



# **AGENDA**

## **City Commission Special Meeting**

**5:30 PM – Wednesday, September 11, 2024 – City Hall**

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**Invocation: Moment of Silence**

**Pledge of Allegiance: Commissioner Willie Hawkins**

**Call to Order**

**Acknowledge of Quorum and Proper Notice**

- 1. Agenda Update**
- 2. Appointment of Interim City Commissioner for Seat #4**
- 3. Adjournment**

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

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



# City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 11, 2024

RE: Appointment of Interim City Commissioner for Seat #4

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## **Introduction:**

This item serves to suggest the process for appointment of an Interim City Commissioner for Seat #4 vacated by Nan Cobb on June 11, 2024.

## **Background:**

The last time the Commission had to appoint an Interim Commissioner was in April 2019. At that time, the City placed a display ad in both the Daily Commercial and Orlando Sentinel regarding the acceptance of applications. The application period was left open for a total of 12 days beginning the Monday after the ad ran and running until the Friday of the week following.

Qualifications for Interim Commissioner were the same as for qualifying to be a candidate: 1) Must be a registered voter of the City of Eustis; and 2) Must have resided within the City for a period of at least one year or on property recently annexed into the City for a period of one year including before and after annexation. Additionally, the City's Human Resources Department performed background checks on all of the applicants. In the event an applicant had any type of conviction on their record, a copy of the background check was provided to the Commissioners. In the case of the 2019 vacancy, the application period ran from March 25th through April 5th with the Commission holding a special meeting on April 11th to interview the applicants and make a decision. Once a decision was made, the Commission appointed the Interim Commissioner via Resolution Number 19-42 and the appointee was sworn in that same night.

During previous interim applicant selections, the Commission allowed each applicant to provide a three (3) minute presentation to the Commission after which the Commission asked questions of each applicant. Following the presentations and question and answer sessions, the Mayor opened the floor to nominations. After nominations were made, the Mayor asked for a motion to close the nominations. The nominees were then voted on in alphabetical order with the nominee receiving the most votes receiving the appointment. Staff recommends that the same process be utilized for this appointment. It is also recommended that the applicants again be taken in alphabetical order for the presentations and question and answer sessions. Following the selection, the Commission will need to approve Resolution Number 24-76. After approval of the resolution, the Interim Commissioner will be sworn in by the City Clerk.

## **Recommended Action:**

Staff recommends appointment of an Interim City Commissioner from the two candidates, Christine Cruz and James Randall Glisson ("Randy"), via Resolution Number 24-76 with the appointee sworn in after the vote.

**Prepared By:**

Mary C. Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk

**Attachments:**

2024 Candidate General Application

Notice of Application Period for Appointment of Interim Commissioner

**RESOLUTION NUMBER 24-76**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPOINTING A QUALIFIED ELECTOR (VOTER) AND RESIDENT OF THE CITY OF EUSTIS TO FILL A VACANCY CREATED ON THE EUSTIS CITY COMMISSION THROUGH THE RESIGNATION OF ONE OF ITS MEMBERS; SUCH APPOINTMENT TO BE MADE ON AN INTERIM BASIS UNTIL A NEWLY ELECTED CITY COMMISSION MEMBER IS QUALIFIED.**

**WHEREAS**, Commissioner Nan Cobb, Seat #4, resigned from office due to her intent to seek the election of State Representative; and

**WHEREAS**, the term of office for which Commissioner Cobb was elected began in January 2021, and ends at the first City Commission meeting in January of 2025 when the duly elected officer is sworn in and takes the oath of office; and

**WHEREAS**, according to the City Charter, Article III, Section 9, the remaining members of the Commission shall appoint a person meeting the qualifications set forth within the Charter to fill the vacancy until the next general municipal election, at which time a successor shall be elected by the electorate; and

**WHEREAS**, Seat #4 will be placed on the November 2024 general election ballot for the City of Eustis to be considered for a full four-year term to expire at the first regular City Commission meeting in January of 2029 when the duly elected officer is sworn in and takes the oath of office;

**NOW, THEREFORE, BE IT RESOLVED** by the Eustis City Commission that \_\_\_\_\_, a qualified elector (voter) of the city and a resident of the city for one year immediately preceding his (or her) application or who has resided on property annexed into the city for at least one year, which shall include the time immediately prior to annexation and the time following annexation, prior to his or her application, is hereby appointed to serve on the Eustis City Commission, in Seat #4, on an interim basis until a City Commission member is elected and duly sworn.

**DONE AND RESOLVED**, this 11th day of September 2024, in a special 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 11<sup>th</sup> day of September 2024, by Michael L. Holland, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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

**CITY ATTORNEY'S OFFICE**

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

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

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 24-76 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

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