



AGENDA

City Commission Meeting

6:00 PM – Thursday, August 01, 2024 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: VICE MAYOR EMILY LEE

CALL TO ORDER

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

1. AGENDA UPDATE

2. APPROVAL OF MINUTES

2.1 Approval of Minutes

July 9, 2024 City Commission Budget Workshop

July 18, 2024 City Commission Meeting

3. PRESENTATIONS

3.1 Rafiki Classical Academy - Vice-Mayor Emily Lee has invited Rafiki Classical Academy to present to City Commission.

3.2 Altumint Presentation - Representatives of Altumint will be present to give an update on the school zone camera program and answer any questions.

3.3 Discussion of Options for Johnson's Point Septic to Sewer Project

3.4 Presentation on Conceptual Design for Greenwood Cemetery

4. AUDIENCE TO BE HEARD

5. CONSENT AGENDA

5.1 Resolution Number 24-55: Approving a Purchasing in Excess of \$50,000 for New Flooring in the Events Department

5.2 Resolution Number 24-63: Professional Landscape Architectural Services for Greenwood Cemetery's Tranquil Gardens and Estate Plots Improvements

5.3 Resolution Number 24-68: Amendment to the City of Eustis/UCF Partnership Agreement

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 24-41: Approving a Site Plan with Waivers for a Self-Storage Facility at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069)

6.2 **SECOND READINGS**

Ordinance 24-29: Amending Eustis Firefighter Pension Board Trustee Terms in Chapter 70, Article III, Section 70-61.5- Board of Trustees of the City's Code of Ordinances

Ordinance 24-30: Amending Eustis Police Pension Board Trustee Terms in Chapter 70, Article IV, Section 70-115- Board of Trustees of the City's Code of Ordinances

6.3 SECOND READING

Ordinance 24-30: Amending Eustis Police Pension Board Trustee Terms in Chapter 70, Article IV, Section 70-115- Board of Trustees of the City's Code of Ordinances

7. OTHER BUSINESS

7.1 Commission Appointment Discussion regarding the appointment process for the Seat 4 vacancy

7.2 Discussion of City Manager's Performance Evaluation Process

8. FUTURE AGENDA ITEMS AND COMMENTS

8.1 City Commission

8.2 City Manager

8.3 City Attorney

8.4 Mayor

9. ADJOURNMENT

This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments 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: August 1, 2024

RE: Approval of Minutes

July 9, 2024 City Commission Budget Workshop

July 18, 2024 City Commission Meeting

Introduction:

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

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary C. Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk



MINUTES

City Commission Budget Workshop

6:30 PM – Tuesday, July 09, 2024 – City Hall

CALL TO ORDER: 6:30 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

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

1. WORKSHOP ITEM WITH DISCUSSION AND DIRECTION

1.1 City Attorney

Tom Carrino, City Manager, reviewed the City Attorney budget. He stated the \$42,000 is for any outside attorneys the City has to utilize and \$230,000 is budgeted for the City Attorney which is a slight increase. He indicated that the \$42,000, if not utilized, would go into the General Fund Fund Balance. He explained that operating accounts are not rolled forward.

1.2 Parks and Recreation

Sam Brinson, Parks and Recreation Director, reviewed the draft budget with the stated intent of expanding the City's Parks and Recreation programs. He noted they will be adding four full time staff members and reclassifying the Sr. Staff Assistant position to Administrative Supervisor. He indicated that everything else is the same except he requested some funds for team building activities.

The Commission asked about cell phones with Mr. Brinson confirming he has a City provided cell phone. He indicated the amount in the budget is the same as previously budgeted.

The Commission asked Mr. Brinson his vision for Parks and Recreation. Mr. Brinson responded his vision is to expand the City recreation programs. He commented on the number of youth involved with the summer program. He stated his intent to also start a teen program. He commented on the number of youth in the area with nowhere to go after school. He indicated that he hired an individual with experience in teen programming. He stated the biggest issue is the lack of space for programs.

Mr. Brinson cited other additional programs planned including athletics with 40 kids registered for soccer. They are also working on basketball and t-ball programs as well as some adult programming. He then cited new events that are planned and noted he would be playing Santa Claus. He explained programs being planned for teens including healthy eating, financial literacy, robotics, STEM and other vocational programs.

The Commission asked about enrollment for the after-school program with Mr. Brinson responding they had 30 youth for the after-school program and there were over 100 registered for the summer program with an average of 80 in attendance per day. He explained they rotate the kids inside and out for the summer program.

Mr. Brinson reported they are requesting three maintenance workers that will take over Corey Rolle, Carver Park and the Annex. He explained that will help take the pressure off Public Works. Rick Gierok, Public Works Director, stated they would be providing some of the equipment and some of the specialized equipment would be transferred to Parks and Recreation.

Mr. Brinson explained that they would not take over all of the parks initially. He then reviewed the request for a lighting control system that will allow staff to control all of the parks lighting on an app so no one has to go out to turn the lights on and off. He added they are also asking to implement the Throguard Lightning Detection System and commented that any Parks and Recreation Department should have that system. He explained that it detects any lightning threat within five to ten miles. He stated a horn sounds to alert staff to the danger and then three horns once the threat is clear. The system would be at the pool, Carver Park and Sunset Island.

Mr. Carrino confirmed that staff currently does monitor lightning at the pool but not at other locations.

The Commission asked about the \$5,400 budgeted for T-Mobile cell phones with Mr. Brinson explaining that is for cell service for his program coordinators. He confirmed that there are three program coordinators. He indicated that the amount budgeted is the same as previously budgeted. Discussion was held regarding the amount with Mr. Brinson stating he would check on the amount and adjust it if necessary.

The Commission asked about the CenturyLink Fax/Phone Chargeback with Mr. Brinson indicating he would check into it and then provide the information.

The Commission asked about the Sign Shop Banners line item with Mr. Carrino explaining those are charges from the City's Sign Shop for various signage and banners.

The Commission asked about the \$7,500 for Merchant Fees Chargeback with Mr. Carrino stating those are for credit card fees.

The Commission asked about the \$6,500 for the Garden Room floor refinishing with Mr. Brinson responding that is for the annual stripping and waxing of the floor and that it is outsourced. They indicated that price was high with Mr. Brinson indicating he is working on revamping the maintenance side of the department to get more things done inhouse.

The Commission asked about the budget for pressure washing with Mr. Brinson confirming that is for all of the buildings; however, that is an item that he will also look at getting done inhouse.

The Commission questioned the \$60,000 for the Women's Club courtyard paver installation with Mr. Brinson indicating that is a guesstimate. Mr. Carrino confirmed that the Women's Club improvements are being pushed to the FY25-26 fiscal year with the intent of reevaluating those expenses.

Discussion was held regarding the various proposed improvements to the Women's Club.

The Commission asked about a sound system for the Eustis Community Center with Mr. Brinson indicating staff is working with a vendor to determine the cost to improve that system. The Commission expressed concern regarding the Community Center

building with Mr. Carrino indicating they would evaluate the system and bring back proposal.

The Commission asked about the Canine Obedience Class expense with Mr. Carrino explaining that there is a corresponding revenue to offset that expense as there is for most of the programs.

The Commission asked about the floor refinishing under Repairs and Maintenance with Mr. Brinson confirming that is for the Youth Center, not the Garden Room. The Commission expressed support for staff obtaining new quotes on the various maintenance/improvement expenses.

The Commission asked if rental fees offset the Sunset Island pavilion maintenance with Mr. Carrino explaining that the City does not charge for use of the pavilions. The Commission questioned the high cost for the pavilion maintenance. Mr. Gierok explained that it includes sandblasting and repainting. He indicated it was previously bid out and that was the lowest quote received.

The Commission cited the \$85,000 budgeted for the lifeguards and splash pad attendants and questioned if the pool is open year-round. Mr. Brinson responded negatively noting that the plan is to expand the hours and see what the response is.

Commissioner Hawkins reported that he was contacted by Keon Ellis, a NBA player from Eustis, who wants to partner with the City to start an AAU basketball team. He stated that he and Mr. Brinson met with Mr. Ellis' representatives. He stated that may be an opportunity for the City to seriously consider the future of its program. He cited previous discussion about expanding the City's gym and how the program could assist with that. He expressed support for meeting further with Mr. Ellis.

Mayor Holland expressed support for expanding the City's recreation programs. Discussion was held regarding the upcoming review of the City's capital improvement plan.

1.3 Fire

Michael Swanson, Fire Chief, cited the department's training and education needs in order to make sure they have sufficiently trained personnel for succession planning and the next fire station. He explained that some of his education requests are geared toward that. He commented on the fire truck that is on order. He stated the City will take possession in November; however, it was ordered two years ago.

Chief Swanson reviewed the Fire Department budget highlighting the following items: 1) Annual physicals; 2) Upgrade to ESO software suite; 3) Change to a new communications provider and cost for Pepwave sim card monitoring which allows them to utilize two different service providers so there is coverage for all areas; and 4) Purchase of new mattresses for firefighters.

The Commission asked if he was requesting any additional staff with Chief Swanson indicating he had spoken with Mr. Carrino about getting some additional support staff; however, he did not budget for it due to the ongoing union negotiations. The Commission expressed support for adding another support staff position.

Discussion was held regarding the Administrative personnel and the number of calls the station responds to.

Mr. Carrino stated he could look at additional staffing after all of the workshops and union shade meeting are concluded.

1.4 Development Services

Mike Lane, Development Services Director, reported that the new Senior Planner would begin the next Monday. He commented on the excellence of the two new staff members – Senior Staff Assistant and Public Notice/Development Services Coordinator. He indicated they don't have any major changes to the department budget. He stated there is \$100,000 in the budget for the Kimberly Horne contract and noted that the scanning project is again in the budget.

The Commission asked about the budget line item for stakes for posting notices with Mr. Lane indicating that is also for miscellaneous equipment and operating supplies.

The Commission asked about the line item for Chamber events with Mr. Lane indicating a number of staff members attend.

Mr. Carrino explained that the Building Department is an enterprise fund with expenses funded through the building permit fees.

Mr. Lane explained expenses have gone up due to the Building Official and Deputy Building Official now being on staff. He indicated there is \$100,000 for SafeBuilt (M.T. Causley) as a fall back in case the Building Official retires. He added that there is also a line item for additional scanning.

The Commission asked about the division of the salary costs for the Director, Assistant Director and Fire Inspector with Mr. Carrino explaining that is for the services those positions provide to the Building Department.

1.5 Human Resources

Bill Howe, Human Resources Director, noted his retirement would be August 2nd and Karen Crouch has been appointed Director.

Mr. Carrino confirmed that Mr. Howe would not be staying on through the transition; however, Mr. Howe would be available by phone if necessary.

Mr. Howe stated there are no significant changes in the budget under professional services. He indicated there is a \$5,000 increase primarily for fingerprinting and other pre-employment costs. He added there is a savings under the Labor Attorney. He indicated that is not the union attorney but deals with issues such as EEO complaints.

The Commission asked about the budgeting for credit checks with Mr. Howe explaining they do indepth credit checks only for those employees with fiduciary responsibilities.

Mr. Howe noted \$5,000 budgeted for employee training on supervisory, management and customer service issues. He indicated that could be eliminated at the will of the Commission. He then cited some minor increases/ decreases pertaining to travel, conferences and promotional items. He noted the funding of \$12,114 for NeoGov. He indicated the software helps the department with handling of applicants. He indicated that represents a 6.5% increase in cost over last year.

The Commission asked about the system used to evaluate internal equity issues. Mr. Howe noted they utilize Cody and Associates who utilizes a point factor process to evaluate job descriptions.

The Commission asked if employees are provided the opportunity for their position be analyzed or reclassified. Mr. Howe confirmed that is done and explained that the system only deals with internal equity and does not apply to what other entities pay. He then explained that employees who begin doing work at a higher level, not in volume but responsibility, that receives more points.

The Commission asked about the Sam's Club memberships with Mr. Howe explaining he and the Fire Chief use the membership to purchase supplies for employee events. He indicated he was unaware of other departments having memberships.

1.6 Other Business

Mr. Carrino indicated that a fifth workshop needed to be scheduled to discuss the CIP and the CRA. He noted the CRA would also need to approve its budget.

Discussion was held regarding scheduling another workshop. Mr. Carrino noted the joint meeting with Lake County was scheduled for July 24th. It was tentatively agreed to hold the workshop on Thursday, July 25th at 6:30 p.m.

Mr. Carrino reviewed the schedule for the remaining workshops. It was agreed to recess and then review the Police Department. It was also agreed to review the CIP and Finance on July 10th.

RECESS: 7:48 P.M. RECONVENE: 7:58 P.M.

1.7 Police Department

Craig Capri, Police Chief, expressed appreciation for the support the department receives from the Commission, City Manager and the public. He reported that two new officers had been hired bringing the department to full staff. He indicated they actually have a waiting list of individuals wanting to work for the department.

The Commission asked about the bicycle program and the addition of TREK bikes with Chief Capri indicating only he and one other officer currently have bicycles; however, someone is interested in purchasing bicycles for the department. He cited his interest in having officers downtown and in various neighborhoods. He indicated their intent to bring the hot dog truck to different neighborhoods each week once school starts.

The Commission expressed interest in also riding bicycles with the department. They asked about CrewSense with Chief Capri explaining that is a scheduling software. He indicated they are also looking at another software program.

Chief Capri provided an update on the motorcycle unit and expectation of receipt of all equipment within the next 30 to 60 days. He noted the amount of interest expressed by the public. He commented on how difficult the police motorcycle course is and they have had two officers pass the course. He then cited the increase in fuel due to increasing fuel costs. He expressed concern regarding increasing vehicle maintenance costs. He stated there are four vehicles being purchased in the current fiscal year and five more in the next fiscal year; therefore, the department will have nine new vehicles by the end of the calendar year. He cited difficulties with some of the vehicles and the benefits to the take home policy. He expressed support for adding a dedicated mechanic for the police and fire departments. He commented on the new look for the departmental vehicles.

The Commission asked if they had thought about having an attorney just for the Police Department.

Chief Capri commented positively on the support the department receives from the PRM attorneys. He indicated the police department can call on them any time of day or night.

Chief Capri emphasized how the department has done a lot of de-escalation training to avoid having to call the attorneys. Mr. Howe confirmed the City is not charged extra for the department utilizing their services. He indicated the City would have to pay if they needed to represent the City in the event of a lawsuit.

The Commission questioned how much the City pays PRM with Bill Howe explaining the City uses PRM for medical coverage as well as for property and casualty.

Chief Capri commented on the cost for dispatch services with Lake County and cited the learning curve with the new relationship. He indicated they have put out information for the public about how the process works. He stated the City will be saving approximately \$400,000 to \$500,000 per year. He noted that in the current fiscal year, they did have to purchase a piece of new equipment. He commented on the expense of adding in-car radios back into all of the vehicles due to the officer safety issue of utilizing hand held radios.

The Commission asked if a new vehicle is being purchased for Code Enforcement with Chief Capri confirming that is being purchased in the current fiscal year. He reported on the proactive work being done by the Code Enforcement staff and cited the addition of another Code Enforcement officer.

The Commission asked about utilizing a Special Magistrate for the school zone camera ticket appeals. Chief Capri indicated they are going to start utilizing the Code Enforcement Board with the first appeals going to the Board in August. He cited the additional local cities that are going to add the cameras and expressed continued support for the program.

The Commission asked about the \$17,000 budgeted for contracted grants and accreditation services. He indicated that is for an outside grant writer to assist with the accreditation program. He noted that he also hired a retired Captain from Orange County to write grants for the department. He indicated that a friend of his also used his personal drone to film all of the City's infrastructure for use following hurricanes. He indicated they will also be assisting with Homeland Security grants.

Mr. Carrino suggested completing Finance Administration and then doing CIP on July 10th.

1.8 Finance Administration

Lori Carr, Finance Director, presented the finance budget and confirmed they will be hiring a Deputy Finance Director. She noted that Mike Sheppard would be leaving September 30th. She stated the department increases are basically an across the board 5% increase. She indicated that the employee training expense was increased due to a certification she needs to maintain. She cited the purchase of the Gravity program under Capital Outlay which pulls budget books and ACFR together. She indicated it was moved from Other Contractual Services.

The Commission confirmed that the department has the equipment and hardware necessary to do their job properly with Ms. Carr stating that Edmunds has agreed to do an onsite needs assessment, process evaluation and additional training. She expressed concern regarding the current situation and indicated it is possible that

Edmunds may be capable of more than it is being utilized for. She confirmed that Edmunds is not charging for this service. She recognized Joy Mackenzie for learning how to better print the budget books.

The Commission asked about the Sprint long distance item with Ms. Carr indicating she would find out about that.

The Commission asked the difference between elevator service and maintenance with Ms. Carr indicating the one is for routine inspections and maintenance and the other for repairs.

Ms. Carr then reviewed the Purchasing budget and explained the Buyer position has been moved from Public Works to Purchasing and they will primarily focus on utilities.

Mr. Howe explained they are looking at reevaluating the job description with a higher pay range and noted they are looking at an experienced purchasing manager from a nearby city.

Ms. Carr indicated they are looking at developing a succession plan for that division.

Mr. Carrino indicated they will concentrate on the CIP at the July 10th workshop with the possibility of also doing the CRA budget and Thursday they will present IT, Public Works and Utilities. He noted the July 11th workshop will start at 5:00 p.m. He indicated that the new Assistant City Manager Miranda Burrowes would be at City Hall prior to the July 10th workshop.

2. ADJOURNMENT: 8:35 P.M.

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

CHRISTINE HALLORAN
City Clerk

MICHAEL L. HOLLAND
Mayor/Commissioner



MINUTES

City Commission Meeting

6:00 PM – Thursday, July 18, 2024 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS

CALL TO ORDER: 6:04 P.M.

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

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

1. AGENDA UPDATE

Tom Carrino, City Manager, announced the tentative joint meeting with the Lake County Commission was cancelled. He indicated that the Commission would not be discussing anything about the Thrill Hill proposed annexations nor on June 24th due to the cancellation of that meeting.

2. APPROVAL OF MINUTES

June 13, 2024 City Commission Workshop: Live Local Act
June 20, 2024 City Commission Meeting
July 8, 2024 City Commission Budget Workshop

Motion made by Vice Mayor Lee to approve the Minutes as submitted. Seconded by Commissioner Hawkins. Motion passed on the following vote:

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

3. APPOINTMENTS

3.1 Appointment to Eustis Housing Authority: Jennifer Bentley

Motion made by Vice Mayor Lee to approve the appointment of Jennifer Bentley to the Eustis Housing Authority. Seconded by Commissioner Hawkins. Motion passed on the following vote:

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

3.2 Appointment to Eustis Housing Authority: Latoya Young

Motion made by Commissioner Hawkins to approve the appointment of LaToya Young to the Eustis Housing Authority. Seconded by Vice Mayor Lee. Motion passed on the following vote:

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

4. AUDIENCE TO BE HEARD

Jane Hepting, Lake County Conservation Council member, cited a letter she sent to the Commission on June 13th expressing opposition to the proposed annexation of the Thrill Hill properties for the development of 535 dwelling units. She indicated that most of the properties

are located within the Wekiva/Ocala Rural Protection Area. She commented on the history of the proposed development and previous discussion held by the County and area cities regarding urban sprawl. She stated LCC's encouragement that the City deny the proposed annexation and development.

John Kelty, Cozy Corner Treasures, requested that the City enact an ordinance to limit the downtown parking to customers only possibly within certain hours.

Brian Butler commented on negative comments made on social media and encouraged the Commission to not take those comments personally. He thanked the City Commission for their work.

Pastor Renee Hill expressed gratitude for the City Commission, Police and Fire Chiefs and City staff. She asked them to continue to do well and be encouraged despite any negative comments.

Kathie Graham spoke in opposition to the proposed Thrill Hill development and cited the various wildlife on her property including endangered gopher tortoises.

Maria Dodd complained about her high water bills stating she needs help to pay those. She indicated she just moved to the City in May but was required to pay the bills since January. She complained that there was almost a \$70 bill even though no water was utilized.

Mr. Carrino confirmed the address on the speaker card was the address in question and asked her to include her contact information and staff would contact her regarding the issue.

5. **CONSENT AGENDA**

5.1 Resolution Number 24-38: Water Service/Annexation Agreement for Property Located at 37250 Beach Drive, Umatilla, Florida – Alternate Key Number 1734827

5.2 Resolution Number 24-47: Extending the cash management and banking services contract with TD Bank for an additional 5-year term through June 30, 2028

5.3 Resolution Number 24-52: Utilities Administration Headquarters Building

5.4 Resolution Number 24-53: Police Transfer of Confiscated Funds

5.5 Resolution Number 24-56: Bid Award #009-24 and Approval of a Purchase in Excess of \$50,000 for Fire Station Number 22 Emergency Generator

5.6 Resolution Number 24-61: Approval of Purchase in Excess of \$50,000 for Change Order Numbers 1 and 2 for Additional Construction Services for the Coolidge Street Utility Improvements Project

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

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

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

6.1 Resolution Number 24-40: Creation of Fees for Electric Chargers

Sasha Garcia, City Attorney, announced Resolution Number 24-40: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; adopting a user fee for public electric vehicle charging stations within the City; and providing for an effective date.

Mr. Carrino noted that the Commission previously directed staff to implement a user fee to assist in recouping the City costs for offering the electric charging stations. He stated staff is proposing a \$2.50 fee per hour of charging. Once a vehicle is fully charged, there would be a grace period of 30 minutes. If the vehicle is not moved, then the \$2.50 per hour charge would resume. He explained that is to encourage people to relocate their vehicles to allow others to use the charging stations.

Discussion was held regarding increasing the \$2.50 per hour overtime charge to encourage people to move their cars as soon as they are fully charged.

Attorney Garcia confirmed it would be OK to make that change to the resolution. She opened the public hearing at 6:26 p.m. There being no public comment, the hearing was closed at 6:26 p.m.

Motion made by Commissioner Hawkins to approve Resolution Number 24-40 with the amendment to change the overtime charge from \$2.50 per hour to \$10.00 per hour. Seconded by Vice Mayor Lee. Motion passed on the following vote:

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

6.2 Resolution Number 24-57: Preliminary Subdivision Plat for The Grove at Pine Meadows (Alternate Key Numbers 3907758, 2831634 and 1588243)

Attorney Garcia announced Resolution Number 24-57: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for The Grove at Pine Meadows Subdivision, a 60-lot single family residential subdivision, on approximately 24.96 acres of property located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive (Alternate Key Numbers 3907758, 2831634 and 1588243).

Jeff Richardson, Development Services Deputy Director, reviewed the proposed preliminary plat. He reviewed the application history and indicated the wetlands are not being touched except for a few trees being removed. He stated that all of the lots meet the minimum house size required for the district. He reviewed the details of the project with a density of 2.88 dwelling units per acre and confirmed they are providing 27.4% open space with 1.09 acres of park space. He cited the landscape buffers on both Pine Meadows and Orange Avenue. He provided an aerial view of the site. He indicated the property has a Suburban Residential future land use designation and a Rural Neighborhood design district designation. He stated the request meets all of the requirements of the current Land Development Regulations and staff's recommendation for approval.

The Commission asked if the ingress would be from Pine Meadows or Orange Avenue with Mr. Richardson indicating it would be from both directions. The Commission then asked if the developer conducted a traffic impact analysis with Mr. Richardson responding that he believed the developer did one; however, they may have received a waiver as not having met a threshold. He indicated the developer was present to answer any questions.

The Commission cited the number of homes to be built and the traffic increase. They also asked about the impact on the City's wastewater. They asked if the developer held a community meeting with Mr. Richardson indicating he was not aware of one. The Commission expressed concern regarding the lack of a community meeting and the affect on the existing residents.

The Commission also expressed concern regarding the number of homes proposed for the site. They questioned when the property was annexed with Mr. Richardson indicating he thought it was in 2020.

Attorney Garcia asked the developer to come forward to answer questions from the Commission with Mayor Holland asking the public to hold any comments or applauding so that it doesn't create a problem for the Commission hearing or the recordings.

Christopher Germana, engineer of record with Germana Engineering and Assoc., pointed out that the proposed development exceeds the required amount of open space, has lower density than the maximum allowed, the park space is in excess of what is required, the land use and zoning designations support what is proposed and staff has recommended approval. He indicated he could answer any technical questions.

The Commission asked if he could explain the traffic report with Mr. Germana responding that he is not the traffic engineer; however, he knew that a traffic memorandum was submitted that showed the traffic as de minimis. The Commission confirmed that there are wetlands on the site and asked what type of sewer would be used. Mr. Germana responded they would be utilizing municipal sewer, not septic, and confirmed it would not run through the wetlands. He stated they would have an onsite lift station with the line running to Orange Avenue and then east with a force main.

The Commission questioned the size of the homes with Mr. Germana responding that the builder has not been selected so that has not been determined yet. They asked if he is aware of the size of the homes surrounding it with Mr. Germana indicating there are some homes smaller than what is projected and some are larger. He confirmed they have not held a community meeting.

The Commission expressed concern that the application was submitted in November and yet they have not met with the neighboring property owners in the interim. Commissioner Hawkins stated that a community meeting should have been held before it was presented to the Commission.

Mr. Germana responded that the current land use designation allows for what is being proposed.

Commissioner Ashcraft commented on how this comes up with every development and recommended that the Code should be amended to require a community meeting prior to coming to the Commission.

Vice Mayor Lee asked Mr. Germana what size home he thought would fit on the lots with Mr. Germana responding he could not speculate. He noted that each lot would have stipulations regarding setbacks. Vice Mayor Lee questioned why they were proposing to place so many homes on the site with Mr. Germana stating that would be primarily market driven as the smaller homes are the trend. Vice Mayor Lee expressed concern regarding the quality of construction that may be used and expressed agreement with changing the Code to require the community meetings.

Nick Burton, Epic Development Group, stated the homes would be approximately 1800 to 2100 sq. ft. and are expected to be a higher end product; however, the builder has not yet been selected. He explained that building a more expensive home would allow the developer to obtain more for the land.

Commissioner Hawkins commented on the possibility of reducing the number of homes, building bigger homes and getting just as much money.

Mr. Burton stated that is not his area of expertise; however, they originally proposed more but staff was diligent in getting them to increase the lot sizes.

The Commission expressed support for the development utilizing fewer homes on larger lots.

Mr. Burton commented that after looking at the traffic study, schools, sewer, water, etc. that 60 homes were the minimum needed to move forward. He noted they also conducted an environmental study. He commented that the wetlands is actually a lake known as Lake Kathryn and will be an amenity. He indicated that all of the trees around the lake will be saved.

The Commission asked if runoff has been addressed with Mr. Germana responding that they have submitted to the St. John's River Water Management District for a permit. He indicated there would be stormwater management onsite and would meet all of the criteria about not adversely impacting adjoining properties and providing the water quality requirements of the District.

Commissioner Hawkins cited the homes and streets surrounding the property and commented on the impact of an additional 60 homes.

Commissioner Ashcraft cited the need for this type of information to be available when a property is annexed with other Commissioners concurring.

Mr. Germana noted that the development as presented meets the criteria of the land use designation.

Attorney Garcia opened the public hearing at 6:53 p.m. and reminded the public that they have three minutes each to speak.

The following individuals expressed concern regarding the impact on the surrounding neighborhoods including increased traffic, schools, water runoff, increased density, reduction in privacy, impact on wildlife, and the condition of roads: 1) Kevin Kisner; 2) Eric Geisler; 3) Rita Monfrada; 4) Cecil Wells; 5) Patrick Sides; 6) Brenda Rogers; 7) Judy Eisnor; 8) Chris Herod; 9) Amanda Hall; 10) Marcus Savage; and 11) Christine Cruz.

There being no further public comment, the hearing was closed at 7:14 p.m. Attorney Garcia opened the floor to the applicant for response to the public comments.

Mr. Germana responded to comments from the audience as follows: 1) He has been in Lake County since 1997. 2) Runoff - There will be a stormwater pond. Runoff will be treated and discharge will not exceed pre-development runoff. 3) Development will not be utilizing septic but will be using municipal sewer with a lift station. 4) Regarding the sewer line on Orange Avenue - all work will be done in the right-of-way or utilizing a directional bore to keep the road operational. 5) Wildlife - An environmental assessment was done. Gopher tortoises were found and will be relocated through the FWC process. 6) Traffic - The traffic study indicated there would be 47 peak AM trips and 61 peak PM trips.

Motion made by Commissioner Hawkins to approve Resolution 24-57. Seconded by Mayor Holland for discussion purposes.

Mayor Holland expressed concern regarding the condition of the roads and stated that coming out of Three Lakes onto Orange Avenue will be difficult. He stated they will be overloading State Road 19. He expressed support for slowing development until a new comprehensive plan and land use regulations can be developed. He cited issues with the eastern water plant.

Vice Mayor Lee stated there will really only be one exit and noted that all of the roads end up on Orange Avenue. She expressed concern regarding the condition of the roads in that

area. She further commented on the number of homes planned and there being only one in or out.

Commissioner Hawkins commented on how much the construction will cause additional traffic issues and the impact on both Orange Avenue and Pine Meadows.

Commissioner Ashcraft expressed support for stopping any annexations until the codes have been addressed.

Mayor Holland commented on what was discussed when the property was originally annexed and the indication it was going to be developed as ranchettes.

Attorney Garcia noted the Commission could postpone consideration to allow the applicant to address some of the concerns and indicated if it is denied the applicant will have to wait nine months before they can resubmit.

Motion to approve failed on the following vote:

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

A brief recess was held to allow audience members to leave the Commission Room.

6.3 Resolution Number 24-58: Site Plan Approval with Waivers for a Fast Food Restaurant with Drive-Through, Located along the South Side of US Hwy 441 Between Kurt St and Dillard Road (Alternate Key Numbers 1632501, 3800670, and 3800677)

Attorney Garcia announced Resolution Number 24-58: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary site plan approval with waivers for a 2,904 square foot restaurant with drive-through on approximately 2.14 acres south of US Hwy 441, between Kurt St and Dillard Road (Alternate Key Numbers 1632501, 3777837, 3800670 and 3800677).

Mr. Richardson stated the application is for a Zaxby's Restaurant on Hwy. 441. He reviewed the requested waivers as follows: 1) Set back greater than 75 feet but no more than 90 feet along Hwy. 441; 2) Reduction of the 50% frontage buildout percentage providing a minimum of 32% frontage along Hwy. 441; 3) Allow the use of faux windows and awnings to meet the minimum window fenestration of 40% along US 441; and 4) Allow drive-through lanes and order boards to be located in front of the commercial structure. He presented the elevations for the project.

The Commission asked about the entrances and exits for the site with Mr. Richardson explaining the entrance will be a joint one that adjoins the existing credit union and then traffic would circulate through.

Mr. Richardson explained the placement of the faux windows which would be in front of the restrooms and working part of the kitchen. He highlighted the location of the menu boards for the drive-through and cited the landscape buffer between the drive-through and Hwy. 441. He confirmed the required notices were provided. He stated the application is substantially consistent with the Land Development Regulations, the waivers do not jeopardize health, safety or welfare of the public and staff's recommendation for approval.

Attorney Garcia opened the public hearing at 7:34 p.m. There being no public comment, the hearing was closed at 7:34 p.m.

Motion made by Commissioner Ashcraft to approve Resolution 24-58. Seconded by Commissioner Hawkins. Motion passed on the following vote:

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

6.4 Resolution Number 24-59: Acceptance of the Final Subdivision Plat for Pine Meadows Reserve Phase 1A and acceptance of Performance Bond

Attorney Garcia announced Resolution Number 24-59: A Resolution of the City Commission of the City of Eustis, Florida; approving a final subdivision plat for Phase 1A of Pine Meadows Reserve Subdivision for 209 lots, on approximately 240.43 acres of property located on the north and south sides of Pine Meadows Golf Course Rd, with frontage on County Road 44 (Alternate Key Numbers 1061725, 1718881, 3839388, 3839391, 3839392, 1213916, 1213908, 3901694 and 1408041).

Mr. Richardson reviewed the resolution for final subdivision plat for Pine Meadows Reserve Phase 1A for 209 lots of a total 548-unit residential subdivision on 241.141 acres. He provided background information on the proposal, approval of concept plan, public hearings and Development Review Committee review. He reviewed the phasing plan for the overall development. He cited the submittal of the performance bond in the amount of \$2,408,677.18. He reviewed the details of the proposed development and submitted an aerial of the property. He stated the site has a future land use designation of Suburban Residential with a Rural Neighborhood design district designation. He stated staff's recommendation for approval and acceptance of the performance bond.

Attorney Garcia opened the public hearing at 7:39 p.m. There being no public comment, the hearing was closed at 7:39 p.m.

Motion made by Commissioner Ashcraft to approve Resolution 24-59. Seconded by Vice Mayor Lee. Motion passed on the following vote:

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

6.5 Resolution Number 24-60: Water, Wastewater, and Reclaimed Water Rate Adjustment

Attorney Garcia announced Resolution Number 24-60: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; authorizing adjustment to City of Eustis rates for water, wastewater and reclaimed water, to provide for the annual adjustment per Ordinance Number 16-10, to be effective July 1, 2024.

Lori Carr, Finance Director, stated the resolution proposes to increase the rates by 2.5% effective July 1st. She stated that the City ordinance requires that the City conduct a rate study every five years. She indicated the last study was performed in 2021 and recommended an annual 2.5% increase which is what is being requested. She stated that recent inflation necessitated performing a new rate study which is being done by Raftelis. She indicated the results of that new study will be presented at a later date. She summarized that the increase would raise the average water/sewer bill by \$1.89 per month, irrigation would increase \$0.41 per month and the reclaimed water cost would be \$0.20 per month.

The Commission asked if the decision on the eastern water plant would affect the rate increase with Mr. Carrino explaining the City needs to do the 2.5% increase at a minimum. He indicated that once the additional data regarding options is collected then a midyear adjustment may be necessary. He added that the City may need to have a discussion with Lake County regarding their intentions for development near the eastern plant. He cited the type of information that will be provided on the various options.

Attorney Garcia opened the public hearing at 7:44 p.m. There being no public comment, the hearing was closed at 7:44 p.m.

Motion made by Commissioner Hawkins to approve Resolution 24-60. Seconded by Commissioner Ashcraft. Motion passed on the following vote:

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

6.6 Resolution Number 24-62: Utility Services for Non-City Residents and Annexations

Attorney Garcia announced Resolution Number 24-62: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; adopting a standard annexation agreement form for contiguous and non-contiguous property owners desiring to utilize City utility services; authorizing the City Manager to execute said agreements; providing for conflicts; and providing for an effective date.

Attorney Garcia explained that the City has received an increasing number of requests from property owners, both contiguous and non-contiguous, to utilize City utilities for a variety of reasons. She noted that the City has had a standing policy that annexation is a condition to receive utility services from the City. She indicated there is a process for developers in the code but there is not a process for an individual property owner that already has a residence established. She said this would only apply to those areas where the City already has water and/or sewer available. She stated the condition of requiring annexation is completely reasonable as determined by the Supreme Court. She explained the agreement would allow a property owner to obtain utility services prior to annexing. She added that the agreement would not require the Commission to accept an annexation but requires the property owner to apply. If the Commission decides not to require the annexation, the property owner would still receive the utility service. Once the property becomes contiguous or another method for annexation occurs, then the City would provide notice to the property owner of the need to annex. Once the agreement is recorded, then the property owner would be able to start the process to obtain utilities.

Attorney Garcia confirmed that the property owner would have to pay any costs for extending the lines to the home as well as normal connection fees.

Mr. Carrino explained this would only be for areas where the water/sewer are already available and would primarily be for someone who's well or septic system has failed. He explained what a City resident would do if their well or septic failed and how they would obtain service.

Attorney Garcia explained that, once the property becomes contiguous, the City could annex without any further action by the property owner. She emphasized that the agreement would not require the City to extend any utility lines.

Attorney Garcia opened the public hearing at 7:52 p.m. There being no public comment, the hearing was closed at 7:52 p.m.

Motion made by Commissioner Hawkins to approve Resolution 24-62. Seconded by Vice Mayor Lee. Motion passed on the following vote:

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

6.7 FIRST READING

Ordinance 24-29: Amending Eustis Firefighter Pension Board Trustee Terms in Chapter 70, Article III, Section 70-61.5- Board of Trustees of the City's Code of Ordinances

Attorney Garcia read Ordinance Number 24-29 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending Chapter 70, Pensions and Retirement, Article III, Municipal Firefighters' Pension and Retirement System, Section 70-

61.5-Board of Trustees of the Code of Ordinances of the City of Eustis; and providing an effective date.

Attorney Garcia explained that she was contacted by the Board Attorney for the Police and Fire Pension Boards. They were concerned about vacancies on the boards and wanted to set out some terms for the board members that might help reduce the turnover. She stated the changes modify the code to allow for staggered terms, having numbered seats, setting election dates for each seat and providing new trustees would serve out the remaining term for that particular seat. She indicated that both boards have voted in favor of the amendments. She added that no impact letters have been received from the actuaries but there is no impact on the plans.

Attorney Garcia opened the public hearing at 7:54 p.m.

Jeffrey Stephan confirmed that the board member terms were to be staggered.

Mayor Holland expressed appreciation to Mr. Stephan for his service on the pension board.

Motion made by Vice Mayor Lee to approve Ordinance 24-29 on first reading. Seconded by Commissioner Hawkins. Motion passed on the following vote:

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

6.8 FIRST READING

Ordinance 24-30: Amending Eustis Police Pension Board Trustee Terms in Chapter 70, Article IV, Section 70-115- Board of Trustees of the City’s Code of Ordinances

Attorney Garcia read Ordinance Number 24-30 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending Chapter 70, Pensions and Retirement, Article IV, Municipal Police Officers' Pension and Retirement System, Section 70-115-Board of Trustees of the Code of Ordinances of the City of Eustis; and providing an effective date.

Attorney Garcia opened the public hearing at 7:55 p.m.

Mr. Stephan asked how the board members will know when their term is to run out with Attorney Garcia responding that the Board Attorney will inform each of the board members when their term ends.

There being no further public comment, the hearing was closed at 7:55 p.m.

Motion made by Commissioner Hawkins to approve Ordinance 24-30 on first reading. Seconded by Commissioner Ashcraft. Motion passed on the following vote:

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

7. FUTURE AGENDA ITEMS AND COMMENTS

7.1 City Commission

Commissioner Hawkins asked about the water department complaint expressed earlier. He asked Nichole Jenkins to address that complaint.

Nichole Jenkins, Customer Service Manager, explained the problem is that the building used to be a daycare and was plumbed with two meters. One serves the daycare portion and one serves the home. They previously had garbage on both units; however, the second garbage has been cancelled since one person owns both. She stated that, to help Ms. Dodd, for a year

they cancelled the availability charge on one of the meters. She confirmed that amount was \$725.28 and they waived it for one year. She stated that year will end in August and noted that she has spent over six hours trying to explain the situation to them. She has explained they can replumb the property and then they can have one meter. She confirmed that she has tried to explain the availability charge and noted that she has two employees who are fluent in Spanish and they have tried to explain as well. She indicated that, at one time, one of the meters was broken for three months which is why it showed zero consumption; however, once the meter was repaired there was consumption. During the time it was broken, she was only charged for availability, not consumption.

The Commission suggested having a face to face meeting with the City Manager and have Elis Forman sit in to provide translation service.

Commissioner Hawkins thanked the Police and Fire Departments for their participation in the various school backpack drives. He cited other City departments that have also been involved. He commented on how the Eustis cheerleaders performed a community cleanup and may be doing another one.

Commissioner Ashcraft thanked City staff for the Independence Day Hometown Celebration with over 10,000 attendees.

The Commission concurred and noted how well behaved the entire crowd was.

7.2 City Manager

Mr. Carrino asked Development Services Director Mike Lane to introduce his new employee.

Mr. Lane introduced Kyle Wilkes as the new Senior Planner for the City.

Kyle Wilkes expressed appreciation for joining the City and working with the Commission.

Mr. Carrino commented on the need to work through some issues with Lake County and cited the cancellation of the joint meeting.

Mr. Carrino reported that Kimberly Horne is working on the City code re-write. He noted that the City has not imposed a moratorium so staff has to keep accepting applications. He presented to the Commission a cover letter and draft design guidelines.

Attorney Garcia stated that there has been state legislation that pre-empts certain design standards for development and indicated it may preclude the Commission considering the standards.

Mr. Carrino responded that the standards are consistent with other projects Kimberly Horne has worked on but staff can double check with them to see if there are any pre-emptions.

7.3 City Attorney

Attorney Garcia indicated she would provide a presentation to the Commission at the next meeting regarding restrictions for special events.

7.4 Mayor

Mayor Holland thanked Ann Ivey for the August event calendar and expressed appreciation for her and her library staff. He announced that he received a communication from the FBLA sponsor at Eustis High School concerning Kelly Ung who won #1 in the state in accounting. She competed that day in Orlando and came in #3 in the nation.

He commented on the Commission's involvement in education in the community. He asked the Commission to discuss at a future meeting obtaining an appraisal of the eastern water plant property. He thanked the Commission and community members for their support. He added that at the next Commission meeting they would need to discuss filling the vacant Commission seat.

8. ADJOURNMENT: 8:10 P.M.

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

CHRISTINE HALLORAN
City Clerk

MICHAEL L. HOLLAND
Mayor/Commissioner



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: Discussion of Options for Johnson's Point Septic to Sewer Project

Introduction:

The Utilities Department will present options for the Septic to Sewer Project at Johnson's Point in Grand Island.

Background:

The City of Eustis (City) was awarded \$100,000 from the Lake County Septic to Sewer Program to connect 14 units to City sewer. The original project consisted of a small force main running to an existing lift station with connection points for 7 privately owned pumps (1 for each duplex). Conceptual engineering has been completed and Staff has identified potential options for future "Septic to Sewer" connections and is seeking direction from Commission prior to proceeding.

Prepared By:

Olivia Kilgore – Administrative Assistant, Water Department

Reviewed By:

Rick Gierok, P.E., Director of Public Works, City Engineer
Greg Dobbins, Deputy Director of Public Utilities



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: Presentation on Conceptual Design for Greenwood Cemetery

Introduction:

Kimley-Horn will present the conceptual design for Greenwood Cemetery.

Prepared By:

Christine Halloran, City Clerk

Rick Gierok, Director of Public Works, City Engineer

Reviewed By:

Greg Dobbins, Deputy Director of Public Utilities



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: Resolution Number 24-55: Approving a Purchasing in Excess of \$50,000 for New Flooring in the Events Department

Introduction:

Resolution Number 24-55 authorizes an expenditure in excess of \$50,000 for purchasing and installing new flooring in the Events Department, authorizes the City Manager to execute all related agreements, and authorizes the Finance Director to adjust the approved 2023-2024 CIP Budget for this purchase.

Background:

The Events Department area of City Hall is in need of flooring replacement. The current floor covering is time-worn, shredding rolled carpet with stains and rips. The new covering will be Luxury Vinyl Plank 2.5 mm flooring in the hallways and office areas. This product will be much easier to maintain, will resist the mold issues that carpeting can create, and will hold up better from spills and numerous trips from carts. It is recommended that the entrance lobby have carpet squares installed, rather than vinyl, to hold back the street dust and dirt from traveling into the main office area.

The Eustis Purchasing Department has secured a proposal from Shaw Integrated Solutions through a State contract with Sourcewell, contract number 0808 19-SII. The cost for the flooring with installation is estimated at \$59,390 plus an additional amount of \$7,200 for moisture shield, if necessary. The contractor will complete moisture testing before installation. The estimated total cost is \$66,590.

Public Works has budgeted \$40,000 for new carpeting for the Events Department in the approved 2023-24 CIP Budget, Account #010-8600-517-60-01 (Building Improvements). Upon further reflection, Events decided vinyl flooring would be a wiser choice for City Hall's ground floor due to possible moisture issues and the rolling carts used for various events. The additional funds of \$26,600 are available from the same account.

Recommended Action:

Staff recommends approval of Resolution Number 24-55.

Budget/Staff Impact:

Funds for the proposed purchase are included in the approved CIP Fiscal Year 2023-2024 budget.

010-8600-517-60-01	PW Building Improvements	\$66,590
--------------------	--------------------------	----------

Prepared By:

Michelle C. Saxman, Assistant Project Manager

Reviewed / Edited By:

Sally Mayer, Administrative Assistant, Public Utilities

Rick Gierok, P.E., Director of Public Works

Attachments:

Resolution Number 24-55

Shaw Integrated Solutions Proposal Number 199093

RESOLUTION NUMBER 24-55

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS,
FLORIDA, APPROVING A PURCHASE EXCEEDING \$50,000 FOR THE
PURCHASE AND INSTALLATION OF NEW FLOORING IN THE
EVENTS DEPARTMENT**

WHEREAS, the City's approved budget includes funds for the purchase and installation of new flooring in the Events Department; and

WHEREAS, the Eustis Purchasing Department secured, through a State Contract with Soucewell (Contract Number 0808 19-SII), a proposal from Shaw Integrated Solutions in the amount of \$59,390 plus an additional \$7,200 for moisture shield, if necessary, with a total purchase price of \$66,590; and

WHEREAS, the approved CIP Fiscal Year 2023-2024 Budget includes \$66,590 for this flooring project in Account Number 010-8600-517-60-01; and

WHEREAS, the City of Eustis Purchasing Ordinance requires that the City Commission approve any budget amendments and purchases exceeding \$50,000.

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

- (1) The City Commission hereby authorizes the City Manager to approve the purchase and installation of new flooring in the Events Department for \$66,590; and
- (2) That this resolution shall become effective immediately upon passing.

DONE AND RESOLVED, this 1st day of August, 2024, 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 1st day of August, 2024, 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 24-55 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

Proposal Submitted To City of Eustis		Attention Accounts Payable		Phone (352) 483-5430		Fax (352) 357-1745		Date 04/15/24	
Proposal Name Events Department Main Scope				Job Name STFLS- Events Department Main Scope				Job # 176135	
Street 10 N Grove Street				Job Street 109B E. Orange Avenue P.O. Drawer 68				Proposal ID 199093	
City, State and Zip Eustis, FL 32726		Architect Sourcewell FL	Date of Plans	Add #	Job City, State and Zip EUSTIS, FL 32726--999		Customer Job # 204394	Customer PO None	

We hereby submit specifications and estimates for:

<u>Item Description</u>	<u>Color</u>	<u>Qty</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Extended Price</u>
Flow LVT 2.5MM- 4385V	85114/Smooth	3,825.00	SF	\$2.17	\$8,300.25
Welcome II EcoWorx Tile- 5T031	31557/Sterling	37.33	SY	\$53.66	\$2,003.13
Vinyl Cove Stick 4" Base .080"	00086/Charcoal	7.00	Carton	\$86.39	\$604.73
Rubber Cove Stick 6" Base 1/8"	00086/Charcoal	1.00	Carton	\$150.14	\$150.14
Wall Base Adhesive Tube		3.00	Carton	\$82.64	\$247.92
Tread & Tile Glue 1 Gallon	TBS/To Be Selected	1.00	Each	\$75.14	\$75.14
4151 Pressure Sensitive Adhesive 4 Gallon		6.00	Each	\$228.89	\$1,373.34
Carpet Demolition (standard)		463.00	SY	\$3.69	\$1,708.47
Carpet Disposal		463.00	SY	\$1.33	\$615.79
Carpet Tile Installation		37.33	SY	\$8.25	\$307.97
4" Vinyl Base Installation (excludes materials)		1,500.00	LF	\$1.33	\$1,995.00
Furniture Removal & Replacement		25.00	Hour	\$60.50	\$1,512.50
Rubber Stair Tread, 1 piece unit		2.00	Each	\$63.90	\$127.80
Stair Tread Installation		8.00	Each	\$24.20	\$193.60
Skimcoat- Labor & Materials (LVT requires two skimcoats)		7,650.00	SF	\$1.60	\$12,240.00
LVT Installation (no pattern; exvludes materials)		3,825.00	SF	\$2.85	\$10,901.25
Removal & Disposal of Cove Base		1,500.00	LF	\$0.66	\$990.00
Adhesive Removal		4,161.00	SF	\$1.43	\$5,950.23
Self Leveling up to 1/4"		4,161.00	SF	\$1.93	\$8,030.73
Moisture Testing (quantity varies based on job size)		4.00	Each	\$200.00	\$800.00
Freight		1.00	Each	\$1,258.82	\$1,258.82
Base Bid Total:					\$59,386.81

Proposal Inclusions and Exclusions:

- 30161700-20-ACS
Sourcewell Contract# 080819-SII
- Remit to Address: SHAW INTEGRATED SOLUTIONS PO Box 748552 Atlanta, GA 30384-8552
- Please email your Purchase Order to Crystal Zachery at crystal.zachery@shawinc.com to initiate the order process. A purchase order is required before materials can be shipped.
- Local Contact: Virna Mitchell/ Angela Ditmore Installer: Martin Services
- Material title and risk of loss passes to the purchaser at the time of material delivery to owner provided address
- Proposal does not include removal of any materials containing asbestos.



Proposal Inclusions and Exclusions:

7. Extensive floor prep is not included in the price but may be necessary due to unforeseen conditions of the sub-floor. This work may include, but is not limited to, leveling or grinding, encapsulation or sealing, or extensive scraping of the sub-floor. Should extensive floor prep be required, you will be notified and a price estimate for the completion of the additional work will be prepared.
8. Exclusions: attic stock, major floor prep, furniture moving unless specified in proposal, disconnecting and moving of computers and electronic equipment, vacuuming and protection of finished products, and any plumbing work (removal of commodes, etc)..
9. Price is based on a consecutive installation period without delays and is based on the customer allowing installation crews access to work a minimum of 8 consecutive hours a day until completion. Delays other than "acts of God" will result in charges for down-time.
10. All pricing is based on work being completed during normal working hours.
11. A 2.5% fee will be assessed on the total bid amount at time of payment if utilizing a credit card.

We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:

Signature: Crystal Zachery Crystal Zachery \$59,386.81

Email: crystal.zachery@shawinc.com

Conditions of Proposal:

1. This Proposal may be withdrawn, if not accepted, within 30 days of its issuance. Shaw Industries Group, Inc. will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that includes the terms of this Proposal. A proposal not accepted within 30 days will be subject to price escalation of materials, labor, freight and fuel costs.
2. This proposal is subject to credit review and approval. Payment terms are net 30 days. A convenience fee of 2.5% will be added if paying via credit card. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Shaw Industries Group, Inc.'s reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of Shaw Industries Group, Inc.'s work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per manufacturers' recommendations utilizing ASTM F2170 and provide written results to Shaw Industries Group, Inc., including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Shaw Industries Group, Inc.'s work, then Customer shall provide Shaw Industries Group, Inc. with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond Shaw Industries Group, Inc.'s control. Customer shall carry insurance for all hazards, including fire. Shaw Industries Group, Inc.'s workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Shaw Industries Group, Inc. of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Shaw Industries Group, Inc. harmless from any damage, claim, loss, expense and attorney fees related to Shaw Industries Group, Inc.'s liability, if any, including any federal or state statute related to hazardous or other dangerous substances.
7. Shaw Industries Group, Inc. is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Shaw Industries Group, Inc. to participate in such programs may result in additional costs.

**ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED.
You are authorized to do the work as specified.**

Customer: City of Eustis Signed: _____ Date: _____



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: Resolution Number 24-63: Professional Landscape Architectural Services for Greenwood Cemetery's Tranquil Gardens and Estate Plots Improvements

Introduction:

Resolution Number 24-63 approves an expenditure in excess of \$50,000 for Professional Landscape Architectural Services for a new design at the Greenwood Cemetery, and authorizes the City Manager to execute all related agreements with Kimley-Horn and Associates, Inc.

Background:

City Commission expressed the need to update and beautify the Greenwood Cemetery. Public Works began exploring the possibility of developing a new cremation garden and estate plots. The current layout of the cemetery doesn't allow for estate plots for families. Our current cremation garden has plots that are two feet by two feet. These plots were not designed to include space for walking. Also, the cemetery's columbarium niches are all sold. Staff has noted a trend that more families are opting for cremation over traditional burials.

Public Works would like to employ Kimley-Horn & Associates, a Eustis Continuing Services Consultant, to develop construction plans for the F-section of the cemetery depicting a new cremation tranquility garden with a walking path, estate plots, and several new columbarium niches. This plan will also contain a stormwater management system design. Their services will include new topographic surveying, geotechnical borings, construction drawings, and permitting. Kimley-Horn's proposal for these services is \$77,750.

Staff's goal is to provide a serene area where citizens will be able to purchase a columbarium niche, a family estate plot, or a cremation plot along a tranquility garden and pathway. We plan to create a place where people will be able to sit for a while to pray or reminisce while they visit their loved ones.

Recommended Action:

Staff recommends approval of Resolution Number 24-63.

Budget/Staff Impact:

The funds for procuring these Professional Landscape Architectural Design Services are available in the current CIP 2023-24 budget with \$30,500 in Account Number #060-4920-517-60-63 (Improvements Other Than Building) and \$47,250 in Account Number #049-3720-538-60-63 (Stormwater Projects).

Prepared By:

Michelle C. Saxman, Assistant Project Manager

Reviewed / Edited By:

Sally Mayer, Administrative Assistant, Public Utilities

Rick Gierok, P.E., Director of Public Works

Attachments:

Resolution Number 24-63

Kimley-Horn proposal

Greenwood Cemetery Schematic Design Package

RESOLUTION NUMBER 24-63

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, APPROVING PROFESSIONAL LANDSCAPE ARCHITECTURAL SERVICES FOR GREENWOOD CEMETERY'S TRANQUIL GARDENS AND ESTATE PLOTS IMPROVEMENTS.

WHEREAS, the City Commission has expressed the need to update and beautify the Greenwood Cemetery; and

WHEREAS, Kimley-Horn and Associates, Inc. submitted a proposal to redesign the F-section of the Greenwood Cemetery to include a new cremation area with a tranquility garden and pathway, family estate plots, and several new columbarium niches; and

WHEREAS, the City's approved 2023-2024 CIP budget includes funds for Professional Landscape Architectural Services for the Greenwood Cemetery's Tranquil Garden and Estate Plot Improvements Project; and

WHEREAS, the City of Eustis Purchasing Ordinance requires that the City Commission approve any budget amendment and purchases exceeding \$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 accept the proposal from Kimley-Horn and Associates, Inc. for Professional Landscape Architectural Services for the Greenwood Cemetery Improvements Project for \$77,750 plus expenses.
- (2) The Purchasing Director is authorized to approved the use of budgeted 2023-2024 CIP funds for this purchase of \$30,500 in Account Number 060-4920-517-60-63 (Improvements Other Than Building), and \$47,250 in Account Number 049-3720-538-60-63 (Stormwater Projects).
- (3) This resolution shall become effective immediately upon passing.

DONE AND RESOLVED, this 1st day of August 2024, 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 1st day of August 2024, 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 24-63 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



May 29, 2024

Mr. Rick Gierok, PE
Public Works Director
City of Eustis
4 North Grove Street
P.O. Drawer 68
Eustis, FL 32727

Dear Mr. Gierok:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this task order quote to the **City of Eustis** ("Client" or "City") to provide professional landscape architectural services for the Tranquil Gardens & Estate Plots cemetery improvements. The Task Order will be performed under City Services RFQ#002-18, effective August 1, 2018. Our project understanding, scope of services, schedule, and fees are described below.

PROJECT UNDERSTANDING

It is our understanding the Client would like to progress the schematic design concept for the tranquil garden and estate plot Greenwood Cemetery improvements shown in Exhibit 'B', which was reviewed and approved on April 23rd, 2024 for the 100,000 S.F. (2.3 Ac.) site shown in Exhibit 'A'. The Client has requested to include one (1) presentation to the City to discuss the schematic design for additional comments before progressing into construction documents.

The scope of services will include taking soil borings on-site and developing a topographic survey to be used to develop final Construction Document (CD) package for landscape architectural and civil engineering services. Site elements to be included in the final construction plans are circulation paths, columbarium placement and specification, tranquil garden and estate plot landscaping, a central fountain feature, site furnishing and hardscape paving selection, a trellis feature, data for 'American Bloom' requirements and an onsite stormwater management system that will be designed and permitted to comply with the requirements of the St. John's River Water Management District (SJRWMD) and the City of Eustis, FL.

(This space was intentionally left blank)

Exhibit 'A':



Exhibit 'B'



SCOPE OF SERVICES

Task 1 - Topographic Survey

Kimley-Horn will, through a subconsultant, provide a topographic survey suitable for civil engineering design purpose as follows:

Topographic Survey and stake out 3 soil borings (see Exhibit 'C' below). Data will be collected in NAVD 88. No underground utilities will be located unless evident from above ground observations.

Exhibit 'C'



Task 2 - Geotechnical Borings

Kimley-Horn will, through a subconsultant, provide a geotechnical report suitable for civil engineering design purpose as follows:

Based on input provided by KHA, and our experience with similar projects in the vicinity of the project site, we propose the following field exploration program which is anticipated to be completed with 1 day of on-site after boring layout and utility:

Number of Borings/Type	Planned Boring Depth (feet)	Planned Location ¹
3 Auger	15	Stormwater management areas

1. The planned boring locations are shown on Exhibit 'C'

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map. We can alternatively coordinate with your Project Surveyor to include locations and surface elevations in project information if so requested.

Subsurface Exploration Procedures: Prior to drilling, we will subcontract GPR services in areas of suspected utility conflict. We will advance borings with a truck-mounted drill rig. The machine auger borings will be performed by hydraulically turning a 4 inch diameter continuous flight auger into the ground in 5 foot increments. Additional flights are added until the desired termination depth is achieved. The auger is then extracted without further rotation and representative soil samples are retrieved from the auger. Samples are visually classified in the field and are then packaged and returned to our soils laboratory for further classification and testing.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials observed during drilling and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Property Disturbance: Subconsultant will take reasonable efforts to reduce damage to the property. However, it should be understood that in the normal course of our work some disturbance could occur including rutting of the ground surface and damage to landscaping.

We will backfill borings with auger cuttings and/or bentonite pellets upon completion. Our services do not include repair of the site beyond backfilling our boreholes. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service or grout the boreholes for additional fees at your request.

Safety

Subconsultant is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials observed while drilling will be noted on our logs.

Exploration efforts require borings into the subsurface, therefore Subconsultant will comply with local regulations to request a utility location service Sunshine State One Call of Florida (SSOCOF). We will consult with the landowner/client regarding potential utilities or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to commencement of field exploration. Subconsultant will not be responsible for damage to private utilities not disclosed to us.

Subconsultant proposes to subcontract with a private utility locating service. Fees associated with this service are included in our Scope of Services.

The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the landowner/client of their responsibilities in identifying private underground utilities.

Site Access: Subconsultant must be granted access to the site by the property owner. Without information to the contrary, we consider acceptance of this proposal as authorization to access the property for conducting field exploration in accordance with the Scope of Services. Our proposed fees do not include time to negotiate and coordinate access with landowners or tenants. Subconsultant will conduct field services during normal business hours (Monday through Friday between 7:00am and 5:00pm). If our exploration must take place over a weekend or at night, please contact us so we can adjust our schedule and fee.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed:

- Water content
- Grain size analysis
- Constant head permeability (includes 3 tests)

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the results of our field and laboratory programs, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Estimated seasonal groundwater fluctuations
- Geotechnical engineering stormwater management design parameters (seasonal high groundwater, permeability, porosity, and depth to confining layer)

In addition to an emailed report, your project will also be delivered using our client portal known as Compass. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. We welcome the opportunity to have project kickoff conversations with the team to discuss key elements of the project and demonstrate features of the portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

When services are complete, we upload a printable version of our completed Geotechnical Engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration, and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

Task 3 - Stormwater Management System Design

The existing property contains no primary stormwater BMP to provide water treatment (water quality) and/or attenuation (water quantity) for stormwater runoff. Stormwater runoff from the new improvement area will be managed by a proposed onsite stormwater management system that will be designed and permitted to comply with the requirements of the St. John's River Water Management District (SJRWMD) and the City of Eustis, FL. Sufficient water quality (treatment) and water quantity (attenuation) volumes will be provided within the proposed pond, and post-development discharge rates will be designed to be limited to their pre-development conditions.

Based on the project location, it's our understanding the property falls within two (2) special SJRWMD basins: Ocklawaha River Hydrologic Basin and Wekiva Recharge Basin

Further, assuming the property ultimately discharges into Lake Eustis, a nutrient-impaired waterbody, stormwater design shall provide reasonable assurance that the surface water management system will attenuate the post-development discharge of nutrients to at or below pre-development levels.

Special Basin Criteria

- The project site is located within the Ocklawaha River Hydrologic Basin. The applicant shall demonstrate that the proposed stormwater management system meets all conditions for issuance of permits, pursuant to Chapter 62-330 F.A.C. and Section 13.2 A.H. Vol II. More specifically.
- The project is also located within the Wekiva Recharge Protection Basin. The applicant shall demonstrate that the system provides for retention storage of three inches of runoff from all impervious areas proposed to be constructed on Type "A" Soils.

The stormwater management system will be designed based on the parameters provided within the Geotechnical Investigation.

A Drainage Analysis Report and calculations for the stormwater management system will be prepared in support of the applicable permit submittals. The drainage analysis will be performed using ICPR v4.05 to ensure compliance with SJRWMD special basin and Eustis LDC.

Task 4 - Construction Documents

Client has requested a preliminary presentation to the City of Eustis to review the current Schematic Design shown in Exhibit B. Once Client and City approves Schematic Design, Kimley-Horn will provide civil engineering and landscape architectural design services for the preparation of Construction Documents for the cemetery site improvements described within the tasks of this agreement. Kimley-Horn will prepare one (1) set of Construction Documents (CDs) which will include:

Cover Sheet

The cover sheet includes: plan contents, vicinity and aerial maps, legal description and project team identification.

Existing Conditions/Demolition Plan

This plan will include the data provided from the master developers construction documents, as well as any provided Surveyor boundary, topographic, and tree survey. This sheet will indicate and identify the onsite demolition of "existing" infrastructure, including pavement limits, structures, facilities, or other items, required to be cleared, demolished, and/or relocated or removed prior to construction of the proposed site.

Paving, Grading and Drainage Plan

Kimley-Horn shall prepare a plan for the site paving, grading and drainage systems to include: stormwater in accordance with SJRWMD; pipe materials and sizing; grate and invert elevations; surface parking including pavement structural section; subgrade treatment; curbs;

horizontal control; sidewalks; driveway connections; spot elevations and elevation contours; demolition; interfacing from paved surfaces to buildings; and construction details and specifications, and includes erosion and sedimentation control measures.

Note: Structural retaining walls are not included with this scope, and/or are designed and permitted by others.

SWPPP and Erosion Control Notes

In accordance with FDEP and EPA requirements, notes and details for erosion control throughout and around the construction limits of the project will be included. The task includes the development of the Stormwater Pollution Prevention Plan sheet.

Civil Details and Construction Specifications

Kimley-Horn will prepare detail sheets showing the paving, water, sanitary sewer, and erosion control details required for civil site construction. Additionally, Kimley-Horn will prepare the general construction notes and specifications for the site civil portions of the project. These notes and specifications will be included in the civil construction drawings on the plan sheets. Preparation of additional specifications for inclusion into a separate specification book or project manual is not included in this Scope.

Stormwater BMP Details

Kimley-Horn will prepare detail sheets to depict necessary drainage details and pond cross sections.

Landscape Plans, Details, and Specifications

Kimley-Horn will prepare Landscape Plans for the site showing new and existing plant material locations as they relate to the buildings and site elements. Included in these sheets will be a planting schedule specifying recommended plant species size/specifications, details/specifications illustrating recommended installation methods and requirements, and landscaping satisfying American Bloom requirements.

Schematic Irrigation Plan, Details, and Specifications

Kimley-Horn will prepare Design Intent Irrigation Plans for the proposed project suitable for bidding. These plans will be prepared in an effort to comply with the directives of the Client and the landscape and irrigation ordinances for the jurisdiction. The irrigation plans will be prepared upon Client and jurisdiction approval of the 95% landscape construction documents and will illustrate point of connection, meter, and backflow preventer (coordinated with the engineer's utility plan) areas for drip or spray, rain sensor and Controller/Valve locations. The Client is to specify preferred irrigation equipment type (Toro, Hunter, or Rainbird). The Irrigation Plans will accompany the Landscape Plans and will be submitted to City staff for review and consideration for approval. These documents will consist of irrigation details and notes.

Hardscape Plans

Kimley-Horn will prepare plans showing the location of hardscape features such as sidewalks, benches, specialty paving, fences, wayfinding signs, estate plots, columbarium's, one (1) fountain feature, one (1) trellis feature (replicated if requested), and ADA requirements. This does not include Architectural or Structural/Electrical Engineering design of such items.

Hardscape Details

Kimley-Horn will prepare detail sheet(s) for use in the construction of the hardscape and landscape elements for those items shown on the Hardscape Plans.

- Pedestrian and Specialty Paving Details
- Seating Areas (not including structural details)
- Planter Walls (waterproofing by others)
- One (1) Arbors/Trellis (structural footers by others)
- Design intent sections to illustrate key site features
- Cut sheets for special features including a custom trellis and decorative fountain feature (max of one each). Fountain piping and plumbing details by others.
- Fence Details for perimeter security (structural footers by others)
- Pedestrian Gates (if requested)
- Site furnishings included and approved in Exhibit 'B' which may include but not limited to: Bike racks, litter receptacles, benches, picnic tables, and planter pots.

Electrical Plans, Details, and Specifications

Kimley-Horn will prepare plans showing the location and layout of electrical components needed to power site elements such as one (1) fountain feature and an irrigation controller. Additionally, Kimley-Horn will prepare the electrical specifications, cut sheets, and notes electrical equipment needed to power site elements described above. Any additional site elements needing power shall be billed as an additional service.

Deliverables for this task will include one (24"x36") set of reproducible drawings in PDF format to be included as part of the site plan and civil plan permitting submittal.

The effort for this task includes addressing one (1) round of ordinary and reasonable comments from the City of Eustis. Significant site plan revisions after Construction Documentation will be billed as an additional service on an hourly basis according to the rate schedule in effect at the time.

One (1) preliminary presentation on the current Schematic Design (Exhibit 'B') to the City of Eustis prior to the development of the construction document plans described above.

Two (2) client meetings via conference calls are included in this task.

Task 5 - Agency Permitting and Comment Response

Agency Permit Preparation

Kimley-Horn will prepare and submit, on the Owner's behalf, all required permitting packages for review of construction documents and associated documents to obtain the following Agency approvals:

- SJRWMD Environmental Resource Permit (ERP)
- FDEP NPDES NOI Permit

Agency Comment Response

Kimley-Horn will monitor and respond to agency comments, and revise plans and design documents accordingly, to expedite permit issuance. Kimley-Horn will meet with agency Staff members as needed to address and discuss the issued comments.

Responding to requests for additional information beyond what is normal and customary, and responding to permitting issues beyond our control are outside of this scope of services and will be provided, as needed, as an Additional Service only after prior written authorization by Owner. Efforts to respond to issues raised during the permitting process, which cannot currently be anticipated, shall be considered Additional Services.

The Consultant has no control over the actions of jurisdictional agencies and is not a party to agreements between the client and others. Accordingly, professional opinions as to the status of permits and entitlements or the suitability for a specific purpose herein and professional opinions as to the probability and timeframe for approvals are made on the basis of professional experience and available data. The Consultant does not guarantee that the outcome of permits and entitlements or suitability will not vary from its opinions. Because its opinions are based upon limited site investigation and scope of services, the Consultant does not guarantee that all issues affecting the site have been investigated.

Task 6 –Construction Phase Services

Engineering and Landscape Architect construction phase services will be performed in connection with site improvements designed by Kimley-Horn. Based on an assumed two (2) month construction schedule, Kimley-Horn will provide the following services (A through D) during construction, before final certifications are required.

- A. Attend one (1) pre-construction meetings with Contractors and City
- B. Shop drawing review
- C. Respond reasonable contractor's requests for information (RFI's)
- D. Attend one (1) punch-list walk with City

Consultant will provide onsite construction observation services during the construction phase. Consultant will make visits at intervals as directed by Client in order to observe the progress of the work. Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the work based on Consultant's exercise of professional judgment.

Kimley-Horn will provide one (1) review "As-built" survey drawings prepared by the Contractor's Registered Land Surveyor, with current registration in the State of Florida, by laying their CAD file over the construction drawings for comparison. Based on these drawings, limited construction observation, and any project testing performed by the contractor, Kimley-Horn will provide the following services (E through F) shown below during the certification phase of this project:

- E. Prepare and submit SJRWMD As-built Certification and Conversion to Operation
- F. Prepare an Engineer's Certification Letter for submittal to the City

The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents. The Consultant is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

ADDITIONAL SERVICES NOT INCLUDED

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional cemetery spaces beyond what was described in project understanding.
- Modifications to illustrative renderings outside the normal design process included above
- Additional Construction Phase Services beyond what was described in project understanding.
- Bidding assistance and contract document preparation
- CSI Formatted written technical specifications
- Structural engineering
- Site planning services
- 3d graphics and renderings

- Project permitting beyond what is described in the tasks above
- Water feature design (selection and product specifications only. Fountain piping and plumbing details by others.)
- Off-site improvements
- Planning assistance for variances, ROW vacates, etc.
- Value engineering
- Additional meetings beyond those listed above

INFORMATION PROVIDED BY CLIENT

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Documents/Plans from the City of Eustis included GIS and other DWG /Electronic files to be used for base mapping.

SCHEDULE

Consultant shall provide the services described in the above scope as expeditiously as practical to meet a mutually agreed upon schedule.

FEE AND EXPENSES

Upon authorization, Kimley-Horn will provide the above referenced services for the following Tasks 1-8 for a lump sum plus allowable reimbursable/office expense. Task 9 will be provided on an hourly basis, utilizing our then current standard hourly rates. Any permitting, application and similar project fees will be paid directly by the Client.

Task	Fee
Task 1: Topographic Survey	\$5,000
Task 2: Geotechnical Borings	\$7,000
Task 3: Stormwater Management System Design	\$9,750
Task 4: Construction Drawings	\$40,000
Task 5: Agency Permitting and Comment Response	\$8,500
Task 6: Construction Phase Services	Hourly (Estimated \$7,500)

In addition to the lump sum labor fee, direct reimbursement expenses such as express mail, air travel, out-of-town mileage and other direct expenses shall be reimbursed at 1.15 times cost: All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, plus expenses incurred as of the invoice date. Payment will be due within 25 days of your receipt of the invoice.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in City Services RFQ#002-18, effective August 1, 2018, which are incorporated by reference.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Raymond Lopez
Project Manager



M. Scott Mingoriet, PLA, AICP
SR VP/Principal



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: AUGUST 1, 2024

RE: Resolution Number 24-68: Amendment to the City of Eustis/UCF Partnership Agreement

Introduction:

The University of Central Florida Contracts Officer reached out to Staff to ask if the City would amend the “effective” and “end” dates of our existing Eustis/UCFRF Business Incubator Partnership Agreement to reflect the actual date work began, and the date UCF’s services are due to conclude, three years hence. This change will provide for a full 36 months of program and client services.

UCF experienced a delay in initiating its client services due to the longer than anticipated amount of time it took to hire a site manager.

Impact:

The effect of approving this amendment means that the City will receive three full years (36 months) of UCF services, from June 1, 2023 to July 31, 2026, as opposed to 32 months based on later than anticipated start to the existing agreement.

Staff Recommendation:

Approve Resolution 24-68 authorizing the City Manager to execute an amendment to The City of Eustis/UCFRF Partnership Agreement.

Prepared by:

Al Latimer, Economic Development Director

RESOLUTION NUMBER 24-68

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; APPROVING AN AMENDMENT TO THE BUSINESS INCUBATOR PARTNERSHIP AGREEMENT BETWEEN THE CITY OF EUSTIS AND THE UNIVERSITY OF CENTRAL FLORIDA RESEARCH FOUNDATION, INC.; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS ASSOCIATED THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the May 4, 2023 City Commission meeting, the Commission approved Resolution Number 23-35 which authorized the City Manager to execute the Business Incubator Partnership Agreement (hereafter the "Agreement") with the University of Central Florida Research Foundation, Inc. (hereafter "UCFRF"); and

WHEREAS, UCFRF and the City of Eustis entered into the Agreement to operate a business incubator that serves the needs of entrepreneurs both in Eustis and throughout Lake County; and

WHEREAS, the initial term of the Agreement was from June 1, 2023 through May 31, 2026; and

WHEREAS, the majority of the work conducted by UCFRF on the business incubator project began in August 2023 due to delays surrounding the hiring of a site manager; and

WHEREAS, UCFRF has requested an amendment to the Agreement term to allow for a full three-year service period, which began in August 2023, and which would therefore remain in effect until July 31, 2026; and

WHEREAS, the amendment of the Agreement's term, which is attached as Exhibit "A" is in the City's best interest.

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

Section 1. The City Commission hereby approves the amendment to the City of Eustis/UCFRF Business Incubator Partnership Agreement attached hereto as Exhibit "A."

Section 2. The City Commission hereby authorizes the City Manager to execute the amendment and any documents associated therewith, including subsequent amendments that are not of a material nature requiring approval by the City Commission, as determined by the City Attorney.

Section 3. This Resolution shall become effective upon passage.

DONE AND RESOLVED this 1st day of August, 2024, 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 1st day of August, 2024, by Christine Halloran, City Clerk, who is 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 24-68 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

EXHIBIT “A”

**AMENDMENT TO THE CITY OF EUSTIS/UCFRF
BUSINESS INCUBATOR PARTNERSHIP AGREEMENT**

THIS AMENDMENT modifies that certain “City of Eustis/UCFRF Business Incubator Partnership Agreement” dated May 4, 2023 (hereafter the “**Agreement**”), between the City of Eustis (“**City**”) and the University of Central Florida Research Foundation, Inc. (“**UCFRF**”) concerning the business incubator partnership contemplated in the Agreement.

The parties hereby make the following modifications to the Agreement:

FIRST: Section 5 of the Agreement is hereby modified as follows:

Section 5. Term. This Agreement shall be effective from June 1, 2023 and shall remain in effect until July 31, 2026.

SECOND: All terms and conditions of the Agreement not otherwise modified hereby shall remain in full force and effect. Any conflicts between the Agreement and this Amendment shall be controlled by this Amendment.

THIRD: This Amendment must be approved by the Eustis City Commission via Resolution.

IN WITNESS WHEREOF, the parties have executed this Amendment on the _____ day of _____, 2024.

City of Eustis

By: _____
Tom Carrino, City Manager

Attest : _____
Christine Halloran, City Clerk

University of Central Florida Research Foundation, Inc.

By: _____
Amanda Coveney, Associate Director
12201 Research Parkway, Suite 501
Orlando, FL 32826



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: Resolution Number 24-41: Approving a Site Plan with Waivers for a Self-Storage Facility at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069).

Introduction:

This agenda item was heard by the Eustis City Commission on May 16, 2024, but was tabled, and the Commission directed the applicant to reconsider the fencing and provide an alternative to window-less facades facing David Walker Drive and Huffstetler Road. The applicant has complied with adding aluminum perimeter fencing and faux windows on the building ends facing the streets and the plaza parking lot driveway. The revised site plan and the larger-scale elevations have been provided as additional information in the City Commission Agenda Packet.

Resolution Number 23-24 approves a site plan with waivers for a self-storage facility on approximately 1.07 +/- acres located at David Walker Drive and Huffstetler Drive (alternate key number 3853069).

Background:

1. Pertinent Site Information:

- a. The subject property comprises about 1.07 acres, which is currently a vacant out parcel of the Publix / Bealls Shopping Center
- b. The site is within the Mixed Commercial/Residential (MCI) land use district, which allows the storage facility as a permitted use.
- c. The property is within the Suburban Corridor Design District. The project utilizes the commercial building lot type.
- d. The site and surrounding properties' land use, design district designations, and existing uses are shown below:

Location	Existing Use	Future Land Use	Design District
Site	Vacant	MCI	Suburban Corridor
North	Multi- Family Residential	MCR	Suburban Corridor
South	Vacant and Shopping Plaza	MCI	Suburban Corridor
East	Single Family Residential	MCI	Suburban Corridor
West	Shopping Plaza	MCI	Suburban Corridor

2. Proposed Development:

The proposed development plan includes four self-storage buildings and a parking area. The applicant is requesting the following waivers:

1. **Waiver To Section 115-6.1(a) Building Façade**
Allow for no Designated/Defined Building Entrance
2. **Waiver To Section 115-6.1(d) Building Features**
Allow Window-Less Buildings
The applicant has revised their proposed building facades to add spandrel-type (faux) windows to the street and plaza entrance facing sides.
3. **Waiver to section 115-6.1(e) orientation**
Allow for no Designated/Defined Building Entrance
4. **Waiver To Section 115-6.1.2(b) - Metal Buildings**
Allow Metal Buildings along David Walker Rd Frontage

3. Waivers Requested Detail:

Section 115-6.1:

- a) **Public entrance. Buildings that are open to the public shall have an entrance for pedestrians from the street to the building interior. This entrance shall be designed to be a distinctive and prominent element of the architectural design and shall be open to the public during business hours. Buildings shall incorporate lighting and changes in mass, surface, or finish to emphasize the entrances.**
- d) Building features. Buildings shall utilize at least three of the following design features to provide visual relief along all elevations of the building: (**bold, italics, and underlined** indicate elements not met in the site plan submittal)
 - (1) Divisions or breaks in materials (materials should be drawn from a common palette).
 - (2) **Window bays.**
 - (3) **Separate entrances and entry treatments, porticoes extending at least five feet.**
 - (4) Variation in roof lines.
 - (5) **Awnings installed in increments of 15 feet or less.**
 - (6) **Dormers.**
 - (7) **Canopies extending at least five feet.**
 - (8) **Overhang extending at least five feet.**
 - (9) **Recessed entries (at least three feet from the primary façade).**
 - (10) **Protruding entries (at least three from the primary façade).**
 - (11) **Covered porch entries.**
- e) **Orientation. The primary building entrances shall be visible and directly accessible from a street. Building massing such as tower elements shall be used to call out the location of building entries.**

Sec. 115-6.1.2. Metal buildings.

(a) Definition. For the purposes of this section, a metal building is any structure (other than the exemptions included in subsection (d)) **that has steel or metal walls, sheeting, or siding on more than 25% of its exterior surface.** Painting or other surface coating shall not be considered a sufficient covering to eliminate the visibility of the metal exterior surface. In calculating the percentage of a building's exterior surface area, all exterior wall surfaces together with fascia surfaces and gable end areas of a building shall be included, less the total area of all exterior doors and windows. Metal garage or overhanging doors, soffits, or metal roofs are permitted and shall not be considered in the calculation.

(b) Permitted. Metal buildings may be constructed in general industrial (GI) land use districts. Metal buildings as defined in this section may be permitted in public institutional (PI) or mixed commercial industrial (MCI) land use districts if:

(1) The property has an existing metal building, and the construction proposes the expansion of the existing building or additional metal buildings associated with an existing city public works complex;

(2) **On property in the MCI district, in the established industrial use area along Dillard Road/Huffstetler Drive/Mount Homer Road.**

(c) Metal buildings on properties in PI and MCI land use districts that do not meet the above criteria may be approved by the city commission by waiver or variance as provided for in sections 102-21.1 and 102-31.1.

4. Considerations/Waiver Review:

The applicant proposes a 14,271-square-foot self-storage facility at the intersection of Huffstetler Road and David Walker Road. This facility is intended to be entirely self-service with no on-site manager or office. The lack of on-site staff or facility offices raises the need for waivers as there is no "building entrance" for the public. As a self-storage facility, window fenestrations on the storage buildings would defeat the purpose of a secure facility. The applicant intends to utilize metal construction with some alternate material trim. However, the buildings will exceed the maximum exposed metal allowed under Section 115-6.1.2 (a).

To summarize the waiver requests, the following is offered: the proposed site plan meets all sections of the Land Development Regulations except for Section 115-6.1(a) and 115-6.1(e). As the proposed self-storage facility is not staffed and does not have an office, it offers no specific "public entrance." Therefore, a waiver is requested to exempt this site plan from meeting those code sections.

For Section 115-6.1(d) Building Design, the applicant has incorporated varying cornice treatments providing a varying façade line along the shopping plaza interior elevation and the Huffstetler Road and David Walker Road elevation. The plan also incorporates variegation of depths with recesses along the building facades for the shopping plaza interior elevation and the Huffstetler Road and David Walker Road elevation. The proposed buildings do not incorporate windows due to the nature of their use, and there is no defined/designated "public entrance", therefore the applicant does not fully comply with Section 115-6.1(d) as the section calls for the incorporation of three (3) or more elements; however, the nature of the building does not logically allow for incorporation of other elements.

Elevations: Building 1

WEST ELEVATION

EAST ELEVATION

SOUTH ELEVATION

NORTH ELEVATION

MCCI TRUE COLOR CODE					
COLOR	UNPAINTED TRUE COLOR	PAINTED TRUE COLOR	REFLECTANCE	SPRINKLER	REMARKS
CHARCOAL GRAY	[Color Swatch]	[Color Swatch]	0.30	1.0	RETRACTED
CRIMSON RED	[Color Swatch]	[Color Swatch]	0.30	1.0	RETRACTED

NOTES:
 1. THIS COLOR REFLECTANCE VALUE IS BASED ON A STANDARD SURFACE. THE ACTUAL REFLECTANCE OF THE SURFACE WILL VARY BASED ON THE SURFACE FINISH, SURROUNDING ENVIRONMENT, AND LIGHTING CONDITIONS. THE REFLECTANCE VALUE IS FOR INFORMATION ONLY AND IS NOT TO BE USED TO DETERMINE THE ACTUAL REFLECTANCE OF THE SURFACE.
 2. THE REFLECTANCE VALUE IS FOR INFORMATION ONLY AND IS NOT TO BE USED TO DETERMINE THE ACTUAL REFLECTANCE OF THE SURFACE.
 3. THE REFLECTANCE VALUE IS FOR INFORMATION ONLY AND IS NOT TO BE USED TO DETERMINE THE ACTUAL REFLECTANCE OF THE SURFACE.

BLDG. 1 ELEVATIONS

DATE: 05/14/2024
 CHECKED BY: JAC
 DRAWN BY: JAC
 SCALE: AS SHOWN

S-1.5

Building 2

WEST ELEVATION

EAST ELEVATION

SOUTH ELEVATION

NORTH ELEVATION

MCCI TRUE COLOR CODE					
COLOR	UNPAINTED TRUE COLOR	PAINTED TRUE COLOR	REFLECTANCE	SPRINKLER	REMARKS
CHARCOAL GRAY	[Color Swatch]	[Color Swatch]	0.30	1.0	RETRACTED
CRIMSON RED	[Color Swatch]	[Color Swatch]	0.30	1.0	RETRACTED

NOTES:
 1. THIS COLOR REFLECTANCE VALUE IS BASED ON A STANDARD SURFACE. THE ACTUAL REFLECTANCE OF THE SURFACE WILL VARY BASED ON THE SURFACE FINISH, SURROUNDING ENVIRONMENT, AND LIGHTING CONDITIONS. THE REFLECTANCE VALUE IS FOR INFORMATION ONLY AND IS NOT TO BE USED TO DETERMINE THE ACTUAL REFLECTANCE OF THE SURFACE.
 2. THE REFLECTANCE VALUE IS FOR INFORMATION ONLY AND IS NOT TO BE USED TO DETERMINE THE ACTUAL REFLECTANCE OF THE SURFACE.
 3. THE REFLECTANCE VALUE IS FOR INFORMATION ONLY AND IS NOT TO BE USED TO DETERMINE THE ACTUAL REFLECTANCE OF THE SURFACE.

BLDG. 2 ELEVATIONS

DATE: 05/14/2024
 CHECKED BY: JAC
 DRAWN BY: JAC
 SCALE: AS SHOWN

S-2.5

Building 3

Item 6.1

WEST ELEVATION

EAST ELEVATION

SOUTH ELEVATION

NORTH ELEVATION

MCCI TRUE COLOR CODE			
COLOR	MCCI TRUE COLOR CODE		MCCI TRUE COLOR CODE
	CMYK	RGB	
BRUNNEN GRAY	100, 100, 100, 100	128, 128, 128	100%
BRUNNEN RED	100, 100, 100, 100	128, 128, 128	100%

NOTES:
 1. THESE ELEVATIONS SHOW THE BUILDING EXTERIOR AND INTERIOR FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES.
 2. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES.
 3. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES.

MAKORABCO

EUSTIS SELF STORAGE
 DAVID WALKER DRIVE
 EUSTIS, FL 32726

BLDG. 3
 ELEVATIONS

S-3.5

Building 4

WEST ELEVATION

EAST ELEVATION

SOUTH ELEVATION

NORTH ELEVATION

MCCI TRUE COLOR CODE			
COLOR	MCCI TRUE COLOR CODE		MCCI TRUE COLOR CODE
	CMYK	RGB	
BRUNNEN GRAY	100, 100, 100, 100	128, 128, 128	100%
BRUNNEN RED	100, 100, 100, 100	128, 128, 128	100%

NOTES:
 1. THESE ELEVATIONS SHOW THE BUILDING EXTERIOR AND INTERIOR FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES.
 2. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES.
 3. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES. THE FINISHES SHOWN ARE THE PROPOSED FINISHES.

MAKORABCO

EUSTIS SELF STORAGE
 DAVID WALKER DRIVE
 EUSTIS, FL 32726

BLDG. 4
 ELEVATIONS

S-4.5

Due to the nature of the use of the buildings and the location of the site, Staff does not find that the requested waivers detract from the intent of the Land Development Regulations for the specified Code Sections, and would recommend approval of the Site Plan (2022-SP-09 – Eustis Storage) with the requested waivers.

Recommended Action:

Staff recommends approval of Resolution Number 24-41.

Policy Implications:

None

Alternatives:

1. Approve Resolution Number 24-41
2. Deny Resolution Number 24-41

Budget/Staff Impact:

None

Prepared By:

Jeff Richardson, AICP, Deputy Development Services Director

Reviewed By:

Mike Lane, AICP, Development Services Director

RESOLUTION NUMBER 24-41

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A SITE PLAN WITH WAIVERS FOR A SELF-STORAGE FACILITY ON APPROXIMATELY 1.07 +/- ACRES LOCATED AT DAVID WALKER DRIVE AND HUFFSTETLER DRIVE (ALTERNATE KEY NUMBER 3853069).

WHEREAS, Noel Barnett, P.E., BARDEZCO, Inc. has made an application, on behalf of the property owner, ATC 2, LLC, for a site plan with waivers for a self-storage facility on approximately 1.07 +/- acres located at David Walker Drive and Huffstetler Drive, more particularly described as:

Alternate Key Number: 3853069

Parcel Identification Number: 22-19-26-0510-009-00002

EUSTIS, MOUNT HOMER PB 2 PG 29 FROM THE WEST 1/4 CORNER OF SECTION 22 TOWNSHIP 19 SOUTH RANGE 26 EAST RUN NORTH 00-24-00 WEST 132 FEET TO THE NORTH RIGHT OF WAY LINE OF US HWY 441, NORTH 89-38-00 EAST ALONG SAID NORTH RIGHT OF WAY LINE 1929.99 FEET TO THE WESTERLY RIGHT OF WAY OF DAVID WALKER ROAD, THENCE RUN NORTH 00-16-19 WEST ALONG SAID WEST RIGHT OF WAY LINE 645.16 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHEASTERLY, THENCE RUN NORTHERLY ALONG SAID WESTERLY RIGHT OF WAY LINE AND SAID CURVE, HAVING A RADIUS OF 790 FEET, A CENTRAL ANGLE OF 24-42-39, AN ARC LENGTH OF 340.71 FEET, A CHORD LENGTH OF 338.08 FEET AND A CHORD BEARING OF NORTH 12-05-01 EAST FOR THE POINT OF BEGINNING, THENCE RUN NORTH 65-33-40 WEST 53.92 FEET, THENCE RUN SOUTH 71-00-16 WEST 10.69 FEET, THENCE RUN NORTH 18-58-15 WEST 205.61 FEET, THENCE RUN NORTH 00-21-09 WEST 52.67 FEET TO A POINT LYING ON THE SOUTH RIGHT OF WAY LINE OF HUFFSTETLER ROAD, NORTH 89-38-51 EAST ALONG SAID SOUTH RIGHT OF WAY LINE 258.31 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHWESTERLY, THENCE RUN SOUTHEASTERLY ALONG SAID SOUTH RIGHT OF WAY LINE AND SAID CURVE, HAVING A RADIUS OF 25 FEET, A CENTRAL ANGLE OF 129-40-43 AN ARC LENGTH OF 56.58 FEET, A CHORD LENGTH OF 45.26 FEET AND A CHORD BEARING OF SOUTH 25-30-48 EAST TO THE POINT OF TANGENCY, SAID POINT ALSO BEING A POINT OF INTERSECTION WITH THE WESTERLY RIGHT OF WAY LINE OF DAVID WALKER ROAD, THENCE RUN SOUTH 39-19-33 WEST ALONG SAID WESTERLY RIGHT OF WAY LINE 68.36 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHEASTERLY, THENCE RUN SOUTHERLY ALONG SAID CURVE, HAVING A RADIUS OF 790 FEET, A CENTRAL ANGLE OF 14-53-13, AN ARC LENGTH OF 205.26 FEET, A CHORD LENGTH OF

204.69 FEET, AND A CHORD BEARING OF SOUTH 31-32-57 WEST TO THE POINT OF BEGINNING, BEING PART OF BLK 9 ORB 5643 PG 365

WHEREAS, the property described above has a Land Use Designation of Mixed Commercial Industrial (MCI) and a Design District Designation of Suburban Corridor; and

WHEREAS, a Self-Storage Facility is a permitted use in the Mixed Commercial Industrial (MCI) land use designation; and

WHEREAS, the proposed site plan as submitted is generally consistent with the City's Comprehensive Plan and Land Development Regulations; and

WHEREAS, the proposed waivers to the Land Development Regulations meet the general intent of the regulations; do not jeopardize the health, safety, or welfare of the public; and include appropriate mitigation; and

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

SECTION 1.

That the Site Plan for a self-storage facility, attached hereto as Exhibit A, is hereby approved with the following waivers:

- 1. Waiver To Section 115-6.1(a) Building Façade**
Allow for no Designated/Defined Building Entrance for the commercial buildings
- 2. Waiver To Section 115-6.1(d) Building Features**
Allow Spandrel-Type or Faux Windows on the Street and plaza entrance facing building facades (Exhibit C)
- 3. Waiver to section 115-6.1(e) Orientation**
Allow for no Designated/Defined Building Entrance
- 4. Waiver To Section 115-6.1.2(b) - Metal Buildings**
Allow Metal Buildings along David Walker Rd Frontage

SECTION 2.

That the Site Plan Approval shall be subject to the owner/developer complying with the following conditions:

- a. Constructing and maintaining a perimeter security fence per the detail included in the site plan (Exhibit A and Exhibit B)
- b. Obtaining Final Construction and Engineering Plan approval within one year, and developing the property per the approved Site Plan as referenced in Section 1 and attached hereto as Exhibit A.
- c. Obtaining and providing copies of all applicable permits from other jurisdictional agencies.

Section 3.

That should any section, phrase, sentence, provision, or portion of this Resolution be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Resolution as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 4.

That this Resolution shall become effective upon filing.

DONE AND RESOLVED this 1st day of August, 2024, 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 1st day of August, 2024, 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 for the use and reliance of the Eustis City Commission, 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 24-41 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 Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

EXHIBIT A: SITE PLAN

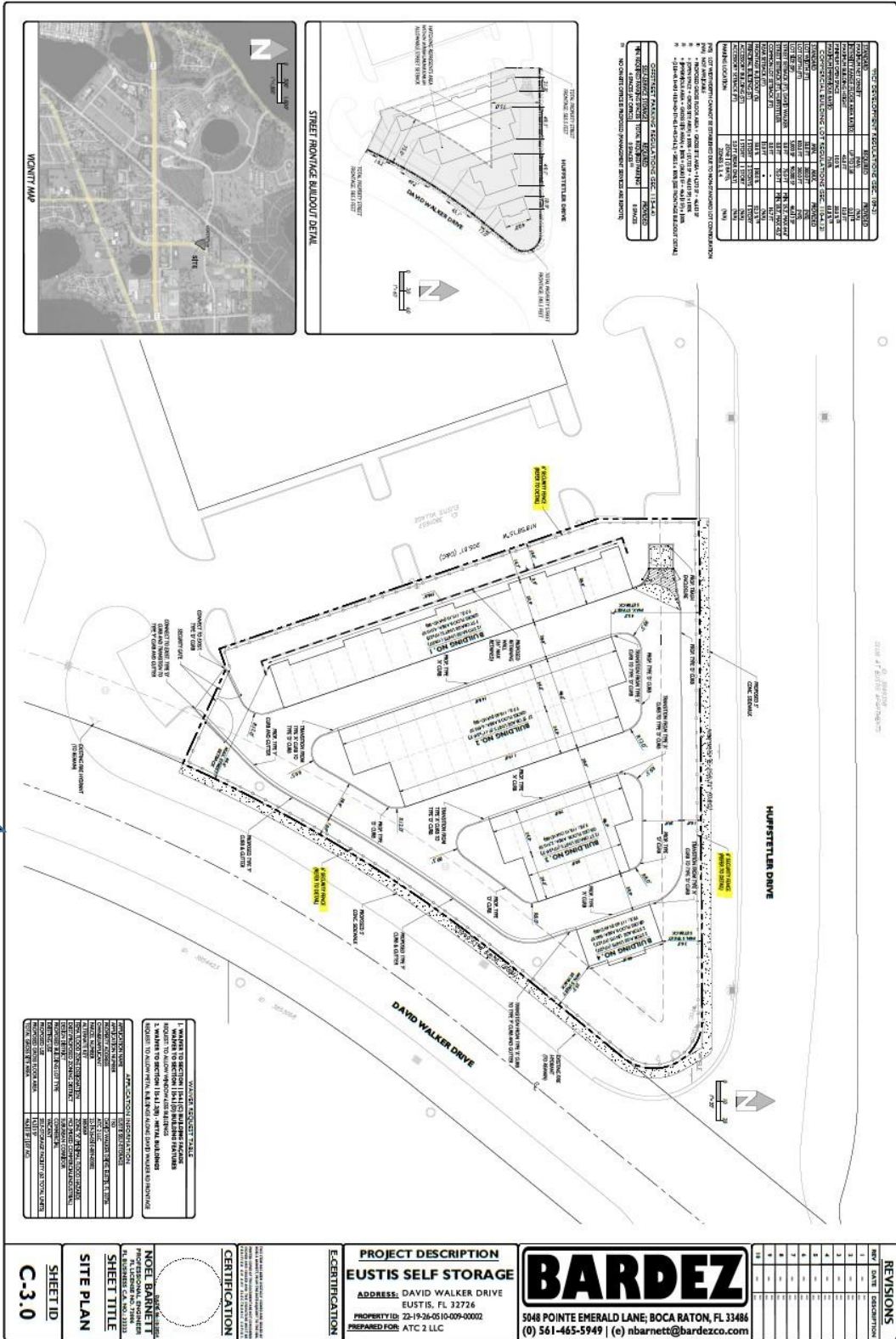


EXHIBIT B – FENCING DETAIL

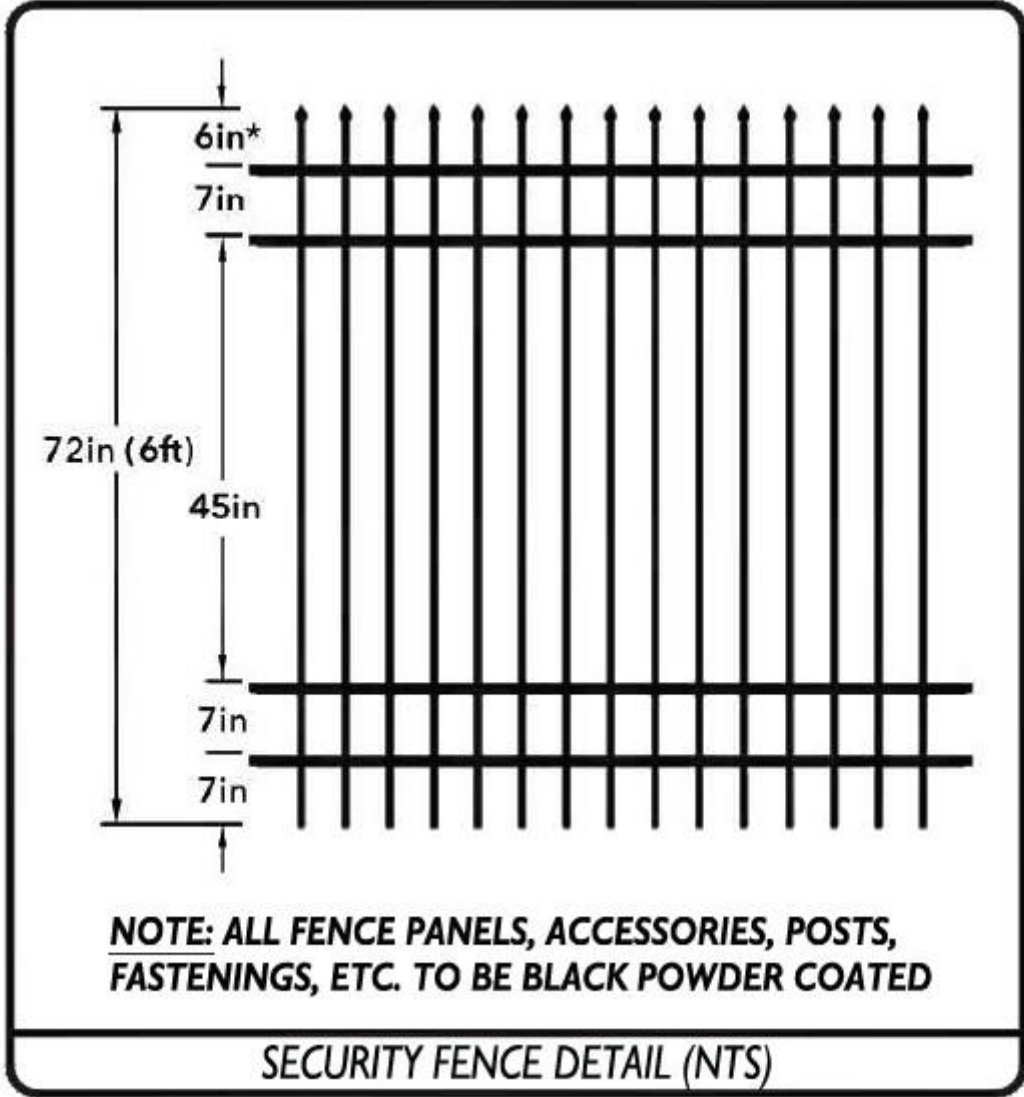
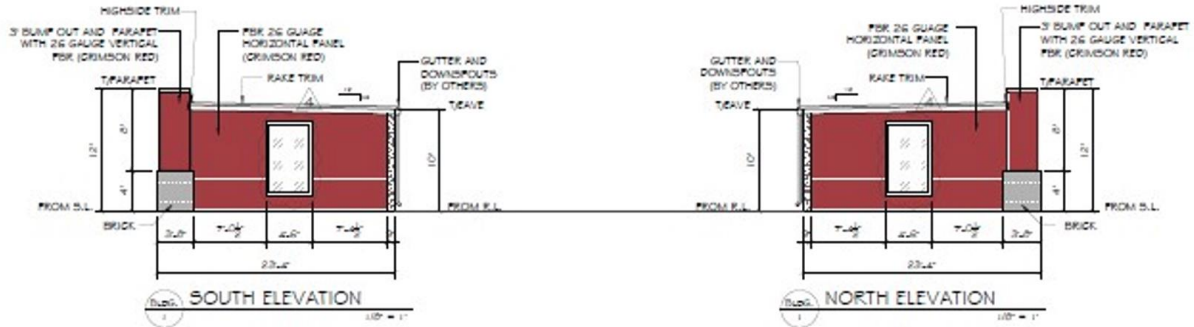


EXHIBIT C – FAUX WINDOW DETAIL

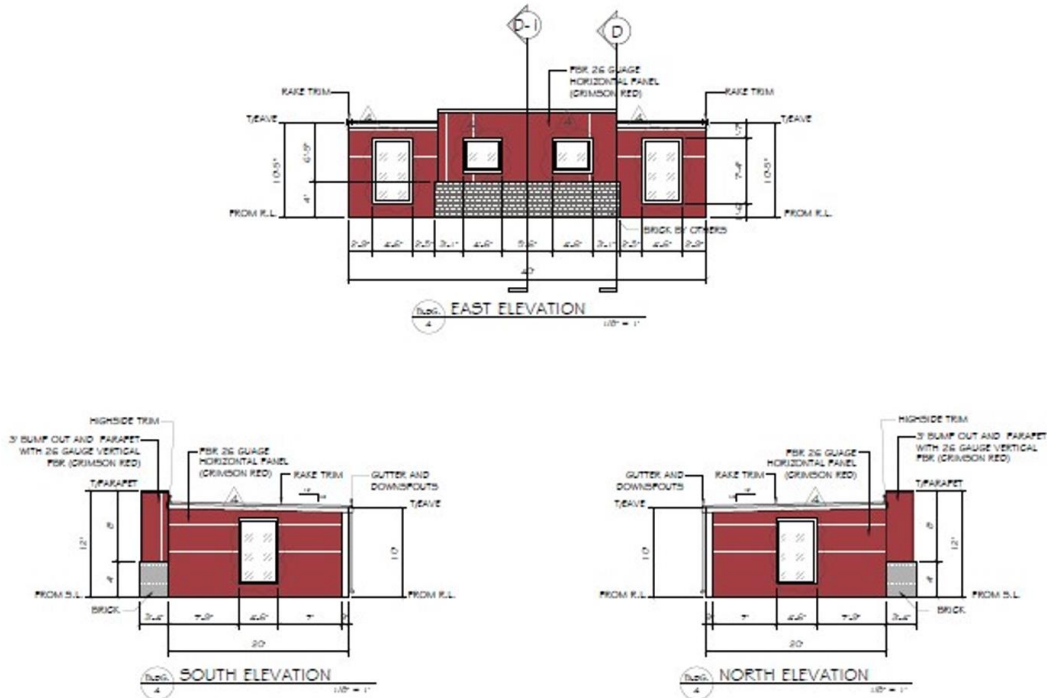
Building 1



Buildings 2 & 3



Building 4



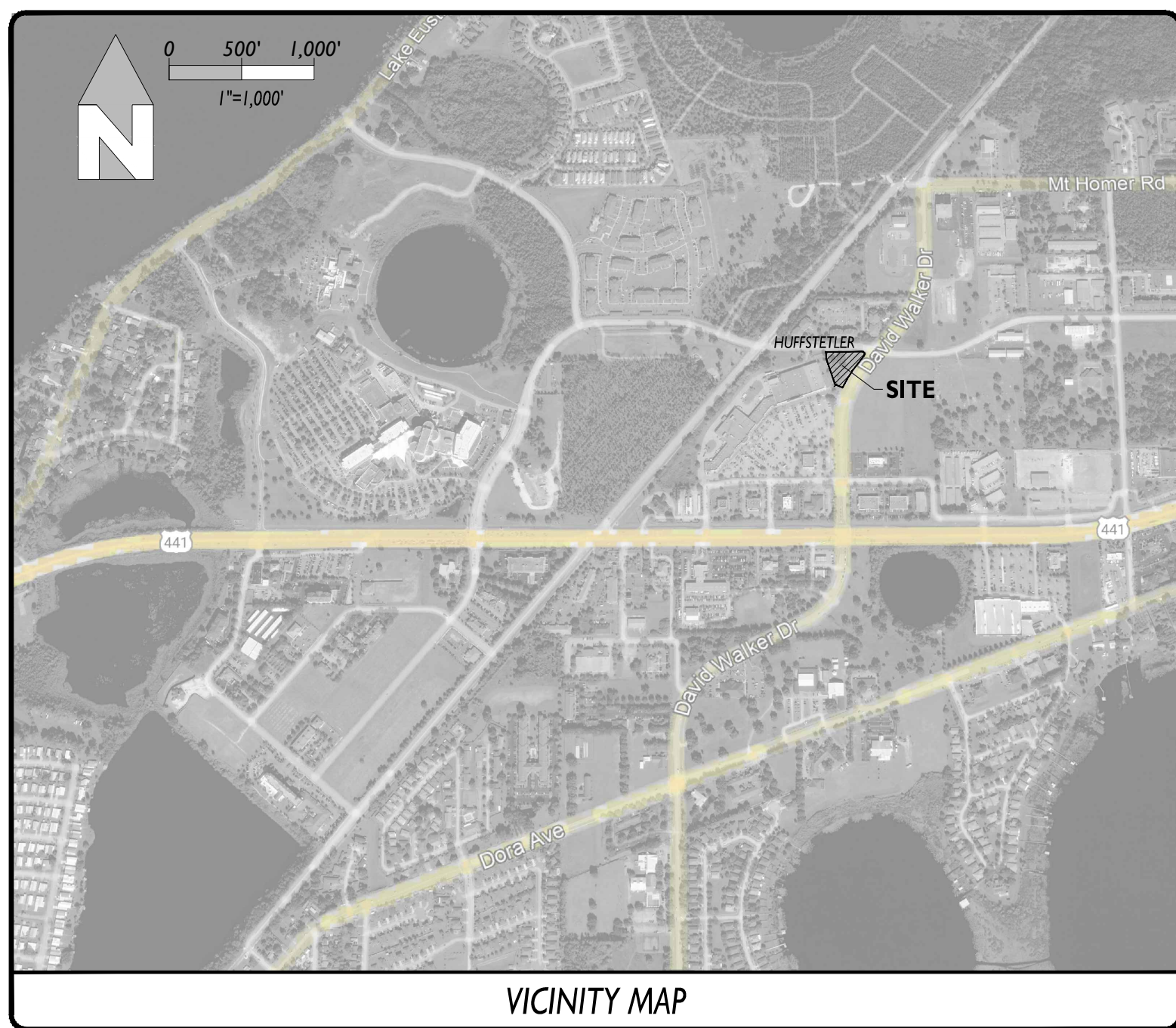
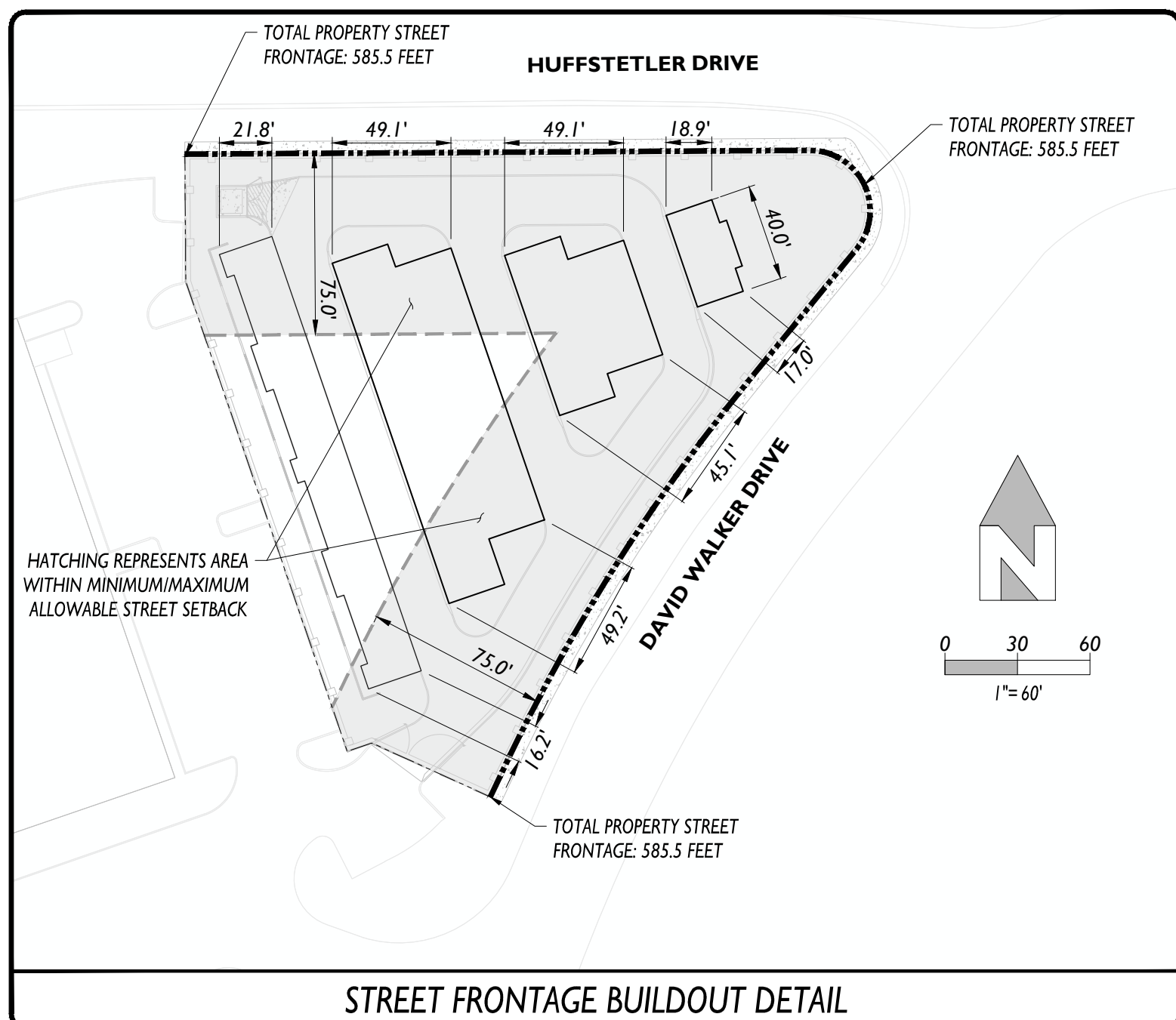
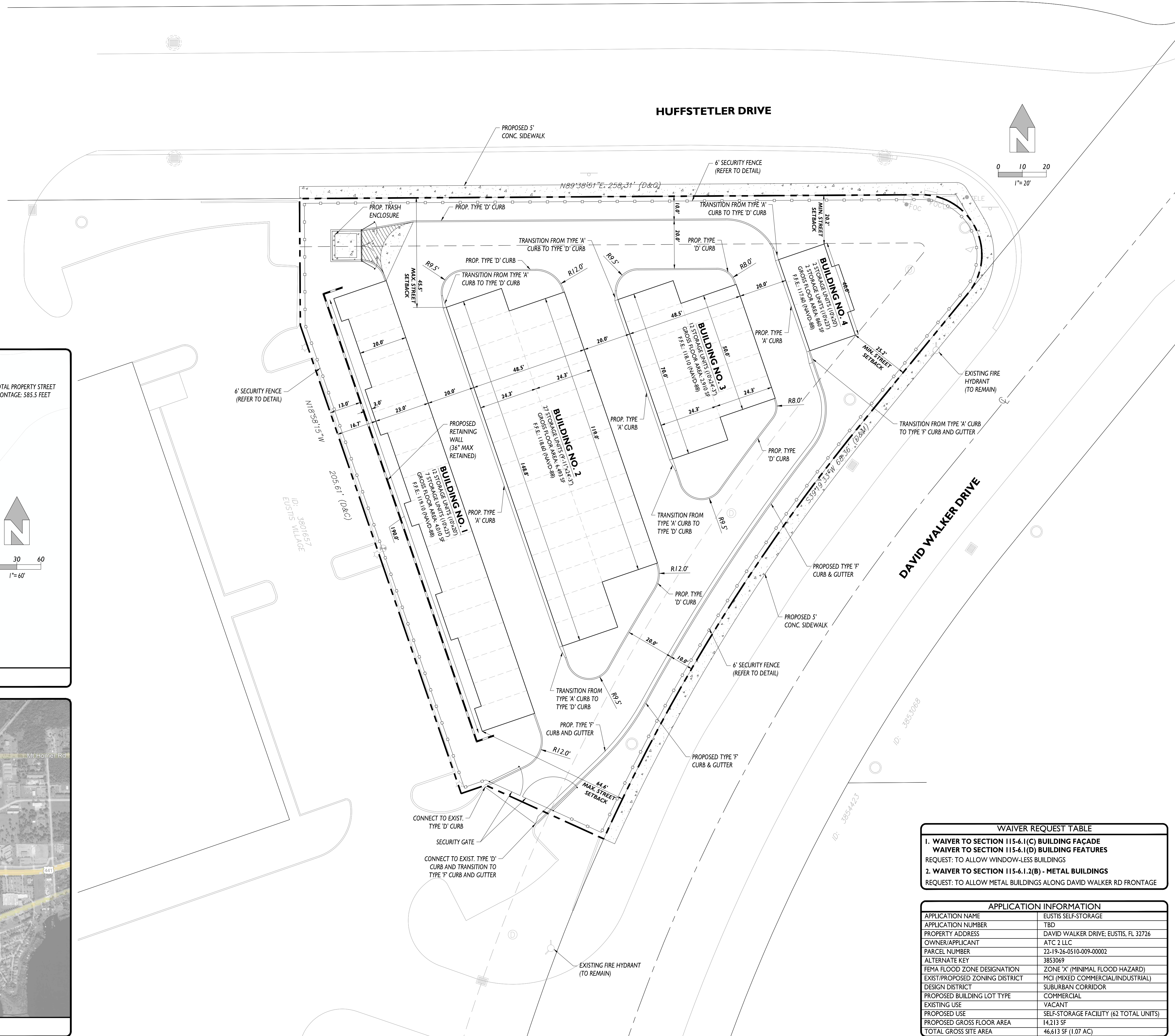
"MCI" DEVELOPMENT REGULATIONS (SEC. 109.3)			
STANDARD	REQUIRED	PROVIDED	
MAXIMUM NET DENSITY	(N/A)	(N/A)	
INTENSITY RANGE (FLOOR AREA RATIO)	UP TO 2.50	0.31 ⁽¹⁾	
MAXIMUM BUILDING HEIGHT	45.0 FT	12.0 FT	
MINIMUM OPEN SPACE	10.0 %	38.0 % ⁽²⁾	
MAXIMUM IMPERVIOUS RATIO	75.0 %	61.8 % ⁽³⁾	
COMMERCIAL BUILDING LOT REGULATIONS (SEC. 110.4.13)			
STANDARD	MIN.	MAX.	PROVIDED
LOT WIDTH (FT)	50.0 FT	300.0 FT	(N/A)
LOT DEPTH (FT)	100.0 FT	300.0 FT	(N/A)
LOT SIZE (SF)	5,000 SF	90,000 SF	46,613 SF
STREET SETBACK (FT), DAVID WALKER	0.0 FT	75.0 FT	MIN. 25.2'; MAX. 64.6'
STREET SETBACK (FT), HUFFSTETLER	0.0 FT	75.0 FT	MIN. 20.2'; MAX. 45.5'
COMMON LOT SETBACK (FT)	0.0 FT	--	16.7 FT
REAR SETBACK (FT)	15.0 FT	--	(N/A)
FRONTAGE BUILDOUT (%)	50.0 %	100.0 %	53.3 % ⁽⁴⁾
PRINCIPAL BUILDING (ST)	1 STORY	2 STORIES	1 STORY
ACCESSORY BUILDING (ST)	1 STORY	1 STORY	(N/A)
ACCESSORY SETBACK (FT)	5.0 FT (REAR ONLY)	--	(N/A)
PARKING LOCATION	ZONE 1 (2 BAYS), ZONES 2, 3, 4	--	(N/A)

(N/A) LOT WIDTH/DEPTH CANNOT BE ESTABLISHED DUE TO NON-STANDARD LOT CONFIGURATION
 (N/A) NOT APPLICABLE
 (1) = PROPOSED GROSS FLOOR AREA ÷ GROSS SITE AREA = 14,273 SF ÷ 46,613 SF
 (2) = (OPEN SPACE ÷ GROSS SITE AREA) × 100% = (17,722 SF ÷ 46,613 SF) × 100%
 (3) = (IMPERVIOUS AREA ÷ GROSS SITE AREA) × 100% = (28,831 SF ÷ 46,613 SF) × 100%
 (4) = (21.8+49.1+49.1+18.9+40+17+45.1+49.2+16.2) ÷ 585.5 × 100% [SEE FRONTAGE BUILDOUT DETAIL]

OFFSTREET PARKING REGULATIONS (SEC. 115.4.4)		
SELF-SERVICE STORAGE	REQUIRED	PROVIDED
MIN. REQUIRED PARKING SPACES: 4 SPACES (AT OFFICE)	TOTAL REQUIRED PARKING: 0 SPACES ⁽¹⁾	0 SPACES

(1) NO ON-SITE OFFICE IS PROPOSED (MANAGEMENT SERVICES ARE REMOTE)

ID: 3849358
 CLUB AT EUSTIS APARTMENTS



REVISIONS

REV	DATE	DESCRIPTION
1	---	---
2	---	---
3	---	---
4	---	---
5	---	---
6	---	---
7	---	---
8	---	---
9	---	---
10	---	---

BARDEZ
 5048 POINTE EMERALD LANE, BOCA RATON, FL 33486
 (O) 561-465-5949 | (e) nbarnett@bardezco.com

PROJECT DESCRIPTION
EUSTIS SELF STORAGE
 ADDRESS: DAVID WALKER DRIVE
 EUSTIS, FL 32726
 PROPERTY ID: 22-19-26-0510-009-00002
 PREPARED FOR: ATC 2 LLC

E-CERTIFICATION

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY NOEL A. BARNETT, PE ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED IN ANY ELECTRONIC COPIES.

CERTIFICATION

DATE: 06-10-2024
NOEL BARNETT
 PROFESSIONAL ENGINEER
 FL LICENSE NO. 72006
 FL BUSINESS C.A. NO.: 32223

SHEET TITLE

SITE PLAN

SHEET ID

C-3.0

WAIVER REQUEST TABLE	
1. WAIVER TO SECTION 115-6.1(C) BUILDING FAÇADE WAIVER TO SECTION 115-6.1(D) BUILDING FEATURES	REQUEST: TO ALLOW WINDOW-LESS BUILDINGS
2. WAIVER TO SECTION 115-6.1.2(B) - METAL BUILDINGS	REQUEST: TO ALLOW METAL BUILDINGS ALONG DAVID WALKER RD FRONTAGE

APPLICATION INFORMATION	
APPLICATION NAME	EUSTIS SELF-STORAGE
APPLICATION NUMBER	TBD
PROPERTY ADDRESS	DAVID WALKER DRIVE, EUSTIS, FL 32726
OWNER/APPLICANT	ATC 2 LLC
PARCEL NUMBER	22-19-26-0510-009-00002
ALTERNATE KEY	3853069
FEMA FLOOD ZONE DESIGNATION	ZONE 'X' (MINIMAL FLOOD HAZARD)
EXIST/PROPOSED ZONING DISTRICT	MCI (MIXED COMMERCIAL/INDUSTRIAL)
DESIGN DISTRICT	SUBURBAN CORRIDOR
PROPOSED BUILDING LOT TYPE	COMMERCIAL
EXISTING USE	VACANT
PROPOSED USE	SELF-STORAGE FACILITY (62 TOTAL UNITS)
PROPOSED GROSS FLOOR AREA	14,213 SF
TOTAL GROSS SITE AREA	46,613 SF (1.07 AC)

MARKUPS / REVISIONS			
NO.	BY	ISSUE	DATE
1	SRW	MARKUPS	06-25-24
4	SRW	FAUX WINDOWS	06-25-24



EUSTIS SELF STORAGE
DAVID WALKER DRIVE
EUSTIS, FL 32726

ENGINEER STAMP

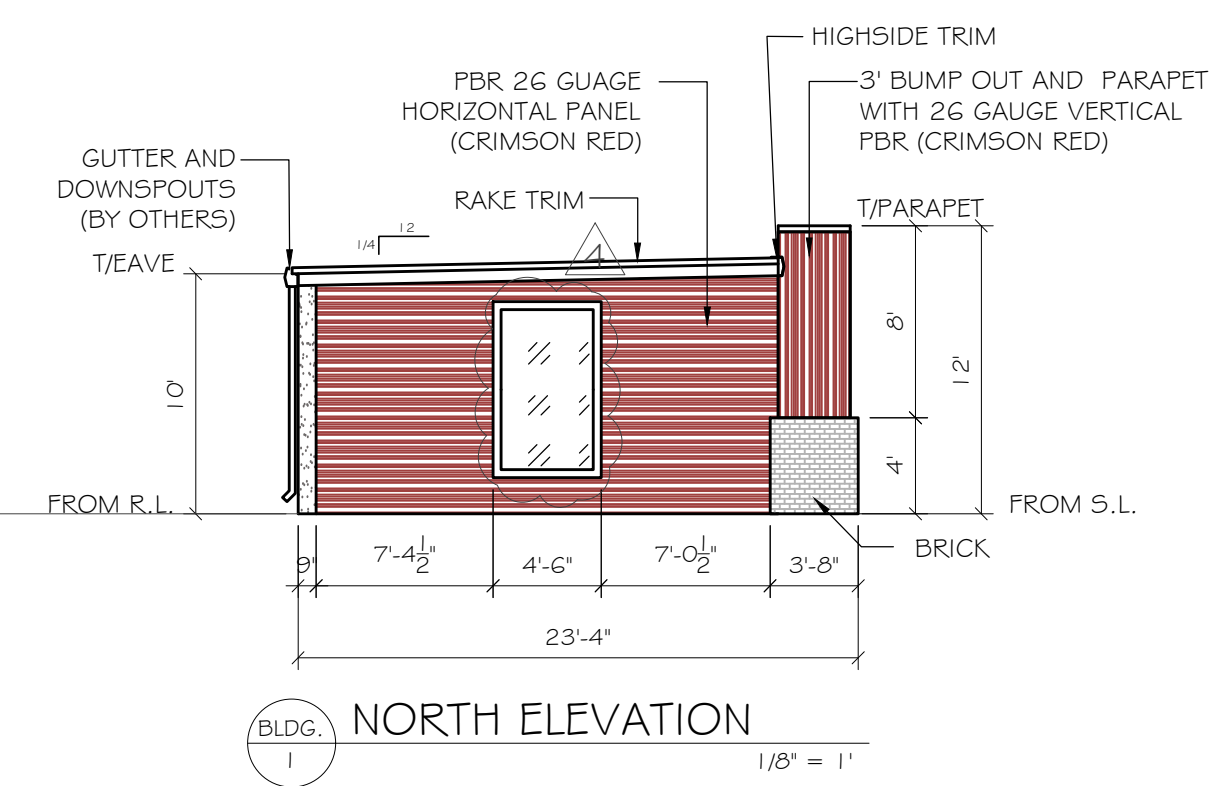
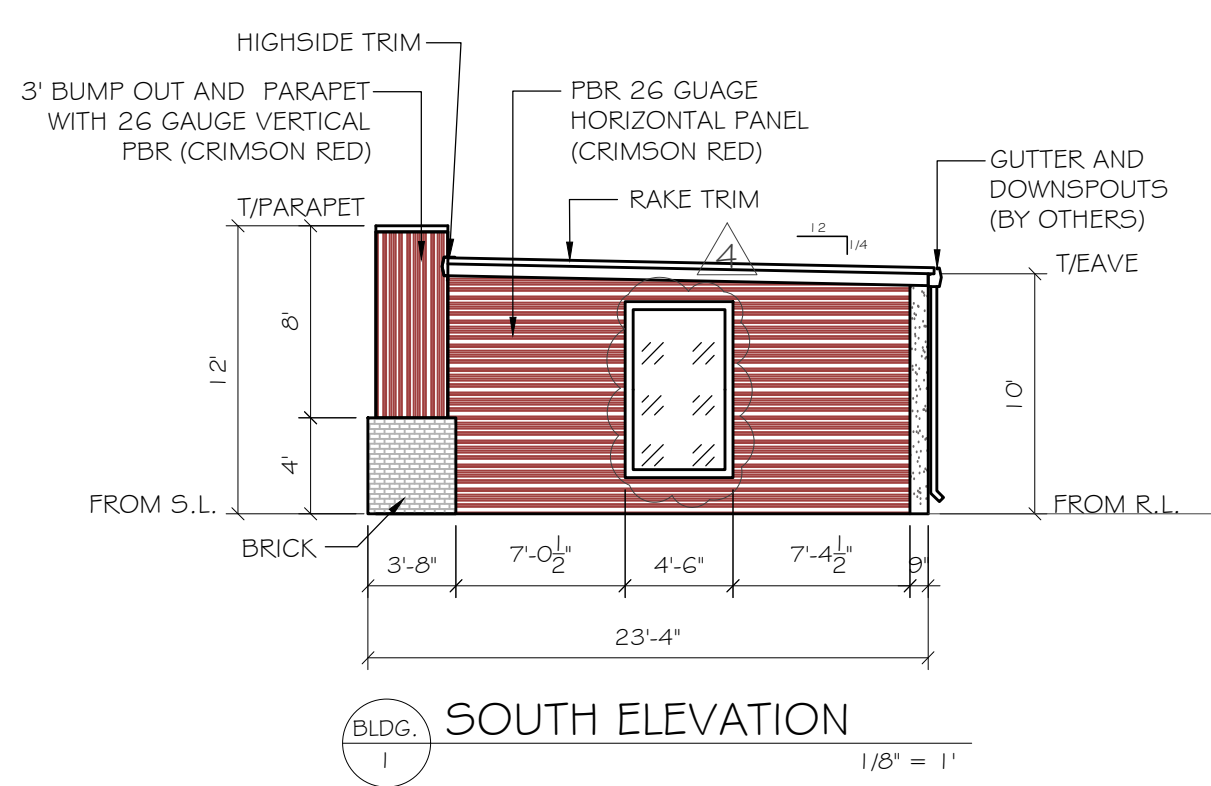
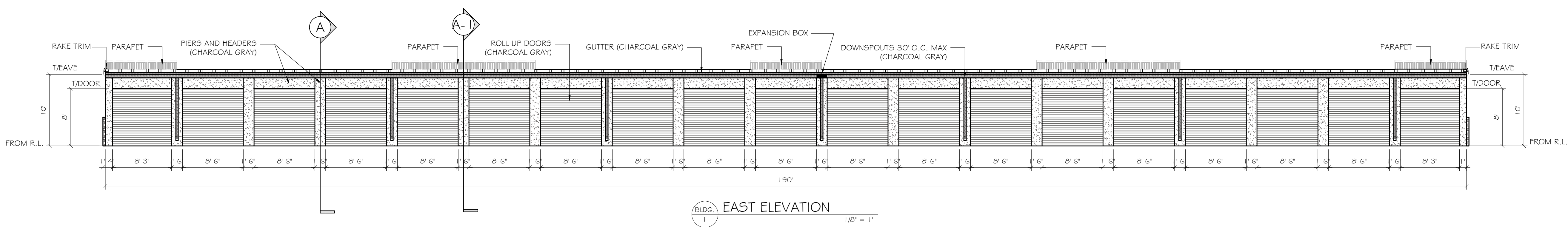
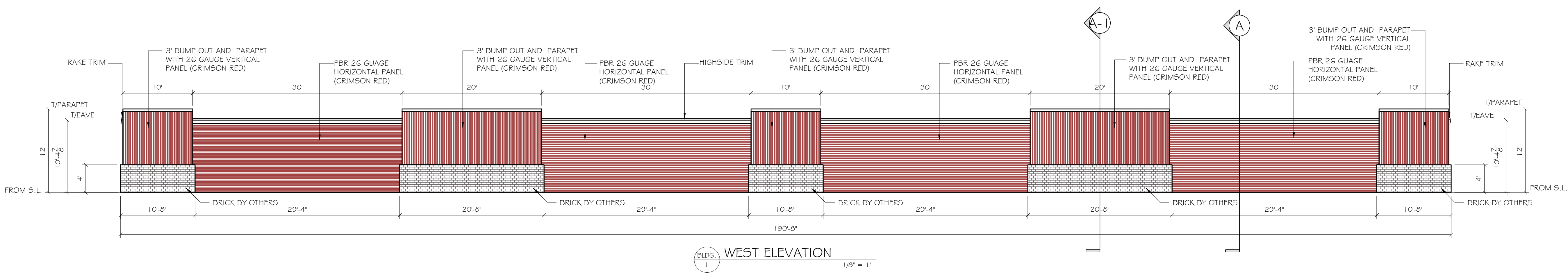
ENGINEER
 RBE CONSULTING SERVICES, LLC
10000 W. STATE ROAD 70, SUITE 100, EUSTIS, FL 32726
 (800) 989-0230
 WWW.MAKORABCO.COM
 ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MAKORABCO ENTERPRISES, LLC.

SHEET TITLE

BLDG. 1
ELEVATIONS

DATE: 01-10-24
 DRAWN BY: SRW
 CHECKED BY: J5
 JOB NO.: 2747
 SCALE: AS NOTED
 SHEET

S-1.5



MBCI TRUE COLOR CODE									
COLOR	AUTOCAD (TRUE COLORS)			SIGNATURE 300					
	CODING	R	G	B	CODING	SR#	SR#	LRV	HEX#
CHARCOAL GRAY	01	00	99	0.38	41	---	---	12.78%	#656462
CRIMSON RED	00	64	65	---	---	---	---	11.57%	#A0403F

NOTES:
 ALL MAN DOORS, ROLL-UP DOORS, SLIDING GLASS DOORS, WINDOWS AND TRANSOMS SHALL BE FIELD VERIFIED PRIOR TO FABRICATION TO ENSURE PROPER FIT. G.C./SUBCONTRACTOR SHALL NOT FABRICATE FROM THE CONSTRUCTION DOCUMENTS. SHOULD THE G.C./SUBCONTRACTOR CHOOSE TO FABRICATE THE PREVIOUSLY REFERENCED ITEMS FROM THE CONTRACT/PROPOSAL DOCUMENTS AND NOT FROM THE FIELD THEY DO SO AT THEIR OWN RISK AND ANY AND ALL MODIFICATIONS REQUIRED AS A RESULT SHALL BE AT THEIR OWN EXPENSE.

NOTE:
 GC SHALL COORDINATE ALL TCMU WALL HEIGHTS WITH RABCO ENTERPRISES, LLC PRIOR TO CONSTRUCTION TO ENSURE PROPER FIT OF THE METAL BUILDING COMPONENTS. FAILURE TO GET WRITTEN APPROVAL PRIOR TO ERECTING THE CMU WALLS MAY RESULT IN NEEDED MODIFICATIONS TO EITHER THE CMU WALL AND/OR THE METAL BUILDING COMPONENTS AT THE G.C.'S EXPENSE.

MARKUPS / REVISIONS			
NO.	BY	ISSUE	DATE
1	SRW	MARKUPS	06-25-24
4	SRW	FALSE WINDOWS	06-25-24



**EUSTIS SELF STORAGE
DAVID WALKER DRIVE
EUSTIS, FL 32726**

ENGINEER STAMP

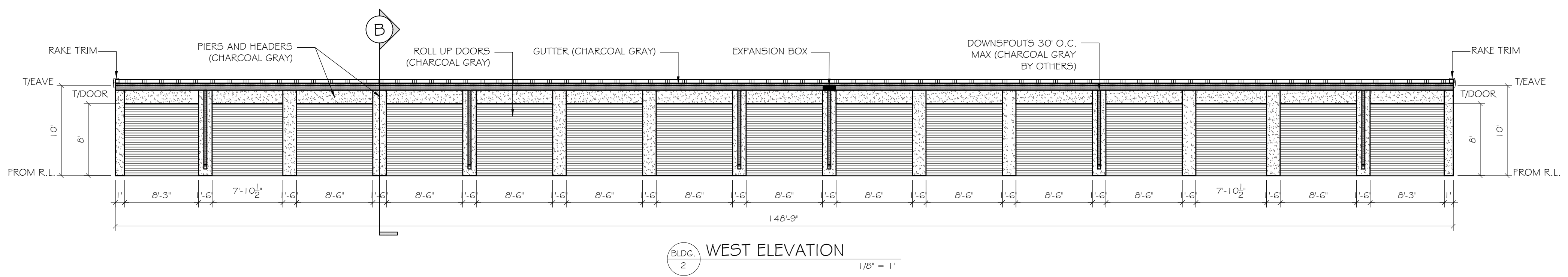
ENGINEER
RBE CONSULTING SERVICES, LLC
1805 SW 10th Street, Suite 100, Ft. Lauderdale, FL 33304
TEL: (954) 577-7777 FAX: (954) 577-7778
WWW.RBECONSULTING.COM
REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF FLORIDA
LICENSE NO. 12150
EXPIRES 12/31/2025

SHEET TITLE

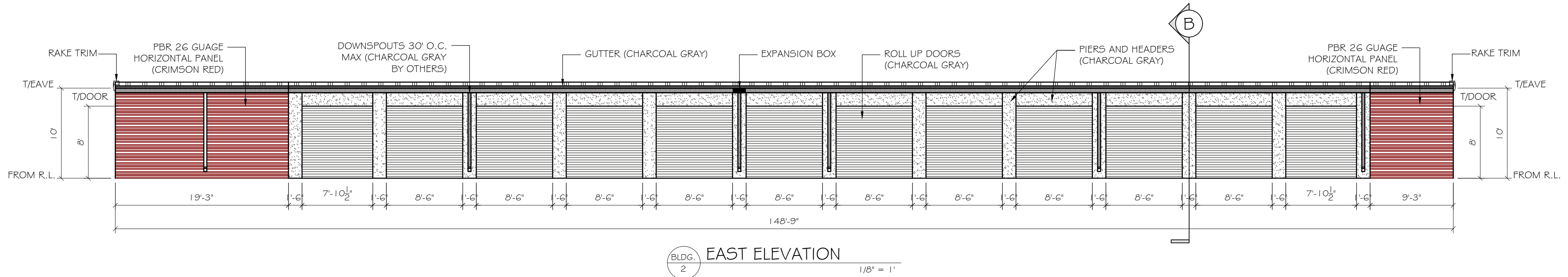
**BLDG. 2
ELEVATIONS**

DATE: 01-10-24
DRAWN BY: SRW
CHECKED BY: JS
JOB NO.: 2747
SCALE: AS NOTED
SHEET

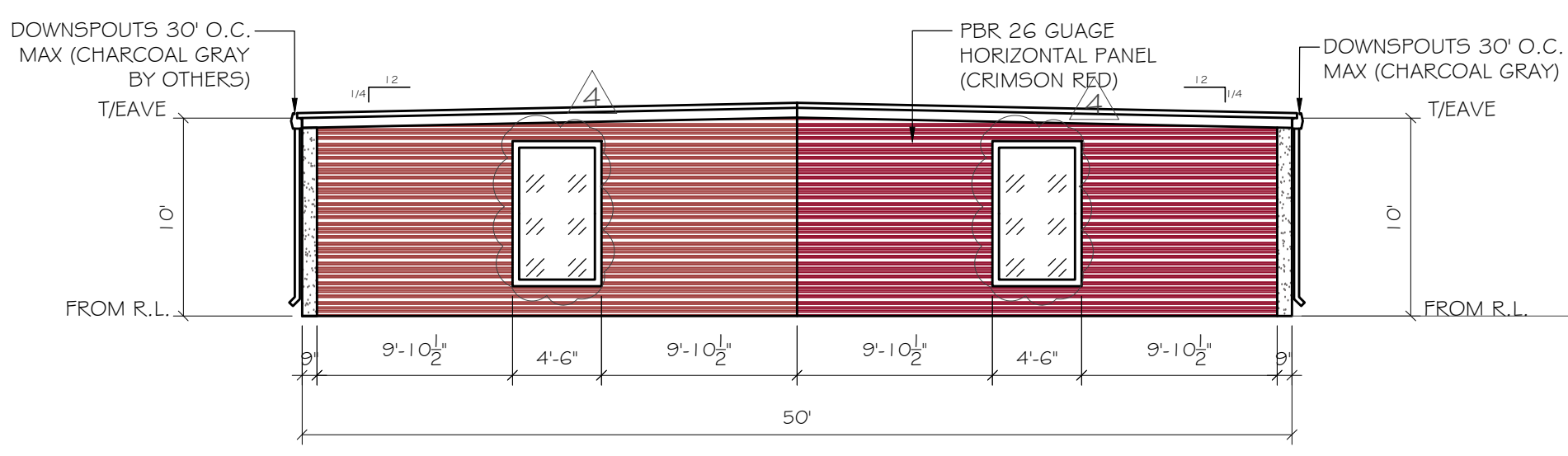
S-2.5



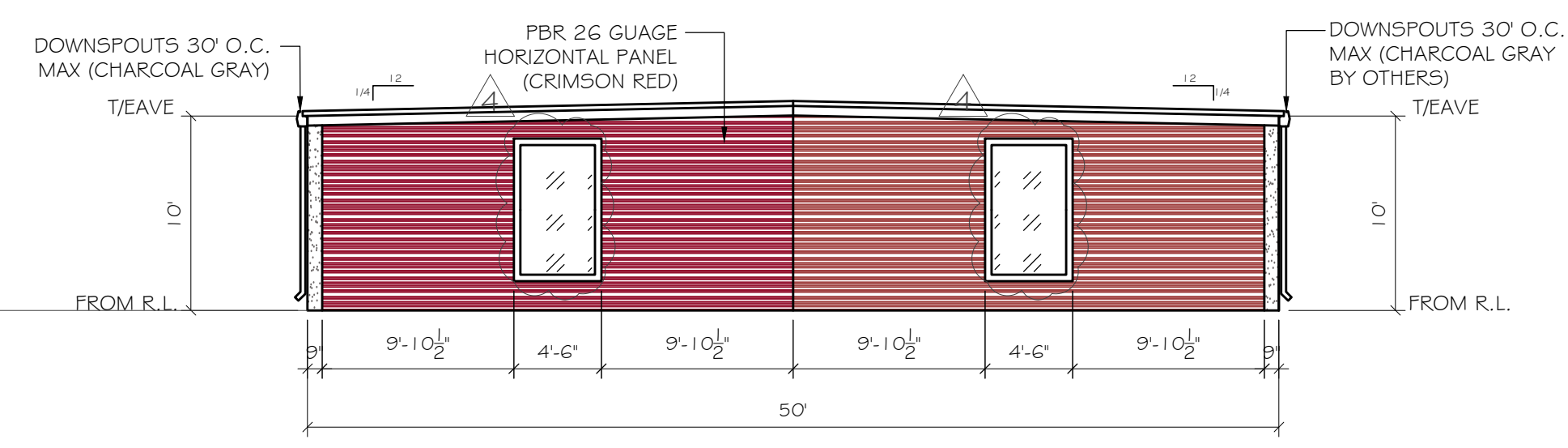
BLDG. 2 WEST ELEVATION
1/8" = 1'



BLDG. 2 EAST ELEVATION
1/8" = 1'



BLDG. 2 SOUTH ELEVATION
1/8" = 1'



BLDG. 2 NORTH ELEVATION
1/8" = 1'

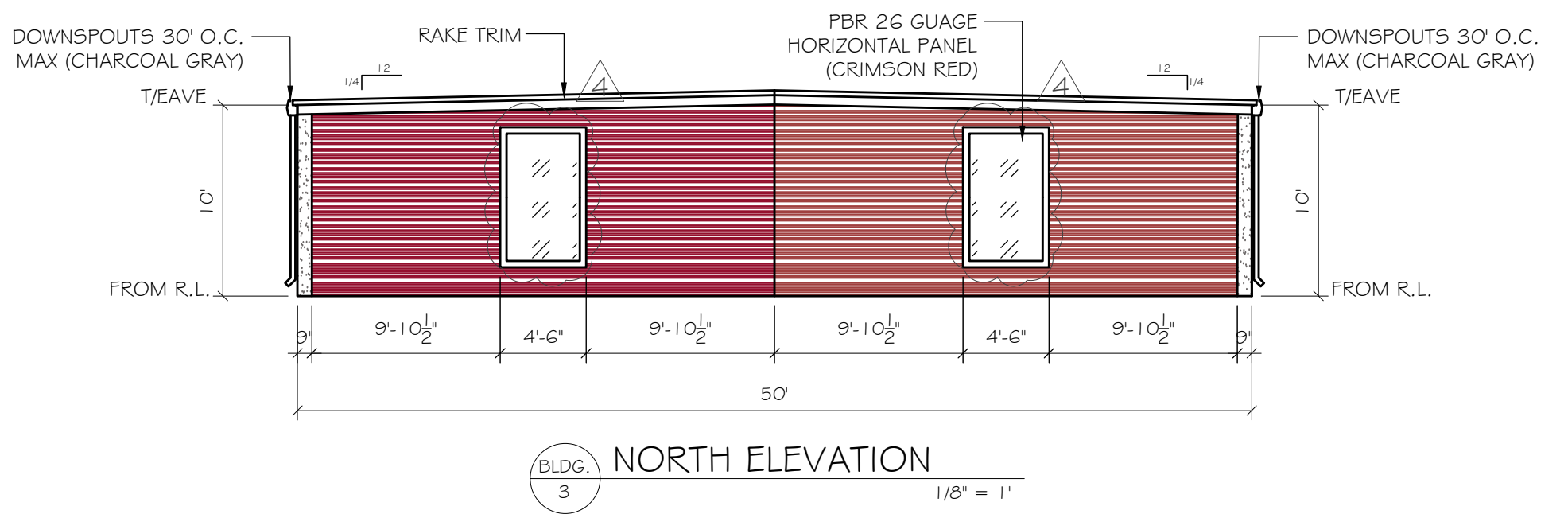
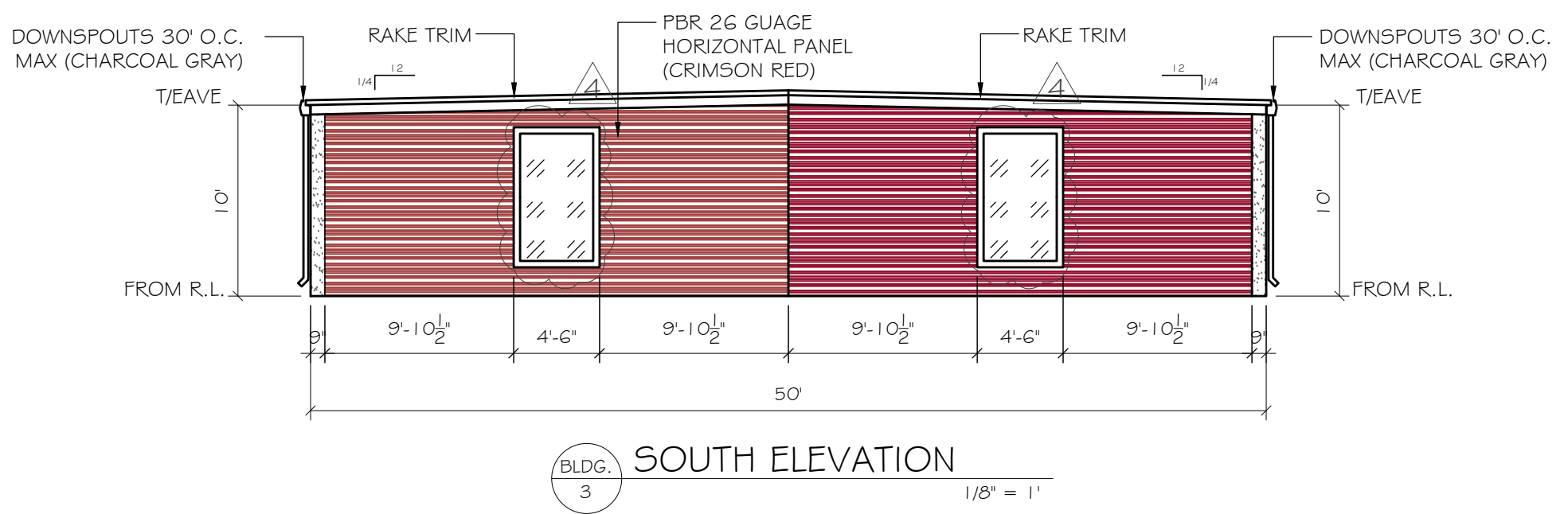
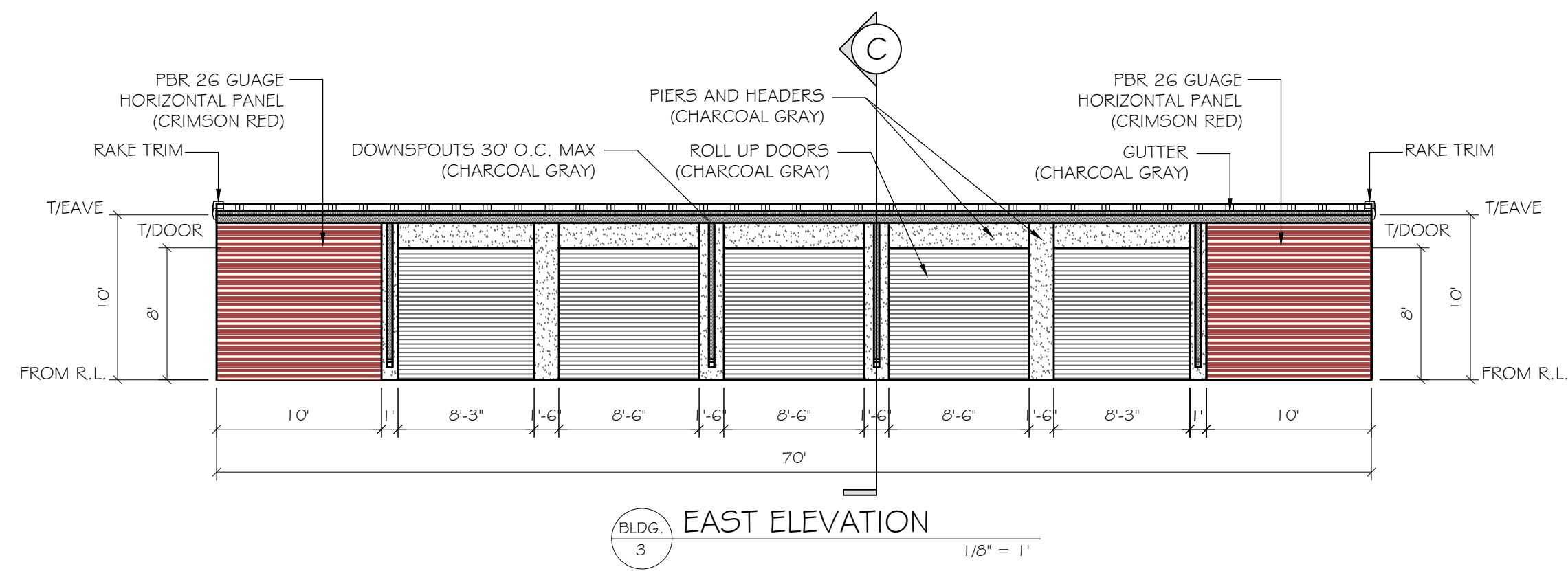
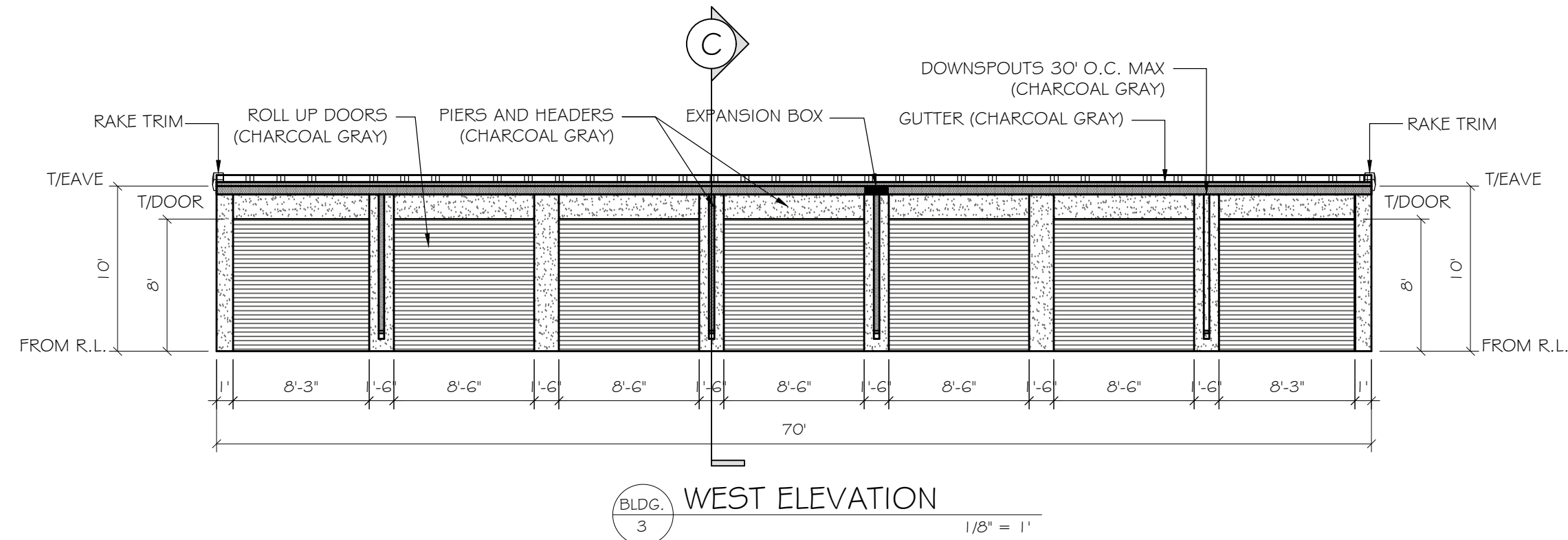
MBCI TRUE COLOR CODE							
COLOR	AUTOCAD (TRUE COLORS)			SIGNATURE 300			
	R	G	B	SR#	SR#	LRV	HEX#
CHARCOAL GRAY	101	100	98	0.38	41	12.78%	#656462
CRIMSON RED	60	64	65	---	---	11.57%	#A0403F

NOTES:
ALL MAN DOORS, ROLL-UP DOORS, SLIDING GLASS DOORS, WINDOWS AND TRANSOMS SHALL BE FIELD VERIFIED PRIOR TO FABRICATION TO ENSURE PROPER FIT. G.C./SUBCONTRACTOR SHALL NOT FABRICATE FROM THE CONSTRUCTION DOCUMENTS, SHOULD THE G.C./ SUBCONTRACTOR CHOOSE TO FABRICATE THE PREVIOUSLY REFERENCED ITEMS FROM THE CONTRACT/PROPOSAL DOCUMENTS AND NOT FROM THE FIELD THEY DO SO AT THEIR OWN RISK AND ANY AND ALL MODIFICATIONS REQUIRED AS A RESULT SHALL BE AT THEIR OWN EXPENSE.

NOTE:
GC SHALL COORDINATE ALL TCMU WALL HEIGHTS WITH RABCO ENTERPRISES, LLC PRIOR TO CONSTRUCTION TO ENSURE PROPER FIT OF THE METAL BUILDING COMPONENTS. FAILURE TO GET WRITTEN APPROVAL PRIOR TO ERRECTING THE CMU WALLS MAY RESULT IN NEEDED MODIFICATIONS TO EITHER THE CMU WALL AND/OR THE METAL BUILDING COMPONENTS AT THE G.C.'S EXPENSE.

MARKUPS / REVISIONS			
NO.	BY	ISSUE	DATE
1	SRW	MARKUPS	06-25-24
4	SRW	FAUX WINDOWS	06-25-24

EUSTIS SELF STORAGE
 DAVID WALKER DRIVE
 EUSTIS, FL 32726



MBCI TRUE COLOR CODE							
COLOR	AUTOCAD (TRUE COLORS)			SIGNATURE 300			
	CODING			CODING			
	R	G	B	SR#	SRJ#	LRV	HEX#
CHARCOAL GRAY	10	80	98	0.38	41	12.78%	#C5C4C2
CRIMSON RED	180	64	65	---	---	11.57%	#A0403F

NOTES:
 ALL MAN DOORS, ROLL-UP DOORS, SLIDING GLASS DOORS, WINDOWS AND TRANSOMS SHALL BE FIELD VERIFIED PRIOR TO FABRICATION TO ENSURE PROPER FIT. G.C./SUBCONTRACTOR SHALL NOT FABRICATE FROM THE CONSTRUCTION DOCUMENTS. SHOULD THE G.C./SUBCONTRACTOR CHOOSE TO FABRICATE THE PREVIOUSLY REFERENCED ITEMS FROM THE CONTRACT/PROPOSAL DOCUMENTS AND NOT FROM THE FIELD THEY DO SO AT THEIR OWN RISK AND ANY AND ALL MODIFICATIONS REQUIRED AS A RESULT SHALL BE AT THEIR OWN EXPENSE.

NOTE:
 GC SHALL COORDINATE ALL TCMU WALL HEIGHTS WITH RABCO ENTERPRISES, LLC PRIOR TO CONSTRUCTION TO ENSURE PROPER FIT OF THE METAL BUILDING COMPONENTS. FAILURE TO GET WRITTEN APPROVAL PRIOR TO ERECTING THE CMU WALLS MAY RESULT IN NEEDED MODIFICATIONS TO EITHER THE CMU WALL AND/OR THE METAL BUILDING COMPONENTS AT THE G.C.'S EXPENSE.

ENGINEER STAMP

ENGINEER

RBE CONSULTING SERVICES, LLC
 1805 PALM BEACH BLVD SUITE 100 WEST PALM BEACH, FL 33411
 PHONE: (561) 861-1111 FAX: (561) 861-1112
 WWW.RBESCONSULTING.COM
 LICENSE NO. 12450
 LICENSE EXPIRES 12/31/2024

THE CONSULTING SERVICES, LLC PROJECT NO. 24001
 THESE SERVICES ARE PROVIDED AS A PROFESSIONAL ENGINEERING SERVICE.
 ANY REVISIONS TO THESE SERVICES SHALL BE THE RESPONSIBILITY OF THE CLIENT.
 ANY REVISIONS TO THESE SERVICES SHALL BE THE RESPONSIBILITY OF THE CLIENT.

SHEET TITLE
BLDG. 3
 ELEVATIONS

DATE 01-10-24
 DRAWN BY SRW
 CHECKED BY J5
 JOB NO. 2747
 SCALE AS NOTED
 SHEET

S-3.5

REVISIONS

REV	DATE	DESCRIPTION
1	--	--
2	--	--
3	--	--
4	--	--
5	--	--
6	--	--
7	--	--
8	--	--
9	--	--
10	--	--

BARDEZ
 5048 POINTE EMERALD LANE, BOCA RATON, FL 33486
 (O) 561-465-5949 | (e) nbarnett@bardezco.com

PROJECT DESCRIPTION
EUSTIS SELF STORAGE
 ADDRESS: DAVID WALKER DRIVE
 EUSTIS, FL 32726
 PROPERTY ID: 22-19-26-0510-009-00002
 PREPARED FOR: ATC 2 LLC

E-CERTIFICATION

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY NOEL A. BARNETT, PE ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED IN ANY ELECTRONIC COPIES.

CERTIFICATION

DATE: 06-26-2024

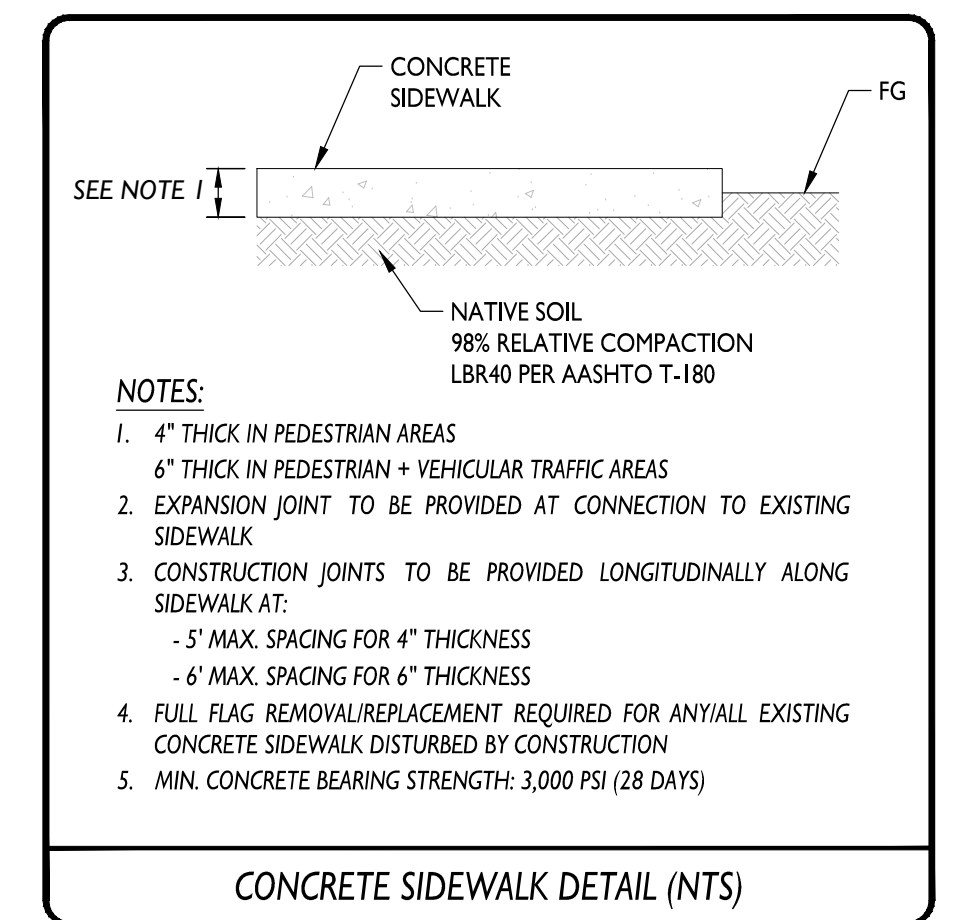
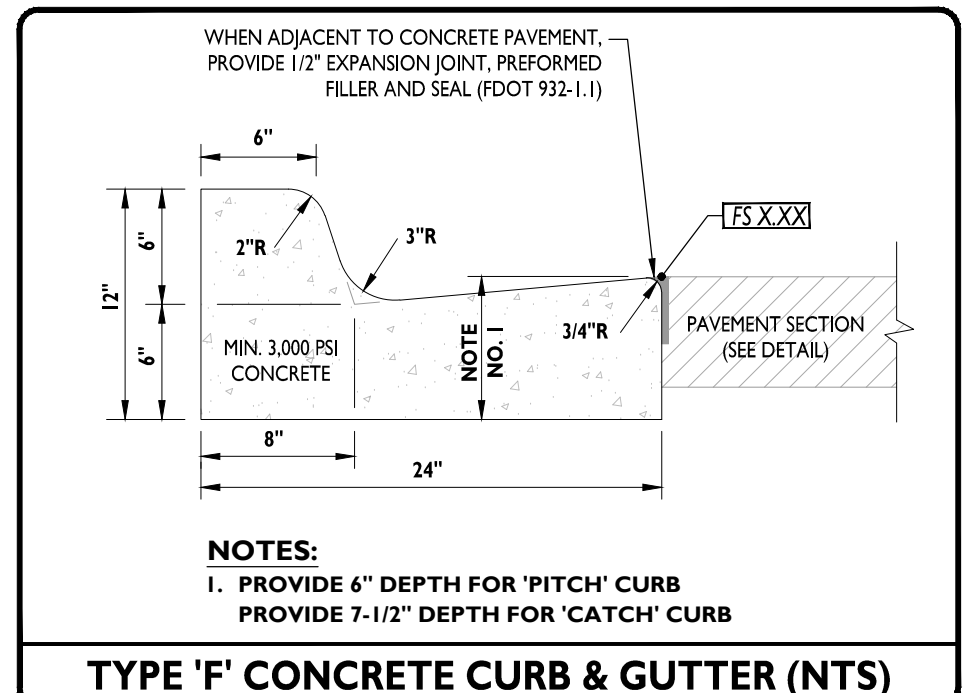
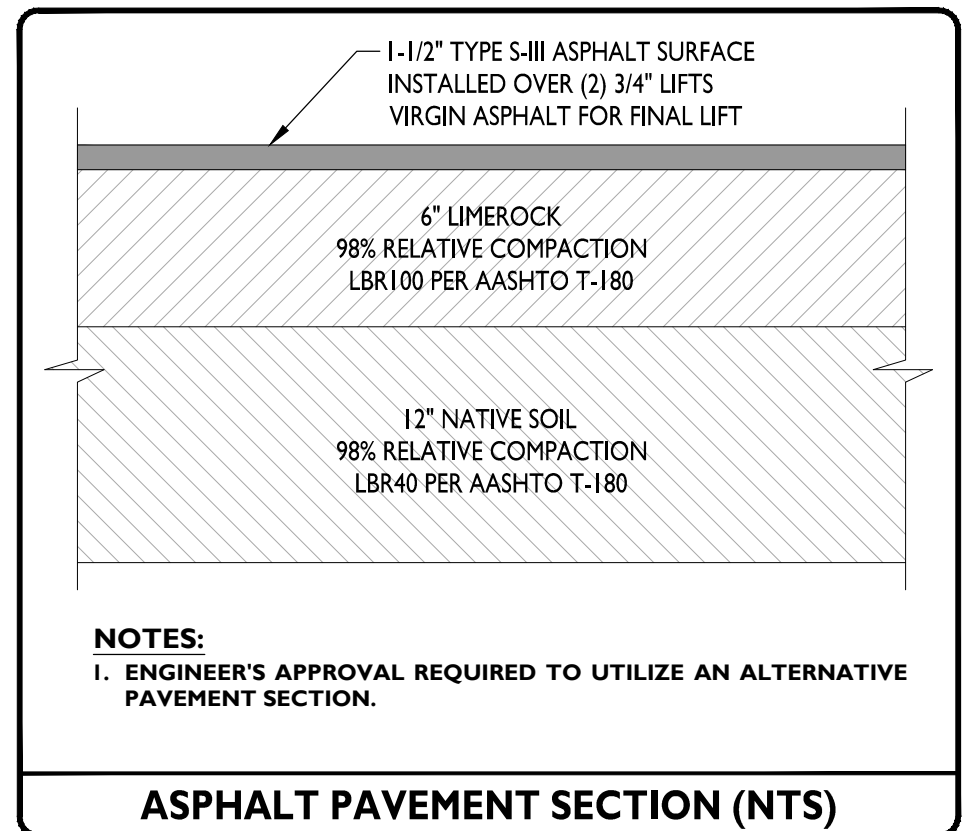
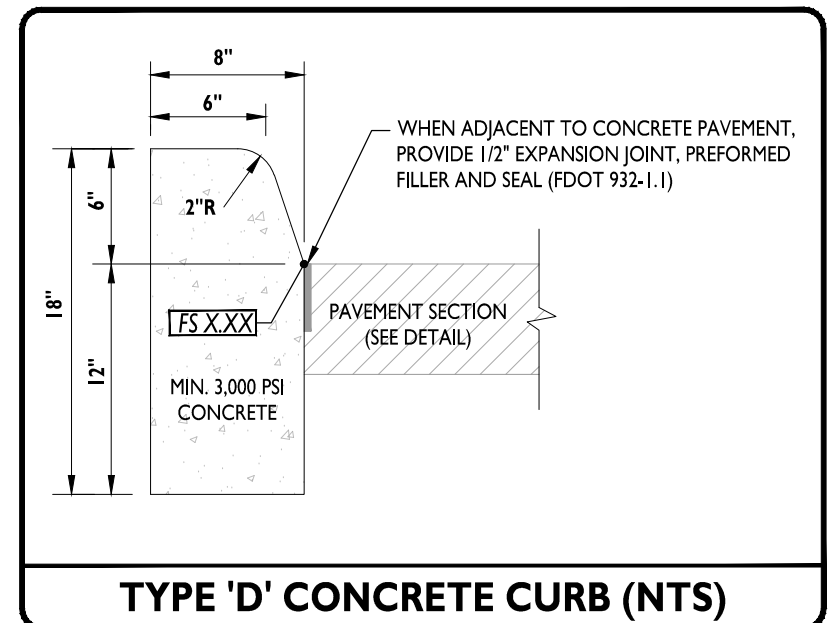
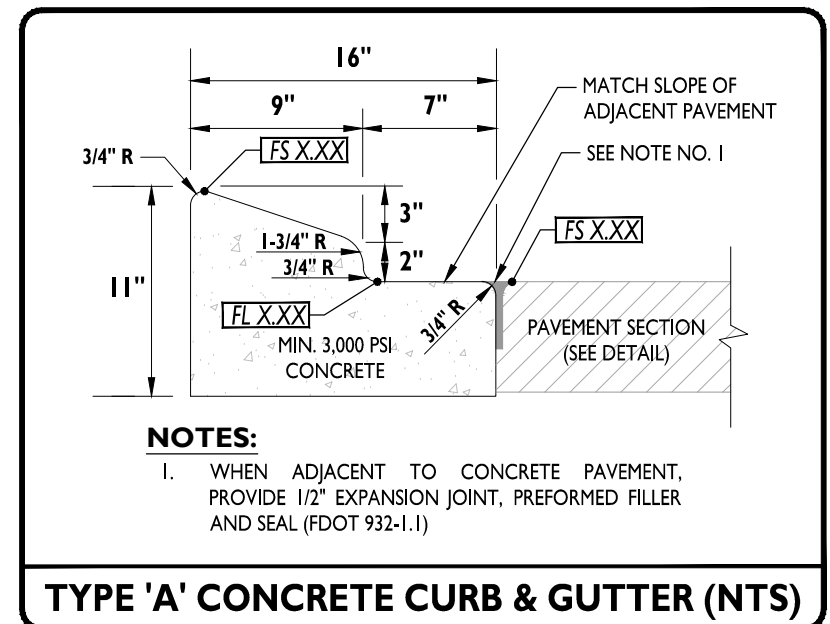
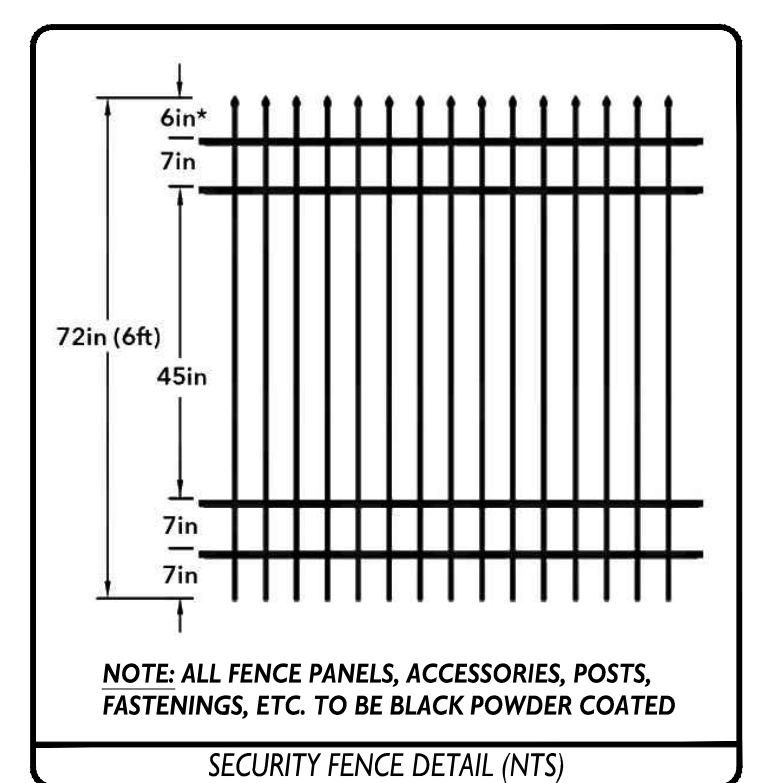
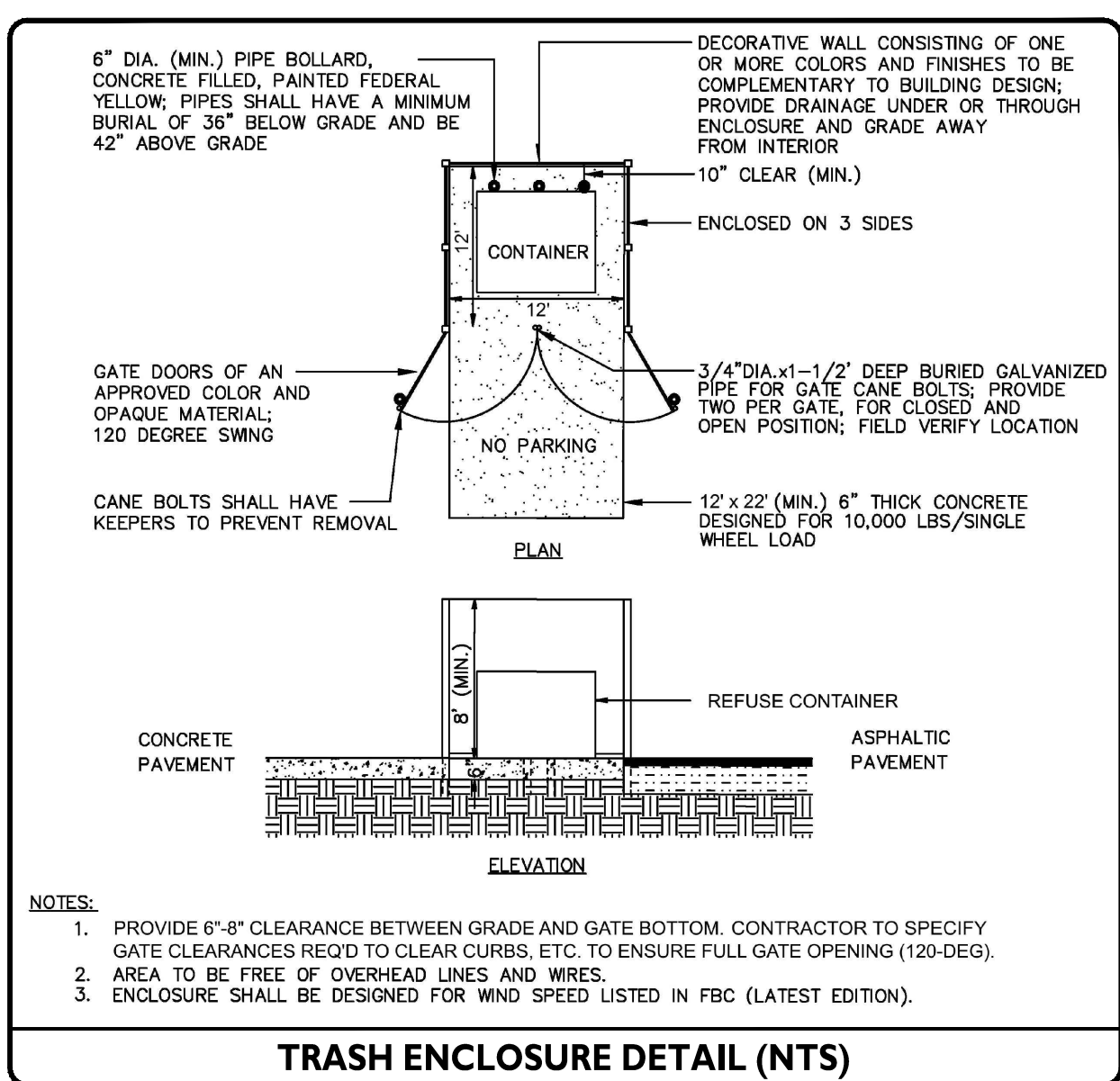
NOEL BARNETT
 PROFESSIONAL ENGINEER
 FL LICENSE NO. 72006
 FL BUSINESS C.A. NO.: 32223

SHEET TITLE

SITE DETAILS

SHEET ID

C-3.1





City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: August 1, 2024

RE: **SECOND READINGS**

Ordinance 24-29: Amending Eustis Firefighter Pension Board Trustee Terms in Chapter 70, Article III, Section 70-61.5- Board of Trustees of the City's Code of Ordinances

Ordinance 24-30: Amending Eustis Police Pension Board Trustee Terms in Chapter 70, Article IV, Section 70-115- Board of Trustees of the City's Code of Ordinances

On April 11, 2024, the City Attorney received a letter from counsel for the Eustis Police Pension Board and the Eustis Firefighter Pension Board requesting certain changes to the terms for the trustees on the boards. Concerns surrounding vacancy trends prompted the consideration and subsequent request for amendment of the trustee terms in the City's Code of Ordinances to provide for staggered, numbered seats, setting election dates for each seat and clarifying that new trustees filling a vacancy will serve out the remaining term for that seat.

Both the Eustis Firefighter Pension Board and the Eustis Police Pension Board voted in favor of this code amendment request. Each board has provided a "No Impact Letter" from its actuary confirming the changes to the trustee terms do not result in a financial impact on the funding requirements to the programs.

RECOMMENDATION

Approval of Ordinances 24-29 and 24-30.

ATTACHMENTS

April 11, 2024 Letter to City Attorney from Board Attorney
 May 16, 2024 Letter from the Eustis Police Pension Actuary
 June 14, 2024 Letter from the Eustis Firefighter Pension Actuary
 Ordinance 24-29
 Ordinance 24-30

Prepared By: Sasha Garcia, City Attorney

Reviewed By: Tom Carrino, City Manager

ORDINANCE NUMBER 24-29

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA AMENDING CHAPTER 70, PENSIONS AND RETIREMENT, ARTICLE III, MUNICIPAL FIREFIGHTERS' PENSION AND RETIREMENT SYSTEM, SECTION 70-61.5-BOARD OF TRUSTEES OF THE CODE OF ORDINANCES OF THE CITY OF EUSTIS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Eustis firefighters are presently provided pension benefits pursuant to Chapter 70, Article III, Eustis Code of Ordinances, which establishes a plan intended to meet or exceed the minimum benefits and minimum standards set out in Chapter 175, Florida Statutes;

WHEREAS, the Eustis Firefighter Pension Board of Trustees has voted to recommend changes to Section 70-61.5, Article III, Chapter 70, Eustis Code of Ordinances which governs to Board of Trustees to provide for numbered seats, setting election dates for each seat, and clarifying that any new trustees filling a vacancy will serve out the remaining term for that seat;

WHEREAS, the proposed changes have been approved and recommended by the Board of Trustees of the plan;

WHEREAS, the City Commission desires to amend its "local-law" pension plan and adopt the Board of Trustees proposed changes clarifying their office and election terms.

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

Section 1. Chapter 70, PENSIONS AND RETIREMENT, Article III, MUNICIPAL FIREFIGHTERS' PENSION AND RETIREMENT SYSTEM, Section 70-61.5-Board of Trustees of the Code of Ordinances of the City of Eustis, is hereby amended as set forth in Exhibit A attached hereto and made a part hereof.

Section 2. It is the intention of the City Commission of the City of Eustis that the provisions of this Ordinance shall become and be made a part of the City of Eustis Code of Ordinances and that the sections of this Ordinance may be renumbered or relettered and the word "Ordinance" may be changed to "Section", "Article" or such other appropriate word or phrase to accomplish such intentions.

Section 3. This Ordinance shall become effective immediately on passing.

Section 4. This Ordinance shall be published in accordance with the requirements of law.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Lake County, Florida, this 1st day of August, 2024.

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 1st day of August, 2024 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 for use and reliance by the City Commission of the City of Eustis, Florida.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-29 is hereby approved, and I hereby certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A

Sec. 70-61.5. Board of Trustees.

(a) The sole and exclusive administration of and responsibility for the proper operation of the system and for making effective the provisions of this ordinance is hereby vested in a board of trustees defined elsewhere herein as the board. The board is hereby designated as the plan administrator, provided that it may delegate plan administration duties to a third-party plan administrator in its discretion.

(b) The membership of the board shall consist of five members serving in numbered seats. Seats 1 and 2 must be held by legal residents of the city and must be appointed by the Eustis City Commission for two (2) year terms. Seat 1 shall be appointed in November of each year ending in an odd number and Seat 2 shall be appointed in November of each year ending in an even number. Seats 3 and 4 must be held by full-time firefighters as defined in F.S. § 175.032 who are elected by a majority of the active firefighters who are members of such plan for two (2) year terms. Seat 3 shall be elected in November of each year ending in an odd number and Seat 4 shall be elected in November of each year ending in an even number. Seat 5 shall be chosen by a majority of the previous four members as provided herein, and such person's name shall be submitted to the Eustis City Commission. Upon receipt of the fifth person's name, the Eustis City Commission shall, as a ministerial duty, appoint such person to the board. The member holding Seat 5 shall have the same rights as each of the other four members, and shall serve as trustee for a period of two (2) years. DROP participants can be elected as, but not vote for, elected trustees. Each member may succeed himself or herself as a trustee so long as the member otherwise meets the requirements of that seat. In the event that any seat becomes vacant, a successor member who meets the requirements of that seat shall be appointed or elected in the manner required for that seat and shall serve for the remaining term of that seat. The board shall establish and administer the nominating and election procedures for each election. The board shall meet at least quarterly each year. The board shall be a legal entity with, in addition to other powers and responsibilities contained herein, the power to bring and defend lawsuits of every kind, nature, and description.

(c) The trustees shall, by a majority vote, elect a chairman and a secretary. If the board has not appointed an administrator, the secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law.

(d) Each trustee shall be entitled to one vote on the board. Three affirmative votes shall be necessary for any decision by the trustees at any meeting of the board. A trustee shall abstain from voting as the result of a conflict of interest and shall comply with the provisions of F.S. § 112.3143.

(e) The board shall engage such actuarial, accounting, legal, and other services as shall be required to transact the business of the system. The compensation of all persons engaged by the board and all other expenses of the board necessary for the operation of the system shall be paid from the fund at such rates and in such amounts as the board shall agree. In the event the board chooses to use the city's legal counsel, actuary or other professional, technical or other advisors, it shall do so only under terms and conditions acceptable to the board.

(f) The duties and responsibilities of the board shall include, but not necessarily be limited to, the following:

- (1) To construe the provisions of the system and determine all questions arising thereunder.
- (2) To determine all questions relating to eligibility and membership.
- (3) To determine and certify the amount of all retirement allowances or other benefits hereunder.
- (4) To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system.
- (5) To distribute to members, at regular intervals, information concerning the system.
- (6) To receive and process all applications for benefits.
- (7) To authorize all payments whatsoever from the fund, and to notify the custodian, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund.
- (8) To have performed actuarial studies and valuations, at least as often as required by law, and make recommendations regarding any and all changes in the provisions of the system.
- (9) To perform such other duties as are required to prudently administer the system.

(g) *Claims procedures.*

- (1) The board shall establish administrative claims procedures to be utilized in processing written requests ("claims"), on matters which affect the substantial rights of any person ("claimant"), including members, retirees, beneficiaries, or any person affected by a decision of the board.

(2) The board shall have the power to subpoena and require the attendance of witnesses and the production of documents for discovery prior to and at any proceedings provided for in the board's claims procedures. The claimant may request in writing the issuance of subpoenas by the board. A reasonable fee may be charged for the issuance of any subpoenas not to exceed the fees set forth in Florida Statutes.

June 14, 2024

Via Email

Amanda Kish
The Resource Centers
4360 Northlake Boulevard, Suite 206
Palm Beach Gardens, FL 33410

Re: City of Eustis
Municipal Firefighters' Pension and Retirement System

Dear Amanda:

In response to your email dated May 8, 2024, we have reviewed the proposed Ordinance amending and restating a "Local Law" pension plan to clarify the terms of office of the Trustees and elections of each. This change would not affect the assumptions used in the valuation report and would therefore have no immediate impact on the funding requirements to the program.

Because the changes do not result in a financial impact on the funding requirements, it is our opinion that a formal Actuarial Impact Statement is not required in support of its adoption. However, since the Division of Retirement must be aware of the current provisions of all public pension programs, it is recommended that you send a copy of this letter and a copy of the fully executed Ordinance to each of the following offices:

Keith Brinkman
Bureau of Local Retirement Systems
Division of Retirement
P. O. Box 9000
Tallahassee, FL 32315-9000

Stephen Bardin
Municipal Police and Fire
Pension Trust Funds
Division of Retirement
P.O. Box 3010
Tallahassee, FL 32315-3010

If you have any questions, please let me know.

Sincerely,



Patrick T. Donlan, EA, ASA, MAAA

Email copy: Kevin Stone, Board Attorney

STONE & GERKEN, P.A.

ATTORNEYS AT LAW

4850 N. Highway 19A
Mount Dora, Florida 32757
Telephone (352) 357-0330
Fax (352) 357-2474

LEWIS W. STONE
SCOTT A. GERKEN
KATRINA THOMAS STONE
KEVIN M. STONE

W. GRANT WATSON
JENNIFER M. COTCH
CYNTHIA F. O'DONNELL

April 11, 2024

Via E-mail

Sasha O. Garcia
City Attorney
City of Eustis, Florida
sgarcia@bowenschroth.com

Re: Eustis Police Pension Board and Eustis Firefighter Pension Board Requests for Change to Ordinance Regarding Trustee Terms

Dear Ms. Garcia,

This office represents the Eustis Police Pension Board ("Police Pension") and the Eustis Firefighter Pension Board ("Firefighter Pension"). Over the last few years, several trustees of the Police Pension have resigned prior to their full two-year terms. When new trustees were appointed or elected the Board's practice was for new trustees to commence a full two-year term. As a result of this practice, the trustees' terms have become less staggered than what Chapter 185, Florida Statutes and the Eustis City Code of Ordinances appear to anticipate.

At their last meeting, the Police Pension voted to recommend that the City amend the ordinance section governing the Board of Trustees to provide for numbered seats, setting election dates for each seat, and clarifying that any new trustees filling a vacancy will serve out the remaining term for that seat.

The Firefighter Pension trustees' terms are currently staggered, however because the two pension ordinances are substantially identical, the Firefighter Pension has voted to recommend the same changes to its respective ordinance.

I have included proposed amendments to Sections 70-115 regarding the Police Pension and 70-61.5 regarding the Firefighter Pension. The proposed amendments are merely administrative and do not substantively affect either Plan.

Please let me know if you have any questions or if I can be of further assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read 'CFO', written in a cursive style.

Cynthia F. O'Donnell

Encl. Proposed Revisions to Ordinances 70-115 and 70-61.5 and redline copies
cc: Amanda Kish, Plan Administrator, amanda@resourcecenters.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: August 1, 2024

RE: **SECOND READINGS**

Ordinance 24-29: Amending Eustis Firefighter Pension Board Trustee Terms in Chapter 70, Article III, Section 70-61.5- Board of Trustees of the City's Code of Ordinances

Ordinance 24-30: Amending Eustis Police Pension Board Trustee Terms in Chapter 70, Article IV, Section 70-115- Board of Trustees of the City's Code of Ordinances

On April 11, 2024, the City Attorney received a letter from counsel for the Eustis Police Pension Board and the Eustis Firefighter Pension Board requesting certain changes to the terms for the trustees on the boards. Concerns surrounding vacancy trends prompted the consideration and subsequent request for amendment of the trustee terms in the City's Code of Ordinances to provide for staggered, numbered seats, setting election dates for each seat and clarifying that new trustees filling a vacancy will serve out the remaining term for that seat.

Both the Eustis Firefighter Pension Board and the Eustis Police Pension Board voted in favor of this code amendment request. Each board has provided a "No Impact Letter" from its actuary confirming the changes to the trustee terms do not result in a financial impact on the funding requirements to the programs.

RECOMMENDATION

Approval of Ordinances 24-29 and 24-30.

ATTACHMENTS

April 11, 2024 Letter to City Attorney from Board Attorney
 May 16, 2024 Letter from the Eustis Police Pension Actuary
 June 14, 2024 Letter from the Eustis Firefighter Pension Actuary
 Ordinance 24-29
 Ordinance 24-30

Prepared By: Sasha Garcia, City Attorney

Reviewed By: Tom Carrino, City Manager

ORDINANCE NUMBER 24-30

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA AMENDING CHAPTER 70, PENSIONS AND RETIREMENT, ARTICLE IV, MUNICIPAL POLICE OFFICERS' PENSION AND RETIREMENT SYSTEM, SECTION 70-115-BOARD OF TRUSTEES OF THE CODE OF ORDINANCES OF THE CITY OF EUSTIS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Eustis police officers are presently provided pension benefits pursuant to Chapter 70, Article IV, Eustis Code of Ordinances, which establishes a plan intended to meet or exceed the minimum benefits and minimum standards set out Chapter 185, Florida Statutes;

WHEREAS, the Eustis Police Pension Board of Trustees has voted to recommend changes to Section 70-115, Article IV, Chapter 70, Eustis Code of Ordinances which governs to Board of Trustees to provide for numbered seats, setting election dates for each seat, and clarifying that any new trustees filling a vacancy will serve out the remaining term for that seat;

WHEREAS, the proposed changes have been approved and recommended by the Board of Trustees of the plan;

WHEREAS, the City Commission desires to amend its "local-law" pension plan and adopt the Board of Trustees proposed changes clarifying their office and election terms.

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

Section 1. Chapter 70, PENSIONS AND RETIREMENT, Article IV, MUNICIPAL POLICE OFFICERS' PENSION AND RETIREMENT SYSTEM, Section 70-115 of the Code of Ordinances of the City of Eustis, is hereby amended as set forth in Exhibit A attached hereto and made a part hereof.

Section 2. It is the intention of the City Commission of the City of Eustis that the provisions of this Ordinance shall become and be made a part of the City of Eustis Code of Ordinances and that the sections of this Ordinance may be renumbered or relettered and the word "Ordinance" may be changed to "Section", "Article" or such other appropriate word or phrase to accomplish such intentions.

Section 3. This Ordinance shall become effective immediately on passing.

Section 4. This Ordinance shall be published in accordance with the requirements of law.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Lake County, Florida, this 1st day of August, 2024.

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 1st day of August, 2024 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 for use and reliance by the City Commission of the City of Eustis, Florida.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-30 is hereby approved, and I hereby certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A

Sec 70-115. Board of Trustees.

(a) The sole and exclusive administration of and responsibility for the proper operation of the system and for making effective the provisions of this ordinance is hereby vested in a board of trustees defined elsewhere herein as the board. The board is hereby designated as the plan administrator, provided that it may delegate plan administration duties to a third-party plan administrator in its discretion.

(b) The membership of the board shall consist of five members serving in numbered seats. Seats 1 and 2 must be legal residents of the city and must be appointed by the Eustis City Commission for two (2) year terms. Seat 1 shall be appointed in November of each year ending in an odd number and Seat 2 shall be appointed in November of each year ending in an even number. Seats 3 and 4 must be held by full-time police officers defined in F.S. § 185.02(16) who are elected by a majority of the active police officers who are members of such plan for two (2) year terms. Seat 3 shall be elected in November of each year ending in an odd number and Seat 4 shall be elected in November of each year ending in an even number. Seat 5 shall be chosen by a majority of the previous four members as provided herein, and such person's name shall be submitted to the Eustis City Commission. Upon receipt of the fifth person's name, the Eustis City Commission shall, as a ministerial duty, appoint such person to the board. The member holding Seat 5 shall have the same rights as each of the other four members and shall serve as trustee for a period of two (2) years. Each member may succeed himself or herself as a trustee so long as the member otherwise meets the requirements of that seat. In the event that any seat becomes vacant, a successor member who meets the requirements of that seat shall be appointed or elected in the manner required for that seat and shall serve for the remaining term of that seat. The board shall establish and administer the nominating and election procedures for each election. The board shall meet at least quarterly each year. The board shall be a legal entity with, in addition to other powers and responsibilities contained herein, the power to bring and defend lawsuits of every kind, nature, and description.

(c) The trustees shall, by a majority vote, elect a chairman and a secretary. If the board has not appointed an administrator, the secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law.

(d) Each trustee shall be entitled to one vote on the board. Three affirmative votes shall be necessary for any decision by the trustees at any meeting of the board. A trustee shall abstain from voting as the result of a conflict of interest and shall comply with the provisions of F.S. § 112.3143.

(e) The board shall engage such actuarial, accounting, legal, and other services as shall be required to transact the business of the system. The compensation of all persons engaged by the board and all other expenses of the board necessary for the operation of the system shall be paid from the fund at such rates and in such amounts as the board shall agree. In the event the board chooses to use the city's legal counsel, actuary or other professional, technical or other advisors, it shall do so only under terms and conditions acceptable to the board.

(f) The duties and responsibilities of the board shall include, but not necessarily be limited to, the following:

- (1) To construe the provisions of the system and determine all questions arising thereunder.
- (2) To determine all questions relating to eligibility and membership.
- (3) To determine and certify the amount of all retirement allowances or other benefits hereunder.
- (4) To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system.
- (5) To distribute to members, at regular intervals, information concerning the system.
- (6) To receive and process all applications for benefits.
- (7) To authorize all payments whatsoever from the fund, and to notify the custodian, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund.
- (8) To have performed actuarial studies and valuations, at least as often as required by law, and make recommendations regarding any and all changes in the provisions of the system.
- (9) To perform such other duties as are required to prudently administer the system.

(g) *Claims procedures.*

- (1) The board shall establish administrative claims procedures to be utilized in processing written requests ("claims"), on matters which affect the substantial rights of any person ("claimant"), including members, retirees, beneficiaries, or any person affected by a decision of the board.

(2) The board shall have the power to subpoena and require the attendance of witnesses and the production of documents for discovery prior to and at any proceedings provided for in the board's claims procedures. The claimant may request in writing the issuance of subpoenas by the board. A reasonable fee may be charged for the issuance of any subpoenas not to exceed the fees set forth in Florida Statutes.



May 16, 2024

Ms. Amanda Kish
Resource Centers, LLC
4360 Northlake Blvd., Suite 206
Palm Beach Gardens, FL 33410

Re: City of Eustis Municipal Police Officers’ Pension and Retirement System – Proposed Ordinance

Dear Amanda:

We have reviewed the proposed ordinance No. 24-_____ for the City of Eustis Municipal Police Officers’ Pension and Retirement System which would amend Section 70-115 of the Ordinance (dealing with the Board of Trustees), which would add language to the City Code saying that the five members of the Retirement System Board of Trustees shall serve in numbered seats with staggered terms (one of the Eustis City Commission-appointed trustees and one of the elected Police Officer trustees will be appointed/elected in November of odd years and the other City Commission-appointed trustee and elected Police Officer trustee will be appointed/elected in November of even years, all serving 2-year terms).

It is our opinion that this change is administrative in nature only and will not have an actuarial impact on the cost of the Retirement System. Therefore, it is our opinion that a formal Actuarial Impact Statement is not required. However, we recommend that you send a copy of this letter and the ordinance to the Municipal Police Officers and Firefighters’ Retirement Trust Funds Office and to the Bureau of Local Retirement Systems.

We welcome your questions and comments.

Respectfully submitted,

Peter N. Strong, FSA, EA, MAAA
Senior Consultant and Actuary

This communication shall not be construed to provide tax advice, legal advice or investment advice.

STONE & GERKEN, P.A.

ATTORNEYS AT LAW

4850 N. Highway 19A
Mount Dora, Florida 32757
Telephone (352) 357-0330
Fax (352) 357-2474

LEWIS W. STONE
SCOTT A. GERKEN
KATRINA THOMAS STONE
KEVIN M. STONE

W. GRANT WATSON
JENNIFER M. COTCH
CYNTHIA F. O'DONNELL

April 11, 2024

Via E-mail

Sasha O. Garcia
City Attorney
City of Eustis, Florida
sgarcia@bowenschroth.com

Re: Eustis Police Pension Board and Eustis Firefighter Pension Board Requests for Change to Ordinance Regarding Trustee Terms

Dear Ms. Garcia,

This office represents the Eustis Police Pension Board (“Police Pension”) and the Eustis Firefighter Pension Board (“Firefighter Pension”). Over the last few years, several trustees of the Police Pension have resigned prior to their full two-year terms. When new trustees were appointed or elected the Board’s practice was for new trustees to commence a full two-year term. As a result of this practice, the trustees’ terms have become less staggered than what Chapter 185, Florida Statutes and the Eustis City Code of Ordinances appear to anticipate.

At their last meeting, the Police Pension voted to recommend that the City amend the ordinance section governing the Board of Trustees to provide for numbered seats, setting election dates for each seat, and clarifying that any new trustees filling a vacancy will serve out the remaining term for that seat.

The Firefighter Pension trustees’ terms are currently staggered, however because the two pension ordinances are substantially identical, the Firefighter Pension has voted to recommend the same changes to its respective ordinance.

I have included proposed amendments to Sections 70-115 regarding the Police Pension and 70-61.5 regarding the Firefighter Pension. The proposed amendments are merely administrative and do not substantively affect either Plan.

Please let me know if you have any questions or if I can be of further assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read 'CFO', written in a cursive style.

Cynthia F. O'Donnell

Encl. Proposed Revisions to Ordinances 70-115 and 70-61.5 and redline copies
cc: Amanda Kish, Plan Administrator, amanda@resourcecenters.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: August 1, 2024

RE: Discussion of City Manager's Performance Evaluation Process

Introduction:

Annually, the City Commission is required to review the performance of the City Manager. Director of Human Resources, Bill Howe will review and discuss the process the City Commission would like to use to evaluate the performance of the City Manager.

Prepared By:

Bill Howe, Human Resources Director

Reviewed By:

Tom Carrino, City Manager