



AGENDA

City Commission Meeting

6:00 PM – Thursday, May 16, 2024 – City Hall

INVOCATION: PASTOR JONATHAN PEARSON, LIFEPOINTE CHURCH

PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS

CALL TO ORDER

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

1. AGENDA UPDATE

2. APPROVAL OF MINUTES

2.1 Approval of Minutes

March 14, 2024 City Commission Workshop: Strategic Planning
April 18, 2024 City Commission Meeting

3. PRESENTATIONS

3.1 Acceptance of the 2022-2023 Annual Comprehensive Financial Report (ACFR)

3.2 Presentation Regarding a Lake Eustis Tour Boat

4. AUDIENCE TO BE HEARD

5. CONSENT AGENDA

5.1 Resolution Number 24-39: Accepting the Groves at Grand Island Subdivision (Unincorporated Lake County) Utility Infrastructure and Maintenance Bonds

5.2 Resolution Number 24-42: Emergency Management Plan Update 2024

5.3 Resolution Number 24-43: Appointing Legal Counsel for the City's Code Enforcement Board

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 24-25: Eustis Junior Panthers Donation

6.2 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)

6.3 **FIRST READING**

Ordinance Numbers 24-22, 24-23, and 24-24: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1428360 and 1428386.

Ordinance Number 24-22 – Voluntary Annexation

Ordinance Number 24-23 – Comprehensive Plan Amendment

Ordinance Number 24-24 – Design District Assignment

Staff Report includes information for Ordinance Numbers 24-22, 24-23, and 24-24

6.4 FIRST READING

Ordinance Number 24-23: Assignment of Future land Use

Explanation of Ordinances for Annexation of Parcels with Alternate Keys 1428360 and 1428386

6.5 FIRST READING

Ordinance Number 24-24: Assignment of Design District

Explanation of Ordinances for Annexation of Parcels with Alternate Keys 1428360 and 1428386

7. FUTURE AGENDA ITEMS AND COMMENTS

7.1 City Commission

7.2 City Manager

7.3 City Attorney

7.4 Mayor

8. ADJOURNMENT

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

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

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



City of Eustis

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

TO: Eustis City Commission

FROM: Christine Halloran, City Clerk

DATE: May 16, 2024

RE: Approval of Minutes

Introduction:

This item is for consideration of the minutes of the March 14, 2024 City Commission Workshop: Strategic Planning and the April 18, 2024 City Commission Meeting.

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk



MINUTES

City Commission Workshop: Strategic Planning

5:00 PM – Thursday, March 14, 2024 – City Hall

CALL TO ORDER: 5:02 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

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

1. WORKSHOP ITEM WITH DISCUSSION, PUBLIC INPUT AND DIRECTION

1.1 Strategic Plan Development

Al Latimer, Economic Development Director, introduced Jason Gray, Project Director and Lead Strategist, from Willdan Group, a municipal consulting firm. He provided a brief review of Mr. Gray's background.

Mr. Gray presented the proposed Organizational Strategic Plan encompassing Vision, Mission, Values and Strategic Themes. He began with background information and a strategic framework, and then presented strategic themes and the SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats) for each.

Mr. Gray noted that the strategic planning process began in late 2023 with a focus on organizational strategic planning which is a separate, complimentary effort to the Downtown Master Plan. He explained the benefits of strategic planning and the need to have measurable outcomes. He commented on all those involved in the process including the community. He introduced his staff that will be involved in the plan development.

Tom Carrino, City Manager, noted the involvement of Project Advisors Lynn Dehlinger and Sharon McCormick at League of Cities.

Mr. Gray provided an overview of the building blocks of strategic planning including vision, values, strategic themes, objectives and activities. He explained the vision states where they want to be and noted the City already has a vision statement. He further explained what each section of the plan accomplishes. He stated the Commission's focus would be on the vision, mission, values and strategic themes. Staff's focus would be on specific objectives and activities. He added that the Commission will provide direction on what needs to be accomplished with staff bringing back how that can be done, when it can be done and how that can be determined. He added that the only reason to do a strategic plan is to change the trajectory.

Mr. Gray compared the City's current vision and the draft downtown master plan vision. He explained what makes a good vision statement and provided various examples. He discussed core ideologies and purposes. He commented on the City's current vision and mission statements.

Mr. Gray asked the Commission about their thoughts on the vision and mission statements with the Commissioners agreeing that they have not had a significant impact on their decisions. It was noted that the vision and mission statements are from 2012.

Mr. Gray asked the Commission for comments on various parts of the vision statement with them responding about the City's lack of vibrancy. It was questioned whether or not the people attending events are actually helping the economy by purchasing from the businesses.

Discussion was held regarding how to improve the City's vibrancy and what that means to different people.

Comments were made regarding the efforts of the City's Events and Tourism division and the effects of past Commissions. It was noted that the City failed to address the loss of the citrus industry and the lack of support for agriculture.

Comments were made regarding the City being the same for the past 20 years. It was stated that the City needs to change its culture. The Commission discussed whether it wants to be vibrant or welcoming and family-friendly.

Mr. Gray commented on the differences in vibrancy from economic, tourism and community perspectives. He focused on vibrancy from each Commissioner's perspective. He noted the need to make sure the objectives meet those perspectives.

The Commission discussed the definition of vibrancy with the following suggestions: 1) Being able to work, play and live in Eustis; 2) Need for a different descriptor than vibrant; 3) Vibrant is a big city word; 4) The need to describe why people move to Eustis; 5) The word vibrant may be too broad; and 6) Being full of energy and enthusiasm.

Discussion was held regarding how to better define the City rather than as vibrant and the need to focus growth in the downtown corridor and on infill. It was noted that residents used to be able to do everything they wanted to within a few blocks of the downtown corridor.

Discussion was held regarding the relocation of the hospital which was an employment center. It was noted that the only way to grow the downtown is to move to the north. It was suggested that as residential properties become vacant the properties could be converted to commercial.

Discussion was held regarding rethinking who the City is without the hospital's presence and define what that is.

Mr. Gray commented on the continuing affect of the absence of the hospital and what are the drivers from the hospital and how to replace those. He asked the Commission's thoughts on the "well-integrated local economy" portion of the vision statement.

The Commission questioned what that means with Mr. Gray stating that usually means they are not dependent on one particular industry or business. Therefore, they could lose an industry or business and still survive.

RECESS: 5:56 p.m. RECONVENE: 6:10 p.m.

Sam Brinson, new Parks and Recreation Director, noted he would begin the position on April 1st. He provided a brief overview of his resume and stated he had previously interviewed for the position in 2016.

Mr. Carrino introduced Lori Carr, Finance Director prospect. He noted that her appointment would come before the Commission for approval on April 4th.

Ms. Carr commented on her government experience and how excited she is about coming to the City.

Mr. Carrino thanked the Commission and staff for their support during his family's recent issues.

Mr. Gray asked the Commission about the creativity and innovation section of the vision statement and if it is purposeful for today's Eustis. The Commission agreed that this does correspond to present day Eustis.

Discussion was held regarding "It's a community that respects and honors its history" and whether or not it is still valid. Discussion was held regarding the City getting back to its roots while welcoming the newcomers. Discussion was also held regarding the impact of prior commissions and administration and the conflicts. It was noted that residents are concerned about the possible closing of the historical museum.

Discussion was then held about recognition of the City's rich natural environment and retaining the waterfront in its natural state. The Commission commented that Eustis is one of the few "old Florida" style cities left.

Mr. Gray commented on the "live, work, play" concept and suggested including something similar.

The Commission suggested "home of the million-dollar sunsets".

Discussion was held regarding "friendly, welcoming sense of place" and what that means.

Mr. Gray opened discussion on the mission statement with most of the Commission agreeing it was poorly phrased. Mr. Gray indicated he would work on that entire statement.

Mr. Gray summarized that he would bring back a vision statement changing some of the phraseology but that would be similar in context. He indicated they would completely rework the mission statement.

Mr. Gray then opened discussion on the value statements which he stated exist to provide a centering point on how to deliver the vision and mission. He emphasized that the values begin with the Commission and cited how that is exemplified. He indicated the values identified in the vision and mission statements. He noted the City's organizational values and asked if the Commission feels any of those are not appropriate.

The Commission agreed that the values are spot on with how the City should function with Mr. Gray asking if there any of the values that the City as a whole is not being adhered to. It was suggested that the City organization needs to focus more on producing results.

Mr. Gray stated that they would bring back some alternatives on the vision and mission statements while trying to incorporate the portions agreed upon.

Mr. Carrino asked for clarification on how Mr. Gray prefers the City to communicate with him with Mr. Gray stating his preference to receive direct communication from the City Commission.

Mr. Gray discussed strategic themes and the high-level SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). He explained that strengths are areas where the community currently thrives. He stated that the goal of the strategic plan is to build upon the existing strengths. He explained that weaknesses are current weaknesses that are things that are preventing the City from accomplishing the vision. He stated the strategic plan will work toward mitigating those weaknesses.

Mr. Gray then explained that opportunities are things the City could further leverage to become a strength. The goal of the plan will be to leverage those opportunities to become

strengths to serve the vision. He then stated that threats are areas that are not yet a weakness but could place the City in jeopardy of accomplishing the vision or mission.

Mr. Gray then discussed the City's strategic themes which provide a plan, but not the details, for how to accomplish the vision. He cited the five mentioned in the budget: 1) Competent and effective government; 2) Safe community; 3) Planned and secure future; 4) Developed and functional infrastructure; and 5) High quality lifestyle. He asked the Commission to think about the strengths, weaknesses, opportunities and threats for each of those themes.

Regarding a "competent and effective government", the Commission responded that the Commission works well together and has staff that does a lot with a little. They also cited the City's department heads as a strength.

Regarding weaknesses, the Commission cited slowness in achieving results, insufficient staff and the upcoming election. Mr. Gray termed the election as a threat rather than a weakness since the outcome is unsure. It was noted that the City has half the staff they had in 2008 and yet the City has grown significantly.

Discussion was held regarding how that occurred due to the downturn in the economy and resistance to growth.

Mr. Gray questioned how they can make sure the organization is prepared to meet the requirements.

The Commission commented on the need to look at outside influences and organizations and their affect on the City. The Commission indicated that the City has a good working relationship with both the state and other local cities. Comments were made on recent improvements to the City's relationship with the County.

The Commission indicated the City needs to streamline some of its processes and procedures with comments on the need to also improve technology.

Mr. Gray noted that weaknesses often become opportunities. He then opened discussion on opportunities pertaining to competent and effective government.

The Commission cited the opportunities the City has had partnering with neighboring cities for various services. They also noted the opportunity to provide more education for the City's work force.

Mr. Gray then opened discussion on weaknesses with the Commission citing the idea of "it's always been done that way" and lack of sufficient funding. They also cited the lack of expediency which may result in the loss of traction on a project.

Mr. Gray stated there is a direct connection between the amount of focus and discipline and the ability to deliver the results they want to have. He stated the more focused and disciplined the Commission is then the larger the ability the staff will have to deliver the results. He indicated that the less focus and discipline results in staff being pulled in too many directions.

Discussion was held regarding some of the issues that slow results.

Mr. Gray asked the Commission about the strengths relating to safe community with the Commission responding having a strong police chief and good communication with all aspects of the community regarding ongoing incidents. They also noted some new programs such as SeeClickFix and highlighted the City's forward thinking.

The Commission added the City Manager and staff as a City strength.

The Commission then discussed weaknesses pertaining to safe community and cited the lack of funding to have a stronger police and fire presence. They then discussed opportunities relating to having a safe community. They highlighted leveraging available resources and maintaining their connections with the State and Lake County.

Discussion was held regarding threats to having a safe community with Commissioners citing Orlando, types of businesses that are allowed within the City and retention of police officers.

Mr. Gray questioned whether "planned and secure future" should be a strategic theme. The Commission discussed if that should be a function of planning. Mr. Gray suggested there is an energy around the idea of a planned future with the Commission discussing how they have successfully planned other areas. They also commented on the City's ownership of various properties and how they have leveraged those. Discussion was held regarding "secure" pertaining to economic development. They discussed various current programs including the UCF incubator and the City's ties to Lake Sumter and Lake Tech. Further discussion was held regarding expanding UCF's presence in the City. They stated that education was both a strength and an opportunity.

Discussion was held regarding lack of work force housing and the resulting loss in educated residents.

RECESS: 7:14 p.m. RECONVENE: 7:21 p.m.

Mr. Gray asked about threats to a planned, secure future with Mr. Carrino commenting on unfunded mandates and pre-emptions as threats to the City's planning and development and Home Rule. He cited the Live Local Act and its affect on the City's development as well as limitations imposed by the County.

Mr. Gray then cited the next strategic theme as "developed and functional infrastructure". He asked what are the current strengths to the infrastructure with the Commission responding the department director Rick Gierok. They emphasized his ability to use the City's resources to their best advantage. They also cited the modernization of the City's water and wastewater plants to the extent they were able to assist other cities.

The Commission also cited the use of ARPA funds to expand the City's wastewater plant and staff's forward thinking whenever an expansion is done. They also cited the City having its own grantwriter.

Discussion was then held on weaknesses for the infrastructure with the Commission citing the aging infrastructure and lack of planning in the past. They also cited the lack of a paper trail for older infrastructure and the difficulty in addressing enclaves due to jurisdictional issues. Other weaknesses named were insufficient funding and timing.

The Commission then discussed the following opportunities: 1) Working with Lake County to take in roads if they bring them up to par; 2) Annexation of enclaves; 3) Working with the State and County on large scale infrastructure projects to obtain funding; and 4) Having a lobbying consultant in Tallahassee.

Mr. Gray asked about threats to the infrastructure with the Commission citing insufficient funding and Mr. Carrino discussing regulatory pre-emptions and proposed limits on what the City can charge to customers located outside of the City.

As an opportunity, the Commission discussed the possibility of utilizing something like CDD's to fund infrastructure for developments. Discussion was held regarding putting more of the burden on the private sector - the developer and end user - for the cost of the infrastructure.

The Commission discussed managing growth both initial growth and long-term.

Mr. Gray asked the Commission for their thoughts about what constitutes a high quality lifestyle.

The Commission mentioned the following qualities for a quality lifestyle: 1) Clean, neat and tidy environment; 2) Good public safety; 3) Low crime, job opportunities, recreational activities and community involvement; 4) Having the right businesses so residents don't have to leave the City for their purchases; and 5) Ability to raise your family in a town that is safe throughout where you can shop and walk.

Mr. Gray commented on the five strategic themes and asked if those seem to be a good starting spot. He asked if there were further concerns that weren't mentioned with the Commission indicating they felt the most important issues were discussed.

Mr. Carrino committed to providing the Commissioners with Mr. Gray's contact information.

Mayor Holland announced that the community would have the opportunity to provide input at future sessions.

The Commission emphasized the need to have more community engagement and buy-in on the plan.

2. ADJOURNMENT: 7:48 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, April 18, 2024 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: COMMISSIONER NAN COBB

CALL TO ORDER: 6:01 P.M.

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

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

1. AGENDA UPDATE

Tom Carrino, City Manager, announced Chief Mike Swanson would do an introduction under presentations.

2. APPROVAL OF MINUTES

March 21, 2024 City Commission Meeting

April 4, 2024 City Commission Meeting

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

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

3. PRESENTATIONS

Fire Chief Mike Swanson introduced the new Fire Department Training Captain Nick Coutsouvanos. He provided a brief review of his work history.

Captain Coutsouvanos expressed his appreciation for joining the City.

3.1 Recognition of Miss Eustis Winners

Miranda Muir, Events and Tourism Manager, recognized the Miss Eustis winners who were crowned in February as follows: Tiny Miss Eustis - Blake Beall; Little Miss Eustis - Ariyah Waters; Junior Miss Eustis - Lucy Doerfler; Teen Miss Eustis - Sydnie Sebree; Miss Eustis - Chloe Sebree and Miss Georgefest - Caroline Schapansky. She explained that the Miss Georgefest title is brand new in 2024. She stated that Caroline would be representing the City at the Miss Florida pageant, along with Chloe as the Miss Georgefest Teen. She commented on what is required of the girls from each of the pageants.

Mayor Holland thanked the young ladies for their efforts on behalf of the City and thanked Ms. Muir for getting the pageant connected back to the Miss Florida pageant.

4. AUDIENCE TO BE HEARD

Randy June explained he is the engineer and developer for the proposed White Rose subdivision to be located at the intersection of 44 and 437. He noted they have been in the

process since 2021 and now they are in the final construction plan phase. He added they have submitted a request for a traffic signal at Cardinal Lane. He stated they are relying on the ability to obtain utilities from the City.

Gail Isaac-Thomas asked about the status of the Community Redevelopment Review Committee with Mayor Holland explaining the Commission doesn't answer questions during Audience to be Heard. He indicated that the City Manager could answer that question following the meeting.

Ms. Isaac-Thomas informed the Commission that her cousin, Marjorie Carol Buckner, who was on the Housing Authority Board, had passed away. She asked that her family be kept in their prayers.

Kristie Chicarelli expressed concern regarding a blocked sidewalk in 44 Gables and cited communications with various Public Works staff. She indicated that staff has stated that no concrete repairs would be done until the larger street projects were completed. She expressed concern regarding the delay.

Mayor Holland responded that the Public Works Director would contact her for follow-up.

Kristin Nelson, Leesburg resident, stated she was there with Steven Sidlovsky on behalf of pro-life "personhood cities". She read several passages from the Bible.

Stephen Gerard Sidlovsky commented on their efforts to get the City of Eustis and other cities to adopt a personhood resolution. He presented a flyer and bookmark to the Commission regarding personhood. He asked that the resolution be placed on a City Commission agenda.

Mayor Holland noted his personal beliefs align with Mr. Sidlovsky's and the individual Commissioners are very Christian based; however, the Mayor and Commission have to represent the entire City. He polled the Commission to see if they want the City Manager to proceed with the requested resolution. It was a consensus of the Commission to not proceed with a personhood resolution.

Darius Kerrison thanked the public and Commission for their support of the Eustis Hometown Comedy and Music Festival. He thanked all of the City staff that assisted with the festival.

Nathan Hicks commented on a recent vandalism incident that occurred in Eustis. He reviewed the police report regarding a person who vandalized his car. He stated that the Police Department declined to pursue any charges due to the man living in a group home and having mental health issues.

The Mayor directed Police Chief Capri to communicate with Mr. Hicks. He indicated Mr. Hicks could also get the Mayor's phone number from City Hall if he needed any further assistance.

5. CONSENT AGENDA

5.1 Resolution Number 24-37: Approval of Purchase in Excess of \$50,000 for Asphalt

Motion made by Commissioner Cobb, Seconded by Commissioner Hawkins, to approve the Consent Agenda. The motion passed on the following vote:
Voting Yea: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 SECOND READING

Explanation of Ordinance Numbers 24-15, 24-16, and 24-17: Annexation, Future Land Use and Design District Assignment for Parcel with Alternate Key 1064309

Ordinance Number 24-15: Annexation for 2024-A-03 - Envisage Homes LLC - Alternate Key 1064309

Sasha Garcia, City Attorney, read Ordinance Number 24-15 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 0.3 acres of real property at Alternate Key Number 1064309, Coolidge Street and Suanee Avenue, on north side of Suanee Ave.

Attorney Garcia opened the public hearing at 6:29 p.m. There being no public comment, the hearing was closed at 6:29 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Hawkins, to adopt Ordinance 24-15 on final reading. The motion passed on the following vote:
Voting Yea: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

6.2 SECOND READING

Ordinance Number 24-16: Future land Use Designation - 2024-CPLUS-03 – Envisage Homes LLC – Future land Use Designation for Parcel with Alternate Key 1064309

Attorney Garcia read Ordinance Number 24-16 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 0.3 acres of real property at Alternate Key Number 1064309, on Coolidge Street and Suanee Avenue, on north side of Suanee Ave. from Urban Low in Lake County to Suburban Residential in the City of Eustis.

Attorney Garcia opened the public hearing at 6:30 p.m.

Bryan Broomfield thanked City Manager Tom Carrino for meeting with him and other residents to discuss some of the issues. He expressed their concerns how the densities may impact the residents. He requested the City Commission consider the existing infrastructure before increasing the densities in the area.

There being no further public comment, the hearing was closed at 6:32 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to adopt Ordinance 24-16 on final reading. The motion passed on the following vote:
Voting Yea: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

6.3 SECOND READING

Ordinance Number 24-17: Design District Assignment - 2024-DD-03 – Envisage Homes LLC – Design District Assignment for Parcel with Alternate Key 1064309

Attorney Garcia read Ordinance Number 24-17 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 0.3 acres of real property at Alternate Key Number 1064309, on Coolidge Street and Suanee Avenue, on north side of Suanee Ave.

Attorney Garcia opened the public hearing at 6:33 p.m. There being no public comment, hearing was closed at 6:33 p.m.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to adopt Ordinance 24-17 on final reading. The motion passed on the following vote:

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

6.4 SECOND READING

Ordinance Number 24-18: 2024-CPLUS-01 Grand Island Shores Road Future Land Use Map Amendment

Attorney Garcia read Ordinance Number 24-18 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187(1) F.S.; changing the future land use designation of approximately 1.99 acres of real property located northwest of the intersection of Grand Island Shores Road and County Road 44, from Suburban Residential (SR) to Urban Residential (UR).

Attorney Garcia opened the public hearing at 6:34 p.m. There being no public comment, the hearing was closed at 6:34 p.m.

Motion made by Commissioner Ashcraft, Seconded by Commissioner Hawkins, to adopt Ordinance 24-18 on final reading. The motion passed on the following vote:

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

6.5 SECOND READING

Ordinance Number 24-20: Amending the Land Development Regulations, Section 118 Construction Standards

Attorney Garcia read Ordinance Number 24-20 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, amending the Land Development Regulations, Section 118 Construction Standards; providing for codification, severability and an effective date.

Attorney Garcia opened the public hearing at 6:34 p.m. There being no public comment, the hearing was closed at 6:35 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Cobb, to adopt Ordinance 24-20 on final reading. The motion passed on the following vote:

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

6.6 SECOND READING

Ordinance Number 24-21: Approving a Conditional Use Permit for a Monopine Communication Tower with a height of 180 feet, located within Pine Meadows Subdivision on Future Acorn Meadows Loop - Street A

Attorney Garcia read Ordinance Number 24-21 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; approving a conditional use permit for a monopine communication tower located within Pine Meadows Subdivision on future Acorn Meadows Loop - Street A.

Attorney Garcia opened the public hearing at 6:35 p.m. There being no public comment, hearing was closed at 6:35 p.m.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to adopt Ordinance 24-21 on final reading. The motion passed on the following vote:

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

6.7 FIRST READING

Ordinance Number 24-19: Approving a Conditional Use Permit to allow a 10,640 square foot, Commercial Retail Store in a General Industrial Land Use District at the Eustis Commerce Park on Paradise Lane and County Road 452

Attorney Garcia explained that the ordinance was on the March 21st agenda and died for lack of a motion. She was contacted by the attorney for the applicant regarding the process since the ordinance was not specifically voted on. Therefore, it was being brought back before the Commission as a new item.

Attorney Garcia read Ordinance Number 24-19 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; approving a conditional use permit to allow a 10,640 square foot commercial retail store in a General Industrial land use district at the Eustis Commerce Park on Paradise Lane and CR 452.

Mike Lane, Development Services Director, reviewed the request for a Conditional Use Permit to allow a commercial retail store in a General Industrial (GI) Land Use District. He stated the property owner is JBC Management Group and the applicant is Concept Development. Mr. Lane discussed the issue of allowing a commercial retail store within a General Industrial Land Use District. He indicated the request is for a Dollar General Store within the Eustis Commerce Park, located at Paradise Lane and County Road 452. He commented on the community meeting held by the applicant with eleven people in attendance. He stated the primary concern was traffic. He confirmed all notice requirements were met.

Mr. Lane then discussed the Commission's previous concerns regarding the City's limited industrial land.

Attorney Garcia asked if the City has a precedent of a conditional use permit being granted in the General Industrial zone for retail with Mr. Lane responding negatively.

Attorney Garcia opened the floor to comments from the applicant at 6:41 p.m.

Logan Upsall, representing the development team, indicated the property owners were present. He presented aerial views of the intersection at CR452 and Paradise Lane and noted their traffic study for the area. He cited the City's Comprehensive Plan as it pertains to residential areas being protected from adjacent industrial use. Mr. Upsall commented on retail and commercial use spurring industrial growth. He stated their request for a Conditional Use Permit is consistent with the Comprehensive Plan and would provide a buffer between the residential and industrial uses. He emphasized that the City's professional staff has determined the application is consistent with the Comprehensive Plan, Land Development Code and performance standards and compatible with the area. He further reviewed what is required for approval of a conditional use permit. He stated their agreement with staff's conditions for approval.

The Commission confirmed they stated that retail and commercial will spur industrial growth and questioned whether or not downtown commercial would spur industrial growth in that area.

Mr. Upsall responded that industrial would not be compatible with the downtown area. He commented on the need for the uses to blend.

Attorney Garcia opened the floor to comments from the property owners.

A representative of the owners thanked Mayor Holland and Commissioner Cobb for taking the time to speak with them. He explained their purpose in developing the property, relocating their business to the site, and facilitating future growth on that property.

Attorney Garcia opened the floor to the public at 6:50 p.m.

Bryan Broomfield spoke about the limited industrial space available in Eustis and expressed support for developing that site for that purpose. He also cited the number of jobs that an industrial use might bring to the area versus a small retail use.

Cindy Newton expressed agreement with Mr. Broomfield and noted the new incubator. She stated the City should use the land for the purpose intended.

Kristie Chiccarelli commented on the lack of use on empty property and how the retail use would provide a buffer for the community. She expressed support for approving the conditional use permit.

Rick Gonzalez noted he was Nutraceutical's first employee. He commented on the history of the Eustis Commerce Park and noted it has been vacant for 20 years. He stated the new owners intend to put funds back into the property and expressed support for approving the conditional use permit.

Mayor Holland reported he had a conversation with the property owner and stated the City's economic development team will help them to get appropriate uses for his property. He expressed concern regarding the change of use and the lack of industrial property in the City.

Commissioner Cobb acknowledged her conversation with the owner. She expressed support for his development of the property but her concerns regarding the change of use.

Mr. Upsall stated the property land use designation would remain the same and that the conditional use permit would apply only to this use.

Motion made by Commissioner Ashcraft, Seconded by Mayor Holland, to approve Ordinance Number 24-19 on first reading. The motion failed on the following vote:
Voting Nay: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Mayor Holland

7. OTHER BUSINESS

7.1 Development Discussion

Mayor Holland commented on the City's recent annexations. He stated they need to review the City's land use regulations as a whole. He referred to the City's water plant and the cost to maintain and expand that plant. He emphasized the need to be careful with the annexations and densities. He cited the need to have something other than cookie cutter developments. He noted that Eustis is one of the most economically challenged cities in the County. He stated that the City Manager is working on scheduling a joint meeting with Lake County. He expressed concern regarding the need to have a clear roadmap for future growth. He commented on what could be done to make the City look different.

Commissioner Ashcraft emphasized the need to work on infill development. He stated the City needs to determine a way to incentivize infill development.

Mayor Holland agreed with the need for more infill development.

Vice Mayor Lee expressed agreement and stated they need to look at what they are doing and how they are doing it.

Commissioner Hawkins also agreed and stated he did not think the City has a handle on development. He agreed with concentrating on infill and to work with the County on the development of the enclaves. He also expressed concern regarding redevelopment of the downtown.

Commissioner Cobb agreed that development is out of control and stated that they need to slow down. She expressed concern regarding the need for design standards but noted that also increases the cost for a house. She noted that the City can only impose so much because of state legislation. She also commented on the need to determine the costs affiliated with the water plant improvements. She cited a city on the east coast that imposed a moratorium but they only did it for nine months to allow them time to work on their regulations.

Mayor Holland expressed support for asking the City Manager to discuss the issue with his leadership team and the City Attorney and to review the state guidelines to develop a plan to bring back to the Commission. He emphasized the need for them to get the downtown project right the first time. He noted that the City has very little growth area left and most of it is in protected areas.

Mr. Carrino reported that the City asked the rate study consultant to separate out the rates for out-of-city utilities versus in-city. It appears they should have something back to the City in May both on the rate study and on the break out. He stated they would look at it at staff level first and then bring that back to the Commission.

Mr. Carrino then reported that he had engaged the services of Kimberly Horn regarding various development regulations and standards including varied lot widths, residential design guidelines and how to work with developers to get a more varied product to avoid the cookie cutter look. He stated that individual meetings with Commissioners have been scheduled with Kimberly Horn. He stated that would give the Commissioners the opportunity to express what they want. He suggested that Kimberly Horn's scope of work could be expanded.

Commissioner Cobb commented on the Live Local Act and noted there has been two amendments to that.

Mayor Holland asked City Attorney Garcia to bring back a report to the Commission on the act and its affect on the City.

Mr. Carrino stated they are working on scheduling the joint work shop. He indicated that meeting is primarily concerning a project on Thrill Hill and a site specific Interlocal Service Boundary Agreement. He added that could lead to a broader discussion. He stated the meeting is scheduled for 6:00 p.m. on June 4th at the Eustis Community Building. He added that staff is working on the logistics regarding who will record the meeting and/or livestream.

The Commission directed Mr. Carrino to ask the County if that meeting could include a broader discussion.

Mr. Carrino noted the City is a utility provider. He cited the Santerra development which would be developed under the County; however, the City would be providing utilities. He noted there are other developments on the edges of the City that may be developed in the County but the City is expected to provide utilities.

The Commission questioned whether or not the City has any more future developments are on hold with the Mayor responding negatively. He noted the City is waiting on the water plant report.

8. FUTURE AGENDA ITEMS AND COMMENTS

8.1 City Commission

Commissioner Ashcraft thanked Darius Kerrison for the Comedy and Music Festival. He commented on the upcoming African American Heritage Festival.

Commissioner Cobb reported on the recent Lake County Fair and cited the number of swine sold at the fair.

Commissioner Hawkins also thanked Mr. Kerrison for the Comedy Show and also for the "Sparkle and Shine" event for adults with disabilities. He noted there were over 100 adults in attendance. He thanked everyone who participated and assisted with the event. He complimented City Manager Tom Carrino for his support of all the City events. He expressed his appreciation for all he does for the community and emphasized the importance of the City providing the City Manager with some help. He also thanked the downtown merchants for their support.

Mayor Holland thanked Commissioner Hawkins for his leadership with those programs. He also thanked Mr. Carrino for his dedication and love for the City.

Vice Mayor Lee concurred with the appreciation for Mr. Carrino and that he needs help. She reported on the America in Bloom meeting. She commented on the improvements to the Clifford House and indicated they had decided not to do the Mother's Day tea but would wait until later in the summer to do a bigger event.

8.2 City Manager

Mr. Carrino explained that both the City and the Code Enforcement Board have separate attorneys for code enforcement activity. The Code Board's attorney has resigned, who was provided by Stone & Gerkin. City Attorney Sasha Garcia provided the name of a local attorney who does practice code enforcement law. Staff and the Police Department met with that attorney and he has been asked to sit in on the next Code Enforcement Board meeting. He indicated that both the City and the Board need to be comfortable with whomever is hired since the City pays for the Board attorney. He noted that Stone & Gerkin will represent the Code Board at the May meeting.

Mr. Carrino thanked the Commissioners for their compliments. He commented that the City has a great team and highlighted the new Parks & Recreation Director Sam Brinson and noted he also attended the Comedy and Music Festival. He emphasized City staff wants to provide the best service possible to the Commission.

Commissioner Hawkins noted the individual who came to the Commission meeting with a complaint and the Police Chief didn't know anything about it. He stated that If staff doesn't know, they can't address a problem. He commented on an issue he reported about a pothole and indicated it was resolved within 24 hours. He encouraged anyone that has a problem to reach out to the City or any of the Commissioners.

8.3 City Attorney - None

8.4 Mayor

Mayor Holland noted he has served the City since 2008. He commented on how well the Commission works together. He emphasized that the Commissioners also live in the City and they have to live with any decisions they make. He thanked everyone for their attendance at the meeting. He emphasized that the City is dedicated to helping the property owners find an appropriate use for their property. He also assured the other developers that the City will move forward as soon as they get back the water plant report.

Mayor Holland asked everyone to keep Al Latimer and his family in their prayers as his mother is under Hospice care. He explained that is why he did not allow public input at the CRA meeting so Mr. Latimer could leave quickly. He encouraged anyone with questions or concerns to contact the City.

9. ADJOURNMENT: 7:29 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: May 16, 2024

RE: Acceptance of the Annual Comprehensive Financial Report (ACFR) for the year end September 30, 2023

Introduction:

The purpose of this report is to present the Annual Comprehensive Financial Report (ACFR) for the year ended September 30, 2023, and request formal acceptance by the City Commission.

Recommended Action:

Staff recommends the Commission’s acceptance of the ACFR for the year ended September 30, 2023 as presented.

Background:

The Annual Comprehensive Annual Financial Report (ACFR) communicates the City’s financial condition and activity for the fiscal year ended September 30, 2023. The report also presents historical and comparative information that can be useful to City staff, elected officials, and external users, such as debt rating agencies, businesses, other public agencies, and the City’s residents. Overall, the City’s operations reflect strong financial health with the fund balances trending up and a reduction in debt, due to scheduled debt service payments. The stability of Fund Balance in the governmental funds and Net Position in the government-wide funds is a result of the prudent and sound fiscal practices and efforts of the City of Eustis.

The audit is in the final phase of review with the City’s independent auditors. We do not anticipate that there will be any material changes to the information as presented. Upon completion of the auditor’s certification of the Annual Comprehensive Financial Report for the year ending September 30, 2023, the City will submit the report to all required agencies.

The City of Eustis has received a clean audit report for over three decades. In addition, the City was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers’ Association of the United States and Canada for the fiscal year 2022 ACFR. This was the 34rd consecutive year the City has received this prestigious award! Staff anticipates that the current ACFR meets the Certificate of Achievement program requirements. In an effort to make the ACFR more transparent and user-friendly, staff has provided an explanation for key financial performance indicators shown in the presentation.

As required by the City Charter, financial statements are prepared by the City and audited by independent auditors; Purvis, Gray and Company, LLP. Since 2013 the City has also enlisted the services of Donna Collins, with Milestone Professional Services, Inc., with a constant array of new GASB pronouncements. It is more common for cities to use additional assistance to ensure state and federal compliance with the audit and also to keep our audit fees down while maintaining auditor independence.

Discussion

The financial information in the ACFR for the year ending September 30, 2023 is presented in summary form in the attached presentation.

Overall, the City's ACFR shows that the finances are stable with positive trending. However, the City must continue to exercise caution and restraint over the next few years while the economy settles into the new norm.

Prepared By:

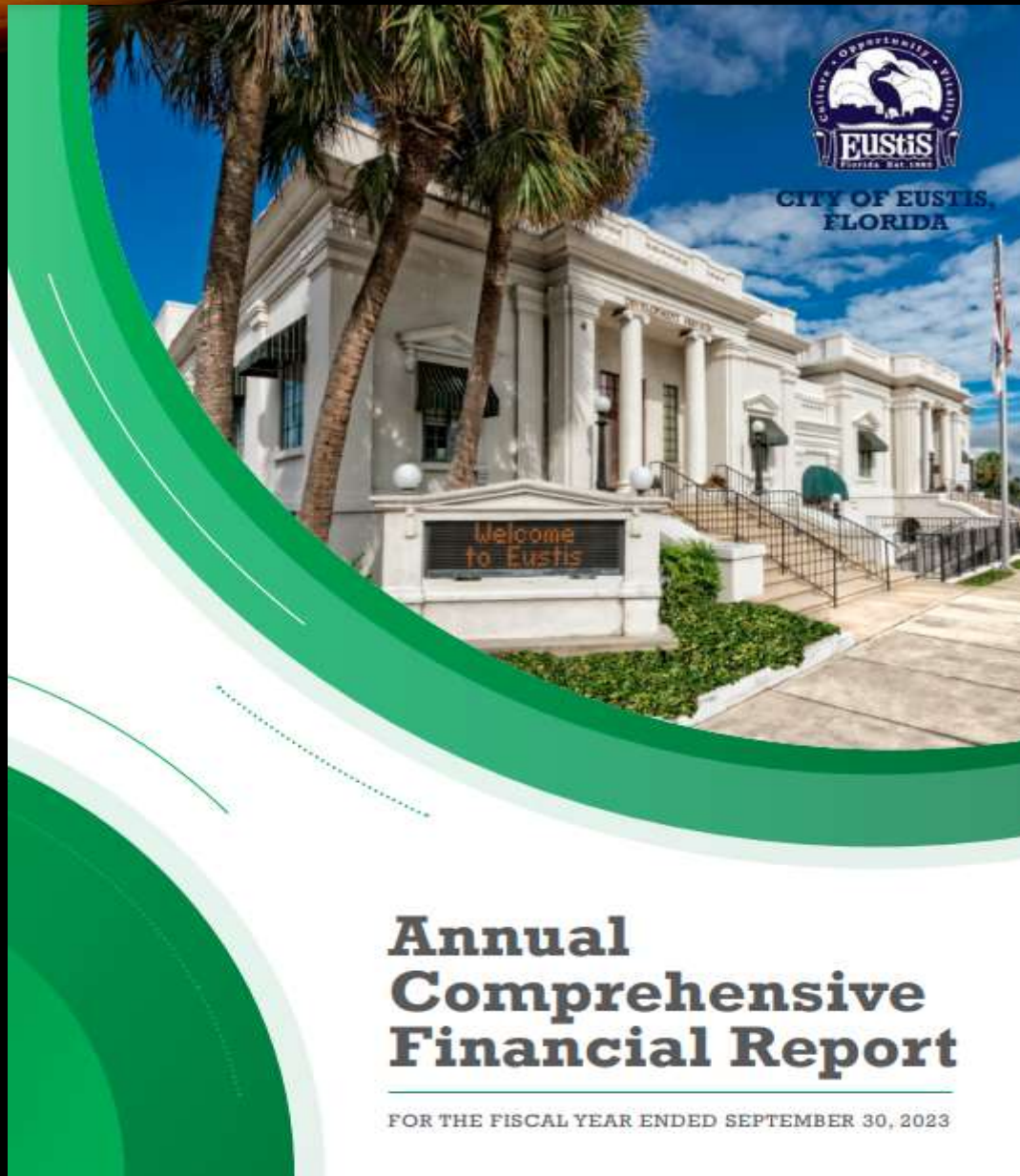
Lori Carr, Finance Director

Attachments:

Summarized presentation of the City's Annual Comprehensive Financial Report for the year ending September 30, 2023.

ANNUAL COMPREHENSIVE
FINANCIAL REPORT FISCAL
YEAR ENDING
SEPTEMBER 30, 2023
(ACFR)





ACFR VS. Budget

- ACFR very technical and lots of numbers
- Budget sets the ground work for the upcoming year
- Budget is the road map to the end product
- ACFR is the Destination



ACFR Award

- On December 12, 2023 the City of Eustis was awarded the Certificate of Achievement for Excellence in Financial Report for the 2022 ACFR for the 34th consecutive year.
- Over the years many changes have been made from pensions to leases. The most current change is the capitalization of leased software. This has been a difficult transition which the GFOA has granted an extension of filing.



WHO GETS TO PRODUCE AN ACFR?

- ACFR is nationwide and in Canada and the protocols are set by the Governmental Accounting Standards Board (GASB).
- In Florida this is considered a best practice and all states, municipalities and other governmental entities must have an independent auditor perform the audit to produce the report.
- GASB is consistently upgrading reporting requirements with new and improved standards.



EVERY ACFR IS BUILT THE SAME!

- An Introductory Section
- Management Discussion and Analysis
- A Financial Section includes:
Basic Financial Statements which consolidate all types of funds
Governmental, Special Revenue, Trust and Enterprise Funds – Including Notes to the Financial Statements.
- Required Other Supplemental Information on individual funds
- A Statistical Section for Eustis and
- Other Reports on internal control, management letter and Schedule of Awards



INTRODUCTORY SECTION

- Profile of our City
- Factors Affecting Financial Condition
- Long-Term Financial Planning including completion of Eastern WW Plant, expansion of Library, Police and Fire vehicles along with economic incentives and projects within the CRA



BASIC INFORMATION FOR EACH FUND

General Fund

- This fund accounts for all financial resources of the City; normal revenues included are:

• Property Taxes	Utility Taxes	Franchise Fees	State Shared Revenue
• Certain Grants	Fines	Forfeitures	Charges for Services
• Licenses	Interest	Leases	Other non classified receipts

- Normal expenditures included are:

• City Commission	City Manager	Finance	Legal	Development Services
• Human Resources	Police	Fire	Library	Parks & Recreation
• Public Works	Non-Departmental such as Transfers, Insurance, Contingency, Projects and other Miscellaneous expenditures.			

Special Revenue Funds

- Various revenue sources are used for specific spending. Those used by the City are:
 - Street Improvement Funds – to account for gas tax and includes transfers
 - Community Redevelopment Trust Fund (CRA) – to account for the incremental tax
 - Building Services Fund – to account for monies associated with building permits
 - Stormwater Utility Fund – to account for monies associated with Stormwater fees charged.

Capital Projects Fund

- The Sales Tax Revenue Fund - accounts for the 1 cent tax shared 1/3 to the County, 1/3 to the School Board and the final 1/3 shared with the cities based on population.



Enterprise Funds

- These funds are treated like normal business activities. They record the assets and liabilities on the full accrual basis and include the following:
 - Water and Sewer Fund – records the operations of the main and eastern plants
 - Water and Sewer Renewal and Replacement Fund - ensures that repairs and maintenance to the system are easily identified for the bond issuers.
 - Water Impact Fund - records funds received from impact fees to be spent solely on expansion projects
 - Sewer Impact Fund - records funds received from impact fees to be spent solely on expansion projects

Trust and Agency Funds

- These are created for Specific Reasons:
 - Fire, Police, Parks & Recreation and Library Impact Funds - record the funds received from impact fees to be spent solely on expansion projects. The Library may use the monies to purchase books.
 - Cemetery Trust Fund – accumulates monies to help fund new facilities.
 - Economic Development Trust Fund – helps provide grants for improvements and assistance to trigger desirable facilities and growth of the City.
 - Police and Fire Pension Funds – actuarially established to fund the FS 175 & 185 pension plans set up by the City for retired police and fire personnel.



FINANCIAL SECTION

City of Eustis
STATEMENT OF INCOME AND EXPENDITURES/EXPENSES
SUPER SUMMARIZED
Fiscal Year End 9-30-2023

	<u>General Fund</u>	<u>Water & Sewer Funds</u>	<u>TOTAL</u>
<u>GENERAL REVENUES:</u>			
Property Taxes	\$ 9,818,398	\$ -	\$ 9,818,398
Franchise and Utility Taxes	4,776,516	-	4,776,516
State Shared Revenue	1,029,724	-	1,029,724
Other Intergovernmental Rev.	2,644,920	-	2,644,920
Charges for Services	852,215	13,100,101	13,952,316
Fines and Forfeitures	412,670		
Other Miscellaneous Rev.	1,178,976	3,980,548	5,159,524
Interest Earnings	635,797	802,520	1,438,317
Capital Grants & Contributions		3,687,593	3,687,593
Transfers-In	2,330,719	-	2,330,719
Total Revenues	23,679,935	21,570,762	44,838,027
<u>Expenditures/Expenses:</u>			
General Government	4,965,517	-	4,965,517
Public Safety	10,269,421	-	10,269,421
Physical Environment	-	10,045,180	10,045,180
Cultural and Recreation	1,927,269	-	1,927,269
Non Departmental Expenditures/Expenses	1,365,502	12,769	1,378,271
Debt Service	135,140	280,465	
Transfers-Out	1,434,837	2,317,182	3,752,019
Total Expenditures/Expenses	20,097,686	12,655,596	32,337,677
CHANGE IN NET POSITION	3,582,249	8,915,166	12,497,415
NET POSITION, BEG. OF YEAR	14,589,959	54,995,184	69,585,143
NET POSITION, END OF YEAR	\$ 18,172,208	\$ 63,910,350	\$ 82,082,558



FINANCIAL SECTION - CONTINUED

	9/30/22	9/30/23		
	<u>General Fund</u>	<u>General Fund</u>	<u>Difference</u>	
<u>GENERAL REVENUES:</u>				
1	Property Taxes	\$ 8,951,790	\$ 9,818,398	866,608 9.68%
2	Franchise and Utility Taxes	4,346,251	4,776,516	430,265 9.90%
3	State Shared Revenue	892,585	1,029,724	137,139 15.36%
3	Other Intergovernmental Rev.	2,371,019	2,644,920	273,901 11.55%
4	Charges for Services	618,966	852,215	233,249 37.68%
5	Fines and Forfeitures	51,458	412,670	361,212 701.95%
6	Other Miscellaneous Rev.	550,738	1,178,976	628,238 114.07%
7	Interest Earnings	103,046	635,797	532,751 517.00%
8	Transfers-In	3,683,610	2,330,719	(1,352,891) -36.73%
	Total Revenues	21,569,463	23,679,935	2,110,472 9.78%
<u>Expenditures/Expenses:</u>				
9	General Government	4,422,230	4,965,517	543,287 -10.94%
9	Public Safety	8,476,713	10,269,421	1,792,708 -17.46%
9	Cultural and Recreation	1,823,596	1,927,269	103,673 -5.38%
10	Other Expenditures/Expenses	2,697,799	1,365,502	(1,332,297) 97.57%
11	Debt Service	-	135,140	135,140 -100.00%
12	Transfers-Out	1,288,300	1,434,837	146,537 -10.21%
	Total Expenditures/Expenses	18,708,638	20,097,686	1,389,048 -6.91%
	CHANGE IN NET POSITION	2,860,825	3,582,249	721,424 -20.14%
	NET POSITION, BEG. OF YEAR	11,729,134	14,589,959	
	NET POSITION, END OF YEAR	\$ 14,589,959	\$ 18,172,208	

- 1 The Values rose 8.83%
- 2 Fees vary based on Usage. With inflation and usage this appears to be a reasonable increase
- 3 Net difference in Monies received from the State is \$273,901
- 4 Increase in Recreation Fees during the year as well as SRO with School Board and County Wide Library Contributions
- 5 Collection up for the current year
- 6 Sale of Fixed Assets increase \$117,264 - Vehicles at Auction Mar. \$74,440, Feb. 19,712 and Jan. 15,549
- 7 Interest rates went naturally and we switched from Comensating Balance to paying fees and received another interest rate increase
- 8 Transfers to General Fund included a reduction since Fire Truck was previous year at \$1,358,316 .
- 9 The largest difference is the cost of the Fire Truck while other increase and decrease for assets between the two
- 10 General Fund included a reduction since Fire Truck was previous year at \$1,358,316 .
- 11 Current year has new GASB which requires software on a subscription to be capitalized.
- 12 The General Fd Increased contributions CRA \$127,668



FINANCIAL SECTION - Continued

	<u>9/30/22</u>	<u>9/30/23</u>		
	Water & Sewer	Water & Sewer		
	Funds	Funds	Difference	
<u>GENERAL REVENUES:</u>				
1	11,906,610	13,100,101	1,193,491	10.02%
2	3,359,429	8,470,661	5,111,232	152.15%
	<u>15,266,039</u>	<u>21,570,762</u>	6,304,723	41.30%
<u>Expenditures/Expenses:</u>				
	9,357,821	10,045,180	687,359	7.35%
	302,824	293,234	(9,590)	-3.17%
5	3,676,243	2,317,182	(1,359,061)	-36.97%
	<u>13,336,888</u>	<u>12,655,596</u>	(681,292)	-5.11%
	1,929,151	8,915,166	6,986,015	362.13%
	53,066,033	54,995,184		
	<u>\$ 54,995,184</u>	<u>\$ 63,910,350</u>		

- 1 Charges for Services is reasonable based on growth and increase in rates by 2.5%
- 2 During the Year an influx of revenue from the American Recover Act was recognized \$3,753,785 and previous year was \$65,647.
- 2a Donations from developers increased \$700,441 and impact fees
- 2b Interest Earning increased significantly with the rise in rates and converting from compensating balance to fee base \$704,679
- 5 Transfers to General Fund returned to normal Previous year ARA transferred \$1,358,316 for Fire Truck.



FINANCIAL SECTION CONTINUED

**CITY OF EUSTIS, FLORIDA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
REMAINING GOVERNMENTAL & SPECIAL REVENUE FUNDS
SEPTEMBER 30, 2023**

	Street Improvement Fund	Community Redevelopment Trust Fund	Building Services Fund	Law Enforcement/ Education/ Enforcement Trust Funds	Stormwater Utility Fund	Sales Tax Capital Projects Fund	Other Non Major Governmental Funds	Total
Revenues								
Intergovernmental	\$ 922,995	\$ 461,736	\$ -	\$ -	\$ -	\$ 2,893,096	\$ 75,000	\$ 4,352,827
Fines and Forfeitures	-	-	1,217,074	127,416	-	-	-	1,344,490
Charges for Services	-	-	-	-	874,322	-	-	874,322
Permits and Fees	-	-	-	-	-	-	184,945	184,945
Miscellaneous	146,422	85,380	39,181	2,921	17,870	74,847	99,480	466,101
Total Revenues	1,069,417	547,116	1,256,255	130,337	892,192	2,967,943	359,425	7,222,685
Expenditures								
Current:								
General Government	-	588,001	-	-	-	586,329	-	1,174,330
Public Safety	-	-	630,829	109,471	-	594,274	155,350	1,489,924
Physical Environment	-	-	-	-	552,477	218,157	-	770,634
Transportation	1,695,877	-	-	-	-	725,874	-	2,421,751
Culture and Recreation	-	-	-	-	-	178,916	15,777	194,693
(Total Expenditures)	(1,695,877)	(588,001)	(630,829)	(109,471)	(552,477)	(2,303,550)	(171,127)	(6,051,332)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(626,460)	(40,885)	625,426	20,866	339,715	664,393	188,298	1,171,353
Other Financing Sources (Uses)								
Operating Transfers from Other Funds	1,055,000	610,882	-	-	-	-	28,955	1,694,837
Operating Transfers to Other Funds	-	-	-	-	(260,000)	-	(13,537)	(273,537)
Total Other Financing Sources (Uses)	1,055,000	610,882	-	-	(260,000)	-	15,418	1,421,300
Net Change in Fund Balances	428,540	569,997	625,426	20,866	79,715	664,393	203,716	2,592,653
Fund Balances, Beginning of Year	851,891	2,354,994	1,101,104	94,747	720,321	2,519,617	1,266,043	8,908,717
Fund Balances, End of Year	\$ 1,280,431	\$ 2,924,991	\$ 1,726,530	\$ 115,613	\$ 800,036	\$ 3,184,010	\$ 1,469,759	\$ 11,501,370



FINANCIAL SECTION DEBT

City of Eustis
Outstanding Debt
September 30, 2023

Debt	Beginning Balance			Ending Balance		Due Within One Year
	9/30/2022	Increases	Decreases	9/30/2023		
<u>Water and Sewer Funds</u>						
Bonds						
Revenue Bonds, Series 2016	5,950,000	-	(330,000)	5,620,000		340,000
Unamortized Bond Premium	391,004	-	(21,686)	369,318		22,343
	<u>6,341,004</u>	<u>-</u>	<u>(351,686)</u>	<u>5,989,318</u>		<u>362,343</u>
Notes Payable						
State Revolving Note	2,759,425	-	(244,757)	2,514,668		247,963
State Revolving Note	161,407	-	(14,410)	146,997		14,770
	<u>2,920,832</u>	<u>-</u>	<u>(259,167)</u>	<u>2,661,665</u>		<u>262,733</u>
Total Water & Sewer Fund	\$ 9,261,836	\$ -	\$ (610,853)	\$ 8,650,983		\$ 625,076
<u>General Government</u>						
<u>Notes Payable</u>						
Note Payable - 2018	\$ 160,000	\$ -	\$ (160,000)	\$ -		\$ -
Note Payable - CRA - 2020	2,772,346	-	(118,884)	2,653,462		123,549
Total General Fund	<u>\$ 2,932,346</u>	<u>\$ -</u>	<u>\$ (278,884)</u>	<u>\$ 2,653,462</u>		<u>\$ 123,549</u>
Total City-Wide	<u>\$ 12,194,182</u>	<u>\$ -</u>	<u>\$ (889,737)</u>	<u>\$ 11,304,445</u>		<u>\$ 748,625</u>



QUESTIONS?

The final audit is currently being reviewed by the auditors. The Commission will be notified if there are any material changes to the report. Upon completion of the auditor's certification of the City's Annual Comprehensive Financial Report for 9-30-23, Finance will submit the report to all required agencies. Hard copies will be provide to all commissioners.





City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: May 16, 2024

RE: Resolution Number 24-39: Accepting the Groves at Grand Island Subdivision
(Unincorporated Lake County) Utility Infrastructure and Maintenance Bonds

Introduction:

Resolution Number 24-39 accepts the utility infrastructure for the Groves at Grand Island Subdivision; approves a \$95,073.60 two-year maintenance bond; and authorizes the City Manager to release the bond following the two-year maintenance period and verification that there are no deficiencies in the systems.

Background:

The subdivision known as Groves at Grand Island is a single-family development in unincorporated Lake County. On July 15, 2021, via Resolution Number 21-48, the Eustis City Commission approved a Water Utility Agreement with May and Whitaker Family Partnership, LTD., Thomas B. Whitaker, and John C. Whitaker for the project. The current developer, Landsea Homes of Florida, LLC, has completed the utility infrastructure construction costs, and provided Maintenance Bonds for the Groves at Grand Island Subdivision in accordance with Section 102-10(c)(5) of the Land Development Regulations.

The Public Works Director has received clearances from applicable State agencies and test reports related to the utility systems' construction. The department has conducted appropriate inspections and recommends final acceptance of the subdivision infrastructure. The submitted Maintenance Bond (\$95,073.60, which is 20% of the construction cost) will ensure that any deficiencies that become apparent over the two-year period will be corrected without cost to the City.

Recommended Action:

Staff recommends approval of Resolution Number 24-39

Policy Implications:

None

Alternatives:

1. Approve Resolution Number 24-39
2. Deny Resolution Number 24-39

Budget/Staff Impact:

None

Prepared By:

Olivia Kilgore, Senior Staff Assistant – Water Department

Reviewed By:

Greg Dobbins, Deputy Director of Public Utilities

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

Jeff Richardson, AICP, Deputy Director of Development Services

Attachment(s):

Resolution Number 24-39

Available Upon Request:

Maintenance Bond

Bill of Sale

Engineer's Certificate of Completion

RESOLUTION NUMBER 24-39

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, ACCEPTING THE GROVES AT GRAND ISLAND SUBDIVISION (UNINCORPORATED LAKE COUNTY) UTILITY INFRASTRUCTURE AND MAINTENANCE BONDS.

WHEREAS, on July 15th, 2021, via Resolution Number 21-48, the Eustis City Commission approved a Water Utility Agreement with May and Whitaker Family Partnership, Ltd., Thomas B. Whitaker, and John C. Whitaker regarding the provision of City utilities to the Groves at Grand Island properties; and

WHEREAS, Landsea Homes of Florida, LLC, developer of the subdivision now known as the Groves at Grand Island Subdivision, has completed utility infrastructure construction for the property, more particularly described as:

Groves at Grand Island, Plat Book 79, Pages 67-69; and

WHEREAS, the developer's Engineer has certified that all the facilities have been constructed in accordance with the approved construction plans and specifications; and

WHEREAS, the Public Works Director has received clearances from applicable State agencies and test reports related to the utility systems' construction, has conducted inspections, and recommends final acceptance of the subdivision infrastructure; and

WHEREAS, Landsea Homes of Florida, LLC has submitted a signed and sealed Engineer's Statement of utility infrastructure construction costs and provided a Maintenance Bond in accordance with Section 102-10(c)(5) of the Land Development Regulations.

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

Section 1. That the City of Eustis hereby accepts the ownership and maintenance responsibility of the Groves at Grand Island public facilities and infrastructure including potable water and reclaimed water systems.

Section 2. The City Commission hereby authorizes the City Manager to release the \$95,073.60 Maintenance Bond following the two-year maintenance period, provided that the Public Works Director verifies that no deficiencies exist.

Section 3. That all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

Section 4. 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 5. That this Resolution shall become effective immediately upon passing.

DONE AND RESOLVED, this 16th day of May, 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 this 16th day of May, 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, 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 24-39 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



Insurance Company
A Division of The Arch Capital Group

Bond No. SU1200739

MAINTENANCE/WARRANTY BOND

KNOW ALL MEN BY THESE PRESENTS:

That we Landsea Homes of Florida, LLC as Principal (the "Principal) and **Arch Insurance Company**, a corporation organized under the laws of the State Missouri as Surety (the "Surety"), are held and firmly bound unto City of Eustis, FL as Obligee, (the "Obligee") in the penal sum of Ninety Five Thousand Seventy Three and 60/100 (\$ 95,073.60), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has by written agreement dated July 15, 2021 entered into a contract with Obligee for Water and Reuse Maintenance – Groves at Grand Island, which contract is by reference made a part hereof, and is hereinafter referred to as the contract.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall remedy without cost to the Obligee any defect which may develop during a term of 2 years(s) from the date of completion and acceptance of the work performed under the Contract, provided such defects are caused by defective or inferior materials or workmanship, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

No suit or claim may be commended by the Obligee against the Surety after the expiration of one (1) year from the date of Obligee's discovery of a defect.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obligee named herein or the heirs, executors, administrators or successors of the Obligee.

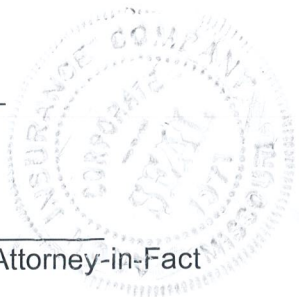
Signed and sealed this 27th day of March A.D. 2024.

Landsea Homes of Florida, LLC
Principal

Arch Insurance Company
Surety

By: [Signature]

By: [Signature]
Stephen P. Farmer, Attorney-in-Fact



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:

That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Ashley Tyree, Kara Ruckert, Margaret Hall, Stephen P. Farmer, Tyler D. DeBord and Vincent DeLuca of Daytona Beach, FL (EACH)

its true and lawful Attorney(s) in-Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed: Any and all bonds, undertakings, recognizances and other surety obligations, in the penal sum not exceeding One Hundred Fifty Million Dollars (\$150,000,000.00). This authority does not permit the same obligation to be split into two or more bonds in order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on August 31, 2022, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:

"VOTED, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on August 31, 2022:

VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on August 31, 2022, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company. In Testimony Whereof, the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this 17th day of July, 2023.

Attested and Certified

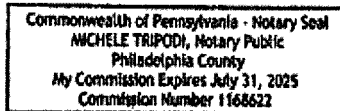
Regan A. Shulman, Secretary



Arch Insurance Company
Stephen C. Ruschak, Executive Vice President

STATE OF PENNSYLVANIA SS
COUNTY OF PHILADELPHIA SS

I, Michele Tripodi, a Notary Public, do hereby certify that Regan A. Shulman and Stephen C. Ruschak personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.



Michele Tripodi, Notary Public
My commission expires 07/31/2025

CERTIFICATION

I, Regan A. Shulman, Secretary of the Arch Insurance Company, do hereby certify that the attached Power of Attorney dated July 17, 2023 on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said Stephen C. Ruschak, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 27th day of March, 2024.

Regan A. Shulman, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:

Arch Insurance - Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102



To verify the authenticity of this Power of Attorney, please contact Arch Insurance Company at SuretyAuthentic@archinsurance.com. Please refer to the above named Attorney-in-Fact and the details of the bond to which the power is attached.

GROVES AT GRAND ISLAND

A PART OF THE SOUTHEAST 1/4, OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA.

SHEET 1 OF 3

PLAT BOOK 79 PAGE 67

INSTRUMENT #2022143827
 PLAT BK 79 PG 67 (3 PGS)
 DATE: 11/2/2022 10:30:31 AM
 GARY J. COONEY, CLERK OF THE CIRCUIT COURT
 AND COMPTROLLER, LAKE COUNTY, FLORIDA
 RECORDING FEES \$60.00

DEDICATION GROVES AT GRAND ISLAND

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, LANDESA HOMES OF FLORIDA LLC, A DELAWARE LIMITED LIABILITY COMPANY, BEING THE OWNER IN FEE SIMPLE OF THE LANDS DESCRIBED HEREIN DOES HEREBY DEDICATE THE FOLLOWING FOR THE PURPOSES THEREON EXPRESSED, SUBJECT TO THE GENERAL NOTES CONTAINED HEREIN.

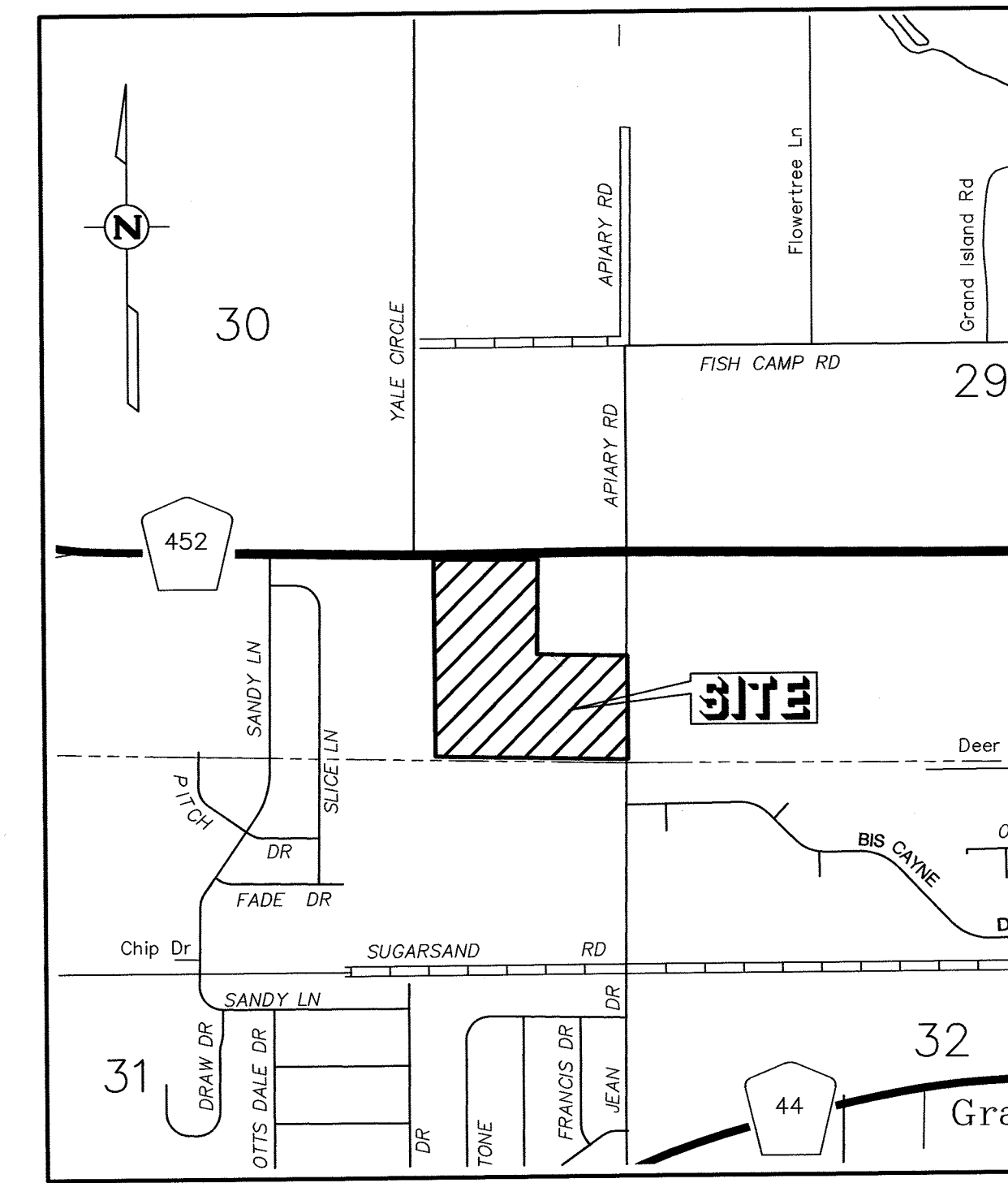
- TO LAKE COUNTY: THE STREETS, DRAINAGE AND UTILITY EASEMENTS SHOWN HEREON ARE DEDICATED IN PERPETUITY TO LAKE COUNTY AND TO THE PUBLIC. TRACT "B" IS HEREBY DEDICATED IN PERPETUITY TO LAKE COUNTY, FLORIDA, FOR RIGHT OF WAY PURPOSES.
- TO GROVES AT GRAND ISLAND HOMEOWNER'S ASSOCIATION, INC.: TRACTS "A", "C", "D" AND "E" ARE TO BE OWNED AND MAINTAINED BY GROVES AT GRAND ISLAND HOMEOWNER'S ASSOCIATION, INC.

IN WITNESS WHEREOF, THE UNDERSIGNED OWNER HAS EXECUTED THIS DEDICATION IN THE MANNER PROVIDED BY LAW ON 10/10/2022 SIGNED AND DELIVERED IN OUR PRESENCE AS WITNESSES:

1. <u>Emma G. Booth</u> SIGNATURE	OWNER LANDESA HOMES OF FLORIDA LLC A DELAWARE LIMITED LIABILITY COMPANY
2. <u>Emma Booth</u> PRINTED NAME	
1. <u>William Forge</u> SIGNATURE	
2. <u>Lisa J. Longtin</u> PRINTED NAME	WILLIAM FORGE VICE PRESIDENT

NOTES

- BEARINGS AND FLORIDA STATE PLANE COORDINATES, EAST ZONE, SHOWN HEREON ARE BASED ON FLORIDA PERMANENT REFERENCE NETWORK (FPRN) AS MAINTAINED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND IS BASED ON NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT (SPCS '83-2011). BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 26 EAST, AS BEING S00°02'33"E.
- ALL PLATTED UTILITY EASEMENTS SHALL PROVIDE THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICE COMMISSION. (CHAPTER 177.091 (28) FLORIDA STATUTES)
- LOT CORNERS SHALL BE SET WITH 5/8" IRON RODS AND CAPS LB #8348 IN ACCORDANCE WITH CHAPTER 177.091(9) FLORIDA STATUTES.
- ALL LOT LINES ARE NON-RADIAL UNLESS NOTED. RADIAL LINES ARE NOTED BY (R).
- STATE PLANE COORDINATES SHOWN HEREON AND THEIR COMPUTED VALUES SHALL BE SUBORDINATED TO THE MONUMENTS, BEARINGS AND DISTANCES SHOWN ON THIS PLAT.
- TRACT "A" IS TO BE OWNED AND MAINTAINED BY GROVES AT GRAND ISLAND HOMEOWNER'S ASSOCIATION, INC. FOR THE PURPOSE OF OPEN SPACE, RECREATION, STORMWATER AND LANDSCAPING.
- TRACT "B" IS TO BE DEDICATED TO LAKE COUNTY, FLORIDA, FOR THE PURPOSE OF ADDITIONAL RIGHT OF WAY FOR APIARY ROAD.
- TRACTS "C" AND "D" ARE TO BE OWNED AND MAINTAINED BY GROVES AT GRAND ISLAND HOMEOWNER'S ASSOCIATION, INC. FOR THE PURPOSE OF OPEN SPACE, RECREATION AND LANDSCAPING.
- TRACT "E" IS TO BE OWNED AND MAINTAINED BY GROVES AT GRAND ISLAND HOMEOWNER'S ASSOCIATION, INC. FOR THE PURPOSE OF SIGNAGE.
- UNLESS OTHERWISE NOTED THERE IS A 5.00 FOOT WIDE DRAINAGE AND UTILITY EASEMENT ALONG ALL REAR LOT LINES AND A 10.00 FOOT WIDE DRAINAGE AND UTILITY EASEMENT CONTIGUOUS TO ROAD RIGHTS OF WAY. THERE IS ALSO A 5.00 FOOT WIDE DRAINAGE EASEMENT ALONG ALL SIDE LOT LINES UNLESS OTHERWISE INDICATED.
- IT IS THE RESPONSIBILITY OF GROVES AT GRAND ISLAND HOMEOWNER'S ASSOCIATION, INC. TO OWN AND MAINTAIN THE STORMWATER MANAGEMENT SYSTEM NOT LOCATED WITHIN THE RIGHTS OF WAY OF ROADS UNLESS SUCH RESPONSIBILITY IS VOLUNTARILY ASSUMED BY LAKE COUNTY AND IN SUCH CASE, LAKE COUNTY SHALL BE ENTITLED TO UTILIZE ALL TRACTS AND EASEMENTS DESIGNATED ON THIS PLAT FOR STORMWATER PURPOSES. THE REAL PROPERTY UNDERLYING THE DRAINAGE EASEMENTS SHALL BE MAINTAINED BY THE INDIVIDUAL OWNER OF EACH LOT.
- LANDS DESCRIBED HEREON ARE SUBJECT TO AND/OR THE BENEFACITOR OF THE FOLLOWING LISTED INSTRUMENTS RECORDED IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA:
 - NOTICE OF LAKE COUNTY'S APPROVAL OF SUBDIVISION, AS RECORDED IN OFFICIAL RECORDS BOOK 2002, PAGE 2410 (NOT PLOTTABLE).
 - ORDINANCE NO. 2021-2 (ZONING), AS RECORDED IN OFFICIAL RECORDS BOOK 5650, PAGE 273 (NOT PLOTTABLE).



VICINITY MAP
 SCALE: 1"=1000'

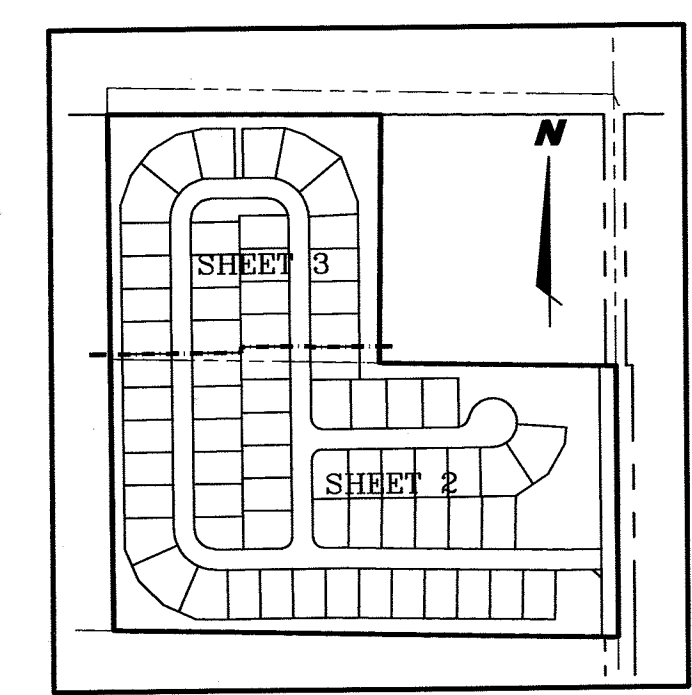
DESCRIPTION

THAT PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

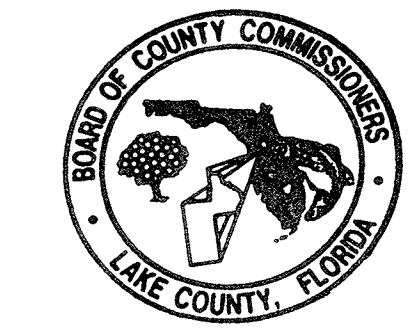
BEGIN AT THE SOUTHEAST CORNER OF THE SOUTHEAST 1/4 OF SAID SECTION 30; THENCE ON A BEARING RELATED TO FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, THE FOLLOWING COURSES: N88°41'23"W ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 30 FOR 1234.10 FEET TO THE WEST LINE OF THE SAID SOUTHEAST 1/4 OF SAID SECTION 30; THENCE N00°14'33"W ALONG SAID WEST LINE FOR 1257.58 FEET TO THE SOUTHERLY RIGHT OF WAY LINE FOR COUNTY ROAD MAINTENANCE MAP BOOK 6, PAGES 39 THROUGH 48, INCLUSIVE, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE S89°28'24"E ALONG SAID SOUTHERLY RIGHT OF WAY LINE FOR 668.10 FEET; THENCE DEPARTING SAID SOUTHERLY RIGHT OF WAY LINE, S00°42'41"W FOR 604.85 FEET TO THE NORTH LINE OF THE SOUTH 1/2 OF THE SAID SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 30; THENCE S88°42'19"E ALONG SAID NORTH LINE FOR 578.20 FEET TO THE EAST LINE OF THE SAID SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 30; THENCE S00°02'33"E ALONG SAID EAST LINE FOR 661.78 FEET TO THE POINT OF BEGINNING.

CONTAINING 27.90 ACRES, MORE OR LESS.

- ### LEGEND
- PERMANENT REFERENCE MONUMENT - FOUND 4"x 4" CONCRETE MONUMENT WITH DISC STAMPED AS NOTED
 - PERMANENT REFERENCE MONUMENT - SET 4"x4" CONCRETE MONUMENT WITH DISC STAMPED 'HALFF PRM LB#8348' UNLESS OTHERWISE NOTED
 - PERMANENT CONTROL POINT - SET NAIL & DISC WITH DISC STAMPED 'HALFF PCP LB#8348'
 - CM CONCRETE MONUMENT
 - LB LICENSED BUSINESS
 - Δ CENTRAL ANGLE (DELTA ANGLE)
 - CH CHORD DISTANCE
 - CB CHORD BEARING
 - PC POINT OF CURVATURE
 - PT POINT OF TANGENT
 - PI POINT OF INTERSECTION
 - RP RADIUS POINT
 - CL CENTERLINE
 - (R) RADIAL LINE
 - R RADIUS
 - L ARC LENGTH
 - DE DRAINAGE EASEMENT
 - UE UTILITY EASEMENT
 - DE & UE DRAINAGE EASEMENT & UTILITY EASEMENT
 - C3 REFERENCE TO CURVE TABLE
 - L1 REFERENCE TO LINE TABLE
 - PRM PERMANENT REFERENCE MONUMENT
 - LAT LATITUDE
 - LONG LONGITUDE
 - CONV CONVERGENCE
 - ORB OFFICIAL RECORDS BOOK
- SECTION 30-18-26 = TOWNSHIP 18 SOUTH, RANGE 26 EAST



KEY MAP
 NOT TO SCALE



CERTIFICATE OF APPROVAL
 COUNTY ENGINEER: Frank J. Schick 10/12/22
 PLANNING AND ZONING MANAGER: [Signature] 10/12/22
 COUNTY ATTORNEY: Rachel Bartolotta 10/27/22

CERTIFICATE OF APPROVAL BY BOARD OF COUNTY COMMISSIONERS
 THIS IS TO CERTIFY, THAT ON Oct 11, 2022, THE FOREGOING PLAT WAS APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF LAKE COUNTY, FLORIDA.
 CHAIRMAN OF THE BOARD: Sean M. Marks
 CLERK OF THE BOARD: GARY J. COONEY

CERTIFICATE OF REVIEW BY COUNTY SURVEYOR
 PURSUANT TO SECTION 177.081, FLORIDA STATUTES, I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, PART 1, PLATTING, FLORIDA STATUTES, AND FIND THAT SAID PLAT COMPLIES WITH THE TECHNICAL REQUIREMENTS OF THAT CHAPTER; PROVIDED, HOWEVER, THAT MY REVIEW DOES NOT INCLUDE FIELD VERIFICATION OF ANY OF THE COORDINATES, POINTS OR MEASUREMENTS SHOWN ON THIS PLAT.
 COUNTY SURVEYOR: Carl M. Melvin DATE 10/11/2022
 CARL M. MELVIN
 PROFESSIONAL SURVEYOR AND MAPPER NO. 6329

CERTIFICATE OF SURVEYOR
 KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, BEING A REGISTERED SURVEYOR AND MAPPER, FULLY LICENSED TO PRACTICE IN THE STATE OF FLORIDA, DOES HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER HIS DIRECTION AND SUPERVISION, AND THAT THIS PLAT COMPLIES WITH ALL THE REQUIREMENTS OF SECTION 177, PART 1, PLATTING, FLORIDA STATUTES.
 HALF, INC. 902 NORTH SINCLAIR AVENUE, TAVARES, FL 32778
 LICENSED BUSINESS NO. 8348
James E. Griffin DATE 10/10/22
 JENNINGS E. GRIFFIN
 PROFESSIONAL LAND SURVEYOR NO. 4486

CERTIFICATE OF CLERK
 I HEREBY CERTIFY, THAT I HAVE EXAMINED THE FOREGOING PLAT AND FIND THAT IT COMPLIES IN FORM WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES AND WAS FILED FOR RECORD ON November 3, 2022 AT 10:16 AM FILE NO. 2022143827
C. O'Neil
 CLERK OF THE CIRCUIT COURT
 IN AND FOR LAKE COUNTY, FLORIDA

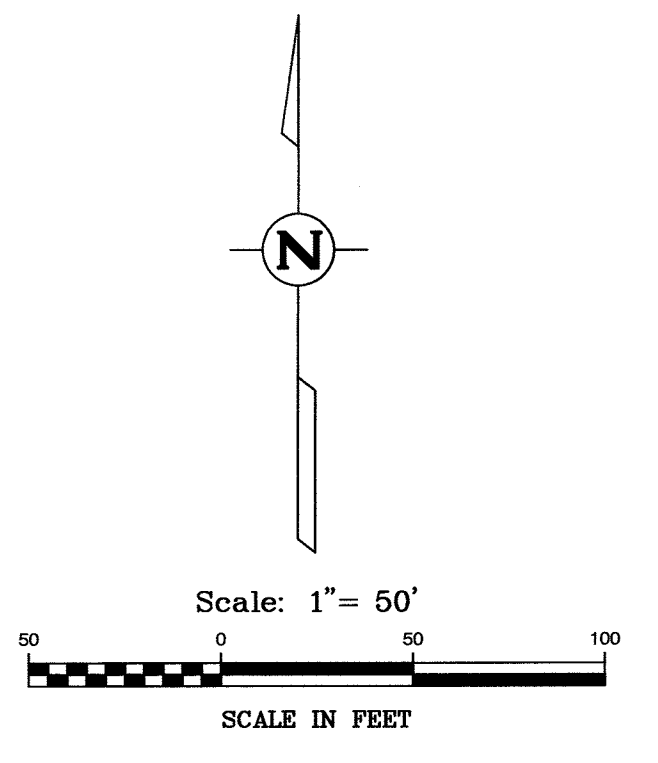
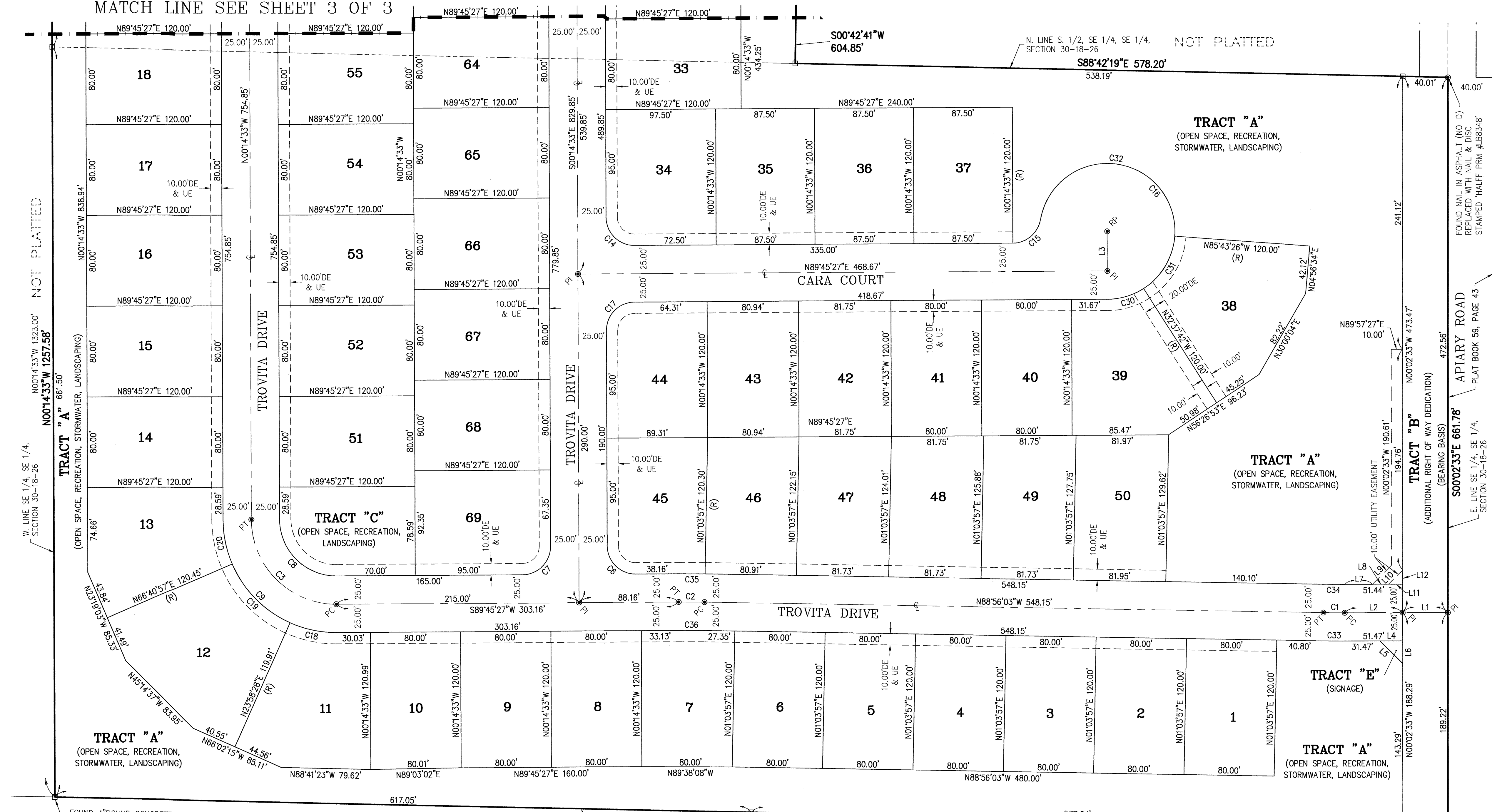
902 NORTH SINCLAIR AVE. OFFICE: 352.343.8481
 TAVARES, FLORIDA 32778 FAX: 352.343.8495
 LICENSED BUSINESS NUMBER: 8348

NOTICE:
 THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

GROVES AT GRAND ISLAND

A PART OF THE SOUTHEAST 1/4, OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA.

MATCH LINE SEE SHEET 3 OF 3



FOUND 4" ROUND CONCRETE MONUMENT #B3827 REPLACED WITH 4x4 CONCRETE MONUMENT WITH DISC STAMPED 'HALFF PRM #B8348'

S. LINE SE 1/4, SE 1/4, SECTION 30-18-26 NOT PLATTED

POINT OF BEGINNING
SE CORNER, SE 1/4 SECTION 30-18-26 CERTIFIED CORNER RECORD #076010 (FOUND NAIL IN ASPHALT NO ID) REPLACED WITH NAIL & DISC STAMPED 'HALFF PRM #B8348'
LAT: 28°53'16.5334"
LONG: -81°44'28.9658"
N: 1656279.7630
E: 418917.0936
SCALE: 1.0000057
CONV: -00°21'29.4278"

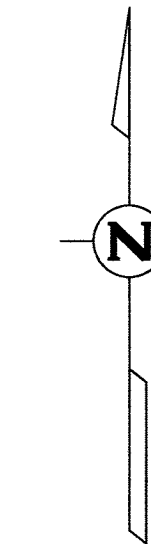
CURVE TABLE					
CURVE NO.	CENTRAL ANGLE	RADIUS	ARC LENGTH	CHORD	CHORD BEARING
C1	1°04'49"	1000.00'	18.86'	18.86'	S89°28'27"E
C2	1°18'30"	1000.00'	22.84'	22.83'	N89°35'18"W
C3	90°00'00"	75.00'	117.81'	106.07'	S45°14'33"E
C6	90°00'00"	25.00'	39.27'	35.36'	S45°14'33"E
C7	90°00'00"	25.00'	39.27'	35.36'	N44°45'27"E
C8	90°00'00"	50.00'	78.54'	70.71'	S45°14'33"E
C9	90°00'00"	100.00'	157.08'	141.42'	S45°14'33"E
C14	90°00'00"	25.00'	39.27'	35.36'	S45°14'33"E
C15	79°50'09"	25.00'	34.83'	32.08'	N49°50'23"E
C16	259°50'09"	60.00'	272.10'	92.04'	N40°09'37"W
C17	90°00'00"	25.00'	39.27'	35.36'	S44°45'27"W

CURVE TABLE					
CURVE NO.	CENTRAL ANGLE	RADIUS	ARC LENGTH	CHORD	CHORD BEARING
C18	2°13'01"	100.00'	42.27'	41.95'	S78°08'02"E
C19	42°42'29"	100.00'	74.54'	72.83'	S44°40'17"E
C20	23°04'30"	100.00'	40.27'	40.00'	S11°46'48"E
C30	32°23'10"	60.00'	33.91'	33.46'	N73°33'53"E
C31	53°05'43"	60.00'	55.60'	53.63'	N30°49'26"E
C32	174°21'16"	60.00'	182.58'	119.85'	N82°54'04"W
C33	1°04'49"	1025.00'	19.33'	19.33'	S89°28'27"E
C34	1°04'49"	975.00'	18.38'	18.38'	S89°28'27"E
C35	1°18'30"	1025.00'	23.41'	23.41'	N89°35'18"W
C36	1°18'30"	975.00'	22.26'	22.26'	N89°35'18"W

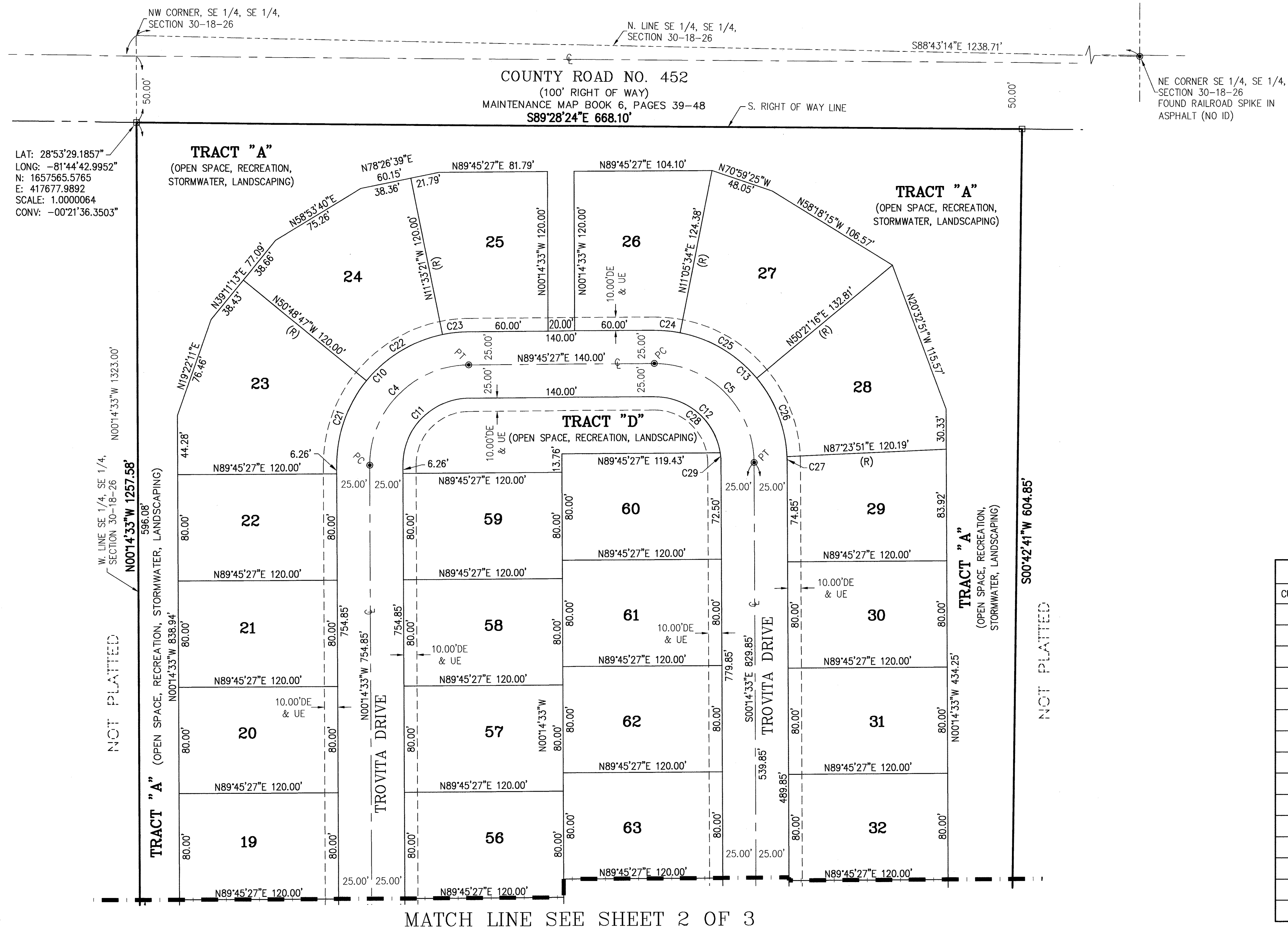
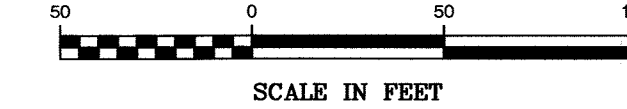
LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	S89°59'08"W	40.00'
L2	S89°59'08"W	51.46'
L3	N0°14'33"W	35.00'
L4	N89°59'08"E	20.00'
L5	N45°01'42"W	28.29'
L6	N0°02'33"W	20.00'
L7	N89°59'08"E	24.69'
L8	N89°59'08"E	14.15'
L9	N45°00'00"E	23.67'
L10	N45°00'00"E	17.81'
L11	N89°59'08"E	12.60'
L12	N0°02'33"W	12.59'

GROVES AT GRAND ISLAND

A PART OF THE SOUTHEAST 1/4, OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA.



Scale: 1" = 50'



LAT: 28°53'29.1857"
 LONG: -81°44'42.9952"
 N: 1657565.5765
 E: 417677.9892
 SCALE: 1:0000064
 CONV: -00°21'36.3503"

CURVE TABLE					
CURVE NO.	CENTRAL ANGLE	RADIUS	ARC LENGTH	CHORD	CHORD BEARING
C4	90°00'00"	75.00'	117.81'	106.07'	S44°45'27"W
C5	90°00'00"	75.00'	117.81'	106.07'	N45°14'33"W
C10	90°00'00"	100.00'	157.08'	141.42'	S44°45'27"W
C11	90°00'00"	50.00'	78.54'	70.71'	S44°45'27"W
C12	90°00'00"	50.00'	78.54'	70.71'	N45°14'33"W
C13	90°00'00"	100.00'	157.08'	141.42'	N45°14'33"W
C21	39°25'46"	100.00'	68.82'	67.47'	S19°28'20"W
C22	39°15'26"	100.00'	68.52'	67.18'	S58°48'56"W
C23	11°18'48"	100.00'	19.75'	19.71'	S84°06'03"W
C24	11°20'07"	100.00'	19.78'	19.75'	N84°34'29"W
C25	39°15'42"	100.00'	68.52'	67.19'	N59°16'35"W
C26	37°02'35"	100.00'	64.65'	63.53'	N21°07'26"W
C27	2°21'36"	100.00'	4.12'	4.12'	N1°25'21"W
C28	81°22'23"	50.00'	71.01'	65.19'	N49°33'22"W
C29	8°37'37"	50.00'	7.53'	7.52'	N4°33'22"W

VIA Email

MikiskaD@Eustis.Org

March 29, 2024

Deanna Mikiska
City of Eustis
Development Services Building
4 N. Grove Street
Eustis, FL 32727

RE: **Grove at Grand Island**
Halff # 044659.002
Engineer's Cost Estimate – Water and Reuse

Dear Mrs. Mikiska:

Enclosed please find a copy of the Engineer's Cost Estimate for the above referenced project based on the WD Site Development bid. I have reviewed the bid and certify that the total estimated cost of construction is \$475,367.98 with the 20% Maintenance Bond amount of **\$95,073.60**. On behalf of Landsea Homes of Florida, LLC we are requesting approval of this bond amount so that they may order the bond and provide it to the City.

Should you have any additional questions or concerns regarding this information, please do not hesitate to contact our office.

Sincerely,

Halff




Charles C Hiott, P.E.
Director of Land Development, VP
chiott@halff.com

CCH/tc

Enclosures

GROVE AT GRAND ISLAND WATER AND REUSE MAINTENANCE BOND					
Item	Quantity	Unit	Price	Total	
WATER					
12" x 8" Wet Tap & Valve	1	EA	\$ 6,281.33	\$ 6,281.33	
8" PVC	3640	LF	\$ 41.58	\$ 151,351.20	
8" DIP	90	LF	\$ 56.15	\$ 5,053.50	
Fire Hydrant assembly	5	EA	\$ 4,853.85	\$ 24,269.25	
8" GV	8	EA	\$ 2,155.93	\$ 17,247.44	
Fittings & restraints	1	LS	\$ 30,539.77	\$ 30,539.77	
double service long	11	EA	\$ 1,338.00	\$ 14,718.00	
double service short	14	EA	\$ 1,327.25	\$ 18,581.50	
single service long	12	EA	\$ 886.50	\$ 10,638.00	
single service short	7	EA	\$ 875.75	\$ 6,130.25	
Total				\$ 284,810.24	
RECLAIM					
6" PVC	3840	LF	\$ 27.17	\$ 104,332.80	
6" GV	7	EA	\$ 1,808.48	\$ 12,659.36	
12" x 6" Wet Tap & Valve	1	EA	\$ 6,225.33	\$ 6,225.33	
Fittings & restraints	1	LS	\$ 17,294.00	\$ 17,294.00	
double service long	8	EA	\$ 1,338.00	\$ 10,704.00	
double service short	17	EA	\$ 1,327.25	\$ 22,563.25	
single service long	13	EA	\$ 886.50	\$ 11,524.50	
single service short	6	EA	\$ 875.75	\$ 5,254.50	
Total				\$ 190,557.74	
TOTAL				\$ 475,367.98	
TOTAL					
20% MAINTENANCE BOND				\$ 95,073.60	


 Digitally signed by Charles C Hiott
 DN: cn=Charles C Hiott, c=US,
 o=HALFF ASSOCIATES INC,
 email=chiott@halff.com
 Date: 2024.04.01 08:42:58 -0400

Landsea Homes
 2420 S Lakemont Ave
 Suite 450
 Orlando FL 32814
 April 11, 2024

BILL OF SALE

Potable Water Distribution System and Reclaim Water Distribution System

Landsea Homes of Florida, LLC, a Delaware limited liability Company, located at 2420 Lakemont Ave, Suite 450 Orlando, Florida 32814, County of Orange, State of Florida, Seller, for and in consideration of the sum of One (\$1.00) Dollar and other valuable consideration paid to Seller by City of Eustis, Buyer, receipt of which is hereby acknowledged does grant, sell, transfer, convey and deliver to Buyer all pipes, lines, valves, valve boxes, fittings, thrust blocks, hydrants, equipment, manholes, and other good which comprise the water and reuse systems installed by Seller and located on the City easements or rights-of-way as shown on the record drawings, more specifically described as follows:

All potable water lines and reclaimed water lines, including but not limited to all pipes, structures, fittings, valves, services, tees, laterals to the point of connection, facilities, equipment and appurtenances thereto, located within or upon the public right of way designated as Trovita Drive, Cara Court & Tract B (Dedicated Public Right of Way) and all "Utility Easements", each as identified in the plat known as Groves at Grand Isle, as recorded at Plat Book 79, Pages 67-69, of the Official Records of Lake County, Florida.

Buyer shall have all rights and title to the goods in itself and its assigns.

Seller warrants that it is lawful owner of the goods and the goods are free from all liens and encumbrances. Seller has good right to sell the goods and will warrant and defend the right against the lawful claims and demands of all persons.

[CONTINUED ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Seller has executed this Agreement at Orange County, Florida on April 12, 2024.

SIGNED, SEALED, AND DELIVERED

IN THE PRESENCE OF:

By: [Signature]
(Seller Signature)

[Signature]
(Notary Signature)

Daniel Kaiser, 4-12-2024
(Print Name and Date)

Elizabeth Mason Canin 4-12-2024
(Print Notary Name and Date)

Vice President
(Print Company Title)

STATE OF FLORIDA
COUNTY OF (ORANGE)

The foregoing instrument was acknowledged before me by means of physical presence or online presence, this 12 day of April, 2024, by Daniel Kaiser, the Vice President of Landsea Homes of Florida, LLC, a Delaware limited liability company, on behalf of said entity. He is personally known to me or [] has produced his State of driver's license as identification.





VIA Email

DobbinsG@eustis.org

April 16, 2024

Greg Dobbins
City of Eustis
Development Services Building
4 N. Grove Street
Eustis, FL 32727

RE: **Groves at Grand Island**
Halff # 044659.002
Engineer's Certificate of Completion

Dear Mr. Dobbins:

In the professional opinion, as a registered engineer in the State of Florida, I certify that the water distribution system and reclaim water distribution system improvements for the Groves at Grand Island project have been completed substantially in accordance with the engineering plans approved by the City of Eustis and in compliance with the City of Eustis Engineering Design Standards and Regulations. This determination is based on construction site observations, review of test reports and certified As-Built drawings.

Should you have any additional questions or concerns regarding this information, please do not hesitate to contact our office.

Sincerely,

Halff

A handwritten signature in blue ink that reads "CCH".

Charles C Hiott, P.E.
Director of Land Development, VP
chiott@halff.com

CCH/tc

Enclosures



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: May 16, 2024

RE: Resolution Number 24-42: Emergency Management Plan Update 2024

Introduction:

Resolution Number 24-42 approves the annual update of the Emergency Management Plan.

Prepared By:

Mary Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk

Mike Swanson, Fire Chief

Tom Carrino, City Manager

RESOLUTION NUMBER 24-42

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; REVISING THE CITY OF EUSTIS EMERGENCY MANAGEMENT PLAN AND DIRECTING THE CITY MANAGER TO KEEP SUCH PLAN CURRENT WITH FEDERAL AND STATE LAW AND REGULATIONS AND IN ACCORD WITH THE LAKE COUNTY EMERGENCY MANAGEMENT PLAN.

WHEREAS, the City of Eustis is desirous of being prepared for natural and man-made disasters and accidents; and

WHEREAS, the City of Eustis adopted in July 2007 an emergency management plan for the purpose of protecting the City and its citizens from such disasters and accidents; and

WHEREAS, the City of Eustis adopted an updated and revised emergency management plan in May 2023; and

WHEREAS, the City of Eustis is desirous of continuing to coordinate its planning activities for emergency management with Lake County, the State of Florida, and the Federal Government; and

WHEREAS, the City of Eustis recognizes the need for its existing emergency management plan to be revised in accordance with county, state and federal regulations;

NOW, THEREFORE, BE IT RESOLVED, that the City of Eustis Emergency Management Plan, developed in accordance with Florida Statutes 252 and attached hereto as Exhibit A, is hereby approved and adopted and the City Manager is directed to keep the City's Emergency Management Plan current with Federal and State law and regulations and in accord with Lake County's adopted Emergency Management Plan.

DONE AND RESOLVED this 16th day of May, 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

Resolution Number 24-42
Emergency Management Plan Update 2024
Page 1 of 2

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by physical presence, this 16th day of May, 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 City Commission of the City of Eustis, Florida.

City Attorney's Office Date

CERTIFICATE OF POSTING

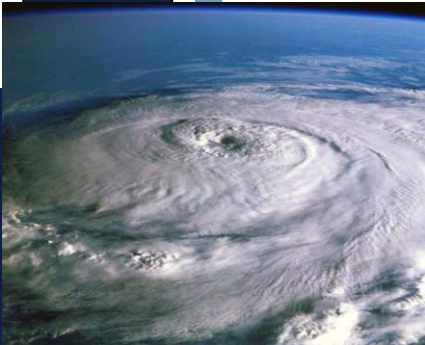
The foregoing Resolution Number 24-42 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

City of Eustis Emergency Management & Hurricane Plan 2024

Approved: May 16, 2024 by Resolution Number 24-42

(Revision 1: May 29, 2018) (Revision 2: September 2019 by Res. No. 19-82)
(Revision 3: June 2020 by Res. No. 20-39)(Revision 4: May 2021 by Res. No. 21-28)
(Revision 5: May 2022 by Res. No. 22—35)
(Revision 6: May 18, 2023 Res. No. 23-48)



The contents herein are intended to be used as a guideline in the event of a natural or man-made disaster. Depending on the threat and situation, deviation from these guidelines is encouraged to best ensure the safety and protection of lives and property of the Citizens of Eustis. The primary threat to the City of Eustis is that of severe weather such as hurricanes, tornadoes, and/or flooding. This manual was prepared to guide City Employees during these primary threats. However, a disaster event could possibly include other scenarios such as hazardous material incidents, large fires, and acts of terrorism.

TABLE OF CONTENTS

Purpose / Scope	I
Synopsis of City of Eustis	II
Definitions	III
Florida Statutes	IV
Emergency Operations Manual Approval (Resolution 24-42)	V
Eustis State of Emergency Declaration (Resolution 24-XX)	VI
Disaster Preparedness	VII
Personnel Reporting Supply Checklist	VIII
Family Preparedness Guide	IX

Chapter 1 – Command Team	1 - 1
Chapter 2 – Police Department	2 - 1
Chapter 3 – Fire Department	3 - 1
Chapter 4 – Public Works Department	4 - 1
Chapter 5 – Water Department Department	5 - 1
Chapter 6 – Wastewater Department	6 - 1
Chapter 7 – Development, Building & Economic Developments	7 - 1
Chapter 8 – Left Blank Intentionally	8 - 1
Chapter 9 – Finance Department	9 - 1
Chapter 10 – Parks & Recreation Department	10 - 1
Chapter 11 – Eustis Memorial Library	11 – 1
Chapter 12 – Human Resources Department	12 – 1

Annex (not for public release)

Phone List (Mutual Aid / Utilities / Municipalities / County)	A-1
Key Facilities (names / locations / account numbers)	A-2
Staff Recall Rosters	A-3
Management Roster	A-4
Department / Division Equipment Lists	A-5

PURPOSE

The purpose of the City’s Emergency Management Plan is to ensure that in the event of a hurricane, severe weather, or other emergency, all situations before, during and after the event are mitigated in a quick and orderly fashion, using the City’s available resources and manpower.

The City of Eustis must be prepared to act in a timely manner, as it must not only consider the welfare of the citizens of Eustis, but also the welfare of several thousand civilians who may evacuate from the coast.

SCOPE

Due to the City’s limited manpower and resources, it must anticipate that in the event of a hurricane, certain situations are imminent. Tasks must be handled by each department and certain tasks must be handled by a combination of two or more departments.

Therefore, this plan is being established to ensure that the City is prepared to meet the demands placed on it, not only for hurricanes, but for tornadoes, severe weather, hazardous material incidents, large fires, and acts of terrorism.



SYNOPSIS OF THE CITY OF EUSTIS PEACE TIME EMERGENCY PLAN

1. The City Manager, as the Chief Executive Officer, has the overall responsibility for disaster control, direction, and coordination.
2. The City Manager will designate an Emergency Management Director from the City Staff to plan and coordinate all disaster control activities. That person is the Fire Chief for the City of Eustis.
3. Upon the Governor of the State of Florida declaring an emergency in the State and/or upon the County of Lake declaring an emergency in Lake County, the Eustis Mayor shall declare a State of Emergency in the City of Eustis. This declaration will authorize the City Manager and the Emergency Management Director to assume command and control of all City Government functions and to perform duties to best protect the lives and property of the Citizens of Eustis. The City Manager and Emergency Management Director will frequently communicate with the Eustis City Commission to provide status reports.
4. The City Manager and Emergency Management Director will exercise command and control as authorized by resolution for not more than seven (7) days following the declaration of the State of Emergency by the Eustis City Commission or when disaster control is no longer required as per FL Statute, Chapter 252. Their primary duties during that time will be to the Command Team in coordination with the City, County, State, Federal and private agencies.
5. Should the County Emergency Management Director activate the Lake County Emergency Operations Center, the Emergency Management Director shall assign a staff member to report to the Lake County Emergency Operations Center and act as a Liaison for the Command Team of the City of Eustis.
6. An Emergency Operations Center will be established by the City Emergency Management Director, and all members of the Command Team will report to that location upon activation by the City Manager. The primary site for the Command Team will be at the Eustis Memorial Library, or the secondary site will be the Eustis Police Department (provided the locations are safe and habitable). Members should bring necessary personal medications, clothing, and other necessities for an extended stay at this location.
7. The Command Team is the overall operational control element for the City. The Command Group will consist of the City Manager, Emergency Management Director, Director of Parks and Rec, Eustis Police Chief, Public Works Director, Water Department Director, Wastewater Department Director, Finance Director, Building Department Director, and any personnel as assigned by the above.
8. The Task Force Teams and designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments are strategically placed in various safe locations in the City of Eustis to maintain immediate access to City Facilities and to provide an immediate response to protect the lives and property of Eustis Residents. Task Force personnel report directly to the Command Team and may be directed to report to either Fire or the Police.
9. Other City Departments and designated staff personnel will support the Command Group and shall have assigned responsibilities under department guidelines.
10. Should a disaster occur that would overtax the financial well-being or the physical capabilities of the City (excluding all mutual aid agreements), the City Emergency Management Director shall notify the County Emergency Management Director of the situation and request a disaster designation.

DEFINITIONS

CM	City Manager
Command Team	<p>Personnel assigned to the Eustis Emergency Operations Center who will direct the activities of the Strike Teams or Task Forces. Members of this team will consist of:</p> <ul style="list-style-type: none"> • City Manager • Emergency Management Director (Fire Chief) • Eustis Police Chief • Eustis Fire Deputy Chief • Public Works Director • Parks and Recreation Director • Finance Director • Development Services Director • Any personnel as assigned by the above
EEOC	Eustis Emergency Operations Center - a safe and habitable location designated by the City Manager and the Emergency Management Director that will be the command/control/communications center of the City of Eustis during declared emergencies.
EMD	Emergency Management Director – a City Staff Member, designated by the City Manager to use all resources available to protect the lives and property of Eustis residents.
FDEM	Florida Division of Emergency Management – a full-time division that reports directly to the Office of the Florida Governor and is charged with maintaining a comprehensive statewide program of emergency management. The division is responsible for coordinating with efforts of the Federal Government with other departments and agencies of state government, with county and municipal governments and school boards, and with private agencies that have a role in emergency management.
FEMA	Federal Emergency Management Agency.
LCEOC	Lake County Emergency Operations Center – a safe and habitable location designated by Lake County Officials that will be the command/control / communications center of Lake County during declared emergencies.
Level I EOC Activation Status	Full Activation – Operating under standby procedures, preparing for conditions of probable danger. EOC is fully operational. Public informed. All agencies should coordinate with the EOC as required.

Level II EOC Activation Status	Danger probable – Partial Activation, operating under standby conditions. Key EOC personnel were notified to report. EOC activated. Public informed. County notified. Ensure personnel has been briefed and family responsibilities have been addressed. Municipality/County coordination established.
Level III EOC Activation Status	The danger is possible – Monitoring Phase. Operating under normal conditions, however, monitoring the situation. EOC Section Chiefs and emergency response agencies were notified. Emergency procedures reviewed. Organizational plans reviewed and updated.
PAO	Public Affairs Officer – that person designated by the City Manager and Emergency Management Director to ensure that all levels of communications are maintained during emergency conditions and to ensure the public are advised of all conditions
Staging Area	A safe and habitable location where City employees not assigned specific duties at another location will be housed while awaiting further instruction. This area also serves as the central point for food preparation and distribution. The primary Staging Area is the Eustis Community Center, and the alternate Staging Area will be the Eustis Memorial Library.
Task Force Groups	Designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments who are assigned to a specific task, with common communications and a leader.
Strike Teams	Designated personnel and equipment of the same kind and type of resources, with common communications and a leader.

DISASTER PREPAREDNESS

It is important that prior to any anticipated or unforeseen disaster event and prior to the State and/or County's Declaration of a State of Emergency, the City be completely prepared for said event.

City Manager's Responsibilities:

1. Ensure adequate training is conducted between the departments on tasks that may be required during a disaster event. This will ensure continuity in the event of an accident, injury, or loss of life.
2. Ensure that items contained in the "Annex Folder" are current and available to the Command Team upon activation of the EEOC. These items include, but are not limited to, Staff Recall Rosters, Equipment Lists, Key Facilities listings, Shelter Locations, etc.
3. Ensure that Emergency Management or related training conducted by Lake County or other agencies is provided to all staff personnel.

Division Head / Department Directors Responsibilities:

1. It shall be the responsibility of each Division Head/Department Director (Emergency Service Function) to ensure that personnel involved in a declared emergency maintain accurate records regarding the use of equipment and manpower and all purchases made in support of a declared emergency and that this information is provided to the Finance Director in a timely manner to facilitate the City applying for either State and/or Federal Funds.
2. Ensure adequate cross-training is conducted between personnel assigned to them. This will ensure continuity in the event of an accident, injury, or loss of life.
3. Ensure that items contained in Appendix A, under their cognizance, are maintained and current.
4. Ensure that frequent contact is made with local fuel, food, and equipment supply distribution agencies in the Eustis area to guarantee immediate response and distribution prior to, during, and following a disaster event.
5. Ensure that all equipment in their custody is maintained and in working order. Any non-functioning equipment that may be used during a disaster event shall be repaired as soon as possible.
6. Ensure all employees under their supervision are fully aware of their responsibilities in the case of a disaster event. Further, it is important that those employees have plans in place for their families that can be implemented on short notice.

Individual Department / Division Responsibilities:

1. Human Resources Director: Brief all newly hired / re-hired personnel of their responsibilities to the City if their particular services are required prior to, during, and following a disaster event. Personnel receiving this brief will sign a statement of understanding acknowledging receipt. The Human Resources Director shall also maintain a current personnel recall roster for use by the EEOC.

2. Fire Chief: Ensure that a facility is available to act as the EEOC and that Command Team personnel have the means to live comfortably during extended periods of stay. Items required include but are not limited to bathroom/shower facilities, cots, communications gear, etc. Set up and direct or attend all Command and Operational meetings.
3. Police Chief: Ensure that a facility is available to act as the EEOC and that Command Team personnel have the means to live comfortably during extended periods of stay. Assure the security and safety of the facility. Verify and inspect the fallback location for the EEOC. Set up and direct or attend all Command and Operational meetings.
4. Public Works Director: Ensure that all maps of the City of Eustis and the Key Facilities listing be kept current via the Engineering Department. Upon the request of the City Manager, the Public Works Director will provide all maps required to assist the Command Team in the performance of their duties.
5. Finance Director: Will ensure that contingency funds are available in the event they are required for use prior to, during, and following a disaster event. The Finance Director will also ensure all Departments (Emergency Service Functions) are provided with the appropriate training and forms necessary to document the use of equipment and manpower; all purchases made in support of a declared emergency, and to facilitate the City applying for either State and/or Federal Funds
6. Deputy Fire Chief: Maintain a current listing of facilities and their locations, which may house residents with special needs. Maintain contact with local agencies whose facilities may be required to act as staging areas, on short notice, during a disaster event.
7. Parks and Recreation Department Director: Ensure City Facilities designated to house City employees during a declared disaster event are sufficiently manned and stocked with necessary food items and supplies and support ongoing operations during said declared emergency.

PERSONNEL REPORTING CHECKLIST

Updated April 2024

It is important that prior to any anticipated or unforeseen disaster event, and prior to the State and/or County's Declaration of a State of Emergency, individual City Staff members be ready to report for duty. The following is a checklist of supplies that employees should bring with them when reporting to the EEOC or assigned staging areas. Employees should be ready to report for duty at the announcement of Level III Mobilization. Personnel not immediately required to report for duty should maintain these items in the event they may be called upon to assist in storm/disaster event operations.

- 3 sets of clothes/work uniform / tee shirts
- 1 jacket
- 5 each of undershirts, underwear, pairs of socks
- 1 extra pair of shoes
- 3 bath towels
- Sleeping bag/bedding
- Personal flashlight and batteries
- Personal hygiene items for 3 days
 - Prescription medication
 - Toothbrush and toothpaste
 - Deodorant
 - Soap
 - Shampoo
 - Shaving supplies
 - Mosquito repellent
 - 3 days' supply of food that does not require refrigeration or cooking
 - 3 gallons of water
 - Other personal hygiene articles

FAMILY PREPAREDNESS GUIDE

It is important that prior to any anticipated or unforeseen disaster event and prior to the State and/or County's Declaration of a State of Emergency, each employee's family is ready. In an emergency event situation, there may not be much time for families to prepare, and it could take hours to days to get help after such an event. The following is a minimum set of guidelines to help employee's families prepare for an emergency event:

Disaster Supply Kit

- One gallon of water per person for five days and enough non-perishable food for the household for at least five days
- A non-electric can opener; cooking tools and fuel;
- paper plates & towels; and plastic utensils & cups
- Toiletries and personal hygiene supplies such as toothpaste and brush; deodorant; soap; shampoo; and shaving equipment
- wash cloth and towel; and toilet paper
- Garbage bags, resealable plastic bags, and tarps
- Supplies for infants, including diapers and formula
- Supplies for senior citizens, including special dietary
- considerations and incontinence pads
- At least a two-week supply of prescribed family medicines, as well as a typical first-aid kit with bandages, antibiotic cream, headache medicine, and antacids
- Blankets, pillows, extra clothing
- Battery-powered NOAA weather radio, HDTV and flashlight with extra batteries
- A waterproof container with extra cash and important documents, such as insurance, bank account, and Social Security cards
- A list of important phone numbers, including the family's local pharmacy, doctors, and designated contacts the family can call in case of an emergency
- Camera to record damage to property
- Rain gear and hard sole shoes
- Cleaning supplies and equipment
- Pet supplies, including food, water and medicines

Communication Plan

In case family members are separated from one another during a disaster (a real possibility during the day when adults are at work and children at school), develop a plan for reuniting after the disaster.

Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it is often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

Preserve Documents

Make a complete inventory of your home, garage, and surrounding property. The inventory can be either written or videotaped. Include information such as serial numbers, makes and model numbers, physical descriptions, and price of purchases (receipts, if possible).

Vital documents such as birth and marriage certificates, tax records, credit card numbers, financial records, and wills and trusts can be lost during a disaster. Make two photocopies of these documents and keep the originals in a safe deposit box, keep one copy in a safe place in the house, and give the second copy to an out-of-state friend or relative.

CHAPTER 1 – Command Team

1. **Level III Mobilization:** The Command Team will be mobilized to Level III under the authorization of the City Manager or his designee in the event that a possibility of danger to life / property of the City of Eustis residents exist. This level will reflect that of Lake County's mobilization level. The Command Team or a partial team can also be mobilized as soon as severe weather has been forecast or immediately after severe weather has occurred within the city under the authorization of the Police Department, Fire Department, or the Public Works Department. The EOC may or may not be manned at this time depending upon the urgency and threat conditions.

Command Team personnel are those City employees assigned to the Emergency Operations Center who will direct the activities of the city resources and Task Force Groups as needed. When directed by the City Manager, the Fire Chief shall fill the role of Emergency Management Director. The rest of the members of Command Team should consist of:

- City Manager
- Emergency Management Director
- Eustis Police Chief
- Eustis Fire Deputy Chief
- Finance Director
- Public Works Director
- Human Resources Director
- Development Services Director
- Parks and Recreation Director
- Any Personnel as assigned

Duties of the Command Team include but are not limited to:

- a. Setup and lead a command staff meeting to discuss develop and update objectives.
 - i. This meeting should identify the current level of mobilization and predicted intensity of the storm.
 - ii. The meeting should conclude with a discussion, which addresses the next Command and General Staff Meeting.
 - iii. The Command Team Check List should be utilized to identify and track the progress of the plan.
 1. The Check List is "Attachment 1A – Command Team Checklist" located within the Hurricane Plan folder.
- b. Advise the City Commission of Level III Mobilization and maintain constant communication to provide status of the city.
- c. Contact Lake County Emergency Management (or the LCEOC if manned) to establish an open line of communication and to notify them of the Eustis Emergency Operations Center location, phone numbers (land line / cell phone / radio frequencies) and status of city facilities.

- d. Record all actions taken by the Command Team until the threat of danger has passed, or until further directed by the City Manager or his designee.
- e. Advise all Division Directors / Department Heads to provide a complete listing of available employees. Division Directors shall supply the following information:
 - i. Employee name, location, and assignment
 - ii. Contact information
 - iii. Note: no individual is to be assigned to an isolated geographical location by themselves. All personnel shall be paired up for safety.
- f. Advise the Human Resources Department to provide an updated listing of city employees' addresses and phone numbers for recall purposes to the EEOC (or the Public Relations Officer if the EEOC is not manned).
- g. Advise Human Resources Department of all overtime needs and have Human Resources call in personnel for assignments outside normal operations.
 - i. Departments do not need to go through Human Resources for the filling of regular overtime duties.
 - 1. An example would be public works bring in equipment operators for equipment they normally operate.
- h. Advise all Division Directors / Department Heads to prepare assignments for staffing in the event the Command Team revises the city's activation status to Level II or Level I.
- i. Advise the Parks & Recreation to prepare the primary Staging Area (Eustis Community Center) and the alternate Staging Area (Eustis Memorial Library) for food preparation and distribution. Ensure facilities are adequately prepared to hold a large amount of city personnel.
- j. Advise all Division Directors / Department Heads to fuel all city vehicles and equipment to maximum capacity and to procure enough fuel, food, and supplies to last the duration and following a disaster event. Record expenditures for all procured items.
- k. Advise all Division Directors / Department Heads to obtain camera equipment and to ensure sufficient memory (or film) is available to provide photo documentation of damage following a storm / disaster event.
- l. Advise all Division Directors / Department Heads to review their equipment status and to provide a list of equipment available and their location to the EEOC (or the Public Relations Officer if the EEOC is not manned).
- m. Direct the Public Works Department to position generator units at the EEOC and the Finance Annex. Ensure generator units at the primary and alternate Staging Areas are fueled to maximum capacity and tested. Fuel and test all temporary and installed generators at all other city facilities.
- n. Provide to local utility companies a complete listing of Eustis key facilities to ensure quick location and identification during a disaster event.

- o. Advise all Division Directors / Department Heads to secure loose equipment under their authority. Ensure the Senior Director of Development Services and the Building Department advises all contractors working on development within the city to secure all loose equipment at their work sites.
 - p. Establish a storm tracking map and post various city reference maps at the EEOC (or the Public Relations Officer if the EEOC is not manned). The Drafting Department will be responsible for this action.
 - q. Recommend to Lake County Emergency Management (or LCEOC if manned) a primary and alternate building facility (public or private) to serve as a food and supply distribution point for the Red Cross in the event of a storm / disaster event. These facilities must be inspected for safety and structural integrity.
 - r. Contact local utility companies, which provide service in and around the Eustis areas and maintain an open line of communication. Provide all local utility companies the listing of key facilities as found in Annex A.
 - s. Contact all local businesses in and around the Eustis area who may be able to provide contractual assistance (electrical, pump and motor repair, heavy equipment contractors, or rentals) and maintain an open line of communication.
 - t. Ensure coordination of the Public Works Department and the Fire Department in making sandbags available to city facilities, special needs facilities, and Eustis residents (in that order) if supplies permit.
 - u. Notify Eustis residents of the city's status via the city website, news releases, social networking websites, and / or by any means reasonably available.
 - v. Have "Point of Distribution" (POD) areas prepared and identified.
2. **Level II Mobilization:** The Command Team will be mobilized to Level II under the authorization of the City Manager or his designee in the event that a danger to life / property of the City of Eustis residents is **probable**. This level will reflect that of Lake County's mobilization level. The EEOC will be partially manned at this time by personnel assigned by the City Manager or his designee. Duties of the Command Team include but are not limited to:
- a. Facilitate general staff meetings as needed.
 - b. Continue to track progress via the "Command Team Checklist"
 - c. Advise the City Commission of Level II Mobilization and maintain constant communication to provide status of the city.
 - d. Maintain contact with Lake County Emergency Management (or the LCEOC if manned) and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This

information includes resident special needs locations, equipment status, and fuel status.

- e. Obtain from Lake County Emergency Management (or the LCEOC if manned) the locations, phone numbers, and status of designated shelters.
 - f. Advise all Division Directors / Department Heads to direct city employees to secure their computer workstations and equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with weatherproof material. In addition, the IT Department will ensure immediate “back-up” of all electronic media, both locally, and remote, to ensure minimal loss of data.
 - g. Police and Fire Departments should coordinate and determine the potential to deploy two Task Force response teams to address incidents of significance within the City of Eustis after the storm has passed.
 - h. Commander is to ensure all special needs location in the city are inspected and visited by Fire Inspectors to verify their preparation and readiness.
 - i. Inspect all city facilities and development worksites to verify loose equipment has been properly secured.
 - j. Notify Eustis residents of the city’s status via the city website, news releases, social networking websites, and / or by any means reasonably available. Provide a listing of shelters and emergency numbers as soon as they are available.
3. **Level I Mobilization:** The Command Team will be mobilized to Level I under the authorization of the City Manager or his designee in the event that a danger to life / property of the City of Eustis residents is **inevitable**. This level will reflect that of Lake County’s mobilization level and **will follow the City of Eustis’ declaration of a state of emergency**. The EEOC will be fully manned at this time by the Command Team and other city employees as assigned.

Duties of the Command Team include but are not limited to:

- a. Facilitate general staff meetings as needed.
- b. Continue to track progress via the “Command Team Checklist”
- c. Advise the City Commission of Level I Mobilization and maintain constant communication to provide status of the city.
- d. Maintain contact with the LCEOC and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.
- e. Be prepared to form Strike Teams/Task Force Groups for response to incidents within the city or to support a request outside city limits.

- f. Distribute supplies to the EEOC, Fire Department, Public Works, Police Department and any other location where personnel and assets may be kept. These supplies may, but are not limited to include fuel, food, foul weather gear, etc.
 - g. Direct personnel to frequently check their communications gear and equipment to ensure readiness. Command may perform radio checks and informational broadcasts at set times.
 - h. Notify Eustis residents of the city's status via the city website, news releases, social networking websites and / or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status.
4. **Storm / Disaster Event Operations:** In the event a severe storm / disaster event is in the Lake County / Eustis area, it is the responsibility of the Command Team to monitor all situations and direct personnel to respond to emergency situations

Duties of the Command Team include but are not limited to:

- a. Directing resources to respond to emergency scenes, thus freeing 911 dispatchers for dispatching.
- b. Continually monitor storm conditions and notify personnel of potentially dangerous approaching weather conditions.
- c. Dispatch response groups to assist each other during emergency operations as weather permits.
- d. Record accurate damage list as they are reported.
- e. Continue frequent communication and provide status reports to the LCEOC and the Eustis City Commission.
- f. **The following emergency procedure will be followed once sustained winds have reached 50 mph.** (Exception to procedure are actions requiring lifesaving operations)
 - 1) All personnel will leave vehicles and report to their assigned shelters, or other secure pre-identified shelter (whichever is closer).
 - 2) No emergency responses will be made by any city employees.
 - 3) 911 dispatchers will report this to all emergency responses received by them. They will notify callers to take appropriate action.
 - 4) All emergency calls will be documented and action taken upon sustained winds subsiding as the emergency requires.
 - 5) LCEOC will be notified that operations have ceased.

- g. Once the storm winds have subsided to operating conditions, LCEOC will be notified and Strike Team operations will resume.
 - h. Additional survey and assessment teams will be assigned to survey all areas of the city and record damaged areas for search and rescue, damage, and clean-up.
 - i. Notify Eustis residents of the city's status via the city website, news releases, social networking websites, and / or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status. Direct Eustis residents to the nearest shelter if required.
5. **Post-Storm / Disaster Event Operations:** Many variables will determine the actions of the Command Team following the storm / disaster event. If heavy damage has occurred to buildings in the city, the State of Emergency may be extended by the Commission and the EEOC may be manned for an indefinite amount of time. Regardless, within 48 hours following the storm / disaster event, the Command Team will meet to critique the storm and also provide information as requested to the LCEOC, FEMA, or any other government agency requiring it.
- a. Complete report of damage to buildings and / or equipment with replacement cost estimate.
 - b. Under the direction of the City Manager, the Emergency Management Director will instruct Police Department personnel to commandeer local food and distribution facilities if required. This action would only be taken under extreme circumstances in the event of catastrophic damage to the city.
 - c. Provide the Eustis City Commission a tour of damaged areas.
 - d. Advise all Divisions / Departments to take photographs of damage and to provide photos to the EEOC and the Finance Department so that proper documentation can be provided to FEMA if required.
 - e. Notify Eustis residents of the city's status via the city website, news releases, social networking websites, and / or by any means reasonably available. Maintain and post an accurate listing of shelters and their capacity status. Direct Eustis residents to the food and water distribution points if activated.
 - f. Assist the Red Cross in distribution of food and water.
 - g. Assist Eustis residents with clean-up operations.
 - h. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.
 - i. Complete report of overtime and expenditures.

- j. Determine any further action by the Command Team and Task Force Groups if required.
 - k. Provide recommendations for change to Emergency Management procedures.
6. **Completion of State of Emergency / Deactivation of EEOC:** The City Manager or his designee will notify the Eustis City Commission, in writing, his intention to stand down from the declared State of Emergency and EEOC deactivation. All authority to govern will be returned to the Commission upon the date / time of this letter.

Chapter 1 Attachment Index:

- A. Command Staff Checklist
- B. Eustis Fire Department Critical Infrastructure Occupancy Record (To be updated annually)
- C. Points of Distribution (POD) locations (North and South Locations)

CHAPTER 2 – Police Department

When activated, the Eustis Memorial Library or the Eustis Police Department will be utilized as the Eustis Emergency Operations Center (EEOC) for disasters in the City of Eustis as assigned by the City Manager and the Emergency Management Director.

1. **Level III Mobilization:** Duties of the Police Department include but are not limited to:
 - Prepare and provide a complete listing of Police Department personnel assigned to a Task Force (contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm/disaster event. Ensure that personnel are notified of their assigned duties and the schedule.
 - Provide a complete listing of Police Department employee addresses and phone numbers for recall purposes to the EEOC if manned.
 - Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
 - The complete schedule for personnel during a storm/disaster event.
 - “Top up” all Police Department vehicles and equipment, and procure enough fuel, food, and supplies to last the duration following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
 - Test all Police Department equipment, including vehicles, radios, and any other equipment that may be required in the event of a storm/disaster event.
 - Review equipment status and provide a list of equipment available and their location to the EEOC (or the Emergency Management Director if the EEOC is not manned).
 - Coordinate with the Lake County Sheriff’s Office and the Police Departments of other Lake County municipalities to ensure mutual cooperation and understanding of assigned duties.
 - Review the contents of the Emergency Management Plan and ensure all Police Department personnel fully understand their duties during a storm/disaster event.
 - Coordinate with other City Divisions / Departments and provide assistance if required.
 - Identify if Lake County Emergency Operations plans on opening a shelter within city limits.

2. **Level II Mobilization:** Duties of the Police Department include but are not limited to:

- Place all Police Department personnel in a “no-leave” status.
- Monitor evacuation routes and shelters if open and assign personnel if necessary. Provide information to the EEOC.
- As the EEOC may be activated at this level, provide assistance to EEOC personnel as may be required. Ensure supplies are provided to EEOC personnel.
- Secure any non-essential computer equipment by disconnecting the power supply, moving them away from windows, and covering them tightly with waterproof material.
- Frequently check communications gear and equipment to ensure readiness.
- Inspect all City facilities and development worksites to verify loose equipment has been properly secured.
- Assign Code Enforcement to Fire Department for reporting and tracking. They will work with Fire Prevention and report to Fire Department. (Deputy Fire Chief is in charge; Fire Chief is the Emergency Manager)
- Identify if Lake County Emergency Operations plans on opening a shelter within city limits.
 - If Lake County EOC is opening a shelter in city limits, clarify the need to staff the shelter with police officers.

3. **Level I Mobilization:** Duties of the Police Department include but are not limited to:

- Direct Eustis Police Department personnel assigned to a Task Force to proceed to their assigned locations
- Distribute supplies to the Task Force personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- Frequently check communications gear and equipment to ensure readiness.
- Direct traffic on Evacuation Routes (if applicable).
 - Heavy rain may flood the downtown area of Eustis, and all traffic from the west and north should be directed around the bypass.
 - Heavy rain may also flood the northbound lane on Highway 441 at the SR 19 North exit and will cause possible traffic problems.

2-2

Revision 5/29/2018

Revised 4/23/2018, Reviewed 6/2020, Reviewed 4/2021, Reviewed 4/22, Reviewed 4/23, Reviewed 4/24

Chapter 2

- Any disaster affecting downtown Eustis will send traffic around on the bypass.
 - Exceptions would be medical emergencies going to Advent Health Waterman or its personnel.
 - Provide security to evacuated areas (if applicable).
 - Identifying and controlling persons entering lawfully.
 - Keeping out those persons when entry may be life-threatening (i.e., damaged buildings, residences, mobile home parks, and areas that may not have been checked for live downed power lines).
 - Provide security assistance for designated shelters (if applicable).
4. **Storm / Disaster Event Operations:** Duties of the Police Department include but are not limited to:
- Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - Respond to emergency calls and those that require the protection of life/property as weather permits.
 - **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
 - Each Task Force member will leave vehicles and report to their assigned shelters, or a shelter assigned to another Task Force (whatever is closer)
 - No emergency responses will be made.
 - 911 dispatchers will report this to all emergency responses received by them. They will notify callers to take appropriate action.
 - All emergency calls will be documented, and action will be taken upon sustained winds subsiding as the emergency requires.
 - EEOC will be notified that operations have ceased.

Once the storm winds have subsided to operating conditions, EEOC will be notified, and Task Force operations will resume.

Chapter 2

5. **Post-Storm / Disaster Event Operations:** Serious medical emergencies will be the first priority after the storm/disaster event. Officers will ensure immediate assistance to those persons. The Administrative Officer on duty in the EEOC will make those calls. The second priority will be violent in-progress calls. Finally, calls that need police service will be handled on a case-by-case basis.

Duties of the Police Department include but are not limited to:

- Those duties listed in 3.e.-g. above (if applicable).
- Assess disaster needs and determine whether search and rescue assistance is required. Notify the EEOC of this requirement.
- If directed by the Emergency Management Director, Police Department personnel will commandeer local food and distribution facilities. This action would only be taken under extreme circumstances in the event of catastrophic damage to the City.
- Provide security to damaged/evacuated areas to prevent looting and injury.
- A Task Force will assist the Public Works Department with the necessary clearing of main roadways. All other personnel will respond to calls to handle emergencies and report damage to the EEOC.
- Upon the direction of the EEOC, provide patrol units to provide the Eustis City Commissioners a tour of damaged areas.
- Assist authorized organizations in the distribution of food and water.
- Assist building personnel in reporting damage to buildings and / or equipment.
- Assist Eustis residents with clean-up operations.
- A complete report of overtime and expenditures.
- Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

Chapter 2 Attachment Index:

- A. Police Command Staff Checklist
- Department Staffing Availability Form
 - ICS-214 Unit Log

CHAPTER 3 – Fire Department

The Eustis Fire Department will be designated as the alternate EEOC in the event the primary EEOC becomes uninhabitable or the facilities no longer function to properly serve EEOC personnel.

1. **Level III Mobilization:** Duties of the Fire Department include but are not limited to:
 - a. Identify and secure locations at strategic locations around the City where Firefighting Strike Teams (either solely or shared with the Strike Teams of other Divisions/Departments) can be placed. Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
 - b. Prepare and provide a complete listing of Fire Department personnel assigned to Strike Teams (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
 - c. Provide a complete listing of Fire Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
 - d. Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
 - e. Complete schedule for personnel during a storm / disaster event.
 - f. “Top up” all Fire Department vehicles and equipment and to procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
 - g. Test all firefighting equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.
 - h. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
 - i. Coordinate with the Lake County Fire Department and the Fire Departments of other Lake County municipalities to ensure mutual cooperation and understanding of assigned duties.
 - j. Provide a complete list of special needs locations and status to the EEOC. Visit each special needs location and ensure sustainability in the event of a storm / disaster event. Provide guidance in obtaining supplies such as oxygen, food, water, medicine if required. Test generators at each location and notify the EEOC of each location’s status.

- k. Review the contents of the Emergency Management Plan and ensure all Fire Department personnel fully understand their duties during a storm / disaster event.
 - l. Coordinate with the Public Works Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis residents (in that order) if supplies permit. Sandbag distribution will be from the Eustis Fire Department.
 - m. Coordinate with other City Divisions / Departments and provide assistance if required.
2. **Level II Mobilization:** Duties of the Fire Department include but are not limited to:
- a. Place all Eustis Fire Department personnel in a “no-leave” status.
 - b. Monitor special needs locations and assist in readiness procedures if necessary.
 - c. As the EEOC may be activated at this level, ensure the Fire Department building is prepared to act as the alternate EEOC.
 - d. Coordinate with the Public Works Department to fill to maximum capacity all City vehicles designated to hold fresh water (i.e., tankers, water buffalos, water bladders). Assist in the delivery of said vehicles and equipment to strategic locations as assigned by the EEOC.
 - e. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
 - f. Frequently check communications gear and equipment to ensure readiness.
 - g. Inspect building under the cognizance of the Fire Department for loose equipment. Secure equipment as necessary.
3. **Level I Mobilization:** Duties of the Fire Department include but are not limited to:
- a. Direct Eustis Fire Department personnel assigned to Strike Teams to proceed to their assigned locations
 - b. Distribute supplies to Strike Team personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
 - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
 - d. Frequently check communications gear and equipment to ensure readiness.

- e. Assist the Public Works Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).
4. **Storm / Disaster Event Operations:** Duties of the Fire Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Respond to emergency calls and those that require the protection of life / property as weather permits.
 - c. **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
 - 1) All Strike Teams will leave vehicles and report to their assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
 - 2) No emergency responses will be made.
 - 3) 911 dispatchers will report this to all emergency responses received by them. Callers will be notified to take appropriate action.
 - 4) All emergency calls will be documented and action taken upon sustained winds subsiding as the emergency requires.
 - 5) The EEOC will be notified that operations have ceased.
 - d. Once the storm winds have subsided to operating conditions, the EEOC will be notified and Strike Team operations will resume.
5. **Post-Storm / Disaster Event Operations:** Serious medical emergencies and fire response calls will be first priority after storm / disaster event. Firefighting personnel will ensure immediate assistance to those persons. The Administrative Officer on duty in the EEOC will make those calls.

Duties of the Fire Department include but are not limited to:

- a. Perform area recon and record and document damage.
 - i. See Attachment 3B: Structural Damage Guidelines
 - ii. Record Information on Form 3C: Structural Damage Report Form
- b. Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- c. Task Force Groups will respond to emergency response calls in order of severity as deemed by LEMS Dispatch.

- d. Personally visit each special needs location and assess status. Provide assistance if required.
- e. Assist authorized organizations in distribution of food and water.
- f. Assist Eustis residents with clean-up operations.
- g. Complete report of overtime and expenditures.
- h. Inventory all firefighting equipment.
- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

Chapter 3 Attachments Index:

- A. Fire Department Checklist
- B. Structural Damage Guidelines
- C. Structural Damage Report Form

- Department Staffing Availability Form
- ICS-214 Unit Log

CHAPTER 4 – Public Works Department

1. **Level III Mobilization:** Duties of the Eustis Public Works Department include but are not limited to:
 - a. Identify and secure locations at strategic locations around the city where Public Works personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
 - b. Prepare and provide a complete listing of Public Works personnel assigned to Strike Teams (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
 - c. Provide an updated listing of Public Works personnel addresses and phone numbers for recall purposes to the Human Resources Department.
 - d. Advise all off-duty personnel to secure their residences, provide for their families, and prepare for duty if required.
 - e. Complete schedule for personnel during a storm / disaster event.
 - f. “Top up” all Public Works vehicles and equipment and to procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
 - g. Test all equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.
 - h. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
 - i. As heavy rainfall may precede a storm event, monitor all detention/retention ponds in the city and begin lowering levels of said ponds through the use of pumps. Report pond levels to the EEOC if the threat of overflow is possible.
 - j. Inspect all trees in the City rights-of-way and remove any limbs identified as being a danger to life / property.
 - k. Identify and secure a safe location to be designated as the “burn” area for storm debris. Coordinate with the Public Works Director in the notification of said area to the Florida Department of Environmental Protection. Verify permit has been obtain for possible activation of the “burn” area.
 - l. Review the contents of the Emergency Management Plan and ensure all Public Works personnel fully understand their duties during a storm / disaster event.

- m. Coordinate with the Fire Department in making sandbags available to City Facilities, Special Needs Facilities, and Eustis residents (in that order) if supplies permit. Sandbag distribution will be from the Eustis Fire Department.
 - n. Obtain and prepare building materials necessary to board windows and doors at City Hall, Public Works facilities, and any City building under the cognizance of the Public Works Department.
 - o. Coordinate with other City Divisions / Departments and provide assistance if required.
 - p. Place all Public Works Department personnel in a “no-leave” status.
2. **Level II Mobilization:** Duties of the Public Works Department include but are not limited to:
- a. Continue to monitor the water levels in all City detention / retention ponds. Begin or continue required action to lower the levels of said ponds if necessary.
 - b. Board windows and doors at City Hall, Finance Annex, Library and Community Center. Supply boarding materials for Fire Stations 22 & 23.
 - d. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
 - e. Frequently check communications gear and equipment to ensure readiness.
 - f. Inspect buildings under the cognizance of the Public Works Department for loose non-essential equipment. Secure equipment as necessary.
3. **Level I Mobilization:** Duties of the Public Works Department include but are not limited to:
- a. Direct Public Works personnel assigned to Strike Teams to proceed to their assigned locations
 - b. Distribute supplies to Strike Team personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
 - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
 - d. Frequently check communications gear and equipment to ensure readiness.
 - e. Assist the Eustis Fire Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).

4. **Storm / Disaster Event Operations:** Duties of the Public Works Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Respond to emergency calls and those that require the protection of life / property as weather permits. Assist the Eustis Police Department and the Eustis Fire Department in ensuring road access for emergency vehicles is provided.
 - c. **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
 - 1) All Strike Teams will leave vehicles and report to their assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
 - 2) EEOC will be notified that operations have ceased.
 - d. Once the storm winds have subsided to operating conditions, EEOC will be notified and Strike Team operations will resume.
5. **Post-Storm / Disaster Event Operations:** The clearing of evacuation routes and major arterial roads in and through the City will be first priority after a storm / disaster event. The second priority is the clearing of residential streets. The exception to these priorities is the clearing of any road or street that is a direct route for emergency vehicles in response to an emergency call.

Duties of the Public Works Department include but are not limited to:

- a. Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- b. Strike teams will assist the Eustis Police Department and Eustis Fire Department if search and rescue operations are in effect. All other personnel will respond to calls to handle emergencies and report damage to the EEOC.
- c. Personally visit each detention / retention pond to review status of the water levels in said ponds. Take action as necessary to prevent overflow and flooding of residential areas.
- d. Assist authorized organizations in distribution of food and water.
- e. Assist building personnel in reporting damage to buildings and / or equipment.
- f. Assist Eustis Residents with clean-up operations.
- g. Complete report of overtime and expenditures.
- h. Inventory of all Public Works equipment.

- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

Chapter 4 Attachment Index:

- A. PW Checklist
- B. PW Equipment List

- Department Staffing Availability Form
- ICS-214 Unit Log

CHAPTER 5 – Water Department

The following information is a basic outline of the duties and responsibilities of Water Department personnel. Technical guidance providing more detail should be followed using the Eustis Water System Response Plan (PPM Project no. 205901-VA) dated September 2004 (revised 4/19/2007).

1. **Level III Mobilization:** At least 96 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:
 - a. Place all Water Department personnel in a "no-leave" status.
 - b. Identify and secure locations where Water Department personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the Eustis Emergency Operations Center (EEOC) or the City Manager if the EEOC is not manned.
 - c. Prepare and provide a complete listing of Water Department personnel who will be on duty (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
 - d. Provide an updated listing of Water Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
 - e. Advise all Water Department personnel to secure their residences, provide for their families, and prepare for duty if required.
 - f. "Top off" all Water Department vehicles, equipment, gas cans, and generators. Procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures for all procured items.
 - g. Test all auxiliary power supply units to ensure good working order and filled to maximum capacity. This shall include all portable generators, auxiliary power units at the water treatment plants
 - h. Ensure adequate chemical inventory. The delivery of chemicals may take two or three days after the order is placed, so chemicals should be ordered prior to the Level III notification. Sodium Hypochlorite tanks should be filled to a minimum one-half the tank capacity.
 - i. Ensure a minimum of 2.5 gallons supply of granular chlorine (HTH) is available.

- j. In coordination with the Purchasing Department, ensure that contractual assistance (electrical, pump and motor repair, heavy equipment contractors or rentals) are on a stand-by basis.
 - k. Review equipment status and provide a list of equipment available and their location, including secondary placement, to the EEOC (or the City Manager if the EEOC is not manned).
 - l. Review the contents of the Emergency Management Plan and the Eustis Water System Response Plan and ensure all Water Department personnel fully understand their duties during a storm / disaster event.
 - m. Ensure that all facility dumpsters have been emptied.
 - n. Inspect buildings under the cognizance of the Water Department for loose equipment. Secure chemical drums and barrels. Move all loose equipment and inventory within buildings where possible.
 - o. Ensure that camera equipment with sufficient memory (or film) is available to provide photo documentation of damage following a storm/disaster event.
 - p. Advise all contractors working on projects to secure all loose equipment at work sites.
2. **Level II Mobilization:** At least 72 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:
- a. Review the checklist of items in the emergency locker located in the north storage area of the main building. Replace any missing or inoperable items on the list.
 - b. Obtain and prepare building materials necessary to board windows and doors at Water Department facilities, and any City building under the cognizance of the Water Department.
 - c. Coordinate with other City Divisions/Departments and provide assistance if required.
 - d. Inspect and clean roof drains of all Water Department facilities.
 - e. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.

Level II Mobilization: At least 48 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:

- a. Make a decision about when to send personnel assigned to work the storm home.
- b. Update the 12 hour personnel on-site list and send it to the EEOC.
- c. Board windows and doors at Water Department facilities and any City Building under the cognizance of the Water Department.
- d. Frequently check communications gear and equipment to ensure readiness.
- e. Inspect job sites for loose material and safety issues. Protect the job site from washout.
- f. All heavy equipment shall be serviced.
- g. All small equipment (chain saws, mud pumps, packers, etc.) shall be serviced.

Level II Mobilization: At least 24 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:

- a. Water Department personnel should be on stand-by. Note: Depending on the severity of the storm / disaster event, personnel may be assigned to one or more of the water treatment plants to monitor its operation. At least four Water Department personnel will be assigned to be on duty during the storm.
- b. Distribute supplies to the on duty Water Department personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
- c. Ensure Chlorine feed levels are increased to 2.0 PPM at each water plant.
- d. Ensure all fluoride systems are shut down at the water plants.
- e. Ensure all elevated storage tanks are kept filled to maximum capacity.
- f. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
- g. Assist the Eustis Fire Department and Eustis Police Department in keeping the evacuation routes clear (if applicable).

3. **Level I Mobilization:** At least 8 hours prior to the storm's probability to arrive in the Central Florida area the Eustis Water Department duties will include but are not limited to:

- a. No less than 8 hours before the storm all supplies shall be assigned to personnel and staging locations.
 - b. Equipment should be at its assigned location at this point.
 - c. The Hwy. 44 water plant and the Ardice water plant are available for use by the fire, police, public works and water department staff for safe shelter and staging of equipment by other departments.
 - d. All man hours, equipment hours, expenditures, and actions of readiness and cleanup operation shall be logged.
4. **Storm / Disaster Event Operations:** Duties of the Water Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Respond to emergency calls (water, sewer, storm, etc.) and those that require the protection of life/property as weather permits.
 - c. Record accurate damage lists as they are reported.
 - d. **Based on the direction of the EEOC (or the City Manager if the EEOC is not manned): Personnel should report to their assigned location.**
 - i. All personnel will leave vehicles and report to their assigned shelters. Personnel will not leave their assigned shelters.
 - ii. No emergency responses will be made by any city employees.
 - iii. All emergency calls will be documented and action taken upon sustained winds subsiding as the emergency requires.
 - iv. EEOC will be notified that operations have ceased.
5. **Post-Storm / Disaster Event Operations:** Duties of the Water Department include but are not limited to:
- a. Based on the direction of the EEOC (or the City Manager if the EEOC is not manned): Personnel may begin movement from assigned location.
 - b. Report system status to FDEP (Florida Department of Environmental Protection).
 - c. Assess all damage to city water utilities as soon as possible. Perform on-site inspections and repairs to water plant facilities to ensure that the threat of contamination could not occur, check vents, hatches, screens, etc. Complete report of damage to buildings and/or equipment.

- d. If the water pressure in the distribution system drops below 20 psi, loss of chlorine residuals in the distribution system or any other threat of contamination in any part of the system, notify the EEOC so that proper notification can be made to the LCEOC, the news media, and posted on the website.
 - i. In the event that the City's water distribution system can no longer deliver water to its customers due to broken water mains, service line, or loss of water pressure in the system, drinking water distribution locations will be at the City's Water Treatment plants, located at the following locations:
 1. 400 Ardice Avenue (Ardice Water Plant)
 2. 700 Haselton Street (Haselton Water Plant)
 3. 3351 Hwy 44 (bypass) (Hwy 44 Water Plant)
 4. 3501 Grand Island Shore Road (Grand Island Water Plant)
 5. Any other location as designated by the EEOC

It is unlikely that all pumping facilities would be out of service at the same time, due to the stand-by pumping capabilities of all the water plants. In the event that all pumping capabilities are lost, water would be supplied by tanker truck for drinking water via the City's water buffalos or, worst case scenario, the Florida National Guard.
 - ii. Restoration of water and sewer service.
 - iii. Immediately collect bacteriological samples at valid sampling sites (per sampling plan).
- e. Perform temporary repairs to damaged Water Department equipment and property.
- f. Assist the Public Works Department and / or Eustis residents with clean-up operations as directed by the EEOC. Join with public works to make a clean-up crew while leaving a crew in water, wastewater & public works for normal assignments.
- g. Complete report of overtime and expenditures.
- h. Inventory of all Water Department equipment.
- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.
- j. Monitor employees' physical and mental state.

Chapter 5 Attachment Index:

- A. Water Department Checklist
- B. Water Department Key Facilities

- Department Staffing Availability Form
- ICS-214 Unit Log

CHAPTER 6 – Wastewater Department

The following information is a basic outline of the duties and responsibilities of Wastewater Department personnel. Technical guidance providing more detail should be followed using the Department Emergency Action Plan. Due to the specific nature of wastewater, it is paramount that the appropriate level of attention be provided to spills, overflows, sewage backups and process controls in order to protect the general health and welfare of the citizens of Eustis.

1. **Level III Mobilization:** Duties of the Wastewater Department include but are not limited to:
 - a. Identify and secure locations where Department personnel will be assigned (either solely or shared with the Strike Teams of other Divisions/Departments). Report secured locations to the EEOC (or the City Manager if the EEOC is not manned).
 - b. Prepare and provide a complete listing of Department personnel who will be on duty (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm event or disaster. Ensure those personnel are notified of their assigned duties and the schedule.
 - c. Provide an updated listing of Wastewater Department personnel addresses and phone numbers for recall purposes to the Human Resources Department.
 - d. Advise all Wastewater Department personnel to secure their residences, provide for their families, and prepare for duty if required.
 - e. Complete schedule for personnel during a storm / disaster event.
 - f. “Top off” all Wastewater Department vehicles and equipment as per the updated departmental “Vehicle and Mobile Equipment List”.
 - g. Procure enough fuel, food, and supplies to last the duration and following a disaster event. Coordinate with the Purchasing Department and the Facilities and Recreation Department on these procurements. Record expenditures of all procured items.
 - h. Test all auxiliary power supply units to ensure they are in good working order and filled to maximum capacity. This shall include:
 - (1) all portable generators
 - (2) auxiliary power units at Lift Stations, and
 - (3) main generators at both the Wastewater Treatment Plants
 - i. Ensure adequate chemical inventory. The delivery of chemicals may take two or three days after the order is placed, so chemicals should be ordered prior to the Level III notification. Sodium Hypochlorate tanks shall be filled to maximum tank capacity.

- j. Ensure a maximum supply of liquid or granular chlorine (HTH), sodium peroxide and belt press polymer is available for decontamination and belt press operations.
 - k. In coordination with the Purchasing Department, ensure that contractual assistance (electrical, pump and motor repair, heavy equipment contractors or rentals) are on a stand-by basis.
 - l. Review equipment status, segregate like emergency equipments to appropriate staging areas 1) Main WWTP, 2) Eastern WWTP. Provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
 - m. Review the contents of the Emergency Management Plan and the Wastewater Emergency Action Plan, and ensure all Wastewater Department personnel fully understand their duties during a storm / disaster event.
 - n. Obtain or ensure building materials necessary to board windows, doors and protect vital equipments are on-hand at Wastewater Department facilities, structures and buildings.
 - o. Coordinate with other City Divisions / Departments and provide assistance if required.
 - p. Commence lowering reclaimed water holding pond levels by extended irrigation at Sprayfield. Promote reclaimed water irrigation use at golf courses, ball fields, parks and cemetery.
2. **Level II Mobilization:** Duties of the Wastewater Department include but are not limited to:
- a. Place all Wastewater Department personnel in a “no-leave” status.
 - b. Initiate all hands briefing and training updates: to include at a minimum: 1) purchasing authority & receipt clarity 2) Safety procedures 3) Personal Protective Equipment (PPE) and 4) Event monitoring and recording.
 - c. Commence recording in Special Events Log: record personnel activities, equipment usage and any notable occurrence or events such as Lift Station loss of power, periodic status of down systems and vehicle use and millage.
 - d. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
 - e. Frequently check communications gear and equipment to ensure readiness.

- f. Inspect buildings and structures at both Wastewater Treatment Plants (WWTP) sites for loose equipment. Secure equipment such as chemical drums, barrels and hoses. Move all loose equipment and inventory within buildings where possible.
 - g. Barricade with sand bags as necessary to protect chemical feed lines & plumbing to associated chemical storage tanks (Sodium Hypochlorite, Hydrogen Peroxide and Nitrozone/Bioxide).
 - h. At the Main WWTP, surround Sodium Hypochlorite storage tanks with 55-gallon drums of water to protect tank bases from flying debris. Isolate tank feed lines from each other by use of tank shut off valve. Only one of three tanks should be online. Note: If tanks are equalized, a single hole in any tank will cause all tanks to drain.
3. **Level I Mobilization:** Duties of the Wastewater Department include but are not limited to:
- a. Direct Wastewater Department personnel to proceed to their assigned locations. Note: depending on the severity of the storm / disaster event, personnel may be assigned to jobs outside their area of expertise or work area. Including assignments with other division/departments such as Public Works Department or Public Safety Division.
 - b. Ensure the Departmental Command Center located at the Main WWTP office is continuously manned before, during and after the storm event or disaster.
 - c. Distribute supplies to the on duty Wastewater Department personnel. These supplies include fuel, food, foul weather gear, and any equipment required in the performance of their duties.
 - d. Ensure Chlorine feed levels are closely monitored to ensure automatic controls are functioning properly.
 - e. Shut down all residential reclaim irrigation water equipments.
 - f. Ensure all elevated storage tanks are kept filled to maximum capacity.
 - g. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
 - h. Frequently check communications gear and equipment to ensure readiness.
4. **Storm / Disaster Event Operations:** Duties of the Wastewater Department include but are not limited to:

- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Respond to emergency calls and those that require the protection of life / property as weather permits.
 - c. Ensure power is maintained at all department facilities and lift stations. In the event of power loss, use backup generators.
 - d. **The following emergency procedures will be followed once sustained winds have reached 50 mph.** (Exception to procedures are actions requiring lifesaving operations)
 - 1) Report to assigned shelters, or a shelter assigned to another Strike Team (whatever is closer)
 - 2) Notify the EEOC that operations have ceased.
 - e. Once the storm winds have subsided to operating conditions, notify the EEOC and resume operations.
5. **Post-Storm / Disaster Event Operations:** Duties of the Wastewater Department include but are not limited to:
- a. Report system status to FDEP (Florida Department of Environmental Protection).
 - b. Restoration of lost services at lift stations; repair equipment and maintain electrical power.
 - c. Initiate process changes at both Wastewater Treatment Facilities, necessary to maintain or restore quality effluent.
 - d. Increase collection of bacteriological samples, as necessary, to ensure process quality.
 - e. Cease rejecting excess flows upon confirmation of effluent quality and holding pond availability.
 - f. Assist building personnel in reporting damage to buildings and / or equipment.
 - g. Perform temporary repairs to damaged departmental equipment and property.
 - h. Assist the Public Works Department and / or Eustis residents with clean-up operations as directed by the EEOC.
 - i. Complete report of overtime and expenditures.
 - j. Inventory of all department equipment.

- k. Report problems or concerns that occurred prior to, during, or after the storm / disaster event to EEOC and the FDEP as needed.

Chapter 6 Attachment Index:

- A. Wastewater Checklist
- B. Wastewater Key Facilities
 - o Department Staffing Availability Form
 - o ICS-214 Unit Log

CHAPTER 7 Development Services-Economic Development-Events

This chapter addresses responsibilities of the Development Services Department (Building and Planning Divisions) the Economic Development Department, and Events. Staff positions include the following:

Development Services	Economic Development	Events
<i>Development Services Director</i> <i>Deputy Development Services Director</i> <i>Senior Planner</i> <i>Permit Clerk (X 2)</i> <i>Senior Staff Assistant</i>	<i>Economic Development Director</i> <i>Public Relations Coordinator</i>	<i>Events Director</i> <i>Events Coordinator</i> <i>Events Assistant</i>

1. **Level III Mobilization:** Duties of DS, ED, and Events include but are not limited to:

- a. Begin documenting event on DS/ED/Events Staff Checklist (Attachment 7A)
- b. Prepare and provide a complete listing of Development Services, Economic Development and Events personnel who will be on duty (w/contact information) and their potential assigned location. The positions listed below as essential personnel will be a minimum. Other positions may be deemed essential; the number of personnel assigned will correlate (1) the status of positions (filled or vacant) and (2) to the severity of the storm / disaster event. Personnel shall be notified of their assigned duties and the schedule at this level.

Essential Personnel

Development Services Director
 Deputy Development Services Director
 Senior Planner
 Public Relations Coordinator (Assigned to Command Team. See Chapter 1)
 Economic Development Director

- c. Provide an updated listing of Development Services, Economic Development, and Events personnel addresses and phone numbers for recall purposes to the Human Resources Department and the Emergency Manager.
- d. Conduct initial meeting with staff. Advise all personnel to secure their residences, provide for their families, and prepare for duty if required. Preparation for duty includes packing food, water, medication and clothing needed for a minimum time-period of 72-hours. (See Personnel Reporting Checklist). Non-essential personnel should also prepare supplies in the event they may be called upon to assist.
- e. Review the contents of the Emergency Management Plan and ensure all personnel fully understand their duties during a storm / disaster event.

- f. Work with Public Relations Coordinator to prepare a press release for community outreach regarding hurricane preparation, including direction to remove or secure loose items outside to reduce windblown debris, notification of any DS associated meeting cancelations and permit/inspection requirements for reconnection of electricity.
 - g. Fuel department vehicles to maximum capacity and equip with flashlights and batteries, rain gear, and City maps.
 - h. Request City zone maps (six zone) from the Engineering Department. Number will be determined by severity of event. One map for the staging area and one map for each post-storm damage assessment team.
 - i. Provide equipment list to Command.
2. **Level II Mobilization:** Duties of DS, ED, and Events include but are not limited to:
- a. Place DS, ED and Events personnel in a “no-leave” status.
 - b. Assign damage assessment teams of two persons (driver/scribe) and zones for post-storm windshield survey.
 - c. To the best of the Department’s ability, visit active construction sites and notify owners/contractors to secure loose construction equipment and materials.
 - d. Fuel department vehicles to maximum capacity.
 - e. Ensure radios, cameras and other battery-operated equipment are fully charged and operational.
 - f. Prepare temporary permits for members assigned to duty following a storm / disaster event. This is discretionary based on the severity of the storm / disaster event.
 - g. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
3. **Level I Mobilization:** Duties of DS, ED, and Events include but are not limited to:
- a. Direct Department personnel to proceed to their assigned location (City Hall in department offices, unless otherwise directed by Emergency Manager); or home if deemed non-essential.
 - b. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
4. **Storm / Disaster Event Operations:** Duties of DS, ED, and Events include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.

- b. Remain at their assigned locations until notified by the EEOC.
 - c. In the event of power loss, relocate to City Manager’s Office, Commission Chambers and/or first floor north side of building.
5. **Post-Storm / Disaster Event Operations:** DS/ED/Events are responsibility for providing habitability assessments for damaged residences, providing structural damage assessment, and assisting assist in the collection and recording of damage assessment information. Duties of DS, ED, and Events include but are not limited to:
- a. Immediately communicate with the EEOC and await further direction (i.e. expiration of curfew).
 - b. Receive preliminary damage assessment report (prepared by first responders) from the Emergency Management Director; ensure the report flags those structures that need to be evaluated immediately for habitability so DS/ED/Events personnel can conduct walk through damage assessment and post structures unsafe if warranted.
 - c. Inspect suspected unsafe structures first.
 - d. Perform windshield survey damage assessment with photo documentation and quick dollar estimate. Record damage to buildings, outbuildings, signs, fences, etc. (See attachment 7B). Make special note of damage to/destruction of non-conforming structures including fences, offsite signs, sheds, etc.
 - e. Assess extent of damage and confer with City Manager regarding possible permit fee waivers.
 - f. Complete report of overtime and expenditures.
 - g. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

Chapter 7 Attachment Index:

- A. DS/ED/Events Staff Checklist
- B. Initial Damage Assessment
- o Department Staffing Availability Form
- o ICS-214 Unit Log

NOTE:

This chapter was originally “Economic Development”. During the 2018 revision of the plan it was determined that Development Services/Building Department and Economic Development could be merged and addressed within Chapter 7.

At the time of revision, this chapter was left blank.

Chief Swanson

May 21, 2018

April 5, 2021

April 28, 2022

April 4, 2023

April 30, 2024

CHAPTER 9: FINANCE DEPARTMENT

Purpose

In the event of the issuance of a Declaration of Disaster, all expenditures associated with emergency response and recovery operations may be reimbursable. In order for the City to receive the proper reimbursement, it is important that accurate records be kept of all expenditures incurred on an ongoing basis. These include not only purchases of supplies and equipment, but also payroll and expenditures associated with the operation of City vehicles and equipment. Records must be complete and accurate, and must be submitted in a timely fashion. Copies of the appropriate forms are included in the **FORMS** section of this document. They should be copied and used to maintain pertinent records throughout the duration of the emergency.

I. PURCHASES

The City of Eustis Purchasing Policy will be adhered to by all employees and department heads during activation of the Emergency Plan. Only purchases directly related to the emergency operations should be made during this time. Should purchases exceeding the established limits authorized to department heads be required, consult with the Purchasing Director to determine the appropriate manner to proceed.

II. PAYROLL EXPENDITURES

In addition to normal reporting procedures for payroll, the **Force Account Labor Summary Record** shall be maintained, recording the regular and overtime hours worked by each employee during the activation of the plan. In maintaining this form, only the following entries should be completed:

- Name/ Position: Assign one line for each employee
- Location of Work: This is the physical location and address where the work is taking place. This must be specific with the address being utilized for each activity. When a site is changed a new address must be entered. Additionally, pictures before and after need to be taken of the site on the phone.
- Description of Work: Describe the nature of the work taking place during the emergency, even if this is the normal work assigned to the employee(s). Each site must have the description of the work performed even if it is the same as the previous site.
- Date/Hours Worked Each Day Record the regular and overtime hours worked for each employee for each day, beginning with the day the plan was first activated, and continuing until deactivation.

Hourly rate

Provide both regular and overtime

Benefit Cost

Leave blank as Finance will complete the calculation.

**EMERGENCY OPERATIONS
REPORTING AND RECORD KEEPING**

III. EQUIPMENT OPERATION EXPENDITURES

Equipment operation expenditures will be recorded on the **Force Account Equipment Summary Record**. A separate form shall be maintained by each department operating qualified equipment. This would include all City vehicles and heavy equipment. In maintaining this form, only the following entries should be completed:

- Location of Work: This is the physical location and address where the work is taking place. This must be specific with the address being utilized for each activity. When a site is changed a new address must be entered. Additionally, pictures before and after must be taken of the site on your phone.
- Description of Work: Describe the nature of the work taking place during the emergency, even if this is the normal work assigned to the employee(s).. Each site must have the description of the work performed even if it is the same as the previous site.
- Type of Equipment: Indicate the type of vehicle, size, capacity, horsepower, make, and model as appropriate.
- Equip. No. Ref.: City vehicle number assigned to this vehicle. Record the Date/Hours Used total hours this vehicle was used by this employee for each Each Day: day, beginning with the day the Emergency Plan was activated and ending on the day it was deactivated and the vehicle or equipment was returned to normal work. Continue to record hours that this vehicle or equipment is used for recovery related activities.

IV. MATERIALS AND SUPPLIES USED

In-stock materials and supplies used will be recorded on the **Materials Summary Record** form. This form should be used only for materials and supplies which are in stock prior to activation of the plan. In maintaining this form, only the following entries should be completed:

- Location of Work: As noted above
- Description of Work: As noted above

Description: Describe the materials or supplies used. This should include size, type of material, model number, brand name, and any other information to help identify the item.

Quantity: Number of each item used in response to the emergency.

DEFINITIONS / TERMS / POLICIES ENACTED WITH EOC ACTIVATION

PERSONNEL POLICY DURING TIME OF EMERGENCIES:

Employees who are considered non-essential, who are released from duty as a result of an emergency, will be paid their regular salary.

Employees required to remain on-duty during an emergency will be compensated as follows:

- During normal working hours, those employees on duty will be paid regular salary, plus will receive compensatory time (time for time) for the same hours worked during the regular work day.
- For hours worked past the regular work day, employees will receive, as they normally would, either compensatory time at time and a half, or overtime at time and a half, whichever is appropriate as determined by management. During a declared emergency, the city may elect to **pay overtime to salaried personnel in lieu of compensatory time.**

EMERGENCY SUPPLIES (Fuel, food, ice, cots, blankets, etc.)

Upon activation of the Emergency Mobilization Plan (EMP), all emergency supplies will be secured by City Manager, the Emergency Manager, or an Emergency Manager Representative. Upon activation of the EMP, these items will not be available for general employee use. Ice machines are to be secured and plugged into emergency power if available to allow a sufficient supply of ice for the EOC. All other emergency supplies are to be secured at location(s) as directed by EOC for use by critical city personnel.

When deemed necessary and appropriate to emergency operations, emergency food supplies will be secured at the EOC, and meals will be provided to on-duty personnel in order to allow them to focus their efforts on emergency response and recovery operations.

EMERGENCY MANAGER: FIRE CHIEF

Responsible for coordination and relay of all critical information between the County EOC & City Manager, attends all meetings, maintains year-round communication with EOC, and coordinates activities.

CITY LIAISON OFFICER: POLICE CHIEF

Responsible for being present & representing the City at the County EOC, authorized to make decisions and speak on behalf of the City.

PUBLIC INFORMATION OFFICER: PUBLIC RELATIONS COORDINATOR

Responsible for maintaining communication with media and supplying periodic updates to the local

media. The City appointed scrivener documenting communication, status updates, and progress during critical periods. The City Manager, will be responsible for proofing, and distributing all public information regarding status of city and operations to the media for public notification.

DEFINITIONS / TERMS / POLICIES ENACTED WITH EOC ACTIVATION

CRITICAL\ESSENTIAL PERSONNEL

At the time of EOC activation, the Emergency Manager will determine if any or all employees listed as “critical/essential” will need to remain on-duty or be designated as “essential personnel.”

ESSENTIAL\CRITICAL PERSONNEL

At the time of EOC activation the Department Director/Supervisor with approval by the Emergency Manager, will determine if any or all of the personnel in this category will need to remain on-duty as “critical personnel.” Unless otherwise notified, Essential/Critical Personnel will observe the procedure for Essential Personnel (below).

ESSENTIAL PERSONNEL

Personnel not critical to the maintenance of emergency operations during the actual onset of an emergency, but who will be essential to the recovery and restoration of essential services. Employees deemed as essential to the recovery operations will not usually be required to remain on-duty during the emergency, but must be prepared to return to work immediately following the emergency to assist in the recovery effort. **Essential personnel will be expected to return to duty immediately after the danger of the emergency has passed and SHOULD NOT wait to be called in.** Essential personnel unable to report to work are expected to contact their supervisor. If after repeated tries and contact cannot be made with the supervisor, the employee should call Human Resources at **(352) 483-5472** to report circumstances.

FAILURE TO REPORT TO WORK POLICY

Employees designated as essential who are required to return to work following the emergency are expected to return to work as soon as possible. The following criteria should be used as a guideline:

- If the emergency is over prior to 2:00 p.m., employees should return to work as soon as possible.
- If the emergency is over after 2:00 p.m., in the evening, or after the normal work day, employees should report for duty the following morning at the regular report to work time, unless otherwise advised.

Employees who are considered essential, and who are unable to report to work as noted above, are expected to contact their supervisor. If after repeated tries contact cannot be made with the supervisor, the employee should call **Human Resources (352) 483-5472** to report circumstances.

If an employee does not report for duty as required and does not make contact with the city, disciplinary action will be pursued.

STANDBY PERSONNEL

Personnel not critical to the maintenance of emergency operation during the actual onset of an

emergency, nor essential to the recovery and restoration of essential services. Standby employees will not be required to return to work until essential services have been restored and the city resumes normal operations. In some instances, Standby personnel may be called in to assist in recovery. Standby personnel will be required to call their supervisor immediately after the emergency has passed to report in. **Employees are responsible to obtain this information, and should not wait to be called.**

FINANCE DEPARTMENT
CITY OF EUSTIS EMERGENCY MANAGEMENT PLAN

1. I. **Level III Mobilization:** Duties of the Finance Department include but are not limited to:
 - a. Provide a complete listing of Finance Department personnel to the EEOC (or the Emergency Manager if the EEOC is not manned) who will be on duty (w/contact information) and their potential assigned location. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
 - b. Advise all Finance Department personnel to secure their residences, provide for their families, and prepare for duty if required.
 - c. Review the contents of the Emergency Management Plan and ensure all Finance Department personnel fully understand their duties during a storm / disaster event.
 - d. Prepare assignment locations and schedule for all other Finance Department personnel. Specifically:
 - 1) The Director of IT or his designee will be assigned to the Finance Annex and will monitor the switchboard and City Servers. The Director of IT will also be on call to remote locations to ensure that all lines of communication are kept open in the event of a storm / disaster event. The Director of IT or his designee may be reassigned to the EEOC if required.
 - 2) The Payroll Manager will be assigned to City Hall. In the case of power failure, the contingency plan will be assignment to the Finance Annex.
 - 3) Meter Reader personnel and their equipment will be reassigned to the Water Department with possible further reassignment to the Public Works Department.
 - 4) If required, members of the Finance Department will be assigned to various duties that may be required by the EEOC.
 - e. Ensure current FEMA Forms are printed and distributed to the EEOC and Directors.
 - f. Coordinate with other City Divisions / Departments and provide assistance, if required. Close out and balance all cash registers.
2. **Level II Mobilization:** Duties of the Finance Department include but are not limited to:
 - a. Place Finance Department essential personnel on a “no-leave” status.
 - b. Instruct the Director of IT to conduct a back-up of City servers. Further, instruct Finance Department personnel to secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.

- c. Instruct the Customer Service Manager to prepare all cash receipts for deposit and make deposit to banks prior to emergency closings.
 - d. Evaluate the need for additional change in case of operations resuming under generator power.
 - e. If within five days of payroll or accounts payable check runs, process early.
 - f. Store files in a secure area away from possible wind and water damage.
 - g. Clear all desks of paperwork and any personal items that the owner would not want misplaced in case of EOC activation.
 - h. Activate message on phone to be used for employees to report contact number and status after emergency has passed.
 - i. Coordinate with other City Divisions / Departments and provide assistance if required.
3. **Level I Mobilization:** Duties of the Finance Department include but are not limited to:
- a. Direct Finance Department personnel to proceed to their assigned locations.
 - b. **Ensure that upon the closing of City Hall, voicemail is established informing callers of xx**
 - c. Maintain frequent contact with the EEOC. Record reports of damage and notify the EEOC.
 - d. Coordinate response efforts with all departments.
 - e. Assist other Divisions / Departments in their preparations, as may be required.
4. **Storm / Disaster Event Operations:** Duties of the Finance Department include but are not limited to:
- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Ensure that Finance Department personnel remain at their assigned locations, until further directed by the EEOC.
5. **Post-Storm / Disaster Event Operations:** Duties of the Finance Department include but are not limited to:
- a. Immediately communicate with the EEOC and receive further assignments as may be required.

- b. Provide forms to and assist Divisions / Departments in the completion of all FEMA required paperwork. This includes but is not limited to: accumulation of payroll data, equipment schedules, materiel purchases, etc.
- c. Collect photos and document damaged City facilities. (Damage to property insured through PRM will be accounted for separate from FEMA cost. The City's primary insurance will cover the property damage. Therefore, appropriate insurance forms will be distributed to the various departments, if required.)
- d. Assist Building Department personnel in reporting damage to buildings and / or equipment.
- e. Complete report of overtime and expenditures.
- f. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.
- g.

DEPARTMENTAL EMERGENCY OPERATION PLAN
DEPARTMENT: FINANCE / IT

IV. Phase III Operations

A. Objectives

Once the immediate threat has passed, and the Emergency Manager has determined it is safe to be outside, the following will be done, in the order listed:

- 1. Evaluate the condition of computer equipment and records.
- 2. Reconnect computer equipment and restore files/records to place as much as possible.
- 3. Contact persons for repair of computer, reloading of software or other repairs as necessary.
- 4. Assist other departments as needed in restoring order.
- 5. Support emergency operations.

B. Personnel Available

Name	Position	Phone	Employee Designation
Mike Sheppard	Finance Director	352-408-4692	Essential
Greg Barron	IT Manager	352-617-1443	Essential
Nelly Harnisch	Deputy Fin. Director	904-207-4342	Essential*
Tracy Jeanes	Purchasing Director	352-787-3518	Standby
Nicole Jenkins	Customer Service Manager.	239-822-2855	Essential*
Carolyn Stormont	Payroll Manager	352-235-5540	Essential*
Jeanne Owen	Purchasing Buyer	352-630-2538	Standby
Joy McKenzie	Staff Accountant	407-962-7423	Standby
Kathy Wood	Staff Accountant	352-617-4254	Standby
Janice Jones	Senior Staff Assistant	352-978-6315	Standby
Ashely Bunnell	Acct. Spec III	352-434-9660	Standby

* Essential after storm for recovery and restoration of essential services.

V. IT - Contact List

Software - Edmunds 1-888-336-6999
 Verteks 1-352-401-0909

Name	Position	Phone	Employee Designation
Greg Barron	IT Manager	352-617-1443	Essential
Billy Pinder	IT Support Specialist	352-418-7953	Essential

Equipment Available:

1 Verizon Radio – Radio #77

Department Generator Needs:

Location / Use	Address	Size	Fuel Required Type/gallons	Have / Need
Department has no current need for generator other than those already supporting City Hall				
Finance Annex requires a generator for IT support services and communication				

DEPARTMENTAL EMERGENCY OPERATION PLAN
DEPARTMENT: WATER CUSTOMER SERVICE

I. Hazard Assessment

The potential for damage in the Water Customer Service Department is from flood or wind damage to records and computer equipment. Loss of financial records and/or computer equipment and files could result in delayed resumption of operations for the cashier office and other finance areas.

II. Phase III Operation

Tasks to be performed after a "Phase I Notice" has been issued are:

- A. Close out and balance all cash registers.
- B. Prepare all cash receipts for deposit and make deposit to banks prior to emergency closings.
- C. Evaluate the need for additional change in case of operations resuming under generator power.
- D. Secure all cash (change only) in vault.
- G. Disconnect computer equipment and store in vault or other protected area.
- H. Store all critical records in vault.
- I. Move all files and records to vault or other area protected from flooding and wind damage.
- J. Provide contact numbers to employees and, if possible, obtain contact numbers for those employees evacuating.

*Maintain Internet/Email and Network server in case of EOC activation to enable contact with County EOC

III. Phase II Operations

There are no employees within the Water Customer Service department that are classified as "critical".

All Department employees listed as "essential personnel" will be at home, or at a location of their choice in the immediate area, and must be prepared to return to work immediately following the emergency to assist in the recovery effort.

All Department employees listed as "standby" will call (850) 983-5427 after the emergency has passed to report in. The employee should leave name, valid contact number and availability status.

DEPARTMENTAL EMERGENCY OPERATION PLAN

DEPARTMENT: METER DEPARTMENT

1. HAZARD ASSESSMENT

- A. Since the Meter Department works with the Water Department, the primary function would be to assist the Water department in restoring services as soon as possible.
- B. Impacts to service would be delayed route readings, which in turn would delay the Billing department.
- C. Facilities to secure: Four (4) equipped meter trucks, office at the City parking lot and Finance Annex.

II. PHASE III OPERATIONS

Tasks to be performed after a "Hurricane Warning" has been issued are:

- 1. Meter trucks stocked with extra pipe and fitting for gas and water services
- 2. Perform radio check and fully charge portable radio batteries
- 3. Stock extra batteries for flashlights and leak detector
- 4. Secure office
- 5. Fuel vehicles and secure at the office.
- 6. Assign Damage Assessment Teams and designate assessment grids
- 7. Make sure adequate FEMA Damage Assessment Survey forms are available to all teams

III. PHASE II OPERATIONS

All Meter department personnel are listed as "essential" and will be at home, or at a location of their choice in the immediate area, and must be prepared to return to work immediately following the emergency to assist in the recovery effort.

IV. POST STORM Objectives

- 1. Customer Service Manager will report to the Public Works Supervisor (Jobey) for any

- immediate concerns/problems that need to be handled.
2. Meter department personnel will coordinate with the Public Works Supervisor and the Planning & Development Department personnel to form Damage Assessment Teams to survey the city.
 3. Meter readers will do “drive through” damage assessment surveys of assigned areas, paying special attention to hazardous situations and damage to city facilities.
 4. Once damage assessment is completed, assistance will be given to the Public Works departments as needed.

DEPARTMENTAL EMERGENCY OPERATION PLAN

DEPARTMENT: METER DEPARTMENT

Personnel Available

Name	Position	Phone	Employee Designation
Nicole Jenkins	Supervisor	239-822-2855	Essential
Thomas Buchanan	Field Tech	352-267-7960	Essential
Jay Donaldson	Field Tech	352-874-0265	Essential
Nick Rawls	Field Tech	352-449-9791	Essential

1. Vehicles/Heavy Equipment Available

- 2015 Nissan Frontier (210285)
- 2015 Nissan Frontier (222183)
- 2015 Nissan Frontier (XD4035)
- 2015 Nissan Frontier (XD4036)

2. Equipment Available

Each meter truck is equipped with the following:

- Two 14" pipe wrenches
- One flash light
- One binocular
- One hacksaw
- One crescent wrench
- One shovel
- One pair slip joint pliers

Trucks are stocked with various water fittings from 3/4" to 1".

Specialized equipment: one Leakaton leak detector used to detect gas leaks on lines and appliances, portable cutting torch. No heavy equipment available

Department Generator Needs:

Location / Use	Address	Size	Fuel Required Type/gallons	Have / Need
The Finance Annex requires a generator for IT support services and back up for payroll.				

Chapter 9 Attachment Index:

- A. 9A Department Staffing Availability
- B. 9B Eustis Response Claim Form
- o Department Staffing Availability Form
- o ICS-214 Unit Log

CHAPTER 10 – Parks and Recreation Department

The Parks and Recreation Department is primarily responsible for providing sustenance, sustenance distribution, and logistical support to City employees and for ensuring all facilities under their cognizance are secured for a storm / disaster event. The Director of Parks and Recreation will be in charge of the Primary Staging Area and all City employees assigned to that location. During Emergency Management events, the Library Director will report directly to the Director of Parks and Recreation and will follow the procedures listed in this chapter. In this chapter, the Parks and Recreation Department includes the Library Department personnel

1. Level III Mobilization:

- a. Staffing list to be confirmed and updated once department heads are notified of a possible storm event.
- b. Duties of the Parks and Recreation Department are listed on Attachment 10B.
- c. Prepare the Eustis Community Center to serve as the Primary Staging Area for food preparation, supply distribution, etc.
- d. Procure enough food and cooking gear to provide meals to City employees to last the duration and following a disaster event. Quantity of food items to be purchased is calculated at: 100 people per meal x 3 meals per day x 3 days. Coordinate with the Purchasing Department and the Finance Department on these procurements. Record expenditures for all procured items.
- e. Maintain communication with local food vendors to ensure a continuous availability of food supplies during extended operations.
- f. Determine the approximate number of City personnel assigned to work during the storm and prepare meal schedules accordingly. Notify EEOC of schedule.
- g. Provide an updated listing of Parks and Recreation Department personnel addresses and phone numbers for recall purposes to the Human Resources Department.
- h. Advise all Parks and Recreation Department personnel to secure their residences, provide for their families, and prepare for duty, if required.
- i. Complete schedule for personnel during a storm / disaster event.
- j. Review the contents of the Emergency Management Plan and ensure all Parks and Recreation Department personnel fully understand their duties during a storm / disaster event.
- k. Test and fuel all equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.

- l. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
 - m. Coordinate with other City Divisions / Departments and provide assistance if required.
 - n. Contact Command and identify if there is going to be a Lake County shelter opening within the city limits.
2. **Level II Mobilization:** Duties of the Parks and Recreation Department include but are not limited to:
- a. Place all Parks and Recreation Department personnel in a “no-leave” status.
 - b. Close all park facilities and cease recreation activities, including the Aquatic Center and the Lakewalk.
 - c. Coordinate with the Public Works Department the boarding of windows and doors to any facility under the cognizance of the Parks and Recreation Department. In addition, perform the following procedures:
 - 1) Remove light globes at the Bandshell, Lakewalk, and Aquatic Center.
 - 2) Remove lower lights at the Bandshell, Aquatic Center, and Ferran Park Playground.
 - 3) Cover electrical sockets at all park facilities with plastic bags.
(Highlighted items to be completed by Public Works)
 - 4) Secure all loose items at the Aquatic Center that could become a flying debris hazard during heavy winds. Place chairs in pool, remove lane lines, reduce water level, and turn off electricity and heaters.
 - d. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
 - e. Frequently check communications gear and equipment to ensure readiness.
 - f. Begin stockpiling ice at the Primary Staging Area.
 - g. Inspect buildings under the cognizance of the Parks and Recreation Department for loose non-essential equipment. Secure equipment as necessary. The Parks and Recreation Department, in coordination with the Public Works Department, is responsible for the securing and safety of the following buildings:
 - 1) Facilities & Recreation Office
 - 2) American Legion Building
 - 3) Aquatic Center
 - 4) Bandshell
 - 5) Cardinal Office & Warehouse

- 6) Clifford Taylor House
 - 7) Eustis Community Center
 - 8) Lakewalk / Seawall
 - 9) Senior Service Center
 - 10) Eustis Memorial Library
3. **Level I Mobilization:** Duties of the Parks and Recreation Department include but are not limited to:
 - a. Direct Parks and Recreation Department personnel to proceed to their assigned locations.
 - b. The Director of Parks and Recreation will assume command and control of the Primary Staging Area. Following a roll call, the Director will report status of personnel and equipment to the the EEOC.
 - c. Begin meal preparation and distribution if required.
 - d. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
 - e. Frequently check communications gear and equipment to ensure readiness.
 4. **Storm / Disaster Event Operations:** Duties of the Parks and Recreation Department include but are not limited to:
 - a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Continue providing meals to City employees as weather permits.
 5. **Post-Storm / Disaster Event Operations:** Duties of the Parks and Recreation Department include but are not limited to:
 - a. Continue meal preparation and distribution to City employees during clean-up operations until secured by the EEOC.
 - b. Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
 - c. Assist authorized organizations in distribution of food and water
 - d. Assist building personnel in reporting damage to buildings and / or equipment
 - e. Assist Eustis residents with clean-up operations.
 - f. Complete report of overtime and expenditures.
 - g. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

Chapter 10 Attachment Index:

- 10A. Parks and Recreation Checklist
- 10B. Parks and Rec Emergency Phone List.
- 10C. Hurricane Food – Purchase List
- 10D. Hurricane meal menu
- 10E. Hurricane Emergency Action Plan (EAP) Publix Letter (2018)
 - Department Staffing Availability Form
 - ICS-214 Unit Log

CHAPTER 11 – Library Department

Eustis Memorial Library personnel are assigned to the Library Department.

1. **Level III Mobilization:** Duties of the Library Department include but are not limited to:
 - a. Prepare and provide a complete listing of Library personnel who may be assigned work during a storm / disaster event (w/contact information). These personnel will be assigned to the Primary Staging Area at the Eustis Community Center. The number of personnel assigned will correlate to the severity of the storm / disaster event. Ensure those personnel are notified of their assigned duties and the schedule.
 - b. Prepare the Eustis Library for closing and EOC needs.
 - c. Determine the approximate number of City personnel assigned to work during the storm. Notify EEOC of schedule.
 - d. Provide a complete listing of Library Department employee addresses and phone numbers for recall purposes to the EEOC (or the City Manager if the EEOC is not manned).
 - e. Advise all Library Department personnel to secure their residences, provide for their families, and prepare for duty, if required.
 - f. Complete schedule for personnel during a storm / disaster event.
 - g. Review the contents of the Emergency Management Plan and ensure all Library Department personnel fully understand their duties during a storm / disaster event.
 - h. Test and fuel all equipment to include vehicles, radios, and any other equipment that may be required in the event of a storm / disaster event.
 - i. Review equipment status and provide a list of equipment available and their location to the EEOC (or the City Manager if the EEOC is not manned).
 - j. Coordinate with other City Divisions / Departments and provide assistance if required.
2. **Level II Mobilization:** Duties of the Library Department include but are not limited to:
 - a. Place all Library personnel in a “no-leave” status.
 - b. Have windows and doors boarded at the Eustis Memorial Library and perform the following procedures:
 - c. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material.
 - d. Frequently check communications gear and equipment to ensure readiness.

Eustis Memorial Library personnel list attached

3. **Level I Mobilization:** Duties of the Library Department include but are not limited to:
 - a. Direct Library personnel to proceed to their assigned locations.
 - b. Following a roll call, the Director will report status of personnel and equipment to the EEOC.
 - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
 - d. Frequently check communications gear and equipment to ensure readiness.

4. **Storm/Disaster Event Operations:** Duties of the Library Department include but are not limited to:
 - a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Continue providing meals to City employees as weather permits.

5. **Post-Storm / Disaster Event Operations:** Duties of the Library Department include but are not limited to:
 - a. Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
 - b. Assist authorized organizations in distribution of food and water.
 - c. Assist building personnel in reporting damage to buildings and / or equipment.
 - d. Assist Eustis residents with clean-up operations.
 - e. Complete report of overtime and expenditures.
 - f. Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

CHAPTER 12 – Human Resources

1. **Level III Mobilization:** Duties of Human Resources include but are not limited to:

- a. Provide a current listing of City personnel (w/contact information) to the EEOC (or the City Manager if the EEOC is not manned).
- b. Advise all Human Resource personnel to secure their residences, provide for their families, and prepare for duty if required.
- c. Complete schedule for personnel during a storm / disaster event.
- d. Review the contents of the Emergency Management Plan and ensure all Human Resources personnel fully understand their duties during a storm / disaster event.
- e. Coordinate with other City Divisions / Departments and provide assistance if required.

2. **Level II Mobilization:** Duties of Human Resources include but are not limited to:

- a. Place all Human Resources personnel in a “no-leave” status.
- b. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material. Move any other equipment, including books and audio/visual items away from the windows.

3. **Level I Mobilization:** Duties of Human Resources include but are not limited to:

- a. Direct Human Resource personnel assigned to work during the storm/disaster event to proceed to their assigned locations. All others not assigned will proceed home and await further orders.

4. **Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

- a. Human Resource personnel shall remain at their assigned locations until further notice from the EEOC.

5. **Post-Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

- a. Upon direction of the City Manager or his designee, Human Resources will prepare emergency temporary hiring of personnel who may be required to assist in clean-up efforts.
- b. Assist Eustis residents with clean-up operations.
- c. Complete report of overtime and expenditures.

Chapter 12 Attachment Index:

- A. Attachment 12A Human Resources Staff Checklist
- B. Attachment 12B Emergency Compensation Policy
 - o Department Staffing Availability Form
 - o ICS-214 Unit Log



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: May 16, 2024

RE: Resolution Number 24-43: Appointing Legal Counsel for the City's Code Enforcement Board

Introduction:

Chapter 162, Florida Statutes, and the City of Eustis' Code of Ordinances Chapter 2, Article III, Section 2-57(1)(c) provides for the appointment of an attorney for a municipality that has a code enforcement board.

Since October 2010, the City's code enforcement board had been represented by the law firm of Stone & Gerken, P.A. However, on April 8, 2024, pursuant to the terms of representation, the City received a thirty (30) day written notice of resignation of counsel for the code enforcement board.

The resignation has created a vacancy for legal counsel for the City's code enforcement board. The City seeks to appoint Matthew C. Frey with the law firm of Campione & Hackney, P.A. to serve as the City's code enforcement board attorney.

This appointment will keep the City in compliance with Florida law, the City Code, and will avoid disruption of municipal business.

Recommendation:

The City Attorney and City Manager recommend approval of this Resolution.

Prepared By:

Sasha Garcia, City Attorney

Reviewed By:

Tom Carrino, City Manager

Attachments:

Resolution 24-43

Agreement for Legal Representation

RESOLUTION NUMBER 24-43

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPOINTING COUNSEL FOR THE CITY'S CODE ENFORCEMENT BOARD PURSUANT TO CHAPTER 162, FLORIDA STATUTES, AND CHAPTER 2, ARTICLE III, SECTION 2-57(1)(C) OF THE CITY OF EUSTIS CODE OF ORDINANCES; AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT.

WHEREAS, pursuant to Chapter 162, Florida Statutes and Chapter 2, Article III, Section 2-57(1)(c) of the City Code of Ordinances, the City shall appoint an attorney to represent the code enforcement board; and

WHEREAS, the City's Code Enforcement Board currently has a vacancy for legal representation; and

WHEREAS, the City Commission desires to fill said vacancy for legal representation of the City's Code Enforcement Board to ensure compliance with Florida law, the City's Code and to avoid disruption of municipal business.

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

1. That the City Commission hereby appoints Matthew C. Frey of Campione & Hackney, P.A., to serve the code enforcement board attorney; and
2. That the City Manager is hereby authorized to execute the attached Agreement between the City and the law firm Campione & Hackney, P.A. for legal representation for the City's Code Enforcement Board; and
3. That all resolutions or parts of resolutions in conflict herewith are hereby repealed.
4. That this resolution is effective upon passing.

PASSED, ORDAINED, AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 16th day of May, 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 16th day of May, 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 Number:

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 24-43 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

**AGREEMENT BETWEEN
CITY OF EUSTIS AND
CAMPIONE & HACKNEY, P.A.
FOR LEGAL REPRESENTATION FOR CODE ENFORCEMENT BOARD**

THIS AGREEMENT by and between the City of Eustis (“CITY”), a Florida municipal corporation, and Campione & Hackney, P.A., a Florida professional association (“CONSULTANT”)

RECITALS

WHEREAS, CITY has determined that it is necessary to obtain outside legal services to provide representation to the City of Eustis Code Enforcement Board, an administrative board created by the City of Eustis to exercise control and enforcement of local code requirements; and

WHEREAS, CONSULTANT has experience and desires to act as outside counsel to the Code Enforcement Board.

NOW THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Article 1. Recitals

1. The foregoing recitals are true and correct and incorporated herein.

Article 2. Scope of Professional Services

2.1 On the terms and conditions set forth in this Agreement, CITY hereby retains and employs CONSULTANT to act as legal counsel to the City of Eustis Code Enforcement Board (“BOARD”). CONSULTANT agrees to provide the following services:

- A. Attend hearings of the BOARD; and
- B. Be knowledgeable of the provisions of the City of Eustis Code regarding the authority, powers, and procedures of the BOARD; and
- C. Provide legal advice to the BOARD during the conduct of their hearings; and
- D. Make decisions during the hearing regarding conflicts of interest and voting requirements for BOARD members.

No additional work will be performed by the CONSULTANT without the direction of the BOARD Chairman and the authorization or consent of the City Manager.

2.2 This Agreement shall be effective on June 1, 2024 (effective date) and shall remain in effect until terminated by either the CITY or CONSULTANT, as detailed further below.

2.3 CONSULTANT agrees that this shall be an open quantity contract. The CITY shall not guarantee to the CONSULTANT any minimum amount of work throughout the term of this Agreement.

2.4 CONSULTANT has represented to the CITY that the services to be provided under this Agreement will be performed primarily by Matthew C. Frey, Esq. In the event Attorney Frey is unable to attend, CONSULTANT will first seek to arrange coverage by one of the attorneys employed with Campione & Hackney, P.A. Attorney Frey or someone on his behalf shall provide notice of his unavailability and the name of his replacement as promptly as possible. Such notice shall be provided to the City Manager, City Attorney, and City Code Enforcement Board. For this purpose, email notification is sufficient. In the event the CONSULTANT is unable to provide an attorney to attend a BOARD meeting due to sickness, health reason, conflict, or other emergency, the CONSULTANT will propose a qualified attorney and such temporary replacement is subject to prior written approval by the City Attorney.

Article 3. Payment

3.1 Payment shall be based upon a negotiated lump sum fee arrived at utilizing the rate of **one hundred and ninety-five dollars (\$195.00)** per hour. The CITY and CONSULTANT agree the above stated hourly rate is a single hourly rate encompassing any costs, overhead, salary, benefits, assistant's time, paralegal's time, postage and other costs. The CONSULTANT shall not bill for travel time for any travel occurring outside the city limits of Eustis, Florida.

3.2 Invoices shall be submitted on a monthly basis to City Manager's Office, 10 North Grove Street, Eustis, FL 32726. Each invoice shall contain a detailed description of services and the dates of services.

Article 4. Special Terms and Conditions

4.1 Qualifications. During the term of this Agreement, CONSULTANT will be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. The attorneys of CONSULTANT who provide the services under this Agreement, must be a member of the Florida Bar and remain in good standing with the Florida Bar during the term of this Agreement. In the event, an attorney of CONSULTANT providing services under this Agreement loses his/her good standing with the Florida Bar or becomes suspended or dis-barred, the CONSULTANT shall immediately notify the CITY and the CITY may terminate this Agreement with cause.

4.2 Termination. This Agreement is terminable at will by either CITY or CONSULTANT upon thirty (30) days advance written notice to the other party.

4.3 Assignment. This Agreement shall not be assigned or subcontracted, except with the written consent of the CITY.

4.4 Independent Contractor. CONSULTANT agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of CITY. CONSULTANT shall have no authority to contract for or bind CITY in any manner and shall not represent itself as an agent of CITY or as otherwise authorized to act for or on behalf of CITY.

4.5 Prohibition Against Contingent Fees. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

4.6 Conflict of Interest. CONSULTANT hereby certifies that no officer, agent, or employee of CITY has any material interest either directly or indirectly in the business of CONSULTANT conducted here and that no such person shall have any such interest at any time during the term of this Agreement unless approved by the CITY.

Article 5. General Conditions

5.1 This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

5.2 The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

5.3 This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

5.4 The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

5.5 The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

5.6 Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to CONSULTANT:

If to CITY:

Campione & Hackney, P.A.
2750 Dora Avenue
Tavares, Florida 32778

City Manager
10 North Grove Street
Eustis, FL 32726

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

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

[Remainder of Page Left Blank]

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: City through its City Manager, and by Consultant, through its duly authorized representative.

CONSULTANT

Campione & Hackney, P.A.

By: _____

Printed

Name: _____

Title: _____

This ____ day of _____, 2024.

CITY

By: _____

Tom Carrino
City Manager

This ____ day of _____, 2024.



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: May 16, 2024

SUBJECT: Resolution Number 24-25: Approval of a budget amendment to the FY 2023-2024 transfer of forfeited funds in the amount of \$10,000.00 for the Eustis Jr. Panthers

Introduction:

Resolution Number 24-25 approves a budget amendment to the FY 2023-2024 Police Forfeiture budget to account for State and Federal receipt and expenditures of monies taken from forfeitures of contraband seized. The allocation of \$10,000 from Police Forfeited Funds will be donated to the Eustis Jr. Panthers Football Program.

Recommended Action:

The administration recommends approval of Resolution Number 24-25.

Background:

The State of Florida created the Florida Contraband Forfeiture Act, as Florida Statutes 932.701 through 932.707, effective on July 1, 1980. There are a number of codified restrictions and limitations to the use of the forfeited assets per Florida Statutes. One particularly significant restriction is that funds acquired from forfeited property may not be used to supplant the budget of an agency.

Florida State Statute 932.7055 states “If the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned therefrom shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.”

The State Statute also indicates “These funds may be expended upon request by the sheriff to the board of county commissioners or by the chief of police to the governing body of the municipality, accompanied by a written certification that the request complies with the provisions of this subsection, and only upon appropriation to the

sheriff's office or police department by the board of county commissioners or the governing body of the municipality.”

On March 18th, 2010 the City Commission of the City of Eustis, Florida approved Resolution 10-17 which established a standard policy regarding the expenditure and disposition of the funds and property awarded to the City of Eustis pursuant to either to the Florida Contraband Forfeiture Act or the U.S. Department of Justice Asset Forfeiture Act and in accordance of current Florida State Statutes specifically related to Forfeiture Funds expenditure.

The approved resolution provides detailed guidelines for the use of monies within the Police Forfeited Funds account. The resolution further provides that the Chief of Police for the City of Eustis can determine the needs for the use of funds.

A review of the current amount in the Police Forfeited Funds accounts shows an amount greater than the requested \$10,000.00 amount. The appropriation of \$10,000.00 from the Police Forfeiture Fund for the Eustis Junior Panthers program is an eligible use as community engagement.

Budget/ Staff Impact:

The transfer of \$10,000.00 from the Police Forfeiture Fund account will provide uniforms for the Eustis Jr. Panthers Football program. By completing the transfer into the account listed above, the City of Eustis Police Department will have the necessary documentation and receipt of the expenditure of funds required by State Statute and Federal Rule.

Reviewed By:

Elena Pasek, Police Support Coordinator

Prepared By:

Chief Craig A. Capri, Chief of Police

RESOLUTION NUMBER 24-25

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO THE FISCAL YEAR 2023-24 POLICE FORFEITURE FUND BUDGET AUTHORIZING A DONATION TO THE EUSTIS JUNIOR PANTHERS FOOTBALL PROGRAM AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE THE NECESSARY BUDGET AMENDMENT.

WHEREAS The City of Eustis authorizes the use of State and Federal receipt of monies taken from forfeitures or contraband seized to be spent in accordance with policies established by these organizations; and

WHEREAS, the Chief of Police for the City of Eustis has determined that the Department will donate monies from the forfeiture funds to the Eustis Junior Panthers Football Program, a 501(C)3 organization; and

WHEREAS, Generally Accepted Accounting Principles necessitates the funds be budgeted and expended from the FY 2023-24 accounting period, and that the available funds are within the cash reserves of the Police Forfeiture Fund and are sufficient to cover the cost of the donation in the amount of \$10,000.

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

1. The Eustis City Commission authorizes the amendment to the FY 2023-24 budget.
2. The Finance Director is authorized to amend the Fiscal Year 2023-24 Police Forfeiture Fund budget by recognizing \$10,000 to be appropriated as an expenditure within operating account 012-2180-521-30-58 of the fund.

DONE AND RESOLVED, this 16th day of May 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 this, 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 of the City Commission of the City of Eustis, Florida.

Date

City Attorney’s Office

CERTIFICATE OF POSTING

The foregoing Resolution Number 24-25 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Date

Christine Halloran, City Clerk



City of Eustis

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

TO: Eustis City Commission
 FROM: Tom Carrino, City Manager
 DATE: May 16, 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:

Resolution Number 24-41 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).

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
- 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.

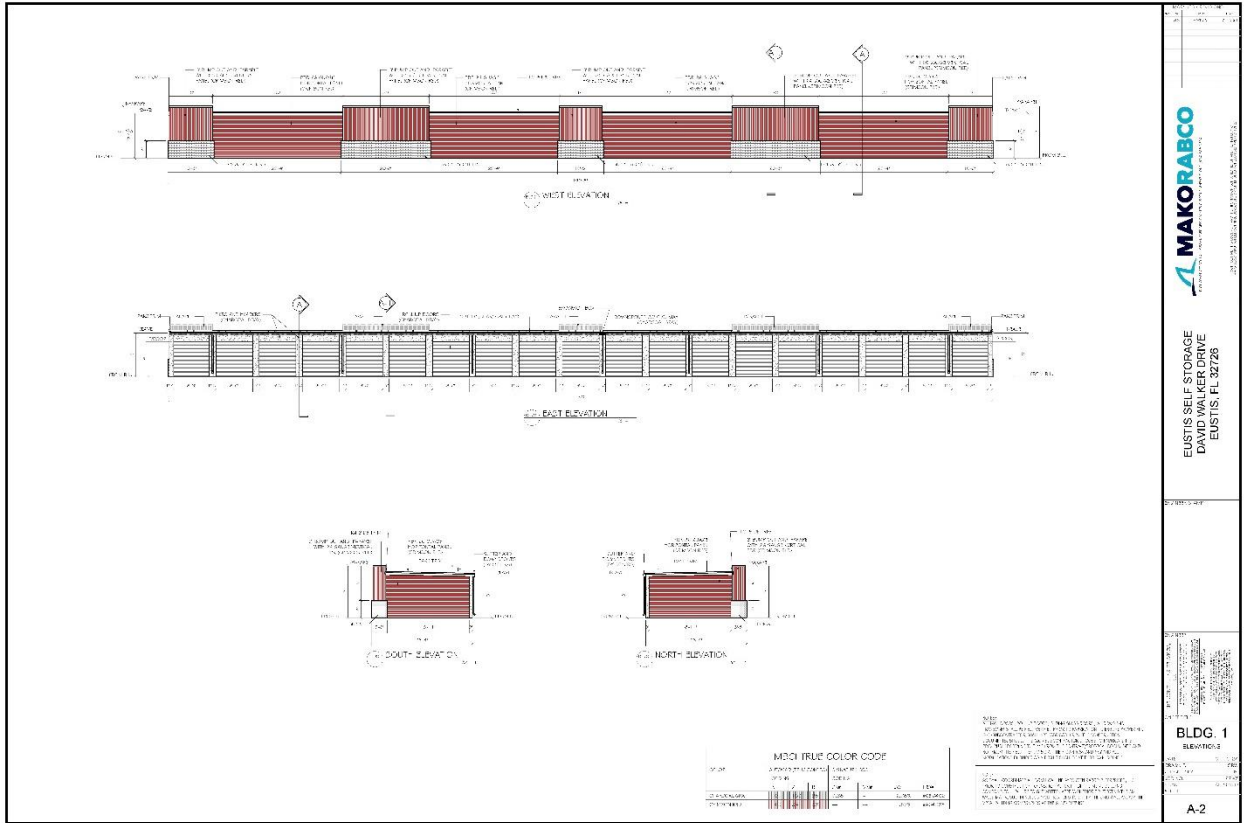
4. Considerations/Waiver Review:

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).

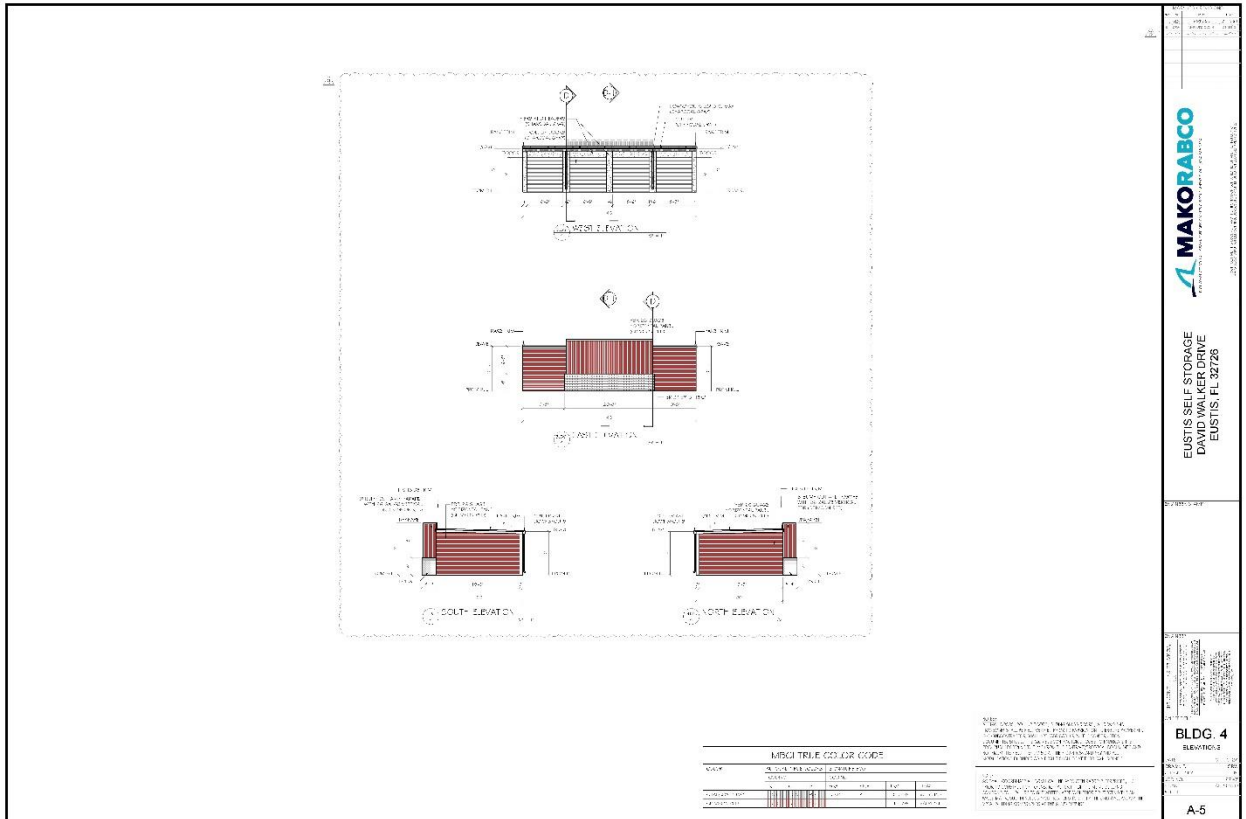
To summarize the waiver requests, the following is offered: the proposed site plan meets all sections of the Land Development Regulations except for Section 115-6.1(a) and 115-6.1(e). As the proposed self-storage facility is not staffed and does not have an office, it offers no specific "public entrance."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



Building 4



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

the specified sections, and would recommend approval of the Site Plan (2022-SP-09 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
- 2. Waiver To Section 115-6.1(d) Building Features**
Allow Window-Less Buildings
- 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. 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.
- b. 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 16th day of May, 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 16th day of May, 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 City Commission of the City of Eustis, Florida.

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



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

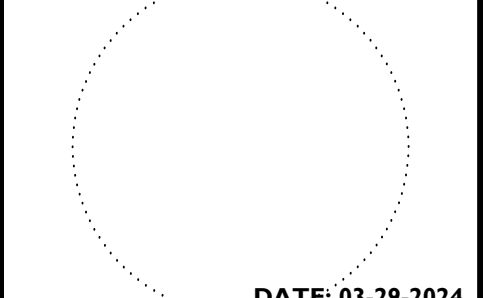
PROJECT DESCRIPTION
EUSTIS SELF STORAGE

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 ON ANY ELECTRONIC COPIES.

CERTIFICATION



DATE: 03-29-2024
NOEL BARNETT
 PROFESSIONAL ENGINEER
 FL LICENSE NO. 72006
 FL BUSINESS C.A. NO.: 32223

SHEET TITLE

**AERIAL
 MAP**

SHEET ID

C-3.2

"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%

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

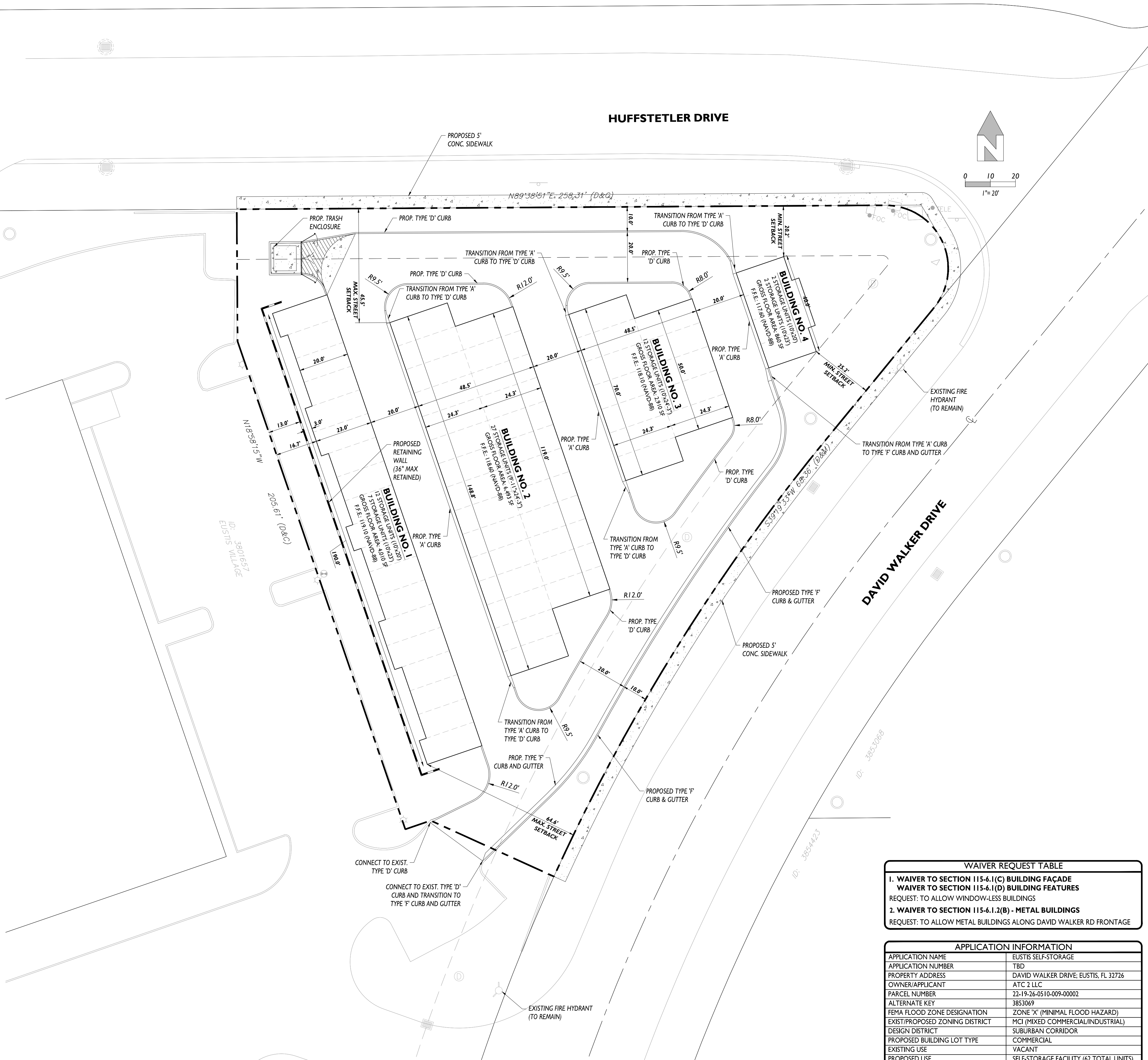
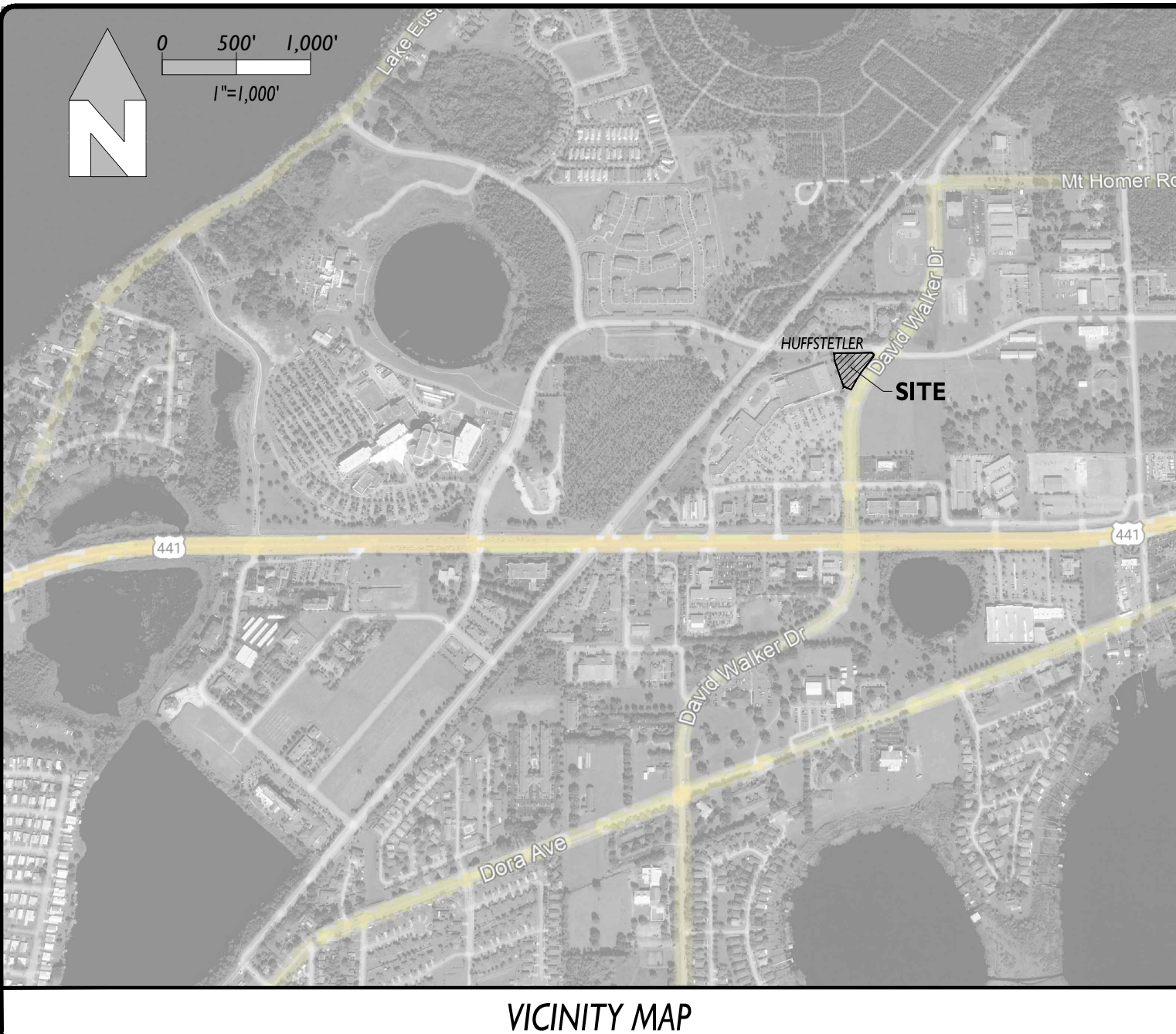
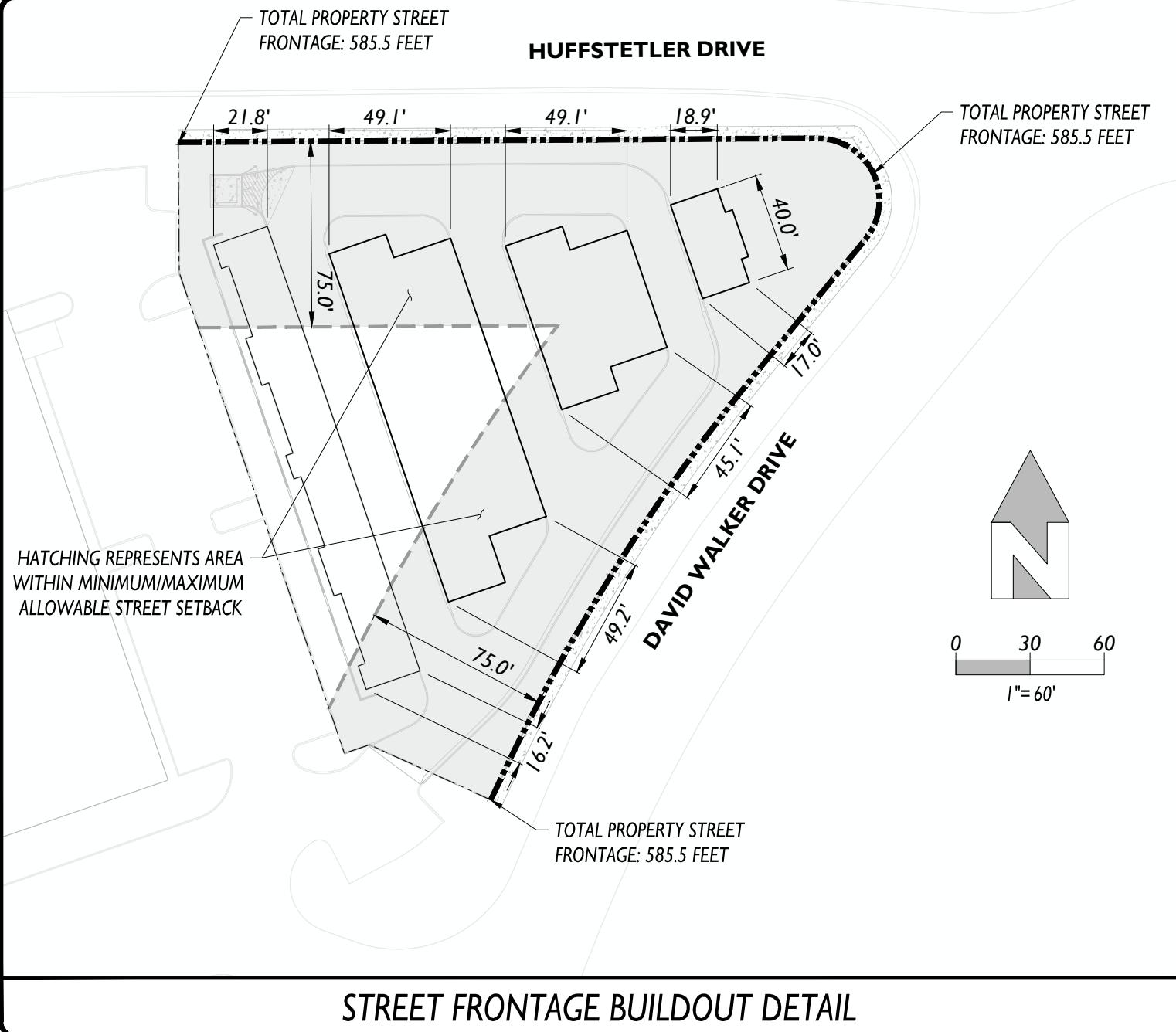
DATE: 03-29-2024
NOEL BARNETT
 PROFESSIONAL ENGINEER
 FL LICENSE NO. 72006
 FL BUSINESS C.A. NO.: 32223

SHEET TITLE

SITE PLAN

SHEET ID

C-3.0

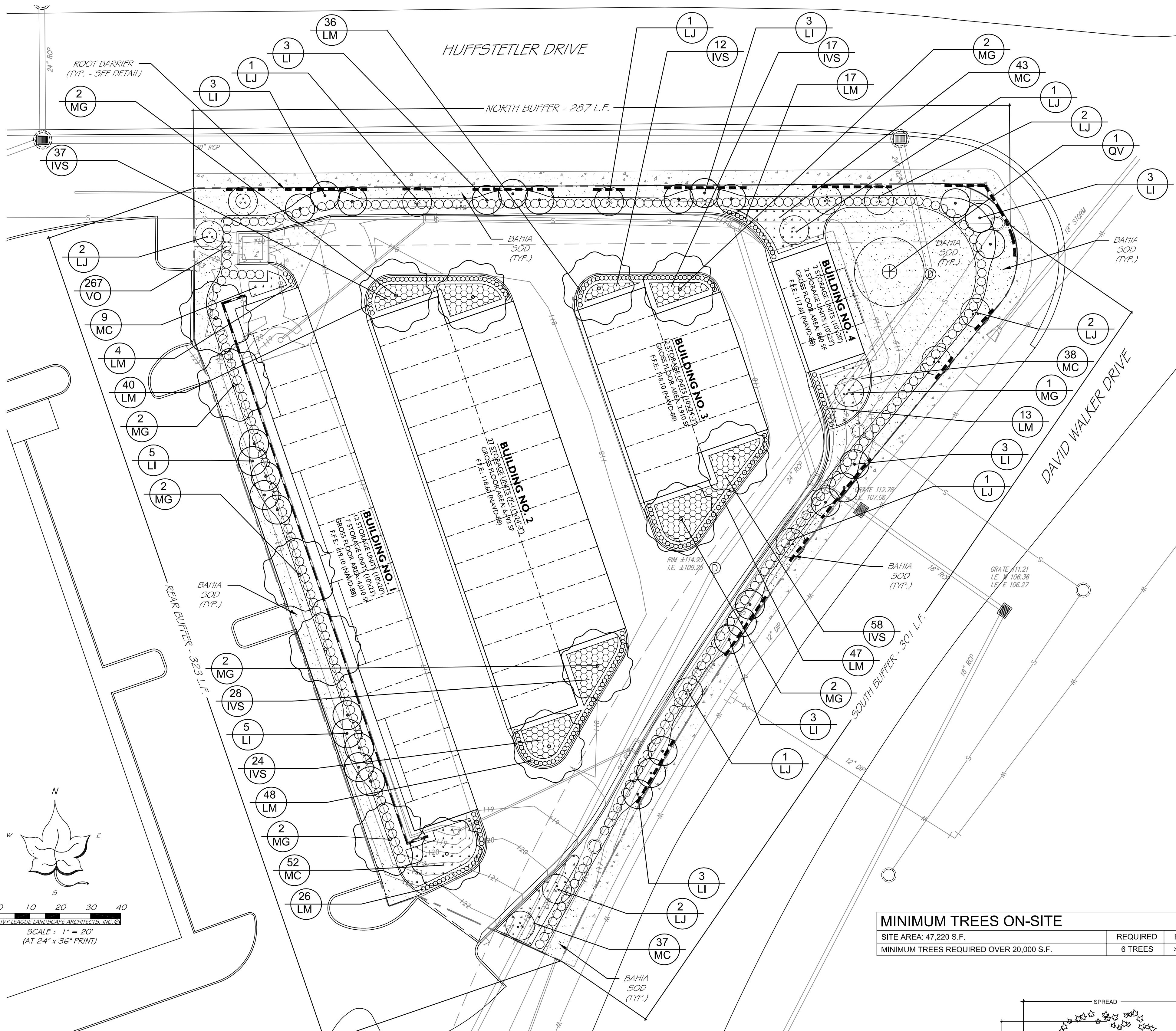


WAIVER REQUEST TABLE

- WAIVER TO SECTION 115-4.1(C) BUILDING FAÇADE WAIVER TO SECTION 115-4.1(D) BUILDING FEATURES**
 REQUEST: TO ALLOW WINDOW-LESS BUILDINGS
- WAIVER TO SECTION 115-4.1.2(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)



LANDSCAPE NOTES AND SPECIFICATIONS

- FLORIDA #1:** ALL PLANT MATERIAL SHALL BE GRADE FLORIDA NO. 1 OR BETTER IN QUALITY AS DESIGNATED IN THE MOST RECENT PUBLICATION OF "GRADES AND STANDARDS FOR NURSERY PLANTS", PUBLISHED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES.
- EXISTING PLANTS:** IF EXISTING PLANTS ARE IN HEALTHY CONDITION AND CAN ACHIEVE A 3' HIGH NATURAL VEGETATION SCREEN, THEN EXISTING PLANTS MAY BE PRESERVED AND UTILIZED IN THE LANDSCAPE BUFFERS INSTEAD OF REMOVING AND PLANTING PROPOSED SCREENING PLANTINGS.
- MULCH:** ALL PLANTING BEDS SHALL BE TOP DRESSED WITH 3" BROWN OR NATURAL COLOR MULCH OR PINE BARK MULCH, FINAL SELECTION BY OWNER, GRADE "B" OR BETTER. ALL TREES NOT IN BEDS SHALL HAVE A 5' DIAMETER MULCH RING.
- SOD:** SOD SHALL BE ARGENTINE BAHIA UNLESS OTHERWISE SPECIFIED ON THE PLANS. ALL SOD SHALL BE ROLLED.
- QUANTITIES:** IN THE EVENT OF A VARIATION BETWEEN THE QUANTITIES SHOWN ON THE PLANT LISTS AND THE ACTUAL QUANTITY OF PLANTS SHOWN ON THE PLANS, THE PLANS SHALL CONTROL. SOD QUANTITY TAKEOFFS ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- UNFORESEEN CONFLICTS:** CONTRACTOR SHALL NOT WILLFULLY INSTALL ANY PORTION OF THE LANDSCAPE PLAN AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT UNFORESEEN OBSTRUCTIONS, GRADE DIFFERENCES, STANDING WATER, SOIL CONDITIONS OR OTHER CONFLICTS EXIST. SUCH UNFORESEEN CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER'S REPRESENTATIVE AND THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- SUBSTITUTIONS:** NO SUBSTITUTIONS OR VARIATIONS OF ANY PLANT MATERIAL OR ITS INSTALLED LOCATION WILL BE PERMITTED WITHOUT THE PRIOR WRITTEN CONSENT AND APPROVAL FROM THE LANDSCAPE ARCHITECT.
- CONTAINERS:** IF GALLONAGE FOR PLANTS OR TREES IS SHOWN THEY SHALL BE CONTAINER GROWN AND THE SIZE SHOWN SHALL REPRESENT THE MINIMUM ALLOWABLE GALLONAGE ACCEPTED. IN ALL CASES THE PLANT SPECIFIED SIZE SHALL GOVERN OVER THE GALLONAGE INDICATED.
- SOIL:** CONTRACTOR SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE TO THE PLANT SPECIES SPECIFIED. IF SOIL CONDITIONS ARE DEEMED UNSUITABLE FOR PROPER PLANT HEALTH, CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT AND PROPER SUBSTITUTIONS SHALL BE MADE BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. ADDITIONALLY, IF PRESENT, THE CONTRACTOR SHALL REMOVE LIME ROCK, CONCRETE AND OTHER DELETERIOUS DEBRIS FROM PLANTING BEDS. IF DEBRIS IS INTEGRATED IN THE SOIL, THE SOIL MUST BE EXCAVATED AND REPLACED WITH ACCEPTABLE SOIL. LASTLY, ALL FILL TO BE PLACED IN LANDSCAPE AREAS MUST HAVE A pH RANGE BETWEEN 5.8 AND 7.5, BE ORGANIC IN NATURE, AND BE FREE OF ROCKS AND DEBRIS.
- TOPSOIL:** TOPSOIL MATERIAL, IF REQUIRED, SHALL BE FREE FROM ALL HARD CLODS, WEEDS, STONES OVER 1" IN DIAMETER, CLAY, HARD PAN, NOXIOUS PLANTS, SOD, INSECTS, OR OTHER UNDESIRABLE PLANTS, SEEDS, OR MATERIAL WHICH MAY BE HARMFUL FOR GROWTH AND SHALL BE CERTIFIED AS STERILE.
- WEEDS:** IF PRESENT, THE CONTRACTOR SHALL BE RESPONSIBLE TO REMOVE ANY WEEDS FROM PLANTING AREAS PRIOR TO THE INSTALLATION OF PROPOSED PLANT MATERIAL AND MULCH COVER. CONTRACTOR SHALL BE RESPONSIBLE TO KEEP BEDS FREE OF WEEDS FOR THE DURATION OF THE 90 DAY MAINTENANCE PERIOD.
- GRADING:** UNLESS OTHERWISE STATED ON THESE PLANS, THE LANDSCAPE CONTRACTOR SHALL FINE GRADE ALL AREAS TO BE PLANTED AND SODDED IN ORDER TO ELIMINATE BUMPS AND DEPRESSIONS. FINE GRADING SHALL BE DEFINED AS THE FINAL 2" OF GRADE TO BE ACHIEVED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING AND REGRADING WASHOUT AREAS CAUSED BY EROSION UNTIL FINAL ACCEPTANCE OF THE PROJECT.
- STAKING:** ALL TREES, SHRUBS AND GROUND COVERS ARE TO BE PLANTED ACCORDING TO THE DETAILS IN THESE PLANS. IF THE CONTRACTOR PREFERENCES TO USE OTHER STAKING METHODS THAN SHOWN IN THE DETAILS, HE OR SHE MUST SUBMIT PROPOSED STAKING DETAILS TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION. THE LANDSCAPE CONTRACTOR SHALL STRAIGHTEN, REPAIR, AND/OR REPLACE ANY PLANTS DAMAGED BY FAILURE TO PROPERLY STAKE OR GUY ANY TREES IN SITE, AT THEIR OWN EXPENSE.
- CURVILINEAR:** CURVILINEAR LANDSCAPED BEDS ARE TO BE EDGED WITH SMOOTH FLOWING CURVES. STRAIGHT-LINE LANDSCAPE BEDS ARE TO BE EDGED IN A STRAIGHT LINE PARALLEL TO PARKING LOTS AND STRUCTURES UNLESS DESIGNED OTHERWISE.
- FERTILIZER:** OSMOCOTE SLOW RELEASE FERTILIZER OR EQUIVALENT SHALL BE APPLIED TO ALL TREE, SHRUB, AND GROUNDCOVER PLANTING AREAS AT THE RATE OF THREE (3) TABLESPOONS PER 2 S.F. OF PLANTING AREA.
- DRAINAGE:** THE LANDSCAPE CONTRACTOR SHALL ASSURE THAT THIS WORK DOES NOT INTERRUPT EXISTING OR PROPOSED DRAINAGE PATTERNS AND SHALL NOTIFY THE OWNERS REPRESENTATIVE IMMEDIATELY SHALL A CONFLICT ARISE.
- SPECIFICATIONS:** THE LANDSCAPE ARCHITECT SHALL BE PERMITTED THE RIGHT DURING INSTALLATION, TO REJECT ANY AND ALL PLANT MATERIAL AND WORKMANSHIP WHICH IN HIS OR HER OPINION DOES NOT MEET THE REQUIREMENTS OF THESE SPECIFICATIONS.
- NATURAL AREAS:** NATURAL VEGETATION PRESERVATION AREAS SHALL BE CLEANED UP INCLUDING BUT NOT LIMITED TO THE REMOVAL OF ANY DEBRIS OR WEEDS AND PRUNING OF DEAD OR YELLOW BRANCHES AND PALM FRONDS. MULCH EDGE OF NATURAL AREA 36" TO 5' FEET.
- TURNOVER:** CONTRACTOR SHALL CONTACT OWNERS REPRESENTATIVE FOR A TURNOVER DATE TO INCLUDE A WALK-THROUGH AND ACCEPTANCE OF WORK BY THE LANDSCAPE ARCHITECT. ANY WORK DEEMED UNACCEPTABLE SHALL BE CORRECTED IMMEDIATELY AND REINSPECTED AS SCHEDULED.
- MAINTENANCE:** CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE TO BEGIN AFTER EACH PLANT HAS BEEN INSTALLED AND SHALL CONTINUE 90 DAYS AFTER FINAL WRITTEN ACCEPTANCE BY THE OWNER. MAINTENANCE SHALL INCLUDE WATERING, PRUNING, WEEDING, MULCHING, MOWING, REPLACEMENT OF SICK OR DEAD PLANTS, AND ANY OTHER CARE NECESSARY IN ORDER TO MAINTAIN PROPER PLANT HEALTH AND SOIL MOISTURE CONTENT.
- GUARANTEE:** CONTRACTOR SHALL GUARANTEE ALL INSTALLED PLANT MATERIAL FOR ONE (1) CALENDAR YEAR STARTING FROM THE TURNOVER DATE SHOULD WORK BE FOUND ACCEPTABLE. ANY CORRECTED WORK SHALL HAVE A PROPORTIONAL EXTENSION OF WARRANTY ONCE APPROVED. ANY SICK OR DEAD MATERIAL SHALL BE REPLACED IMMEDIATELY. THE LANDSCAPE CONTRACTOR SHALL NOT BE RESPONSIBLE TO HONOR ANY WARRANTY FOR THE LOSS OF ANY PLANT MATERIAL CAUSED BY FLOODING, FIRE, FREEZING TEMPERATURES, WINDS OVER 50 MPH, LIGHTNING, ANY OTHER NATURAL DISASTER, OR ANY LOSS/DAMAGE CAUSED BY VANDALISM OR NEGLIGENCE ON THE PART OF THE OWNER.

IRRIGATION NOTES

- AN AUTOMATIC TIME CONTROLLED IRRIGATION SYSTEM WITH A RAIN SENSOR SHALL BE INSTALLED TO PROVIDE 100% HEAD TO HEAD COVERAGE OF ALL NEW PLANTINGS. (SEE IRRIGATION PLAN)

PROPOSED PLANT LIST

SYM.	QTY.	SPECIES	COMMON NAME	SPECIFICATIONS
SHADE TREES				
MG	15	MAGNOLIA GRANDIFLORA	SOUTHERN MAGNOLIA	60 GAL., 2" DBH., 12' HT., 5' SPRD.
QV	1	QUERCUS VIRGINIANA	LIVE OAK	60 GAL., 2" DBH., 12' HT., 5' SPRD.
UNDERSTORY TREES				
LJ	31	LAGERSTROEMIA INDICA	CRAPE MYRTLE	30 GAL., 1.5"-2" CAL., 7' HT., 5' SPRD.
LJ	13	LIGUSTRUM JAPONICUM	LIGUSTRUM	30 GAL., 1.5"-2" CAL., 7' HT., 5' SPRD.
SHRUBS AND GROUNDCOVERS				
IVS	176	ILEX VOMITORIA 'SCHILLINGS DWARF'	SCHILLINGS DWARF HOLLY	3 GAL., 1 1/2" HT. X 1 1/2" SPRD., FULL, 30" OC.
LM	231	LIRIOPE MUSCARI	EVERGREEN GIANT	1 GAL., 10" HT. X 10" SPRD., FULL, 18" O.C.
MC	179	MUHLENBERGIA CAPILLARIS	PINK MUHLY GRASS	1 GAL., 10" HT. X 8" SPRD., FULL, 36" O.C.
VO	267	VIBURNUM OBOVATUM	WALTERS' VIBURNUM	7 GAL., 2 1/4" HT. X 15" SPRD., FULL, 36" O.C.

MINIMUM TREES ON-SITE

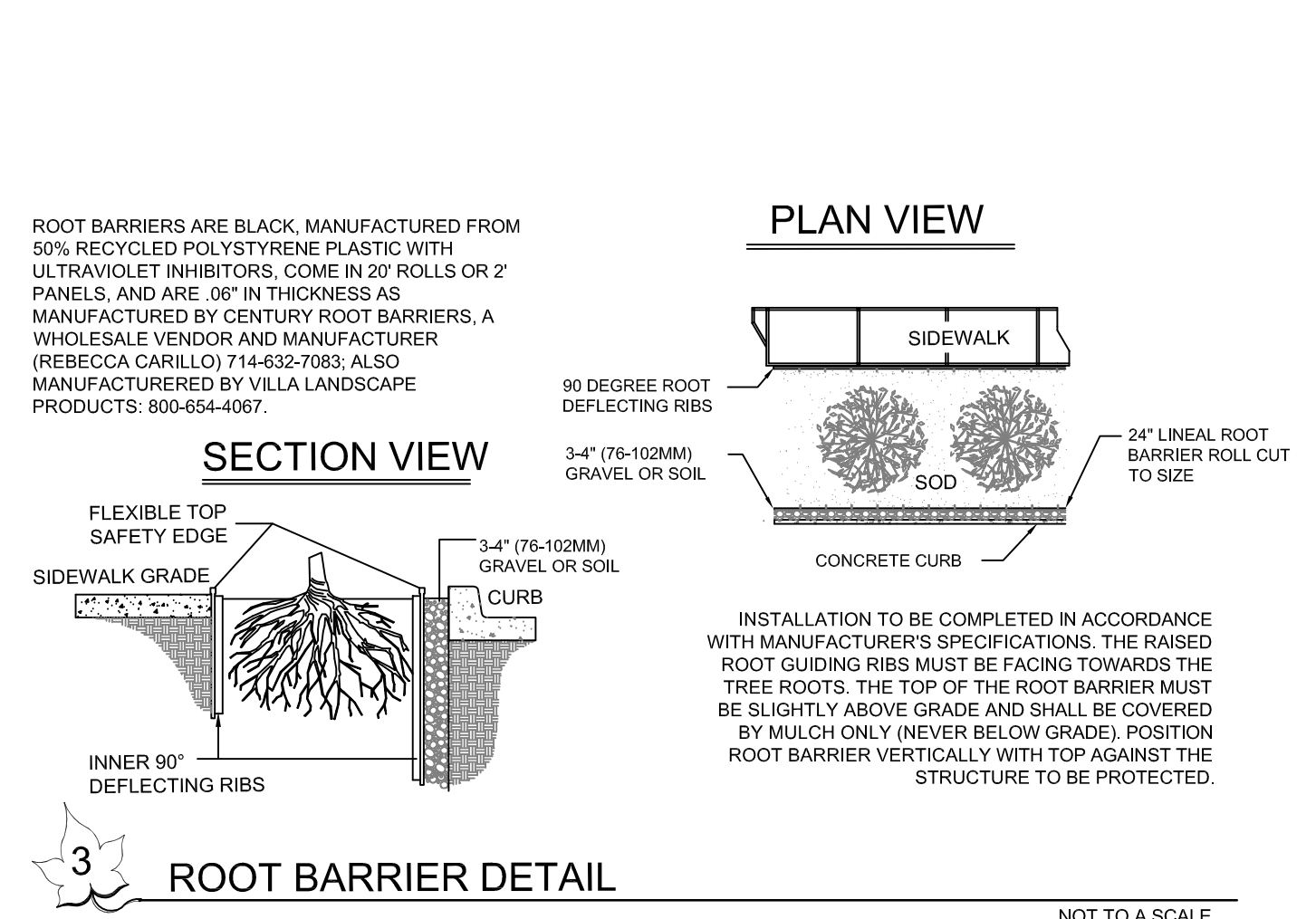
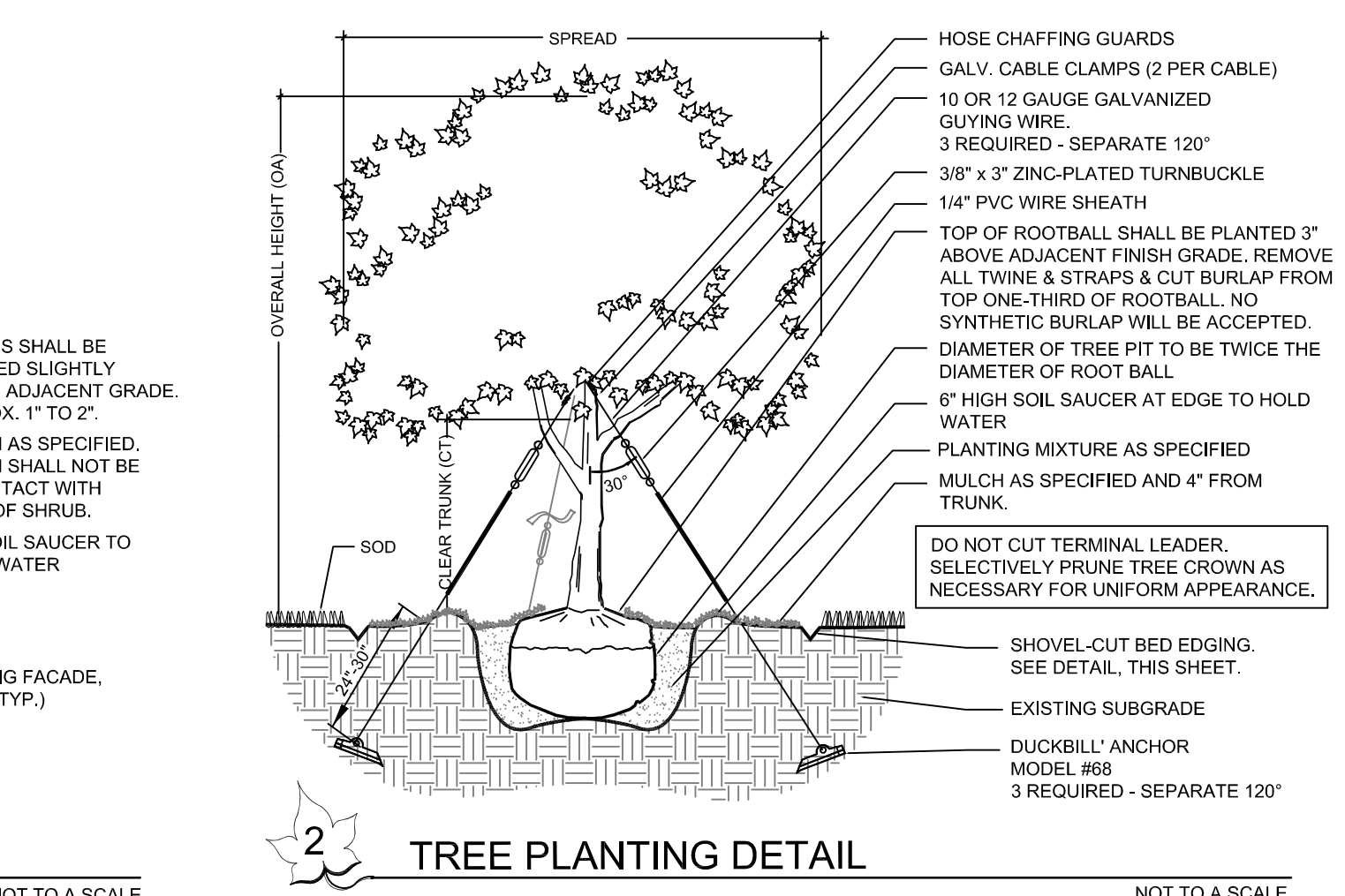
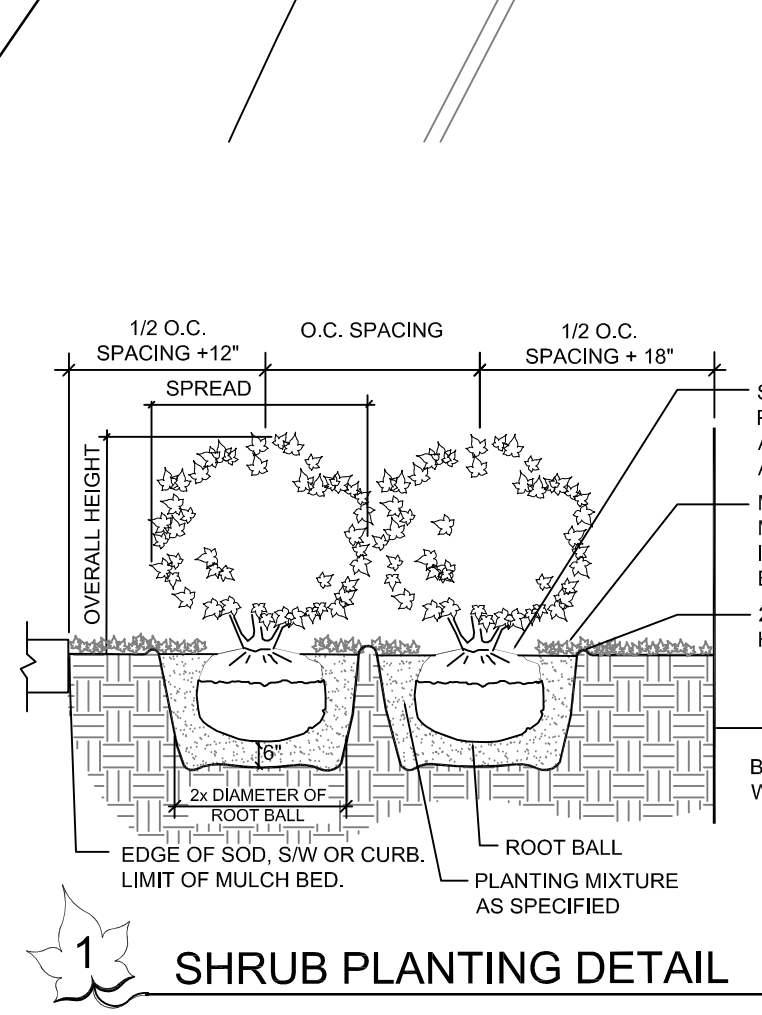
SITE AREA: 47,220 S.F.	REQUIRED	PROVIDED
MINIMUM TREES REQUIRED OVER 20,000 S.F.	6 TREES	> 6 TREES

LANDSCAPE BUFFERS

	REQUIRED	PROVIDED
NORTH 287 L.F. - HUFFSTETLER DRIVE		
MINIMUM WIDTH	5'	7.5'
2 SHADE TREES PER 100 L.F.	6	≥ 6
3 UNDERSTORY TREES PER 100 L.F.	9	≥ 9
CONTINUOUS HEDGE	YES	YES
SOUTH 301 L.F. - DAVID WALKER DRIVE		
MINIMUM WIDTH	5'	7.5'
2 SHADE TREES PER 100 L.F.	6	≥ 6
3 UNDERSTORY TREES PER 100 L.F.	9	≥ 9
CONTINUOUS HEDGE	YES	YES
REAR 295 L.F. (323' - 28' DRIVE AISLES)		
MINIMUM WIDTH	10'	15'
2 SHADE TREES PER 100 L.F.	6	≥ 6
3 UNDERSTORY TREES PER 100 L.F.	9	≥ 9
33 SHRUBS PER 100 L.F.	89	≥ 89

BUILDING PERIMETER LANDSCAPING

BLDG#	PERIMETER	REQUIRED	PROVIDED
BLDG#1	235 L.F. GREENSPACE PERIMETER		
	1 TREE PER 50 L.F. PERIMETER	5	≥ 5
	30% SHRUBS AND GROUNDCOVERS	YES	YES
BLDG#2	130 L.F. GREENSPACE PERIMETER		
	1 TREE PER 50 L.F. PERIMETER	3	≥ 3
	30% SHRUBS AND GROUNDCOVERS	YES	YES
BLDG#3	120 L.F. GREENSPACE PERIMETER		
	1 TREE PER 50 L.F. PERIMETER	3	≥ 3
	30% SHRUBS AND GROUNDCOVERS	YES	YES
BLDG#4	80 L.F. GREENSPACE PERIMETER		
	1 TREE PER 50 L.F. PERIMETER	2	≥ 2
	30% SHRUBS AND GROUNDCOVERS	YES	YES



Item 6.2

NICHOLAS F. CLARK
REGISTERED LANDSCAPE ARCHITECT
(3045) 846-0901
4180 TRADWAY ROAD
NEW SMYRNA BEACH, FL 32168
WWW.INTYLEGUA.COM
LC56000349 © 2024 ALL RIGHTS RESERVED

MY LEAGUE
LANDSCAPE ARCHITECTS INC.
Dream • Design • Build • Maintain

DATE	BY	REVISIONS
09/26/23	AC/DS	REVISED PER CITY OF EUSTIS COMMENTS DATED 02/20/23
03/20/24	AC/DS	REVISED PER CITY OF EUSTIS COMMENTS & SITE PLAN CHANGES

EUSTIS SELF STORAGE
2864 DAVID WALKER DRIVE
EUSTIS, FLORIDA

LANDSCAPE PLAN AND DETAILS

PROJECT #:	4422046
ISSUE DATE:	11/18/2022
DESIGNED BY:	NFC/DS
DRAWN BY:	NFC/DS
CHECKED BY:	NFC/DS
FILE NAME:	4422046A

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY NICHOLAS F. CLARK ON THE DATE ADJACENT TO THE SEAL.
PROVIDED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED UNLESS SIGNATURE MUST BE PROVIDED ON ELECTRONIC COPIES.

SHEET: **LA 1** of 142



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 16, 2024

RE: **FIRST READING**

Ordinance Numbers 24-22, 24-23, and 24-24: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1428360 and 1428386.

Ordinance Number 24-22: Voluntary Annexation

Ordinance Number 24- 23: Comprehensive Plan Amendment

Ordinance Number 24- 24: Design District Assignment

Introduction:

Ordinance Number 24-22 provides for the voluntary annexation of approximately 3.03 acres of land located at the intersection of W Atwater Ave and Pine Grove Road. (Alternate Key Numbers 1428360 and 1428386). Provided the annexation of the subject property is approved, via Ordinance Number 24-22, Ordinance Number 24-23 would change the future land use designation from Urban Low in Lake County to General Industrial (GI) in the City of Eustis, and Ordinance Number 24-24 would assign the subject property a design district designation of Suburban Neighborhood. If Ordinance Number 24-22 is denied, then there can be no consideration of Ordinance Numbers 24-23 and 24-24.

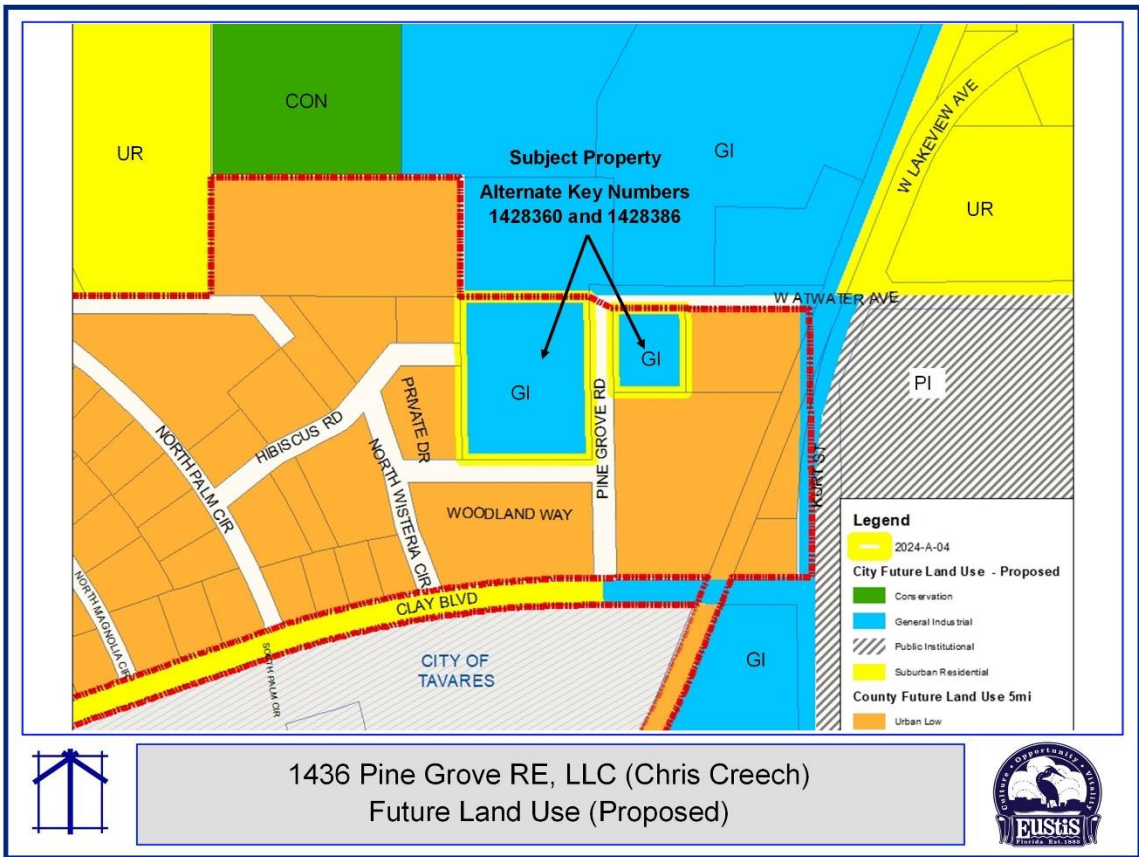
Background:

1. The site contains approximately 3.03 acres and is located within the Eustis Joint Planning Area with Alternate Key Numbers 1428360 and 1428386. *Source: Lake County Property Appraisers' Office Property Record Card Data.*
2. The proposed annexation property is within an enclave area of the City and is contiguous to the City boundaries represented on the Location map.
3. The site has a Lake County Future Land Use Designation of Urban Low, but approval of Ordinance Number 24-23 would change the land use designation to General Industrial (GI) in the City of Eustis.
4. The proposed City Future Land Use is compatible with the adjacent and neighboring uses along Pine Grove Road and W Atwater Avenue.



Surrounding properties have the following land use designations:

Location	Existing Use	Future Land Use	Design District
Subject Property	Industrial Warehouse	Urban Low (Lake County)	N/A
North	Industrial/Warehouse	General Industrial	Suburban Neighborhood
South	Storage	Urban Low (Lake County)	N/A
East	Industrial and Warehouse	Urban Low (Lake County)	N/A
West	Storage	Urban Low (Lake County)	N/A



Applicant's Request

Chris Creech, the applicant and the property owner of 1436 Pine Grove RE, LLC, wishes to annex the referenced property, change the future land use to General Industrial (GI), and assign a design district of Suburban Neighborhood.

The current Lake County Future Land Use Designation for the subject property is Urban Low. The Lake County land use designation allows for residential uses of up to 4 dwelling units per net buildable acre.

The property owner has requested the City of Eustis General Industrial (GI) Future Land Use Designation with the annexation. The GI future land use provides for industrial uses matching the existing use of the property and is compatible with adjacent uses along Pine Grove Road and W Atwater Avenue.

Analysis of Annexation Request (Ordinance Number 24-22)

1. Resolution Number 87-34 – Joint Planning Area Agreement with Lake County:

“The City and the County agree that the unincorporated areas adjacent to the City might be appropriately served by urban services provided by the City, and might therefore be annexed into the City in accordance with State law. The City agrees to annex property in accordance with State law and provide adequate urban services and facilities to serve those areas within the Joint Planning Area.”

The subject property is located within the Eustis-Lake County Joint Planning Area. The responsibility for improvements to drive access and/or utilities, including the water and sewer system, will remain with owner of the property.

2. Florida Statutes Voluntary Annexation - Chapter 171.044(1):

“The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.”

The Eustis-Lake County Joint Planning Area boundaries define the reasonably compact area where the City could provide services effectively and efficiently. The subject property lies within that planning area; the property is part of a partial enclave, it is contiguous to the City limits on the northern boundaries, and the owner petitioned for annexation.

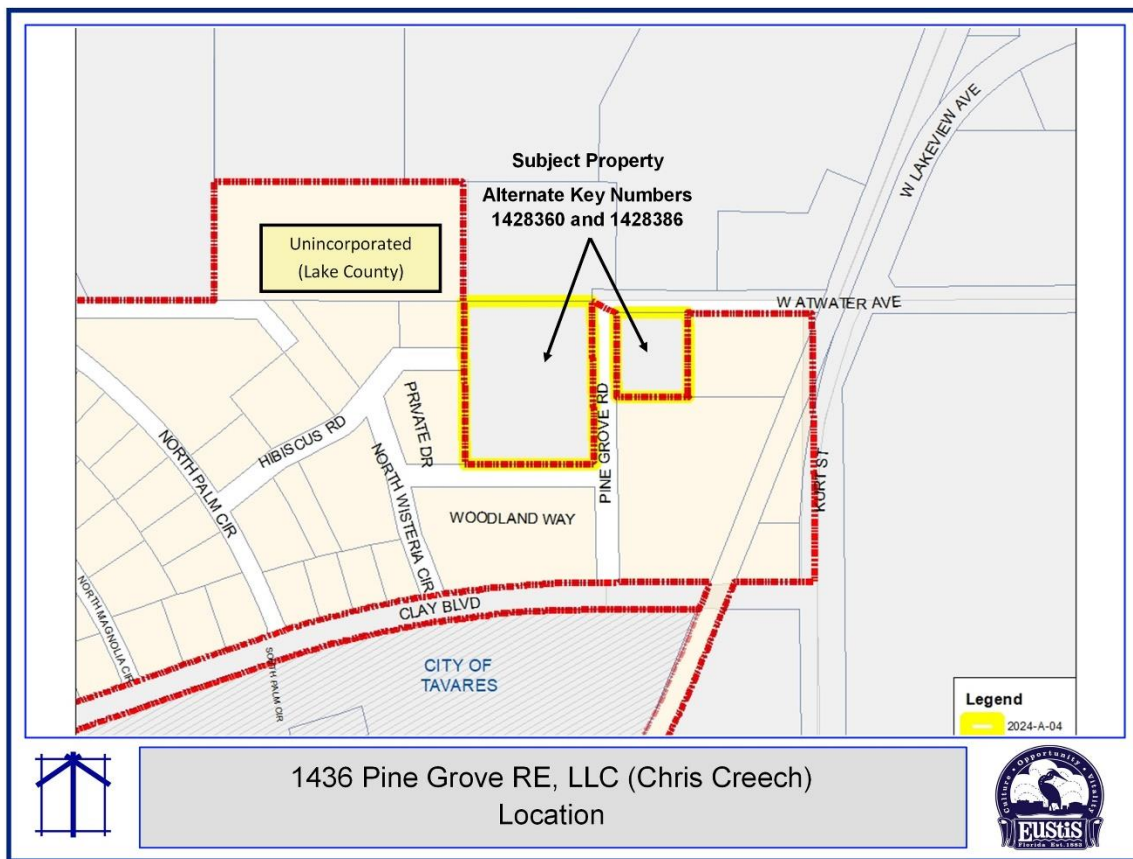
3. Florida Statutes Voluntary Annexation - Chapter 171.044(2):

“...Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town...”

The department published notice of this annexation in the Daily Commercial following the established requirements on May 6, 2024, and again on May 13, 2024.

4. Florida Statutes Voluntary Annexation - Chapter 171.044(5):

“Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.”



Annexation of the subject property does not create an enclave as defined by the Florida Statutes. The subject property is included in a portion of the city that can be considered a partial enclave wedged between the City of Eustis and the City of Tavares. Annexation of the subject properties will begin to close this enclave.

5. Florida Statutes Voluntary Annexation - Chapter 171.044(6):

“Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located...”

The department provided notice to the Lake County Board of County Commissioners on April 25, 2024, via email and by Certified Mail with and accompanying email sent on April 26, 2024.

Analysis of Comprehensive Plan/Future Land Use Request (2024-CPLUS-04) Ordinance Number 24-23)

In accordance with the Florida Statutes Chapter 163.3177.9:

Discourage Urban Sprawl:

Primary Indicators of Sprawl:

The future land use element and any amendment to the future land use element shall discourage the proliferation of urban sprawl. The primary indicators that a plan or plan amendment does not discourage the proliferation of urban sprawl are listed below. The evaluation of the presence of these indicators shall consist of an analysis of the plan or plan amendment within the context of features and characteristics unique to each locality in order to determine whether the plan or plan amendment:

Review of Indicators

1. Low Intensity Development:

Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.

This indicator does not apply. The properties proposed for annexation are under industrial uses and will be annexed allowing for the continuation of those industrial uses.

2. Urban Development in Rural Areas:

Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.

This indicator does not apply. The subject property is located in an enclave area and the City will be requiring city services. The immediate enclave area is predominantly similar industrial uses.

3. Strip or Isolated Development:

Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

This indicator does not apply. The subject property is located in an enclave area and the City will be requiring city services.

4. Natural Resources Protection:

Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.

This indicator does not apply. The subject property is not subject to floodplain impact, and does not contain wetland areas. The property is currently developed with industrial warehouses and parking. The Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.

5. Agricultural Area Protection:

Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.

This indicator does not apply. This site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed and further developing area.

6. Public Facilities:

Fails to maximize the use of existing public facilities and services.

This indicator does not apply. City utilities are available from north of the property, water service may be provided to the property.

7. Cost Effectiveness and Efficiency of Public Facilities:

Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government.

This indicator does not apply. Adequate capacity is available to serve the existing and future development. City utilities are available from north side of the property, water service may be provided to the property.

8. Separation of Urban and Rural:

Fails to provide a clear separation between rural and urban uses.

This indicator does not apply. No nearby properties contain active agricultural activities or use. The surrounding area is developed or has development entitlements attached to the land. These developments have densities and intensities that are clearly urban/suburban uses.

9. Infill and Redevelopment:

Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

This indicator does not apply. This property will promote infill development by allowing access to public facilities and filling in an existing enclave area.

10. Functional Mix of Uses:

Fails to encourage a functional mix of uses.

This indicator does not apply. The site is surrounded by similar developments consistent with permitted industrial uses in the area.

11. Accessibility among Uses:

Results in poor accessibility among linked or related land uses.

This indicator does not apply. The Land Development Regulations include provisions to provide adequate access and linkage between related uses. City Departments will ensure compliance with these standards at the time of development review.

12. Open Space:

Results in the loss of significant amounts of functional open space.

This indicator does not apply. The subject property is an existing industrial property with established buildings and facilities.

13. Urban Sprawl:

The future land use element or plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

a. Direction of Growth:

Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

The site is adjacent to existing urban/suburban development patterns and is a logical infill of the urban development boundary. The Comprehensive Plan and Land Development Regulations have provisions to protect natural resources and ecosystems at the time of site plan approval, when required.

b. Efficient and Cost-Effective Services:

Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

City facilities are available from the north side of the property.

c. Walkable and Connected Communities:

Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

Not applicable. The proposed use is industrial on a property already developed for such uses.

d. Water and Energy Conservation:

Promotes the conservation of water and energy.

The development of the site must meet City development and Florida Building Code standards that will require energy-efficient and water-efficient appliances.

e. Agricultural Preservation:

Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

Not applicable; this site and adjacent areas do not support active agricultural or silvicultural activities. The site is within an existing developed industrial area.

f. Open Space:

Preserves open space and natural lands and provides for public open space and recreation needs.

This is not applicable. The site does not provide functional open space or natural areas on a regional basis.

g. Balance of Land Uses:

Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area.

Not applicable. The proposed use is industrial on a property already developed for such uses.

h. Urban Form Densities and Intensities:

Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides

for an innovative development pattern such as transit-oriented developments or new town as defined in s. 163.3164.

Not applicable.

In Accordance with Comprehensive Plan Future Land Use Element Appendix:

All applications for a Plan amendment relating to the development patterns described and supported within the Plan including, but not limited to, site specific applications for changes in land use designations, are presumed to involve a legislative function of local government which, if approved, would be by legislative act of the City and shall, therefore, be evaluated based upon the numerous generally acceptable planning, timing, compatibility, and public facility considerations detailed or inferred in the policies of the Plan. Each application for an amendment to the Map #1: 2035 Future Land Use Map by changing the land use designation assigned to a parcel of property shall also be reviewed to determine and assess any significant impacts to the policy structure on the Comprehensive Plan of the proposed amendment including, but not limited to, the effect of the land use change on either the internal consistency or fiscal structure of the Plan.

Major Categories of Plan Policies:

This Plan amendment application review and evaluation process will be prepared and presented in a format consistent with the major categories of Plan policies as follows:

1. General Public Facilities/Services:

Since the Plan policies address the continuance, expansion and initiation of new government service and facility programs, including, but not limited to, capital facility construction, each application for a land use designation amendment shall include a description and evaluation of any Plan programs (such as the effect on the timing/financing of these programs) that will be affected by the amendment if approved. This analysis shall include the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. The facilities and services required for analysis include emergency services, parks and recreation, potable water, public transportation if and when available, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

a. Emergency Services Analysis:

Eustis Emergency Services already provides emergency response to other properties in the area. The existing industrial development consistent with the General Industrial future land use designation would not have a significant negative impact on the operations of Eustis emergency services.

b. Parks & Recreation:

Not applicable. The current development of and proposed use of the property are non-residential. The proposed annexation and assignment of land use to the property will place no additional burden on parks and recreation facilities.

- c. Potable Water & Sanitary Sewer:

City facilities are available from the north and the proposed use of the property will place no additional burden on the utility systems.

- d. Schools:

The current use of the property and the proposed use of the property are non-residential. The proposed change will not negatively impact school capacities.

- e. Solid Waste:

The City contracts with Waste Management for the hauling of solid waste. The company already services properties in the general area of the subject property. Serving this property will increase efficiency in the delivery of services. The property owners may require additional private contracting for additional waste removal services.

- f. Stormwater:

The Comprehensive Plan and Land Development Regulations include the level of service standards to which new development must adhere. Projects designed to meet these standards will not negatively affect the existing facilities and services.

- g. Transportation Network Analysis:

This potential annexation and the subsequent development of the property will not add additional impacts as the parcels being annexed include existing platted lots.

2. Natural Resources/Natural Features:

The policies of the Plan also contain general regulatory guidelines and requirements for managing growth and protecting the environment. These guidelines will be used to evaluate the overall consistency of the land use amendment with the Comprehensive Plan. Specifically, each amendment will be evaluated to 1) determine the existence of groundwater recharge areas; 2) the existence of any historical or archaeological sites; 3) the location of flood zones and the demonstration that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains; and 4) the suitability of the soil and topography to the development proposed.

- a. Groundwater recharge areas:

The site may be within a low recharge area, and a site-specific geotechnical and hydrologic study will be needed to determine the site-specific impact at the time of development. At this time further development or redevelopment of the property has not been proposed. Source: Lake County Comprehensive Plan 2030 Floridian Aquifer Recharge Map.

- b. Historical or archaeological sites:

The City does not have any record of Florida Master Site Files related to this property and no known historical or cultural resources exist.

- c. Flood zones:

The subject property is not impacted by a 100-year flood zone area. Source - Lake County GIS - 2012 Flood Zones.

- d. Soil and topography:

The site soils are primarily Candler sands.

Candler fine sand, 0 to 5 percent slopes – This nearly level to gently sloping, excessively drained soil is in the deep, sandy uplands. Slopes are nearly smooth to convex. This Candler soil has low available water capacity. Permeability is rapid. Natural fertility of the soil is low. The organic matter content of the surface layer is low to very low. Surface runoff is very slow. The water table is at a depth of more than 72 inches. (Source: Florida Department of Environmental Protection)

3. Comprehensive Plan Review:

Additional criteria and standards are also included in the Plan that describe when, where, and how development is to occur. Plan development policies will be used to evaluate the appropriateness of the compatibility of the use, intensity, location, and timing of the proposed amendment.

Existing Land Use According to the Lake County Comprehensive Plan:

The existing Lake County future land use designation of the property is Urban Low, which provides for residential uses at up to 4 dwelling units per acre as well as supporting commercial and institutional uses.

Proposed Land Use According to the Eustis Comprehensive Plan:

The General Industrial land use designation is provided to accommodate businesses that have one or more objectionable uses such as noise, dust, or odor. The purpose of this district is to provide a method whereby industries necessary to the area, but with inherent characteristics that could prove obnoxious or detrimental to a different type of industrial operation, may be located in the most suitable and advantageous spots to minimize inconvenience to the general public. This district also offers greater economy and freedom to the industrial developer by the relaxation of certain standards and screening requirements within the district itself.

In Accordance with Chapter 102-16(f), Land Development Regulations

Standards for Review:

In reviewing the application of a proposed amendment to the comprehensive plan, the local planning agency and the city commission shall consider:

- a. ***Consistent with Comprehensive Plan:***

Whether the proposed amendment is consistent with all expressed policies in the comprehensive plan.

The proposed amendment is consistent with the Comprehensive Plan.

- b. ***In Conflict with Land Development Regulations:***

Whether the proposed amendment is in conflict with any applicable provisions of these land development regulations.

The proposed amendment is not in conflict with the Land Development Regulations. At the time of additional development, there will be further review for compliance.

c. *Inconsistent with Surrounding Uses:*

Whether, and the extent to which, the proposed amendment is inconsistent with existing and proposed land uses.

The existing land uses in the immediate area are industrial and the proposed use of the land is continued industrial.

d. *Changed Conditions:*

Whether there have been changed conditions that justify an amendment.

The applicant wishes to annex the property into the city limits of Eustis. Assignment of a City of Eustis future land use designation is required. Upon annexation, the subject property will have a full array of municipal services, including central water. These changed conditions warrant a change in the land use designation.

e. *Demand on Public Facilities:*

Whether, and the extent to which, the proposed amendment would result in demands on public facilities, and whether, or to the extent to which, the proposed amendment would exceed the capacity of such public facilities, infrastructure and services, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

City facilities are available from north side of the property, water service may be provided to the property.

Upon annexation, the City will also provide other services such as fire and police protection. The City provides these services to other properties in the area therefore, efficiency will improve.

f. *Impact on Environment:*

Whether, and the extent to which, the proposed amendment would result in significant impacts on the natural environment.

The site contains no apparent natural resources and is not connected to significant open space.

g. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed amendment would result in an orderly and logical development pattern, specifically identifying any negative effects on such pattern.

The site is contiguous to the City limits. Similar development already exist in the area will not cause incompatibilities with those development patterns.

Public Interest and Intent of Regulations:

Whether the proposed amendment would be consistent with or advance the public interest, and in harmony with the purpose and intent of these land development regulations.

The purpose and intent of the Land Development Regulations is as follows:

“The general purpose of this Code is to establish procedures and standards for the development of land within the corporate boundaries and the planning area of the city, such procedures and standards being formulated in an effort to promote the public health, safety and welfare and enforce and implement the City's Comprehensive Plan, while permitting the orderly growth and development with the city and Eustis planning area consistent with its small-town community character and lifestyle.”

The requested designation of GI land use will provide for orderly growth and development.

i. Other Matters:

Any other matters that may be deemed appropriate by the local planning agency or the city commissioners, in review and consideration of the proposed amendment.

No other matters.

Analysis of Design District Request (**Ordinance Number 24-24**):

Form-Based Code:

The City's Land Development Regulations is a form-based code. Design districts are unique to form-based codes. Lake County still uses traditional Euclidean zoning, so there are no design districts for parcels in unincorporated Lake County. When a parcel annexes into the City of Eustis, the City must assign a consistent design district that follows the urban, suburban, and rural transect

1. Standards for Review:

The Land Development Regulations include the following standards for review of an amendment to the Design District Map. In approving a change in the designation, the City Commission shall consider: Whether the amendment is in conflict with any applicable provisions of the Code.

a. Section 102-17(a) "...Section 109-3 Design Districts:

identifies the definition, structure, and form of each design district. The assignment of design district must follow the district pattern and intent.”

The requested amendment assigns a newly annexed parcel a designation that meets the district pattern and intent (Suburban Neighborhood). The Suburban development pattern and intent, and the Suburban neighborhood definition, structure, and form description are stated below. The assignment of a Suburban Neighborhood design district designation is appropriate due to the established and proposed development patterns in the area.

b. Sec. 109-5.5. Suburban development pattern intent statements:

Intent. The Suburban development pattern relies primarily on a pattern of residential development that provides the majority of property owners wi

substantial yards on their own property. The street layout, comprised of streets with fewer vehicular connections, helps to reduce cut-through traffic and establishes distinct boundaries for residential communities/subdivisions. Nonresidential uses are primarily located on corridors, districts and a mix of uses is prominent in centers. Each land use provides for pedestrian and bicycle connections.

Design districts – Suburban Neighborhood

- a. Definition. Predominately residential uses with some neighborhood-scale commercial services.
- b. Structure. Interconnected trails, bikeways, and walkways with a street framework comprised of a range of blocks permitted throughout the neighborhoods.
- c. Form. Mix of detached residential uses with some neighborhood-supporting retail, parks and civic spaces as focal points in the neighborhoods.

Design Districts – Suburban District

- a. Definition. Areas of a predominant single use, such as warehouses, office parks, and campuses.
- b. Structure. The street system is designed to accommodate the density, intensity, and form of suburban development and provides functional connections that link neighborhoods to shopping areas.
- c. Form. Predominantly single-use areas.

The Suburban development patterns statements above indicates that permitted uses are primarily located on streets with fewer vehicle connections. A Suburban Neighborhood designation follows the district pattern and intent outlined in the Land Development Regulations and is consistent with the existing transect in the area. Although the Suburban District Design District would be more appropriate the adjacent City incorporated properties are assigned the Suburban Neighborhood Design District and will be matching and compatible.

c. Section 102-17(a)

The following guidelines must be followed when proposing the reassignment of the design district:

Compatible intensities should face across streets. Changes in design districts should occur along rear alleys or lanes or along conservation edges.

Reassignment is not being proposed; a Eustis design district designation must be assigned to the annexed property; the proposed design district is matching and compatible with the surrounding design districts.

d. Consistent with Comprehensive Plan:

Whether the proposed amendment is consistent with all elements of the comprehensive plan.

The requested amendment is consistent with the policies of Future Land Use element, as well as all other elements of the Comprehensive Plan.

e. *Consistent with Surrounding Uses:*

Whether, and the extent to which, the proposed design district is consistent with existing and proposed land uses.

The Suburban Neighborhood definition, structure, and form are compatible with the existing uses and any proposed uses permitted under the General Industrial future land use designation.

f. *Changed Conditions:*

Whether there have been changed conditions that justify amending the design district.

The subject property is proposed for annexation and a design district assignment is necessary. The conditions have changed from land located in unincorporated Lake County without central services to a site within the City of Eustis with municipal services.

g. *Public Facilities.*

Whether, and the extent to which, the proposed redistricting would result in demands on public facilities, and whether, or to the extent to which, the proposed change would exceed the capacity of such public facilities, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and fire and emergency medical facilities.

A redistricting is not proposed. Assigning a design district to an annexation property will not change the demand impact on public facilities. The Future Land Use designation controls the density and intensity permitted on the site, so the Design District map amendment would not result in impacts beyond that already anticipated. Also, see the analysis of public facilities in the above sections of this report.

h. *Impact on Environment:*

Whether, and the extent to which, the redistricting would result in significant impacts on the natural environment.

The proposed Design District designation for this property does not change the development potential of the parcel. Design Districts control the form and function of any development that does occur. The Future Land Use designation controls the density, intensity, and minimum open space permitted on the site, so the Design District amendment would not result in additional impacts on the natural environment. As building permit approval must be obtained before development can begin, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should the conditions at the time of development warrant such protection.

i. *Property Values:*

Whether, and the extent to which, the proposed redistricting would affect the property values in the area.

Redistricting is not being proposed; a Eustis design district designation must be assigned to the annexed property. This request should not affect property values, because the proposed Design District designation is consistent with the surrounding development patterns and design districts.

j. *Orderly Development Pattern:*

Whether, and the extent to which, the proposed redistricting would result in an orderly and logical development pattern.

The request is the assignment of a design district to an annexation parcel, not redistricting. However, the proposed Design District designation is consistent with the suburban development pattern identified in Section 109-5.5 of the Land Development Regulations and is consistent with the adjoining Design District designations. Assignment of the requested designation will result in a more orderly and logical development pattern; making the designation consistent with the surrounding area designations and established development patterns.

k. *Public Interest and Intent of Regulations:*

Whether the proposed redistricting would be in conflict with the public interest, and in harmony with the purpose and intent of these regulations.

The request is the assignment of a design district to an annexation parcel, not redistricting. The proposed Design District is not in conflict with the public interest and reflects the purpose and intent of the regulations.

l. *Other Matters:*

Any other matters that may be deemed appropriate by the city commission, in review and consideration of the proposed redistricting.

The request is the assignment of a design district to an annexation parcel, not redistricting. The City's Land Development Regulations are a form-based code. The Design District designations define the development form, but not the types of land use, densities, intensities, or required open space. The districts, therefore, must be consistent and follow the urban, suburban, and rural transects. This request assigns a Suburban Neighborhood design district designation to an annexation parcel, which is consistent with the existing transect.

Applicable Policies and Codes

1. Resolution Number 87-34

Joint Planning Area Agreement with Lake County: "The City and the County agree that the unincorporated areas adjacent to the City might be appropriately served by urban services provided by the City, and might therefore be annexed into the City in accordance with State law..... The City agrees to annex property in accordance with State law and provide adequate urban services and facilities to serve those areas within the Joint Planning Area."

2. Florida Statutes Chapter 171.044: Voluntary Annexation:

- a. "The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality."
- b. "Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves."

3. Comprehensive Plan – General Industrial (GI)

This land use designation is provided for those businesses that have one or more objectionable uses such as noise, dust or odor. The purpose of this district is to provide a method whereby industries necessary to the area, but with inherent characteristics which could prove obnoxious or detrimental to a different type of industrial operation, may locate in the most suitable and advantageous spots to minimize inconvenience to the general public.

This district also offers greater economy and freedom to the industrial developer by the relaxation of certain standards and screening requirements within the district itself.

General Range of Uses: General Industrial development includes existing industrial development of light-to-heavy nature along the rail line both north and south of downtown. Outdoor recreation, schools, and public and utility services and facilities that are 5 acres or less in size are also permitted.

Intensity Range: up to 2.5 FAR subject to restrictions in Section 109-3 of the Land Development Regulations.

Special Provisions:

- (1) New development within GI areas shall continue to be required to:
 - a. Provide adequate setbacks and buffering from residential areas and public roads;
 - b. Comply with all federal and state environmental regulations and local performance standards contained in the Land Development Regulations; and
 - c. Limit effluent discharges to the municipal sewer system to approved pretreated industrial wastes and domestic wastes only.
- (2) Developments within the Wekiva Protection Overlay that include longleaf pine, sand hill, sand pine, and xeric oak communities shall protect these areas as dedicated open space or conservation easements, with total open space equal to at least 35% of the net buildable area.

Recommended Action:

Development Services recommends approval of Ordinance Numbers 24-22, 24-23, and 24-24.

Policy Implications:

None

Alternatives:

1. Approve Ordinance Numbers 24-22 (Annexation), 24-23 (Comp. Plan Amendment), and 24-24 (Design District Designation).
2. Deny Ordinance Numbers 24-22, 24-23, and 24-24.

Budget/Staff Impact:

There would be no direct costs to the City beyond the normal City services. There would be no additional staff time beyond the normal review process.

Prepared By:

Jeff Richardson, AICP, Deputy Development Services Director

Reviewed By:

Mike Lane, AICP, Development Services Director

Sherri Takaloo, Senior Planner

ORDINANCE NUMBER 24-22

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 3.03 ACRES OF REAL PROPERTIES AT ALTERNATE KEY NUMBERS 1428360 AND 1428386, ON 1436 PINE GROVE RD AND 1451 PINE GROVE RD.

WHEREAS, 1436 Pine Grove RE, LLC (Chris Creech), made an application for voluntary annexation of approximately totaling 3.03 acres of real properties located at alternate key numbers 1428360 and 1428386, on 1436 Pine Grove Rd and 1451 Pine Grove Rd, more particularly described as:

Alternate Key Numbers: 1428360 and 1428386

Parcel Numbers: 15-19-26-0100-00B-01000 and 15-19-26-0100-00E-00200

Legal Descriptions:

Parcel 1: EUSTIS HEIGHTS, PARTIAL REPL LOTS 10, 11, 12, 13 BLK B, LOTS 3, 4, 5, 6, 9, 10, 11, 12 BLK C, THAT PART OF VACATED HIBISCUS RD LYING BETWEEN LOTS 10, 11, 12, 13 BLK B & LOTS 3, 4, 5, 6 BLK C PB 17 PG 4 ORB 6097 PG 162

Parcel 2: EUSTIS HEIGHTS, PARTIAL REPL LOT 2--LESS N 25 FT— LOTS 3, 4 BLK E PB 17 PG 4 ORB 6097 PG 162

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

WHEREAS, the subject property is reasonably compact and contiguous; and

WHEREAS, the annexation of this property will not result in the creation of enclaves; and;

WHEREAS, the subject property is located within the City of Eustis Planning Area, and water service is available to the property; and

WHEREAS, on May 16, 2024, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on June 6, 2024, the City Commission held the 2nd Public Hearing to consider the voluntary annexation of the property contained herein

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

SECTION 1.

That pursuant to, and under the authority of, Florida Statute 171.044, the City of Eustis, Lake County, Florida, does hereby annex and amend the municipal boundaries to include total approximately 3.03 acres of real properties, as described above.

A map depicting the location of the annexed property described above is attached hereto as Exhibit "A".

SECTION 2.

That the Director of Development Services shall be authorized to amend the City of Eustis Boundary Map to incorporate the change described in Section 1.

SECTION 3.

That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4.

That upon final passage and adoption, the City Clerk is hereby directed to file a copy hereof with the Clerk of the Circuit Court, the County Manager for Lake County, Florida, and the Department of State for the State of Florida within 7 days after the adoption of such ordinances.

SECTION 5.

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

SECTION 6.

That this Ordinance shall become effective upon passing.

SECTION 7.

That the property annexed in this Ordinance is subject to the Future Land Use Element of the Lake County Comprehensive Plan until the City adopts the Comprehensive Plan Amendment to include the annexed parcel in the City Comprehensive Plan.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this _____ day of _____, 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 ____ day of _____, 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 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

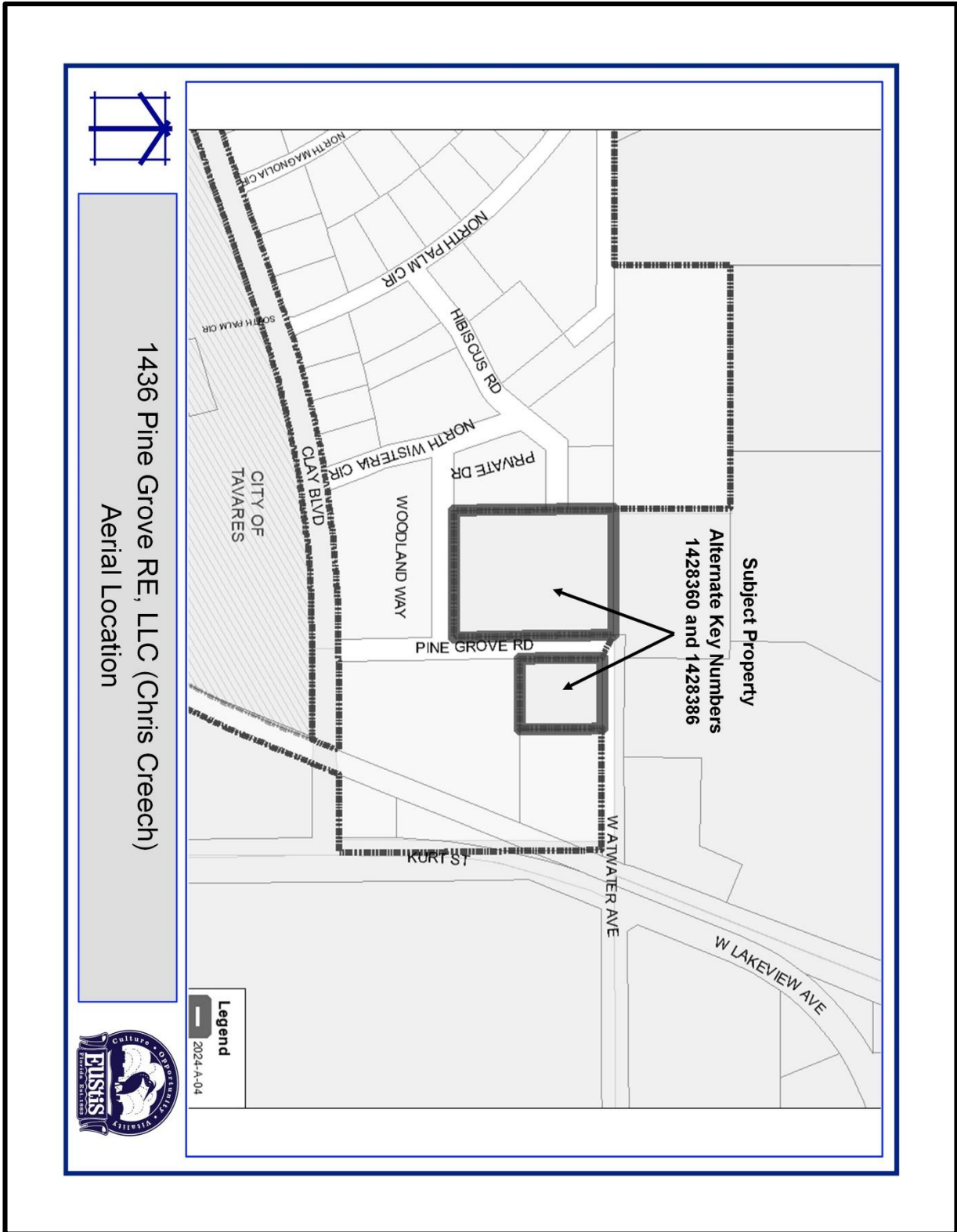
Date

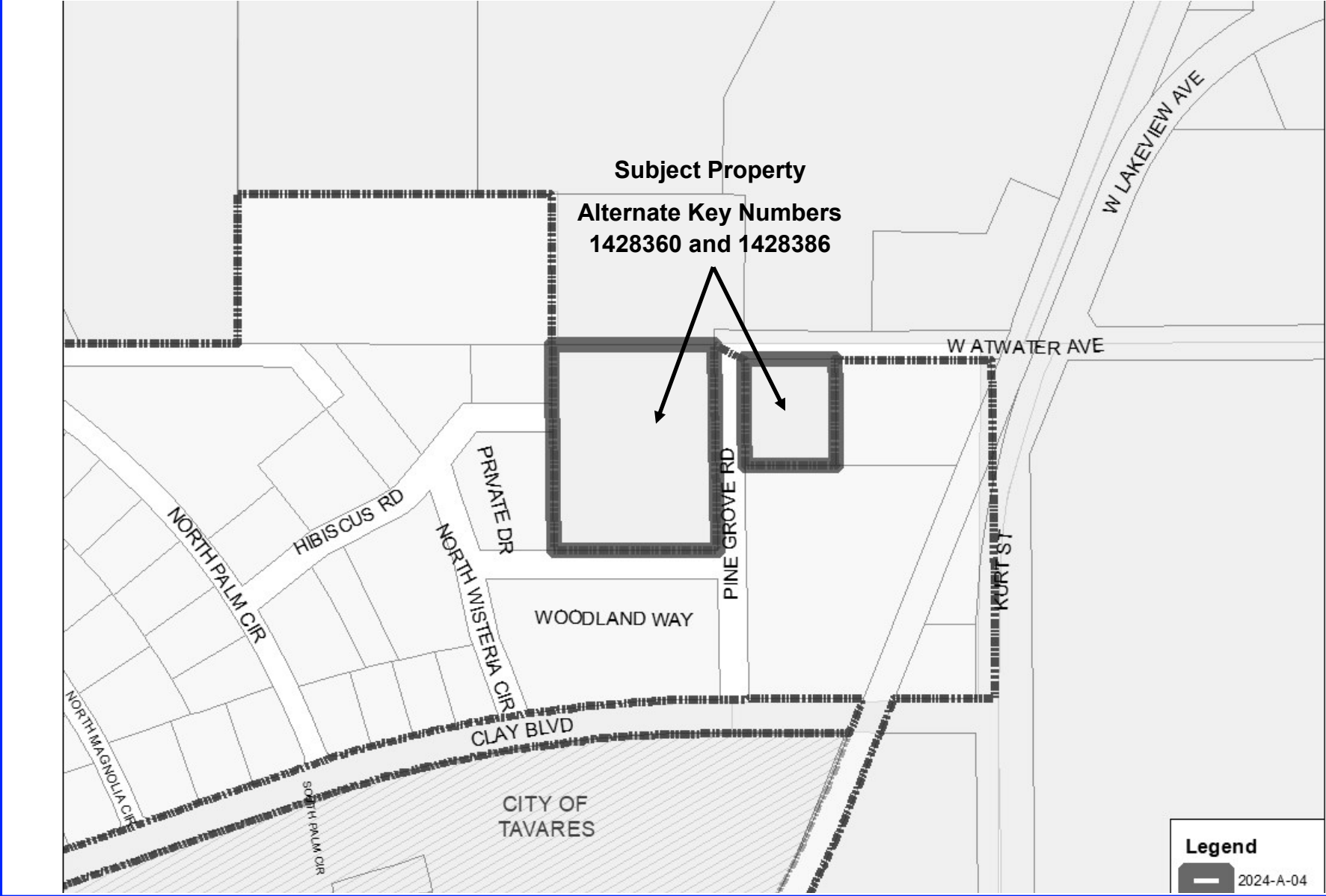
CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-22 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

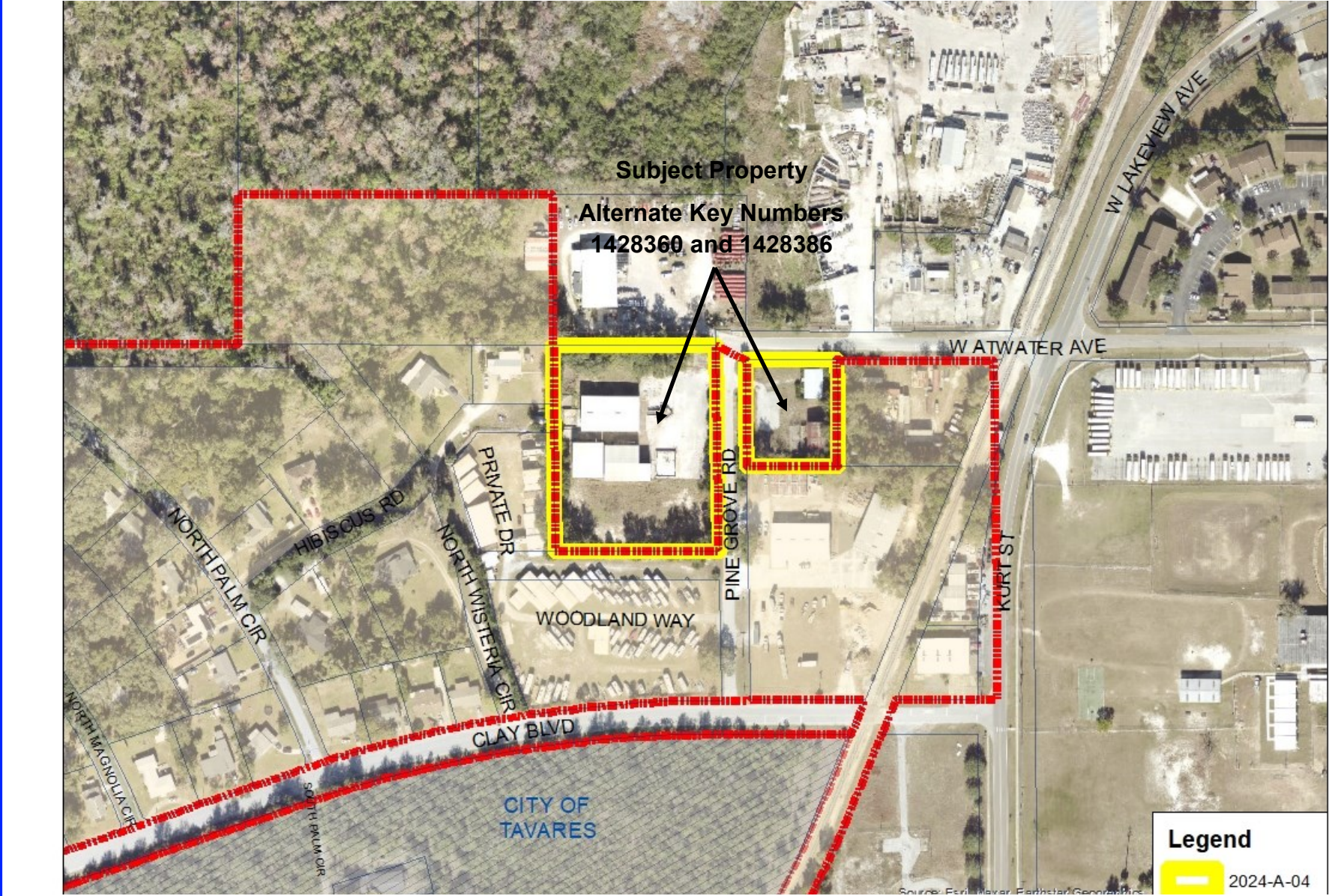
Exhibit A





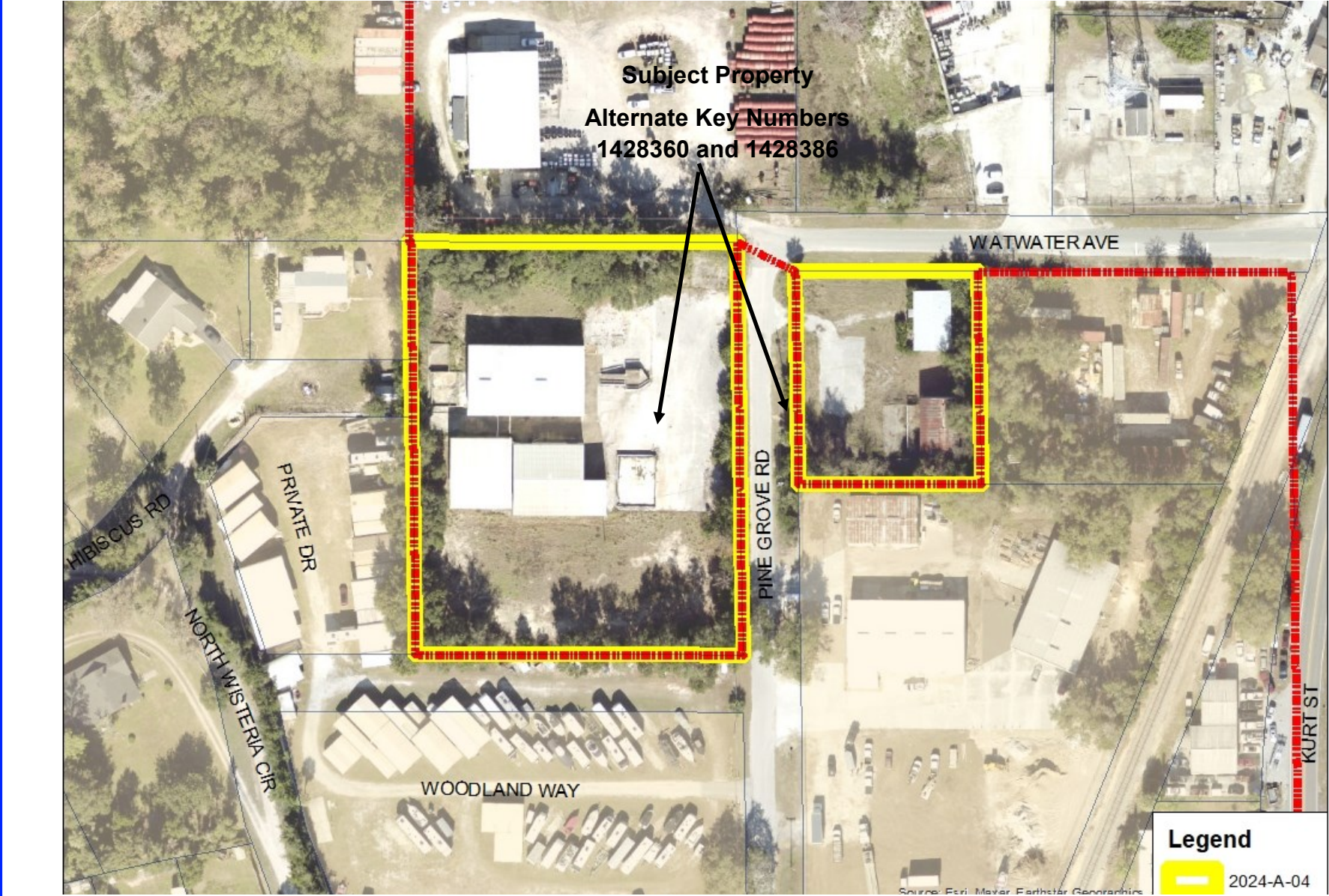
1436 Pine Grove RE, LLC (Chris Creech)
Aerial Location





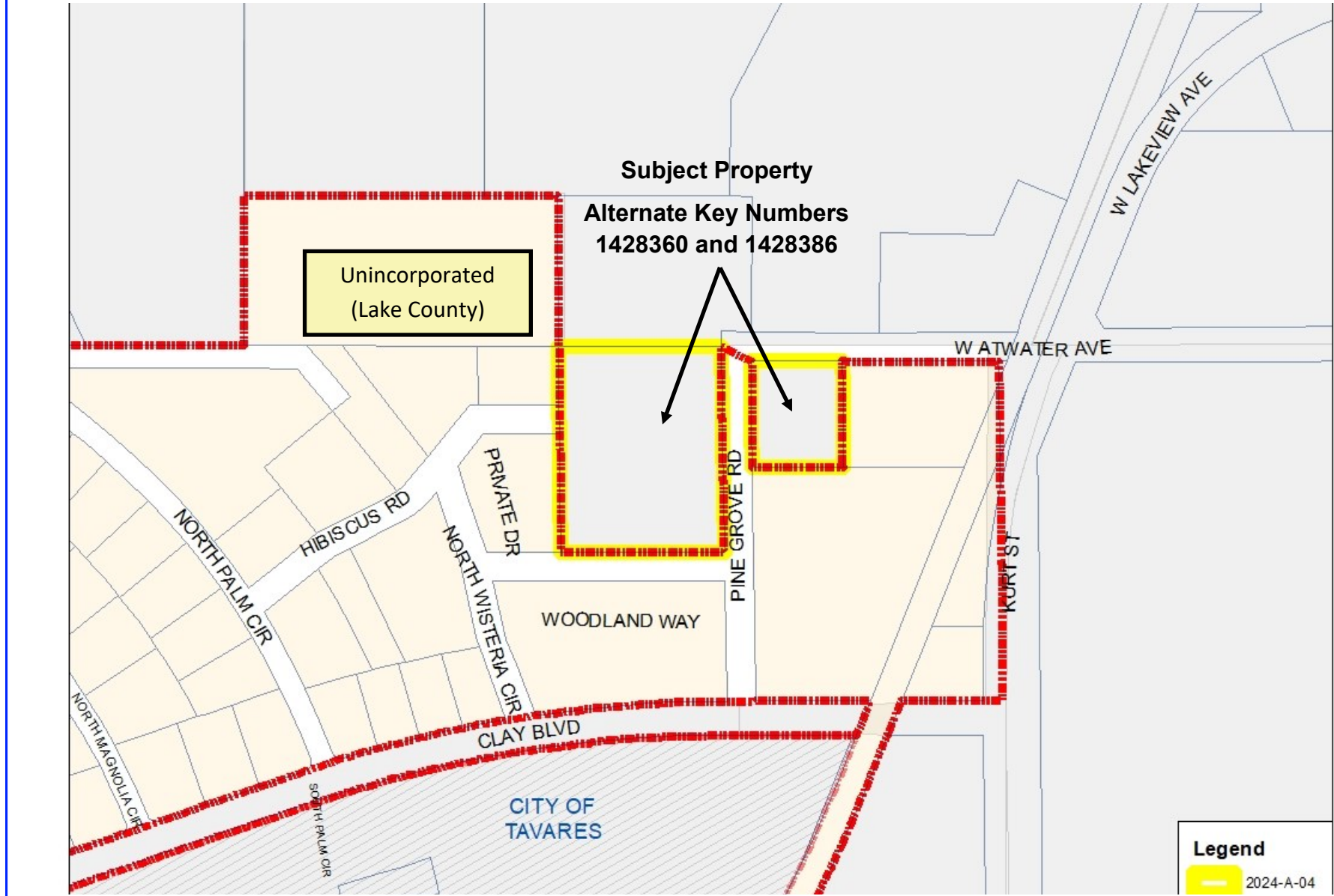
1436 Pine Grove RE, LLC (Chris Creech)
Aerial Location





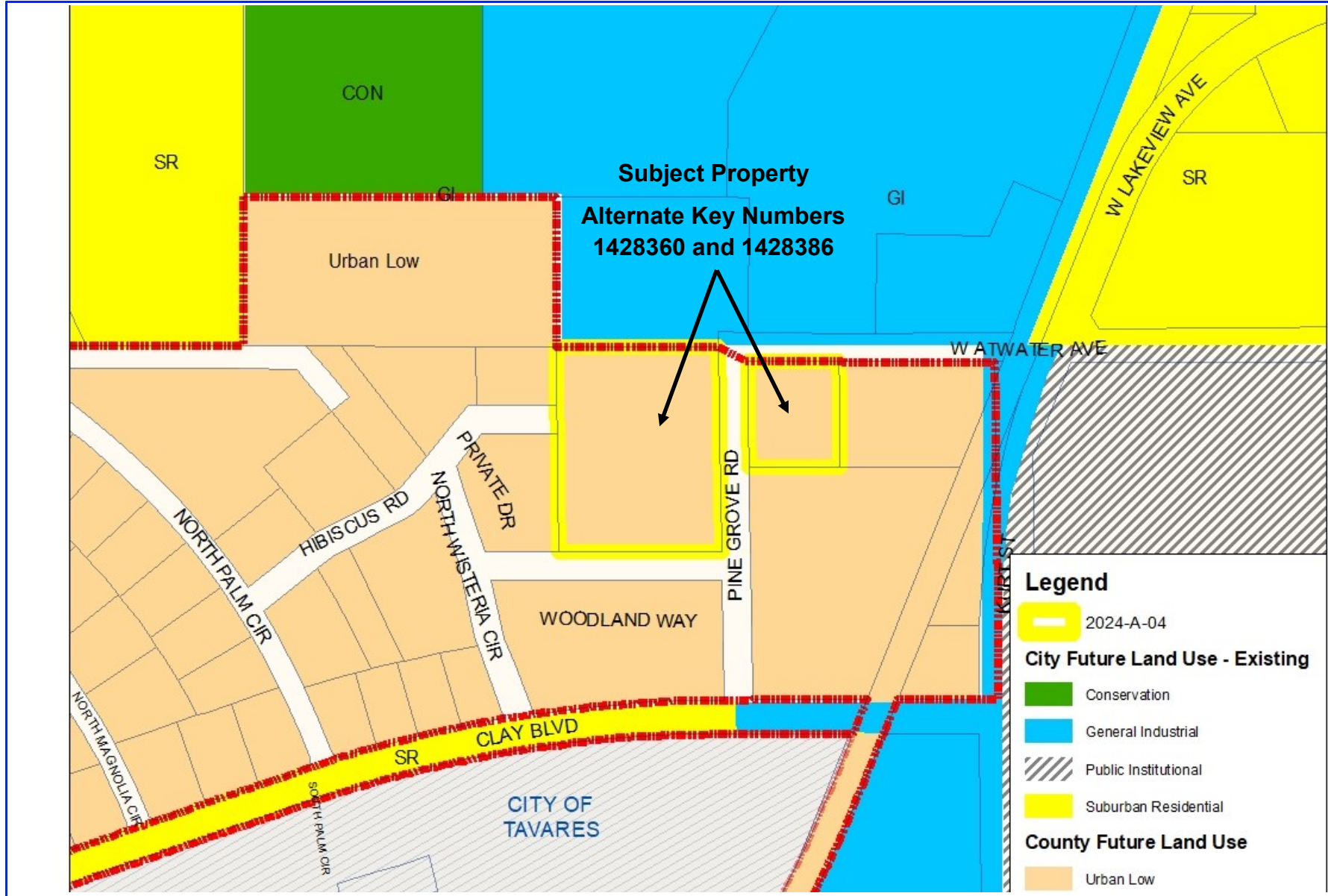
1436 Pine Grove RE, LLC (Chris Creech)
Aerial Location





1436 Pine Grove RE, LLC (Chris Creech)
Location





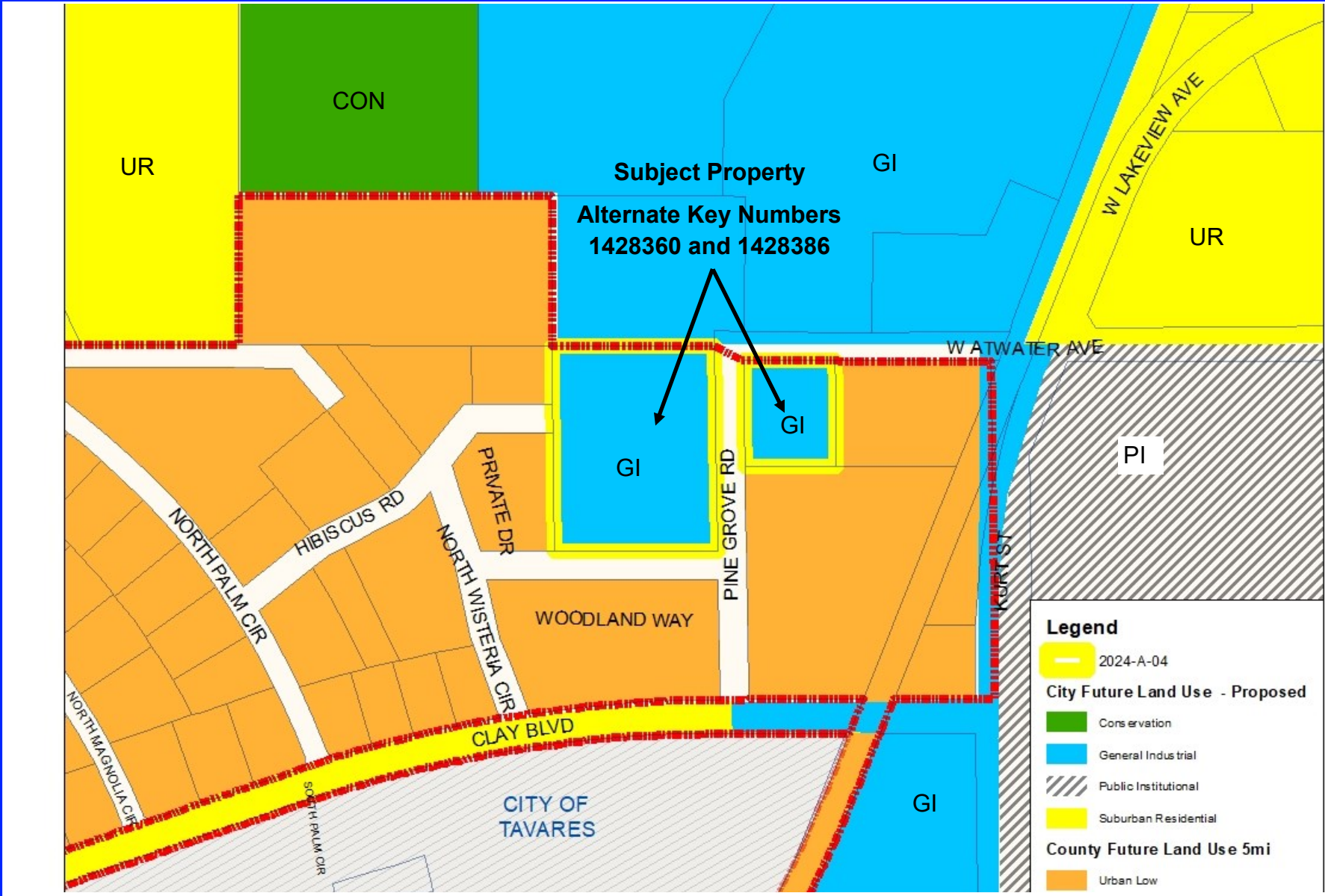
Legend

- 2024-A-04
- City Future Land Use - Existing**
 - Conservation
 - General Industrial
 - Public Institutional
 - Suburban Residential
- County Future Land Use**
 - Urban Low



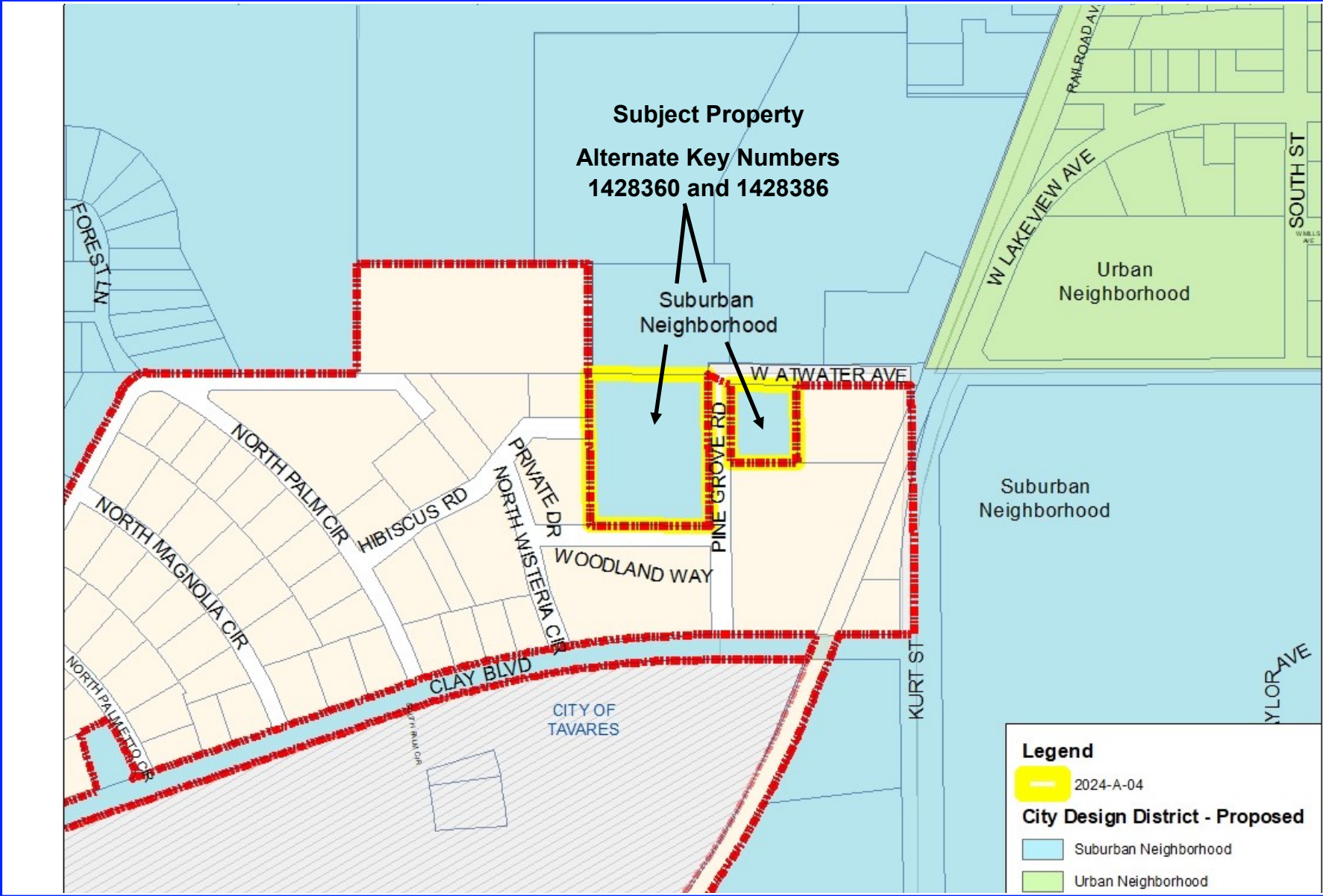
1436 Pine Grove RE, LLC (Chris Creech)
 Future Land Use (Current)





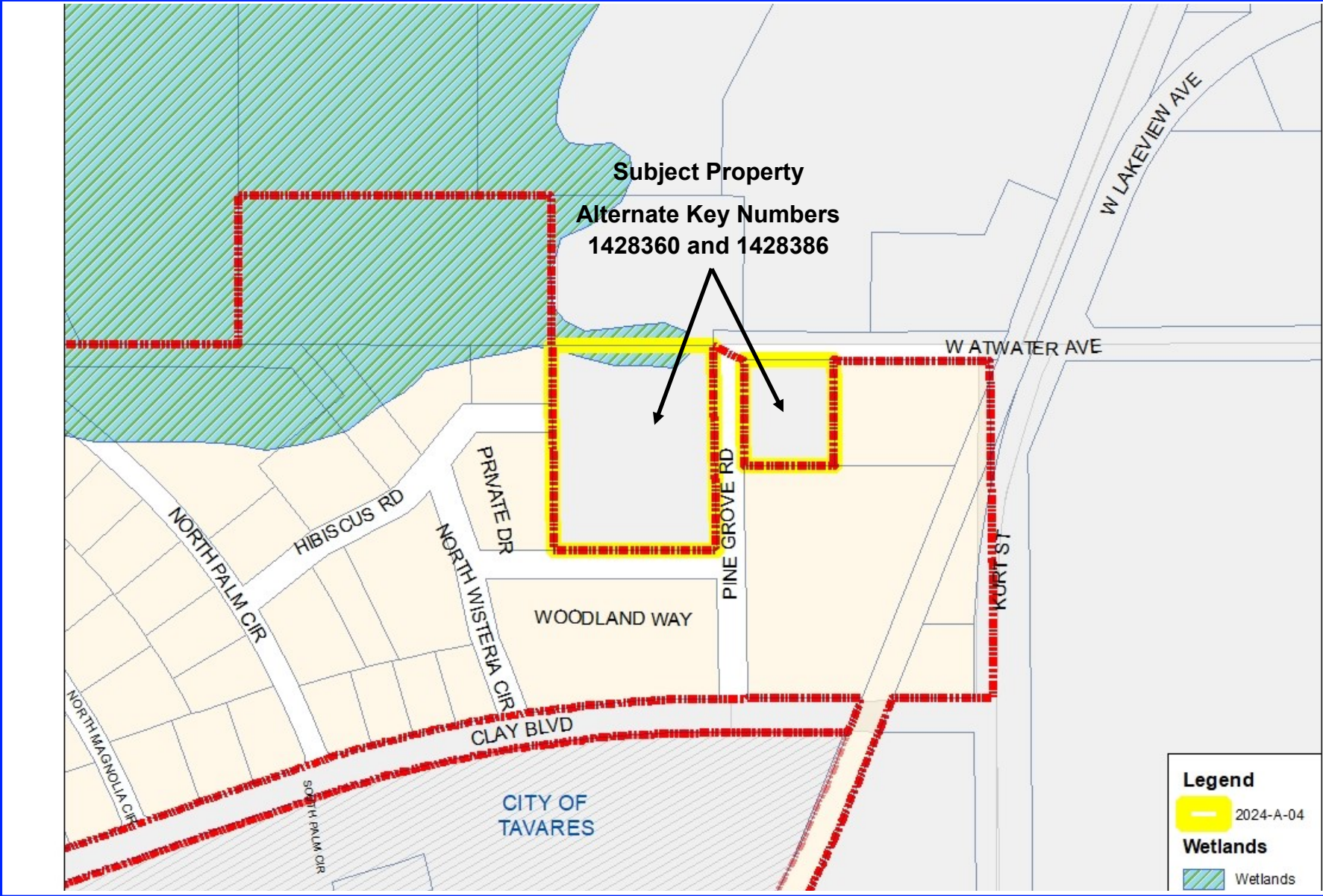
1436 Pine Grove RE, LLC (Chris Creech)
 Future Land Use (Proposed)





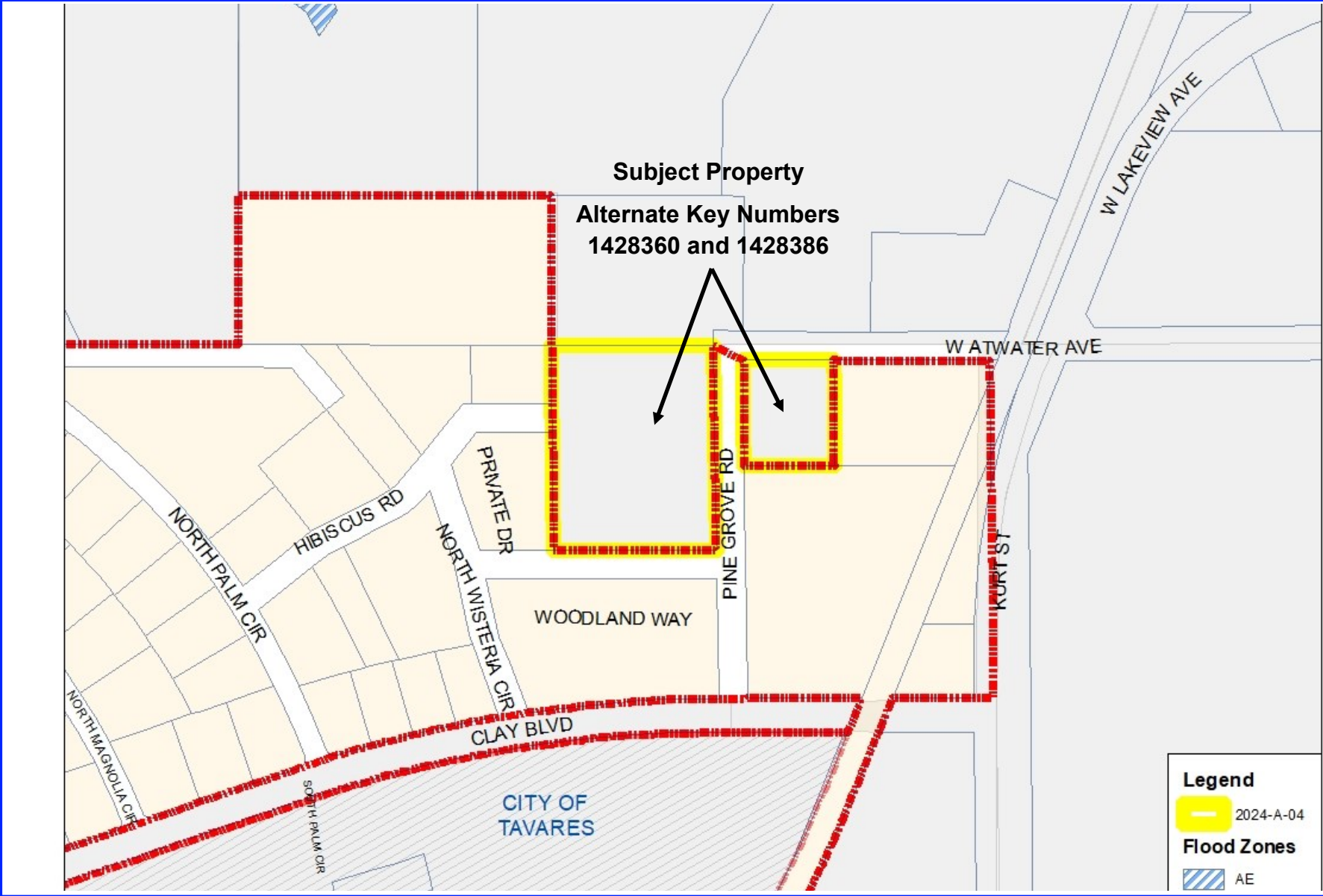
1436 Pine Grove RE, LLC (Chris Creech)
Design District (After)





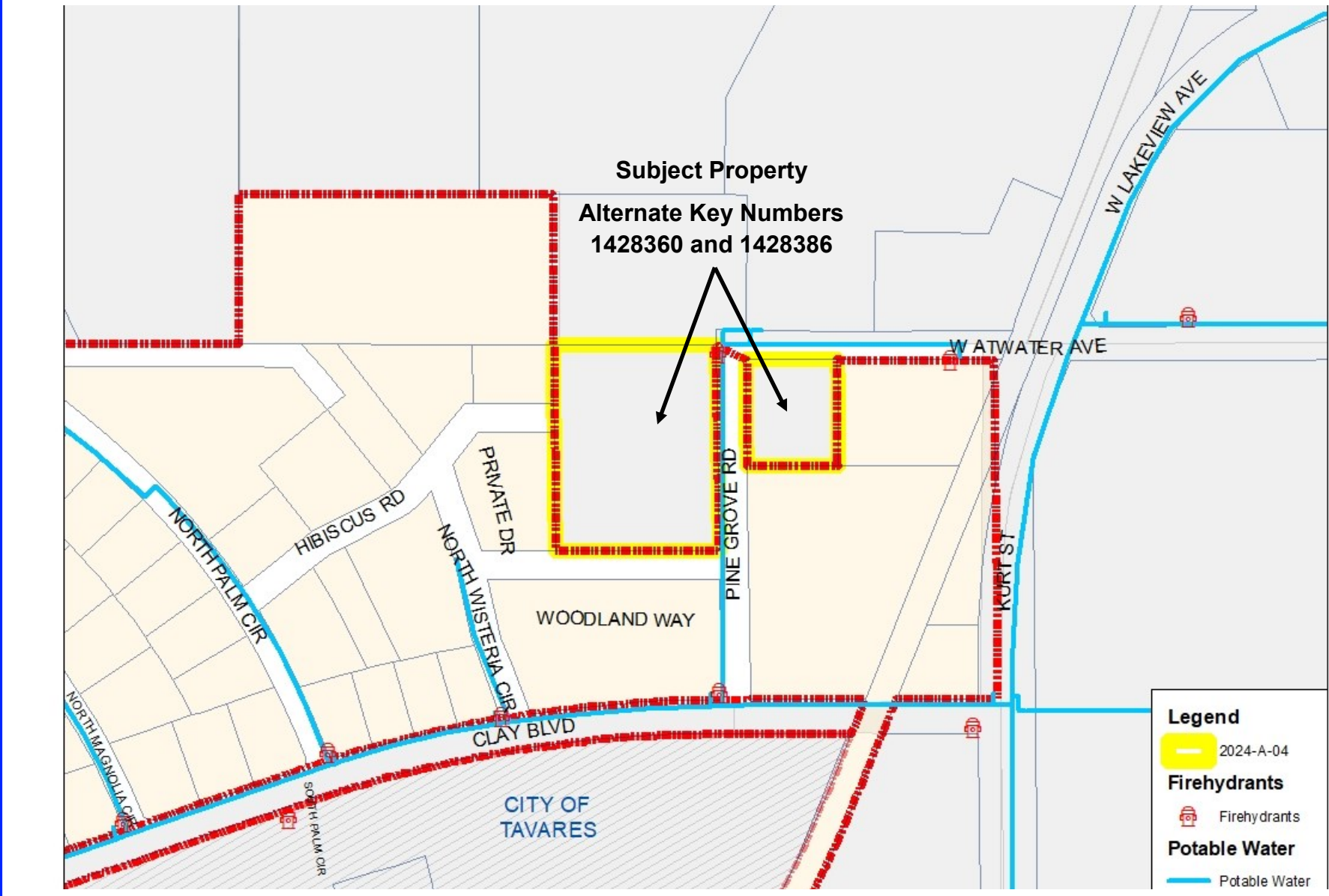
1436 Pine Grove RE, LLC (Chris Creech)
Wetland Map





1436 Pine Grove RE, LLC (Chris Creech)
Flood Zone





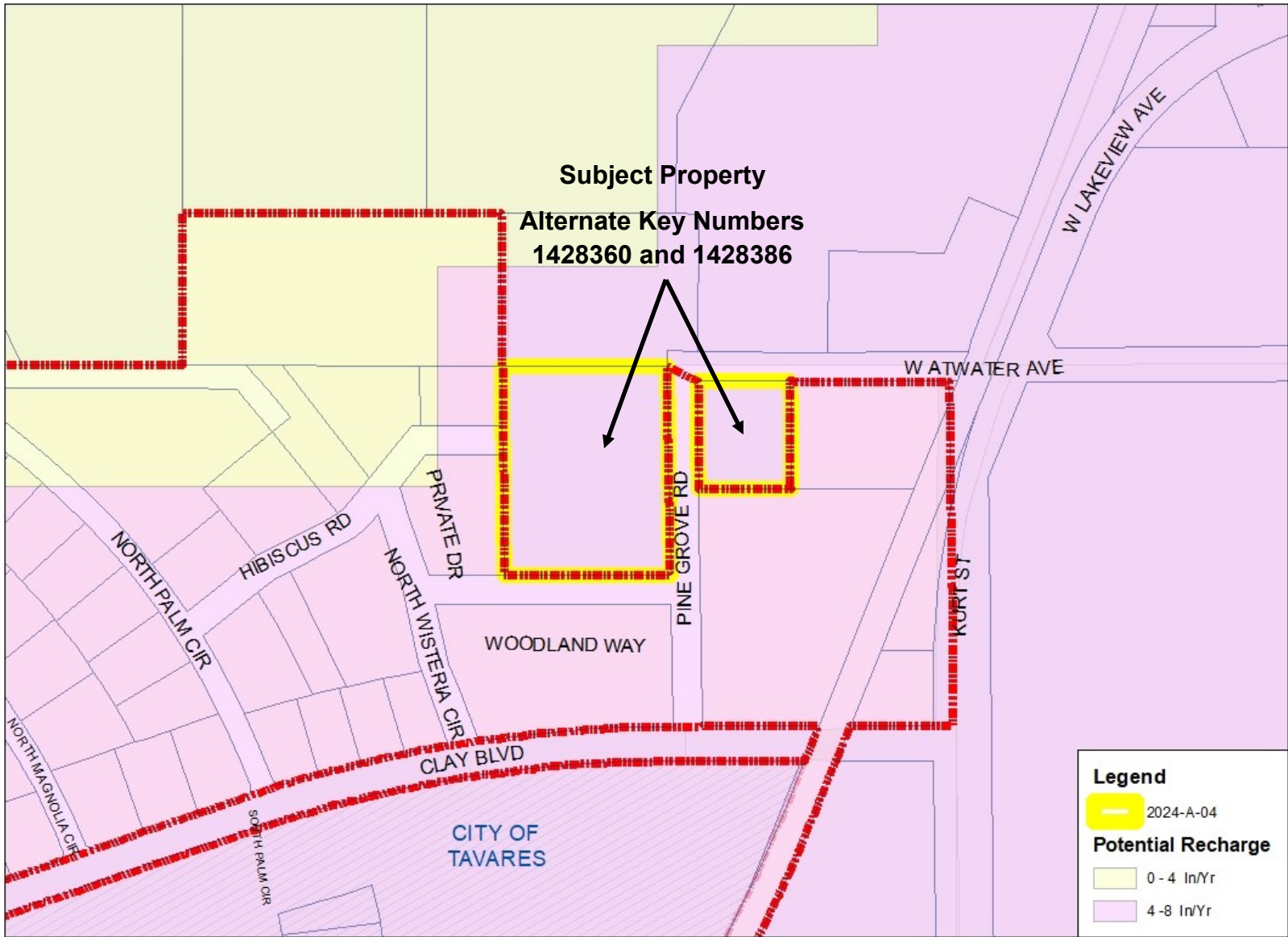
Legend

- 2024-A-04
- Firehydrants**
 Firehydrants
- Potable Water**
 Potable Water



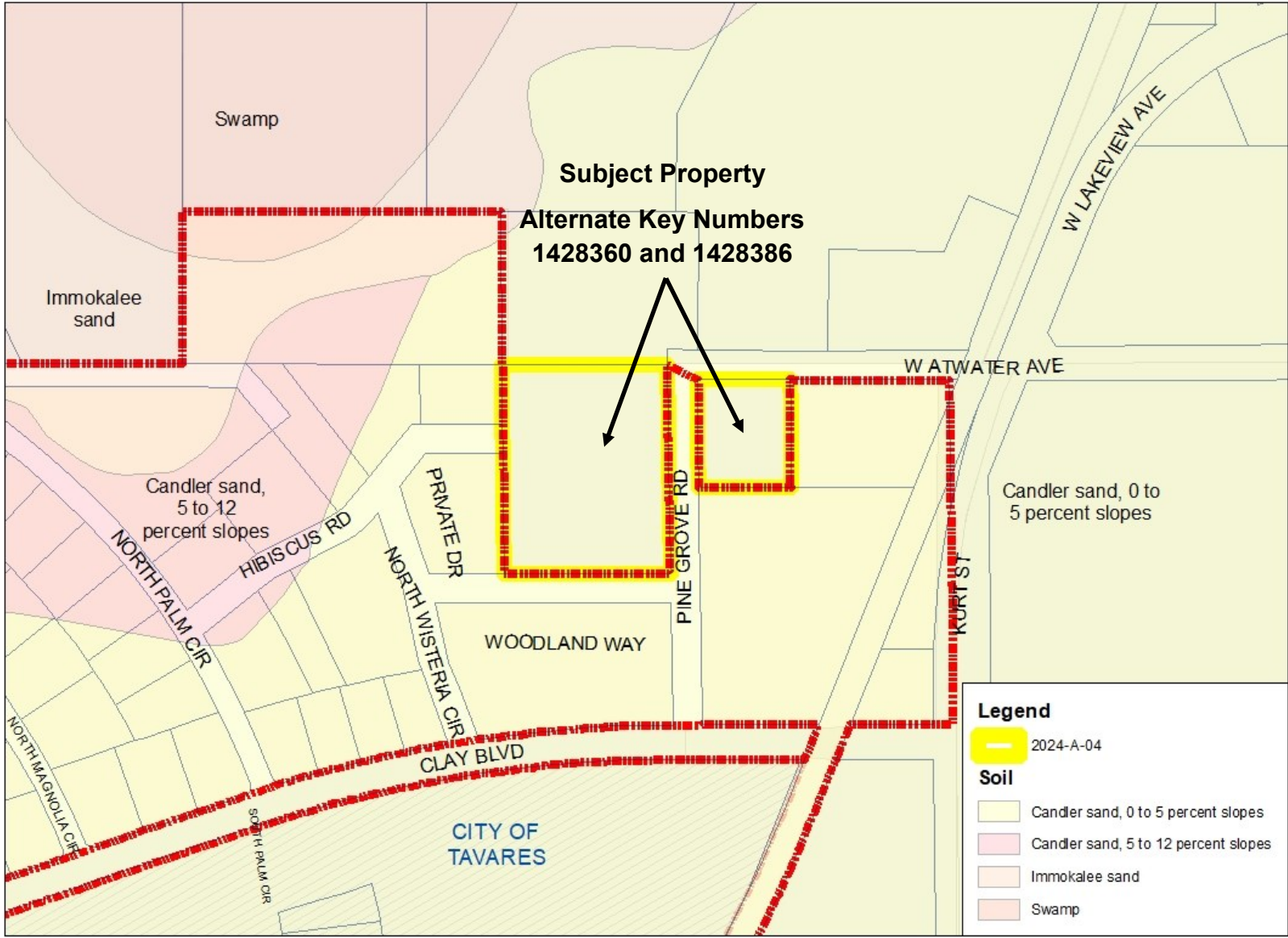
1436 Pine Grove RE, LLC (Chris Creech)
Utilities





1436 Pine Grove RE, LLC (Chris Creech)
Potential Recharge





1436 Pine Grove RE, LLC (Chris Creech)
USGS Soils Survey Map



ORDINANCE NUMBER 24-23

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AMENDING THE CITY OF EUSTIS COMPREHENSIVE PLAN PURSUANT TO 163.3187 F.S.; CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 3.03 ACRES OF REAL PROPERTIES AT ALTERNATE KEY NUMBERS 1428360 AND 1428386, ON 1436 PINE GROVE RD AND 1451 PINE GROVE RD. FROM URBAN LOW IN LAKE COUNTY TO GENERAL INDUSTRIAL IN THE CITY OF EUSTIS.

WHEREAS, on November 4, 2010, the Eustis City Commission adopted the City of Eustis Comprehensive Plan 2010-2035 through Ordinance Number 10-11; and

WHEREAS, State of Florida Department of Community Affairs found the City of Eustis Comprehensive Plan 2010-2035 In Compliance pursuant to Sections 163.3184, 163.3187, and 163.3189 Florida Statutes; and

WHEREAS, the City of Eustis periodically amends its Comprehensive Plan, in accordance with Chapter 163.3187 and 163.3191, Florida Statutes; and

WHEREAS, the City of Eustis desires to amend the Future Land Use Map Series to change the Future Land Use designation on approximately 3.03 acres of real property at Lake County Property Appraiser’s Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd and 1451 Pine Grove Rd, and more particularly described herein; and

WHEREAS, on May 16, 2024, the Local Planning Agency held a Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

WHEREAS, on May 16, 2024, the City Commission held the 1st Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation; and

WHEREAS, on June 6, 2024, the City Commission held the 2nd Public Hearing to consider the adoption of a Small-Scale Future Land Use Amendment for this change in designation;

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

SECTION 1.

Land Use Designation: That the Future Land Use Designation of the real property as described below shall be changed from Urban Low in Lake County to Suburban Residential within the City of Eustis:

Alternate Key Numbers: 1428360 and 1428386

Parcel Numbers: 15-19-26-0100-00B-01000 and 15-19-26-0100-00E-00200

Legal Descriptions:

Parcel 1: EUSTIS HEIGHTS, PARTIAL REPL LOTS 10, 11, 12, 13 BLK B, LOTS 3, 4, 5, 6, 9, 10, 11, 12 BLK C, THAT PART OF VACATED HIBISCUS RD LYING BETWEEN LOTS 10, 11, 12, 13 BLK B & LOTS 3, 4, 5, 6 BLK C PB 17 PG 4 ORB 6097 PG 162

Parcel 2: EUSTIS HEIGHTS, PARTIAL REPL LOT 2--LESS N 25 FT—

LOTS 3, 4 BLK E PB 17 PG 4 ORB 6097 PG 162

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

SECTION 2.

Map Amendment and Notification: That the Director of Development Services shall be authorized to amend the Future Land Use Map of the Comprehensive Plan to incorporate the change described in Section 1 and provide appropriate notification, in accordance with Florida Statutes.

SECTION 3.

Conflict: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4.

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

SECTION 5.

Effective Date: The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Florida Department of Commerce notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Commerce or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Commerce.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this _____ day of _____, 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 ____ day of _____, 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 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

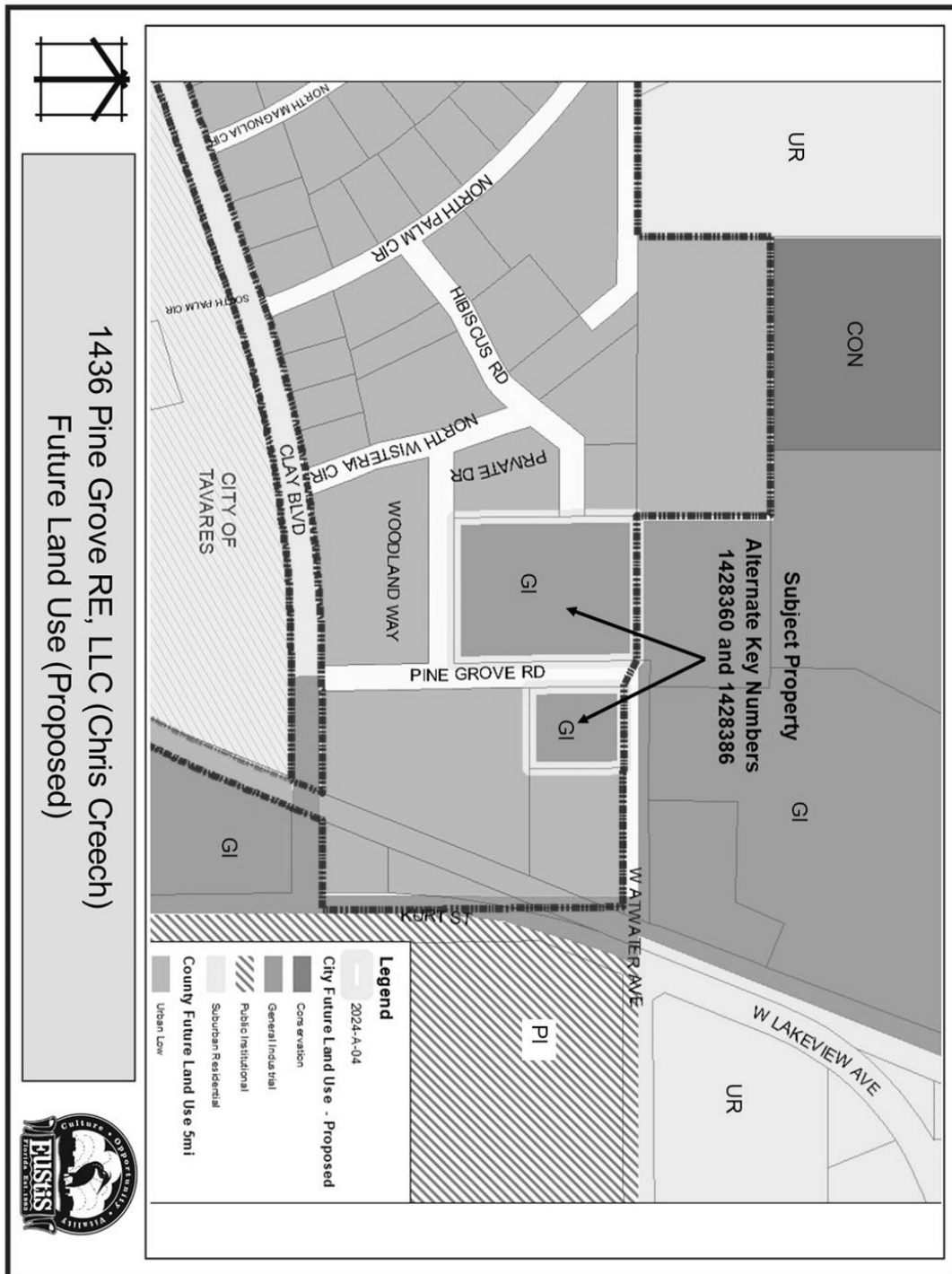
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-23 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



ORDINANCE NUMBER 24-24

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN NEIGHBORHOOD DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 3.03 ACRES OF REAL PROPERTIES AT ALTERNATE KEY NUMBERS 1428360 AND 1428386, ON 1436 PINE GROVE RD AND 1451 PINE GROVE RD.

WHEREAS, the City of Eustis desires to amend the Design District Map of the Land Development Regulations adopted under Ordinance Number 09-33 to assign a Design District designation of Suburban Neighborhood to approximately 3.03 acres of recently annexed real property further described below, and;

WHEREAS, on May 16, 2024, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on June 6, 2024, the City Commission held the 2nd Public Hearing to consider the adoption of the Design District Amendment contained herein;

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

Section 1. Design District Designation

That the Design District Designation of the real property described below and shown on Exhibit A shall be Suburban Neighborhood:

Alternate Key Numbers: 1428360 and 1428386

Parcel Numbers: 15-19-26-0100-00B-01000 and 15-19-26-0100-00E-00200

Legal Descriptions:

Parcel 1: EUSTIS HEIGHTS, PARTIAL REPL LOTS 10, 11, 12, 13 BLK B, LOTS 3, 4, 5, 6, 9, 10, 11, 12 BLK C, THAT PART OF VACATED HIBISCUS RD LYING BETWEEN LOTS 10, 11, 12, 13 BLK B & LOTS 3, 4, 5, 6 BLK C PB 17 PG 4 ORB 6097 PG 162

Parcel 2: EUSTIS HEIGHTS, PARTIAL REPL LOT 2--LESS N 25 FT— LOTS 3, 4 BLK E PB 17 PG 4 ORB 6097 PG 162

(The foregoing legal description was copied directly from Lake County Property Appraiser records submitted by the applicant and has not been verified for accuracy)

Section 2. Map Amendment

That the Director of Development Services shall be authorized to amend the Design District Map to incorporate the change described in Section 1.

Section 3. Conflict

That all Ordinances or parts of Ordinances in conflict herewith are hereby

repealed.

Section 4. Severability

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

Section 5. Effective Date

That this Ordinance shall become effective upon annexation of the subject property through approval of Ordinance Number 24-24.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this _____ day of _____, 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 ____ day of _____, 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 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 Ordinance Number 24-24 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

