent this Amendment conflicts with the Agreement, this Amendment will govern.

**IN WITNESS WHEREOF**, the parties have signed this Amendment through their authorized representatives on the dates under each signature.

**COUNTY**

LAKE COUNTY, FLORIDA, through its  
BOARD OF COUNTY COMMISSIONERS

ATTEST:

\_\_\_\_\_  
Gary J. Cooney, Clerk  
Board of County Commissioners  
of Lake County, Florida

\_\_\_\_\_  
Kirby Smith, Chairman

This \_\_\_\_ day of \_\_\_\_\_, 2023.

Approved as to form and legality:

\_\_\_\_\_  
Melanie Marsh  
County Attorney

**MUNICIPALITY**

ATTEST:

CITY OF EUSTIS

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

\_\_\_\_\_  
Michael L. Holland, Mayor

This \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Approved as to form and legality:

\_\_\_\_\_  
Sasha Garcia, City Attorney



**DRAFT Recommended Appropriations of County Funds  
For Member Libraries - FY 23/24**

Formula Per Interlocal Agreement					
Member Library	Base Amount	Circulation for 21/22	% of Circulation	Circulation Allocation	FY 23/24 Appropriation
Eustis Memorial Library	\$25,000	95,261	10.66%	\$96,694.43	\$121,694
Fruitland Park Library	\$25,000	57,130	6.39%	\$57,989.66	\$82,990
Helen Lehmann Mem. Library	\$25,000	11,589	1.30%	\$11,763.38	\$36,763
Lady Lake Library	\$25,000	117,014	13.09%	\$118,774.75	\$143,775
Leesburg Public Library	\$25,000	196,779	22.01%	\$199,740.01	\$224,740
Marianne Beck Mem. Library	\$25,000	22,222	2.49%	\$22,556.38	\$47,556
Minneola Schoolhouse Library	\$25,000	29,465	3.30%	\$29,908.37	\$54,908
Tavares Public Library	\$25,000	84,566	9.46%	\$85,838.50	\$110,838
Umatilla Public Library	\$25,000	40,831	4.57%	\$41,445.40	\$66,445
W.T. Bland Public Library	\$25,000	238,987	26.74%	\$242,583.13	\$267,583
<b>TOTALS</b>	<b>\$250,000</b>	<b>893,844</b>	<b>100.00%</b>	<b>\$907,294.00</b>	<b>\$1,157,294</b>

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Not included in appropriations calculations:

- In-House Equipment
- ILL Books
- County Equipment
- Kindles
- Hotspots
- State Park Passes
- Electronic items

**Not Approved**



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Resolution Number 23-38: Award of Engineering Construction Administration Services for the Bates Avenue WWTP Expansion Project

## **Introduction:**

Resolution Number 23-38 awards Wright-Pierce Engineering (WPE) the Engineering Construction Administration Services for the Bates Avenue Wastewater Treatment Facility's Expansion Project, and authorizes the City Manager to execute all agreements and contracts associated with the award.

## **Background:**

Resolution Number 21-13 awarded Engineering Design Services for the Bates Avenue Wastewater Treatment Facility's Expansion Project to WPE. These services provided the engineering design for the Bates WWTP Expansion Project. During the discussions regarding Resolution 21-13, Commission was notified that staff would be bringing forth a proposal for the Construction Administration Services after the issuance of the construction contract. WPE has provided a proposal for these services for a Time and Materials (Not to Exceed) Contract in the amount of \$319,400.

The Scope of Services for this associated work includes two work tasks as identified below:

### Task 100 – Construction Administration

1. Provide the following construction administration services:
  - a. Pre-Construction Meeting:
    - i. Attend on-site pre-construction meeting.
    - ii. Draft and submit meeting minutes for review.
    - iii. Submit final meeting minutes.
    - iv. Construction Progress Meetings: Attend on-site construction progress meetings, if requested by the City of Eustis. Assume one progress meeting per month or a total of 16 meetings. This meeting will be held in the Contractors Trailer at the project site.
    - v. Draft and submit meeting minutes for review.
    - vi. Submit final meeting minutes.
  - b. Specialized Project Meetings:
    - i. Attend three specialized construction meetings (Pre-Concrete, Electrical, Pre-Startup Meeting), if requested by the City of Eustis. The meetings will be held virtually via MS Teams.
    - ii. Draft and submit meeting minutes for review.
    - iii. Submit final meeting minutes.
  - c. Review Shop Drawings:

- i. Receive, review, evaluate, and distribute shop drawings within 14 calendar business days of receipt of the shop drawings. Expected number of shop drawings is approximately 200. For this task, Wright-Pierce has assumed an average of two submittal reviews per shop.
- d. O&M Manuals:
  - i. Receive, review, evaluate, and distribute O&M manuals within 14 calendar business days of receipt of the shop drawings. Expected number of manuals is 30.
- e. Requests for Information (RFI):
  - i. Receive, review, and evaluate RFIs. Submit RFI response to Wharton-Smith and the City. Expected number of RFI's is 25.
- f. Change Orders:
  - i. Review Contractor's change order request, if requested by the City. For this task, we have assumed that Wright-Pierce will review 10 change orders.
- g. Attend initial start-up, training, and operation for each equipment system.
- h. Number of startups is estimated to be 15:
  - ii. Review and comment on the equipment manufacturer's report and certification documents.
- i. Substantial Completion Walk-Through, if requested by the City:
  - i. Overall engineer of record to conduct a walk through to visually assess the project completion.
  - ii. Process or mechanical, instrumentation and electrical engineers of record to conduct a walk through to assess the project completion.
  - iii. Create a punch list.
- i. Final Walk-Through, if requested by the City:
  - i. Overall engineer of record will conduct the final walk through to confirm and verify the completion of the punch list.
  - ii. Instrumentation and Electrical engineers of record will conduct the final walk through to confirm and verify the completion of the punch list.
- j. Permitting:
  - i. Prepare and submit the following certifications to the FDEP at the completion of the project:
    1. Form 62-620.910(12): *Notification of Completion of Construction for Wastewater Facilities or Activities*
    2. Form 62-620.910(13): *Notification of Availability of Record Drawings and Final Operations and Maintenance Manuals*
  - ii. Any permit fees will be paid by the City.
- k. Construction Record Drawings:
  - i. Review every contractor payment request with the Contractor's construction red lines.
  - ii. Once Contractor's construction red lines have been accepted by the City, update Construction Record Drawings.
  - iii. At the end of the construction, prepare and submit construction record drawings for City review.
  - iv. Incorporate City review comments and submit final construction record drawings.
- l. Prepare Revisions to Plant Operations and Maintenance (O&M) Manual:
  - i. For the equipment systems that are modified or replaced through this project, WP will prepare revisions to the existing CPH O&M Manual. Revisions will be inserted into the appropriate sections where



- needed.
- ii. Draft and final O&M Manual revisions for review
  - iii. Submit an electronic compiled version and two hard copies for the record.

#### Task 200 – Resident Project Representative

Based on discussions with the City, a City staff member will conduct routine construction observation. WPE will supplement these observations with a part-time resident project representative (RPR). Such services will be billed on an hourly basis, as needed/requested, and will be inclusive of all reimbursable expenses and Engineer's Consultant charges, if any. The total compensation under this Task is estimated to be \$59,160.00, which is equivalent to 580 hours at a rate of \$102.00 per hour over the anticipated 16.5-month construction period (approximately 35 hours per month). The hourly rate will be adjusted annually to reflect equitable changes in the compensation payable to WPE. Such change will not be effective unless concurred by the City.

#### **Recommended Action:**

Staff recommends approval of Resolution Number 23-38

#### **Alternatives:**

1. Approve Resolution Number 23-38
2. Deny Resolution Number 23-38

#### **Discussion of Alternatives:**

1. Alternative 1 approves the Resolution.

##### Advantages:

- Wright-Pierce is the Engineer of Record for this expansion project and is uniquely familiar with the required actions to complete this project.

##### Disadvantages:

- The action approves an estimated expenditure of \$319,400.

2. Alternative 2 denies the Resolution.

##### Advantages:

- The City would not expend \$319,400.

##### Disadvantages:

- The permit associated with this contract would need to be closed by a firm willing to redesign the project and become Engineer of Record.

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

All budget transfers were requested and approved last month with the award of the CMAR Construction Contract. Staff will assist in the construction inspection on a full-time basis in addition to the oversight provided by WPE under this resolution.

#### **Prepared By:**

Sally Mayer, Administrative Assistant - Public Utilities

#### **Reviewed By:**

Rick Gierok, Director of Public Works

**Attachments:** -Wright-Pierce Scope of Services, available upon request

**RESOLUTION NUMBER 23-38**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING A PURCHASE IN EXCESS OF \$50,000 FOR ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR THE BATES AVENUE WASTEWATER TREATMENT FACILITY'S EXPANSION PROJECT; AND AUTHORIZES THE CITY MANAGER TO EXECUTE ALL AGREEMENTS AND CONTRACTS WITH THE AWARD.**

**WHEREAS**, the City's approved 2022/2023 CIP Budget includes funds for the purchase of Engineering Construction Administration Services for the Bates Avenue Wastewater Treatment Facility's Expansion Project; and

**WHEREAS**, all budget transfers were requested and approved with Resolution 23-27 with the award of the CMAR Construction Contract; and

**WHEREAS**, Wright-Pierce Engineering, Inc. submitted a proposal for Engineering Construction Administration Services for this project; and

**WHEREAS**, in accordance with rates agreed to in the Continuing Services Agreement between Wright-Pierce Engineering and the City, they are offering these services for the estimated amount of \$319,400; and

**WHEREAS**, the City of Eustis Purchasing Ordinance requires that the City Commission approve any purchase in excess of \$50,000.

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

- (1) The City Manager is hereby authorized to approve a purchase in excess of \$50,000 for the procurement of Engineering Construction Administration Services for the Bates Avenue WWTP Expansion Project; and
- (2) The City Commission hereby authorizes the City Manager to execute all agreements with Wright-Pierce Engineering for the approved purchase; and
- (3) The Purchasing Department is hereby authorized to complete the transaction in accordance with this resolution; and
- (4) That this resolution shall become effective immediately upon passing.

**DONE AND RESOLVED**, this 20<sup>th</sup> day of April, 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

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

**ATTEST:**

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

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 20<sup>th</sup> day of April, 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

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

**CITY ATTORNEY'S OFFICE**

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

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

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-38 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

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



# City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manger

DATE: April 20, 2023

SUBJECT: RESOLUTION NUMBER 23-41: EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANTS (FY2021-JAGC-8C090)

### **Introduction:**

Resolution Number 23-41 authorizes the Mayor and the Chief of Police to accept and utilize funds in the amount of \$5,801.00 from the Federal Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant, FY2021-JAGC-8C090. The grant will be utilized for the purchase of Duty Level AR-15 Patrol Rifle Build Systems, which will yield 10 Duty Level AR-15 Patrol Rifles. The acquisition of the Duty Level AR-15 Patrol Rifle Build Systems will greatly increase both officer and public safety, by giving the Eustis Police Department the ability to engage in a variety of enforcement situations. In addition, by purchasing these systems the Eustis Police Department will ensure that it has obtained (and can issue to its officers) high quality dependable firearms that can be counted on to operate in an enforcement environment, while at the same time ensuring that the best value for each tax payer dollar is obtained. This purchase will also allow the Eustis Police Department to be equipped with an adequate number of patrol rifles so that all its officers, who are authorized to carry an AR-15 patrol rifle, can be issued one.

The practice of purchasing AR-15 components (Build Systems) and assembling them to build a rifle suitable for law enforcement use has become the standard for police and sheriff departments with qualified armorers. While AR-15 rifles can be purchased in their entirety, the selection of components and their assembly into AR-15 Patrol Rifles results in a higher quality rifle at lower price than purchasing individual rifles of the same quality.

### **Recommended Action:**

The administration recommends approval of Resolution Number 23-41.

### **Background:**

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funds may be

used for state and local initiatives, technical assistance, strategic planning, research and evaluation, data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs.
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

The Eustis Police Department has determined the following:

The best use of the current FY2021-JAGC-8C090 award of \$5,801.00 would be the purchase of Duty Level AR-15 Patrol Rifle Build Systems.

The FY2021-JAGC-8C090 grant award will allow the Eustis Police Department to acquire Duty Level AR-15 Patrol Rifle Build Systems. The acquisition of the Duty Level AR-15 Patrol Rifle Build Systems will significantly increase the ability of the Eustis Police Department to protect the citizens of the City of Eustis, while at the same time increasing officer safety, and its ability to assist other law enforcement agencies within the area.

**Community Input:**

There has been no specific community input associated with this resolution.

**Budget/ Staff Impact:**

The total purchase price will be no more than \$7,011.04. The grant will cover \$5,801.00 of the purchase, leaving a maximum of \$1,210.04 to be covered by the Police Department's general fund budget.

**Reviewed By:**

Craig A. Capri, Chief of Police

**Prepared By:**

Captain David Carney, Investigative Services Commander

## RESOLUTION NUMBER 23-41

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AUTHORIZING THE MAYOR AND CHIEF OF POLICE TO ACCEPT AVAILABLE FEDERAL FISCAL YEAR 2021 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM RESIDUAL FUNDS; AND AUTHORIZING THE CITY'S FINANCE DIRECTOR TO MAKE THE NECESSARY BUDGET ADJUSTMENTS TO REFLECT THE AWARD AND EXPENDITURE OF THESE FUNDS.**

**WHEREAS**, the Florida Department of Law Enforcement (FDLE) has notified the City of Eustis Police Department of the award of \$5,801.00 from Federal Fiscal Year (FFY) 2021, Edward Byrne Memorial Justice Assistance Grant Program Residual Funding (FY2021-JAGC-8C090) for use by the City of Eustis Police Department; and

**WHEREAS**, the City of Eustis Police Department has submitted a Grant Application and is required to execute a Certificate of Acceptance of Subgrant Award; and

**WHEREAS**, the City of Eustis Police Department has determined the need to purchase Duty Level AR-15 Patrol Rifle Build Systems; and

**WHEREAS**, the aforementioned Edward Byrne Memorial Justice Assistance Grant Program (FY2021-JAGC-8C090) funds can be used to pay for the cost of purchasing Duty Level AR-15 Patrol Rifle Build Systems, which will yield 10 Duty Level AR-15 Patrol Rifles; and

**WHEREAS**, Generally Accepted Accounting Principles necessitate the funds be budgeted and expended out of the FY2023 accounting period.

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

1. That the Mayor and Chief of Police are hereby authorized to accept available Edward Byrne Memorial Justice Assistance Grant Program (FY2021-JAGC-8C090) funds.
2. That upon receipt of the funds, the City's Finance Director is hereby authorized to make the necessary budget adjustments to reflect the award and expenditure of the aforementioned Edward Byrne Memorial Justice Assistance Grant Program (FY2021-JAGC-8C090) funds.

**DONE AND RESOLVED**, this 20th day of April, 2023, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

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

**ATTEST:**

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

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of April, 2023, by Michael L. Holland., Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public- State of Florida  
My Commission Expires:  
Notary Serial Number:

**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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sasha Garcia, City Attorney

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-41 is hereby approved, and I 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Date

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



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Approval of Memorandums of Agreement for use of City facilities for 2024 primary, early voting and general election

### **Introduction:**

The attached Memorandums of Agreement provide for the use of the Eustis Service Center and the Eustis Community Building for voting in the 2024 primary, early voting and general election.

### **Background:**

As in years past, the Lake County Supervisor of Elections has requested that the City approve the attached Memorandums of Agreement pertaining to the 2024 elections. The Supervisor is also requesting waiver of the rental fees as they have in the past. It is understood that, in exchange for the waiver of the rental fees, the Supervisor will also waive any fees that may be required for the 2024 City election.

### **Recommended Action:**

Staff recommends approval of the attached agreements.

### **Policy Implications:**

None

### **Alternatives:**

- Approve the agreements as submitted and recommended.
- Deny the agreements and direct staff to negotiate the use of different facilities with the Supervisor of Elections.

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

There will be a loss of revenue for the dates reserve for the primary, early voting and general election. However, there will be a corresponding waiver of the fees the City might otherwise have to pay for the City election.

### **Prepared By:**

Mary Montez, Deputy City Clerk

Forms completed by Craig Dolan, Parks and Recreation Director

### **Reviewed By:**

Christine Halloran, City Clerk



# Memorandum of Agreement for Early Voting Site – 2024

Item 5.4

Please fill out completely. Keep a copy for your records.

The Owner/Occupant agrees to provide an Early Voting Site to Lake County Supervisor of Elections for the following election(s):  
**Presidential Preference Primary: Wednesday, March 6 thru Saturday, March 16, 2024**  
**Primary Election: Wednesday, August 7 thru Saturday, August 17, 2024**  
**General Election: Friday, October 18 thru Saturday, November 2, 2024**

(All dates above include delivery/setup day – arrival time TBD)

**Hours of Operation:** 10:00 am – 6:00 pm  
(Election Worker Hours: 9:30 am – 6:30 pm)

**At the following location:** Eustis Service Center  
301 W. Ward Ave, Eustis

**Polling Room / Building:**



### GENERAL INFORMATION

To the extent permitted by Section 768.28, Florida Statutes, the County of Lake, agrees to indemnify and hold harmless the Owner/Occupant for any claims for bodily injury or property damage occurring on the occupied premises arising from negligent acts of the County or any of its agents or employees. In accordance with Florida Statute 102.031(e) the owner, operator, or lessee of the property on which a polling place or an Early Voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no-solicitation zone (measured 150' from the entrance to the polling place) during polling hours.

The Early Voting Site MUST be opened by 10 am and is in continual use until the completion of all election activities each day.

*Please Note: Voting equipment is delivered and setup 1 or 2 days before Early Voting starts and pick up is the final day of Early Voting. Owner/Occupant shall make reasonable efforts to safeguard equipment. Also, no video recording (including security surveillance) is allowed in polling room during polling times.*

**YOUR SPECIAL INSTRUCTIONS:** In exchange for waiver of rental fee, it is understood that the Supervisor of Elections will also waive any fees affiliated with the 2024 City of Eustis election.

### BUILDING ACCESS / USE

Have the Early Voting Clerk sign out a key the day before the Early Voting begins?	Yes ___ No <input checked="" type="checkbox"/>
Issue a key to an Election Office employee?	Yes ___ No <input checked="" type="checkbox"/>
Assign a person to open the building (daily at 9:30 am)?	Yes <input checked="" type="checkbox"/> No ___
Supervisor of Elections shall have exclusive use of the Polling Room during Early Voting thru Election Day?	Yes <input checked="" type="checkbox"/> No ___
Do you have tables and chairs available for the election board members to use?	Yes <input checked="" type="checkbox"/> No ___
Will election board members have access to a kitchen or breakroom facility?	Yes <input checked="" type="checkbox"/> No ___
Is there secure on-site storage space for election equipment?	Yes <input checked="" type="checkbox"/> No ___

### BUILDING ACCESS CONTACTS

Name: Chris Andrus  
Phone Number: ( 352 ) 551 - 8604  
Cell Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Name: Craig Dolan  
Phone Number: ( 352 ) 357 - 7969  
Cell Number: ( 727 ) 748 - 2778

### 24 HOUR EMERGENCY CONTACT

Name: Craig Dolan  
Phone Number: ( 727 ) 748 - 2778  
Cell Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### CONTACT FOR BUILDING KEY

Name: \_\_\_\_\_  
Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Cell Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### OWNER / OCCUPANT ACKNOWLEDGEMENT

\_\_\_\_\_  
Signature of Owner / Occupant  
Phone Number: ( 352 ) 357 - 7969  
Email Address: dolanc @ eustis.org

Address: \_\_\_\_\_  
Date: 04 / 14 / 2023



# POLLING PLACE QUESTIONNAIRE 2024

Item 5.4

Please fill out completely. Keep a copy for your records.

Precinct # \_\_\_\_\_

1. Who is the facility contact person that handles election matters (equipment delivery and retrieval)?

Chris Andrus andrusc @eustis.org (352 )551 - 8604  
Name (Please Print) E-mail address Phone Number

2. Who is the contact person(s) who will be opening the polling place on Election Day (no later than 6:00 a.m.)?

Note: We MUST have a home phone number and a cell phone number for the opening person and emergency backup person in case the opener does not arrive by 6 a.m. If we are provided a key and/or code to enter the building, this question does not apply. If the doors to the facility are not opened by 6:00 a.m. a locksmith will be dispatched, or alternative means of entry will occur.

Chris Andrus andrusc @eustis.org (352 )551 - 8604  
Name (Opening Person) E-mail address Cell Phone #

( ) - ( ) -  
Home Phone # Work Phone #

Craig Dolan dolanc @eustis.org (727 )748 - 2778  
Name (Emergency Back Up) E-mail address Cell Phone #

( ) - ( ) -  
Home Phone # Work Phone #

3. Please provide the name of the electric company for this polling place: Duke

4. Please provide the name of the water/sewer company for this polling place: City of Eustis

5. Is there a kitchen facility available for election workers use (refrigerator and/or microwave)?  Yes or No  
(Please circle one)

6. Since the 2022 General Election, have any changes been made to the polling room, parking lot, sidewalks, or any areas necessary to access the polling room? Yes or  No (Please circle one)

a. If so, please explain: \_\_\_\_\_

7. Is there any scheduled remodeling in 2024 that may impact the polling room, parking lot, sidewalks, or any areas necessary to access the polling room? Yes or  No (Please circle one)

a. If so, please explain: \_\_\_\_\_

8. If the facility is monitored with an alarm system, can the opening person of the building disarm it?  Yes or No (Please circle one)

# Memorandum of Agreement for Polling Place 2024 Precinct # 33

Item 5.4

Please fill out completely. Keep a copy for your records.

The Owner/Occupant agrees to provide a Polling Place to the Lake County Supervisor of Elections for the following election(s):

Presidential Preference Primary: Tuesday, March 19, 2024  
Primary Election: Tuesday, August 20, 2024  
Municipal Election: Tuesday, November 5, 2024



At the following location: Eustis Service Center  
301 W. Ward Ave, Eustis

Polling Room / Building:

### GENERAL INFORMATION

To the extent permitted by Section 768.28, Florida Statutes, the County of Lake, agrees to indemnify and hold harmless the Owner/Occupant for any claims for bodily injury or property damage occurring on the occupied premises arising from negligent acts of the County or any of its agents or employees. In accordance with Florida Statute 102.031(e) the owner, operator, or lessee of the property on which a polling place or an Early Voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no-solicitation zone (measured 150' from the entrance to the polling place) during polling hours.

Rental Payment Fee is \$100.00 per Election Held.

Does the owner waive the Rental Payment Fee? Yes  No

**Please submit an invoice for payment to the Supervisor of Elections following each election held.**

CHECK SHOULD BE MADE PAYABLE TO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

The Polling Room MUST be opened by 6 am and is in continual use until the completion of all election activities that day.

Gated communities must be open to the public at 6 am until the close of polls. Polling hours are 7:00 am – 7:00 pm.

**Please Note:** Voting equipment is delivered the Thursday or Friday before Election Day and pick up is the Wednesday or Thursday following Election Day. Owner/Occupant shall make reasonable efforts to safeguard equipment. Also, no video recording (including security surveillance) is allowed in polling room during polling times.

**YOUR SPECIAL INSTRUCTIONS:** In exchange for waiver of rental fee, it is understood that the Supervisor of Elections will also waive any fees affiliated with the 2024 City of Eustis election.

Facility will be open after 2pm due to morning and early afternoon programs on Tuesday, March 19, 2024.

### BUILDING ACCESS / USE

Is it possible for the election team to setup the polling room the afternoon before Election Day? Yes  No   
Have the Precinct Clerk sign out a key the day before the election? Yes  No   
Issue a key to an Election Office employee? Yes  No   
Supervisor of Elections shall have exclusive use of the Polling Room on Election Day? Yes  No   
Do you have tables and chairs available for the election board members to use on Election Day? Yes  No   
Is there secure on-site storage space for election equipment? Yes  No

### BUILDING ACCESS CONTACTS

Name: Chris Andrus

Name: Craig Dolan

Phone Number: (352) 551 - 8604

Phone Number: (352) 357 - 7969

Cell Number: ( ) -

Cell Number: (727) 748 - 2778

### OWNER / OCCUPANT ACKNOWLEDGEMENT

Address: 10 North Grove Street, PO Drawer 68, Eustis, FL 32727-0068

Signature of Owner / Occupant

Phone Number: (352) 357 - 7969

Date: 04 / 14 / 2023

Email Address: dolanc @ eustis.org

**Please return this form and the Polling Place Questionnaire to; duke@lakevotes.gov, or the address or fax # listed below.**

1/27/2023 2:39 PM

D. ALAN HAYS, D.M.D. LAKE COUNTY SUPERVISOR OF ELECTIONS  
P.O. Box 457, Tavares, FL 32778 / www.LakeVotes.gov / Tel: 352-253-1438 / Fax: 352-343-3605  
duke@lakevotes.gov / bob@lakevotes.gov



# POLLING PLACE QUESTIONNAIRE 2024

Item 5.4

Please fill out completely. Keep a copy for your records.

Precinct # 330

1. Who is the facility contact person that handles election matters (equipment delivery and retrieval)?

Chris Andrus                                      andrusc @eustis.org                                      (352 ) 551 - 8604  
Name (Please Print)                                      E-mail address                                      Phone Number

2. Who is the contact person(s) who will be opening the polling place on Election Day (no later than 6:00 a.m.)?

*Note: We **MUST** have a home phone number and a cell phone number for the opening person and emergency backup person in case the opener does not arrive by 6 a.m. If we are provided a key and/or code to enter the building, this question does not apply. If the doors to the facility are not opened by 6:00 a.m. a locksmith will be dispatched, or alternative means of entry will occur.*

Chris Andrus                                      andrusc @eustis.org                                      (352 ) 551 - 8604  
Name (Opening Person)                                      E-mail address                                      Cell Phone #

( ) -                                      ( ) -  
Home Phone #                                      Work Phone #

Craig Dolan                                      dolanc @eustis.org                                      (727 ) 748 - 2778  
Name (Emergency Back Up)                                      E-mail address                                      Cell Phone #

( ) -                                      (352 ) 357 - 7969  
Home Phone #                                      Work Phone #

3. Please provide the name of the electric company for this polling place: Duke

4. Please provide the name of the water/sewer company for this polling place: City of Eustis

5. Is there a kitchen facility available for election workers use (refrigerator and/or microwave)?  Yes or No  
(Please circle one)

6. Since the 2022 General Election, have any changes been made to the polling room, parking lot, sidewalks, or any areas necessary to access the polling room? Yes or  No (Please circle one)

a. If so, please explain: \_\_\_\_\_

\_\_\_\_\_

7. Is there any scheduled remodeling in 2024 that may impact the polling room, parking lot, sidewalks, or any areas necessary to access the polling room? Yes or  No (Please circle one)

a. If so, please explain: \_\_\_\_\_

\_\_\_\_\_

8. If the facility is monitored with an alarm system, can the opening person of the building disarm it?  Yes or No (Please circle one)

**Please return this form and the Memorandum of Agreement to: duke@lakevotes.gov, or the address or fax # listed below.**

**D. ALAN HAYS, D.M.D. LAKE COUNTY SUPERVISOR OF ELECTIONS  
P.O. Box 457, Tavares, FL 32778 / www.LakeVotes.gov / Tel: 352-253-1438 / Fax: 352-343-3605  
duke@lakevotes.gov / bob@lakevotes.gov**

# Memorandum of Agreement for Polling Place 2024 Precinct # 32

Item 5.4

Please fill out completely. Keep a copy for your records.

The Owner/Occupant agrees to provide a Polling Place to the Lake County Supervisor of Elections for the following election(s):

Presidential Preference Primary: Tuesday, March 19, 2024  
Primary Election: Tuesday, August 20, 2024  
Municipal Election: Tuesday, November 5, 2024



At the following location: Eustis Community Building  
601 Northshore Dr., Eustis  
Polling Room / Building:

### GENERAL INFORMATION

To the extent permitted by Section 768.28, Florida Statutes, the County of Lake, agrees to indemnify and hold harmless the Owner/Occupant for any claims for bodily injury or property damage occurring on the occupied premises arising from negligent acts of the County or any of its agents or employees. In accordance with Florida Statute 102.031(e) the owner, operator, or lessee of the property on which a polling place or an Early Voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no-solicitation zone (measured 150' from the entrance to the polling place) during polling hours.

Rental Payment Fee is \$100.00 per Election Held.

Does the owner waive the Rental Payment Fee? Yes  No

**Please submit an invoice for payment to the Supervisor of Elections following each election held.**

CHECK SHOULD BE MADE PAYABLE TO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

The Polling Room MUST be opened by 6 am and is in continual use until the completion of all election activities that day.

Gated communities must be open to the public at 6 am until the close of polls. Polling hours are 7:00 am – 7:00 pm.

**Please Note:** Voting equipment is delivered the Thursday or Friday before Election Day and pick up is the Wednesday or Thursday following Election Day. Owner/Occupant shall make reasonable efforts to safeguard equipment. Also, no video recording (including security surveillance) is allowed in polling room during polling times.

**YOUR SPECIAL INSTRUCTIONS:** In exchange for waiver of rental fee, it is understood that the Supervisor of Elections will also waive any fees affiliated with the 2024 City of Eustis election.

Is it possible for the election team to setup the polling room the afternoon before Election Day?

### BUILDING ACCESS / USE

Yes  No

Have the Precinct Clerk sign out a key the day before the election?

Yes  No

Issue a key to an Election Office employee?

Yes  No

Supervisor of Elections shall have exclusive use of the Polling Room on Election Day?

Yes  No

Do you have tables and chairs available for the election board members to use on Election Day?

Yes  No

Is there secure on-site storage space for election equipment?

Yes  No

### BUILDING ACCESS CONTACTS

Name: Chris Andrus

Name: Craig Dolan

Phone Number: ( 352 ) 551 - 8604

Phone Number: ( 352 ) 357 - 7969

Cell Number: ( ) -

Cell Number: ( 727 ) 748 - 2778

### OWNER / OCCUPANT ACKNOWLEDGEMENT

Address: 2214 E. Bates Ave. Eustis, FL 32726

Signature of Owner / Occupant

Phone Number: ( 352 ) 357 - 7969

Date: 04 / 14 / 2023

Email Address: dolanc @ eustis.org

**Please return this form and the Polling Place Questionnaire to; duke@lakevotes.gov, or the address or fax # listed below.**

1/27/2023 2:39 PM

D. ALAN HAYS, D.M.D. LAKE COUNTY SUPERVISOR OF ELECTIONS  
P.O. Box 457, Tavares, FL 32778 / www.LakeVotes.gov / Tel: 352-253-1438 / Fax: 352-343-3605  
duke@lakevotes.gov / bob@lakevotes.gov





# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: APRIL 20, 2023

RE: RESOLUTION NUMBER 23-16: BUSINESS INCUBATOR PROGRAM  
INTERLOCAL AGREEMENT WITH LAKE COUNTY

### Introduction:

On April 6, 2023, the Eustis City Commission considered Resolution Number 23-16 approving a Business Incubator Program Interlocal Agreement with Lake County. At that meeting, the City Commission asked for modifications to the recitals of the resolution. The new version of the resolution incorporates those requested changes.

### Background:

Several recitals (Whereas clauses) have been added to Resolution 23-16:

**WHEREAS**, the University of Central Florida (UCF) is nationally recognized for its business incubator platform and will provide staffing, expertise, guidance, services, and boot camps; and

**WHEREAS**, the CITY intends to execute an agreement for a three-year commitment of \$200,000.00 per year with UCF for the creation of a business incubator within the City Limits of Eustis; and

**WHEREAS**, UCF intends to execute an agreement to lease space from MEGA 343 LLC at 343 North Bay Street in Eustis for the business incubator; and

Additionally, language authorizing the City Manager to execute the agreement has been added to the resolution for clarification purposes.

The agreement itself remains as presented on April 6, and it has been reviewed by Lake County and the City Attorney. The terms of the agreement are summarized below:

**Summary of Agreement**

- The term of the agreement is three years
- County obligations:
  - \$150,000 per year for three years
- City obligations:
  - \$50,000 per year for three years
  - Office space for incubator staff and meeting space for incubator clients
  - City management of the agreement with UCF to provide incubator services
  - City and UCF to provide full-time staff resource for engagement
  - City through UCF to utilize resources of Small Business Development Center (SBDC)
  - City through UCF to offer client services virtually
  - City through UCF to conduct entrepreneur bootcamps
  - City and UCF work together to build partnerships
  - City and UCF to provide an annual report to County

**Staff Recommendation:**

Approve Resolution Number 23-16 authorizing the City Manager to execute the Business Incubator Program Interlocal Agreement with Lake County.

**Budget Impact:**

The agreement provides for an investment from Lake County of \$150,000 per year to help cover a portion of the \$200,000 overall investment in the UCF incubator effort. That will leave \$50,000 to be covered annually by the City.

**Prepared by:**

Tom Carrino, City Manager

**Attachments:**

Resolution Number 23-16 with Attached Agreement



**RESOLUTION NUMBER 23-16**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF EUSTIS AND LAKE COUNTY TO ESTABLISH A BUSINESS INCUBATOR PROGRAM**

**WHEREAS**, The Eustis City Commission finds that business incubators are part of a comprehensive economic development strategy; and

**WHEREAS**, business incubators facilitate job creation by providing startup and young businesses with specialized assistance and services; and

**WHEREAS**, the City of Eustis desires to have more entrepreneurs receive the assistance and services offered through a business incubator; and

**WHEREAS**, statistically in excess of 80 percent of businesses remain in the community after graduating from a business incubator; and

**WHEREAS**, the University of Central Florida (UCF) is nationally recognized for its business incubator platform and will provide staffing, expertise, guidance, services, and boot camps; and

**WHEREAS**, the CITY intends to execute an agreement for a three-year commitment of \$200,000.00 per year with UCF for the creation of a business incubator within the City Limits of Eustis; and

**WHEREAS**, UCF intends to execute an agreement to lease space from MEGA 343 LLC at 343 North Bay Street in Eustis for the business incubator; and

**WHEREAS**, the Lake County Board of County Commissioners wants the establishment of a business incubator in the City of Eustis to be available to entrepreneurs, startups, and early stage businesses countywide; and

**WHEREAS**, the Lake County Board of County Commissioners has made a three-year commitment to the City of Eustis to help fund the operations of a business incubator in the City.

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

That the City Manager is hereby authorized to execute the attached Interlocal Agreement between the City of Eustis and Lake County to establish a Business Incubator Program.

**DONE AND RESOLVED** this 20<sup>th</sup> day of April, 2023, 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**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of April, 2023, by Michael L. Holland, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:

**CITY ATTORNEY'S OFFICE**

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

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

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-16 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

**BUSINESS INCUBATOR PROGRAM**  
*{Funding Agreement with the City of Eustis}*

**THIS IS AN INTERLOCAL AGREEMENT** by and between Lake County, Florida, a political subdivision of the State of Florida, hereinafter referred to as “COUNTY”, and the City of Eustis, a municipal corporation organized under the laws of the State of Florida, hereinafter referred to as the CITY.

**WITNESSETH:**

**WHEREAS**, on August 23, 2022, the City Manager addressed the Board of County Commissioners seeking support for the creation of a business incubator in conjunction with the University of Central Florida (UCF) and the City Commission; and

**WHEREAS**, business incubators are an integral part of comprehensive economic development strategies that help to grow local economies; and

**WHEREAS**, UCF is nationally recognized for its business incubator platform and will provide staffing, expertise, guidance, services, and boot camps; and

**WHEREAS**, the CITY intends to execute an agreement for a three-year commitment of \$200,000.00 per year with UCF for the creation of a business incubator within the City Limits of Eustis;

**WHEREAS**, the COUNTY and the CITY desire to establish a business incubator within the municipal limits of the City of Eustis where local startup businesses can be supported by services that will nurture them, help them grow, and facilitate the opportunity to remain within the geographic boundaries of Lake County, Florida.

**NOW THEREFORE, IT IS AGREED:**

**1. Recitals.** The foregoing recitals are hereby adopted as legislative findings of the parties and are ratified and confirmed as being true and correct and are hereby made a specific part of this agreement upon adoption hereof.

**2. Term of Agreement; Termination.** The term of this Agreement shall begin on the date the last party hereto executed the document (Effective Date) and shall terminate either on September 30, 2026, or on the same day the Incubator Agreement terminates between the City of Eustis and the University of Central Florida, unless otherwise extended in writing by mutual Agreement of the parties. Either party may terminate this Agreement upon providing the non-terminating party sixty (60) days’ notice; provided, however, that if the CITY terminates this Agreement it shall refund to the COUNTY the pro-rated annual payment for the remainder of the fiscal year in which the Agreement was terminated. If the COUNTY terminates the Agreement, the effective date of the termination shall be the last day of the fiscal year in which the Agreement was terminated and the CITY shall continue to comply with all obligations hereunder, including submitting the appropriate reporting, until the date of termination.

**3. Non-Exclusivity.** The parties agree that neither shall terminate this Agreement unless one or both parties fail to meet the terms and conditions outlined herein. Nothing in this paragraph shall prevent the COUNTY from funding or facilitating a business incubator within other municipalities or the unincorporated areas of the county at any time, except that the COUNTY shall not terminate this Agreement for the sole purpose of funding or facilitating another business incubator with funds designated for the CITY absent a finding that the CITY's failed to comply with the terms and conditions outlined in this Agreement.

**4. City Obligations.** The CITY shall be responsible for creating and operating the Business Incubator Program described herein. In connection with such Program, the CITY shall be responsible for directly providing or contracting with third parties to provide the following:

- a. \$50,000.00 per year for three years, payable directly to UCF. The parties acknowledge that the Agreement to be signed between the CITY and UCF for the creation of a business incubator within the City Limits of Eustis requires a payment of \$200,000.00 per year for three years; however, the CITY shall contribute \$50,000.00 per year and the remainder shall come from funds to be provided by the COUNTY as outlined in paragraph 5 below. A copy of the fully executed agreement shall be provided to the COUNTY by the CITY.
- b. Meeting space for 18-35 participants and office space for Incubator staff.
- c. Full-time staff resource to engage community leaders to build program awareness, identify prospect companies, build mentor and service provider networks, and work with individual companies/entrepreneurs.
- d. Leverage existing Small Business Development Center (SBDC) resources within Lake County to hold office hours and small business programming.
- e. Launch virtual incubator leveraging business incubation staff requiring companies to go through the standard incubator application process and access all incubator programming.
- f. Launch two (2) business bootcamp programs per year to support existing small businesses. Each cohort runs a 2.5-hour session per week for ten (10) weeks, supporting 20-40 companies. The bootcamp focuses on a wide range of business support modules including Business Modeling, Organizational Structure, Customer Relations, and Operations/Finance.
- g. Operations oversight of the UCF Agreement and successful operation of the business incubator.
- h. Develop partnership with entities such as Lake Technical College, Lake Sumter State College, and others to ensure a successful and large impact on businesses working with the business incubator.
- i. Continue to work on additional funding sources for the benefit of the business incubator. (e.g., EDA funding for a Feasibility Study or EDA funding to construct a standalone incubator building.)

**5. County Obligations.** The COUNTY shall provide a funding contribution to the CITY in an amount not-to-exceed **\$450,000.00**, to be paid annually as follow:

- |    |  |              |
|----|--|--------------|
| a. | First Payment (due no later than July 1, 2023):      | \$75,000.00  |
| b. | Second Payment (due no later than November 1, 2023): | \$150,000.00 |
| c. | Third Payment (due no later than November 1, 2024):  | \$150,000.00 |
| d. | Final Payment (due no later than November 1, 2025):  | \$75,000.00  |

Other than as stated herein, the COUNTY shall not be responsible for any costs associated with the operation of the business incubator program. The First Payment is contingent upon the CITY providing the COUNTY with a fully executed copy of an agreement with UCF as set forth in paragraph 4.a above. In order for the COUNTY to make the First Payment by July 1, 2023, the CITY must provide a copy of the fully executed UCF agreement no later than June 1, 2023, to allow sufficient time for the COUNTY to process the payment request, otherwise, the First Payment will be due no later than thirty (30) days after a fully executed copy of the UCF agreement is delivered to the COUNTY. All other payments will remain due November 1, 2023, so long as a fully executed copy of the UCF Agreement has been provided to the County.

**6. Annual Reporting Requirements.** No later than October 31, 2024, and each October 31 thereafter for so long as this Agreement remains in effect, the CITY shall provide a report to the COUNTY that includes the following information:

- a. Amount expended by the CITY on facility rent;
- b. Number of entrepreneur development events held;
- c. Number of participants in bootcamps and entrepreneur development workshops;
- d. Amount spent on marketing or advertising;
- e. Number of start-ups graduated from the Program;
- f. Number of Scale-ups achieved;
- g. Amount of funding/investments secured by companies;
- h. Number of jobs created;
- i. Retention of graduating companies within the City of Eustis and within the geographic boundaries of Lake County.

**7. Audit Requirements.** Upon request of the COUNTY, the CITY shall provide the COUNTY with an audit report and any supporting documentation necessary to verify the contents of the annual report required under Section 6 above. In the event the audit is deemed insufficient or does not support the use of the funds, the COUNTY may suspend payments under this Agreement until such time as the audit meets the reasonable satisfaction of the COUNTY. The COUNTY may additionally seek reimbursement of any funds not used appropriately under the terms of this Agreement.

**8. Notices.** Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be

Business Incubator Agreement with the City of Eustis deemed to have been duly given, served, and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

City of Eustis:  
City Manager  
P.O. Drawer 68  
Eustis, FL 32726

County:  
County Manager  
P.O. Box 7800  
Tavares, FL 32778

cc: County Attorney’s Office  
P.O. Box 7800  
Tavares, FL 32778

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

**9. Entire Agreement.** This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or Agreements to the contrary heretofore made.

**10. No Third-Party Beneficiaries.** This Agreement is made for the sole benefit of the parties hereto and their respective successors and assigns and is not intended to and shall not benefit a third party. No third party shall have any rights hereunder or as a result of this Agreement or any rights to enforce any provisions of this Agreement.

**11. Force Majeure/Emergency Non-Appropriation.** In the event CITY or COUNTY should be delayed in, or prevented from, performing or carrying out any of the Agreements, covenants, or obligations made by, and imposed upon, said party by this Agreement, by reason of or through any cause reasonably beyond its control and not attributable to its neglect, including but not limited to condemnation, order of any court granted in any bona fide adverse legal proceeding or action, explosion, fire or other act of God or public enemies, and/or emergency non-appropriation, then, in each such case or cases, the affected party shall be relieved of performance under this Agreement.

**12. Conditions Precedent.** This Agreement is contingent upon the CITY and UCF entering into an Agreement for the creation of the business incubator. If the CITY and UCF do not enter into such Agreement by June 1, 2023, this Agreement shall be null and void and the parties shall be automatically released from all obligations hereunder.

**13. Controlling Law.** This Agreement is entered into pursuant to the laws of the State of Florida and shall be construed and enforced thereunder. In the event of litigation for any alleged breach of this Agreement, exclusive jurisdiction and venue for such litigation shall be in the Circuit Court of Lake County, Florida.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: COUNTY, signing by and through its Chairman, and by the duly authorized representative of the CITY.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF LAKE COUNTY, FLORIDA

\_\_\_\_\_  
Gary J. Cooney, Clerk  
Board of County Commissioners of  
Lake County, Florida

\_\_\_\_\_  
Kirby Smith, Chairman

This \_\_\_\_ day of \_\_\_\_\_, 2023.

Approved as to form and legality:

\_\_\_\_\_  
Melanie Marsh, County Attorney

ATTEST:

**CITY**

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

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
This \_\_\_\_ day of \_\_\_\_\_, 2023.

Approved as to Form and Legality:

\_\_\_\_\_  
Sasha Garcia, City Attorney





# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: April 20, 2023

RE: RESOLUTION NUMBER 23-34: STRATEGIC PLAN DEVELOPMENT  
PROFESSIONAL SERVICES AGREEMENT

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## Introduction

The Strategic Plan is the community's roadmap and is used to prioritize initiatives, resources, goals, and department operations and projects. The strategic plan is a big-picture document directing efforts and resources toward a clearly defined vision. It is standard practice to review and update the plan every five years.

## Background

On April 14, 2021, the prior City Commission held a workshop to review the City's strategic plan and determined that it was time for a comprehensive update. The Strategic Plan was first approved in 2013 Resolution 10-40 and has been updated a few times since, the last in 2017. Subsequent to that time Commissioners asked staff to conduct an RFP process to identify a consultant who would work with the City to develop a new strategic plan.

On November 1, 2022, the bid solicitation was released and 9 companies responded. Five made presentations to the selection committee and two finalists were selected. The winning firm was Willdan, their proposal is in your agenda packet. The selection Committee included: Vice Mayor Emily Lee, City Manager, Tom Carrino, Development Services Director, Mike Lane and Economic Development Director, Al Latimer.

## Budget Impact Analysis

The amount budgeted for the Strategic Plan Update is \$50,000. Due to inflation, the cost to hire fee-for-service professionals has risen about 10 percent higher than they were one year ago. To close the gap between what was budgeted and the consultant's asking price, Development Services contributed the difference of \$9,825. Redirecting these funds will not impede Development Services ability to achieve the Department's operational goals.

## Timeline

The development of the new strategic plan will take place in four phases over an eight-month period, beginning in May and ending in December of this year.

## **Overview of Activities**

### Phase One

- Develop Strategic Planning Framework:
- Facilitate Community Feedback Sessions:
- Seek Additional Feedback to Ensure Fair Community Representation.

### Phase Two

- Analyze Results of Community Outreach
- Review Previous Strategic Plans and Updates as a Benchmark for New Strategic Plan.

### Phase Three

- Draft and Develop Five-Year Strategic Plan.

### Phase Four

- Present Draft Five-Year Strategic Plan. VIII. Finalize and Deliver Final Five-Year Strategic Plan.
- Future Consultation as Needed.

## **Benefit of Updating the Strategic Plan**

Due to its importance in setting a vision that will guide City resource allocations, and its board-reaching impacts, the Strategic Plan should be reviewed at regular intervals. The City's current plan was last adjusted in 2017, 6 years ago. So the time had been reached for a comprehensive update that will better and more effectively guide Commission decisions in aligning resources with priorities.

## **Prepared by:**

Al Latimer, Economic Development Director

**RESOLUTION NUMBER 23-34**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING CITY MANAGER TO ENTER INTO AN AGREEMENT WITH A STRATEGIC PLAN CONSULTANT.**

**WHEREAS**, the City of Eustis desires to have a new strategic plan that will help inform its policy-making, and set overarching priorities that become departmental goals; and

**WHEREAS**, the City of Eustis Commission authorized staff to conduct an RFQ process to identify a consultant to facilitate the development of the new strategic plan; and

**WHEREAS**, a staff committee interviewed the top three bidders and selected the most qualified candidate; and

**WHEREAS**, staff has negotiated the terms of an agreement, and a price of \$59,825; and

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

**WHEREAS**, the City’s Fiscal Year 2022/2023 approved budget includes adequate funding in various accounts for this purpose; and

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

That the City Manager is hereby authorized to execute the attached Strategic Plan Professional Services Agreement.

**DONE AND RESOLVED** this 20<sup>th</sup> day of April, 2023, 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



## **STRATEGIC PLAN DEVELOPMENT PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is entered into on this \_\_\_\_ day of April, 2023 (“Effective Date”), by and between the CITY OF EUSTIS, LAKE COUNTY, FLORIDA, hereinafter "City," and WILLDAN FINANCIAL SERVICES, INC., hereinafter "Contractor" OR “Willdan”.

In consideration of the mutual covenants and agreements stated herein and of the payments for services hereinafter described, the parties hereto do mutually agree as follows:

**1. Performance of Services.** City hereby agrees to engage Contractor, and Contractor hereby agrees to perform the services set forth in Exhibit "A", Exhibit “B” and Exhibit “C” incorporated herein by reference and produce a five-year strategic plan for the City of Eustis. Any services not specifically described therein but which may be fairly implied as required thereby or necessary to complete the work for the use or purpose intended, shall be within the scope of services to be provided hereunder.

**2. Time of Performance.** This Agreement shall commence on the Effective Date entered above, and shall terminate on December 31, 2023, subject to budgetary appropriations by the City of Eustis Commission, unless sooner terminated as hereinafter set forth.

**3. Schedule.** Contractor shall perform the Services according to the schedule set forth in Exhibit C, Project Schedule, attached hereto and incorporated herein by reference. The time limits established by this Project Schedule shall not be exceeded, except for reasonable cause as mutually agreed by the parties in writing.

**4. Compensation.** For such services, Contractor shall be paid Fifty-Nine Thousand Eight Hundred and Twenty-Five Dollars (\$59,825.00). Said total shall constitute full payment for services rendered and costs incurred by Contractor in performing this Agreement. Contractor shall invoice City monthly. Final payment shall be made immediately following the Contractor’s final presentation to the City of Eustis Commission and the Commission’s adoption of the Contractor’s strategic plan currently scheduled for December 21, 2023 per Exhibit “C.”

**5. Termination of Agreement for Cause.** If, through any cause, Contractor shall fail to fulfill, in a timely and proper manner, its obligations under this Agreement, or if Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, City shall have the right to terminate this Agreement by giving written notice to Contractor of such termination and specifying the effective date thereof. In the event of termination for cause, Contractor shall be entitled to receive only the pro rata share of the total compensation which is equal to any satisfactory work completed as of the date of termination. Upon termination, Contractor shall reimburse the City for any prepaid payments received in excess of the pro rata share earned by Contractor. Notwithstanding the above, Contractor shall not be relieved of liability to City for damages sustained by City by virtue of any breach of the Agreement by Contractor, and City may withhold any payments to Contractor for the purpose of offset until such time as the exact amount of damages due to City from Contractor is determined.

**6. Termination for Convenience.** The City or Contractor may terminate the Agreement at any time by giving written notice to the other and specifying the effective date thereof. If the Agreement is terminated by City as provided herein, City shall pay Contractor a percentage of the established fee for work performed up to the time of such termination. Said percentage shall be based on the ratio of work completed to the total work required.

**7. Non-assignability.** Contractor shall not assign nor transfer any interest in this Agreement without the prior written consent of the City thereto.

**8. Non-Discrimination.** Contractor shall comply with City of Eustis ordinances and all other federal, state, and local laws and regulations governing non-discrimination in all regards, including, but not limited to, employment.

Contractor understands that the City of Eustis prohibits its employees from engaging in harassment or discrimination of any kind, including harassing or discriminating against independent contractors doing work for the City. If Contractor believes that a City employee engaged in such conduct towards Contractor and/or any of its employees, Contractor or its employees may file a complaint with the City department head in charge of Contractor's work, and/or with the City human resources department. The City takes all complaints of harassment and discrimination seriously and will take appropriate disciplinary action if it finds that any City employee engaged in such prohibited conduct.

**9. Interest of Contractor.** Contractor covenants that Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that in the performance of this Agreement no person having such interest shall be employed.

**10. Indemnification.** Contractor agrees to indemnify, and hold harmless City and its authorized agents, officers, and employees from and against all claims, damages, demands, actions, costs and charges arising out of or by reason of Contractor 's performance or failure to perform this Agreement.

**11. Attorney's Fees.** In the event either party institutes litigation to enforce its rights under this Agreement, the prevailing party in such litigation shall be entitled to an award of its reasonable attorney's fees and costs.

**12. Notice.** Any notice, or notices, required or permitted to be given pursuant to this Agreement, may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

**City:** City of Eustis City Attorney  
Sasha Garcia, Attorney  
Bowen|Schroth  
600 Jennings Avenue  
Eustis, Florida 32726

*Copy to:*  
Tom Carrino, City Manager  
10 N. Grove Street  
PO Drawer 68  
Eustis, FL 32726

**Contractor:** WILLDAN FINANCIAL SERVICES, INC.  
Jason Gray, MPSA  
VP/Managing Principal  
200 South Orange Ave  
Suite 1550  
Orlando, FL 32801

**13. Independent Contractor.** Contractor is independent of the City and shall perform all services according to its own methods without being subject to the control of the City except as to the results obtained. The City shall not carry Worker's Compensation insurance or any health or accident insurance to cover Contractor. The City shall not pay nor be responsible for any contribution to Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might be expected in an employer-employee relationship. As an independent contractor, Willdan shall provide and be responsible for all its employees and/or agents Worker's Compensation contributions, federal and state withholding, unemployment compensation contributions and social security tax withholding, etc. Contractor agrees to report and pay any contributions for taxes, unemployment insurance, Social Security, and other benefits.

**14. When Rights and Remedies Not Waived.** In no event shall any payment by City hereunder constitute or be construed to be a waiver by City of any breach of conditions or any default which may then exist, or while any such breach or default shall exist, in no way impair or prejudice any right or remedy available to the City with respect to such breach or default.

**15. Integrated Document.** This Agreement embodies the entire agreement between City and Contractor for the scope of services and the terms and conditions. No verbal agreements or conversations with any City officer, City agent or City employee prior to the execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon the City.

**16. Compliance with Laws.** Contractor shall comply with all laws, ordinances, regulations, rules, etc., of the federal, state, and local governments in connection with the performance of this Agreement.

**17. Furnishing of W-9.** Payment under this Agreement is contingent upon Contractor furnishing City with a completed W-9 IRS tax form, which shall be attached hereto and incorporated herein. Contractor shall cooperate with City in furnishing any additional information City may need to comply with rules and regulations of the Internal Revenue Service.

**18. E-Verify.** Contractor shall register and participate in the Florida E-Verify System and comply with section 448.095, Florida Statutes, employment eligibility verification.

**19. Severability of Provisions.** If any provisions of this Agreement are held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

**20. Modifications.** No oral modifications or amendments to this Agreement shall be effective, but this Agreement may be modified or amended in writing, signed by both parties.

**21. Governing Law.** This Agreement, its terms and conditions, shall be governed by Florida law. The forum or venue for litigation of any dispute arising from or related to this Agreement shall be Lake County, Florida.

Signatures:

IN WITNESS WHEREOF, the parties hereto execute the foregoing instrument as of the day and year first above written.

CITY OF EUSTIS

\_\_\_\_\_  
Tom Carrino, City Manager  
City of Eustis

WILLDAN FINANCIAL SERVICES, INC.

\_\_\_\_\_  
Jason Gray, VP/Managing Principal  
Willdan Financial Services, Inc.



## **EXHIBIT A**

### WILLDAN SCOPE OF SERVICES

#### Phase One

**Initial Preparation Work.** Collect and analyze key documents such as strategic plans and updates, CRA plans, annual reports, financials, strategic and risk documents as agreed by the parties.

**I. Develop Strategic Planning Framework:** Lead and facilitate an initial meeting with the City Commissioners and City Staff to map out a strategic planning process and plan two community input sessions.

**II. Facilitate Community Feedback Sessions:** Hold two community meetings to educate citizens about the strategic planning process being undertaken, what the outcomes will be, and why it matters to them. Also, information will be collected on growth and increased demand for city services, water, housing, energy, healthcare, transportation, jobs, etc.

**III. Fair Community Representation.** When engaging the community, consultant will be cognizant of the diverse nature of the City's residents and if input from residents at community sessions does not represent that diversity, then at the direction of the City Commission, Willdan may seek some additional community input from methods that include but are not limited to:

- a. Interviews
- b. Dialogue Sessions
- c. Focus Groups
- d. Community Surveys

#### Phase Two

**IV. Analyze Community Outreach Results.** Perform analysis on the results of the community feedback and synthesize the results in a clear and actionable way for use by City leadership in their decision-making process.

**V. Review Previous Strategic Plans and Updates as a Benchmark for New Strategic Plan.** Lead City Commission and Senior Staff in facilitated discussion of existing strategic plans and updates that will:

1. Review Vision/Mission statement and its impact on decision-making.
2. Review the current strategic plan and relevant business plans against new opportunities and risks.
3. Investigate what has been missed and what should be incorporated into the revised strategic plan.
4. Investigate any strategic assumptions that have changed and their impact on the strategic plan.

5. Discuss strategies for ensuring that the strategic plan is carried out at the various levels (Commission, senior staff, supervisors and line employees, etc.), including reviewing the strategic plan regularly, and strategic thinking processes.
6. Strategies for embedding the strategic plan into performance measures and job descriptions at all levels of the organization.

### **Phase Three**

**VI. Draft and Develop Five-Year Strategic Plan.** Draft and develop a five-year strategic plan for the City based on feedback, discussions, input, and data gathered from all sources—community, commissioners, senior staff, et.al. The strategic plan will include the following:

- a. Findings from the community feedback/outreach;
- b. Mission statement and vision that reflects the community’s current and future needs;
- c. Prioritized goals and objectives for meeting those goals;
- d. Evaluation of current priorities and recommendations for development of different or new priorities as needed;
- e. Performance criteria to measure the success of strategic directives;
- f. Recommendations for method and timeline for plan updates and revisions;
- g. Action items with a recommended schedule and strategies for implementing the recommendations.

### **Phase Four**

**VII. Present Draft Five-Year Strategic Plan.** Present the draft strategic plan to the City Commission for review, comment and feedback.

**VIII. Finalize and Deliver Final Five-Year Strategic Plan.** Present the Final Five-Year Strategic Plan to be formally approved by the City Commission.

**IX. Future Consultation as Needed.** Willdan will make itself available for future consultation on aligning elected officials, staff, and other stakeholders around the strategic plan’s unified vision for the future. (Compensation for this service is not included in this Agreement, but will be negotiated at the time service is requested.)

**EXHIBIT B**

WILLDAN RESPONSE TO REQUEST FOR PROPOSAL

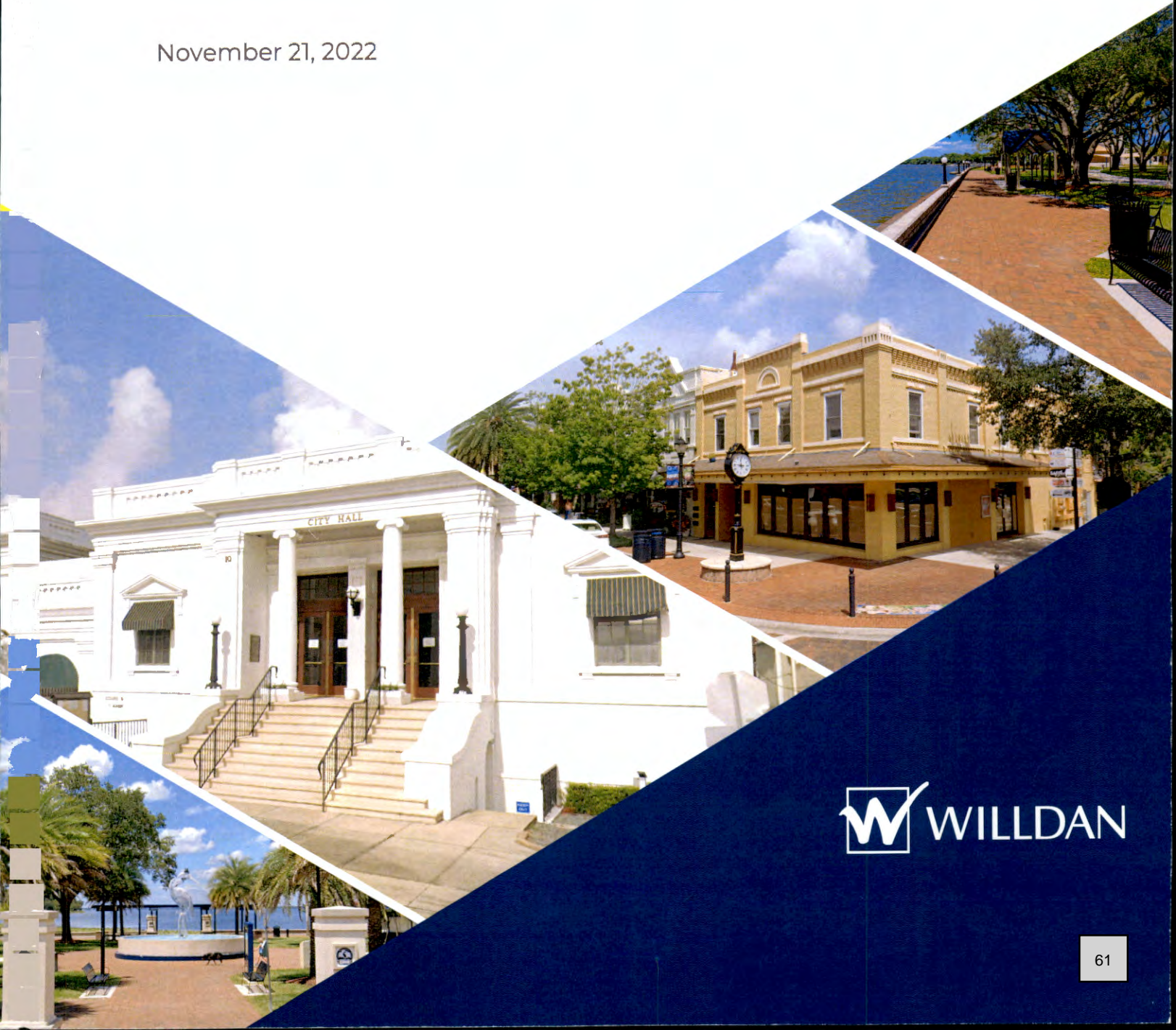
**EXHIBIT C****WILLDAN PROJECT SCHEDULE**

<b>Estimated Strategic Plan Task Completion Schedule</b>	
Phase One	Completed by June 30, 2023
Phase Two	Completed by August 30, 2023
Phase Three	Completed by October 31, 2023
Phase Four	Completed by November 30, 2023
Final Presentation to City Commission and Adoption of Strategic Plan	Completed by December 21, 2023

# City of Eustis, FL

## Municipal Strategic Plan Consultant Proposal #001-23

November 21, 2022



# Signature Page

Please return page 7 along with required submittals to:  
CITY OF EUSTIS  
Purchasing Dept.

**City Of Eustis RFQ #001-23**  
**Strategic Plan Consultant**  
**Signature Page**

The undersigned acknowledges receipt of:

Written specifications dated: 1. October 31, 2022 AND

<b><u>Addenda</u></b>	Number <u>1</u>	, dated <u>11/9/22</u>
	Number _____	, dated _____
	Number _____	, dated _____
	Number _____	, dated _____

By submitting a response, the undersigned agrees:

- Has examined the site and all Proposal documents and understands that in submitting a response, he/she waives all right to plead any misunderstanding regarding same.
- To hold their response open for acceptance for sixty (60) days after proposal opening.

NAME: Willdan Financial Services

ADDRESS: 200 S. Orange Avenue, Suite 1550, Orlando, FL 32801

AUTHORIZED SIGNATURE: 

SIGNATURE/TITLE (PRINTED): Gladys Medina / Vice President - Group Director

TELEPHONE # 800-755-6864 FAX # 888-326-6864

DATE: 11/14/2022 E-Mail gmedina@willdan.com

November 21, 2022

Ms. Tracy Jeanes  
Director of Purchasing  
City of Eustis  
141 W. Renfro Street  
Burleson, TX 76028

**Re: *Municipal Strategic Plan Consultant for the City of Eustis***

Dear Ms. Jeanes:

Thank you for the opportunity to present our statement of qualifications to assist the City of Eustis (City) with Municipal Strategic Plan Consultant services. Willdan Financial Services (Willdan) understands that the City is seeking consulting services to guide the development of a Strategic Plan (Plan). The resulting Plan will be an integral tool utilized by the City and Staff to ensure decisions and projects properly align with the vision and achieve successful implementation of the Plan.

Willdan is one of the most experienced public sector financial consulting firms in the United States. Our company has helped over 800 public agencies successfully address a broad range of financial and operational challenges, and we are prepared to assist the City by facilitating the strategic planning process, working with your diverse and complex organization, stakeholders, and jurisdiction to deliver a full turnkey strategic plan. Willdan is joined by frequent teaming partner, RMA, a highly experienced economic and real estate (re)development and business attraction/marketing firm successfully serving clients for over 12 years. We have previously collaborated on a broad range of strategic initiatives including an Economic Development Strategic Plan for Pinellas Park, Florida.

While there are certain best practices within strategic planning, we believe that the best solutions are always tailor-made for your organization. No two communities are quite alike, therefore our process and our deliverables will be guided by your particular needs, strengths, and opportunities. Our strategic planning process begins with an in-depth listening and discovery session, where we gain an understanding of the issues your community faces and then pull from our experiences to customize a process that meets your needs. We have designed our processes to create outstanding ideas and support your execution of the plan. In addition to facilitating strategic plans, we can help you create customized reporting that helps your organization stay focused and adjust as necessary.

We believe that thoughtful strategic planning is essential for every community, however, the execution of the plan is what adds lasting value. Because we are local government practitioners at heart, we commit to delivering a project that is concise, actionable, and will help you show accountability for the results, one that provides the City of Eustis with lasting value.

This statement of qualifications is intended to address the specific items in your request; however, I am available for any questions or clarification. Please contact me at your convenience. As an officer of the firm, Mr. Chris Fisher, is authorized to bind the firm.

**Willdan Financial Services**

**Primary Contact**

Mr. Jason Gray, MPSA

Vice President / Managing Principal

Office#: (972) 378-6588, Ext. 302 | Cell#: (469) 396-9640

Email: [JGray@Willdan.com](mailto:JGray@Willdan.com) | [www.Willdan.com](http://www.Willdan.com)

Respectfully,

**WILLDAN FINANCIAL SERVICES**



Jason Gray

Vice President / Managing Principal



Chris Fisher

Vice President / Director

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## Section 1: Types of Plans Developed Previously

In this section, we provide background information about our company, our subconsultant/teaming partner, and our combined experience including the types of plans developed previously.

### Firm Profile

Willdan Financial Services (WFS) is an operating division within Willdan Group, Inc. (WGI or Willdan), which was founded in 1964 as an engineering firm working with local governments. Today, WGI is a publicly traded company (NASDAQ: WLDN). WGI, through its subsidiaries, provides professional technical and consulting services that ensure the quality, value and security of our nation’s infrastructure, systems, facilities, and environment. The firm has pursued two primary service objectives since its inception—ensuring the success of its clients and enhancing its surrounding communities.

A financially stable company, WGI has over 1,500 employees working in more than a dozen states across the U.S. Our employees include a number of nationally recognized subject matter experts for all areas related to the broadest definition of connected communities. Willdan has solved economic, financial, engineering, and energy challenges for local communities and delivered industry-leading solutions that have transformed government and commerce. Today, we continue leading our clients into a future accelerated by changes in resources, infrastructure, technology, regulations, and industry trends.

### Willdan Financial Services

Established on June 24, 1988, Willdan Financial Services, is one of the largest public sector economic and financial analysis consulting firms in the United States. We have helped over 800 public agencies successfully address a broad range of infrastructure challenges. Willdan assists local public agencies by providing the services listed below.

Willdan Financial Services	
Areas of Expertise	
<ul style="list-style-type: none"> <li>Community-wide strategic plans</li> <li>Economic development strategic plans</li> <li>Financial feasibility studies</li> <li>State/Federal grant writing &amp; program management</li> <li>Fiscal and economic impact analysis</li> <li>Real estate market analysis and advisory services</li> <li>Redevelopment/revitalization implementation</li> <li>Tax increment finance district formation and amendment</li> <li>Municipal advisory services</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure CIP planning</li> <li>Utility rate and cost of service studies</li> <li>User fee studies and cost allocation plans</li> <li>Special district administration services</li> <li>Development impact fee establishment and analysis</li> <li>Long-term financial plans and cash flow modeling</li> <li>Property tax audits</li> <li>Public-Private Partnerships</li> <li>Business attraction, retention, and expansion</li> </ul>

## Municipal Experience

Willdan Financial Services advises governments throughout the United States about strategic planning, market opportunities, project and financial feasibility, real estate economics and development policy, redevelopment, public-private partnerships, economic development, and business attraction/retention/expansion.

Willdan understands municipal operations, the public sector's array of policy objectives, and the political public decision making process.

Willdan understands municipal operations, the public sector's array of policy objectives, and the political public decision making process. We serve all levels of government and collaborate with government staff, constituents, developers, officials, and other professional services firms. We work side-by-side with City staff to extend your operational and strategic capacity and assist you to move initiatives from planning to implementation. Willdan has earned a notable reputation for technical excellence, cost-effectiveness, and client responsiveness in providing superior consulting services for over 58 years.

### Financial and Economic Development Practice

					
<b>Economic Development Strategic Planning &amp; Visioning</b>	<b>Smart Cities/ Renewable Energy Infrastructure Financing</b>	<b>Fiscal &amp; Economic Impact Analysis</b>	<b>Redevelopment Analysis &amp; Strategy</b>	<b>Real Estate Advisory Services &amp; Market Analysis</b>	<b>Public Finance</b>

## Proven Success

Willdan has a successful record of working primarily with cities, towns, counties, and special districts throughout the United States. We are successful in leading projects that require a high-level of organization and attention to detail, working with numerous entities (staff, community stakeholders, organizations, other consulting firms, etc.) to complete outlined tasks. Our team is skilled in genuine stakeholder engagement with all types of individuals and external agencies to build consensus around priorities and catalytic strategies as a critical component in supporting decision-making and developing a unified plan of action. We utilize exceptional, high-value data, research, analytics, and engagement resources and industry standard subscription-based software applications (Esri Business Analyst, CoStar, Placer.ai, Emsi Labor Analytics, Sli.do) for data collection, analysis, and community engagement. We are dedicated to the communities we serve, and through extensive consensus building, stakeholders and elected officials embrace our proposed strategic plans and programs.

## Team Partnership

Willdan has a long-term teaming partnership with RMA to successfully provide our clients with the most knowledgeable and experienced combination of community-wide strategic planning, economic development, real estate (re)development, CRA, infrastructure CIP financing/planning, and targeted industry business attraction and marketing expertise.

Willdan and RMA offer a tight-knit, cohesive working group.

## Subconsultant/Teaming Partner

### RMA Firm Profile

RMA is a full service economic (re)development firm passionately reinventing cities and target areas to bring hidden assets and unrecognized value to the forefront. We have a proven track record assessing, developing, and implementing plans/programs that are improving communities by utilizing a realistic, comprehensive, and effective approach. The result is billions in private sector investment drawn to our client areas.

We offer comprehensive services in five specialized areas:

- Economic Development & Redevelopment Strategic Planning
- Business Attraction & Marketing
- Real Estate & Public-Private Partnerships (P3)
- Urban Design & Planning
- Government Management & Administration/Financing

RMA was formed in 2009 by Principal Members, Kim Briesemeister, a Certified Redevelopment Administrator, and Christopher J. Brown, combining their talents and 50+ years of experience providing consulting and management services to governments in the field of urban redevelopment and place making, regionally, nationally, and internationally. RMA headquarters is in Pompano Beach, Florida, with additional Florida office locations in Delray Beach, Jacksonville, and the Central Florida area.

Our expertise includes all aspects of economic development, business attraction and marketing, real estate development and public-private partnerships (P3), urban design and planning, government administration, and community consensus building. RMA's practitioners have led some of the most successful economic development efforts in Florida agencies during the last 30 years, transforming areas throughout Florida into thriving business/entertainment districts, including Delray Beach, Fort Lauderdale, Hollywood, Pompano Beach, and West Palm Beach.

RMA's in-house team is a group of highly experienced professionals, committed to helping our clients in their pursuit of economically diverse and healthy communities. The benefits of working with us include comprehensive access to industry leaders in specialized redevelopment fields under one firm - providing years of knowledge, experience, and proven success as evidenced by the client cities we have helped reinvent. RMA has the experience, in-house expertise, and financial stability to successfully complete and implement projects of all sizes.



#### REDEVELOPMENT MANAGEMENT ASSOCIATES

is an independent and majority woman-owned Limited Liability

Corporation headquartered in Broward County, licensed to do business by the State of Florida. Principal Members are Kim Briesemeister and Chris Brown.

#### RMA HQ

2302 E. Atlantic Blvd., Pompano Beach, FL 33062

P: 954.695.0754 | F: 754.240.7885

[info@rma.us.com](mailto:info@rma.us.com) | [www.rma.us.com](http://www.rma.us.com)

### CRA Experience

RMA's approach to redevelopment is grounded in reality and based on years of experience creating and implementing CRA and strategic plans that lead to successful revitalization. Our team has worked hands-on with city and CRA teams throughout Florida as staff and as consultants, dealing with the myriad regulations, requirements, and issues facing cities and CRA's.

Our approach balances financial and market feasibility with economic vibrancy, regulatory efficiency, and a community's identity and character to identify initiatives and strategies that are realistic and can be successful with the resources that are available to the city/CRA.

RMA's understanding of Florida CRA's and how they operate is unmatched. The firm's principals have previously independently managed four of the largest CRA's in the state of Florida: Delray Beach, Fort Lauderdale, Hollywood, and West Palm Beach. Additionally, RMA as a firm managed four Florida CRA's Pompano Beach, Dania Beach, Margate, and West Palm Beach, and currently provides staff for the West Palm Beach CRA. Also, RMA Principals are both former Florida Redevelopment Association (FRA) Presidents and Key Personnel are current/past board members.

- CRA Services
- CRA Management & Administration
- CRA Redevelopment Plans
- Findings of Necessity
- Public Finance
- Public-Private Partnerships (P3)
- Branding & Marketing
- Incentives
- Real Estate

### Types of Plans Developed Previously

Provided in the table below is an abbreviated list of engagements, similar in nature to that of the City of Eustis project, which have been completed by Willdan and RMA team members in the previous five years. The (\*) denotes recent projects that Willdan and RMA worked on together.

Project Team 5-Year Experience	
Client	Project
City of Missouri City, TX	Strategic Alignment, Strategic Plan Update, and Implementation Guide
City of Hutto, TX	Strategic Plan and Implementation Guide
City of Argyle, TX	Vision and Values Workshops and Stakeholder Engagements
City of Lancaster, TX	Economic Development Strategic Action Plan
City of Bismarck, ND	Community Strategic Plan and Implementation Guide
City of Pinellas Park, FL*	Economic Development Strategic Plan
City of Jacksonville, FL*	Downtown Jacksonville Investment Authority Market Feasibility Analysis
City of Tamarac, FL*	Economic Development Strategic Plan & Developer Incentives Program
City of Deltona, FL	Strategic Economic Development Plan
Sumter County, FL	Economic Development Strategic Plan & Marketing Services
City of Mount Dora, FL	CRA Plan Update & Extension of Sunset
City of West Columbia, SC	Redevelopment and Revitalization Plan

## Section 2: Municipal Strategic Planning Experience

Our view of strategic planning is that the real value is not in a final strategic plan document, but rather in a framework that we facilitate within your organization and community that leaves all of your stakeholders fully engaged with a mindset and platform to expand upon the vision and strategic focus areas set out. Of course, we have standard processes, methods, and formats that are time tested that we generally employ, however, each engagement and each session is pre-planned and tailored with your team to determine points of emphasis, relative timing, and is designed to proactively address your current issues, status, and goals.

The real value is not in a final strategic plan document, but in a framework for execution.

### Inclusive Community Investment

Inspired, invested strategic partners and stakeholders are the driving force behind communities that set their vision and advance forward to meet the future.

Policies and programs crafted with broad consensus will empower the Eustis community to make intentional transformative impacts.

The Willdan project team brings practical experience to the wide variety of issues and problems facing local governments. We work with communities of all types and sizes across the United States and build a team of recognized subject matter experts to staff your project. We thrive working alongside committed community leaders, helping them think and act strategically and with precision intentionality. We leverage our personal practical experience to align those strategic thoughts into measurable and actionable plans that help move your community forward.

Our project team is led by an individual who spent fifteen years working in City Management with communities facing growth, suburbanization, redevelopment, and the ever-changing dynamics of fast-growth communities and the organizations which serve them. Since leaving City Management, Project Manager, Jason Gray, has spent the past nine years supporting communities through an approach that focuses intently on understanding the needs of our clients and developing strategies, negotiating deals, and providing cutting-edge analysis and reporting that serve those needs.

## Central Florida Experience + Nationwide Expertise

Willdan and RMA's Central Florida long established offices enable our team to quickly initiate the project's immersion process, connecting with your diverse strategic partners and stakeholders to deliver a targeted strategic plan supported by industry best standards for recommended actions, resources, and potential funding sources. We are flexible and nimble in solving analytical problems or other challenges that may arise. Our team has established relationships with a variety of local real estate, planning, urban design, engineering, architecture, brokerage, and developer resources that may be called upon to join focus groups, workshops, or to augment specific analyses if needed.

RMA has worked in Central Florida since 2014, and members of the RMA team have been active in the region for over 20 years. RMA's Central Florida clients include Mount Dora, Deltona, St. Cloud CRA, Haines City CRA, and Sumter County, and the firm has worked on Strategic Finance Action Plans, CRA Plans, Strategic Economic Development Plans, or Strategic Marketing Plans for those clients. RMA has staff located in Central Florida and has observed tremendous growth in the region. RMA staff has a deep knowledge of the Central Florida area and keeps informed about important projects and market conditions of the region.

Our team's local knowledge and success nationwide with similar strategic planning projects will ensure that the services provided are grounded in experience in the competitive context of the Orlando-Kissimmee-Sanford Metropolitan Statistical Area. Additionally, the Willdan team proposed to support the City's strategic planning efforts has collectively worked in 38 states and 40 countries, providing broadly informed perspectives on industry best practices in strategic planning, real estate and economic development, competitive benchmarking assessments, and successful implementation strategies that create and sustain great communities.

# City of Hutto, Texas

## Strategic Plan & Execution Guide



Before engaging Jason Gray, the City of Hutto was operating from three separate documents to guide their strategy. Hutto's City Council and executive staff realized that while a variety of materials talking about strategy existed, there was no overarching strategic framework to guide the decision-making process. Additionally, reporting on initiatives was scattered, inconsistent, and did not focus on specific enough key performance indicators. Through the facilitation of a series of City Council Workshops, one-on-one meetings with their executive staff, and stakeholder meetings we developed a single Strategic Plan & Execution Guide. The Guide aligns, combines, and assigns nearly 200 different goals and objectives.

The process ended up with five distinct Strategic Focus Areas, ten well-defined Strategic Objectives, and 144 measurable goals that continue to move Hutto towards its vision. Since the initial project, we have continued to provide support to Hutto through our comprehensive strategy management system. Our cloud-based strategy execution platform allows for 24/7/365 access to the latest updates and alignment of their work plan and strategic plan. We recently facilitated an annual update to their Strategic Plan & Execution Guide, engaging a new group of elected officials in an in-depth discussion of their use of the Guide and their role in the strategic governance dynamic within the community.

**Project Successes:** We helped Hutto develop its first comprehensive strategic plan and execution guide, including five new Strategic Focus Areas and ten community objectives. Hutto continued to use our Strategy Management System for several years to help them provide the clarity, resources, and follow-up necessary to successfully implement the plan.

### Services

- Stakeholder & Public Engagement
- Market-Driven Commercial Development Targets and Strategies
- Alignment of Governance and Desired Outcomes
- Fiscal/Economic Impact Analysis
- Market Analysis
- Retail Attraction

### Client Contact

Doug Gaul  
Former Mayor

Tel #: (512) 413-4370 | Email:  
[gaulagency@gmail.com](mailto:gaulagency@gmail.com)

### Report Link

<https://willdan.box.com/s/1h0t0kk5g21y4m3blz3qrypelbwhxqek>

### Project Manager

Jason Gray

# City of Missouri City, Texas

## Strategic Alignment & Strategic Plan Update



The City of Missouri City executive staff realized that a political shift was taking place within the community and engaged Jason Gray, to help bring logical structure to the various plans and documents that they had invested in over the past five years. While new elections had emphasized some of the varied views of this diverse community, we recognized a need to facilitate strategy alignment workshops early in the process, which allowed the community to recognize that it had more common ground than disagreements.

Using a combination of SWOT analysis, strategy mapping techniques, preferencing of objectives and open, transparent strategy workshops we assisted Missouri City in not only restructuring their existing plans, but in the development of a wholly new plan in the process. Through the facilitation of a series of City Council Workshops, staff workshops, and one-on-one meetings with department heads, we developed a single Strategic Plan & Implementation Guide that the community uses today to guide their decisions about budgets, initiatives, and departmental work plans.

**Project Successes:** Our work resulted in a complete restatement of the City's strategic initiatives, including five new Strategic Focus Areas, seventeen initiatives, and over 70 new activities, goals, projects, and Key Performance Indicators. The plan was adopted unanimously, and the community is making great progress on implementing its new strategy.

### Services

- Stakeholder & Public Engagement
- Alignment of Governance Style and Desired Outcomes
- Identifying Public-Private Partnership Opportunities
- Market Analysis
- Economic, Workforce & Demographic Analysis

### Client Contact

Robin Elackatt  
Mayor

Tel #: (281) 403-8500 | Email:  
[Robin.Elackatt@missouricitytx.gov](mailto:Robin.Elackatt@missouricitytx.gov)

### Report Link

[https://willdan.box.com/s/gohs\\_w6i6bgvghufvw73i572jcgypk8j](https://willdan.box.com/s/gohs_w6i6bgvghufvw73i572jcgypk8j)

### Project Manager

Jason Gray

# City of Bismarck, North Dakota

## Strategic Plan & Execution Guide



The City of Bismarck, North Dakota engaged Jason Gray to facilitate a major revision to its community-wide strategic plan. Bismarck, the growing capital city of North Dakota had last updated its Strategic Plan in 2012 and saw a need to not only update goals and objectives, but also to implement a much more rigorous strategy and performance management system into their organization.

Working with the community through a series of stakeholder surveys, focus group meetings, public events, a dedicated web portal, key stakeholder interviews, a town hall meeting, and multiple City Commission meetings, we are currently outlining the strategies and are actively working towards delivering a Plan and Execution framework that will take Bismarck's operations well into the next decade. This project includes the development of a full Strategic Plan update and implementation of the Strategy and Performance Management System.

This update to the Strategic Plan for the City of Bismarck is the City's most comprehensive approach ever adopted for planning for its future. The deep community engagement and ongoing execution support is currently shaping many of Bismarck's policy discussions and will serve as a living guide for years to come.

**Project Successes:** Our work completed the revision to the City's strategic plan, including a revised Vision Statement, six new Strategic Focus Areas, and more than 80 specific action steps.

### Services

- Stakeholder & Public Engagement
- Market-Driven Commercial Development Targets and Strategies
- Alignment of Governance and Desired Outcomes
- Fiscal/Economic Impact Analysis
- Market Analysis
- Retail Attraction

### Client Contact

Jason Tomanek  
Assistant City Administrator

Tel #: (701) 355-1300 | Email:  
[jtomanek@bismarcknd.gov](mailto:jtomanek@bismarcknd.gov)

### Report Link

<https://willdan.box.com/s/f0z74re3lap8kkh0mjflf0enicj0p8wm>

### Project Manager

Jason Gray



# City of Pinellas Park, Florida

## Economic Development Market Analysis & Strategies: Implementation Plan



Willdan, along with teaming partner RMA, conducted an economic market analysis to inform a citywide infrastructure funding strategy for prioritizing long-term city investments (2022-2041), while also facilitating implementation of the City Center Master Plan in the short term (2022-2026). Working in collaboration with the concurrent Comprehensive Plan and City Center Master Planning initiatives, our team undertook extensive real estate market research and a business climate survey.

This planning effort included an economic profile report with demographic analysis comparisons; collection and analysis of real estate market data relative to commercial, industrial, residential, and retail land uses; workforce analysis; and an implementation program and “economic dashboard” of benchmarking metrics to measure the success of strategies and initiatives.

The Five-Year Implementation Plan prioritizes funding for the capital, operating, and staffing resources required to successfully achieve the City’s economic development mission and vision.

**Project Successes:** The resulting data and analytics revealed that Pinellas Park has evolved from a bedroom community into a powerful industrial/manufacturing jobs center in the region. The City’s thriving industrial businesses are the foundation of Pinellas Park’s economic base, and these businesses should be further cultivated through a targeted Business Retention & Expansion Program (BREP).

## Services

- Strategic Planning
- Real Estate Assessment
- Economic, Workforce & Demographic Analysis
- Stakeholder Engagement
- Industrial Sector Focus Group/SWOT Workshop
- Business Climate Survey
- Infrastructure Funding Strategy

## Client Contact

Nick A. Colonna, AICP  
Assistant Community  
Development Administrator

Tel #: (727) 369-5631 | Email:  
[ncolonna@pinellas-park.com](mailto:ncolonna@pinellas-park.com)

## Report Link

Not yet published, in final approval process.

## Project Team

Willdan – Prime Consultant  
RMA – Sub Consultant

# City of Tamarac, Florida

## Economic Development Strategic Plan



Willdan prepared the City of Tamarac's Economic Development Strategic Plan (the Economic Development Element of the City's Comprehensive Plan), adopted in May 2018. This planning effort was funded by the Florida Department of Economic Opportunity and included the preparation of a baseline Data & Analysis Report; as well as identification and recommendation of potential citywide economic development incentive programs for business retention and recruitment that are applicable to five retail revitalization "Focus Areas" and citywide; a targeted business incubation strategy, formulation of a land bank policy; establishment of a public realm improvements (Placemaking) fund; and an implementation program and "economic dashboard" of benchmarking metrics to measure the success of strategies and initiatives.

To achieve the City's economic development goals and objectives, Willdan conducted stakeholder interviews and a private bus tour sponsored by ULI - the Urban Land Institute - of Focus Areas with real estate developers, brokers, retail tenants and others to determine the market and regulatory conditions required to attract private redevelopment activity in the City's most disinvested retail plazas.

This innovative public outreach process resulted in the assemblage and disposition of one site now undergoing mixed-use residential/retail redevelopment by Eden Multifamily.

The five-year plan envisions approximately \$5 million of economic development investments supported by multiple sources of funding from the City's General Fund, grants and other alternative funding opportunities allocated to each of the plan's five-year implementation horizon.

**Project Successes:** The Economic Development Element deliverable was named in the top 5 of more than 80 State of Florida Office of Economic Opportunity Grant submissions for the quality and tactical implementation plan. Willdan/RMA were subsequently hired in 2019 to conduct a Developer Incentives Study to establish the City of Tamarac's Developer Incentives Program, including guidelines and application process.

### Services

- Stakeholder Engagement
- Real Estate Analysis & Public-Private Partnership
- Retail & Small Business Development
- Fiscal/Economic Impact Analysis
- Affordable Housing
- Economic, Workforce & Demographic Analysis
- Commercial Area Redevelopment Plans

### Client Contact

Kathleen Gunn  
Assistant City Manager

Tel #: (954) 597-3510 | Email:  
[Kathleen.Gunn@tamarac.org](mailto:Kathleen.Gunn@tamarac.org)

### Report Link

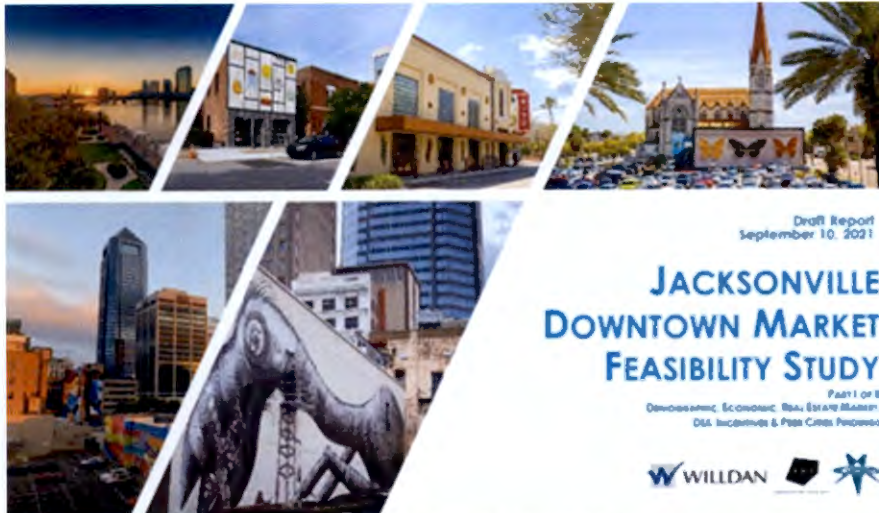
[https://www.dropbox.com/s/fx9bkcdp872ime4/Tamarac%20Final%20EDSP 2018 05 16.pdf?](https://www.dropbox.com/s/fx9bkcdp872ime4/Tamarac%20Final%20EDSP%2018%2005%2016.pdf?dl=1)

### Project Team

Willdan – Prime Consultant

# DIA/City of Jacksonville, Florida

## Downtown Market Feasibility Study



Willdan’s team utilized their knowledge and expertise in real estate market feasibility and development, and real estate market analysis to assess the current, and project the future, feasibility of Downtown Jacksonville’s office, commercial/retail, hospitality, and residential development and redevelopment, inclusive of both the Northbank and Southside Community Redevelopment Areas.

The real estate market feasibility analysis utilized exciting new data sources, such as Placer.ai, to evaluate neighborhood/district-level trends to inform:

- Policy recommendations
- Redevelopment strategies
- Allocation of tax revenue and development incentives

This was a complex undertaking involving the compilation, analysis, update, and expansion of baseline demographic data and real estate trends and projections; providing an assessment of development opportunities and constraints, as well as opportunities to catalyze development activity with targeted incentives, in each downtown neighborhood district.

Willdan conducted stakeholder interviews with real estate developers, brokers, retail tenants, and others to determine the market, regulatory conditions, and targeted incentives required to attract private development and redevelopment activity in the City’s most disinvested downtown areas.

The key conclusions from the market feasibility study are that Downtown Jacksonville has made significant progress towards the CRA Plan development goals, and that the city should direct development incentives to identified areas of need as certain neighborhoods/districts no longer need incentives.

**Project Successes:** The Downtown Jacksonville Market and Feasibility Study informed Developer Incentives policy recommendations in the CRA Plan Update, further catalyzing more than \$1 billion of redevelopment in disinvested downtown neighborhoods.

### Services

- Stakeholder Engagement
- Real Estate Market Analysis
- Incentives Analysis
- Demographic & Market Analysis at the District Level
- Peer Cities Case Study Research & Benchmarking

### Client Contact

Steven. T. Kelley, DBA  
 Director of Downtown Real Estate & Development  
 Downtown Investment Authority (DIA)

Tel #: (904) 255-5304 | Email: [SKelley@coj.net](mailto:SKelley@coj.net)

### Report Link

Part I:

<https://willdan.box.com/s/8gihw6s2ks4y945z085erpjdbtyq33dk>

Part II:

<https://willdan.box.com/s/c4jri>

### Project Team

Willdan – Prime Consultant  
 RMA – Sub Consultant

# City of Deltona, Florida

## Strategic Economic Development Plan



RMA's team of professionals took an economic development approach with a real estate-based foundation to identify areas most suitable for a commerce park, and create a strategic plan designed to enhance the City's assets for business attraction. This holistic approach to develop a strategic action plan for Deltona was critical for success. RMA's tasks included a market analysis, and in-depth research to determine the industries most suitable for the City and this particular area. One notable area, a prime 240+/- acre site, had been held for more than 30 years by a privately-owned investment group out of Australia

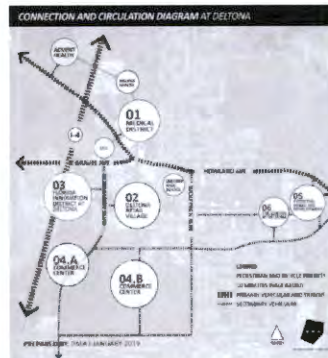
and the City had not been successful in getting the property owner to the table to discuss development.

Our research and communications with local, regional, state, national and international stakeholders included outreach that resulted in interest from several property owners to participate with the City in the creation of a logistics center. Our analysis identified the City's current economic conditions and market potential to attract new investment and demonstrated to the real estate market the advantages of doing business in the City of Deltona, and the viability of a logistics center.

Upon the completion of the market analysis, RMA provided a comprehensive report highlighting demographics, psychographics, existing businesses and consumer trends and new business development opportunities, laying the foundation for development of the strategic action plan. In the plan, specific areas for opportunities were identified and conceptual plans created to demonstrate the highest and best use of the properties for development. Public-private partnerships, form-based zoning codes, pedestrian friendly connectivity and multimodal transit, housing, infrastructure, history, culture, and community connections were addressed. To connect initiatives to realistic implementation, various funding sources such as public-private partnerships, grants, and government loans were identified as potential opportunities to assist with economic development.

Site readiness was identified with the assistance of local and regional energy providers, resulting in the education of property owners to the immediate marketability of their properties. Opportunity sites were identified, analyzed and conceptual plans developed to determine the number and sizes of buildings that would be appropriate for the proposed business/commerce park.

**Project Successes:** Deltona's Strategic 5-Year Economic Development Plan resulted in the creation of Portland Industrial Park. **Currently under development is a 1M square foot Amazon distribution center, providing more than 500 permanent jobs with benefits for the City, and a \$100 Million project being added to the tax base.** The Plan has resulted in a clear direction, with strong support from the public and private sector that will ensure the success of Deltona's quest for commercial investment. The second phase of Portland Industrial Park is now underway.



### Services

- Strategic Planning
- Market Analysis
- Real Estate Evaluation
- Targeted Industry Recruitment

### Client Contact

Jerry Mayes  
Economic Development  
Manager  
City of Deltona, FL

Tel #: (386) 878-8619 |  
Email: [jmayes@deltonafl.gov](mailto:jmayes@deltonafl.gov)

### Project Team

RMA – Prime Consultant

# Sumter County, Florida

## Economic Development Strategic Plan & Marketing Services



As the "Center of Florida Commerce", it is of paramount importance for Sumter County to communicate the County's economic development opportunities throughout the State, Regional, National, and International Markets.

The County retained RMA to provide Economic Development Marketing Services to develop an Economic Development Strategic Plan and a Tourism Strategic Plan with branded, standardized messaging to effectively communicate the County's opportunities.

With land available for commercial development, the right message had to be conveyed, and the targeted companies accessed to make site selectors and business owners aware of the opportunities. RMA's team approach is grounded in our understanding of business and real estate. We understand what business needs to know about an area, and we use our customized approach and successful experience to go beyond the data. Demographics, traffic counts, psychographics, workforce, and higher education are key in the selection process for commercial development.

**Project Successes:** RMA developed and designed the Sumter County Economic Development Strategic Plan (2020-2022) and the Sumter County Tourism Strategic Plan (2020-2022) to provide targeted plans for the County to meet their economic development goals and assist with marketing and promotions. These services include RMA's delivery of materials on time, and below budget.

### Services

- Strategic Planning
- Marketing
- Copy Editing
- Graphic Design

### Client Contact

Bradley Arnold  
County Administrator  
Sumter County, FL

Tel #: (352) 689-4400 |  
Email: [bradley.arnold@sumtercountyfl.gov](mailto:bradley.arnold@sumtercountyfl.gov)

### Project Team

RMA – Prime Consultant

# City of Mount Dora, Florida

## CRA Plan Update & Extension of Sunset



The Mount Dora Community Redevelopment Agency (CRA) had been created by the City in 1987 in response to a group of business owners looking to enhance the downtown. While the CRA had been responsible for a wide range of downtown improvements, the last CRA Plan had been developed just as the world was coming out of the last recession and needed to be updated to reflect the changing real estate and economic conditions. In April 2019, RMA was hired by the Mount Dora CRA to update the CRA Plan to reflect an agency extension of thirty years so the Mount Dora CRA can continue to improve the community and increase the commercial tax base from 2019 to 2049.

The RMA team of professionals completed a market analysis of the CRA to develop recommendations based on the economic development drivers of land, labor, capital, market, and regulation. This analysis, along with community and stakeholder input, identified additional industry clusters and the uniqueness of the district that could be used to attract new investment. In addition to the market analysis and community input, RMA had a vast understanding of Mount Dora due to previous work done with the City, and the RMA team was able to effectively analyze the current market, determine business climate themes, resident needs, and direct staff in the most effective ways to increase redevelopment in the area.

**Project Successes:** In November 2019, the Mount Dora CRA Plan Update and Extension was approved by the City Council with praise from several members regarding the quality of the plan. The redevelopment plan will serve as a road map and provide guidance for implementation of redevelopment strategies in the Mount Dora CRA area. In the plan, priority opportunities were identified based on the need in the community with clear direction and funding prospects identified for implementation. CRA staff can actively address the priority areas of Lake Dora Waterfront, Downtown Parking, Business Retention, Beautification, Public-Private Partnerships, Regional Connectivity, and Tourism to make the Mount Dora CRA even more successful, now and into the future.

## Services

- Strategic Planning
- Market Research & Analysis
- Community Engagement

## Client Contact

Adam Sumner  
 CRA Administrator  
 Mount Dora Community  
 Redevelopment Agency (CRA)  
 City of Mount Dora, FL

Tel #: (352) 735-7112 | Email:  
[sumnera@cityofmountdora.com](mailto:sumnera@cityofmountdora.com)

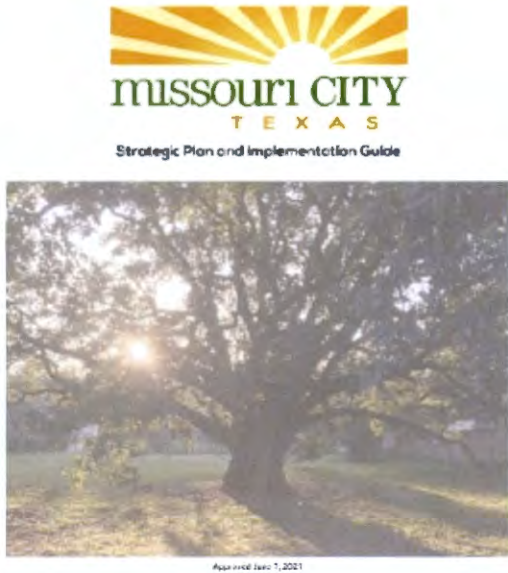
## Project Team

RMA – Prime Consultant

### Section 3: Examples of Previous Strategic Plans Produced

Provided below are links to strategic plans and similar studies completed by the project team.

#### City of Missouri City, Texas Strategic Plan



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#### City of Hutto, Texas Strategic Plan



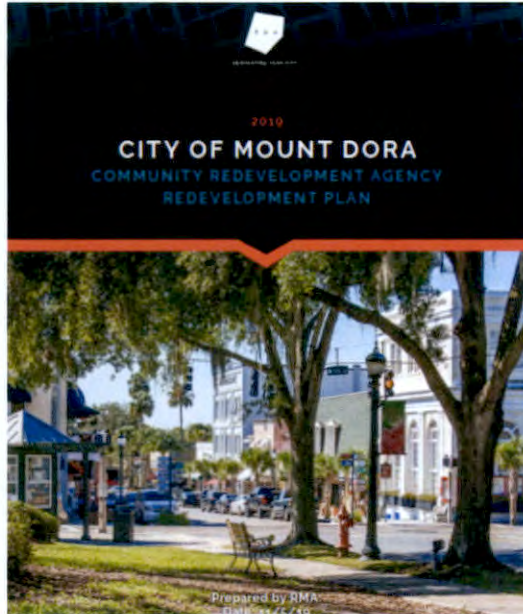
<https://willdan.box.com/s/1h0t0kk5g21y4m3blz3qrypelbwhxqek>

#### City of Bismarck, North Dakota Strategic Plan



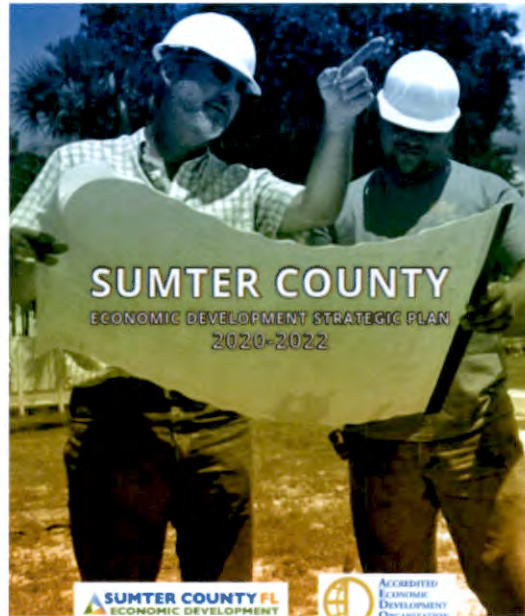
<https://willdan.box.com/s/f0z74re3lap8kkh0mifl0enicj0p8wm>

### City of Mount Dora, Florida CRA Plan Update



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### Sumter County, Florida Economic Development Strategic Plan








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## Section 4: Evidence of Meeting Deadlines and Milestones Project Management and Communication

At Willdan, we utilize a Project Management Process/Approach that ensures projects are completed on time, within budget, and most importantly yield results that match our clients' expectations. We will document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model. Following key stakeholder discussions, we will schedule a call to summarize findings and direction with City staff, to make certain that we are in agreement with stated objectives, and that feedback is incorporated as appropriate.

Through the process of providing regular updates and conducting status conference calls, potential issues will be highlighted, discussed, and resolved. Any deviances from the project timeline will be identified and plans will be developed for course corrections. If necessary, changes in approach or strategy will be discussed with City staff, to meet the needs of the City of Eustis. In doing this, we will ensure the project stays on track and evolves, based upon current thinking and outside dynamics.

Project Management				
 Define the Project	 Plan the Project	 Manage the Project	 Review the Project	 Communicate the Project
<ul style="list-style-type: none"> <li>Identify the project scope, set objectives, list potential constraints, document assumptions.</li> <li>Define a course of action and develop an effective communication plan.</li> <li>Provide a forum for applying the team's collective expertise to solving difficult analytical issues that arise in complex projects.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with the project team and client staff and agree upon timeline to meet the estimated project timeline.</li> <li>Assign workload functions to appropriately qualified staff to ensure milestones are met, on time.</li> <li>Pre-schedule quality control meetings with project team to maintain the progressive motion of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Manage the execution of the project.</li> <li>Direct existing and upcoming project tasks.</li> <li>Control and monitor work in progress.</li> <li>Provide feedback to client and project team.</li> <li>Identify and resolve deviances from project timeline.</li> </ul>	<ul style="list-style-type: none"> <li>Review all work product and deliverables.</li> <li>Utilize structured quality assurance process involving up to three levels of review at the peer level, project manager level.</li> <li>Procure executive officer level review.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with the client regarding work status and progress.</li> <li>Ensure client is in receipt of regular status updates.</li> <li>Schedule regular conference calls to touch base.</li> <li>Inform client of roadblocks, work outside of projected scope.</li> </ul>

## Quality Assurance / Quality Control Process

Our quality control program is incorporated as a required element of Willdan’s day-to-day activities. There are three levels of reviews incorporated for our deliverables:

- 1) Peer review,
- 2) Project Manager review, and
- 3) Final quality assurance manager review.

Peer reviews involve one analyst reviewing the work of another, while project manager reviews are conducted prior to delivery to the quality assurance manager. The quality assurance manager then performs a final review. This ensures that our final product has been thoroughly evaluated for potential errors; thus, providing quality client deliverables, and high levels of integrity and outcomes. The primary mission of our quality control plan is to provide staff with the technical and managerial expertise to plan, organize, implement, and control the overall quality effort, thereby ensuring the completion of a quality project within the time and budget established.



Quality Assurance Goals		
Goal	Lead	Task
Quality Assurance / Control Process	Jeff McGarvey	<ul style="list-style-type: none"> <li>o Establish a set of planned and systematic actions for maintaining a high level of quality in the professional services performed; emphasize quality in every phase of work.</li> <li>o Ensure efficient use of resources.</li> <li>o Establish a consistent and uniform approach to the services performed.</li> <li>o Implement appropriate quality control measures for each work task of the project.</li> </ul>
Quality Control Plan	Jason Gray & Jeff McGarvey	<ul style="list-style-type: none"> <li>o Contract deliverables</li> <li>o Specific quality control procedures</li> <li>o Special quality control emphasis</li> <li>o Budget and manpower requirements</li> <li>o Overall project schedule and budget</li> <li>o Project documentation requirements</li> </ul>

## Section 5: Project Team Members

Our management and supervision of the project team is very simple: fill every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, Willdan has assembled a senior level project team to serve the City of Eustis through this engagement. We are confident that our team possesses the depth of experience that will successfully fulfill your desired work performance and meet project goals.

City of Eustis Project Team		
Subject Matter Experts	Project Role	Responsibility to the Engagement
<b>Jason Gray, MPSA</b> Vice President, Willdan	Managing Principal & Project Manager	<ul style="list-style-type: none"> <li>Ensure client satisfaction, flow of communication, and oversight of the project</li> <li>Meeting and workshop facilitation</li> <li>Task oversight</li> <li>Responsible for project deliverables</li> <li>Report preparation and evaluation</li> </ul>
<b>Tracey Burghy</b> Business Development Manager, Willdan	Lead Project Analyst	<ul style="list-style-type: none"> <li>Collect and analyze key demographic and economic data</li> <li>Collect, interpret, and disseminate key data</li> <li>Report preparation</li> <li>Meeting and presentation support and attendance</li> </ul>
<b>Robert McKerracher</b> Analyst, Willdan	Project Analyst	<ul style="list-style-type: none"> <li>Collect, interpret, and disseminate key data</li> <li>Report preparation</li> <li>Meeting and presentation support</li> </ul>
<b>Jeffrey McGarvey</b> Vice President, Willdan	Project Advisor	<ul style="list-style-type: none"> <li>Client Liaison</li> <li>Regional expertise</li> <li>Quality Assurance &amp; Control</li> </ul>
<b>Lynn Dehlinger</b> Director of Economic Development / Broker Associate, RMA	Project Advisor	<ul style="list-style-type: none"> <li>Interpret and disseminate key data</li> <li>Regional expertise – Economic Vitality and Neighborhood Livability</li> <li>Meeting and presentation support and attendance</li> </ul>
<b>Sharon McCormick</b> Business Attraction & Marketing Director, RMA	Project Advisor	<ul style="list-style-type: none"> <li>Interpret and disseminate key data</li> <li>Tourism, Culture, &amp; Entertainment expertise</li> <li>Meeting and presentation support and attendance</li> </ul>

### Resumes

A resume for each team member is provided on the following pages.



## Jason D. Gray, MPSA

### Managing Principal and Project Manager - Willdan

Mr. Gray has over 23 years of combined city staff and municipal consulting experience. With extensive knowledge developed over his tenure in an array of communities, he is well versed in the issues facing local governments. Upon his departure from public service, Mr. Gray continues to support cities, counties, and agencies as a Managing Principal with Willdan Financial Services and previously as President and CEO of the J<sup>D</sup>Gray Group, which he founded to continue his dedication to seeing local governments thrive.

Mr. Gray has led over 170 municipal projects ranging from governing body workshop facilitations, city-wide strategic planning efforts, financial and economic impact analyses of growth and development, utility rate studies, long-term financial plans, as well as designing and delivering servant-leadership development programs.

#### Education

*Master of Public Service Administration, George Bush School of Government & Public Service at Texas A&M University*

*Bachelor of Arts in Political Science, Minnesota State University at Moorhead*

*Certificate in High Performance/High Potential Leadership*

*Cox School of Business at Southern Methodist University*

*Certification in Mediation & Dispute Resolution*

*George Bush School of Government & Public Service at Texas A&M University*

#### Areas of Expertise

- Executive-level reporting*
- Data storytelling to enhance decision support*
- Strategic Planning*
- Financial Forecasting*
- Economic Impact Analysis*
- Economic Development Negotiations*
- Financial Impacts of Municipal Growth*
- Bond Rating Optimization*
- Expert Witness Testimony*

#### Related Project Experience

- **Missouri City, Texas | Strategic Plan Development** | Aligned focus areas, goals, objectives, and measures from a myriad of separate plans into a comprehensive strategic plan and execution guide
- **Bismarck, North Dakota | Strategic Plan Update** | Included over 7% of the community participating in an enhanced community engagement effort
- **Argyle, Texas | Strategic Plan Development** | Outer-ring suburban/rural community intending to manage growth within its vision
- **Pilot Point, Texas | Visioning Session Facilitator** | Rural community seeking to clarify its vision and establish its culture
- **Hutto, Texas | Strategic Plan Development** | Community visioning, goal alignment, and execution processes and procedures for this fast growth, central Texas community
- **Hutto, Texas | Governance Workshop Facilitator** | Following on strategic planning work, conducted multiple workshops with City Council and appointed boards and commissions to align vision and clearly establish roles
- **Lakeland, Florida | Servant Leadership Development Program Design and Facilitation** | Developed and presented multi-day workshops for senior leaders focused on the principles and practices of servant leadership
- **North Texas Municipal Water District Member Cities | Solution Architect** | Led the analysis and executive facilitation for the restructuring of a multi-billion-gallon wholesale water rate, assisting thirteen member cities to compromise on a generational rate structure settlement
- **Multiple Locations | Utility Rate Studies and Long-term Financial Plans** | Project Manager & Analyst developing cost of service studies and long-term financial plans for utilities
- **Celina, Texas | Expert Witness** | Complex utility rate-case litigation and settlement negotiations
- **Marana, Arizona | Expert Witness** | Supporting the City of Marana’s right to establish and collect development impact fees
- **Ft. Bend County Coalition | Expert Witness** | Supporting a coalition of cities and taxing entities regarding the long-term tax revenue impact of large-scale property devaluation due to natural disasters
- **Frisco, Texas | Lead Negotiator and Project Manager** | A multi-decade 2,100-acre mixed-use development projected to deliver over \$3 billion in direct value growth

**J. Gray***Resume Continued***Affiliations***Member, International  
City/County Management  
Association**Member, Texas City  
Management Association**Member, American Public  
Works Association***23 Years' Experience**

- **Brazoria, Texas | Solution Architect and Negotiator** | Developed a comprehensive financial and risk analysis and economic development strategy for proposed public participation in a private waterpark
- Developer of the Current State Assessment, a multi-indicator comparative assessment tool for communities nationwide
- Founded the Center for Public Servant Leadership, an organization that provides tools and training to public-sector entities to develop a culture of servant leadership

**Municipal Projects and Relevant Experience**

- Increased General Fund reserve by 28% in three years with no tax increases and limited assessed value increases
- Elevated S&P Credit Rating to the industry best AAA
- Cultivated a culture of transparency which led to one of just four perfectly rated Texas Comptroller's Office Gold Leadership Circle awards (2012) and a Platinum Leadership Circle award (2014)
- Developed multi-year financial plan to execute reasonable and regular property tax rate reductions
- Developed and implemented a strategic "Program/Service Level" methodology of budget decision making utilizing quantitative and qualitative analyses of a wide variety of programs and service levels to intentionally align planned expenditures with the goals of the City Council
- Improved ISO rating from ISO3 to ISO1, significantly decreasing commercial property and liability insurance costs
- Lead negotiator in various corporate relocations and expansions securing over 8,000 professional jobs
- Named Money Magazine's Best Place to Live in America in 2014
- Increased Moody's and S&P Bond Ratings three steps from junk bond status to investment grade
- Created and administered multiple Tax Increment Reinvestment Zones
- Renegotiated the City's largest single development agreement in order to provide for city public safety services to a residential community outside of the city limits
- Led effort to plan, propose, and approve three successful bond elections in two different communities
- Transitioned fire protection and emergency medical services from an all-volunteer department to a hybrid volunteer/professional department, cutting response times in half
- Dramatically increased General Fund reserve from 3 days of operating reserve to over 80 days of reserve in three years
- Project manager for selection of and transition to a new Enterprise Resource Planning (ERP) system
- Led implementation of Policy Governance® model of board governance
- Heavily involved in the implementation of a Balanced Scorecard® management framework through the entire organization



## Tracey Burghy

### Business Development Manager - Willdan

Ms. Burghy brings small business and community engagement expertise with the development of outreach plans for connecting and communicating with stakeholders and interested parties; as well as providing research analysis, redevelopment strategies, project management, and logistics support.

Prior to Willdan, Tracey was the Business Development Manager for a Florida-based real estate economic development firm, where she was part of the executive team. She was instrumental in developing and executing the firm's strategic business and marketing plans, including current business objectives and long-term goals.

In addition, Tracey also served as Project Manager for a variety of economic development, real estate, and redevelopment initiatives including economic development strategic plans, marketing and CRA plan research, development, and implementation; real estate development and public-private partnerships; budgeting and finance; marketing/branding, special events, tourism, incentives, community engagement, and business attraction/retention.

#### Education

*Bachelor of Science,  
Business/Marketing | Florida  
Atlantic University (in-  
progress)*

*A.A. | Palm Beach State  
College, Boca Raton, FL*

#### Certifications

*Hospitality & Tourism  
Management Certificate |  
FAU Executive Education*

#### Areas of Expertise

*Business Development &  
Client Relations*

*Project Management*

*Community Outreach &  
Engagement*

*Business Attraction &  
Retention*

*Marketing, Advertising and  
Digital/Social Media/Public  
Relations*

*Event Planning,  
Coordination, Execution*

#### Professional Affiliations

*Florida Redevelopment  
Association*

*Travel and Tourism  
Research Association*

*Life-long volunteer with  
various Veterans  
Organizations, including  
Blinded Veterans  
Association Auxiliary*

**20 Years' Experience**

### Professional & Select Project Experience

#### Business Development, Redevelopment and Marketing/Branding

- Project Management – Business Relations, Incentive Applications, Property Management, Contract Management, Tourism Product Development and Special Events
- Coordination of Economic Development Initiatives with City Departments & Other Governmental Entities
- Community Engagement, Public Relations, and Communications
- Preparation of Various Quotes, Bids, Request for Proposals and Contracts
- Marketing, Creative Design, Collateral Materials – Brochures, Sales/Marketing Package, Newsletters, Flyers, Digital and Social Media, Advertising, Conferences

#### Projects

- **City of Pinellas Park, FL** - Economic Development Strategic Plan
- **City of Jacksonville, FL** – DIA - Downtown Market Feasibility Analysis
- **City of Tamarac, FL** - Developer Incentives Study
- **St. Lucie County, FL** - Treasure Coast Int'l Airport - Freight Logistics Zone Study and Real Estate Conceptual Development Plans
- **City of Miramar, FL** - Historic Miramar Neighborhood Revitalization Strategic Plan
- **City of Miramar, FL** - Real Estate Conceptual Development Plans
- **City of Miramar and City of Lauderhill, FL** - Real Estate Advisory Services
- **RMA Real Estate Development** - Site Redevelopment proposal for the former H.D. King Plant - Fort Pierce, FL (Private Developer Partnership)
- **City of Oakland Park, FL** - Culinary Arts District Marketing, Implementation, Incentive Programs
- **City of Oakland Park, FL** - Prospect Plaza Façade Incentive Program
- **City of Oakland Park and City of West Palm Beach, FL** - Wayfinding Signage Program
- **City of Pompano Beach, City of West Palm Beach, City of Dania Beach and City of Oakland Park, FL** - Marketing/Branding Initiatives



## Robert McKerracher

### Project Analyst - Willdan

Mr. McKerracher is an analyst in the Financial Consulting Services group. He assists in the research, analysis and implementation required for utility rate studies and strategic plans, including budget preparation, document data entry and updates, database management, and report preparation. Mr. McKerracher provides valuable analytical support under the guidance of Vice President Jason Gray.

He has particular expertise in performing financial investigative analysis and evaluation and collaborating with senior project team members. He is critical in assisting the project team in identifying relevant insights, which inspires the compilation and optimization of analytical reports. Mr. McKerracher has two years of previous experience within the banking industry, as an analyst.

#### Education

*Bachelor of Science,  
Business Administration  
in Finance,  
McMurry University,  
Abilene, TX  
Summa Cum Laude*

#### Areas of Expertise

*Rate Studies  
  
Data Analytics  
  
Alternatives Analysis  
  
Advanced Excel*

#### Clubs and Organizations

*GFOAT, Government  
Finance Officers  
Association of Texas*

#### Honors and Awards

*Distinguished member of  
Alpha Chi National  
Honors Society  
Presenter at 2021 Annual  
Finance Conference at  
McMurry University*

#### 1 Year Experience

### Professional & Select Project Experience

**City of Plano, TX – Water and Wastewater Rate Study:** Mr. McKerracher served as the financial analyst, assisting senior project team members, for the City’s water and wastewater rate analysis and report for the City of Plano. The project included a 10-year financial plan for the water and wastewater utilities. Several alternative rate structures were developed and an impact analysis of these alternatives on customers and the City was provided. Finally, the impact of recommended rate increases on customers was prepared.

**City of McKinney, TX – Water and Wastewater Rate Study:** Mr. McKerracher served as the financial analyst, assisting senior project team members on the water and wastewater rate analysis and report preparation for the City of McKinney. Since the City is growing rapidly, the report included recommended rates for the next 3 years with the recommendation of an annual review to confirm growth estimates continue as planned. The report also included a 10-year financial plan for the water and wastewater utilities. Several alternative rate structures were developed and an impact analysis of these alternatives on customers and the City was provided. Finally, the impact of recommended rate increases on customers was prepared.

**City of Duncanville, TX – Water and Wastewater Rate Study:** Mr. McKerracher served as the financial analyst, assisting senior project team members, for the City’s water and wastewater rate analysis and report for the City of Duncanville. The project included a 10-year financial plan for the water and wastewater utilities. Several alternative rate structures were developed and an impact analysis of these alternatives on customers and the City was provided. Since the City has a large number of Capital Improvement Projects planned, the final recommended plan included an adapted debt schedule. Finally, the impact of recommended rate increases on customers was prepared.

**City of DeSoto, TX – Water and Wastewater Rate Study, Sanitation Rate Study:** Mr. McKerracher served as the financial analyst, assisting senior project team members on the water and wastewater rate analysis and report preparation for the City of DeSoto. The report also included a 10-year financial plan for the water and wastewater utilities. In addition, the City requested a Sanitation rate study to be done as well. Mr. McKerracher assisted with both the water/wastewater rate study as well as the sanitation rate study. Several alternative rate structures were developed and an impact analysis of these alternatives on customers and the City was provided. Finally, the impact of recommended rate increases on customers was prepared.

**City of Beeville, TX – Water and Wastewater Rate Study:** Mr. McKerracher served as the financial analyst, assisting senior project team members, for the City’s water and wastewater rate analysis and report for the city of Beeville. The project included a 10-year financial plan for the water and wastewater utilities. Several alternative rate structures were developed and an impact analysis of these alternatives on customers and the City was provided. Finally, the impact of recommended rate increases on customers was prepared.



## Jeffrey McGarvey

### Project Advisor - Willdan

Mr. Jeffrey McGarvey is a Managing Principal in Willdan’s Financial Consulting Services group and, for more than 25 years, has provided professional consulting services to municipal water, wastewater, solid waste, electric, and natural gas utilities throughout the country. His experience includes extensive work throughout Florida and the Southeast United States. He possesses a broad range of municipal utility systems experience, including special expertise in complex alternatives analyses; utility rate analyses; utility valuations and acquisitions; regionalization and consolidation studies; debt issuance support, such as the preparation of financial feasibility analyses associated with revenue bond issuance; capital financing analyses; strategic planning; rate and regulatory assistance; and instituting financial mechanisms to provide for the sufficient recovery of operating and capital costs.

#### Education

Bachelor of Science,  
Finance, University of  
Central Florida

#### Areas of Expertise

Alternatives Analysis

Strategic Planning

Rate Studies

Cost of Service Studies

Revenue Bonds

Feasibility Analyses

Capital Funding

Acquisitions

Valuation Analyses

#### Affiliations

American Water  
Works Association

The Water  
Environment  
Federation

The Utility  
Management  
Conference

The WaterReuse  
Foundation

25 Years’ Experience

### Experience

**Business and Strategic Planning** – Mr. McGarvey has experience developing complex financial and economic evaluation models for water, wastewater, solid waste, and electric utility systems located throughout the country. Such experience generally relates to the development of business and strategic plans as well as performing structured alternatives analyses and sensitivity analyses related to the evaluation and implementation of system modifications such as service and operational changes as well as planning for customer growth and capital expenditures.

**Revenue Bonds, Feasibility Analyses and Capital Funding** – Mr. McGarvey has been involved in the preparation of capital financing plans and financial feasibility studies associated with the *issuance of over \$1 billion in municipal revenue bonds*. The funding proceeds have been utilized for such purposes as utility acquisitions, expansion of facilities, and various other capital improvement needs.

In addition, he has developed capital funding strategies utilizing various combinations of bonds, bank loans, government assistance loans (i.e., State Revolving Funds) and grants. He has also made numerous presentations on behalf of clients to various bond insurers and rating agencies (Moody’s, Standard & Poor’s, and Fitch).

**Rate & Cost-of-Service Studies** – Mr. McGarvey has extensive experience in utility rates and cost-of-service studies, having *prosecuted more than 150 throughout the country*. Such experience generally relates to performing budget analyses, customer and usage analyses, development of revenue requirements, cost-of-service allocations and sensitivity analyses related to the implementation of rate structures designed to promote desired usage characteristics. It should also be noted that Mr. McGarvey has *prosecuted over 40 system development fee studies* throughout the course of his career.

**Presentations** – Mr. McGarvey’s recent presentations include “Wall Street’s Perception of North Carolina Water and Sewer Utilities: Positioning for Success,” Presented at the North Carolina AWWA-WEA Annual Conference; and “Renewal and Replacement Costs: How Much is Enough?”, Presented at the AWWA/WEF Utility Management Conference.





## Lynn D. Dehlinger

### Director of Economic Development, Broker Associate - RMA

Ms. Lynn Dehlinger’s accomplishments include commercial development projects throughout Florida and Georgia, including award winning redevelopment projects. She has been a featured panelist and speaker for the International Council of Shopping Centers, Florida League of Cities, Florida Planning and Zoning Association, Florida Redevelopment Association, Commercial and Industrial Real Estate Brokers, and Central Florida Commercial Board of Realtors. Lynn was recently named one of the region’s Most Influential Women in Business.

#### Education

Attended University of Georgia and Purdue

#### Certifications

Licensed Real Estate Broker, State of Florida

#### Areas of Expertise

Economic Development

Real Estate Development & Brokerage

Retail & Mixed-Use Planning & Implementation

Public-Private Partnerships (P3)

Community Engagement/Meeting Facilitator

#### Professional Affiliations

Florida Redevelopment Association Board

ICSC Alliance National Committee

ICSC Alliance Past Public Sector Chair, State of Florida

International Council of Shopping Centers (ICSC)

Licensed Real Estate Broker, State of Florida

Former Director, Commercial Industrial Real Estate Brokers Association

Board of Directors, Helpful Hands Seminole

City of Winter Springs Parks and Recreation Advisory Board

#### 25 Years’ Experience

Lynn has negotiated major land development projects with municipalities, including developments of regional impact, public-private partnerships, and local development agreements. She has been involved in development projects for major retailers in the Southeast including Publix, The Home Depot, Epic Theaters, and Walmart. She has authored market analyses for business development and worked with national and international companies to expand their operations and employment base. Lynn currently serves on the board of the Florida Redevelopment Association and ICSC’s P3 National Alliance committee. Her experience in negotiating multifaceted agreements and in all aspects of business development including planning, branding and recruitment, position her well for effective leadership and management in today’s complex business environment.

### Economic Development and Research

- Analyzed merchandise mix and available property in target areas
- Developed incentive programs to attract new businesses to target areas and to improve and retain target businesses
- Developed and implemented business communication strategies to educate business owners and enhance or improve their individual marketing strategies
- Created tailored marketing and communications strategies to promote opportunities to specific target audiences

### Business Attraction and Retention

Analyzed available properties for development and created retail attraction plans in Florida and Georgia including Atlanta, Orlando, Ft. Lauderdale, Miami, and St. Petersburg

### Visioning and Placemaking

Acted as director of development for several mixed-use and retail projects throughout Georgia and Florida, including Atlanta, Ft. Lauderdale, St. Augustine, Tampa, and Orlando. Activities included initial project vision and development.

### Real Estate Development

Directed development efforts for mixed-use projects including acquisition of property, regulatory enhancements, identification of uses and tenants and marketing of projects.

### Finance

Conducted research and analysis of project development scenarios including projections, fiscal impacts and proforma analysis.



## Sharon McCormick

### Business Attraction and Marketing Director - RMA

Ms. McCormick is a creative thinker with the ability to develop unique and strategic solutions while adhering to government regulations, statutory requirements and community/client values and character. She is a highly skilled leader with extensive award-winning experience in place branding and marketing that has led to millions of dollars of capital investment and increased revenues in RMA's client cities. She has been a featured speaker at both local and national conferences and seminars including the International Downtown Association (IDA) regional and national conferences, Florida Redevelopment Association (FRA), CHAT South Florida's Synergy Summit for Cultural & Heritage Tourism, and Florida League of Cities Economic Development Summit.

#### Education

B.S. | Appalachian State University

ICSC Marketing I & II – John T. Riordan School of Professional Development

#### Areas of Expertise

Economic Development

Business Attraction & Retention

Research & Analysis/ Marketing Plans & Implementation

Brand Identification & Development/ Strategy & Campaigns

Cultural Arts and Special Events

Community Engagement/Meeting Facilitator

#### Professional Affiliations

Florida Redevelopment Association

International Council of Shopping Centers (ICSC)

(2007 ICSC Maxi Award; Marketing Excellence:

Public Relations; Branding and Marketing, West Palm Beach, FL)

#### 30 Years' Experience

### Business Attraction and Retention

- Analyzed merchandise mix and available property in target areas
- Developed incentive programs to attract new businesses to target areas and to improve and retain target businesses
- Developed and implemented business communication strategies to educate business owners and enhance or improve their individual marketing strategies
- Created tailored marketing and communications strategies to promote opportunities to specific target audiences

### Visioning and Placemaking/Marketing and Branding

- Developed numerous place brands, development strategies and marketing campaigns for several RMA client cities
- Created advertising and cross promotional business marketing campaigns through owned, shared, earned, and paid media
- Project managed creative development of wayfinding systems and light pole banner campaigns
- Designed and executed award winning consumer and business attraction and retention campaigns and event programs targeting primary, secondary and tertiary markets, while developing the area's unique brand
- Managed numerous groundbreaking and grand opening events drawing from 50 to 10,000 attendees
- Developed collaborative community engagement programs involving local and county arts organizations, individual artists, and residents
- Created the award-winning Neighborhood Ambassador volunteer participation program

### Economic Development, Research & Implementation

- Authored Strategic Marketing Plans and Managed Implementation
- Conducted and analyzed market survey data, retail gap analysis, tourism research data and consumer behavior research data
- Manage development of digital marketing strategies including websites, social media strategies, content development and e-communications
- Develop and direct storyboards for economic development video production

### Select Awards

2020 FRA, Roy F. Kenzie Award: Presidents Award - Rhythm of Redevelopment Series, West Palm Beach, FL

2018 FRA, Roy F. Kenzie Award: Promotion - Downtown Innovation District | Pompano Beach, FL

2017 FRA, Roy F. Kenzie Award: Planning Studies - Downtown Strategic Marketing Plan | North Miami, FL

2017 FRA, Roy F. Kenzie Award: Promotion - Margate Under the Moon | Margate, FL CRA

2012 FRA, Roy F. Kenzie Award: Cultural Enhancement | Dania Beach, FL

2011 FRA, Roy F. Kenzie Award: Marketing | Dania Beach, FL

2009 FRA, Roy F. Kenzie Award: Cultural Enhancement | West Palm Beach, FL CRA

2009 FRA, Roy F. Kenzie Award: Creative Organizational Development and Funding | West Palm Beach, FL

## Project Dedication

Included on the proposed Willdan Team are 4 Willdan and 2 RMA key personnel, dedicated to providing the requested professional consulting services to the City of Eustis. In addition, Willdan and RMA also have the following team members available to support the project as needed:

- James Edison, JD, MPP, Public Finance Manager & Budget Principal, Willdan
- Carlos Villarreal, Senior GIS & Demographic Analyst Project Manager, Willdan
- Molly McKay, CEcD, Economic Development Strategist, Principal Consultant, Willdan
- Kim Briesemeister, Principal Member, RMA
- Chris Brown, Principal Member & Broker, RMA
- Adriane Esteban, LEED® AP, Sr. Project Manager & Budget/Data Analyst, RMA
- William P. Dehlinger, CCIM, Broker Associate, RMA
- Lorena Ledesma, Real Estate Sales Associate & Project Manager, RMA

Willdan is composed of approximately 1,500 employees, including a cadre of local government experts. Willdan's Financial Consulting Services group is composed of a team of over 20 senior-level professional consultants with additional associates in other business lines and a broad support team. The team has the resources to recruit additional, qualified individuals from our employee roster to assist with the completion of this engagement to deliver the final materials on time and within budget. We do not anticipate staffing changes during the course of the project, however, should the situation arise, any change in team members will be discussed with and approved by the City prior to the change being made.

## Section 6: References

Project team client references are provided as requested.

### Willdan/Jason Gray

#### City of Hutto, TX – Strategic Plan and Execution Guide

**Client Contact:** Doug Gaul  
Former Mayor  
Tel #: (512) 413-4370 | Email: [gaulagency@gmail.com](mailto:gaulagency@gmail.com)

#### City of Missouri City, TX – Strategic Alignment & Strategic Plan Update

**Client Contact:** Robin Elackatt  
Mayor  
Tel #: (281) 403-8500 | Email: [Robin.Elackatt@missouricitytx.gov](mailto:Robin.Elackatt@missouricitytx.gov)

#### Bismarck, ND – Strategic Plan & Execution Guide

**Client Contact:** Jason Tomanek  
Assistant City Administrator  
Tel #: (701) 355-1300 | Email: [jtomanek@bismarcknd.gov](mailto:jtomanek@bismarcknd.gov)

### RMA

#### City of Deltona, FL – Strategic Economic Development Plan

**Client Contact:** Jerry Mayes  
Economic Development Manager  
Tel #: (386) 878-8619 | Email: [jmayes@deltonafl.gov](mailto:jmayes@deltonafl.gov)

#### Sumter County, FL – Economic Development Strategic Plan & Marketing Services

**Client Contact:** Bradley Arnold  
County Administrator  
Tel #: (352) 689-4400 | Email: [bradley.arnold@sumtercountyfl.gov](mailto:bradley.arnold@sumtercountyfl.gov)

#### City of Mount Dora, FL – CRA Plan Update & Extension of Sunset

**Client Contact:** Adam Sumner  
CRA Administrator  
Tel #: (352) 735-7112 | Email: [sumnera@cityofmounddora.com](mailto:sumnera@cityofmounddora.com)

## Letters of Recommendation

Provided below are letters of recommendation for Jason D. Gray, Managing Principal.



December 28, 2021

**RE: Letter of Reference | Jason D. Gray**

To Whom it May Concern:

Please accept this letter of reference for Jason D. Gray, a professional consultant who masterfully guided the City of Bismarck, North Dakota through a strategic planning project in 2019 – "Imagine Bismarck". It is with great confidence that I support the work of Mr. Gray, and from firsthand experience, I am pleased to encourage any community exploring a strategic plan to confidently engage in the project with Jason Gray knowing that a solid outcome and focused vision will result.

Jason Gray proficiently facilitated a year-long project that successfully engaged thousands of community residents, stakeholders, leaders and employees of the City of Bismarck to help craft a strategic plan that is a true reflection of who we are as a community, and as an organization. The Imagine Bismarck Strategic Plan has become our organization's action-oriented road map to guide thoughtful and deliberate decisions that intentionally align the resources of the organization toward our goals and vision for our community's future.

As the City's project manager for the Imagine Bismarck Strategic Plan, I had the opportunity to work closely with Mr. Gray throughout the project. From the first interview to recent emails and conversations with Jason about our continued implementation of the Imagine Bismarck Strategic Plan, I have found Mr. Gray to be professional, courteous, timely, and supportive. I would proudly recommend the professional consulting services of Jason D. Gray to other municipal organizations with a desire to define a realistic vision and develop an effective plan to achieve the community's goals.

Sincerely,

A handwritten signature in blue ink that reads "Jason Tomanek".

Jason Tomanek  
Assistant City Administrator  
City of Bismarck

Phone: 701-355-1300 • Fax: 701-221-6470 • 221 North 5th Street • P.O. Box 5503 • Bismarck, ND 58501  
[www.bismarcknd.gov](http://www.bismarcknd.gov) • TDD 711 • An Equal Opportunity-Affirmative Action Employer





January 5, 2022

To Whom It May Concern:

With great pleasure, I write to recommend Jason Gray and his services as a professional and thought-provoking consultant for strategic planning services. I had the pleasure of working with Mr. Gray in the Town of Argyle as we made an effort to collaborate with our Council, Planning and Zoning Commission, Economic Development Board, and citizens on a strategic plan that met our vision for our unique town.

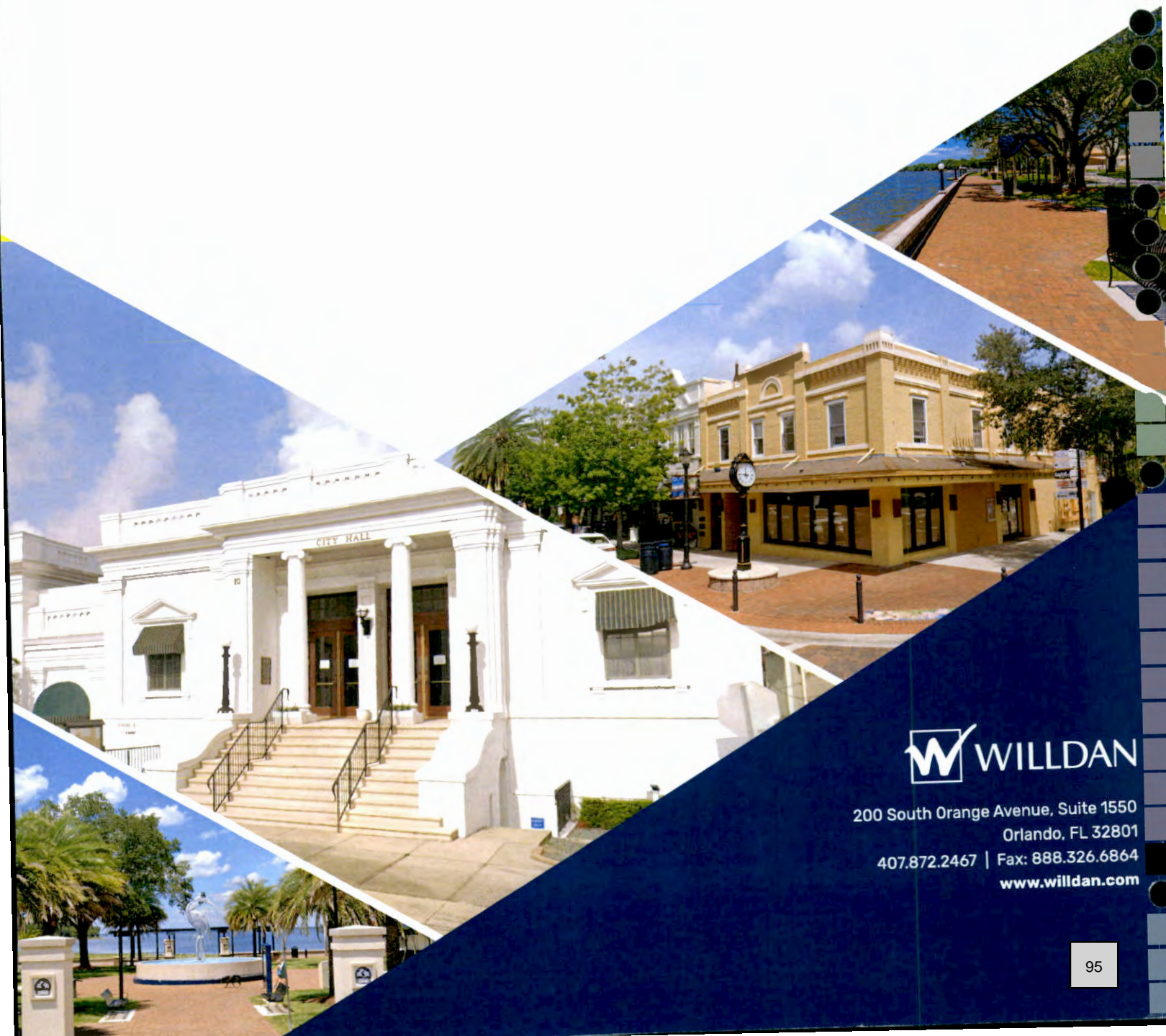
Mr. Gray coordinated meetings with all boards to discuss ideas and consensus of town vision and goals as seen by all boards. Argyle is a very unique community with a plethora of rural properties and a vision to maintain such for years to come. Mr. Gray's ability to lead dialogue and maintain focus on areas of importance was instrumental in the success of our strategic plan.

The town developed a strategic planning committee who through the guidance of Mr. Gray, was able to develop guiding principles and focus areas that staff and the community will be able to follow and set goals with over the next five years. Mr. Gray allowed a platform to extract insights from all to put forth a living document that allows for priorities of our boards and citizens to be a guiding light to organizational goals and staff accountability.

The town was extremely happy and satisfied with the plan developed, and I believe this was due in large part to the talent, skills, and professionalism of Mr. Gray. You will not find a more attentive, helpful, and pleasant group to work with. If you have any questions or want more information about our experience with Mr. Gray, please feel free to contact me at [emccomis@breckenridgetx.gov](mailto:emccomis@breckenridgetx.gov).

Sincerely,

Erika McComis  
City Manager of Breckenridge, TX  
Formerly Assistant Town Administrator at Argyle, TX



200 South Orange Avenue, Suite 1550  
Orlando, FL 32801  
407.872.2467 | Fax: 888.326.6864  
[www.willdan.com](http://www.willdan.com)



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: APRIL 20, 2023

RE: RESOLUTION NUMBER 23-37: REQUEST FOR EXTENSION OF TIME FOR GRAND ISLAND SUBDIVISION

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### **Introduction:**

Resolution Number 23-37 approves a six-month extension of time for final plat approval and to submit a Building Permit Application for the Grand Island subdivision project.

### **Recommended Action:**

The administration recommends approval of Resolution Number 23-37.

### **Background:**

#### **1. Project Information and Prior Actions:**

- a. The site is approximately 10.7 acres located on the northeast corner of South Fishcamp Road and Grand Island Shores Road.
- b. The land use classification is Suburban Residential (SR) and the property lies within the Suburban Neighborhood design district.
- c. Detached single family uses are permitted in the Suburban Residential (SR) land use designation.
- d. On November 3, 2022, the City Commission approved a Preliminary Subdivision Plat on the subject property through Resolution Number 22-75.
- e. The Final Engineering and Construction Plan was approved by the Development Review Committee on December 6, 2022.
- f. Resolution Number 22-75 granted Preliminary Subdivision Plat (PSP) approval with the following conditions:
  - 1) Submit the Final Engineering and Construction Plans and Final Plat complying with all requirements of the City's Comprehensive Plan and Land Development Regulations, the Florida Statutes, and the provisions of this resolution within one year of the approval of this resolution.
  - 2) Develop the property in accordance with the approved Preliminary Subdivision Plat as referenced in Section 1 and attached hereto as Exhibit "A".
  - 3) Obtain and provide copies of all applicable permits from other jurisdictional agencies.
- g. On December 6, 2022, the Development Review Committee approved Final Engineering and Construction Plans for this project on the subject property.



## 2. Owner's Basis for an Extension of Time:

"Currently in process of obtaining bids for infrastructure, photometric plan was submitted with final engineering.

Besh Halff has been contracted to start working in the final plat, set monuments, permanent reference markers, control points.

All other agency permits have been obtained."

## 3. Applicable Policies and Codes:

### Land Development Regulations Section 102-25(b) and (c):

"(b) Within six months of obtaining approval of development plans or final engineering/construction plans, a developer must begin construction, which shall be demonstrated by applying for and obtaining a building permit or site development permit.

(c) The applicant may apply for extensions of time, not to exceed 12 months per extension, provided the underlying development order complies with the most recent land development regulations in effect at the time the city commission considers the extension request, and provided the development is deemed to be continuing in good faith by the city commission."

***The approved plan complies with the current Land Development Regulations. The requested extension of time carries forward the previously approved Preliminary Subdivision Plat and the Final Engineering and Construction Plans, and requires submittal of a Site Development Permit Application by May 3, 2024.***

### **Community Input**

There was opportunity for public input when the original plan was approved.

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

There would be no direct costs to the City associated with the action other than providing standard City services to the development.

### **Prepared By:**

Heather Croney, Senior Planner

### **Attachments:**

Resolution Number 23-37

Previously Approved Resolution Number 22-75

Approval by Development Review Committee of Final Engineering and Construction Plan Applicant's Request for Extension of Time

**RESOLUTION NUMBER 23-37**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR AN EXTENSION OF THE TIMELINES FOR COMPLETION OF SUBDIVISION IMPROVEMENTS AND DEVELOPMENT STEPS PURSUANT TO RESOLUTION NUMBER 22-75 AND RESOLUTION 22-10.**

**WHEREAS**, Chris DiMillo of Summer Park Homes and Sloan Engineering, on behalf of the property owner, SPH Grand Isle, LLC, development team for the subdivision known as Grand Island Subdivision on approximately 10.7 acres located on the northeast corner of South Fishcamp Road and Grand Island Shores Road, has applied for an extension of time to complete the required conditions associated with this project per Resolution Number 22-75, more particularly described as:

Alternate Key Numbers: 1407745, 2728892, 1462029, 1462037, 1796717, 2510277, 3922792, and 3922793

Parcel Identification Number: 32-18-26-0004-000-04500, 32-18-26-0004-000-04502, 32-18-26-0300-002-03300, 32-18-26-0300-002-03500, 32-18-26-0300-002-04400, 32-18-26-0300-002-03100, 32-18-26-0300-002-03900, and 32-18-26-0300-002-04600

Legal Description from Survey

**PARCEL 1:**

THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 LESS THE NORTH 187 FEET OF THE SOUTH 635 FEET OF THE WEST 167 FEET OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 26 EAST IN LAKE COUNTY, FLORIDA; SUBJECT TO RIGHT-OF-WAY FOR COUNTY ROAD 5-6748 ON THE WEST SIDE THEREOF AS RECORDED IN PLAT BOOK 6, PAGE 31, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

**PARCEL 2:**

LOTS 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 AND 49, BLOCK 2, MIDLAND HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 6, PAGE 68, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

**PARCEL 3:**

THE NORTH 93 FEET OF THE SOUTH 541 FEET OF THE WEST 167 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA; SUBJECT TO RIGHT-OF-WAY FOR COUNTY ROAD 5-6748 ON THE WEST SIDE THEREOF.

(WRITTEN BY SURVEYOR)

BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 1 AND THE WESTERLY EXTENSION OF THE SOUTH LINE OF SAID LOT 1, "ISLAND PARK", ACCORDING TO THE VACATED PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 31 AND VACATED BY DOCUMENT RECORDED IN DEED BOOK 305, PAGES 69 AND 70, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE RUN NORTH 00°16'25" WEST ALONG SAID SOUTHERLY EXTENSION, A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00°16'25" WEST ALONG THE WEST LINE OF LOT 1, ALSO BEING THE EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY), A DISTANCE OF 486.08 FEET TO THE SOUTHWEST CORNER OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 5138, PAGES 321, AFORESAID PUBLIC RECORDS; THENCE RUN SOUTH 89°41'24" EAST ALONG THE SOUTH LINE OF SAID LAND, A DISTANCE OF 142.01 FEET TO THE SOUTHEAST CORNER OF SAID LAND; THENCE RUN NORTH 00°16'25" WEST ALONG THE EAST LINE OF SAID LAND, A DISTANCE OF 94.00 FEET TO THE NE CORNER OF SAID LAND, ALSO BEING THE SOUTH VACATED RIGHT OF WAY LINE OF PEARCE STREET, ACCORDING TO THE AFORESAID VACATED PLAT OF "ISLAND PARK"; THENCE RUN NORTH 89°41'24" WEST ALONG THE NORTH LINE OF SAID LAND AND SAID SOUTH VACATED RIGHT OF WAY LINE, A DISTANCE OF 142.01 FEET TO THE NORTHWEST CORNER OF SAID LAND, ALSO BEING THE AFORESAID EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD; THENCE RUN NORTH 00°16'25" WEST ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 25.00 FEET TO THE NORTH LINE OF AFORESAID VACATED PLAT OF "ISLAND PARK"; THENCE RUN SOUTH 89°41'24" EAST ALONG SAID NORTH LINE, A DISTANCE OF 135.21 FEET TO THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 49, BLOCK 2, "MIDLAND HEIGHTS", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 68, AFORESAID PUBLIC RECORDS; THENCE RUN NORTH 00°18'30" WEST ALONG SAID WEST LINE, A DISTANCE OF 164.96 FEET TO THE NORTHWEST CORNER OF SAID LOT 49; THENCE RUN SOUTH 89°44'34" EAST ALONG THE NORTH LINE OF LOTS 31 THROUGH 49, SAID PLAT OF "MIDLAND HEIGHTS", A DISTANCE OF 500.09 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, ALSO BEING THE BOUNDARY LINE ACCORDING THE AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 1182, PAGES 758 THROUGH 760, AFORESAID PUBLIC RECORDS; THENCE RUN SOUTH 00°13'21" EAST ALONG SAID EAST LINE, A DISTANCE OF 792.45 FEET TO THE NORTH RIGHT OF WAY LINE OF GRAND ISLAND SHORES ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY) AS RECORDED IN OFFICIAL RECORDS BOOK 3961, PAGES 1669 THROUGH 1673, AFORESAID PUBLIC RECORDS; THENCE RUN NORTH 89°41'24" WEST ALONG SAID NORTH RIGHT OF WAY LINE, A DISTANCE OF 612.53 FEET; THENCE RUN NORTH 45°00'55" WEST ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 31.21 FEET TO THE POINT OF BEGINNING.

CONTAINING 467,003 SQUARE FEET (10.72 ACRES), MORE OR LESS.

**WHEREAS**, the property described above has a Land Use Designation of Suburban Residential (SR) and a Design District Designation of Suburban Neighborhood; and

**WHEREAS**, detached single family uses are permitted in the Suburban Residential (SR) land use designation; and

**WHEREAS**, on November 3, 2022, the City Commission approved a Preliminary Subdivision Plat on the subject property through Resolution Number 22-75; and

**WHEREAS**, the Final Engineering and Construction Plan was approved by the Development Review Committee on December 6, 2022; and

**WHEREAS**, pursuant to Section 102.25 of the Land Development Regulations, as well as Resolution Number 22-75, by November 3, 2022, there are completion requirements and conditions for required subdivision improvements per the approved subdivision plans; and

**WHEREAS**, the applicant is requesting an extension of time due to delays with bids for infrastructure and delays with contractors; and

**WHEREAS**, the modified timelines for completion are reasonable.

**WHEREAS**, the underlying development order complies with the most recent Land Development Regulations and is consistent with the City's Comprehensive Plan; and

**WHEREAS**, the applicant is deemed to be continuing in good faith.

**NOW, THEREFORE, BE IT RESOLVED BY THE EUSTIS CITY COMMISSION AS FOLLOWS:**

**SECTION 1.**

- A. That the Grand Island Subdivision Preliminary Subdivision Plat, as approved on November 3, 2022, and Final Engineering and Construction Plan approval dated December 6, 2022 shall remain valid until May 3, 2024, provided that the applicant obtains final plat approval and submits a Site Development Permit application consistent with the approved plans on or before that date.

**SECTION 2.** That all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

**SECTION 3.** That this Resolution shall become effective immediately on passing.

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

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

**ATTEST:**

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

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

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

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

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content, but I have not performed an independent Title examination as to the accuracy of the Legal Description.

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

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-37 is hereby approved, and I 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.

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



# City of Eustis

## Development Services Department

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5460

December 27, 2022

Via Email: [amedina@sloaneq.com](mailto:amedina@sloaneq.com)

Andy Medina  
Sloan Engineering.  
P.O. Box 253  
Bartow, FL 33831

PROJECT: Grand Island Subdivision  
SUBJECT: Final Engineering and Construction Plan Approval 2022-FECP-04

Dear Mr. Medina:

The Development Review Committee has completed their review of the Final Engineering & Construction Plans for the subject property, Grand Island Subdivision, signed and sealed on September 2, 2022, including landscape and tree removal plans, signed and sealed on August 31, 2022. The DRC approved the final engineering and construction plans on December 6, 2022, with the following conditions:

Next Step in the process:

- a. **Schedule and complete Pre-Construction Meeting.**
- b. **Submit all other agency permits that have not yet been submitted, including but not limited to: LCBCC; FDEP; SJRWMD; FFWCC.**
- c. Apply for and obtain a Site Development Permit from the City of Eustis.
- d. Monuments/permanent reference markers and control points shall be set per Section 102-22(16) of the Eustis Land Development Regulations (LDRs).
- e. Photometric plan to be completed and approved pursuant to Resolution Number 21-64.

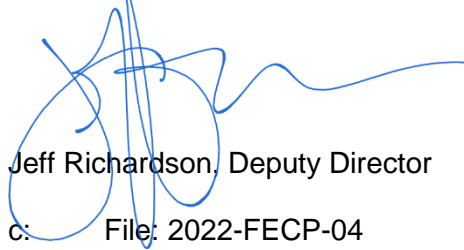
At this time, the City has not received an application for Final Plat review per F.S. Chapter 177 and Section 102-26 of the Eustis LDRs. The final plat review may commence at any time and may run concurrently with the review of documentation for infrastructure construction security, site development permits, etc. Note that no proposed lot per the preliminary subdivision plat may be sold until the final plat is reviewed, approved by City Commission, and recorded in the Public Records of Lake County. Should the applicant wish to record the final plat prior to City acceptance of the subdivision infrastructure, security for publicly dedicated infrastructure (110% of the total construction developer-installed installed public improvements) will be required.

Note that, per Section 102-25 of the Eustis LDRs, a Site Development Permit must be obtained within six months of this approval. The applicant may apply for extensions of time not to exceed twelve months, provided the development is deemed to be continuing in good faith by the City Commission. No site work may commence until the requirements above are met and a preconstruction meeting is scheduled and completed.

Finally, please provide, at least, two sets of signed and sealed final construction plans, to be stamped as approved by Development Services and delivered to the Building Department to await the application for the Site Development Permit.

If you have any questions, please contact us at (352)-483-5460 or via email at [planner@eustis.org](mailto:planner@eustis.org).

Sincerely,



Jeff Richardson, Deputy Director

c: File: 2022-FECP-04

FOR OFFICE USE ONLY

File #: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Eustis Development Application

Date: \_\_\_\_\_ Property Alternate Key #(s) see attached

Parcel ID No: see attached

Legal Description: see attached

### Application Type:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Administrative Site Plan (\$200)      | <input type="checkbox"/> Final Engineering/Construction Plan (\$750)                                    | <input type="checkbox"/> Preliminary Subdivision (Prelim. Plat) (\$1,000 + \$5/lot) |
| <input type="checkbox"/> Administrative Variance (\$100)       | <input type="checkbox"/> Final Plat (\$875 + \$5/lot + review fee**)                                    | <input type="checkbox"/> Site Plan (\$1,100)  |
| <input type="checkbox"/> Appeal (\$350)                        | <input type="checkbox"/> Lot Line Deviation (\$200)   | <input type="checkbox"/> Vacation   |
| <input type="checkbox"/> Concept Plan (\$250)                  | <input type="checkbox"/> Lot Split (\$100)  | <input type="checkbox"/> Easement (\$400)   |
| <input type="checkbox"/> Conditional Use (\$800)               | <input type="checkbox"/> Minor Replat (\$875 + \$5/lot)   | <input type="checkbox"/> Row (\$500)  |
| <input type="checkbox"/> Conditional Sign Permit (\$350)       | <input type="checkbox"/> Modification (Minor) (\$200)   | <input type="checkbox"/> Plat (\$400)   |
| <input type="checkbox"/> Community Meeting (\$150)             | <input type="checkbox"/> Modification (Substantial) (\$600)   | <input type="checkbox"/> Variance - Major (\$525***)                                |
| <input type="checkbox"/> Development Plan (\$1,100)            | <input type="checkbox"/> Planned Unit Dev. (PUD) (\$1,300)  |   |
| <input checked="" type="checkbox"/> Extension of Time (No fee) | <input type="checkbox"/> Outside Utility/Annexation Agreement (\$250 - Residential, \$350 - All Others) |   |

**\*Use Annexation, Comp. Plan Design District Application Form for those types of requests**

Project Name: Grand Island Subdivision 2022-FECP-04

General Location/Address of Property: NE Corner of S. Fishcamp Rd & Grand Island Shores Blvd

Property Owner: SPH Grand Isle, LLC

Address: 2981 W SR 434 Ste 100 Longwood, FL 32779

Phone: 407-402-2749 Email: chris@summerparkhomes.com

Applicant: Sloan Engineering

Address: PO Box 253 Bartow, FL 33831

Phone: 863-800-3046 Email: amedina@sloaneg.com

\*Primary Contact Person: Chris DiMillo

Relationship to Property Owner/Project: Property Owner

Address: 2981 W Sr 434 Suite 100 Longwood, FL 32779

Phone: 407-402-2749 Email: chris@summerparkhomes.com

**\*All correspondence will be directed to the Primary Contact Person**



Have previous applications been filed in connection with this property?

Yes  No (If Yes, please explain) PSP approved resolution 22-75, FECP approval 12/27/2022

Date of Pre-Application Meeting (if applicable) \_\_\_\_\_ Date of Community Meeting (if applicable) \_\_\_\_\_

Community Meeting Waived By Dev. Svcs. Director \_\_\_\_\_ Date \_\_\_\_\_

**Project Information:**

Description of Request: Seeking 6 month extension to obtain site development permit.

Justification Statement: Currently in process of obtaining bids for infrastructure, photometric plan was submitted with final engineering, Besh Haiff has been contracted to start working in the final plat, set monuments, permanent reference markers, control points, All other agency permits have been obtained.

Area of subject property in acres: Upland 10.7 Wetland \_\_\_\_\_ Water \_\_\_\_\_ Total \_\_\_\_\_

Current Use of the Property Wooded

Proposed Use of the Property Residential

Future Land Use Designation Suburban Residential Design District Suburban Neighborhood

Is property within the Wekiva Study Area?  Yes  No (If Yes, and application is for a Subdivision or Site Plan, see WSA requirements on Page 3)

Is City water service available to the site?  Yes  No

Is City wastewater service available to the site?  Yes  No

**For Non-Residential Projects only:**

Existing Building Square Footage \_\_\_\_\_ Proposed Building Square Footage \_\_\_\_\_

**For Residential Subdivisions only:**

Number of Lots 40

Number and Type of Proposed Dwelling Units:

Single Family Detached 40 Single Family Attached 0 Multi-Family 0

### **Additional Requirements for Wekiva Study Area Subdivisions & Site Plans**

The Land Development Regulations shall require the following surveys and studies are required to be submitted with a subdivision plan or site plan or its functional equivalent to provide an analysis and evaluate the location and presence of most effective recharge areas, karst features, and sensitive natural habitats including Longleaf Pine, Sand Hill, Sand Pine and Xeric Oak Scrub:

- a. An analysis of soils, by a professional qualified to determine the location of most effective recharge areas. Unless otherwise provided for by rule of the St. Johns River Water Management District (SJRWMD), most effective recharge areas shall be defined as Type "A" Hydrologic soils described by the National Resources Conservation Service (NRCS) Soil Survey.
  
- b. An analysis of the site, by a professional qualified to determine the location and nature of sinkholes and other karst features of the property, such as stream-to-sink and other direct connections to the aquifer including an analysis to determine the depth of the water table, location of the Floridan Aquifer relative to ground surface and thickness and extent of the bedrock or other confining layers over the aquifer. This analysis may include the use of geophysical surveys, such as microgravity and ground penetrating radar surveys, and may be supplemented with documented locations of sinkholes, light detection and ranging surveys, and aerial photographs. If karst features are determined to exist on site, further analysis may be required to evaluate surface and subsurface characteristics that provide potential connection to the aquifer, assess the potential for contamination of the aquifer from development, and identify protective solutions to be incorporated into the site design. Such design solutions shall utilize Best Management Practices described in Protecting Florida's Springs Manual Land Use Planning Strategies and Best Management Practices (November 2002).
  
- c. An analysis of the site by a professional qualified to identify flora and fauna, state and federally listed species, and vegetative habitat types including but not limited to wetlands and sensitive natural habitat defined as Longleaf Pine, Sand Hill, Sand Pine and Xeric Oak Scrub. This analysis shall include field surveys and use of best available information from federal, state, regional, and local agencies. The site analysis shall also consider ecosystem connectivity in relationship to adjacent properties and surrounding area in coordination with the Florida Fish and Wildlife Conservation Commission and the Florida Department of Environmental Protection.
  
- d. The analysis required above shall be used to characterize on site soils and determine locations of geologic features including sinkholes, solution pipes, depressions, and depth of soil to lime rock, including karst features like sinkholes with a direct connection to the aquifer and stream-to-sink features that require protection.

OWNER'S AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF EUSTIS

BEFORE ME, the undersigned authority personally appeared CHRISTOPHER DIMILLO-MOR  
who being by me first duly sworn on oath, deposes and says:

1. That he/she is the fee-simple owner of the property legally described and attached to this application.
2. That he/she desires EXTENTION OF TIME TO OBTAIN SITE DEVELOPMENT PERMIT approval to accomplish the above desired request, as stated on Page 1 of this Application.
3. That he/she has appointed SLOAN ENGINEERING to act as Agent and/or Applicant in their behalf to accomplish the above.

  
(Owner's Signature)

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF EUSTIS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

ATTACHED  
Notary Public (Signature)

(SEAL)

Print or type Notary Name

Commission (serial) Number \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE:**

**All applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.**

**FLORIDA INDIVIDUAL ACKNOWLEDGMENT**  
F.S. 117.05(13)

State of Florida }  
County of Seminole }

The foregoing instrument was acknowledged before me by means of

Physical Presence,

— OR —

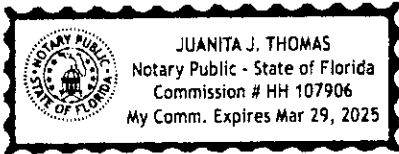
Online Notarization,

this 4<sup>th</sup> day of April, 23, by  
Date Month Year

Christopher Dimillo  
Name of Person Acknowledging

Juanita J. Thomas  
Signature of Notary Public — State of Florida

Juanita J. Thomas  
Name of Notary Typed, Printed or Stamped



Place Notary Seal Stamp Above

Personally known

Produced Identification

Type of Identification Produced: DL

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Owner Affidavit

Document Date: 4/7/23 Number of Pages: 1

Signer(s) Other Than Named Above: N/A

AGENT/APPLICANT'S AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF EUSTIS

BEFORE ME, the undersigned authority personally appeared Christopher DiMillo, Mgr  
who being by me first duly sworn on oath, deposes and says:

1. That he/she Affirms and Certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of the City of Eustis, and that all statements and diagrams submitted herewith and attached hereto, are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Eustis, Florida, and are **Not Returnable**.
2. That he/she desires Extension of time to obtain Site development permit approval for the use of property as proposed, for the property legally described on this Application.
3. That the submittal requirements for this Application, which are attached hereto, have been completed and attached hereto as part of this Application.

  
(Agent/Applicant's Signature)

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF EUSTIS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Christopher DiMillo, Mgr of SPH Volusia, LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification.

(SEAL)

ATTACHED  
Notary Public (Signature)

\_\_\_\_\_  
Print or type Notary Name

\_\_\_\_\_  
Commission (serial) Number

My Commission Expires: \_\_\_\_\_

**FLORIDA INDIVIDUAL ACKNOWLEDGMENT**  
F.S. 117.05(13)

State of Florida }  
County of Seminole }

The foregoing instrument was acknowledged before me by means of

Physical Presence,

— OR —

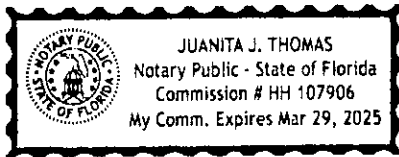
Online Notarization,

this 4<sup>TH</sup> day of April, 23, by  
Date Month Year

Christopher Dimillo  
Name of Person Acknowledging

Juanita J Thomas  
Signature of Notary Public — State of Florida

Juanita J. Thomas  
Name of Notary Typed, Printed or Stamped



Place Notary Seal Stamp Above

Personally known

Produced Identification

Type of Identification Produced: DL

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Agent/Applicant's Affidavit

Document Date: 4/7/23 Number of Pages: 7

Signer(s) Other Than Named Above: N/A

Date: April 7, 2023

Subject: Application for extension of time to obtain site development permit

Project Name: Grand Island Subdivision -- 40 Residential lots

Alternate keys:	Parcel #'s
2510277	32-18-26-0300-002-03100
3922792	32-18-26-0300-002-03900
1407745	32-18-26-0004-000-04500
1462029	32-18-26-0300-002-03300
1462037	32-18-26-0300-002-03500
1796717	32-18-26-0300-002-04400
3922793	32-18-26-0300-002-04600
2728892	32-18-26-0004-000-04502

**Legal Description:**

COMMENCE AT THE INTERSECTION OF THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 1 AND THE WESTERLY EXTENSION OF THE SOUTH LINE OF SAID units "ISLAND PARK", ACCORDING TO THE VACATED PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 31 AND VACATED BY DOCUMENT RECORDED IN DEED BOOK 305, PAGES 69 AND 70, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE RUN NORTH 00°16'25" WEST ALONG SAID SOUTHERLY EXTENSION, A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00°16'25" WEST ALONG THE WEST LINE OF LOT 1, ALSO BEING THE EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY), A DISTANCE OF 486.08 FEET TO THE SOUTHWEST CORNER OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 5138, PAGES 321, AFORESAID PUBLIC RECORDS; THENCE RUN SOUTH 89°41'24" EAST ALONG THE SOUTH LINE OF SAID LAND, A DISTANCE OF 142.01 FEET TO THE SOUTHEAST CORNER OF SAID LAND; THENCE RUN NORTH 00°16'25" WEST ALONG THE EAST LINE OF SAID LAND, A DISTANCE OF 94.00 FEET TO THE NE CORNER OF SAID LAND, ALSO BEING THE SOUTH VACATED RIGHT OF WAY LINE OF PEARCE STREET, ACCORDING TO THE AFORESAID VACATED PLAT OF "ISLAND PARK"; THENCE RUN NORTH 89°41'24" WEST ALONG THE NORTH LINE OF SAID LAND AND SAID SOUTH VACATED RIGHT OF WAY LINE, A DISTANCE OF 142.01 FEET TO THE NORTHWEST CORNER OF SAID LAND, ALSO BEING THE AFORESAID EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD; THENCE RUN NORTH 00°16'25" WEST ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 25.00 FEET TO THE NORTH LINE OF AFORESAID VACATED PLAT OF "ISLAND PARK"; THENCE RUN SOUTH 89°41'24" EAST ALONG SAID NORTH LINE, A DISTANCE OF 135.21 FEET TO THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 49, BLOCK 2, "MIDLAND HEIGHTS", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 68, AFORESAID PUBLIC RECORDS; THENCE RUN NORTH 00°18'30" WEST ALONG SAID WEST LINE, A DISTANCE OF 164.96 FEET TO THE NORTHWEST CORNER OF SAID LOT 49; THENCE RUN SOUTH 89°44'34" EAST ALONG THE NORTH LINE OF LOTS 31 THROUGH 49, SAID PLAT OF "MIDLAND HEIGHTS", A DISTANCE OF 500.09 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, ALSO BEING THE BOUNDARY LINE ACCORDING TO THE AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 1182, PAGES 758 THROUGH 760, AFORESAID PUBLIC RECORDS; THENCE RUN SOUTH 00°13'21" EAST ALONG SAID EAST LINE, A DISTANCE OF 792.45 FEET TO THE NORTH RIGHT OF WAY LINE OF GRAND ISLAND SHORES ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY) AS RECORDED IN OFFICIAL RECORDS BOOK 3961, PAGES 1669 THROUGH 1673, AFORESAID PUBLIC RECORDS; THENCE RUN NORTH 89°41'24" WEST ALONG SAID NORTH RIGHT OF WAY LINE, A DISTANCE OF 612.53 FEET; THENCE RUN NORTH 45°00'55" WEST ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 31.21 FEET TO THE POINT OF BEGINNING.

CONTAINING 467,003 SQUARE FEET (10.72 ACRES), MORE OR LESS.



2981 W Sr 434 Suite 100  
Longwood, FL 32779  
Phone: (407) 603-6320

City of Eustis  
Development Services  
4 N. Grove Street  
Eustis, FL 32726

April 7, 2023

Please find attached request for an extension of time to obtain the site development permit. According to the FECF approval dated December 27, 2022, we have 6 months from the approval date to obtain a site development permit. We are currently in the process of obtaining bids to select a site contractor and are requesting a 6 month extension to obtain the site development permit. The project is progressing, all other agency permits have been obtained, the duke energy photometric plan was submitted with final engineering plans, and we have contracted with Besh-Halff to complete the plat for recording, as well as set monuments, permanent reference markers, and control points. Duke Energy plans have been completed and payment has been made for their underground. We're planning on starting the development in fall.

Thank you,

Chris DiMillo, Mgr  
SPH Grand Isle, LLC  
chris@summerparkhomes.com  
407-402-2749



## RESOLUTION NUMBER 22-75

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A PRELIMINARY SUBDIVISION PLAT FOR THE GRAND ISLAND SUBDIVISION, A 40-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION, ON APPROXIMATELY 10.72 ACRES OF PROPERTY LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF GRAND ISLAND ROAD AND SOUTH FISH CAMP ROAD (ALTERNATE KEY NUMBERS 1407745, 2728892, 1462029, 1462037, 1796717, 2510277, 3922792, AND 3922793).**

**WHEREAS**, SPH Grand Isle, LLC has made an application for Preliminary Subdivision Plat approval for a 40-lot, single-family residential subdivision on approximately 10.721 acres located at the north east corner of the intersection of Grand Island Road and South Fish Camp Road, more particularly described as follows:

Alternate Key Numbers: 1407745, 2728892, 1462029, 1462037, 1796717, 2510277, 3922792, and 3922793

Parcel Identification Number: 32-18-26-0004-000-04500, 32-18-26-0004-000-04502, 32-18-26-0300-002-03300, 32-18-26-0300-002-03500, 32-18-26-0300-002-04400, 32-18-26-0300-002-03100, 32-18-26-0300-002-03900, and 32-18-26-0300-002-04600

Legal Description from Survey

**PARCEL 1:**

THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 LESS THE NORTH 187 FEET OF THE SOUTH 635 FEET OF THE WEST 167 FEET OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 26 EAST IN LAKE COUNTY, FLORIDA; SUBJECT TO RIGHT-OF-WAY FOR COUNTY ROAD 5-6748 ON THE WEST SIDE THEREOF AS RECORDED IN PLAT BOOK 6, PAGE 31, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

**PARCEL 2:**

LOTS 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 AND 49, BLOCK 2, MIDLAND HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 6, PAGE 68, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

**PARCEL 3:**

THE NORTH 93 FEET OF THE SOUTH 541 FEET OF THE WEST 167 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA; SUBJECT TO RIGHT-OF-WAY FOR COUNTY ROAD 5-6748 ON THE WEST SIDE THEREOF.

(WRITTEN BY SURVEYOR)

BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 1 AND THE WESTERLY EXTENSION OF THE SOUTH LINE OF SAID LOT 1, "ISLAND PARK", ACCORDING TO THE VACATED PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 31 AND VACATED BY DOCUMENT RECORDED IN DEED BOOK 305, PAGES 69 AND 70, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE RUN NORTH 00°16'25" WEST ALONG SAID SOUTHERLY EXTENSION, A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00°16'25" WEST ALONG THE WEST LINE OF LOT 1, ALSO BEING THE EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY), A DISTANCE OF 486.08 FEET TO THE SOUTHWEST CORNER OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 5138, PAGES 321, AFORESAID PUBLIC RECORDS; THENCE RUN SOUTH 89°41'24" EAST ALONG THE SOUTH LINE OF SAID LAND, A DISTANCE OF 142.01 FEET TO THE SOUTHEAST CORNER OF SAID LAND; THENCE RUN NORTH 00°16'25" WEST ALONG THE EAST LINE OF SAID LAND, A DISTANCE OF 94.00 FEET TO THE NE CORNER OF SAID LAND, ALSO BEING THE SOUTH VACATED RIGHT OF WAY LINE OF PEARCE STREET, ACCORDING TO THE AFORESAID VACATED PLAT OF "ISLAND PARK"; THENCE RUN NORTH 89°41'24" WEST ALONG THE NORTH LINE OF SAID LAND AND SAID SOUTH VACATED RIGHT OF WAY LINE, A DISTANCE OF 142.01 FEET TO THE NORTHWEST CORNER OF SAID LAND, ALSO BEING THE AFORESAID EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD; THENCE RUN NORTH 00°16'25" WEST ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 25.00 FEET TO THE NORTH LINE OF AFORESAID VACATED PLAT OF "ISLAND PARK"; THENCE RUN SOUTH 89°41'24" EAST ALONG SAID NORTH LINE, A DISTANCE OF 135.21 FEET TO THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 49, BLOCK 2, "MIDLAND HEIGHTS", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 68, AFORESAID PUBLIC RECORDS; THENCE RUN NORTH 00°18'30" WEST ALONG SAID WEST LINE, A DISTANCE OF 164.96 FEET TO THE NORTHWEST CORNER OF SAID LOT 49; THENCE RUN SOUTH 89°44'34" EAST ALONG THE NORTH LINE OF LOTS 31 THROUGH 49, SAID PLAT OF "MIDLAND HEIGHTS", A DISTANCE OF 500.09 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, ALSO BEING THE BOUNDARY LINE ACCORDING THE AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 1182, PAGES 758 THROUGH 760, AFORESAID PUBLIC RECORDS; THENCE RUN SOUTH 00°13'21" EAST ALONG SAID EAST LINE, A DISTANCE OF 792.45 FEET TO THE NORTH RIGHT OF WAY LINE OF GRAND ISLAND SHORES ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY) AS RECORDED IN OFFICIAL RECORDS BOOK 3961, PAGES 1669 THROUGH 1673, AFORESAID PUBLIC RECORDS; THENCE RUN NORTH 89°41'24" WEST ALONG SAID NORTH RIGHT OF WAY LINE, A DISTANCE OF 612.53 FEET; THENCE RUN NORTH 45°00'55" WEST ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 31.21 FEET TO THE POINT OF BEGINNING.

CONTAINING 467,003 SQUARE FEET (10.72 ACRES), MORE OR LESS.

**WHEREAS**, the property described above has a Land Use Designation of Suburban Residential (SR) and a Design District Designation of Suburban Neighborhood; and

**WHEREAS**, detached single family uses are permitted in the Suburban Residential (SR) land use designation; and

**WHEREAS**, the proposed preliminary subdivision plat as submitted is generally consistent with the City's Comprehensive Plan and Land Development Regulations

**NOW, THEREFORE, BE IT RESOLVED BY THE EUSTIS CITY COMMISSION AS FOLLOWS:**

**SECTION 1.** That the Grand Island Preliminary Subdivision Plat for a 40-lot single-family residential subdivision located at the northeast corner of the intersection of Grand Island Road and South Fish Camp Road, attached hereto as Exhibit "A", is hereby approved.

**SECTION 2.** That the Preliminary Subdivision Plat shall be subject to the owner/developer complying with the following conditions:

- a) Submit the Final Engineering and Construction Plans and Final Plat complying with all requirements of the City's Comprehensive Plan and Land Development Regulations, the Florida Statutes, and the provisions of this resolution within one year of the approval of this resolution.
- b) Develop the property in accordance with the approved Preliminary Subdivision Plat as referenced in Section 1 and attached hereto as Exhibit "A".
- c) Obtain and provide copies of all applicable permits from other jurisdictional agencies.

**DONE AND RESOLVED** this 3rd day of November 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:**

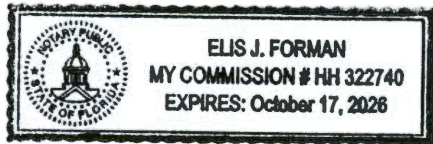
  
Christine Halloran, City Clerk



**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

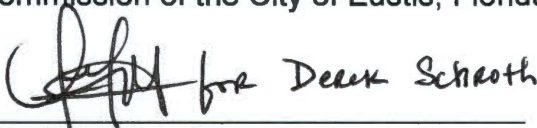
The foregoing instrument was acknowledged before me this 4<sup>th</sup> day of November, 2022, by Christine Halloran, City Clerk, who is personally known to me.



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

**CITY ATTORNEY'S OFFICE**

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

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

11/3/2022  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 22-75 is hereby approved, and I 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

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





# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: APRIL 20, 2023

RE: RESOLUTION NUMBER 23-40: REDUCTION OF FINE/RELEASE OF LIEN, 816 EAST CITRUS AVENUE

### **Introduction:**

Resolution Number 23-40 approves a Code Enforcement Order reducing seven outstanding code enforcement fines from their current amount of \$122,732 to \$98,185 and releases the liens against 816 East Citrus Avenue, upon payment.

### **Recommended Action:**

The administration recommends approval of Resolution Number 23-40.

### **Background:**

On April 11, 2018, House of Business, Inc. obtained ownership of 816 East Citrus Avenue. Between 2018 and 2022, the Corporation was issued 10 Code Violations. Seven of which resulted in liens being recorded against the property. Six of them were for overgrown grass and the seventh was for no building/expired permit.

### **Case History:**

#### Case 18-00533

On May 8, 2018, the Code Enforcement Department opened the first code violation for overgrown grass.

On July 9, 2018, the Code Enforcement Board found the property owner in violation of City Code and required compliance by July 19, 2018, or a fine of \$100 per day of occurrence would be imposed.

On August 7, 2018, the property remained overgrown and the violation was upgraded to a Public Nuisance, which was abated by the City's Public Works Department at a cost of \$600.

On August 13, 2018, the Board was updated on the status of the Case, and they imposed a total fine of \$2,887. (\$1,800 in daily fines, \$600 abatement cost and \$487 admin costs).

Case 18-01007

On September 18, 2018, the second code violation for overgrown grass was opened and a Notice of Repeat Violation issued.

On January 14, 2019, the Code Enforcement Board found the property owner in violation of City Code and required compliance by January 24, 2019. The property did not pass inspection until May 16, 2019, resulting in a total fine of \$1,110.

Case 19-00828

On July 29, 2019, the third code violation for overgrown grass was opened and a Notice of Repeat Violation was issued.

On August 12, 2019, the Code Enforcement Board found the property owner in violation of City Code and required compliance by August 22, 2019, or a fine of \$50 per day of occurrence would be imposed retroactive to July 29, 2019. They also imposed a repeat violator enforcement fee of \$210. The property did not pass inspection until August 27, 2019, resulting in a total fine of \$1,660.

Case 20-00390

On May 6, 2020, the fourth violation for overgrown grass was opened and a Notice of Repeat Violation issued.

On June 8, 2020, the Code Enforcement Board found the property owner in violation of City Code and required compliance by June 18, 2020, or a fine of \$500 per day of occurrence would be imposed retroactive to May 6, 2020. They also imposed a repeat violator enforcement fee of \$190. The property did not pass inspection until July 24, 2020, resulting in a total fine of \$39,690.

Case 20-00393

On May 6, 2020, the Code Enforcement Department opened a building code violation and a Notice of Violation was issued.

On July 13, 2020, the Code Enforcement Board found the property owner in violation of City Code and required a building permit be obtained by August 12, 2020, or a fine of \$250 per day of occurrence would be imposed. The required permit was not obtained until June 17, 2021, 308 days past the date specified by the Board, resulting in a total fine of \$77,000.

Case 20-01013

On September 29, 2020, the fifth violation for overgrown grass was opened and a Notice of Repeat Violation was issued.

On October 12, 2022, the Code Enforcement Board was notified of compliance and they imposed a \$190 repeat violator enforcement fee.

Case 21-00629

On July 16, 2021, the sixth violation for overgrown grass was opened and a Notice of Repeat Violation was issued.

On August 9, 2021, the Code Enforcement Board found the property owner in violation of City Code and required compliance by August 19, 2021, or a fine of \$500 per day of occurrence would be imposed retroactive to July 16, 2021. They also imposed a repeat violator enforcement fee of \$195. The property passed inspection on August 20, 2021, so no additional daily fines were imposed.

On June 13, 2022, the Code Enforcement Board reviewed an application requesting the fines associated with the seven code enforcement liens, totaling \$122,732, be reduced to administrative costs. The Board approved the request and reduced the total accrued fines to \$4,040, in accordance with Resolution No. 21-04. The action became invalid when payment was not submitted within the time specified, as required.

On January 5, 2023, the property owner submitted another application requesting that the Board reinstate the previous reduced fine.

On January 9, 2023, the Board denied the property owner’s request to reinstate the previous reduced fine and reduced the total accrued fine to \$98,185.

On February 13, 2023, Eric Martin, Code Enforcement Supervisor, took the owner’s request back before the Board for reconsideration because he overlooked some details within the fine reduction application. The property owner and her agent were both present and provided testimony, but were not successful in convincing the Board to reconsider their previous action.

On March 21, 2023, Mr. Martin had a phone conversation with the property owner’s agent and was advised that the property owner planned to request that the City Commission consider a larger fine reduction than what was recommended by the Code Enforcement Board. In preparation of them doing so, Mr. Martin recommended that the property owner pay the following fines as a show of good faith prior to the matter being scheduled for consideration by the City Commission:

- 18-00533: \$2,887
- 18-01007: \$1,110
- 19-00828: \$1,660 (1,450 + 210 Repeat Violator Fee)
- 20-00390: \$190 Repeat Violator Fee
- 20-01013: \$190 Repeat Violator Fee
- 21-00629: \$190 Repeat Violator Fee

The property owner agreed, and on March 27, 2023 the City received a check in the amount of \$6,217. Currently, the total owed to the City is \$116,500.

**Community Input:**

No adjacent property owners attended the Code Enforcement Hearings, but the Code Department has received numerous citizen complaints since 2018.

**Budget / Staff Impact:**

If the City Commission accepts the Code Enforcement Board’s recommendation and approves the resolution, the City could possibly receive \$91,968 (\$98,185 Code Board recommendation less \$6,217 already paid).



**Reviewed By:**

Kenneth Toler, Captain

**Prepared By:**

Eric Martin, Code Enforcement Supervisor

**Attachments**

- Resolution Number 23-40
- Fine Reduction Applications
- Resolution Number 21-04

## RESOLUTION NUMBER 23-40

### A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR A REDUCTION OF OUTSTANDING CODE ENFORCEMENT FINES AND RELEASE OF LIENS AGAINST 816 EAST CITRUS AVENUE, UPON FULL PAYMENT OF THE REDUCED FINE.

**WHEREAS**, the City of Eustis, Florida established code enforcement fines against the following described property under Cases No. 18-00533, 18-01007, 19-00828, 20-00390, 20-00393, 20-01013 and 21-00629 against House of Business, Inc., current property owner, for failing to comply with City Ordinances:

EUSTIS LOTS 4, 5, 6 BLK 73 PB 1 PG 79 ORB 5101 PG 33, and

**WHEREAS**, the City of Eustis, Florida, a Florida municipal Corporation, has recorded seven Code Enforcement Liens against the subject property, totaling \$122,732, and

**WHEREAS**, House of Business, Inc submitted an application requesting that the fines be reduced to \$4,040; and

**WHEREAS**, on January 9, 2023, the Code Enforcement Board denied the request and recommended that the City Commission reduce the accrued fines to \$98,185, payable within 45 days; and

**WHEREAS**, on March 27, 2023, House of Business submitted a \$6,217 payment to the City in order to satisfy accrued fines for Cases 18-00533, 18-01007, 19-00828 and to pay repeat violator enforcement fees for Cases 20-00390, 20-01013 and 21-00629; and

**WHEREAS**, Release of Liens have been executed for Cases 18-00533, 18-01007, 19-00828, 20-01013 and 21-00629.

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

#### **SECTION 1**

That the total accrued fines of \$122,732 shall be reduced to \$98,185.

#### **SECTION 2**

That the City acknowledges payment of \$6,217 has been received towards payment of the reduced fine.

#### **SECTION 3**

That the City Clerk is hereby authorized to execute Release of Liens for Cases 20-00390 and 20-00393, if the remaining payment of \$91,968 is received by August 4, 2023.

**SECTION 4**

That this action shall become null and void if the remaining reduced fine is not paid on or before August 4, 2023.

**DONE AND RESOLVED** this 20th day of April, 2023, 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**

**STATE OF FLORIDA  
COUNTY OF LAKE**

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

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

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content, but I have not performed an independent Title examination as to the accuracy of the Legal Description.

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

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 23-40 is hereby approved, and I 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.

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

Case No. 18-00533, 18-01007, 19-00828  
20-00390, 20-00393, 20-01013 & 21-00629



APPLICATION FOR REDUCTION OF CODE ENFORCEMENT FINE

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

**INSTRUCTIONS:** Please complete both pages of this form. Be specific when writing your statement. **Return the original completed form** in person to the Code Enforcement office located at 4 North Grove Street, Eustis, FL, or by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727 **no later than 10:00 a.m., Wednesday, June 8, 2022.** Attn: City of Eustis, Code Enforcement Department. As an alternative to hand delivery or mailing, you may also choose to or email the completed form to [codeenforcement@ci.eustis.fl.us](mailto:codeenforcement@ci.eustis.fl.us).

APPLICATION BECOMES VOID IF NOT SUBMITTED BY DEADLINE

If received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **June 13, 2022.**

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

Property Owner Name: **SQUAD GUERRIDA** Phone: **407-716-4565**  
 Address: **12819 woodmere close Drive** FAX:  
 City: **windermere** State: **FL** Zip: **34786**  
 E-mail:

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

Address or location of property where violation existed:  
**816 E. citrus Avenue, Eustis FL 32726**

Date violation brought into compliance:

Date Code Enforcement Office called to request re-inspection:

Total Accrued Fine: \$122,732 What amount are you requesting:

\$ **4040.00**  
 18-00533: \$2,887      19-00828: \$1,660      20-00393: \$77,000      21-00629: \$195

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

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

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

I am the owner of the property located at 816 E. Citrus Avenue. I understand that I have been fined for multiple issues but I would like to give context and explain my personal circumstances. First of all I've experienced big losses due to COVID-19. I lost my brother, my sister, my mother in law and my brother in law. All in the span of a few months which affected me a great deal, both emotionally and financially. I also would like to mention that this is my first property and that I had no prior experience in this business. I would really appreciate your understanding and leniency.

*(Additional page may be added if needed)*

Date: 06-07-22

Signed: *[Signature]*

State of Florida Print **SOUAD GUERRIDA**

Name: *Kobe Teague-Colon*

County of *Orange*

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

Date: *6/7/2022*

Notary Public *[Signature]*

My Commission Expires: *5/12/2026*

Drivers License No. *[Blacked out]*



Case No. 18-00533, 18-01007, 19-00828,  
20-00390, 20-00393, 20-01013 & 21-00629



APPLICATION FOR REDUCTION OF CODE ENFORCEMENT FINE

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

INSTRUCTIONS: Please complete both pages of this form. Be specific when writing your statement. **Please submit the completed notarized application** to the Code Enforcement office located at 51 East Norton Avenue, Eustis, FL, by U.S. Mail at P.O. Drawer 68, Eustis, FL 32727, or email to [codeenforcement@ci.eustis.fl.us](mailto:codeenforcement@ci.eustis.fl.us) **no later than 5:00 p.m., Thursday, January 5, 2023.**

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

If the completed form is received by the deadline, the request will be presented to the Code Enforcement Board (CEB) at the next regularly scheduled hearing on **January 9, 2023 at 3:00 p.m. in the City Commission Chambers located in City Hall at 10 North Grove Street.** If you fail to attend, the Board may act solely on the presentation by the Code Enforcement Officer.

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

Property Owner Name: SOUAD GUERRIDA Phone: 407-716-4565  
Address: 12819 woodmere close Drive FAX:  
City: windermere State: FL Zip: 34786  
E-mail: GUERRIDAS@yahoo.com

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

Address or location of property where violation existed: 816 EAST CITRUS AVE

Total Accrued Fines: \$119,732  
\$ \_\_\_\_\_

What amount are you requesting: \$ 4,040.00

18-00533:	\$2,887
18-01007:	\$1,110
19-00828:	\$1,660
20-00396:	\$36,690

20-00393: \$77,000  
20-01013: \$190  
21-00629 \$195

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

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

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

To whom it may concern: I had applied for a fine reduction back in June 22 and it was thankfully accepted. I would like to ask you to excuse my ignorance. due to a misunderstanding I thought the fines are paid upon closing. I would like to apologize and ask for one more chance. I will take care of the matter as soon as I get your approval. Thank you! I really appreciate all your help and support.

Date: 01-05-23

Signed: 

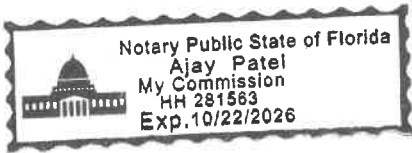
State of FL  
Name:


Print SOUAD GUERRIDA

County of Orange

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

Date: 1/5/23



Notary Public   
My Commission Expires: 10/22/26

Drivers License No. 6630-780-77-9250





PJ ROOFING INC  
 CCC1330911  
 PO Box 10553  
 Brooksville Fl, 34603  
 352-397-2213

Item 6.4

Invoice

Date	Invoice #
3/22/2022	2363

<b>Bill To</b>
Walid 816 E Citrus Blvd Eustis, FL

Crew	Customer #	Job Address	Color
Dulce	407-844-8197	816 E Citrus BLVD	Earthtone Cedar

Description	Qty	Rate	Amount
Labor and material to remove existing roof and install IKO shingles with synthetic underlayment.		7,982.00	7,982.00
1x6 by the foot	100	7.00	700.00
First two sheets free		-160.00	-160.00

<b>Total</b>		\$8,522.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$8,522.00

### Transaction History

Customer: [GIFTS FOR LESS INC](#)

Account: [MI/FL/GA/NC/SC Checking #XXXXXX8829](#)

\*required field



### Showing Tran Code 761 Transactions

Date Posted	Tran Type	Description	\$ Debits(-)	\$ Credits(+)	\$ Balance
01/03/2023	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
12/27/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis Cont J	-1,300.00		
12/27/2022	<a href="#">Bill Payment</a>	Zelle payment to Soccer JPM999	-100.00		
12/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
11/28/2022	<a href="#">Bill Payment</a>	Zelle payment to Soccer JPM999	-100.00		
11/10/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-120.00		
11/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
10/25/2022	<a href="#">Bill Payment</a>	Zelle payment to Soccer JPM999	-100.00		
10/11/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-200.00		
10/11/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis Cont J	-700.00		
10/03/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
10/03/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-80.00		
09/26/2022	<a href="#">Bill Payment</a>	Zelle payment to Soccer JPM999	-100.00		
09/07/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-120.00		
09/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
08/24/2022	<a href="#">Bill Payment</a>	Zelle payment to Soccer JPM999	-100.00		

\* denotes end of day balance

Older

# Transaction History

Customer: [GIFTS FOR LESS INC](#)

Account: [MI/FL/GA/NC/SC Checking #XXXXXXXX8829](#)

\*required field

Calendar

## Showing Tran Code 761 Transactions

Date Posted	Tran Type	Description	\$ Debits(-)	\$ Credits(+)	\$ Balance
08/24/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-550.00 ✓		
08/04/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-120.00		
08/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
07/11/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-120.00 ✓		
07/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
06/24/2022	<a href="#">Bill Payment</a>	Zelle payment to Adam Giftshop	-225.00		
06/22/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-40.00 ✓		
06/09/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-270.00 ✓		
06/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
05/31/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-110.00		
05/31/2022	<a href="#">Bill Payment</a>	Zelle payment to Adam Giftshop	-50.00		
05/25/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-220.00		
05/24/2022	<a href="#">Bill Payment</a>	Zelle payment to David New Num	-30.00		
05/23/2022	<a href="#">Bill Payment</a>	Zelle payment to New Eustis Gr	-120.00		
05/17/2022	<a href="#">Bill Payment</a>	Zelle payment to David New Num	-20.00		
05/13/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis Roofin	-2,250.00 ✓		

\* denotes end of day balance

Newer Older

# Transaction History

Customer: [GIFTS FOR LESS INC](#)

Account: [MI/FL/GA/NC/SC Checking #XXXX](#)

\*required field

Calendar

## Showing Tran Code 761 Transactions

Date Posted	Tran Type	Description	\$ Debits(-)	\$ Credits(+)	\$ Balance
05/09/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-220.00		
05/02/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
04/22/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-110.00		
04/18/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-110.00		
04/11/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-110.00		
04/05/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Eustis	-120.00		
04/04/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-110.00		
04/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		
03/29/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis Floori	-390.00		
03/29/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis Floori	-370.00		
03/28/2022	<a href="#">Bill Payment</a>	Zelle payment to Cleaner JPM99	-110.00		
03/22/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis Floori	-3,060.00		
03/15/2022	<a href="#">Bill Payment</a>	Zelle payment to David New Num	-40.00		
03/10/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Eustis	-120.00		
03/07/2022	<a href="#">Bill Payment</a>	Zelle payment to Adam Giftshop	-250.00		
03/01/2022	<a href="#">Bill Payment</a>	Zelle payment to Grass Junior	-100.00		

\*denotes end of day balance

Newer Older

### - Transaction History

**Customer:** HOUSE OF BUSINESS INC.

**Account:** [MI/FL/GA/NC/SC Checking #XXXX](#)

\*required field



#### All Debits

Date Posted	Tran Type	Description	\$ Debits(-)	\$ Credits(+)	\$ Balance
10/06/2022	<a href="#">Bill Payment</a>	Zelle payment to Eustis JPM999	-1,000.00		
08/15/2022	<a href="#">ATM</a>	NON-CHASE ATM WITHDRAW	-111.88		
08/15/2022	<a href="#">ATM</a>	NON-CHASE ATM WITHDRAW	-111.88		
08/15/2022	<a href="#">Fee</a>	NON-CHASE ATM FEE-WITHTRN: 051	-5.00		
08/15/2022	<a href="#">Fee</a>	NON-CHASE ATM FEE-WITHTRN: 080	-5.00		
08/15/2022	<a href="#">Fee</a>	FOREIGN EXCHANGE RATE ADJUSTME	-3.36		
08/15/2022	<a href="#">Fee</a>	FOREIGN EXCHANGE RATE ADJUSTME	-3.36		
01/31/2022	<a href="#">Fee</a>	MONTHLY SERVICE FEE	-15.00		
12/08/2021	<a href="#">Card</a>	BUILD BY DESIGN 813-857-6003 F	-4,080.00		
	<a href="#">Transaction</a>				
11/12/2021	<a href="#">Card</a>	BUILD BY DESIGN 813-857-6003 F	-4,692.00		
	<a href="#">Transaction</a>				
10/04/2021	<a href="#">Card</a>	LAKE CO ASSESSMENT 877-818-432	-1,859.85		
	<a href="#">Transaction</a>				
10/04/2021	<a href="#">Card</a>	PMT*LAKE CNTY FEE 877-818-4323	-46.50		
	<a href="#">Transaction</a>				
07/07/2021	<a href="#">Card</a>	VINTAGE HAVANA 908-9642591 NJ	-1,083.02		
	<a href="#">Transaction</a>				
04/30/2021	<a href="#">Fee</a>	MONTHLY SERVICE FEE	-12.00		
03/31/2021	<a href="#">Fee</a>	MONTHLY SERVICE FEE	-12.00		
03/17/2021	<a href="#">ACH Debit</a>	ORIG CO NAME: CAPITAL ONE	-5,000.00		

\* denotes end of day balance

Older

**RESOLUTION NUMBER 21-04**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; AUTHORIZING THE CITY MANAGER TO RELEASE OR REDUCE CODE ENFORCEMENT LIENS UNDER CERTAIN CONDITIONS.**

**WHEREAS**, pursuant to 162.09 F.S. the Code Enforcement Board (Board) may order a violator to pay a fine for non-compliance of City Ordinances; and

**WHEREAS**, this section also authorizes the Board to reduce a fine imposed pursuant to this section; and

**WHEREAS**, the City of Eustis, Florida may record a Code Enforcement Board Order Imposing a Fine, which shall constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator; and

**WHEREAS**, a lien arising from a fine imposed pursuant to this section runs in favor of the local governing body (the Eustis City Commission), and the local governing body may execute a satisfaction or release of lien entered pursuant to this section; and

**WHEREAS**, pursuant to Section 2(b), Art. VIII of the State Constitution, municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

**WHEREAS**, as the Eustis City Commission finds that in instances where the City's liens have been nullified pursuant to F.S. 48.23 or 695.11 encumbrances still exist on a property until a lien release is recorded; and

**WHEREAS**, the Eustis City Commission finds that releasing liens made invalid should be expedited and such release is an administrative function which may be addressed in a more efficient and streamlined manner by the City Manager versus City Commission; and

**WHEREAS**, the Eustis City Commission similarly finds that fine reductions approved by the Code Enforcement Board when a property has been brought into compliance and the property owner agrees to pay, at a minimum, administrative costs associated with code enforcement action in order to obtain a lien release, may be addressed by the City Manager versus City Commission; and

**WHEREAS**, the Eustis City Commission finds that authorizing the City Manager to consider and approve partial lien releases for cross attachment liens created pursuant to this section will furthermore streamline the administrative functions of the City.

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

That the City Commission authorizes the City Manager to release code enforcement liens when one or more of the following conditions apply:

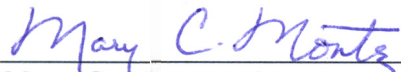
1. Code enforcement liens are invalid pursuant to F.S. 48.23 or 695.11.
2. The Code Enforcement Board has issued an Order Reducing the Fine when a property has been brought into compliance and the property owner agrees to pay, at a minimum, administrative costs associated with the code enforcement action.
3. Cross-attachment liens exist on properties outside the City limits; the City Manager may consider and approve partial releases for liens cross-attached to properties outside the City limits.

**DONE AND RESOLVED** this 21<sup>st</sup> day of January, 2021, 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:**

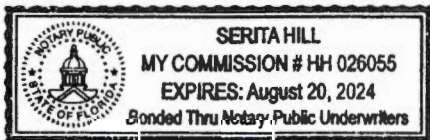
  
 Mary C. Montez, City Clerk




**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

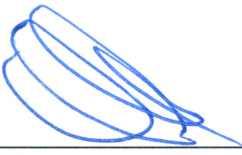
The foregoing instrument was acknowledged before me, by means of physical presence, this 21<sup>st</sup> day of January, 2021, by Michael L. Holland, Mayor, and Mary C. Montez, City Clerk, who are personally known to me.



  
 Notary Public - State of Florida  
 My Commission Expires: *August 20, 2024*  
 Notary Serial No: *HH 026055*

**CITY ATTORNEY'S OFFICE**

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

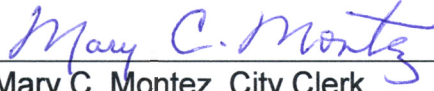


\_\_\_\_\_  
City Attorney's Office

2/21/2021  
\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 21-04 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.



\_\_\_\_\_  
Mary C. Montez, City Clerk





# City of Eustis

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

TO: CITY OF EUSTIS LOCAL PLANNING AGENCY

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Ordinance Number 23-08: Amending the tree protection section of the City's Land Development Regulations to increase the penalty amount for tree removal without a permit from \$50 to \$2,500

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## **Introduction:**

Since the Lake Lincoln Lookout Subdivision site was completely cleared of trees contrary to their approvals, the City Commissioners have sought methods to prevent this from happening in the future. To that end, the City Commissioners have instructed the Development Services staff to make a few changes to the Tree Protection section of the City's Land Development Regulations. The proposed change is considered a quick fix until additional best practices relating to tree protection can be brought back, presented, discussed by the City Commission and added to the City's Land Development Regulations.

## **Background:**

Staff recommends approval of this change to be added to the City's Land Development Regulations so that this penalty can be imposed on those property owners/contractors/individuals who cut down a protected tree in the City.

## **Budget/Staff Impact:**

A tree fund should be established by the City to have a specific separate account to place future fines and penalties.

## **Prepared By:**

Mike Lane, AICP, Director, Development Services

## **Attachment:**

Ordinance Number 23-08  
Exhibit A: Tree Protection Ordinance Revised

**ORDINANCE NUMBER 23-08**

**AN ORDINANCE AMENDING THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF EUSTIS, FLORIDA; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Eustis City Commission has adopted the City of Eustis Comprehensive Plan within which are included goals, objectives, and policies related to the adoption of land development regulations; and

**WHEREAS**, Chapter 163, Part II, Section 3201, the Florida Statutes, requires the implementation of these goals, objectives, and policies through the adoption of consistent land development regulations; and

**WHEREAS**, Chapter 163, Part II, Section 3202, of the Florida Statutes requires each county and municipality to adopt or amend and enforce land development regulations that are consistent with and implement the adopted comprehensive plan within one (1) year after submission of the revised comprehensive plan for review to the state; and

**WHEREAS**, the Local Planning Board considered this request, found it consistent with the goals, objectives and policies of the local Comprehensive Plan, and recommended approval at a properly advertised public hearing on April 20, 2023; and

**WHEREAS**, the Local Planning Board and the Eustis City Commission have determined that tree protection is in the best interest of the health, safety, and welfare of the public.

**NOW THEREFORE, IT BE ORDAINED** by the City Commission of Eustis, Florida, amends the Land Development Regulations as follows:

**Section 1.** The Land Development Regulations shall be amended to read as follows:

Sec. 115-10.5. Tree Replacement.

(e) Any property owner that removes a protected tree for which an approved City tree removal permit was required, but not obtained, and which also meets the criteria for removal listed under section 115-10.3 (e) shall be subject to a \$2,500.00 fine per tree.

**Section 2.** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

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

**Section 4.** This ordinance shall become effective upon passage.



**Sec. 115-10. Tree protection and vegetation preservation.**

*Purpose and intent.* The purpose of this section is to establish rules and regulations governing the protection of trees and vegetative cover as a valuable community resource within the City; to encourage the proliferation of trees and vegetation within the City as well as their replacement; to recognize their importance and their meaningful contribution to a healthy, beautiful, and safer community attributable to their carbon dioxide absorption, oxygen production, dust filtration, wind and noise reduction, soil erosion prevention, lakeshore erosion protection, wildlife habitat, surface drainage improvement, beautification and aesthetic enhancement of improved and vacant lands; and the general promotion of the health, safety, welfare and well-being of the community. Tree protection is beneficial to the City by improving community appearance and quality of life, enhancing property values, and creating a functional and aesthetically pleasing living environment for existing and future residents. Therefore, the City finds that it is in the best public interest to enact and enforce the regulations described herein for the purpose of controlling tree removal, clear cutting and strip clearing of land.

(Ord. No. 16-31, 12-15-2016)

**Sec. 115-10.1. General requirements and definitions.**

- (a) The terms and provisions of this section shall apply to all real property located within the corporate boundaries of the City, except such properties as are exempted herein.
- (b) It shall be unlawful for any person, firm or corporation, either individually or through an agent to cut down, destroy, clear cut, remove, or effectively destroy through damaging any protected tree without first obtaining an approved City tree removal permit, except as specifically exempted herein.
- (c) Developers of sites that have been completely or partially cleared of trees due to agricultural use or other reasons shall be required to comply with the minimum tree requirements as described in section 115-10.7.
- (d) Issuance of a City tree removal permit, or exemption from these requirements, does not exempt any legal obligation or requirement to comply with the regulations of any other governmental agency, local, state, or federal which may have jurisdiction over proposed activity upon the land.
- (e) Trees and vegetative groundcover should be preserved or enhanced in development areas exceeding ten percent slope, within the 100-year floodway, or within 50 feet of the ordinary high water line of lakes, rivers or canals to the greatest extent practicable. This 50-foot buffer area shall remain a natural vegetative buffer zone between development areas and the above-referenced water courses, except for City-approved water-related facilities, such as docks, walkovers, ramps, marinas, etc.
- (f) A protected tree is any tree not listed on the list of noxious/exotic species in section 115-10.9 and meeting one of the following requirements:
  - (1) Trees with a DBH of six inches or greater.
  - (2) Trees located in a wetland area as determined by the agencies having jurisdiction.

- (g) A specimen tree is a tree designated by the City Commission that is rare or unique due to factors such as size, age, ecological value, or type of species having one or more of the following characteristics:
- (1) A diameter of 30 inches DBH or greater.
  - (2) A determined age of 50 years or greater.
  - (3) A determined ecological value; e.g. wildlife habitat, erosion control, etc.
  - (4) A determined unique form or shape due to geography, climate, environment or natural growth conditions.
  - (5) A rare, or unique, non-indigenous tree that is not common to the City (but not on the list of noxious/exotic species).

(Ord. No. 16-31, 12-15-2016)

### **Sec. 115-10.2. Exemptions.**

A tree removal permit (see section 115-10.3, Review procedures, and section 115-10.4, Submission requirements) shall not be required under the following conditions and situations as determined by the Director of Development Services or designee:

- (a) A bona fide agricultural use such as citrus, tree nurseries, forest crops, animal husbandry, and greenhouses.
- (b) Removal of dead trees.
- (c) Removal of trees that are an imminent danger to public or private property, as verified by the Director of Development Services or designee.
- (d) Removal of trees planted on the premises of a plant nursery or tree farm that have been grown expressly for the purpose of selling to the general public in the ordinary course of business.
- (e) Removal of any tree on the list of noxious/exotic species in section 115-10.9.
- (f) Removal of trees within approved utility rights-of-way or easements that are necessary to supply gas, water, sewer, telephone, cable television, electrical service, or other needed utilities. This exemption applies only to authorized personnel of the applicable utility and not to the property owner.
- (g) Public utilities with the power of eminent domain may remove or transplant trees either on-site or off-site without a permit.
- (h) Emergency conditions may require the Director of Development Services or designee to waive all, or part, of the requirements of this chapter in the event of manmade or natural disasters such as hurricanes, tornadoes, floods, storms/high winds, hard freezes, fires, etc. The waiver shall apply to a geographically defined area for a period not to exceed 90 days. Longer periods shall require City Commission approval.

(Ord. No. 16-31, 12-15-2016)

**Sec. 115-10.3. Review Procedures.**

- (a) A tree inventory and tree removal permit application shall be submitted to the Director of Development Services or designee prior to the commencement of any development activity, except as specifically exempted herein.
- (b) Trees may be removed for construction purposes where all reasonable alternatives are exhausted for relocating the specific construction.
- (c) The removal/replacement of trees that are 24 inches DBH or greater is strongly discouraged. Therefore, all reasonable alternatives or methods that are available, such as design modifications, shall be closely examined before removal will be authorized.
- (d) During application review, the Director of Development Services or designee shall consider the effect that the proposed development activity will have on the future viability of the trees to be retained/relocated within the area to be developed.
- (e) A tree removal permit shall be issued, as determined by the Director of Development Services or designee, if one or more of the following conditions exists:
  - (1) *Street opening.* Tree location restricts the opening of a street or road right-of-way.
  - (2) *Utilities and drainage.* Tree location restricts the construction of public utility lines or drainage facilities.
  - (3) *Property access.* Tree location restricts vehicular access to the property, where there are no other reasonable access points.
  - (4) *Property use.* Tree location restricts reasonable use of the property consistent with all other applicable City, county and state codes, statutes and/or ordinances; and design modifications are not practical or reasonable.
  - (5) *Hazard.* A tree that constitutes a hazard to life or property and can be resolved by removal.
  - (6) *Poor tree health.* Tree is diseased, lacking functioning vascular tissue, or deteriorating to such a state that restoration methods to bring the tree to a sound condition are not practical; or the tree has a disease that can be expected to be transmitted to other trees thereby endangering their health.
  - (7) *Single family home.* The protected tree is located within 15 feet of an occupied single family residence, but not within a public right-of-way or on someone else's property. The 15 foot distance shall be measured from the trunk of the subject tree to the dwelling unit structure.
  - (8) *Thinning of trees.* Trees are so densely situated on a parcel as to significantly impair light and air circulation, which causes poor health conditions or tree disease, so that removal of up to 25 percent of such trees is necessary to alleviate the condition.
  - (9) *Redevelopment.*
    - For nonresidential developments, mixed use developments, and multi-family developments: The property owner has submitted a revised landscape plan consistent with City regulations for redevelopment of the subject site.

- For developed single family residential lots: The property owner is replacing the tree in another location or with an alternative species. The replacement tree must meet the minimum requirements set forth in section 115-10.7.
  - For purposes of these land development regulations, redevelopment shall not be considered a valid condition for removal if the tree removal permit is submitted after the fact.
- (f) An approved City tree removal permit shall identify which trees are to be removed, methods of protection from impacts of construction, and the tree replacement requirements necessary to compensate for the loss of protected trees. The minimum compensation requirement shall be the number of replacement trees required to maintain compliance with the minimum tree requirements included in section 115-10.7.

(Ord. No. 16-31, 12-15-2016)

#### **Sec. 115-10.4. Submission requirements.**

- (a) Clear-cutting of vacant land without an approved development plan is prohibited. All property owners planning to initiate any development activity which has the potential to affect trees and vegetative cover are hereby required to submit a City tree inventory and tree removal permit application. This requirement includes, but is not limited to, the following:
- (1) Developers of all new residential subdivisions shall be required to submit a tree inventory and tree removal permit application at the time of initial preliminary plan submittal to the City, so that due consideration may be given to protection of trees during the subdivision design and review process.
  - (2) Developers of any commercial, industrial, multi-family, or other use, requiring site plan approval under the jurisdiction of this land development regulation, shall be required to submit a tree inventory and tree removal permit application at the time of initial site plan submittal to the Development Services division, so that due consideration may be given to protection of trees during the site plan design/review process. A tree inventory may be shown on the site plan.
  - (3) Developers of all new single family and duplex dwelling units shall be required to submit a tree inventory/tree removal permit application at the time of City-issued building permit application. A tree inventory may be shown on the building permit site plan.
- (b) Each tree inventory, for subdivision/site plan review, shall consist of a drawing or accurate representation with an appropriate scale to show tree locations, delineating the following information:
- (1) Property boundaries, existing and proposed structures and surrounding road system;
  - (2) Location, number, size, and species (utilizing botanical or common names) of all trees with a six inch dbh or greater within areas to be disturbed by construction. With approval of the Director of Development Services, the inventory requirements may be modified for heavily wooded sites.

(Ord. No. 16-31, 12-15-2016)

### Sec. 115-10.5. Tree Replacement.

- (a) All protected trees that have been removed, for which an approved City tree removal permit was required but not obtained and which do not meet the criteria listed under section 115-10.3 (e), will require replacement at a ratio of two replacement trees for each tree removed without a permit and other possible sanctions as determined by the code enforcement board or the special magistrate in accordance with F.S. § 162.09(2)(a).
- (b) All replacement trees shall be a minimum of two inches DBH, ten feet tall, and five feet wide at the time of planting and selected from the approved tree list included in section 115-10.7. Approved ornamental and palm trees shall not exceed 25 percent of tree replacement requirements and at least 50 percent of the trees shall be live oaks.
- (c) Replacement trees shall be planted on-site, if practical, otherwise the developer/property owner shall donate the monetary value of the required trees to the City for the purpose of planting trees on public property.
- (d) All replacement trees shall be in good health, conform to the standards for Florida No. 1 or better as given in Grades and Standards for Nursery Plants, State of Florida, Department of Agriculture and Consumer Services, Tallahassee (97T-05, second edition, February 1998), which is hereby adopted and included by reference herein. A copy of such publication is available from the Director of Development Services or designee.
- (e) **Any property owner that removes a protected tree for which an approved City tree removal permit was required, but not obtained, and which also meets the criteria for removal listed under section 115-10.3 (e) shall be subject to a \$2,500.00 fine per tree.**

(Ord. No. 16-31, 12-15-2016)

### Sec. 115-10.6. Tree protection during construction.

- (a) Property owners/developers shall protect, during construction, all protected trees within areas to be disturbed by construction activities as identified on an approved tree removal permit. Tree removal, building, or other development permits may be revoked if protective measures are not used at any time during construction.
- (b) The following shall be prohibited within the tree protection zone (defined in Chapter 100) of designated trees, unless authorized by the Director of Development Services:
  - (1) Parking of heavy equipment, cars and trucks or vehicular traffic;
  - (2) Stockpiling of any materials;
  - (3) Deposition of soil, sediment, or mulch;
  - (4) Grading or grubbing;
  - (5) Excavation or trenching;
  - (6) Burning or burial of debris, within the entire construction site;
  - (7) Dumping oil, gasoline, paint, chemicals, wastewater, or other construction wastes. Storage of potentially hazardous materials shall be in appropriate, non-leaking containers as far away from tree protection zone as possible.



(Ord. No. 16-31, 12-15-2016)

**Sec. 115-10.7. Minimum Tree Planting Requirements.**

- (a) All properties requesting development approval (residential and nonresidential) must meet minimum tree requirements as specified below unless otherwise exempted.
- (b) *Minimum Tree Requirements.*

Lot Area (sq. ft.)	Minimum Number of Trees
Less than 6,000	2
6,000—10,000	3
10,000—16,000	4
16,000—20,000	5
Over 20,000	6

- (c) One of the minimum number of trees required shall be planted as a street tree. Such tree shall be planted prior to occupancy of the structure and shall be a maximum of ten feet inside the front property line.
- (d) All property owners/developers that are requesting building permits/development approvals for individual lots (single family or duplex), or individual lots within an approved subdivision (see section 115-10.4, Submission requirements), must meet minimum tree requirements for each specific lot prior to the issuance of a certificate of occupancy, unless otherwise exempted.
- (e) Proper care and maintenance of recently planted trees and vegetation; i.e., necessary water, fertilizer, and support structures, shall be the property owner's/developer's responsibility and be guaranteed for the duration of an Approved Maintenance Agreement (two years) with the City. Upon sale of an individual lot, the responsibility for care and maintenance of trees is transferred to the new property owner of said individual lot.
- (f) Ongoing maintenance is required and shall consist of mowing, removal of litter and dead plant materials, necessary pruning, watering, fertilizing and replacing frozen or dead plants and trees. In the event vegetation or trees die over time, replacement of vegetation specific to genus and species shall be as originally illustrated on the approved site plan.
- (g) If required, the property owner will replace trees that do not survive during the Approved Maintenance Agreement time period. The replacement tree shall fulfill the duration of the Maintenance Agreement.
- (h) Trees used in fulfillment of the requirements of this section shall be a minimum of two inches DBH and ten feet tall and five feet wide at the time of planting and selected from the approved tree list (section 115-10.7(f)). Approved ornamental and palm trees shall not exceed 25 percent of minimum tree requirements. All required trees shall be in good health, conform to the standards for Florida No. 1 or better, as given in the Grades and Standards for Nursery Plants, State of Florida, Department of Agriculture and Consumer Services as referenced herein. Trees used to meet these minimum tree requirements can also be used in calculations for minimum buffer requirements in chapter 110 of this land development regulation.

- (i) Trees and shrubs permitted within the City shall include but not be limited to the following:

Ash (*Fraxinus* sp.)  
Atlantic White Cedar (*Chamaecyparis thyoides*)  
Basswood (*Tilia* sp.)  
Black Gum/Tupelo (*Nyssa sylvatica*)  
Cabbage Palm (*Sabal palmetto*)  
Cedar (tree form only) (*Juniperus* spp.)  
Chickasaw Plum (*Prunus angustifolia*)  
Crape Myrtle (*Lagerstroemia indica*)  
Cypress (*Taxodium* spp.)  
Date Palms (*Phoenix* spp.)  
Devilwood (*Osmanthus americanus*)  
Fringe Tree (*Chionanthus virginicus*)  
Elm (*Ulmus* spp.)  
Flowering Dogwood (*Cornus florida*)  
Hackberry (*Celtis* spp.)  
Hickory (*Carya* spp.)  
Holly (tree form only) (*Ilex* spp.)  
Hornbeam/Blue Beech (*Carpinus caroliniana*)  
India Rosewood (*Dalbergia sissoo*)  
Jerusalem Thorn (*Parkinsonia aculeata*)  
Loblolly Bay (*Gordonia lasianthus*)  
Loquat (*Eriobotrya japonica*)  
Magnolia (*Magnolia* spp.)  
Maple (*Acer* spp.)  
Oak (*Quercus* spp.)  
Persimmon (*Diospyros virginiana*)  
Pine (*Pinus* sp.)  
Red Bay (*Persea borbonia*)  
Redbud (*Cercis canadensis*)  
Red Mulberry (*Morus rubra*)  
Southern Wax Myrtle (*Myrica cerifera*)  
Sparkleberry (*Vaccinium arboreum*)

Sweetgum (*Liquidambar styraciflua*)  
 Sycamore (*Platanus* sp.)  
 Tulip Poplar (*Liriodendron tulipifera*)  
 Washington Palm (*Washingtonia robusta*)  
 Willow (*Salix* sp.)

Fruit Trees:

Apple (*Malus* spp.)  
 Apricot (*Prunus armeniaca*)  
 Grapefruit (*Citrus paradisi*)  
 Lemon (*Citrus limon*)  
 Lime (*Citrus aurantiifolia*)  
 Orange (*Citrus sinensis* spp.)  
 Tangerine (*Citrus reticulata*)  
 Tangelo (*Citrus reticulata* x *paradisi*)  
 Fig (*Ficus carica*)  
 LeConte Pear (*Pyrus communis* x LeConte)  
 Plum (*Prunus salicina*)

(Ord. No. 16-31, 12-15-2016)

**Sec. 115-10.8. Voluntary planting.**

- (a) Nothing in this Chapter shall be construed to prohibit the planting of trees or vegetation except that which is identified on the list of noxious/exotic invasive species (section 115-10.9(a)). Trees and/or other plants indicated on the list of noxious/exotic invasive species shall not be planted in the City. Noxious/exotic invasive species (section 115-10.9(a)) shall be removed from all development sites as a part of the normal site preparation activity.
- (b) Permission from the Director of Development Services shall be required prior to planting, pruning, or removing any tree in public parks, road rights-of-way, or other publicly owned property.

(Ord. No. 16-31, 12-15-2016)

**Sec. 115-10.9. Removal of noxious/exotic invasive species.**

- (a) Specific plant species, which are prohibited within the City, are as follows:
  - (1) *Canopy and understory trees.*
    - a. Australian Pine (*Casuarina* spp.).
    - b. Melaleuca (*Melaleuca quinquenervia*).

- c. Chinaberry (*Melia azedarach*).
- d. Ear Tree (*Enterlobium cyclocarpum*).
- e. Eucalyptus species (*Eucalyptus spp.*).
- f. Brazilian Pepper (*Schinus terebinthifolius*).
- g. Paper Mulberry (*Broussonetia papyrifera*).
- h. Silk Oak (*Grevillea robusta*).
- i. Empress Tree (*Paulownia tomentosa*).
- j. Tree of Heaven (*Ailanthus altissima*).
- k. Chinese Tallow Tree (*Sapium sebiferum*).
- l. Japanese Tallow Tree (*Sapium japonicum*).
- m. Camphor (*Cinnamomum camphora*).
- n. California Privet\* (*Ligustrum ovalifolium*).

\*both shrub and tree forms.

- o. Cedar Gum (*Eucalyptus gunnii*).

(2) *Shrubs, vines, and ground covers.*

- a. Air potato/air yam (*Dioscorea bulbifera*).
- b. Downy rose myrtle (*Rhodomyrtus tomentosa*).
- c. African Bowstring Hemp (*Sansevieria hyacinthoides*).
- d. Castor Bean Plant (*Ricinus communis*).
- e. Kudzu (*Pueraria lobata* Willd.).

- (b) Removal of plants listed on the list of noxious/exotic invasive species (section 115-10.9(a)) is required as a part of normal site preparation and shall not require a City tree removal permit.

(Ord. No. 16-31, 12-15-2016)

**Sec. 115-10.10. Harmful acts.**

- (a) No person shall abuse, mutilate or otherwise damage any protected tree, as described herein, or any tree located on public property, including those trees located in the public right-of-way along street frontages within subdivisions.
- (b) However, nothing in this section shall be construed to prevent reasonable and proper trimming of trees on public or private property by authorized persons in accordance with accepted horticultural methods established by the International Society of Arborists (ISA).
- (c) Any person who mutilates a tree in conflict with this section shall be required to remove the tree and will be required to comply with tree replacement provisions per section 115-10.5.

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- (d) No person shall attach any signs in an injurious manner to any tree, nor shall any person cause any substance harmful to trees to come in contact with them, or prevent water or oxygen from reaching their roots by excessive cut and fill activities.

(Ord. No. 16-31, 12-15-2016)



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: CONSIDERATION: EXTENSION OF ANNEXATION INCENTIVE PROGRAM

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**Background:**

At the April 6, 2023 City Commission, the Development Services Staff presented the annexation incentive program progress to the City Commission. At that meeting, it was assumed that a new resolution was necessary to continue the program. However, staff have since learned that the original resolution (Number 18-27) has continued to be used by the City Commission, as they have annually extended the expiration date by 12 months. Therefore, no new resolution is required.

**Recommended Action:**

Staff is seeking consensus by the City Commission to continue the annexation incentive program for another year with the new expiration date of April 30, 2024.

**Prepared By:**

Mike Lane, AICP, Director, Development Services

**Attachments:**

Resolution Number 18-27

**RESOLUTION NUMBER 18-27**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, ESTABLISHING AN ANNEXATION INCENTIVE PROGRAM TO WAIVE, TEMPORARILY, ALL APPLICATION FEES ASSOCIATED WITH VOLUNTARY ANNEXATION OF PROPERTY; PROVIDING FOR AN EFFECTIVE DATE AND EXPIRATION DATE.**

**WHEREAS**, per Chapter 163 of the Florida Statutes, the City of Eustis and Lake County have a Joint Planning Area (JPA) establishing areas appropriate for annexation into the City of Eustis; and

**WHEREAS**, there are multiple enclave parcels and parcels contiguous to the City limits within the Joint Planning Area, that qualify for annexation; and

**WHEREAS**, the Florida Statutes, Section 171.046, recognize that enclaves can create significant problems in planning, growth management, and service delivery, and therefore declares that it is the policy of the State to eliminate enclaves; and

**WHEREAS**, without enclaves of property governed by unincorporated Lake County, the City can provide more efficient and cost effective services to those residing in the Eustis geographic area; and

**WHEREAS**, the City Commission desires to reduce duplication of services, confusion regarding service providers, and inconsistency of regulation; and

**WHEREAS**, the potential resulting increase in the City's land valuation would help improve the overall public health, safety, and welfare of its citizens; and

**WHEREAS**, processing multiple annexation requests in a consolidated manner will reduce the direct costs to the City.

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

- (1) That the City Commission hereby authorizes the Development Services Department to waive all application fees associated with annexation, including the required change in land use designation, for all annexation applications received between the effective date and expiration date of this resolution.
- (2) This Annexation Incentive Program shall become effective on May 1, 2018 at 8:00 a.m. and shall expire on April 30, 2019 at 5:00 p.m.

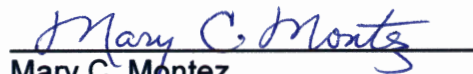
- (3) That the expiration of this Resolution may be extended for periods not to exceed (1) year by the City Commission, provided the City Commission approves the extension prior to its expiration.
- (4) That the Development Services Department shall notify the property owners of all enclave parcels and encourage them to apply for voluntary annexation.
- (5) That the Development Services Department shall prepare and present annexation ordinances and land use changes for all applications received during the aforementioned period provided the properties meet all statutory requirements for voluntary annexation.

**DONE AND RESOLVED**, this 5th day of April, 2018, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

**ATTEST:**

  
Robert R. Morin, Jr.  
Mayor/Commissioner

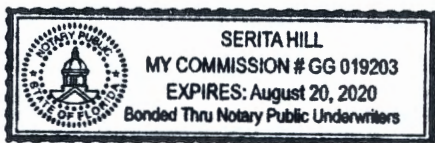
  
Mary C. Montez  
City Clerk



**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

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



  
Notary Public- State of Florida

**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.

4/5/18  
Date

  
Derek A. Schroth  
City Attorney



**CERTIFICATE OF POSTING**

The foregoing Resolution 18-27 is hereby approved, and I 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 & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

4/5/2018  
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: TOM CARRINO, CITY MANAGER

DATE: APRIL 20, 2023

RE: DISCUSSION OF EUSTIS HISTORICAL MUSEUM

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**Introduction:**

Representatives of the Eustis Historical Museum would like to have a discussion with the Eustis City Commission on the future of the Historical Museum.

**Background:**

On February 16, 2023, the Eustis City Commission considered a rent reduction request from the Lake Eustis Area Chamber of Commerce for the space at 1 West Orange Avenue. At that meeting, the City Commission threw out the possibility of the Chamber, at least temporarily, co-locating with the Eustis Historical Museum at 536 North Bay Street. As part of that discussion, the Commission asked if Mayor Michael Holland and Tom Carrino would meet with representatives of the Historical Museum to start the conversation.

At that meeting on March 3, 2023, the President of the Board, Karen Marshall, and the Museum Director, Gary Marshall, asked for an opportunity to come before the Eustis City Commission on April 20. They would like to discuss the future of the Eustis Historical Museum.

**Prepared by:**

Tom Carrino, City Manager



# City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Department Updates: Public Works, Events, and Library

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**Introduction:**

Departments provide updates.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager