



AGENDA

City Commission Meeting

6:00 PM – Thursday, November 21, 2024 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: VICE MAYOR EMILY LEE

CALL TO ORDER

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

1. AGENDA UPDATE

2. APPROVAL OF MINUTES

[2.1](#) November 7, 2024 City Commission Meeting

3. PRESENTATIONS

3.1 SWAT and Tobacco Free Florida Presentation by Michael Kerekes and Sarah MacDonald

3.2 Florida Budokan Presentation by Chelsey Velilla

4. APPOINTMENTS

[4.1](#) Reappointment to Eustis Firefighter's Pension and Retirement System Board of Trustees – Jeffrey Stephan

[4.2](#) Reappointment to Eustis Firefighter's Pension and Retirement System Board of Trustees - Charles R. McMaster

5. AUDIENCE TO BE HEARD

6. CONSENT AGENDA

[6.1](#) Resolution Number 24-104: Approval of Budget Amendment for Purchase in Excess of \$50,000 to enter into a three (3) year agreement for Network and Cybersecurity Services

7. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

[7.1](#) Resolution Number 24-90: Approving Final Subdivision Plat for Estes Reserve Subdivision, An 18-Lot Single-Family Residential subdivision, on Approximately 4.70 acres located North of Estes Road/Lake Lincoln Lane on the West Side of Estes Road Alternate Key Number 3862867

[7.2](#) Resolution Number 24-103: Approving a Final Subdivision Plat for Grand Isle Subdivision Located on the Northeast Corner of the Intersection of S. Fish Camp and Grand Island Shores Road (Alternate Key Number 1407745)

[7.3](#) Resolution Number 24-105: Preliminary Subdivision Plat for The Grove at Pine Meadows located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive (Alternate Key Numbers 3907758, 2831634 and 1588243)

7.4 Resolution number 24-106: Preliminary Subdivision Plat for Sager’s Cove (2024-S-03), a 5-lot single-family residential subdivision, on approximately 1.88 acres of property located on the south side of East Bates Avenue at 2596 East Bates Avenue (Alternate Key Number 1123461)

7.5 Explanation of Ordinances for Annexation of Parcel with Alt Key Number 1443270:
Ordinance Number 24-35 – Voluntary Annexation
Ordinance Number 24-36 – Comprehensive Plan Amendment
Ordinance Number 24-37 – Design District Assignment

SECOND READING

Ordinance Numbers 24-35: Voluntary Annexation of Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

7.6 **SECOND READING**

Ordinance Numbers 24-36: Comprehensive Plan Amendment Assignment of Future Land Use for Annexed Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

7.7 **SECOND READING**

Ordinance Number 24-37: Assignment of Suburban Corridor Design District for Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

7.8 **FIRST READING**

Ordinance Number 24-39: Amending Chapter 2, Article VI – Procurement Procedures

8. OTHER BUSINESS

8.1 Acceptance of 2024 City Commission Election Results

8.2 E-Billing and AutoPay Incentives

9. FUTURE AGENDA ITEMS AND COMMENTS

9.1 City Commission

9.2 City Manager

9.3 City Attorney

9.4 Mayor

10. ADJOURNMENT

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

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



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: November 21, 2024

RE: Approval of Minutes

November 7, 2024 City Commission Meeting

Introduction:

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

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary C. Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk



MINUTES

City Commission Meeting

6:00 PM – Thursday, November 07, 2024 – City Hall

INVOCATION: MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS

CALL TO ORDER: 6:07 P.M.

Mayor Holland highlighted the elections, expressed appreciation to all of the Commission candidates and congratulated Vice Mayor Lee on her re-election.

Vice Mayor Lee thanked everyone for their support highlighting her campaign treasurer and others.

Mayor Holland noted that Commissioner Hawkins was unopposed so he could serve another four years.

Commissioner Hawkins thanked everyone for their support and his interpretation of being unopposed was that he was on the right track.

Vice Mayor Lee expressed appreciation to her opponent Blake Griswold and commented on how they respected each other during the election.

Mayor Holland congratulated George Asbate on his election to Seat #4.

Commissioner-elect Asbate commented on the length of the campaign, expressed appreciation to his supporters and the Commissioners and cited his efforts to keep the campaign positive. He expressed appreciation to Nicie Allen Parks and John Potts on how well they kept their campaigns positive.

ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

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

1. AGENDA UPDATE

Tom Carrino, City Manager, announced that two items were being removed from the Consent Agenda: 1) Resolution Number 24-92 to allow staff time to look at additional vendors; and 2) Resolution Number 24-100 due to there being multiple members to that agreement and the need to allow for that coordination.

2. APPROVAL OF MINUTES

July 15, 2024 City Commission Workshop – Utilities

October 3, 2024 City Commission Meeting

October 17, 2024 City Commission Meeting

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

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

3. PRESENTATIONS

3.1 Recognition of Bella Carter - 2024 World Wakeboarding Champion

Mayor Holland recognized Bella Carter on winning the 2024 Junior World Wakeboarding Championship. He noted that her family has been involved with the community for a number of years and has owned the Ace Hardware in Eustis for years.

3.2 Recognition of Parks and Recreation Department for 2024 Trunk or Treat

Mayor Holland complimented Sam Brinson and his team for the inaugural 2024 Trunk or Treat at Carver Park. He commented on the involvement of most of the City departments. He congratulated Mr. Brinson and Mr. Brinson then recognized the following team members for their work on the event: Jerry Fisher, Rachel Ammon, Sara Alvarez-Torres, Anna Vilches, Lorenzo Hayward, Rodney Stanzel, Chris Andres, Curtis Robertson, Ray Bruno, Jaime King, Lewis Wright, Jayden Palmer, Mathew Mackenzie, Sophia Saledin, Sophia Durret, Kaleigh Burkenhouse, Samariah Baptists, Harrison Martin, and Wilbur Peterson. He thanked them for all their good work and noted the upcoming Winter Fest.

3.3 Organizational and Event Support Grant to Paws Therapy Dogs, Inc.

Tom Carrino, City Manager, introduced Robin Richter, Secretary for PAWS Therapy Dogs, who thanked the Commission for their support. Mayor Holland presented their check for \$1,750.

3.4 Organizational and Event Support Grant to LifeStream, Inc./Open Door

Commissioner Ashcraft presented the check in the amount of \$4,300 to Lifestream, Inc./Open Door.

3.5 America In Bloom Presentation

Vice Mayor Emily Lee commented on the City's involvement in the America In Bloom (AIB) program and cited the beautification programs supported by AIB such as education for children and adults, increasing pollinators, improving historical sites, enhancing City entrances and attracting more visitors. She noted that the City's committee meets monthly to plan and implement Lake Beautiful and America in Bloom objectives. She noted that she and former Commissioner Nan Cobb attended the AIB symposium in 2023 at which the City won two awards. In 2024, the entire committee was able to attend the symposium and the City was nominated for three awards and won one award. She introduced the Eustis AIB Committee.

Michelle Saxman, City Engineering Department, addressed the Commission on behalf of the committee. She commented on the need to include the businesses and community and how the program enhances civic pride. She cited the programs being presented by the Eustis Memorial Library as part of AIB. She noted the various murals spread throughout the community and commented on the various community clean up programs. She further commented on the following activities: 1) various cultural and community events; 2) the building rehabs including plantings for beautification; 3) park improvements being done by the City; 4) Arbor Day event and Tree City USA award; 5) Increase in fines for unauthorized tree removal; and 6) many supporting organizations. She then played a video regarding volunteerism for AIB.

Elis Forman, committee member, thanked Commissioner Ashcraft and others for their assistance and provided gifts to the Commissioners.

Mayor Holland encouraged citizens to visit the Clifford House and Mega Place butterfly garden.

Sally Mayer, committee member, presented to the Commission the most recent award won by the City from America in Bloom.

Vice Mayor Lee expressed support for more volunteers and noted that there are two community gardens - one for youth and one for adults. She also encouraged the public to contact the committee members to volunteer or with ideas.

4. AUDIENCE TO BE HEARD: None

5. CONSENT AGENDA

Items # 5.3 (Resolution Number 24-92) and # 5.11 (Resolution Number 24-100) were removed from consideration.

5.1 Resolution Number 24-89: Axon Enterprise, Inc. Contract Renewal

5.2 Resolution Number 24-91: Parks and Recreation Elizabeth Circle Park Playground

~~5.3 Resolution Number 24-92: Parks and Recreation Lighting Detection System for Pool/Ferran Park, Sunset Park, Dog Park and Carver Park~~

5.4 Resolution Number 24-93: Bid Award for Construction Services for the Ferran Park Seawall Rehabilitation Project

5.5 Resolution Number 24-94: Purchase of Physical Fitness Equipment for the Eustis Police Department with the JAGC Grant

5.6 Resolution Number 24-95: Purchase in Excess of \$50,000 for a New Bucket Truck

5.7 Resolution Number 24-96: Purchase in Excess of \$50,000 for a New Street Sweeper

5.8 Resolution Number 24-97: Approval of a Purchase in Excess of \$50,000 for Two Caterpillar Excavators

5.9 Resolution Number 24-98: Approval of Annual Purchases in Excess of \$50,000

5.10 Resolution Number 24-99: Approving the Grove Street Water Main Relocation Project Total Expenditure in Excess of \$50,000

~~5.11 Resolution Number 24-100: Approval of MOU for Continuance of MID-FLA SWAT Partnership~~

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, moved to approve the Consent Agenda, minus Resolution Number 24-92 and Resolution Number 24-100. Motion passed on the following vote:

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

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 24-90: Acceptance of the Final Subdivision Plat for Estes Reserve and acceptance of a Maintenance Bond

Sasha Garcia, City Attorney, read Resolution Number 24-90 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a final subdivision plat for the Estes Reserve Subdivision, an 18-lot single family residential subdivision, on approximately 4.70

acres located north of Estes Road/Lake Lincoln Lane on the west side of Estes Road (Alternate Key Number 3862867).

Mike Lane, Development Services Director, reviewed the requested final subdivision plat from property owner, Burgland Investments, LLC and applicant Christopher Germana, Germana Engineering. He provided a history of the property development noting the property was annexed in 2021 and the preliminary plat approval was in 2023. He indicated the preliminary subdivision plat was approved in 2024. The subdivision has now been completed and the City has received the maintenance bond to cover the next two years before the City accepts the infrastructure. He stated the property is designated Suburban Residential and Suburban Neighborhood. He added that the project does meet the City's goals and objectives of the City's land development regulations and comprehensive plan. He stated staff's recommendation for approval.

The Commission noted the proximity of a new subdivision and questioned the separation between the two with Mr. Lane responding there is a buffer between the two. He indicated a number of trees are being retained on the north side and a fence is already in place on the south side.

Attorney Garcia opened the public hearing at 6:44 p.m.

Cindy Newton expressed concern regarding the retention ponds, open space, and property line setbacks and requested the item be tabled until the Commission looks to see what constitutes open space. She cited Map 19 and comprehensive plan issues.

Jason Lee Burgland, Burgland Investments, approached the Commission to answer questions.

The Commission asked if the top retention pond was one foot off the property line with Mr. Burgland responding he would have to look at the survey to tell. The Commission then asked if there were any flooding issues after the last rainstorm. They questioned if he had been out there after that.

Mr. Burgland responded that he takes drone footage twice per week and was out there right after the storm and there wasn't even any water in the bottom of the ponds. It had all perked. He then stated that, historically, the properties to the north are actually above elevation and those properties actually flow to his property. He referred to the topographical map and noted a buffer on the south side of the site adjoining a subdivision. He emphasized that the ponds fully recovered within a day after the hurricane. He explained that they would be filing as-builts that will show the property is built to the specifications.

The Commission asked about the retention pond to the north and asked if they included a play area for children with Mr. Burgland responding that there is a walking trail through there with tree prevention in lieu of a tot lot. He indicated that it will go through to Estes Road.

Mr. Carrino added that the neighbor had asked for tree preservation and buffering so they had provided a wider strip.

The Commission asked about the one-foot distance to the boundary with Mr. Burgland responding he couldn't answer that without looking directly at the construction plans but it would be hard for him to believe that. He noted that the ground probably has been disturbed due to the construction.

Mr. Carrino indicated that Ms. Newton also mentioned the level of the slope. He stated that the City code requires a 4 to 1 slope or you have to have a fence and can't use it as open space. He pointed out that 5 to 1 is actually a less severe slope than 4 to 1.

There being no further public comment, the hearing was closed at 6:53 p.m.

Following a motion and second to approve, Commissioner Hawkins asked that the item be postponed so that he could go out and look at the site. Commissioner Ashcraft asked Mike Lane to clarify the issue regarding the slopes.

Mr. Lane stated that it is well within the code to allow the retention pond without a fence.

Discussion was held regarding how to proceed with Attorney Garcia stating that to postpone, there would need to be a motion to reverse the initial motion. Mayor Holland stated they could amend the motion and postpone to the next meeting.

Motion made by Commissioner Ashcraft, Seconded by Commissioner Hawkins, to amend the motion to approve and to postpone consideration to the next available meeting. Motion passed on the following vote:

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

6.2 Resolution Number 24-101: Reduction of Fine/Release of Lien - 309 E. Woodward Ave

Attorney Garcia read Resolution Number 24-101 by title: A Resolution of the City Commission of the City of Eustis, Florida; providing for a reduction of outstanding code enforcement fines and release of code enforcement liens recorded against 309 East Woodward Avenue upon satisfaction of conditions and full payment of reduced fine.

Eric Martin, Code Enforcement Supervisor, reviewed the request for reduction of fines against 309 East Woodward Avenue and release of liens. He explained the request is to reduce the liens from \$220,400 to \$11,250 and was approved by the Code Enforcement Board with certain conditions. He indicated the conditions are as follows: 1) Transfer of ownership to SOS Property Solutions LLC; 2) Payment of the reduced fine; 3) Clearing the property of all overgrown conditions and accumulations; 4) Removal of hazardous tree and fallen branches from the backyard; 5) Removal or replacement of the dilapidated fencing facing Woodward Avenue; and 6) Obtaining permits and completing all work necessary to repair and rehabilitate the single family dwelling that is currently unsafe and unfit for human occupancy. He clarified that the reduction would be null and void if the reduced payment is not paid by January 6, 2025 or if the applicant sells the property prior to completion of the conditions. He stated staff's recommendation for approval. He confirmed that the property is not yet in compliance but the buyer is the one that will be bringing it into compliance.

The Commission asked the process for determining the reduction with Mr. Martin explaining that the purchaser is paying \$75,000 for the property and the current owner has promised to pay 15% of the sale proceeds to the City which is the \$11,250. He noted that the market value of the property is only \$88,500. He confirmed that the \$11,250 would cover the costs to the City.

The Commission asked what months the 2004 cases were in with Mr. Martin responding he did not bring that information with him. The Commission asked if the case concerning no building permit for interior and exterior repairs, alterations and construction was issued before or after August with Mr. Martin indicating he did not prepare a timeline for the various cases.

Police Chief Craig Capri commented that the property was a menace. He noted he met with the new owners and it will become an asset to the community. He emphasized that their goal is to gain compliance not to obtain fines. He stated the community has contacted him

regarding the site. He commented on the history of the property and how happy the neighbors are.

Mr. Martin explained there were a multitude of violations and stated that the owner has not been able to close due to the existing liens. He stated that, with the release of lien, they will be able to close and then they can have contractors come in and clean-up the property.

Attorney Garcia commended Mr. Martin and Chief Capri for their efforts to reach out to property owners to get violations remedied. She opened the public hearing at 7:08 p.m. There being no public comment, the hearing was closed at 7:08 p.m.

Motion made by Commissioner Ashcraft, Seconded by Commissioner Hawkins, to approve Resolution Number 101. Motion passed on the following vote:

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

6.3 Resolution Number 24-102: Reduction of Fine/Release of Lien - 124 E. Ward Avenue

Attorney Garcia read Resolution Number 24-102 by title: A Resolution of the City Commission of the City of Eustis, Florida; providing for a reduction of outstanding code enforcement fines and release of a code enforcement lien recorded against 124 East Ward Avenue upon satisfaction of conditions and full payment of reduced fine.

Mr. Martin reviewed the request for fine reduction and release of liens against 124 E. Ward Avenue. He indicated that the total fines equal \$102,300 and the request is to reduce the fines to \$2,000 and release the lien upon payment of the fines and completion of the conditions outlined in the resolution. He stated the conditions are for the property to be transferred to Kathleen Jensen and Patricia Jensen, the applicants, payment of the reduced fine and demolition of the unsafe structure and the dilapidated detached garage. He added that this case was originally approved for foreclosure by the Commission; however, the Commission asked Code Enforcement to try and find some heirs for the property. He indicated they were unsuccessful in that effort; however, a probate company contacted the City June 25, 2024. He explained the company's purpose is to look for heirs for distressed properties. In June 2024, they filed a Petition for Summary Judgement for the distribution of Philip Metz's estate. It was approved on July 29, 2024. On August 2, 2024, a Quit Claim Deed was recorded transferring ownership to EstateCo LLC as trustee of the 124 E. Ward Ave. Land Trust. He stated they did a lot of work on the grounds with the intent of selling the property. Staff determined that the property was unsafe. At that time, Patricia Jensen became interested in the property. He noted she has been mowing the grass and trying to keep vagrants out of the property. He expressed staff's support for approval of the resolution.

The Commission asked how long they have to complete the conditions with Mr. Martin responding she has until February 5, 2025 to pay the fine; however, there is no deadline on the demolition.

Commissioner Hawkins disclosed that he has had conversations with Ms. Jensen and commented on how well she has improved the neighboring property.

Attorney Garcia opened the public hearing at 7:13 p.m.

Lou Ronkit, contractor for the house next door, commented on how redeveloping such properties improve the neighborhoods and agreed that the subject property was too dilapidated to be restored.

There being no further public comment, the hearing was closed at 7:14 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to approve Resolution Number 24-102. Motion passed on the following vote:

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

6.4 FIRST READING

Ordinance Number 24-37: Assignment of Suburban Corridor Design District for Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

Attorney Garcia read Ordinance Number 24-37 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Corridor design district designation to approximately 0.34 acres of real property at 2505 E. Orange Avenue, Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, north of E. Orange Avenue.

Jeff Richardson, Deputy Development Services Director, reviewed the requested design district designation of Suburban Corridor for the property located at 2505 E. Orange Avenue. He explained the ordinance is affiliated with Ordinances 24-35 and 24-36, which was for annexing the property and providing a Residential Transitional land use designation. He stated the item was previously tabled due to an error in the agenda packet; however, the advertising was correct. He stated staff's recommendation for approval.

Attorney Garcia opened the public hearing at 7:17 p.m. There being no public comment, the hearing was closed at 7:17 p.m.

Motion made by Commissioner Ashcraft, Seconded by Vice Mayor Lee, to approve Ordinance Number 24-37 on first reading. Motion passed on the following vote:

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

7. OTHER BUSINESS

7.1 Discussion for Tour Boat Operation on Lake Eustis

Al Latimer, Economic Development Director, reported that in March the Mayor compiled a group of City staff, Chamber members and Chamber staff to meet with Trident Pontoons to discuss options for beginning tour boat operations on Lake Eustis. He noted the presence of Fred Cunningham, representing Trident. Subsequently, City staff researched tour boat operations, what it would cost, safety issues, vessels and necessary infrastructure. They also contacted other cities that already have tour boat operations. They also spoke with Lake Adventures regarding tour boat operations. Randy Conner with Lake Adventures assured staff that the tour boat operation would not conflict with his watercraft business.

Mr. Latimer indicated they discussed franchise agreements and possible terms and conditions as well as what would be needed to operate successfully at the lakefront. He stated that Rick Gierok compiled some information regarding the cost for the infrastructure. He added that the total estimated cost is \$204,125.

The Commission asked about the proposed location with Mr. Latimer confirming it would be near the Chamber of Commerce building. They then asked if that is where it should be permanently and whether the City should wait until the downtown master plan is completed with Mr. Latimer responding that input on that location was discussed during master plan

meetings. He indicated it is included in the master plan which will be presented in a few weeks.

Mr. Carrino stated that staff and Mr. Cunningham did discuss alternate locations both temporary and permanent, but this location is preferred as the permanent location.

The Commission asked how far out the additional dock will extend due to the boat races with Mr. Carrino responding that it would be an L-shape to the north and run parallel. He stated that if there is a 50-foot pontoon boat docked, then the races might have to shift a little.

Mr. Latimer stated that the boat would be a 50-foot pontoon, the pontoons are 42-inches in diameter and the passenger limit is 49. He indicated that names would be provided later. He commented on the advantages of having the tour boat with the Commission indicating that it sounds as if it will be more than just a tour boat.

Discussion was held regarding what could be offered with Mr. Latimer noting their plans to coordinate with the lakeside restaurants.

Mr. Latimer provided an overview of estimated projections including 3,200 tours at four per week with 25 passengers each during an eight month season. He cited other boat tours operating in the area.

Commissioner Hawkins asked about plans for advertising and how it will be set apart from the other cities.

Mr. Latimer cited a number of resources for advertising and confirmed the City's cost would be the \$204,000.

The Commission asked how to make sure the operation continues and questioned how long the other cities' boats have been in operation.

Fred Cunningham responded that he partnered with the operators in the other area cities and helped them to build their boats. He stated the goal is to have a variety of boat sizes not just one large boat so you can offer different activities. He stated the boat is over a \$500,000 investment for them. He indicated they would need to be creative in their advertising and go farther afield to bring more people to the area. He cited a number of ideas on how that can be done. He confirmed they have built boats for operators in Sanford, Mount Dora, Tavares, Leesburg and some small operators in Orlando as well as along the coast. He commented on the need for the partnership with the City and on how it will benefit both.

The Commission asked how the City will benefit with Mr. Latimer explaining that it will serve as an attraction to bring people to the City and help to get people bonded to the community.

Mr. Carrino stated that a direct benefit to the City would be a negotiated percentage of sales included in the franchise agreement.

Further discussion was held regarding the benefits to the City.

The Commission asked where the shed would be located and whether or not a marine gas facility could be included with Mr. Latimer responding the shed would be at the end of the dock closer to the existing public restrooms. He stated they are discussing what would be needed to offer the marine gas.

Mr. Cunningham responded that the easiest and most cost effective option would be to install a large, fixed external tank that could have a remote pump. He indicated they are open to partnering with the City on that. He indicated that the initial outlay for a tank delivered and installed would be below \$350,000.

Mayor Holland expressed support and commented that the operations would utilize the lakefront the way the City has envisioned it over the years.

CONSENSUS: It was a consensus of the Commission for staff to move forward with development of the boat tour operation.

Discussion was held regarding funding for the project with Mr. Carrino indicating they could utilize a combination of CRA and reserves. He confirmed staff would have to bring back a budget amendment. He noted that the project would take some time as it will need permitting, engineering and construction.

7.2 Recommendations for Downtown Business Growth and Sustainability Incentives

Mr. Latimer explained that the Commission had instructed staff to work with the Chamber of Commerce to develop ideas that could help create business growth and sustainability in the downtown area. As a first step, staff researched grants that other cities and CRA's have utilized. He stated the grant ideas fall into two categories - increasing foot traffic and defraying cost of buildouts or structure improvements. He stated the first proposed grant would be for entertainment. It would provide \$500 to businesses who want to have live entertainment at their venue or outside their location. He explained that would help to increase foot traffic to that business and other neighboring businesses. He added they are recommending limits on all of the grants. For the entertainment grant, they are recommending a limit of ten for a total of \$5,000.

Mr. Latimer stated the next proposed grant is for concerts in pocket park. He commented that the park is under-utilized. He indicated one way it could be increased to help businesses is to offer grants to institutions such as schools to come and play in the pocket park. He stated they are recommending doing a maximum of two of those per year. The next proposed grant was for Merchant Association Marketing Match for patron tours. He explained that the Merchant Association has paid for tour buses to bring people from the Villages to the downtown area to shop. He stated they are recommending doing two tours per year at a cost of \$2,400.

Mr. Latimer stated the next proposal is for a sidewalk cafe incentive program which would provide financial assistance to property owners seeking to establish a fixed al fresco dining area. The recommendation is for a maximum of five awards per year at \$1,500 each for a total of \$7,500.

The next proposal was for customized business training for struggling shop owners which would offer individualized training by various organizations to help business owners improve their skills in various areas. The maximum award would be \$3,000 with a total of three per year for a total of \$9,000.

The last proposal was for a commercial interior building renovation grant which would offer funds to help offset the cost to build-out a vacant commercial space or to renovate an existing business or relocate to a different commercial space within the CRA. The award would be a maximum of five awards per year at a maximum each of \$5,000 for a total of \$25,000.

The Commission asked where the funding would come from with Mr. Latimer responding there is a \$50,000 line item in the Economic Development budget but there are also funds available under the CRA budget.

Mayor Holland explained his concern regarding the downtown businesses and stated his belief that the City needs to be a catalyst. He expressed support for all six proposals.

Commissioner Ashcraft asked how they arrived at the \$52,000 total with Mr. Latimer indicating that is what is available in the budget. Commissioner Ashcraft then asked if there would be limitations on how much an individual business could receive each year with Mr. Latimer indicating there would be parameters and limitations.

Commissioner Hawkins commented on the entertainment grants. He expressed concern about concerts held in pocket park due to the traffic.

Discussion was held regarding what those grants could entail.

Commissioner Hawkins cited several restaurants that are already providing outside dining areas without any assistance and questioned why the others couldn't do it on their own.

Mr. Latimer stated the idea is to encourage more restaurants to utilize al fresco dining. He added it may not be an incentive that would be offered every year.

Mr. Carrino explained that the outdoor seating grant would be for infrastructure to facilitate the outdoor dining not necessarily for tables and chairs since CRA funds can only be used for permanent fixtures.

Commissioner Hawkins commented on the pocket park concerts and entertainment grants with Mr. Latimer indicating that staff will be able to provide empirical data next year to facilitate whether or not to re-fund the program.

Commissioner Hawkins asked if funds for the commercial interior building renovation grant is paid to the building owner or the business owner with Mr. Latimer responding it goes to the business owner.

Mr. Carrino explained that staff has not actually developed that program yet which would be the next step with all of the details. He indicated that it might depend on the lease arrangement. He commented that it could be modeled after the gateway grant.

Commissioner Hawkins expressed concern as to whether or not the entertainment grants actually benefit all of the downtown businesses. He expressed support for utilizing the pocket park for concerts that would benefit more businesses.

Vice Mayor Lee commented on utilizing the pocket park for more artistic type events. She expressed concern about the build-out grants. She stated that someone opening a business should be prepared for that. She also expressed concern about the patron tours.

Commissioner Hawkins stated the patron tours are a good idea if done in conjunction with the theater.

Discussion was held regarding the patron tours and how they could benefit the downtown.

Vice Mayor Lee stated she would like to see more done in pocket park and with the theater. She indicated she better understood the patron tours. She expressed opposition to the entertainment and build-out grants.

Mayor Holland recommended that Mr. Latimer provide the information to the downtown businesses and get their feedback. He suggested holding a downtown business meeting and make sure that every business is invited.

Vice Mayor Lee commented that the downtown businesses may have some additional ideas.

Discussion was held regarding whether the intent was to help the existing businesses or attract more businesses with Mr. Latimer noting that downtowns everywhere are struggling. He cited

advantages that Eustis has that other cities don't such as the lakefront and having walkable streets.

Vice Mayor Lee asked if the businesses are attending the meetings at George's place with Mr. Latimer responding positively. He noted that he and Lake County meet on a regular basis to discuss marketing the incubator.

Mayor Holland emphasized that the City needs to have a vibrant downtown before beginning work on the Waterman site and development of the master plan recommendations. He encouraged Mr. Latimer to proceed with meeting with the individual business owners and bring back recommendations to the Commission.

Commissioner Cruz stated that the program is needed sooner rather than later.

Discussion was held regarding the need for projects to move more quickly.

Mayor Holland commented on a new program being done by the Lake Eustis Area Chamber of Commerce called "small business season". He explained it is a program to encourage buying local. He said that for every \$100 spent downtown, \$68 stays downtown which helps the employees and the employers.

The Commission expressed support for the downtown businesses staying open later particularly during events.

Mayor Holland asked Miranda Muir to provide a report on what is planned for the weekend.

Miranda Muir, Events and Tourism Director, reviewed the events planned in conjunction with the Salute to Veterans celebration including the replica of the Tomb of the Unknown Soldier and parade.

Mayor Holland thanked the events staff and Jobey Jones and his staff for all their work on the event.

8. FUTURE AGENDA ITEMS AND COMMENTS

8.1 City Commission

Commissioner Ashcraft asked for an update on the debris pick-up with Mr. Carrino reporting that City staff, Waste Management and Tip Top Tree Service have collected 997 truckloads, 5000 tons of yard waste and 3,740 piles of debris. He estimated that clean up would be completed about 4-6 weeks from October 14th. He asked that everyone just be patient. He thanked Jobey Jones and the rest of the crews for all their work getting debris picked up and transported.

The Commission asked for the information to be placed on the website.

Commissioner Cruz congratulated the EHS Marching Band for receiving straight Superior ratings at the competition in the Villages. She asked that Public Works check the downtown for any loose bricks. She requested that a fact finding committee be created for Sister Cities.

Commissioner Hawkins announced that December 13th there would be a special needs Christmas dance party at the Eustis Woman's Club.

Vice Mayor Lee asked when the next CRA meeting would be held to discuss the Housing Authority request with Mr. Carrino explaining that Horace Jones is trying to coordinate with his board. She stated that the tree decorations are very pretty.

Commissioner Hawkins asked if America in Bloom could do a project at the skate park w
Vice Mayor Lee responding she would add it to the list.

8.2 City Manager

Mr. Carrino reminded the Commission that the Master Plan Community Meeting would be held December 14th at 5:30 p.m. with the formal presentation to be provided about 6:00 p.m.

Commissioner Hawkins asked what will be the final outcome of the meeting with Mr. Carrino responding the intent is to present what the consultant has worked on and to obtain input and feedback from the public. He stated he did not think the intent was to make wholesale changes.

Commissioner Hawkins expressed concern regarding how long it has taken to develop the master plan.

Vice Mayor Lee announced that there would be planters outside of all the businesses as part of the Christmas decorations and as part of the America in Bloom program.

8.3 City Attorney

Attorney Garcia congratulated former Commissioner Nan Cobb for winning her State Representative seat for District 26.

8.4 Mayor - None

9. ADJOURNMENT: 8:21 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: November 21, 2024

RE: Reappointment to Eustis Firefighter's Pension and Retirement System Board of Trustees – Jeffrey Stephan

Introduction:

This item is for consideration of the reappointment of Jeffrey Stephan to Seat #2 of the Eustis Firefighters' Retirement System Board of Trustees for a two-year term to expire November 2026.

Background:

Chapter 70, Article III, of the Code of Ordinances provides information regarding the Firefighters' Pension and Retirement System. Mr. Stephan was last reappointed to the Board of Trustees November 2022.

In August 2024, the Commission approved Ordinance Number 24-29 amending Chapter 70 pertaining to the Firefighters' Pension and Retirement System. This ordinance amended Sec. 70-61.5 Board of Trustees. It provides for each seat on the Board to be numbered and provides for Seats 1 through 4 to be either appointed or elected in November. Seat #1 is to be appointed in odd numbered years and Seat #2 in even numbered years. Seat #3 is to be elected in odd numbered years with Seat #4 being elected in even numbered years. Seat #5 may be appointed in whatever month is appropriate; however, all appointments are for two years.

In order to conform to these new requirements, the current Board members were each assigned to the numbered seats that most closely aligned with their previous appointments. The attached roster shows the seat number designations and anticipated reappointment or election dates.

Recommended Action:

Staff recommends City Commission approval of the re-appointment of Jeffrey Stephan to the Firefighters' Pension and Retirement System Board of Trustees.

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager

Attachments:

Stephan Reappointment Request Form

Member Roster

Ordinance Number 24-29 amending Chapter 70-61.5 Board of Trustees

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

RE: Reappointment Status (Please check the appropriate box, fill in the remaining information, and sign below)

Dear Sir or Madam:

I no longer wish to serve on the following Board.
Effective Date: _____

Please accept this form as a request for reappointment to the following Board.
Your consideration is appreciated.

Board: Eustis Fire Pension Board


Name: Jeffrey Stephan

Address: 3900 Michill Loop Eustis, FL 32736

Telephone Number: 352 483 7060

Email Address: jeffrey.stephan@lpl.com

Sincerely,

Signature:  Date: 11/04/2024

**EUSTIS FIREFIGHTERS’ RETIREMENT SYSTEM TRUSTEES
TWO-YEAR TERMS - MEETINGS QUARTERLY**

<p>Seat #1: City appointed in odd numbered year Rachel Holtzclaw 11 Cove Lane Eustis, FL 32726 Cell: 352-989-2042</p> <p>Email: rrh@embarqmail.com City Email: HoltzclawR@eustis.org</p> <p>Term Expiration: 11/31/2025 Re-Appointed: 11/2022</p>	<p>Seat #5: Joint Position - Confirmed Charles McMaster c/o Eustis Fire Department 100 W. Norton Ave. Eustis, FL 32726 Ph: 352-589-5457</p> <p>City Email mcmasterc@eustis.org</p> <p>Term Expiration: 11/05/2024 Appointed: 3/4/2021 – was later reappointed by board but was not confirmed by Commission at that time.</p>
<p>Seat #2: City Appointed in even numbered year Jeffrey Stephan 3908 Mayhill Loop Eustis, FL 32736 Ph: 352-483-7060 Cell: 352-250-4223</p> <p>Email: Jeffreystephen@lpl.com City Email: StephanJ@eustis.org</p> <p>Term Expiration: 11/31/2024 Re-Appointed: 11/2022</p>	<p>Seat #3: Elected in odd numbered year Michael Peckham c/o Eustis Fire Department 100 W. Norton Ave. Eustis, FL 32726 Ph: 352-589-5457 352-357-6585?</p> <p>City Email: peckhamm@eustis.org</p> <p>Term Expiration: 11/31/2025</p>
<p>Seat #4: Elected in even numbered year Kevin Saxton C/O Eustis Fire Department 100 w. Norton Ave Eustis FL 32726 PH</p> <p>City Email: saxtonk@eustis.org</p> <p>Term Expiration: 11/31/2024 Elected: 07/06/2023?</p>	<p>Board Attorney: Kevin M. Stone, Esq. Stone & Gerken, P.A. 4850 North Hwy 19A Mount Dora, FL 32757 Ph: 352-357-0330</p> <p>City Email: stonek@eustis.org Email: kevin@stoneandgerken.com</p>

Additional Board Contacts for Meetings:

Cindi (Kevin Stone’s secretary) cindi@stoneandgerken.com
 Brad Hess, AndCo BradH@AndCoConsulting.com
 Patrick Donlan, Foster & Foster Patrick@foster-foster.com
 Steve Stack, ICC Capital sstack@icccapital.com

Retiree: B. E. Pace bepaceii@gmail.com

As of 11/14/2024

ORDINANCE NUMBER 24-29

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

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

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

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

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

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

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

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

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


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

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

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA


Michael L. Holland
Mayor/Commissioner

ATTEST:

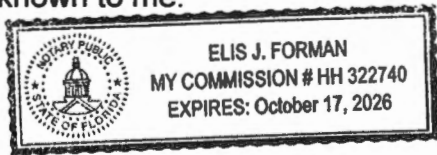

Mary C. Montez, Deputy City Clerk

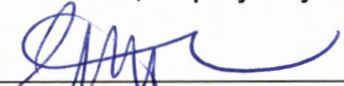


CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 1st day of August, 2024 by Michael L. Holland, Mayor, and Mary C. Montez, Deputy City Clerk, who are personally known to me.



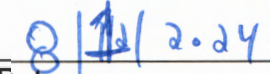

Notary Public – State of Florida
My Commission Expires: _____
Notary Serial No. _____

CITY ATTORNEY'S OFFICE

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



City Attorney's Office


Date

CERTIFICATE OF POSTING

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

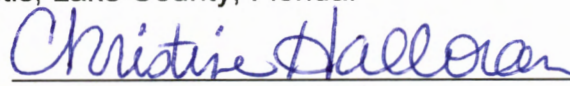

Christine Halloran, City Clerk

Exhibit A

Sec. 70-61.5. Board of Trustees.

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

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

(c) The trustees shall, by a majority vote, elect a chairman and a secretary. If the board has not appointed an administrator, ~~the~~ the secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The

trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law.

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

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

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

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

(g) Claims procedures.

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

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



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: November 21, 2024

RE: Reappointment to Eustis Firefighter's Pension and Retirement System Board of Trustees - Charles R. McMaster

Introduction:

This item is for consideration of the reappointment of Charles R. McMaster to Seat #5 of the Eustis Firefighters' Pension and Retirement System Board of Trustees for a two-year term. If approved, this term will run from November 21, 2024 until November 21, 2026. This seat is initially appointed by the other four members of the Board of Trustees and then confirmed by the City Commission.

Background:

Chapter 70, Article III, of the Code of Ordinances provides information regarding the Firefighters' Pension and Retirement System. Mr. McMaster was last appointed on March 4, 2021 with expiration of term March 31, 2023.

In August 2024, the Commission approved Ordinance Number 24-29 amending Chapter 70 pertaining to the Firefighters' Pension and Retirement System. This ordinance amended Sec. 70-61.5 Board of Trustees. It provides for each seat on the Board to be numbered and provides for Seats 1 through 4 to be either appointed or elected in November. Seat #1 is to be appointed in odd numbered years and Seat #2 in even numbered years. Seat #3 is to be elected in odd numbered years with Seat #4 being elected in even numbered years. Seat #5 may be appointed in whatever month is appropriate; however, all appointments are for two years.

In order to conform to these new requirements, the current Board members were each assigned to the numbered seats that most closely aligned with their previous appointments. The attached roster shows the seat number designations and anticipated reappointment dates.

Recommended Action:

Staff recommends City Commission approval of the re-appointment of Charles R. McMaster to the Firefighters' Pension and Retirement System Board of Trustees.

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager

Attachments:

McMaster Re-appointment Form

Member Roster

Ordinance Number 24-29 amending Chapter 70-61.5 Board of Trustees

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

RE: Reappointment Status (Please check the appropriate box, fill in the remaining information, and sign below)

Dear Sir or Madam:

I no longer wish to serve on the following Board.
Effective Date:

Please accept this form as a request for reappointment to the following Board. Your consideration is appreciated.

Board: City of Eustis Fire Pension Board


Name: Charles R McMaster

Address: 36439 Grand Island Oaks Circle Grand Island, FL 32735

Telephone Number: 352-396-6684

Email Address: chuck@hccc.live

Sincerely,

Signature: 

Date: 11/9/2024

EUSTIS FIREFIGHTERS' RETIREMENT SYSTEM TRUSTEES
TWO-YEAR TERMS - MEETINGS QUARTERLY

<p>Seat #1: City appointed in odd numbered year Rachel Holtzclaw 11 Cove Lane Eustis, FL 32726 Cell: 352-989-2042</p> <p>Email: rrh@embarqmail.com City Email: HoltzclawR@eustis.org</p> <p>Term Expiration: 11/31/2025 Re-Appointed: 11/2022</p>	<p>Seat #5: Joint Position - Confirmed Charles McMaster c/o Eustis Fire Department 100 W. Norton Ave. Eustis, FL 32726 Ph: 352-589-5457</p> <p>City Email mcmasterc@eustis.org</p> <p>Term Expiration: 11/05/2024 Appointed: 3/4/2021 – was later reappointed by board but was not confirmed by Commission at that time.</p>
<p>Seat #2: City Appointed in even numbered year Jeffrey Stephan 3908 Mayhill Loop Eustis, FL 32736 Ph: 352-483-7060 Cell: 352-250-4223</p> <p>Email: Jeffreystephen@lpl.com City Email: StephanJ@eustis.org</p> <p>Term Expiration: 11/31/2024 Re-Appointed: 11/2022</p>	<p>Seat #3: Elected in odd numbered year Michael Peckham c/o Eustis Fire Department 100 W. Norton Ave. Eustis, FL 32726 Ph: 352-589-5457 352-357-6585?</p> <p>City Email: peckhamm@eustis.org</p> <p>Term Expiration: 11/31/2025</p>
<p>Seat #4: Elected in even numbered year Kevin Saxton C/O Eustis Fire Department 100 w. Norton Ave Eustis FL 32726 PH</p> <p>City Email: saxtonk@eustis.org</p> <p>Term Expiration: 11/31/2024 Elected: 07/06/2023?</p>	<p>Board Attorney: Kevin M. Stone, Esq. Stone & Gerken, P.A. 4850 North Hwy 19A Mount Dora, FL 32757 Ph: 352-357-0330</p> <p>City Email: stonek@eustis.org Email: kevin@stoneandgerken.com</p>

Additional Board Contacts for Meetings:

Cindi (Kevin Stone's secretary) cindi@stoneandgerken.com
Brad Hess, AndCo BradH@AndCoConsulting.com
Patrick Donlan, Foster & Foster Patrick@foster-foster.com
Steve Stack, ICC Capital sstack@icccapital.com

Retiree: B. E. Pace bepaceii@gmail.com

As of 11/14/2024

ORDINANCE NUMBER 24-29

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

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

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

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

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

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

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

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

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


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

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

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA


Michael L. Holland
Mayor/Commissioner

ATTEST:

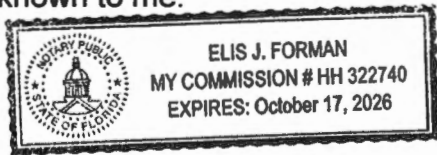

Mary C. Montez, Deputy City Clerk

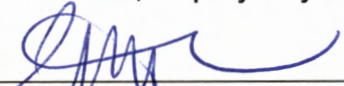


CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 1st day of August, 2024 by Michael L. Holland, Mayor, and Mary C. Montez, Deputy City Clerk, who are personally known to me.



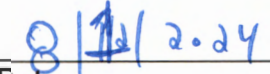

Notary Public – State of Florida
My Commission Expires: _____
Notary Serial No. _____

CITY ATTORNEY'S OFFICE

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



City Attorney's Office


Date

CERTIFICATE OF POSTING

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

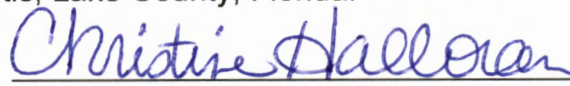

Christine Halloran, City Clerk

Exhibit A

Sec. 70-61.5. Board of Trustees.

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

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

(c) The trustees shall, by a majority vote, elect a chairman and a secretary. If the board has not appointed an administrator, ~~the~~ secretary of the board shall keep a complete minute book of the actions, proceedings, or hearings of the board. The

trustees shall not receive any compensation as such, but may receive expenses and per diem as provided by law.

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

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

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

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

(g) *Claims procedures.*

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

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



City of Eustis

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

TO: EUSTIS CITY COMMISSION
 FROM: TOM CARRINO, CITY MANAGER
 DATE: NOVEMBER 21, 2024
 RE: RESOLUTION NUMBER 24-104 APPROVAL OF BUDGET AMENDMENT, PURCHASE IN EXCESS OF \$50,000, AND TO ENTER INTO A THREE (3) YEAR AGREEMENT FOR NETWORK AND CYBERSECURITY SERVICES

Introduction:

Network and cybersecurity protection are necessary for the security of the City's electronic data and information technology. There are new Federal mandates regarding network and cybersecurity with which the City must comply. Resolution Number 24-104 approves: 1) a budget amendment in the amount of \$18,000 for the General Fund, 2) a budget amendment in the amount of \$6,000 for the Water Sewer Utility Fund, 3) a purchase in excess of \$50,000 for network and cybersecurity services and 4) entering into a three (3) year agreement for network and cybersecurity services.

Recommended Action:

Staff recommends approval of the Resolution.

Background:

Staff has been working with the City's IT consultant, Verteks Consulting Services, to determine the best solution for the City's network and cybersecurity. Verteks Consulting has reviewed various options and has presented the City with a three (3) year proposal with WatchGuard for WatchGuard Total Security Services. These services include, but are not limited to, network security, identity security, multi-factor authentication, endpoint security, data breach technology (firewalls) and managed cybersecurity monitoring. These services meet all of the new mandates for security. The approved FY 2024/25 budget includes \$180,507 for one year of these services. Verteks has negotiated a three (3) year agreement with WatchGuard for \$203,740.71 equating to an additional two (2) years for less than \$24,000.

The pricing is through the National Cooperative Purchasing Alliance (NCPA) contract 01-170 *Advanced Technology Solutions Aggregator*.

Budget Impact:

The approved FY 2024/25 General Fund and Water Sewer Utility budgets include a total of \$180,507 for network and cybersecurity services. This would increase the FY 2024/25 budgets by \$18,000 and \$6,000, respectively, but this purchase would cover FY 25/26 and 26/27.

Attachments:

Resolution Number 24-104

Prepared by:

Lori Carr, Finance Director

Reviewed by:

Verteks Consulting Services

RESOLUTION NUMBER 24-104

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA APPROVING A BUDGET AMENDMENT IN THE GENERAL FUND FOR THE AMOUNT OF \$18,000, A BUDGET AMENDMENT IN THE AMOUNT OF \$6,000 IN THE WATER SEWER UTILITY FUND, A PURCHASE IN EXCESS OF \$50,000 AND ENTERING INTO A THREE (3) YEAR SERVICE AGREEMENT FOR WATCHGUARD TOTAL SECURITY SERVICES, A MULTI-LEVEL NETWORK AND CYBER-SECURITY PLATFORM.

WHEREAS, Staff has determined that it is in the City's best interest to enter into a three (3) year agreement for network and cybersecurity services; and

WHEREAS, the cost for a three (3) year network and cybersecurity services agreement is \$203,740.71; and

WHEREAS, an amendment in the amount of \$18,000 to the FY 2024/25 General Fund budget is necessary to enter into the three (3) year agreement; and

WHEREAS, an amendment in the amount of \$6,000 to the FY 2024/25 Water Sewer Utility Fund is necessary to enter into the three (3) year agreement; and

WHEREAS, the City of Eustis' policies require the City Commission's approval of any expenditure over \$50,000; and

WHEREAS, the City of Eustis' policies require the City Commission's approval of any changes to the FY 2024/25 adopted budget; and

WHEREAS, the services are essential to City operations for protection of the City's computer network and cybersecurity.

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

- (1) The City Commission authorizes staff to increase the FY 2024/25 General Fund budget by \$18,000; and
- (2) The City Commission authorizes staff to increase the FY 2024/25 Water Sewer Utility Fund budget by \$6,000; and
- (3) The City Commission authorizes staff to spend in excess of \$50,000 to proceed with this agreement; and
- (4) The City Commission authorizes staff to enter into a three (3) year agreement for network and cybersecurity services.

DONE AND RESOLVED this 21st day of November 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

Mary Montez, Deputy City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of November 2024 by Michael L. Holland, Mayor/Commissioner, and Mary Montez, Deputy City Clerk, who are personally known to me.

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

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 24-104 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk



Verteks Consulting, Inc.
Voice and Data Networks
Phone: (352) 401-0909
Fax: (352) 401-0903
Web: www.verteks.com

QUOTE

Date	Quote #
10/31/24	VCIQ22513-04

Customer: City of Eustis Lori Carr 10 South Eustis St. Eustis, FL 32726 United States	Phone: (352) 483-5483 Fax: (352) 357-1970 E-Mail: carrl@eustis.org
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WatchGuard Total Security Services
Pricing using: NCPA 01-170 Advanced Technology Solutions Aggregator

Terms	Rep	P.O. Number	Ship Via
Net 15	John		

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
330	WGEPDR30403	WatchGuard Endpoint Protection Detection and Response - 3 Year - Price Level (251-500) License - PC, Intel-based Mac, Handheld	\$68.52	\$116.00	\$22,611.60
330	WGTSNDR30403	WatchGuard ThreatSync+ NDR - Subscription License - 1 License - 3 Year - Price Level 251-500 License - Volume	\$114.14	\$120.00	\$37,666.20
330	WTIS30403	WatchGuard AuthPoint Total Identity Security - Security - 3 Year License Validity AuthPoint Total Identity Security provides the security you need to protect identities, assets, accounts, and information. It includes the award winning AuthPoint MFA solution combined with password management tools. Our Corporate Password Manager promotes the best password practices among employees, because unique, complex and virtually uncrackable passwords will reduce exposure from certain types of credential theft. Dark Web Monitoring is a service that notifies users and administrators if their corporate credentials ended up in the dark web via a new leaked database, allowing proactive password changes even before it can be used to access systems and breach data.	\$53.81	\$72.00	\$17,757.30
330	WGMDR30403	WatchGuard Managed Detection and Response Service - Subscription - 3 Year - Price Level 251-500 Seat License	\$89.52	\$108.00	\$29,541.60
330	WGCR20403	WatchGuard Compliance Reporting - Subscription License - 1 License - 3 Year - Price Level 251-500 license - Volume	\$42.32	\$44.50	\$13,965.60
330	WGPTCH30403	WatchGuard Patch Management - 3 Year - Price Level (251-500) License	\$33.49	\$40.40	\$11,051.70

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
330	WGENCR30403	WatchGuard Full Encryption - 3 Year - Price Level (251-500) License - PC	\$25.13	\$30.30	\$8,292.90
330	WGINSG30403	WatchGuard Advanced Reporting Tool - 3 Year - Price Level (251-500) License	\$24.37	\$29.40	\$8,042.10
2	WGM39040401	WatchGuard Total Security Suite for Firebox M390 - Subscription Upgrade (Renewal) - 1 Year	\$3,057.05	\$3,320.00	\$6,114.10
2	WGM39040101	WatchGuard Standard Support - Renewal - 1 Year - Service - 24 x 7 - Technical This SKU can be used to renew a current Firebox M390 Standard Support subscription, or to add a Standard Support subscription to an existing Firebox M390 appliance.	\$580.11	\$630.00	\$1,160.22

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
2	WGT25003	<p>WatchGuard Firebox T25 Network Security/Firewall Appliance - Intrusion Prevention - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - 3.14 Gbit/s Firewall Throughput - 5 x RJ-45 - 3 Year Standard Support</p> <p>Available with optional integrated Wi-Fi 6 wireless module Up to 3.14 Gbps firewall throughput, 5 x 1Gb ports, 10 Branch Office VPNs</p> <p>ENTERPRISE-GRADE SECURITY FOR SMALL AND HOME OFFICES</p> <p>Designed to protect enterprise users where they connect - in the small office/home office - the Firebox T25 allows businesses to extend powerful network security to the remote workforce. With more features than any other small form-factor UTM firewall in its class, the Firebox T25 is a cost-effective security powerhouse that delivers enterprise-grade security in a small package.</p> <p>PROTECT WHERE YOU CONNECT WatchGuard Firebox T25 is a small form-factor appliance that brings big security to any environment your users connect from. Perfect for home and small office networks, Firebox T25 is a cost-effective security powerhouse that delivers a complete and industry-best set of threat management solutions, including gateway antivirus, content & URL filtering, antispam, intrusion prevention, and application control, all in an easy-to-manage package.</p> <p>QUICK AND SIMPLE DEPLOYMENT</p> <p>Zero-touch deployment makes it possible to eliminate much of the labor involved in setting up a Firebox to connect to your network - all without having to leave your office. A robust, Cloud-based deployment and configuration tool comes standard with WatchGuard Firebox appliances. Local staff connects the device to power and the Internet, and the appliance connects to the Cloud for all its configuration settings.</p> <p>UNIFIED SECURITY PLATFORM® ARCHITECTURE</p> <p>WatchGuard's Unified Security Platform framework is built from the ground up to enable a single console solution for provisioning, deploying, managing, and monitoring an integrated portfolio of advanced cybersecurity solutions and services. This comprehensive portfolio of endpoint, multi-factor authentication, Wi-Fi, and network security solutions (including Firebox firewall appliances) helps stop the attempted discovery and exploitation of vulnerable systems, phishing, ransomware, intrusions, and advanced malware across all users, environments, and devices. Our Unified Security Platform architecture replaces the old patchwork security approach and makes it possible to extend security capabilities to every computing environment where your business operates.</p>	\$451.44	\$665.00	\$902.88

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
1	WGM39000803	WatchGuard Firebox M390 Network Security/Firewall Appliance - 8 Port - 10/100/1000Base-T - Gigabit Ethernet - 8 x RJ-45 - 1.0 Total Expansion Slots - 3 Year Total Security Suite WatchGuard Firebox M390 appliances combine strong security, high performance, and flexible management tools in one affordable solution for small and midsize businesses and distributed enterprises to provide comprehensive protection against cybercrime. The M390 delivers firewall throughput of 18 Gbps to keep traffic moving, with the best UTM throughput in its class - up to 1.6 Gbps - even with strong security enabled. Includes 8 1G ports. Flexible management tools give administrators access to security capabilities from an intuitive console, scriptable CLI, and web UI. WatchGuard Cloud provides real-time visibility into network activity and security events, is included at no additional cost.	\$6,988.59	\$10,330.00	\$6,988.59
1	WGM39001603	WatchGuard Firebox M390 High Availability Firewall - 8 Port - 10/100/1000Base-T - Gigabit Ethernet - 8 x RJ-45 - 1.0 Total Expansion Slots - 3 Year Standard Support WatchGuard Firebox M390 appliances combine strong security, high performance, and flexible management tools in one affordable solution for small and midsize businesses and distributed enterprises to provide comprehensive protection against cybercrime. The M390 delivers firewall throughput of 18 Gbps to keep traffic moving, with the best UTM throughput in its class - up to 1.6 Gbps - even with strong security enabled. Includes 8 1G ports. Flexible management tools give administrators access to security capabilities from an intuitive console, scriptable CLI, and web UI. WatchGuard Cloud provides real-time visibility into network activity and security events, is included at no additional cost.	\$1,998.97	\$2,535.00	\$1,998.97

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
1	WGM29000803	WatchGuard Firebox M290 Network Security/Firewall Appliance - 8 Port - 10/100/1000Base-T - Gigabit Ethernet - 8 x RJ-45 - 1.0 Total Expansion Slots - 3 Year Total Security Suite	\$4,646.95	\$6,865.00	\$4,646.95
		WatchGuard Firebox M290 appliances combine strong security, high performance, and flexible management tools in one affordable solution for small and midsize businesses and distributed enterprises to provide comprehensive protection against cybercrime. The M290 delivers firewall throughput of 5.8 Gbps to keep traffic moving, with the best UTM throughput in its class - up to 830 Mbps - even with strong security enabled. Includes 8 1G ports. Flexible management tools give administrators access to security capabilities from an intuitive console, scriptable CLI, and web UI. WatchGuard Cloud provides real-time visibility into network activity and security events, is included at no additional cost.			
88	WG001101	WatchGuard Installation and Configuration Monthly Payment Option with 36 Month Terms - \$6,622	\$375.00	\$595.00	\$33,000.00

SubTotal	\$203,740.71
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$203,740.71

Please contact me if I can be of further assistance.

All invoices/statements/bills shall be due when rendered. Any amounts remaining unpaid after thirty (30) days from the date of the invoices/statements/bills shall bear interest at the highest lawful rate from the date of the invoices/statements/bills, including postjudgment, until paid in full. In the event this account is referred to an attorney for collection, customer and customer's agent signing this invoice agree to pay all costs of collection and a reasonable attorneys' fee, through the appellate proceedings, regardless of whether suit is initiated, and including bankruptcy attorneys fees and costs should the customer and agent, or any one of them, file bankruptcy.

Approved By: _____ Order Date: _____

Please sign and print name



City of Eustis

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

TO: EUSTIS CITY COMMISSION
 FROM: TOM CARRINO, CITY MANAGER
 DATE: NOVEMBER 21, 2024
 RE: RESOLUTION NUMBER 24-90: FINAL PLAT APPROVAL FOR ESTES RESERVE SUBDIVISION (NORTH OF BATES AVENUE/LAKE LINCOLN LANE, ON THE WEST SIDE OF ESTES ROAD)

Introduction

Resolution Number 24-90 approves the Final Plat for the Estes Reserve Subdivision, an eighteen (18) lot residential subdivision located north of Bates Avenue/Lake Lincoln Lane on the west side of Estes Road.

Recommended Action

The administration recommends approval of Resolution Number 24-90.

Background

At the November 7, 2024 City Commission, there was some concern that the project had not been developed according to the approved plan. Several of the City Commissioners wanted to visit the site before making their final decision. This meeting is the second hearing on the final approval for this subdivision plat.

Pertinent Site Information: The subject property is approximately 4.7 acres, and is Suburban Residential (SR) land use designation with the Design District designation of Suburban Neighborhood.

History:

- a) July 15, 2021, the properties included in the subdivision were annexed in to the City of Eustis by Ordinance Number 21-18
- b) July 6, 2023, City Commission approved Resolution Number 23-18, the Estes Reserve preliminary plat.
- c) August 22, 2023, the Development Review Committee approved the Final Engineering and Construction Plans for the Estes Reserve Subdivision
- d) February 27, 2024, the City of Eustis, through the Development Review Committee, held a Pre-Construction Meeting for the Estes Reserve Subdivision.
- e) June 20, 2024, the application for Final Plat for the Estes Reserve Subdivision was formally submitted to the City.

Project Summary:

The submitted final plat divides the 4.70 acres into 18 lots. The owner has provided a Declaration of Covenants and Restrictions with Articles and By-laws to address operation and maintenance of the common areas and stormwater system. The City has also received the required security for the public improvements associated with the subdivision. Public Works has reviewed the materials and agree with the amounts.

Community Input:

The Final Plat hearing was noticed according to Section 102-12 of the City of Eustis Land Development Regulations.

Budget / Staff Impact:

There would be no direct cost to the City and no additional staff time associated with the action. After development, the City would realize increased tax revenue.

Prepared By:

Mike Lane, AICP, Development Services Director

Attachments

- Final Plat
- Resolution Number 24-90
- Maintenance Bond

RESOLUTION NUMBER 24-90

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A FINAL SUBDIVISION PLAT FOR THE ESTES RESERVE SUBDIVISION, AN 18-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION, ON APPROXIMATELY 4.70 ACRES LOCATED NORTH OF ESTES ROAD/LAKE LINCOLN LANE ON THE WEST SIDE OF ESTES ROAD (ALTERNATE KEY NUMBER 3862867).

WHEREAS, Burgland LH Estes Reserve LLC, the legal owner of record, has made application for a Final Subdivision Plat approval for an 18 lot, residential subdivision on approximately 4.7 acres of real property located north of Bates Avenue/Lake Lincoln Lane, west of Estes, more particularly described as:

TREMAIN'S HOMESTEAD FROM THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF SECTION 5 RUN NORTH 00-36-44 WEST 25.01 FEET TO THE NORTH RIGHT OF WAY LINE OF BATES AVE, NORTH 87-38-34 EAST ALONG SAID NORTH RIGHT OF WAY LINE 338.51 FEET, NORTH 00-43-28 WEST 629.69 FEET, NORTH 88-12-54 EAST 337.19 FEET FOR POINT OF BEGINNING, RUN NORTH 00-50-17 WEST 325.50 FEET, NORTH 88-30-58 EAST 631.37 FEET TO A POINT ON WEST RIGHT OF WAY LINE OF ESTES ROAD, SOUTH 01-09-51 EAST ALONG SAID WEST RIGHT OF WAY LINE 322.15 FEET, SOUTH 88-12-54 WEST 633.25 FEET TO POINT OF BEGINNING, BEING PART OF LOTS 9 & 10 *UNRECORDED PLAT SEE DEED FOR FULL PROPERTY DESCRIPTION ORB 5978 PG 2331.

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

WHEREAS, residential uses are permitted uses in the Suburban Residential (SR) land use designation; and

WHEREAS, the Eustis City Commission approved the Preliminary Subdivision Plat on July 6, 2023 via Resolution Number 23-18; and

WHEREAS, the subject plat has been reviewed and found to be in compliance with Chapter 177 of the Florida State Statutes; and

WHEREAS, the proposed plat as submitted is consistent with the City's Comprehensive Plan, Land Development Regulations and Resolution Number 23-18; and

WHEREAS, the applicant has submitted Covenants, Conditions, and Restrictions consistent with City requirements.

WHEREAS, the City Commission finds that approval of the requested final plat does not violate the general intent and purpose of the Land Development Regulations and is in the best interest of the public health, safety, and welfare; and

WHEREAS, the developer’s engineer is required to certify that all the facilities have been constructed in accordance with the approved construction plans and specifications; and

WHEREAS, upon clearance from applicable State agencies and test reports related to road and water systems construction, the City will conduct applicable inspections, and make recommendation for final acceptance of the subdivision infrastructure, when complete; and

WHEREAS, Burgland LH Estes Reserve, LLC, has submitted an engineer’s certification of construction costs for the improvements to be accepted by the City, and provided maintenance security in accordance with Section 102-26(c)(5) of the Land Development Regulations; and

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

SECTION 1.

That the final plat for Estes Reserve Subdivision is hereby approved and shall be recorded in the public records of Lake County, Florida.

SECTION 2.

That the City Manager is hereby authorized to release the provided security as follows:

- a. At the end of the two (2) year maintenance period, prior to release of the Maintenance Bond, the Public Works Director shall provide verification that no deficiencies exist, the City Manager is then authorized to release the Maintenance Bond.

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 upon filing.

DONE AND RESOLVED in Regular Session of the City Commission of the City of Eustis, Florida, this 21st day of November, 2024.

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

Michael L. Holland
Mayor/Commissioner

ATTEST:

Mary Montez, Deputy City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of November, 2024, by Michael L Holland, Mayor, and Mary Montez, Deputy 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 Eustis City Commission but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-90 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk



City of Eustis

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

TO: EUSTIS CITY COMMISSION
 FROM: TOM CARRINO, CITY MANAGER
 DATE: NOVEMBER 21, 2024
 RE: RESOLUTION NUMBER 24-103: APPROVING A FINAL SUBDIVISION PLAT FOR GRAND ISLE SUBDIVISION LOCATED ON THE NORTHEAST CORNER OF THE INTERSECTION OF S. FISH CAMP AND GRAND ISLAND SHORES ROAD (ALTERNATE KEY NUMBER 1407745)

Introduction

Resolution Number 24-103 approves the Final Plat for the Grand Isle Subdivision, a forty (40) lot residential subdivision located at the northeast corner of the intersection of S. Fish Camp Road and Grand Island Shores Road.

Recommended Action

The administration recommends approval of Resolution Number 24-103.

Background

Pertinent Site Information: The subject property is approximately 10.72 acres, and is Suburban Residential (SR) land use designation with the Design District designation of Suburban Neighborhood.

History:

- a) August 5, 2021, the properties included in the subdivision were annexed in to the City of Eustis by Ordinance Number 21-11.
- b) September 2, 2022, the Development Review Committee approved the Final Engineering and Construction Plans for the Grand Island Subdivision.
- c) November 3, 2022, City Commission approved Resolution Number 22-75, the Grand Island preliminary plat.
- d) April 2, 2024, the City of Eustis, through the Development Review Committee, held a Pre-Construction Meeting for the Grand Island Subdivision.
- e) April 3, 2024, the application for Final Plat for the Grand Isle Subdivision was formally submitted to the City.

Project Summary:

The submitted final plat divides the 10.72 acres into 40 lots. The owner has provided a Declaration of Covenants and Restrictions with Articles and By-laws to address operation and maintenance of the common areas and stormwater system. The City has also

received the required security for the public improvements associated with the subdivision. Public Works has reviewed the materials and agree with the amounts.

Community Input:

The Final Plat hearing was noticed according to Section 102-12 of the City of Eustis Land Development Regulations.

Budget / Staff Impact:

There would be no direct cost to the City and no additional staff time associated with the action. After development, the City would realize increased tax revenue.

Prepared By:

Mike Lane, AICP, Development Services Director

Attachments

- Final Plat
- Resolution Number 24-103

RESOLUTION NUMBER 24-103

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A FINAL SUBDIVISION PLAT FOR THE GRAND ISLE SUBDIVISION, A 40-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION, ON APPROXIMATELY 10.72 ACRES LOCATED ON THE NORTHEAST CORNER OF THE INTERSECTION OF S. FISH CAMP ROAD AND GRAND ISLAND SHORES ROAD (ALTERNATE KEY NUMBER 1407745).

WHEREAS SPH Grand Isle, LLC, the legal owner of record, has made application for a Final Subdivision Plat approval for a 40 lot, residential subdivision on approximately 10.72 acres of real property located on the northeast corner of the intersection of S. Fish Camp Road and Grand Island Shores Road, more particularly described as:

COMMENCE AT THE INTERSECTION OF THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 1 AND THE WESTERLY EXTENSION OF THE SOUTH LINE OF SAID LOT 1 ""ISLAND PARK"" ACCORDING TO THE VACATED PLAT THEREOF AS RECORDED IN PB 6 PG 31 AND VACATED BY DOCUMENT RECORDED IN DEED BOOK 305 PG 69-70 PUBLIC RECORDS OF LAKE COUNTY FLORIDA THENCE RUN NOTH 00-16-25 WEST ALONG SAID SOUTHERLY EXTENSION A DISTANCE OF 30 FEET TO THE POINT OF BEGINNING THENCE CONTINUE NORTH 00-16-25 WEST ALONG THE WEST LINE OF LOT 1 ALSO BEING THE EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY) A DISTANCE OF 486.08 FEET TO THE SOUTHWEST CORNER OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 5138 PG 321 AFORESAID PUBLIC RECORDS THENCE RUN SOUTH 89-41-24 EAST ALONG THE SOUTH LINE OF SAID LAND THENCE RUN NORTH 00-16-25 WEST ALONG THE EAST LINE OF SAID LAND A DISTANCE OF 94 FEET TO THE NORTHEAST CORNER OF SAID LAND ALSO BEING THE SOUTH VACATED RIGHT OF WAY LINE OF PEARCE STREET ACCORDING TO THE AFORESAID VACATED PLAT OF ""ISLAND PARK"" THENCE RUN NORTH 89-41-24 WEST ALONG THE NORTH LINE OF SAID LAND AND SAID SOUTH VACATED RIGHT OF WAY LINE A DISTANCE OF 142.01 FEET TO THE NORTHWEST CORNER OF SAID LAND ALSO BEING THE AFORESAID EAST RIGHT OF WAY LINE OF SOUTH FISH CAMP ROAD THENCE RUN NORTH 00-16-25 WEST ALONG SAID EAST RIGHT OF WAY LINE A DISTANCE OF 25 FEET TO THE NORTH LINE OF AFORESAID VACATED PLAT OF ""ISLAND PARK"" THENCE RUN SOUTH 89-41-24 EAST ALONG SAID NORTH LINE A DISTANCE OF 135.21 FEET TO THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 49 BLOCK 2 ""MIDLAND HEIGHTS"" ACCORDING TO THE PLAT THEREOF AS RECORDED IN PB 6 PG 68 AFORESAID PUBLIC RECORDS THENCE RUN NORTH 00-18-30 WEST ALONG SAID WEST LINE A DISTANCE OF 164.96 FEET TO THE NORTHWEST CORNER OF SAID LOT 49 THENCE RUN SOUTH 89-44-34 EAST ALONG THE NORTH LINE OF LOTS 31 THROUGH 49 SAID PLAT OF ""MIDLAND HEIGHTS"" A DISTANCE OF 500.09 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 ALSO BEING THE BOUNDARY LINE ACCORDING THE AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 1182 PG 75 THROUGH 760 AFORESAID PUBLIC RECORDS THENCE RUN SOUTH 00-13-21 EAST ALONG SAID EAST LINE A DISTANCE OF 792.45 FEET TO THE NORTH RIGHT OF WAY LINE OF GRAND ISLAND SHORES ROAD (FORMERLY KNOWN AS DIXIE HIGHWAY) AS RECORDED IN OFFICIAL RECORDS BOOK 3961 PG 1669 THROUGH 1673 AFORESAID PUBLIC RECORDS THENCE RUN NORTH 89-41-24 WEST ALONG SAID NORTH RIGHT OF WAY LINE A DISTANCE OF 612.53 FEET THENCE RUN NORTH 45-00-55 WEST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 31.21 FEET TO THE POINT OF BEGINNING ORB 5764 PG 1073

WHEREAS, the property described above has a Land Use Designation of Suburban Residential (SR), and a Design District Designations of Suburban Neighborhood (SN); and
 Resolution Number 24-103
 Grand Isle Final Plat
 Page 1 of 4

WHEREAS, residential uses are permitted uses in the Suburban Residential (SR) land use designation; and

WHEREAS, the subject plat has been reviewed and found to be in compliance with Chapter 177 of the Florida State Statutes; and

WHEREAS, the proposed plat as submitted is consistent with the City's Comprehensive Plan, Land Development Regulations and Resolution Number 22-75; and

WHEREAS, the applicant has submitted Covenants, Conditions, and Restrictions consistent with City requirements.

WHEREAS, the City Commission finds that approval of the requested final plat does not violate the general intent and purpose of the Land Development Regulations and is in the best interest of the public health, safety, and welfare; and

WHEREAS, the developer's engineer is required to certify that all the facilities have been constructed in accordance with the approved construction plans and specifications; and

WHEREAS, upon clearance from applicable State agencies and test reports related to road and water systems construction, the City will conduct applicable inspections, and make recommendation for final acceptance of the subdivision infrastructure, when complete; and

WHEREAS, SPH Grand Isle, LLC, has submitted an engineer's certification of construction costs for the improvements to be accepted by the City, and provided a certified check as security, in accordance with Section 102-26(c)(5) of the Land Development Regulations; and

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

SECTION 1.

That the final plat for Grand Isle Subdivision is hereby approved and shall be recorded in the public records of Lake County, Florida.

SECTION 2.

That the City Manager is hereby authorized to release the provided security as follows:

- a. At the end of the two (2) year maintenance period, prior to release of the Certified Check, the Public Works Director shall provide verification that no deficiencies exist, the City Manager is then authorized to release the Certified Check.

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 upon filing.

DONE AND RESOLVED in Regular Session of the City Commission of the City of Eustis, Florida, this 21st day of November, 2024.

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

Michael L. Holland
Mayor/Commissioner

ATTEST:

Mary Montez, Deputy City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of November, 2024, by Michael L Holland, Mayor, and Mary Montez, Deputy 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 Eustis City Commission but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

Date

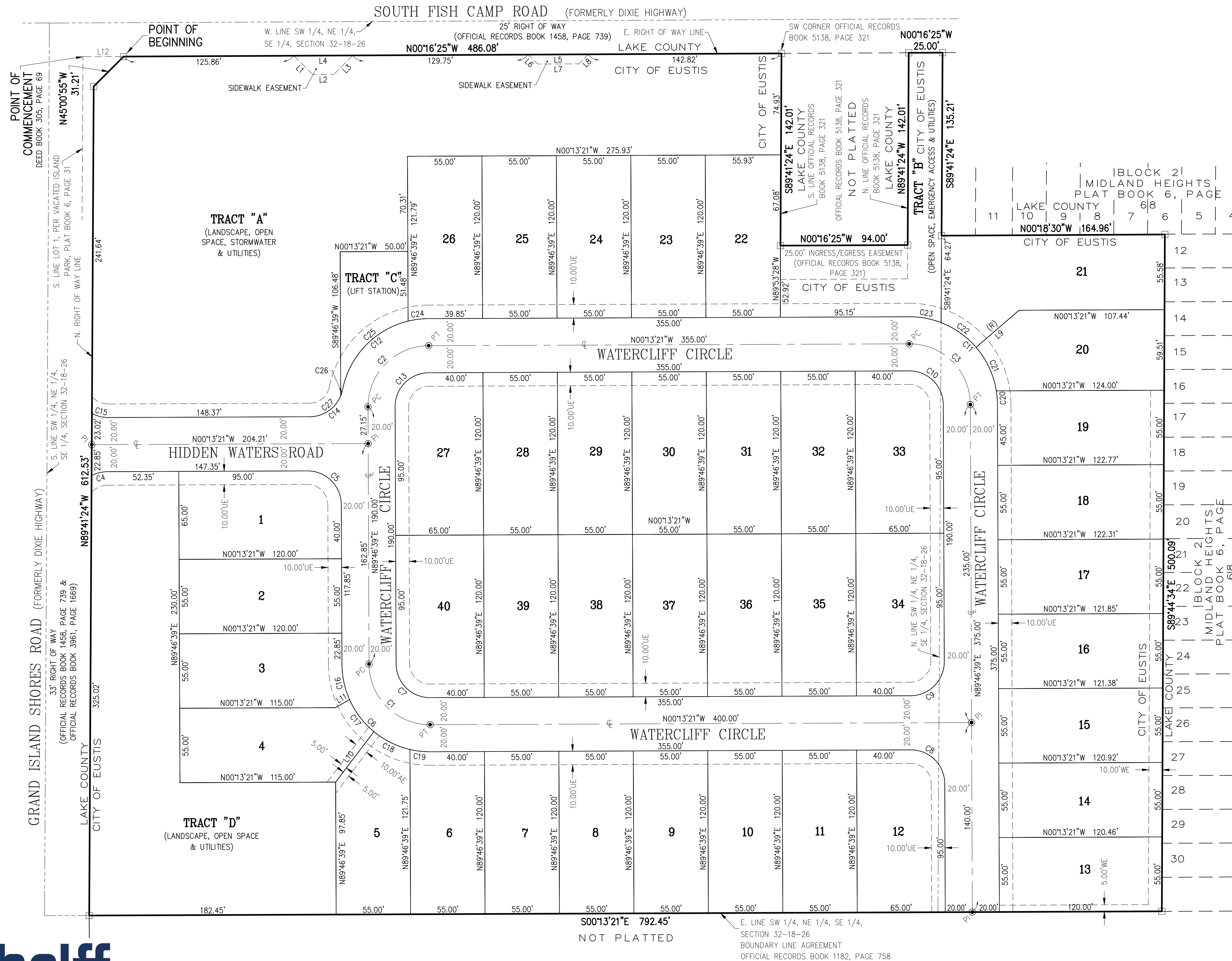
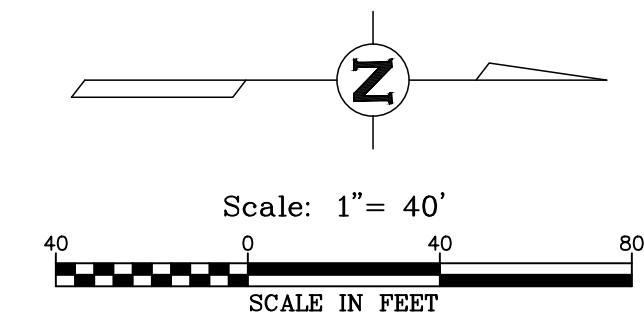
CERTIFICATE OF POSTING

The foregoing Resolution Number 24-103 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

GRAND ISLE

A REPLAT OF LOTS 31 THROUGH 49, BLOCK 2,
MIDLAND HEIGHTS, PLAT BOOK 6, PAGE 68, AND
PART OF THE SOUTHEAST 1/4 OF SECTION 32,
TOWNSHIP 18 SOUTH, RANGE 26 EAST,
CITY OF EUSTIS, LAKE COUNTY, FLORIDA



CURVE TABLE					
CURVE NO.	CENTRAL ANGLE	RADIUS	ARC LENGTH	CHORD	CHORD BEARING
C1	90°00'00"	45.00'	70.69'	63.64'	N44°46'39"E
C2	90°00'00"	45.00'	70.69'	63.64'	S45°13'21"E
C3	90°00'00"	45.00'	70.69'	63.64'	S44°46'39"W
C4	26°33'32"	27.00'	12.52'	12.40'	S13°30'07"E
C5	90°00'00"	25.00'	39.27'	35.36'	S44°46'39"W
C6	90°00'00"	65.00'	102.10'	91.92'	N44°46'39"E
C7	90°00'00"	25.00'	39.27'	35.36'	N44°46'39"E
C8	90°00'00"	25.00'	39.27'	35.36'	S44°46'39"W
C9	90°00'00"	25.00'	39.27'	35.36'	N45°13'21"W
C10	90°00'00"	25.00'	39.27'	35.36'	S44°46'39"W
C11	90°00'00"	65.00'	102.10'	91.92'	S44°46'39"W
C12	78°33'32"	65.00'	89.12'	82.30'	S39°30'07"E
C13	90°00'00"	25.00'	39.27'	35.36'	S45°13'21"E
C14	78°33'32"	25.00'	34.28'	31.66'	N39°30'07"W
C15	27°22'21"	27.00'	12.90'	12.78'	N13°27'49"E
C16	23°46'19"	65.00'	26.97'	26.78'	N77°53'29"E
C17	26°26'39"	65.00'	30.00'	29.73'	N52°47'01"E
C18	26°26'39"	65.00'	30.00'	29.73'	N26°20'21"E
C19	13°20'23"	65.00'	15.13'	15.10'	N6°26'50"E
C20	8°51'00"	65.00'	10.04'	10.03'	S85°21'09"W
C21	31°40'58"	65.00'	35.94'	35.49'	S65°05'10"W
C22	28°08'57"	65.00'	31.93'	31.61'	S35°10'13"W
C23	21°19'05"	65.00'	24.18'	24.05'	S10°26'11"W
C24	13°28'33"	65.00'	15.29'	15.25'	S6°57'38"E
C25	65°04'58"	65.00'	73.83'	69.93'	S46°14'24"E
C26	11°15'15"	25.00'	4.91'	4.90'	N73°09'15"W
C27	67°18'16"	25.00'	29.37'	27.71'	N33°52'29"W

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N44°43'35"E	19.67'
L2	N0°16'17"W	15.53'
L3	N45°16'25"W	19.67'
L4	N0°16'25"W	43.35'
L5	N0°16'25"W	44.30'
L6	N44°43'35"E	9.90'
L7	N0°16'25"W	30.30'
L8	N45°16'25"W	9.90'
L9	N40°45'18"W	41.95'
L10	N52°51'24"W	46.80'
L11	N29°42'54"W	12.08'
L12	N0°16'25"W	30.00'



902 NORTH SINCLAIR AVE. OFFICE: 352.343.8481
TAVARES, FLORIDA 32718 FAX: 352.343.8495
LICENSED BUSINESS #8348



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: November 21, 2024

RE: Resolution Number 24-105: Preliminary Subdivision Plat for The Grove at Pine Meadows located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive (Alternate Key Numbers 3907758, 2831634 and 1588243)

Introduction:

Resolution Number 24-105 approves a Preliminary Subdivision Plat for The Grove at Pine Meadows, A 60-unit Single-Family Residential Subdivision on approximately 24.96 acres of property located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive (Alternate Key Numbers 3907758, 2831634 and 1588243).

This Preliminary Subdivision Plat for The Grove at Pine Meadows was first brought to the City Commission for consideration in July of 2024. At that meeting concerns and objection were raised by the surrounding neighbors. The City Commission voted to deny the approval of the Preliminary Subdivision Plat for The Grove at Pine Meadows under Resolution Number 24-57. The City Commission suggested that the applicant may want to conduct a community meeting to gather and address the neighbors' concerns with a re-designed preliminary subdivision plat.

The Applicant elected to conduct a community meeting in September of 2024. This meeting was held in the Eustis City Commission Chambers on September 17, 2024. The applicant provided a presentation of their project and received comments and concerns from the neighbors. After the meeting, the Applicant met with several neighbor groups to better understand and attempt to address the concerns and objections that were raised in the meeting.

On October 15, 2024, the Applicant submitted revised plans, which Development Service Staff assigned a new project number 2024-S-09R, as the City Commission denied the previous request. These plans were reviewed again by the Development Review Committee. The main material change included a subdivision perimeter fence and plan notations relating to the wetlands for future lot purchasers regarding the wetland areas. The utilities plan was updated to indicate that utilities will come from Pine Meadows Golf Course Road versus Orange Avenue. The DRC found the plans in compliance with the City's Land Development Code.

The Resolution before the City Commission has a new Resolution Number, Resolution Number 24-105, as the previous resolution (Resolution Number 24-57) was denied.

Background:

Pertinent Site Information:

- a. The subject property comprises about 24.96 acres, which is currently vacant.
- b. The site is within the Suburban Residential (SR) land use district, which allows single-family residential homes up to five (5) dwelling units per acre.
- c. The property is within the Rural Neighborhood design district.
- 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	Undeveloped Wooded Property	Suburban Residential (SR)	Rural Neighborhood
North	Single-Family Residential	Lake County Urban Low	N/A
South	Single-Family Residential and Vacant	Suburban Residential (SR)	Rural Neighborhood
East	Vacant and Single-Family Residential	Suburban Residential and Lake County Urban Low	Rural Neighborhood and N/A
West	Single-Family Residential	Suburban Residential and Lake County Urban Low	Rural Neighborhood

The proposed development is 60 unit single-family residential subdivision, conforming with the Rural Neighborhood design district and Section 110-4.2, House Lot Type) lots for single-family detached residences:

Subdivision Component	Code	Provided
Gross Area	n/a	24.96
Net Area (gross area less wetlands, water bodies)	n/a	20.80
Lot Typology	House Lot	House Lot (55' X 120")
Density	5 Dwelling Units Per Acre	Net 2.88 Dwelling Units Per Acre
		Gross 2.4 Dwelling Units Per Acre
Open Space	25% minimum (5.20 ac)	27.4% (5.70 ac)
Park Space	1 acre for 50-99 lots	1.09 acres provided
Landscape Buffers	Buffers smaller than 15' may be permitted when the building is sited with a street setback between 5' to 15'.	50 Foot plus landscape buffer along Pine Meadows Golf Course Road and Orange Avenue

No waivers are requested, and this proposed preliminary subdivision plat meets all City requirements in the Code of Ordinances and Land Development Regulations as well as the Florida Statutes at this time.

The preliminary subdivision plat provides for single-family detached homes at a maximum density of 2.88 units per acre (allowed up to 5 du/ac). The plan provides for 40% impervious surface area (maximum 40% ISR permitted). The plan provides for more than 25% open space (25% minimum required). The plan provides for the necessary park space, 1.09 acres provided through passive recreation areas and walking opportunities. The proposed plan is consistent with the Future Land Use Element Appendix of the Comprehensive Plan and the Land Development Regulations.

Sections 115-7, 8 and 9 outline standards for transportation, parks, and landscaping. A traffic impact statement was prepared for the subdivision. The proposed project will result in 12 inbound trips and 35 outbound trips in the AM peak hour period and 38 inbound trips and 23 outbound trips in the PM peak hour period. The local roadway network has adequate capacity to accommodate the new trips without reducing the Level of Service (LOS). Therefore, the project is exempt from completing a Tier 1 Traffic Impact Analysis.

As part of this review, Development Services performed a cursory analysis of the surrounding developed platted subdivision and found that although the lot sizes are larger on the whole, the subdivision densities are comparable with an average density of 1.9 to 2.13 dwelling units per acre gross density.

Recommended Action:

Development Services and the City of Eustis Development Review Committee have found the proposed Preliminary Subdivision Plat in compliance with the City of Eustis Land Development Code and Comprehensive Plan. Staff recommends that the City Commission consider approving the Preliminary Subdivision Plat for The Grove at Pine Meadows under Resolution Number 24-105, as the proposed density of 2.88 dwelling units per acre falls below the maximum density allowed and is similar in density if not lot dimension to the surrounding subdivided properties and that the preliminary subdivision plat meets or exceeds the required design standards and criteria per the City's Land Development Regulations.

Policy Implications:

None

Alternatives:

1. Approve Resolution Number 24-105
2. Deny Resolution Number 24-105

Budget/Staff Impact:

None

Prepared By:

Jeff Richardson, AICP, Deputy Director

Reviewed By:

Mike Lane, AICP, Director

RESOLUTION NUMBER 24-105

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A PRELIMINARY SUBDIVISION PLAT FOR THE GROVE AT PINE MEADOWS SUBDIVISION, A 60-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION, ON APPROXIMATELY 24.96 ACRES OF PROPERTY LOCATED ON THE NORTH SIDE OF PINE MEADOWS GOLF COURSE ROAD, SOUTH OF THE INTERSECTION OF ORANGE AVENUE AND BEACH DRIVE (ALTERNATE KEY NUMBERS 3907758, 2831634 AND 1588243).

WHEREAS,. Germana Engineering and Associates, LLC (applicant), on behalf of Colin Cosden, Jessica Cosden, and Shelton Savage (owners), has made an application for Preliminary Subdivision Plat approval for The Grove at Pine Meadows (60 single-family residential units) on approximately 24.96 acres located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive, more particularly described as follows:

Parcel Alternate Key Numbers: 3907758, 2831634, and 1588243

Parcel Identification Numbers: 35-18-26-0001-000-07200; 26-18-26-0004-000-04301, and 26-18-26-0004-000-04300

LEGAL DESCRIPTION

PARCEL 1:

BEGIN AT THE INTERSECTION OF THE SOUTH LINE OF SECTION 26, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA WITH THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOTS 18 AND 19 OF FOREST LAKE SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 14, PAGE 40, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

FROM SAID POINT OF BEGINNING RUN NORTH ALONG SAID WEST LINE OF LOTS 18 AND 19 AND THE SOUTHERLY AND NORTHERLY EXTENSION THEREOF, A DISTANCE OF 1307.29 FEET; THENCE FROM A PROLONGATION OF THE PREVIOUS LINE TURN AN ANGLE TO THE LEFT OF 89 DEGREES 24 MINUTES 50 SECONDS AND RUN WESTERLY 50 FEET; THENCE SOUTHERLY PARALLEL WITH THE AFORESAID WEST LINE OF LOTS 18 AND 19 A DISTANCE OF 699.89 FEET; THENCE RUN WEST PARALLEL WITH THE SOUTH LINE OF SAID SECTION 26 A DISTANCE OF 270.00 FEET; THENCE RUN SOUTH PARALLEL WITH AFORESAID WEST LINE OF LOTS 18 AND 19 A DISTANCE OF 506.10 FEET; THENCE FROM A PROLONGATION OF THE PREVIOUS LINE TURN AN ANGLE TO THE LEFT OF 65 DEGREES 37 MINUTES 16 SECONDS AND RUN SOUTHEASTERLY 248.22 FEET TO THE SOUTH LINE OF SAID SECTION 26; THENCE EAST ALONG THE SOUTH LINE OF SAID SECTION 93.91 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

PARCEL 2:

THAT PART OF THE WEST 1/2 OF THE SE 1/4 OF THE SE 1/4, SECTION 26, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF SECTION 26, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, WITH THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOTS 18 AND 19 OF FOREST LAKE SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 14, PAGE 40, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, THENCE RUN NORTH 00°02'24" WEST, ALONG THE SAID WEST LINE OF LOTS 18 AND 19 AND THE SOUTHERLY AND NORTHERLY EXTENSION THEREOF, A DISTANCE OF 1307.29 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) ON THE SOUTH RIGHT OF WAY LINE OF ORANGE AVENUE; THENCE FROM A PROLONGATION OF THE PREVIOUS LINE TURN AN ANGLE TO THE LEFT OF 89°24'50" AND RUN NORTH 89°27'14" WEST, ALONG SAID SOUTH RIGHT OF WAY LINE OF ORANGE AVENUE, A DISTANCE OF 50.00 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE NORTH 89°09'05" WEST, ALONG SAID SOUTH RIGHT OF WAY LINE A DISTANCE OF 270.02 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE RUN SOUTH 00°02'24" EAST, PARALLEL WITH THE AFORESAID WEST LINE OF LOTS 18 AND 19, A DISTANCE OF 701.81 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE CONTINUE SOUTH 00°02'24" EAST, PARALLEL WITH THE AFORESAID WEST LINE OF LOTS 18 AND 19, A DISTANCE OF 506.10 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE FROM A PROLONGATION OF THE PREVIOUS LINE TURN AN ANGLE TO THE LEFT OF 65°26'42" AND RUN SOUTH 65°29'06" EAST, A DISTANCE OF 248.56 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) ON THE SOUTH LINE OF SAID SECTION 26, SAID POINT BEING NORTH 89°33'28" WEST 93.91 FEET FROM THE POINT OF COMMENCEMENT; THENCE NORTH 89°33'28" WEST, ALONG THE SOUTH LINE OF SAID SECTION 26, A DISTANCE OF 567.93 FEET TO A 4"X4" CONCRETE MONUMENT (NO IDENTIFICATION) AT THE SOUTHWEST CORNER OF THE SE 1/4 OF THE SE 1/4 OF SAID SECTION 26; THENCE RUN NORTH 01°00'07" EAST, ALONG THE WEST LINE OF THE WEST 1/2 OF THE SE 1/4 OF THE SE 1/4 OF SAID SECTION 26, A DISTANCE OF 1211.57 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE SOUTH 89°09'05" EAST, PARALLEL WITH THE SOUTH RIGHT OF WAY LINE OF ORANGE AVENUE, A DISTANCE OF 5.00 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE NORTH 01°00'07" EAST, PARALLEL WITH THE WEST LINE OF THE WEST 1/2 OF THE SE 1/4 OF THE SE 1/4 OF SAID SECTION 26, A DISTANCE OF 100.00 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) ON THE SOUTH RIGHT OF WAY LINE OF ORANGE AVENUE; THENCE SOUTH 89°09'05" EAST, ALONG THE SOUTH RIGHT OF WAY OF ORANGE AVENUE, A DISTANCE OF 313.02 FEET TO THE POINT OF BEGINNING.

PARCEL 3:

THAT PART OF THE WEST 792 FEET OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 35, TOWNSHIP 18 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGIN AT A 4"X4" CONCRETE MONUMENT (NO IDENTIFICATION) AT THE SOUTHWEST CORNER OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 35; THENCE RUN NORTH 01 DEGREES 58'50" EAST, ALONG THE WEST LINE OF SAID NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 35, A DISTANCE OF 620.24 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) AT AN INTERSECTION WITH THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF

MCKINLEY ROAD, ACCORDING TO LAKE COUNTY PUBLIC WORKS DEPARTMENT MAINTENANCE MAP AS RECORDED IN MAP BOOK 3, PAGES 1 AND 2, DATED JANUARY 1976, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE RUN SOUTH 89 DEGREES 33'37" EAST, ALONG SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE, A DISTANCE OF 49.72 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) AT THE END OF SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE; THENCE RUN NORTH 00 DEGREES 26'23" EAST, ALONG THE EAST LINE OF SAID MAINTAINED RIGHT OF WAY OF MCKINLEY ROAD, A DISTANCE OF 26.00 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) ON THE NORTHERLY LINE OF SAID MAINTAINED RIGHT OF WAY LINE OF MCKINLEY ROAD; THENCE RUN NORTH 89 DEGREES 33'37" WEST, ALONG SAID NORTHERLY MAINTAINED RIGHT OF WAY LINE, A DISTANCE OF 49.02 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) AT AN INTERSECTION WITH THE WEST LINE OF SAID NORTHEAST 1/4 OF THE NORTHEAST 1/4; THENCE RUN NORTH 01 DEGREES 58'50" EAST, ALONG SAID WEST LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 35, A DISTANCE OF 633.84 FEET TO A 4"X4" CONCRETE MONUMENT (NO IDENTIFICATION) AT THE NORTHWEST CORNER OF SAID NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 35; THENCE RUN SOUTH 89 DEGREES 33'28" EAST, ALONG THE NORTH LINE OF SAID NORTHEAST 1/4 OF THE NORTHEAST 1/4, A DISTANCE OF 567.93 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE RUN SOUTH 01 DEGREES 58'50" WEST, A DISTANCE OF 273.42 FEET; THENCE RUN SOUTH 34 DEGREES 05'50" WEST, A DISTANCE OF 879.86 FEET TO A 5/8" IRON ROD AND CAP (LB 6676); THENCE RUN SOUTH 01 DEGREES 58'50" WEST, A DISTANCE OF 273.61 FEET TO A 5/8" IRON ROD AND CAP (LB 6676) AT AN INTERSECTION WITH THE SOUTH LINE OF SAID NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 35 (SAID LINE ALSO BEING THE NORTH RIGHT OF WAY LINE OF PINE MEADOWS GOLF COURSE ROAD, ACCORDING TO O.R. BOOK 68, PAGE 125, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA); THENCE RUN NORTH 89 DEGREES 47'24" WEST, ALONG SAID SOUTH LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 AND SAID NORTH RIGHT OF WAY LINE, A DISTANCE OF 100.00 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT:

THE PROPERTY CONVEYED TO LAKE COUNTY, FLORIDA, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA DESCRIBED IN THAT CERTAIN WARRANTY DEED RECORDED IN O.R. BOOK 279, PAGE 367, AS CORRECTED IN QUIT CLAIM DEED RECORDED IN O.R. BOOK 347, PAGE 15, AND THAT CERTAIN WARRANTY DEED RECORDED

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

WHEREAS, Single-family detached residential dwelling units, at a density of five (5) dwelling units per acre or less, are permitted in the Suburban Residential (SR) land use designation; and

WHEREAS, the preliminary subdivision plat for the Grove at Pine Meadows proposes a net density of 2.88 dwelling units per acre or less, which is consistent with the residential density allowed in the Suburban Residential (SR) future land use designation;

and

WHEREAS, the proposed preliminary subdivision plat as submitted is generally consistent with the City’s Comprehensive Plan and Land Development Regulations; and

WHEREAS, the City Commission finds that approval of the requested preliminary subdivision plat is in the best interests of the public health, safety, and welfare.

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

SECTION 1. That the Grove at Pine Meadows Preliminary Subdivision Plat for 60 single-family residential units located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive, attached hereto as Exhibit “A”, is hereby approved:

SECTION 2. That the Preliminary Subdivision Plat shall be subject to the owner/developer complying with the following conditions:

- a) Submit the Final Engineering and Construction Plans and Final Plat to comply with all requirements of the Eustis Land Development Regulations, Eustis Engineering Design Standards Manual, Florida Statutes, and the provisions of this resolution within one year of the approval of this resolution.
- b) Develop the property in accordance with the approved Preliminary Subdivision Plat as referenced in Section 1 and attached hereto as Exhibit "A".
- c) Obtain and provide copies of all applicable permits from other jurisdictional agencies.

DONE AND RESOLVED this 21st day of November, 2024 in a 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, by means of physical presence, this 21st day of November, 2024, by Michael L. Holland, Mayor, and Mary Montez, Deputy 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, but I have not performed an independent title examination as to the accuracy of the legal description..

City Attorney's Office

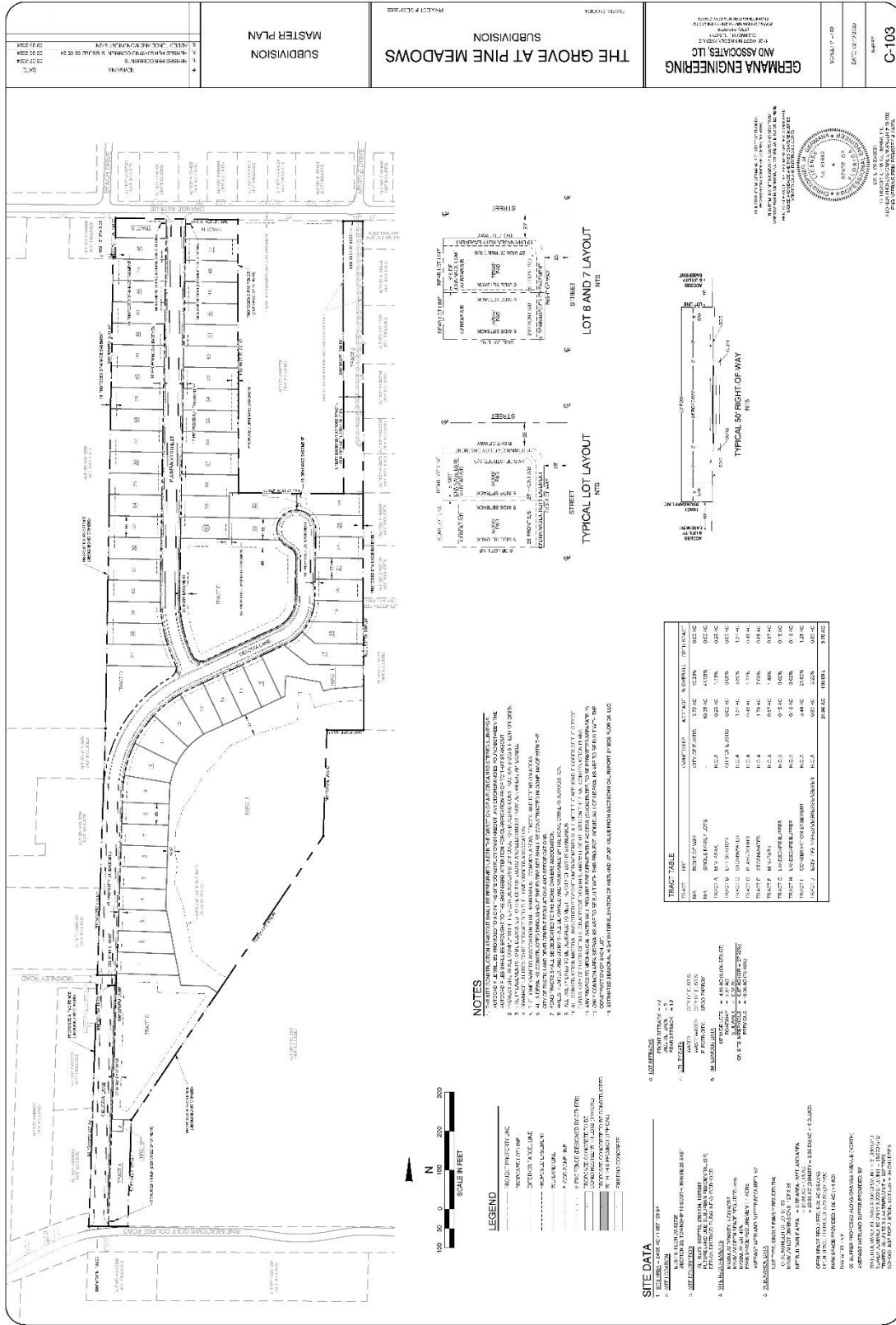
Date

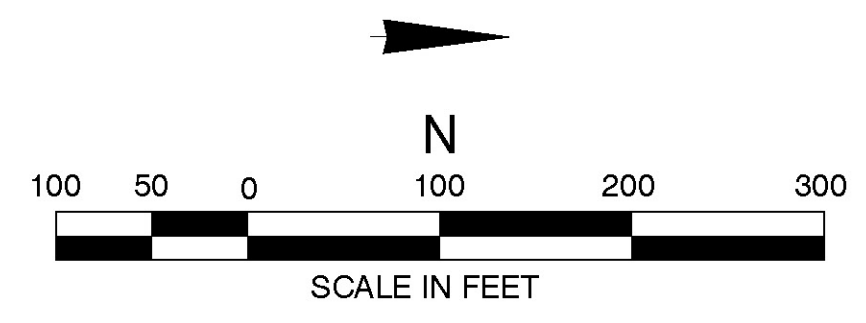
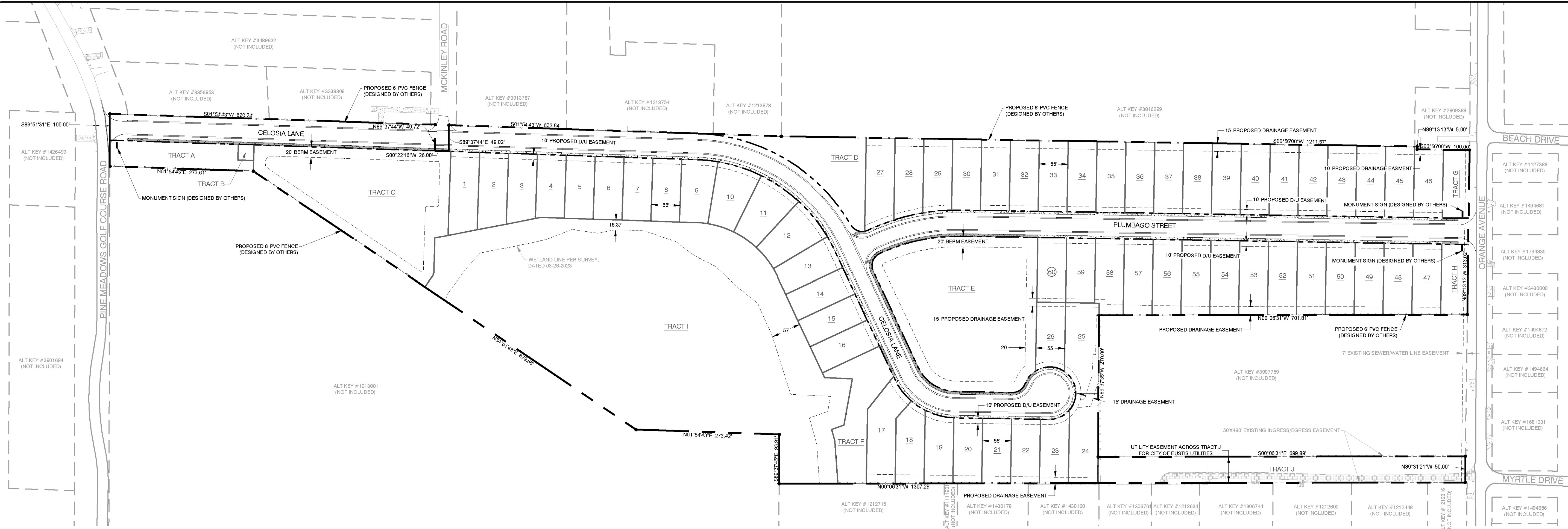
CERTIFICATE OF POSTING

The foregoing Resolution Number 24-105 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

EXHIBIT A





LEGEND

- PROJECT PROPERTY LINE
- PROPOSED LOT LINE
- EXTERIOR PARCEL LINE
- PROPOSED EASEMENT
- WETLAND LINE
- FLOOD ZONE LINE
- 6" PVC FENCE (DESIGNED BY OTHERS)
- PROPOSED CONCRETE TO BE CONSTRUCTED WITH LOTS (TYPICAL)
- PROPOSED CONCRETE TO BE CONSTRUCTED WITH THIS PROJECT (TYPICAL)
- EXISTING CONCRETE

NOTES

1. THE SITE CONSTRUCTION STAKEOUT SHALL BE PERFORMED UNDER THE DIRECTION OF A FLORIDA REGISTERED SURVEYOR. AUTOCAD FILES WILL BE PROVIDED TO AID IN THE SITE CONSTRUCTION STAKEOUT. ANY DISCREPANCIES FOUND BETWEEN THE AUTOCAD FILES SHALL BE BROUGHT TO THE ENGINEERS ATTENTION FOR CLARIFICATION PRIOR TO THAT STAKEOUT.
2. PROJECT SITE SHALL COMPLY WITH THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION (FBC) 8TH EDITION (2023).
3. UTILITY EASEMENTS TO BE DEDICATED TO THE CITY OF EUSTIS AND ELECTRICITY PROVIDER WHERE APPLICABLE.
4. DRAINAGE UTILITIES TO BE DEDICATED TO THE HOME OWNERS ASSOCIATION.
5. THE HOME OWNERS ASSOCIATION SHALL MAINTAIN ALL COMMON AREAS, FENCES, AND RETENTION AREAS.
6. ALL SIDEWALKS CONSTRUCTED THROUGHOUT THE ENTIRE SITE SHALL BE CONSTRUCTED IN COMPLIANCE WITH THE CITY OF EUSTIS LAND DEVELOPMENT REGULATIONS AND SPECIFICATIONS.
7. POND TRACTS SHALL BE DEDICATED TO THE HOME OWNERS ASSOCIATION.
8. WALLS, FENCES, AND SIGNS SHALL BE OWNED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.
9. ALL UTILITY LINES TO BE DESIGNED TO MEET THE CITY OF EUSTIS STANDARDS.
10. ALL CONSTRUCTION MATERIAL AND OTHER PROPOSED IMPROVEMENTS SHALL MEET THE APPLICABLE CODES OF THE CITY OF EUSTIS, CITY OF EUSTIS DETAILS, OR APPROVED EQUALS, AND WILL BE UTILIZED ON THE FINAL CONSTRUCTION PLANS.
11. ANY PROPOSED MECHANICAL GATES WILL REQUIRE FIRE DEPARTMENT ACCESS (CLICKCENTER, TO BE PERMITTED SEPARATELY).
12. ONLY COMMON AREA SIDEWALKS ARE TO BE BUILT WITH THIS PROJECT. INDIVIDUAL LOT SIDEWALKS ARE TO BE BUILT WITH THE CONSTRUCTION OF EACH LOT.
13. ESTIMATED SEASONAL HIGH WATER ELEVATION OF WETLAND: 67.90'. VALUE FROM GEOTECHNICAL REPORT BY ECS FLORIDA, LLC.

SITE DATA

1. **SITE AREA** = 24.96 AC / 1,087,106 SF
2. **SITE LOCATION**
EUSTIS, FLORIDA 32726
SECTION 26, TOWNSHIP 18 SOUTH, RANGE 26 EAST
3. **SITE DESCRIPTION**
ALT KEYS: 3607756, 2631634, 1588243
FUTURE LAND USE: SUBURBAN RESIDENTIAL (SR)
DESIGN DISTRICT: RURAL NEIGHBORHOOD
4. **SITE REQUIREMENTS**
MAXIMUM DENSITY: 5 DU/ACRE
MINIMUM OPEN SPACE REQUIRED: 25%
MAXIMUM ISR: 40%
PARK SPACE REQUIREMENT: 1 ACRE
AVERAGE WETLAND BUFFER REQUIRED: 50'
5. **SUBDIVISION DATA**
USE TYPE: SINGLE-FAMILY RESIDENTIAL
TOTAL NUMBER OF LOTS: 60
MINIMUM LOT DIMENSIONS: 120' X 55'
NET BUILDABLE AREA = SITE AREA - WETLAND AREA
= 24.96 AC - 4.19 AC
= 20.80 AC (DENSITY = 2.88 DU/AC < 5 DU/AC)
OPEN SPACE REQUIRED: 5.20 AC (25.00%)
OPEN SPACE PROVIDED: 5.70 AC (27.40%)
PARK SPACE PROVIDED: 1.09 AC (>1 AC)
R/W WIDTH: 50'
50' BUFFER PROPOSED ALONG ORANGE AVENUE (NORTH)
AVERAGE WETLAND BUFFER PROVIDED: 50'
WATER DEMAND: 60 UNITS X 350 GPD/UNIT = 21,000 GPD
SEWER DEMAND: 60 UNITS X 300 GPD/UNIT = 18,000 GPD
TRAFFIC: 60 UNITS X 644 TRIPS/UNIT = 567 TRIPS
SCHOOL AGE POPULATION: 60 X 0.65 = 39 CHILDREN

6. LOT SETBACKS

- FRONT SETBACK = 25'
- SIDE SETBACK = 5'
- REAR SETBACK = 10'

7. UTILITY DATA

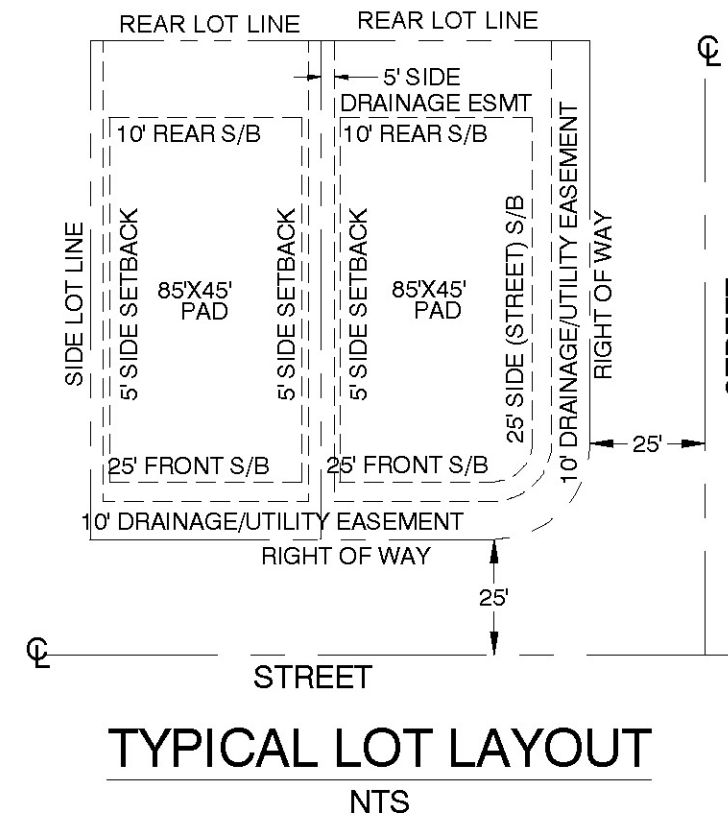
- WATER: CITY OF EUSTIS
- WASTEWATER: CITY OF EUSTIS
- ELECTRICITY: SECO ENERGY

6. IMPERVIOUS DATA

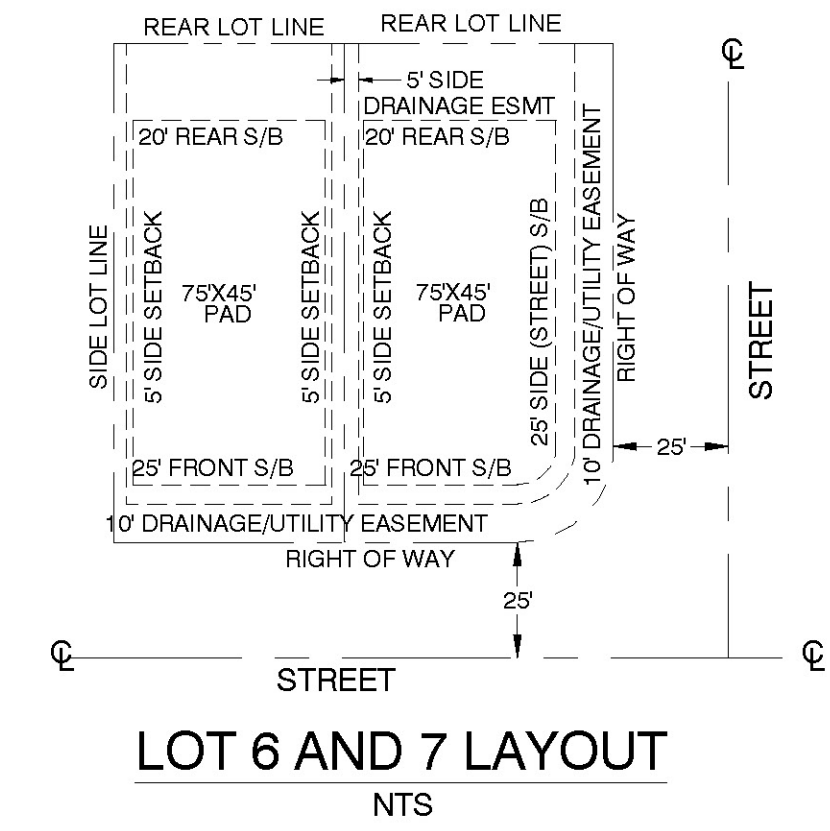
- 55' WIDE LOTS = 4.13 AC (3,000 SF/LOT)
- ROADWAY = 2.17 AC
- SIDEWALK = 0.57 AC
- ON-SITE IMPERVIOUS = 6.87 AC (SR = 27.52%)
- PERVIOUS = 18.09 AC (72.48%)

TRACT TABLE

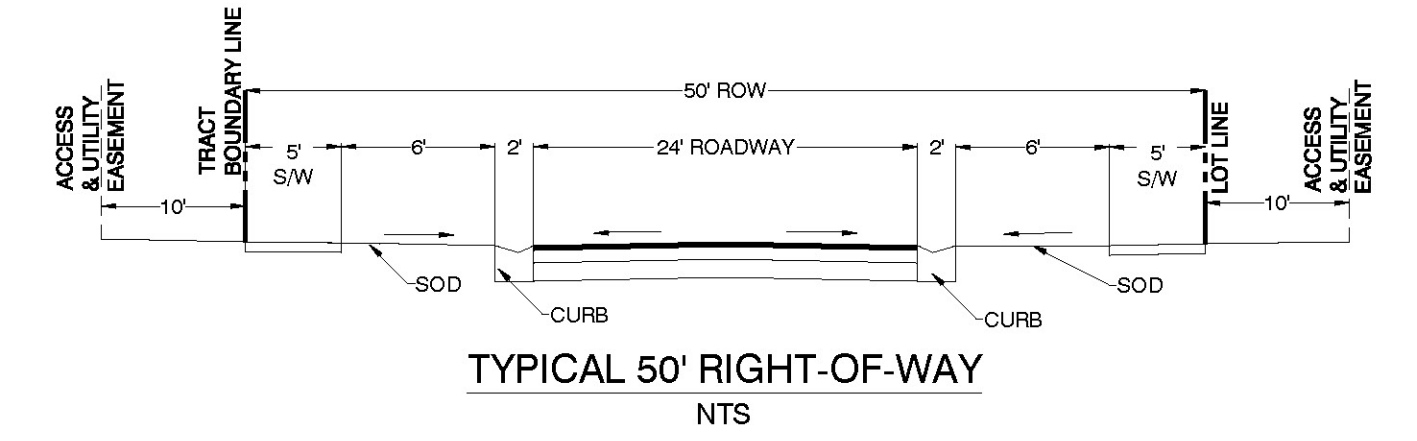
TRACT	USE	OWNERSHIP	ACREAGE	% OVERALL	OPEN SPACE
N/A	RIGHT OF WAY	CITY OF EUSTIS	3.79 AC	15.20%	0.00 AC
N/A	SINGLE FAMILY LOTS	-	10.38 AC	41.58%	0.00 AC
TRACT A	MINI-PARK	H.O.A.	0.29 AC	1.18%	0.29 AC
TRACT B	LIFT STATION	CITY OF EUSTIS	0.02 AC	0.08%	0.00 AC
TRACT C	STORMWATER	H.O.A.	1.37 AC	5.50%	1.37 AC
TRACT D	PLAYGROUND	H.O.A.	0.43 AC	1.74%	0.43 AC
TRACT E	STORMWATER	H.O.A.	1.76 AC	7.03%	0.85 AC
TRACT F	MINI-PARK	H.O.A.	0.37 AC	1.46%	0.37 AC
TRACT G	LANDSCAPE BUFFER	H.O.A.	0.15 AC	0.60%	0.15 AC
TRACT H	LANDSCAPE BUFFER	H.O.A.	0.16 AC	0.62%	0.16 AC
TRACT I	CONSERVATION EASEMENT	H.O.A.	5.44 AC	21.80%	1.28 AC
TRACT J	EXISTING INGRESS/EGRESS EASEMENT	H.O.A.	0.80 AC	3.22%	0.80 AC
			24.96 AC	100.00%	5.70 AC



TYPICAL LOT LAYOUT
NTS

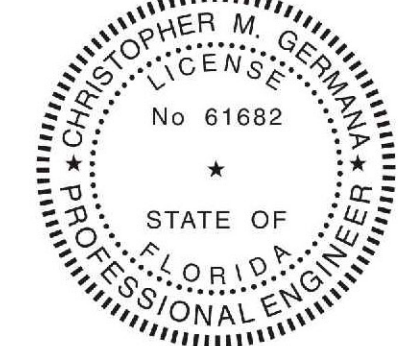


LOT 6 AND 7 LAYOUT
NTS



TYPICAL 50' RIGHT-OF-WAY
NTS

CHRISTOPHER M. GERMANA, P.E., STATE OF FLORIDA,
PROFESSIONAL ENGINEER, LICENSE NO. 61682
THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY
CHRISTOPHER M. GERMANA, P.E. ON THE DATE INDICATED HERE
PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED
SIGNED AND SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.



DATE: 09-25-2024
CHRISTOPHER M. GERMANA, P.E.
FLORIDA PROFESSIONAL ENGINEER # 61682
ENGINEERING FIRM REGISTRY # 29279

REVISIONS	DATE
1. REVISED PER COMMENTS	05-07-2024
2. REVISED PER S/JR/MD COMMENTS ISSUED 06-05-24	06-20-2024
3. ADDED FENCE AND MONUMENT SIGN	09-25-2024

**SUBDIVISION
MASTER PLAN**

**THE GROVE AT PINE MEADOWS
SUBDIVISION**

**GERMANA ENGINEERING
AND ASSOCIATES, LLC**
1120 WEST MINNIEA AVENUE
CLEMENSVILLE, MO 65471
WWW.GERMANAENGINEERING.COM
ENGINEERING FIRM REGISTRY # 29279

SCALE: 1" = 100'
DATE: 02-13-2023
SHEET
C-103

EPIC DEVELOPMENT GROUP, LLC



October 14, 2024

Re: The Grove at Pine Meadows
Colin and Jessica Cosden
37043 Myrtle Dr Eustis, FL

To whom it may concern:

As part of our re-submittal for the above mentioned project we wanted to include this Summary to help clarify the changes on the plans that have come about from the Community meeting and correspondence with the Neighboring Residents as well as memorialize some of the Q&A that had transpired.

Starting with the community meeting, we believe most of the concerns about the Development came from the simple fact that the Residents were not informed on how things were going to be handled and addressed, ie: Offsite Utility construction, Construction and Daily traffic, Lake effects, Environmental concerns, Storm Water and Drainage, School Capacity, Wild life and Privacy. Which are all legitimate and Viable concerns.

One of the hot topics from the meeting was Flooding. So our Civil educated and showed the Residents how the Storm water is captured on the site plan and how we will not be contributing to this issue. We also explained that we will not be doing any offsite work on Orange Ave, as this was miscommunicated during the initial hearing, and that the project will not be tearing up the roads to add in the Sewer connection which will be off of Pine Meadows Road. This in turn helped lower the concern about roads being shut down and complicating traffic while under construction. We also mentioned that we control the location of the Construction entrances and that there will not be large trucks coming in off of McKinley as well as the that the site balances for Fill, so there will not be a great deal of Dump trucks filled with dirt coming through any of the Roads.

With regards to the concerns about the Lake, we explained the State rules and Regulations on how it is literally illegal to touch Foliage and Trees around Lakes and Wetlands. We showed them on the plans where there will be a 25ft Natural buffer around the lake. There was also a concern about the Park on the Lake, we will be limiting this to just a walking trail and Bench. We also provided Residents who requested the Environmental studies a copy and explained that both this and the Wildlife Studies were submitted and approved by staff along with the Traffic, Geo-Tech and the School Capacity Reports.

Lastly, to address the concerns about Privacy for all the Contiguous properties we added in a 6ft Tall PVC fence around the entire property on the Plans.

Moving forward, we know Growth can be hard to deal with. So our consultants and us had multiple discussions with the Residents educating them about how things work in the Development world. Starting with Impact Fees and how they are supposed to contribute to Road improvements and Schools as well as how Roof tops drive Commercial growth and Stability for your local Restaurants and stores. In the end we did reiterate the fact that we are above the requirement for Green space and well below the allowed density at 2.88 units per acre, instead of the 5 that code allows, and that from our Initial submission we have lowered our lot count from 79 to 60.

We are truly excited for this project and hoping we can bring more residents to come see Eustis's small city Charm!!

Sincerely,

Epic Development Group, LLC
Nicholas A. Burden

1507 S. Hiwassee Road Suite 211 Orlando, FL 32835
TEL: (407) 347-7507 FAX: (407) 298-1740
www.EpicDevelopmentGroup.com

**Community Meeting Summary
The Grove at Pine Meadows
Tuesday, September 17, 2024
5:17 p.m.**

Meeting opened up by Police Chief Craig Capri welcoming the attendees and asking that they be civil and respectful of others.

Sasha Garcia, the City Attorney, then explained why the meeting was occurring. She emphasized that this meeting was the developer's meeting – not the City's. She gave a brief summary of the City Commission Meeting where the project was denied by the City Commission and the subsequent request for relief (a less aggressive approach instead of litigation provided by Florida Statutes Section 70.51) by the developer's attorney.

Christopher Germana, Design Engineer, discussed the project and their intent to meet the City's Land Development Regulations (also referred to as the code). He explained that they were allowed to build 5 units per acre; however, the project provided for 2.88 units per acre. The open space allowed was 5.2 acres but they were proposing 5.7 acres which provided more space than the Code required. The project included sewer lines with a lift station that the developer will include in the area. The project had to adhere to the St. Johns River Water Management District (SJRWMD) for the wetlands. The County maintains the roads in the area and the developer is in discussions with the County about the impacted roads for this project.

Summary of questions and statements:

Residents' Statements & Questions:

How is Myrtle Drive included in this project?

Is the developer aware that Lake Ann water rises and falls? Where does the water go?

Where are the children of this project going to go to school?

Can we get the FDOT to install a traffic light on SR19 at either McKinley or Pine Meadows Golf Course Road?

The residents have an option of sending their children to either Eustis or Umatilla schools. The buses run for both schools through the area.

Houses have been built with the septic tanks in the front yard. This has caused flooding in the area every time it rains.

The property was formerly used as a plant nursery which used a lot of chemicals on the plants. The property has got to be contaminated from these chemicals.

The current residents' septic tank leach fields are failing now that the Pine Meadows Project has begun construction.

The traffic study appears skewed – not really accounting for the Pine Meadows Reserve traffic.

Everyone (of the residents) plays chicken daily when they enter State Road 19, as they go to work. A lot of times, it takes over 2 minutes just to get out onto SR 19.

The size of the homes has not been provided. We don't want this project to destroy the value of our homes.

The City Commission approved a project for ranchettes on this property some years ago. What happened to that project?

Everyone in the area has a well.

There used to be wildlife everywhere in the area. That is no longer the case.

*The roads won't handle the growth. The City and County aren't keeping up with the potholes, now. **Chief Capri announced that the police and fire will be able to get to the area during construction. The contractors aren't going to completely block the residents from coming into and leaving the area.***

All the additional residents will impact and destroy the lake and the wildlife will no longer be able to use this area.

60 homes just don't add up. How can this many homes be viable?

There aren't enough people to work the number of jobs now in this area.

Why wasn't the ranchettes project recorded in the County records?

We ran from the cities to get away from the growth.

What can be done to protect our privacy and access, can screening or a wall be added?

Development Team Statements:

The developer will review the Myrtle Drive situation and work with residents to maintain access.

The developer has conducted a Phase 1 environmental analysis and is willing to share the information.

The developer has conducted title work on the property and is willing to share the information.

The proposed homes will be in the 1,800 to 3,000 square feet range.

The lake has been reviewed with the 100-year elevation. The developer is accounting for this elevation. They will not exceed it. The engineer looks at the worst data and designs to mitigate any of these impacts on the project and the area.

The project is designed with stormwater needs in mind. The project can't push any more water on surrounding properties than that which already occurs. The engineers have to examine pre- and post-development conditions to determine what the allowable conditions will be. This data is then reviewed

and examined by the Water Management District. When they (SJRWMD) are comfortable with the calculations, they will then issue the stormwater permit for this project.

The developer mentioned that they had originally wanted to place 80 homes on the property but the City staff pushed back.

The developer stated that he would be happy to work with the current home owners on putting a privacy screen (and in some places, a wall) around the entire boundary. They would certainly consider this option.

The developer also said that he would look at the area of Turner and Orange and see if he can try and assist the owners with their current flooding issues.

The project buildout will be 18 to 24 months. It will take 6 to 7 months to get the infrastructure in the ground.

The developer's engineer addressed the concerns related to the utility lines by emphasizing that the lines are not under the roadways but in the right-of-way so construction won't be blocking traffic flow.

The developer explained that this property is unique in that they will not be bringing in fill dirt. The property is well balanced so they will be moving some dirt but it will only be from one area of the site to another.

The meeting was adjourned. A number of residents remained after the meeting to continue to discuss their concerns with the developer's team.

Attendees:

Lisa G Bovee
 Michael J Eggenberger
 Bobby & Julie Eisenbrandt
 Amanda Hall
 Robin Hamel
 Chris Herod
 Amber Hupp
 Ayden Jantone
 Nicole Jenkins
 Judy Kilgis
 Joe & Mary Ramirez
 John Rooney
 Marcus Savage
 Patrick Sides
 Cecil & Darlene Wells

City Staff:

Tom Carrino
 Miranda Burrowes
 Craig Capri
 Marissa Cello
 Mike Lane
 Al Latimer
 Jeff Richardson
 Sasha Garcia (City Attorney)

Developer:

Nicholas Burden
 Andy Lopez
 Christopher Germana



City of Eustis

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

TO: EUSTIS CITY COMMISSION

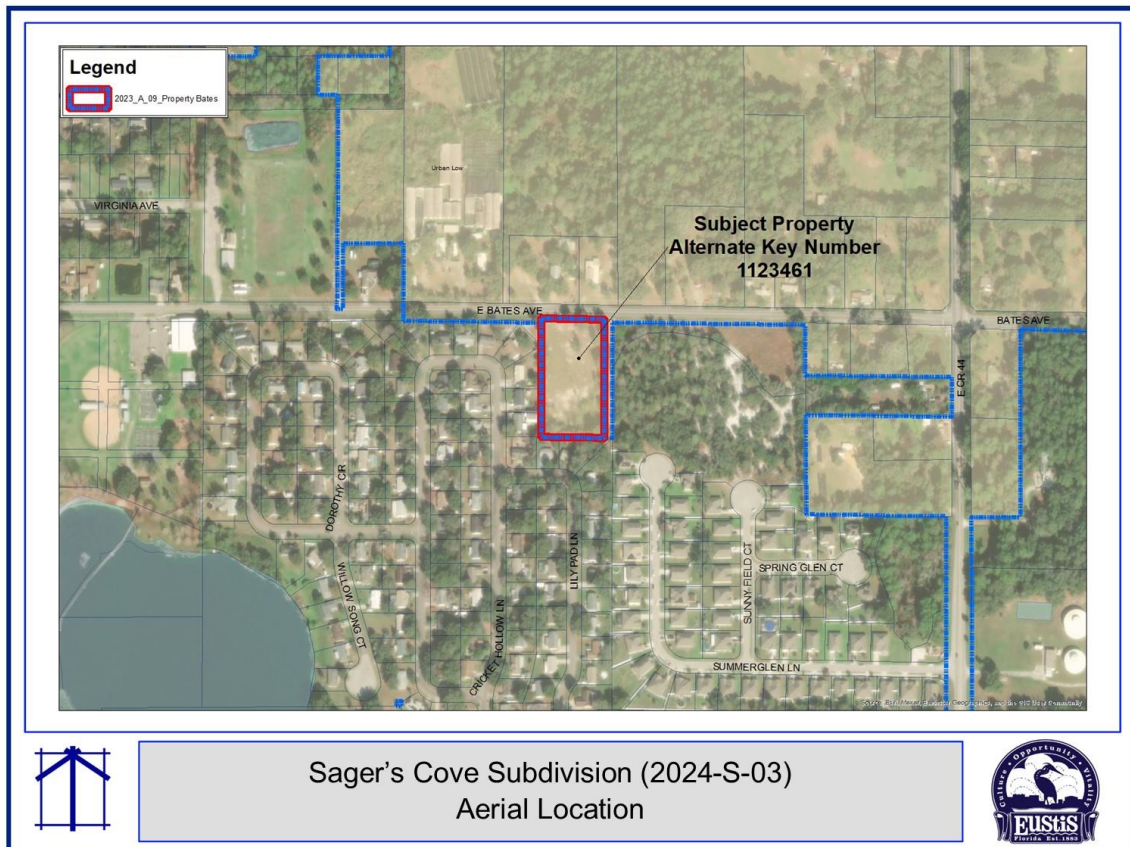
FROM: Tom Carrino, City Manager

DATE: November 21, 2024

RE: Resolution number 24-106: Preliminary Subdivision Plat for Sager's Cove (2024-S-03), a 5-lot single-family residential subdivision, on approximately 1.88 acres of property located on the south side of East Bates Avenue at 2596 East Bates Avenue (Alternate Key Number 1123461)

Introduction:

Resolution Number 24-106 approves a preliminary subdivision plat for Sager's Cove (2024-S-03), A 5-lot Single-Family Residential Subdivision, on approximately 1.88 acres of property located on the south side of East Bates Avenue at 2596 East Bates Avenue (Alternate Key Number 1123461)



Background:**Pertinent Site Information:**

- The subject property comprises about 1.88 acres, which is currently vacant.
- The site is within the Suburban Residential (SR) land use district, which allows single-family detached residential homes.
- The property is within the Suburban Neighborhood Design District.
- 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	Undeveloped Property	Suburban Residential (SR)	Suburban Neighborhood
North	Single Family Residential Railroad Right-of-way (Partial)	Urban Low	N/A
South	Single Family Residential	Suburban Residential (SR)	Suburban Neighborhood
East	Single Family Residential	Suburban Residential (SR)	Suburban Neighborhood
West	Vacant Commercial/ Dollar General Store	Suburban Residential (SR)	Suburban Neighborhood

Proposed Development:

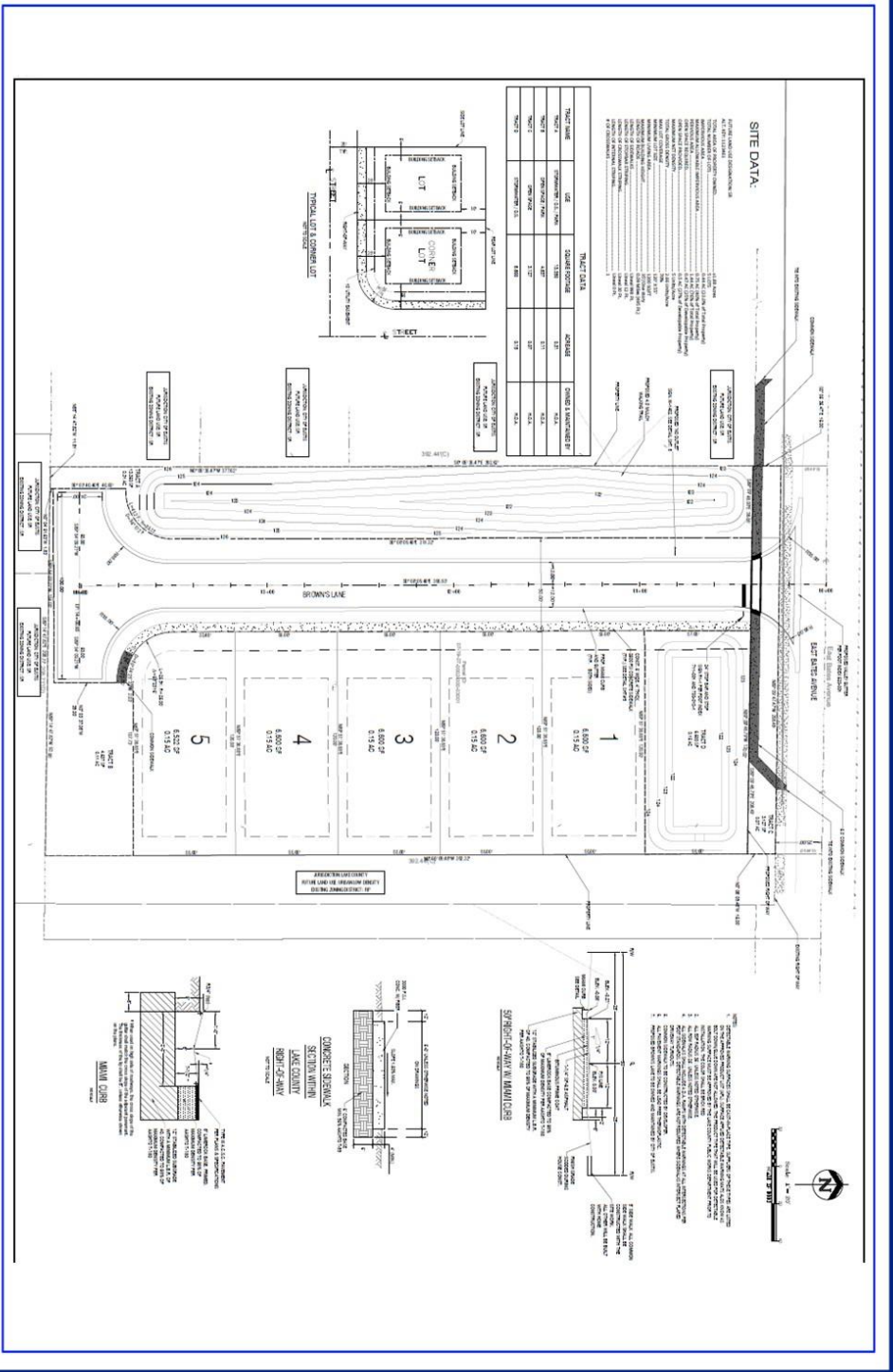
The proposed development is 5 house lot typology lots (conforming with the Suburban Neighborhood design district and Section 110-4.2, House lot type) lots for single-family detached residences. The minimum lot dimensions will be 55 feet by 120 feet. Exhibit A shows the subdivision layout and other basic information, including the following development characteristics:

Subdivision Component	Code	Provided
Gross Area	n/a	1.88 acres
Net Area (gross area less wetlands, water bodies)	n/a	1.88 acres
Lot Typology	House Lot	5 lots, each minimum 55' by 120'
Density	Five (5) dwelling units/acre maximum (9 dwelling units max.)	2.66 dwelling units/acre

	permitted here)	
Open Space	25% minimum (.47 ac)	27% (.5 ac)
Park Space	0.25 acres for 25-49 lots	.41 acres
Landscape Buffers	15-24 feet adjacent to public r/w	15 to 20 feet along Bates Avenue and sodded stormwater / open space tracts before residential lots

Waivers:

No waivers are requested and this proposed preliminary subdivision plat is meeting all City requirements in the Code of Ordinances and Land Development Regulations as well as the Florida Statutes at this time.



Sager's Cove Subdivision (2024-S-03)



Analysis of Request According to Applicable Policies and Codes:

Comprehensive Plan - Future Land Use Element Appendix; Land Development Regulations Section 109-2.3, 109-3, 109-4: Suburban Residential (SR): This designation is provided to accommodate the majority of residential development within the City.

General Range of Uses: This designation is intended to provide for a mix of single-family detached, patio home, and townhouse dwellings in a suburban atmosphere and may also include ACLF, parks and recreation facilities, and schools.

Maximum Density/Intensity: Suburban Residential lands may be developed up to a maximum density of 5 dwelling units per net buildable acre. The maximum density may be exceeded through an affordable housing density bonus as provided in the Special Provisions. Maximum Impervious Surface Area 40%.

The preliminary subdivision plat provides for single-family detached homes at a maximum density of 2.66 dwelling units per acre in a Suburban Residential land use district, which permits up to 5 dwelling units per acre.

The preliminary subdivision plat is consistent with the Comprehensive Plan and Land Development Regulations, and provides for roadway, sidewalks, and maximum on-site impervious coverage of .44 acres, equating to 23% impervious surface area (maximum 40% or .75 acres).

The environmental report by Ray and Associates, submitted for the project, indicated habitat and possibility for florida gopher tortoise and associated eastern indigo snake as well as sand skink. The report did not indicate observance of these species. In addition, they recommend that the subject property be revisited prior to the initiation of construction activities to determine if any changes to the listed flora and fauna species have been found.

Property Owner is proposing to develop the subject site compatible with surrounding development patterns.

The proposed plan is consistent with the Suburban Residential land use per the Future Land Use Element Appendix of the Comprehensive Plan and the Land Development Regulations.

- f. Land Development Regulations – Design Districts Section 109-5.5
Suburban development patterns: Intent. The suburban development pattern relies primarily on a pattern of residential development that provides the majority of property owners with 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. Each land use provides for pedestrian and bicycle connections.

The subdivision layout meets the intent of the Suburban Neighborhood development district. Sidewalks are provided throughout the subdivision connecting to the existing sidewalk on Bates Ave.

- j. Land Development Regulations – **Building Lot Types – Section 110-4.2 House Lot.**

Minimum house lot requirements in Suburban design districts include the following:
Width of 55 feet; Depth of 120 feet; Square Footage of 6,600 feet

Minimum setback requirements for House Lots in Suburban design districts include the following: Street setback of 25 feet; Common lot setback of 5 feet; Rear setback of 10 feet.

The subdivision plat proposes House Lot typologies. Under Section 109-5.6, the Suburban Neighborhood Design District, Estate Lots, House Lots, and Duplex lots are permitted.

d. Land Development Regulations – Chapter 115 General Building and Site Design Standards

Section 115-3.2. (a), (b) and (c) address suburban districts and residential compatibility as follows:

Sec. 115-3.2. - Suburban districts.

(a) *Suburban residential compatibility.* The maximum residential density permitted within any suburban design district shall be consistent with the maximum density of the applicable land use district assigned to each property.

The maximum residential density of the Suburban Residential future land use district is 5 dwelling units per acre, the subdivision proposes a density of 2.66 dwelling units per acre.

(b) When any suburban design district abuts an existing development in a suburban district, and proposed new residential lots will share a common boundary with existing or platted lots:

(1) The width of the new lots may be no more than 150 percent of the width of the existing or platted lots, unless:

(a) The existing or platted lots are non-conforming to the suburban design district standards;

(b) Central sewer service is not available.

Section 115-4.2.1. (and Comprehensive Plan Policies FLU 5.2.1 and 5.2.9) includes general site design criteria to respect the natural topography of the site and follow the outlined four-step design process. Compliance as is demonstrated as follows:

Sec. 115-4.2.1. - All districts.

(a) General site design criteria. Proposed development plans must be organized into three components: 1) wetlands and water bodies; (2) open space; and (3) developed areas. The plan design must respect the natural topography of the site and generally follow the four-step design process described below:

(1) Step 1 - Delineate open space areas as outlined below: a. Create or add to a larger contiguous off-site network of interconnected open space, particularly existing habitats and opportunities for restoring native habitats. b. Create connected and integrated open space within the development to the maximum extent practicable based on the context-sensitive site design standards and priorities below: 1. Protect listed species. 2. Create/enhance connectivity. 3. Protect native habitat. 4. Restore native habitat.

The proposed subdivision plan provides for .41 acres of park space in areas around subdivision, including pedestrian connections that provide an opportunity to create contiguous interconnected open space.

(2) Step 2 - Define development areas in such a way as to preserve the function, purpose and integrity of the natural features of the land, the on-site natural resources, and the environmental systems to the maximum extent practicable.

The engineer designed the site to match the existing grade as much as possible.

(3) Step 3 - Align streets and trails to avoid or at least minimize adverse impacts on designated open space. The streets and trails shall provide external and internal connectivity and the street layout of subsequent phases shall be coordinated with the street system of previous phases.

The property is small, and street connectivity is not feasible with adjacent subdivisions. The sidewalks do connect with the external sidewalks on Bates Avenue. Again, due to the size and site constraints, keeping open space contiguous is not feasible.

(4) Step 4 - Lots lines and building placement should be added as the last step in the design process.

Sections 115-7, 8, and 9 outline standards for transportation, parks, and landscaping. The traffic impact is de-minimis for a 5-unit subdivision and exempt from a full TIA.

Recommended Action:

Development Services and the City of Eustis Development Review Committee have found the proposed Preliminary Subdivision Plat in compliance with the City of Eustis Code and Comprehensive Plan. Staff recommends that the City Commission consider approving the Preliminary Subdivision Plat for Sager's Cove under Resolution Number 24-106.

Policy Implications:

None

Alternatives:

- Approve Resolution Number 24-106
- Deny Resolution Number 24-106

Budget/Staff Impact:

None

Prepared By:

Jeff Richardson, AICP, Deputy Director, Development Services

Reviewed By:

Mike Lane, AICP, Director, Development Services

RESOLUTION NUMBER 24-106

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA; APPROVING A PRELIMINARY SUBDIVISION PLAT FOR THE SAGER'S COVE SUBDIVISION (2024-S-03), A 5-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION, ON APPROXIMATELY 1.88 ACRES OF PROPERTY LOCATED ON THE SOUTH SIDE OF EAST BATES AVENUE AT 2596 EAST BATES AVENUE (ALTERNATE KEY NUMBER 1123461).

WHEREAS, Charles Hiott, PE, HALFF Engineering (applicant), on behalf of Habitat for Humanity of Lake-Sumter FL, LLC (owners), has made an application for Preliminary Subdivision Plat approval for Sager's Cove (5 single-family residential units) on approximately 1.88 acres located on the south side of East Bates Avenue at 2596 East Bates Avenue, more particularly described as follows:

Parcel Alternate Key Number: 1123461

Parcel Identification Numbers: 07-19-24-0002-000-03100

LEGAL DESCRIPTION

THE WEST 208.71 FEET OF THE EAST 254.15 FEET OF THE NORTH 417.44 FEET OF THE WEST 1/2 OF GOVERNMENT LOT 1 IN SECTION 7, TOWNSHIP 19 SOUTH, RANGE 27 EAST, IN LAKE COUNTY, FLORIDA, LESS AND EXCEPT THE NORTH 25 FEET THEREOF FOR ROAD PURPOSES.

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

WHEREAS, Single-family detached residential dwelling units, at a density of five (5) dwelling units per acre or less, are permitted in the Suburban Residential (SR) land use designation; and

WHEREAS, the preliminary subdivision plat for Sager's Cove proposes a net density of 2.66 dwelling units per acre or less, which is consistent with the residential density allowed in the Suburban Residential (SR) future land use designation; and

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

WHEREAS, the City Commission finds that approval of the requested preliminary subdivision plat is in the best interests of the public health, safety, and welfare.

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

SECTION 1. That the Sager’s Cove Preliminary Subdivision Plat for 5 single-family residential units located on the south side of East Bates Avenue at 2596 East Bates Avenue, attached hereto as Exhibit “A”, is hereby approved:

SECTION 2. That the Preliminary Subdivision Plat shall be subject to the owner/developer complying with the following conditions:

- a) Submit the Final Engineering and Construction Plans and Final Plat to comply with all requirements of the Eustis Land Development Regulations, Eustis Engineering Design Standards Manual, Florida Statutes, and the provisions of this resolution within one year of the approval of this resolution.
- b) Develop the property in accordance with the approved Preliminary Subdivision Plat as referenced in Section 1 and attached hereto as Exhibit "A".
- c) Obtain and provide copies of all applicable permits from other jurisdictional agencies.

DONE AND RESOLVED this 21st day of November, 2024 in a regular session of the City Commission of the City of Eustis, Florida.

CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA

Michael L. Holland
Mayor/Commissioner

ATTEST:

Mary Montez, Deputy City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 21st day of November, 2024, by Michael L. Holland, Mayor, and Mary Montez Halloran, Deputy 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, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

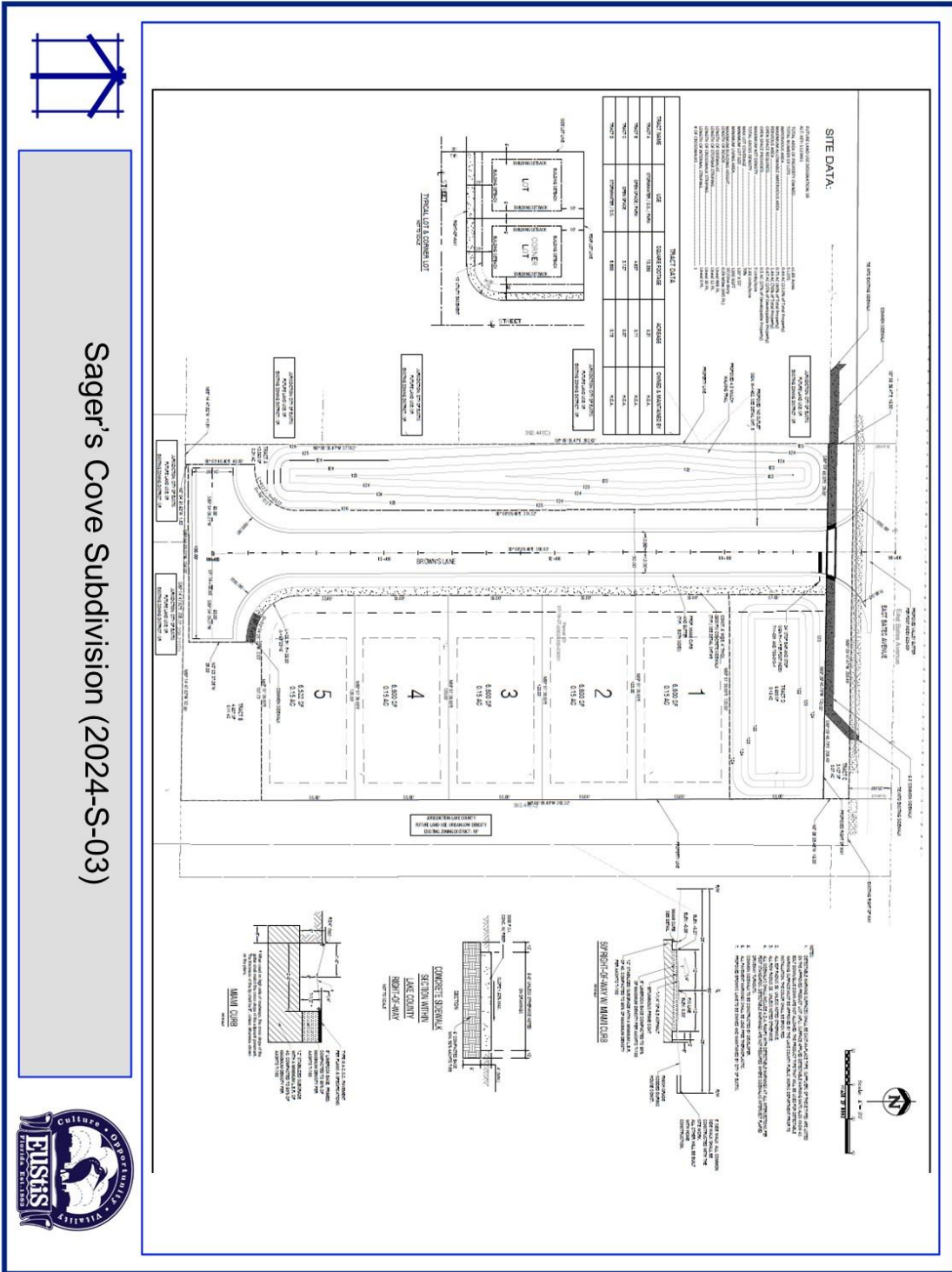
Date

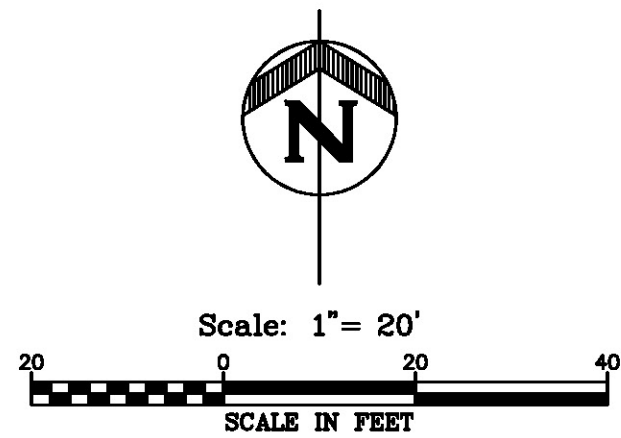
CERTIFICATE OF POSTING

The foregoing Resolution Number 24-106 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

EXHIBIT A



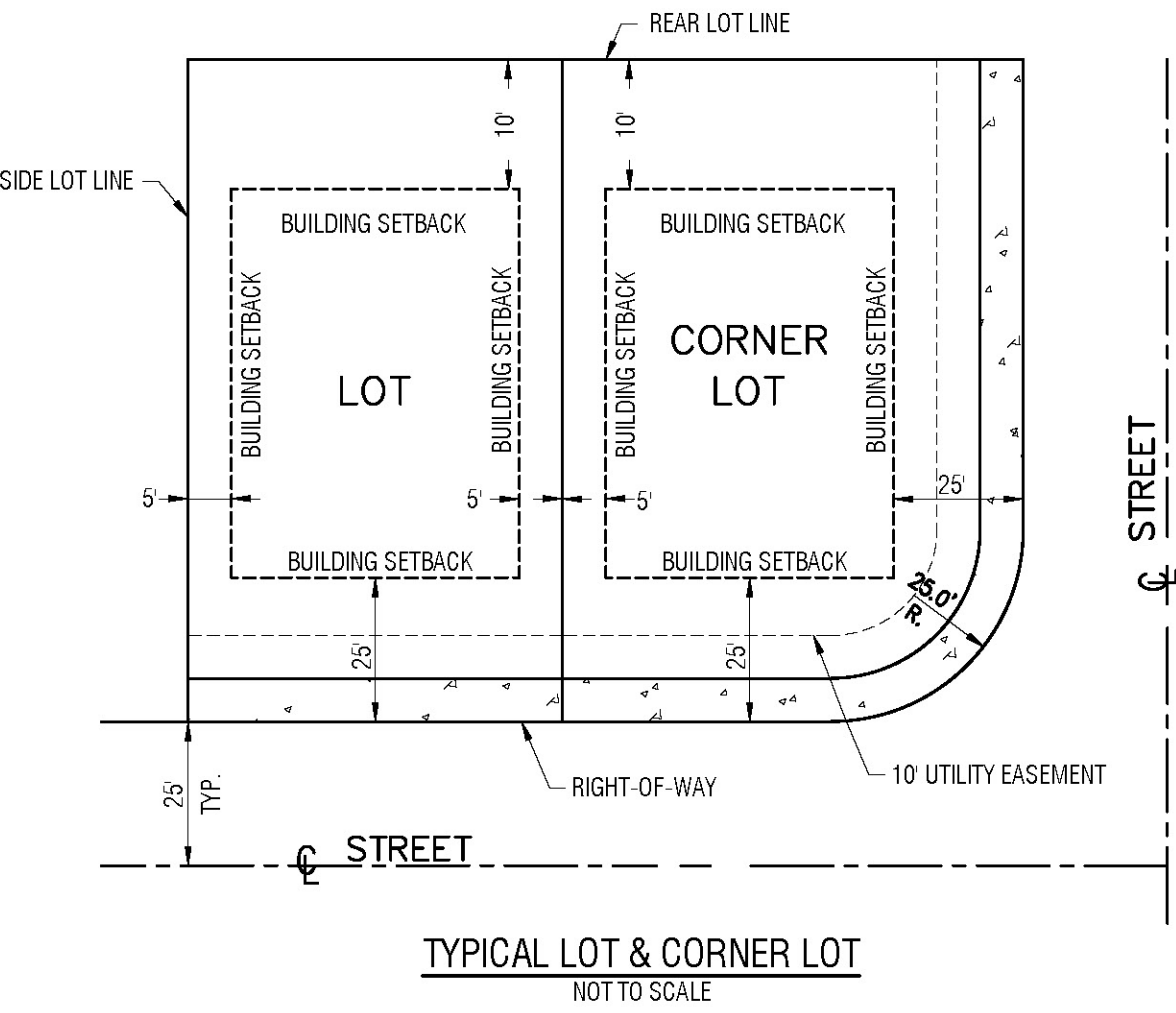


SITE DATA:

FUTURE LAND USE DESIGNATION: SR
ALT. KEY: 1123461

TOTAL AREA OF PROPERTY OWNED.....	1.88 Acres
TOTAL NUMBER OF LOTS.....	5 LOTS
IMPERVIOUS AREA.....	0.44 AC (23.0% of Total Property)
MAXIMUM ALLOWABLE IMPERVIOUS AREA.....	0.75 AC (40% of Total Property)
PERVIOUS AREA.....	1.44 AC (76% of Total Property)
OPEN SPACE REQUIRED.....	0.47 AC (25% of Developable Property)
OPEN SPACE PROVIDED.....	0.5 AC (27% of Developable Property)
MAXIMUM NET DENSITY.....	5 Units/Acre
TOTAL GROSS DENSITY.....	2.66 Units/Acre
MAX LOT COVERAGE.....	70%
MINIMUM LOT SIZE.....	120' X 55'
MINIMUM LIVING AREA.....	1200 SQFT
MAXIMUM BUILDING HEIGHT.....	35'/One story
LENGTH OF ROADS.....	0.09 Miles (495 Ft.)
LENGTH OF SIDEWALKS.....	Lineal 998 Ft.
LENGTH OF STOPBAR STRIPING.....	Lineal 12 Ft.
LENGTH OF CROSSWALK STRIPING.....	Lineal 30 Ft.
LENGTH OF INTERNAL STRIPING.....	Lineal 0 Ft.
# OF CROSSWALKS.....	1

TRACT DATA				
TRACT NAME	USE	SQUARE FOOTAGE	ACREAGE	OWNED & MAINTAINED BY
TRACT A	STORMWATER / O.S. / PARK	13,350	0.31	H.O.A.
TRACT B	OPEN SPACE / PARK	4,637	0.11	H.O.A.
TRACT C	OPEN SPACE	3,127	0.07	H.O.A.
TRACT D	STORMWATER / O.S.	6,600	0.15	H.O.A.

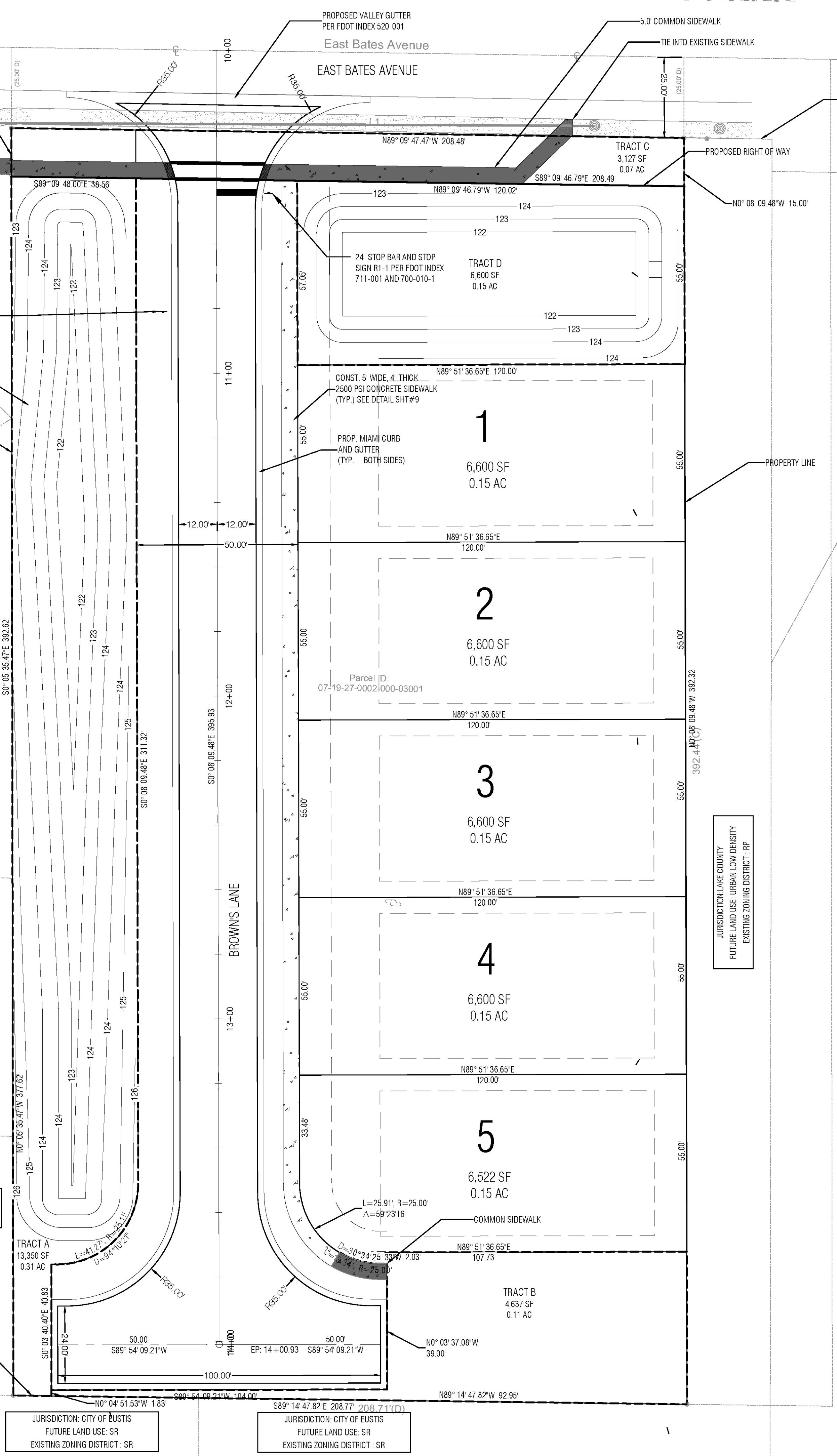


JURISDICTION: CITY OF EUSTIS
FUTURE LAND USE: SR
EXISTING ZONING DISTRICT: SR

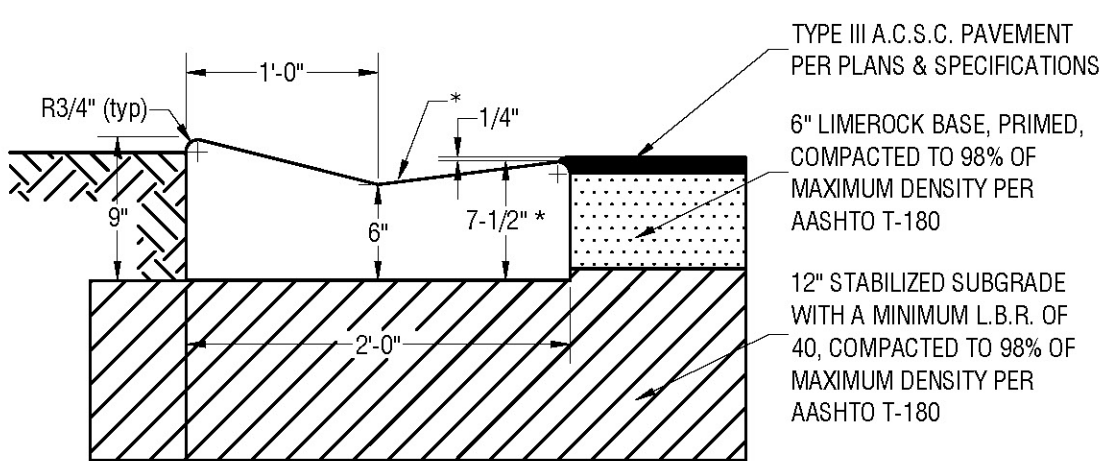
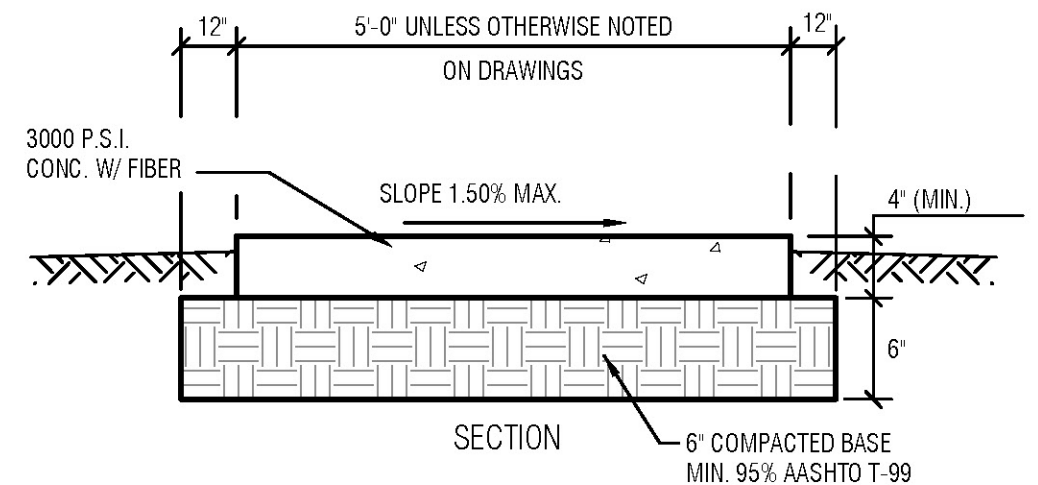
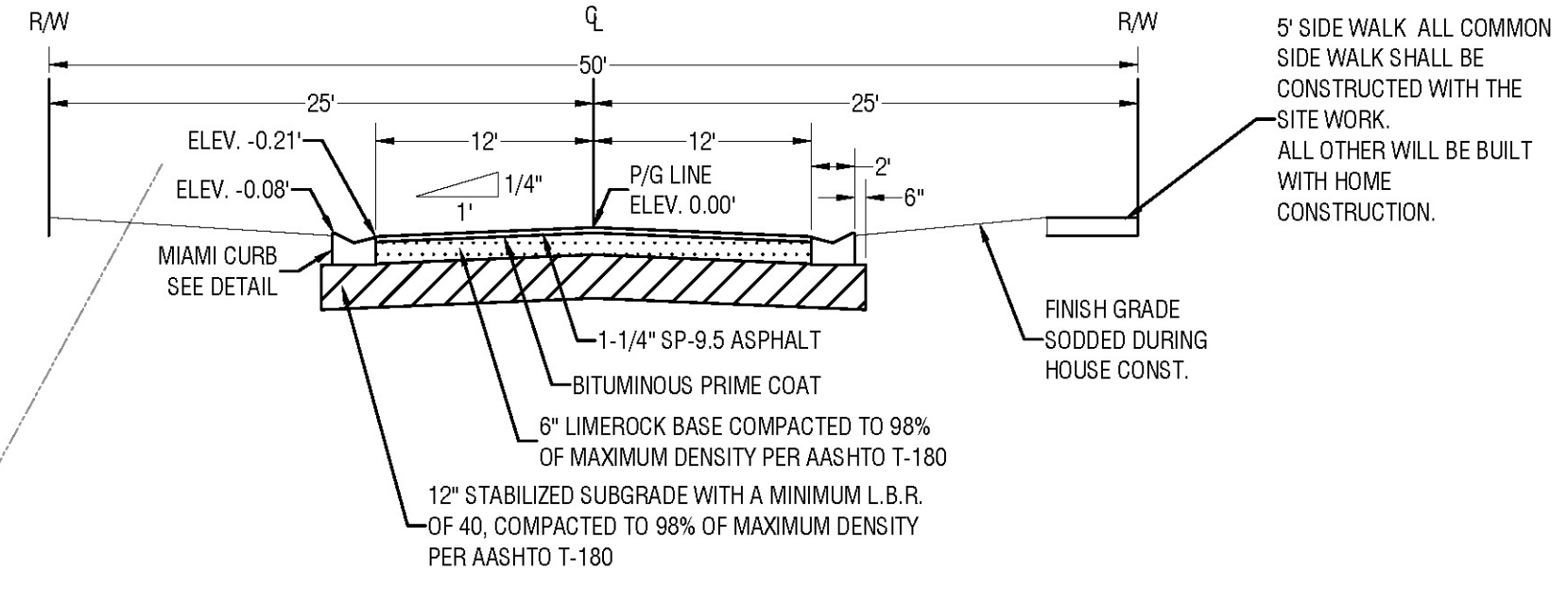
JURISDICTION: CITY OF EUSTIS
FUTURE LAND USE: SR
EXISTING ZONING DISTRICT: SR

JURISDICTION: CITY OF EUSTIS
FUTURE LAND USE: SR
EXISTING ZONING DISTRICT: SR

JURISDICTION: CITY OF EUSTIS
FUTURE LAND USE: SR
EXISTING ZONING DISTRICT: SR



- NOTES:
1. DETECTABLE WARNING SURFACES SHALL BE CAST-IN-PLACE TYPE. SUPPLIERS OF THESE TYPES ARE LISTED ON THE APPROVED PRODUCT LIST (APL). SURFACE APPLIED DETECTABLE WARNING MATS ALSO KNOWN AS BOLT DOWN/GLUE DOWN ARE NOT ALLOWED. THE PRODUCT TYPE THAT WILL BE USED FOR DETECTABLE WARNING SURFACE MUST BE APPROVED BY THE LAKE COUNTY PUBLIC WORKS DEPARTMENT PRIOR TO INSTALLATION. THE COLOR SHALL BE BRICK RED.
 2. ALL EOP RADIUS 25', UNLESS NOTED OTHERWISE.
 3. ALL ROW RADIUS 25', UNLESS NOTED OTHERWISE.
 4. ALL SIDEWALKS SHALL INCLUDE A D.A. RAMPS WITH DETECTABLE WARNINGS AT ALL INTERSECTIONS PER FOOT STANDARDS. DETECTABLE WARNINGS ARE NOT REQUIRED WHERE SIDEWALKS INTERSECT FLARED DRIVEWAY TURNOUTS.
 5. COMMON SIDEWALK TO BE CONSTRUCTED BY DEVELOPER.
 6. ALL PAVEMENT MARKINGS SHALL BE LEAD FREE THERMOPLASTIC.
 7. PROPOSED BROWNS LANE TO BE OWNED AND MAINTAINED BY CITY OF EUSTIS.



SAGER'S COVE
PREPLAT PLAN



CERTIFICATE OF AUTHORIZATION NUMBER: 33380

DATE:	FEBRUARY 2024
DESIGNED BY:	CCH
DRAWN BY:	RON
CHECKED BY:	CCH
JOB NO.:	56462.001
FILE NAME:	****
Sheet 4	

CHARLES C. HIOTT
Registered Eng 54813



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: November 21, 2024

RE: Explanation of Ordinances for Annexation of Parcel with Alternate Key Number 1443270:
 Ordinance Number 24-35 – Voluntary Annexation
 Ordinance Number 24-36 – Comprehensive Plan Amendment
 Ordinance Number 24-37 – Design District Assignment

SECOND READING

Ordinance Numbers 24-35: Voluntary Annexation of Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270

Introduction:

Ordinance Number 24-35 provides for the voluntary annexation of approximately .34 acres located at 2505 E. Orange Avenue. Provided the City Commission approves annexation of the subject property, Ordinance Number 24-36 would change the future land use designation from Urban Medium in Lake County to Residential/Office Transitional (RT) in the City of Eustis, and Ordinance Number 24-37 would assign the subject property a design district designation of Suburban Corridor. If the City Commission denies Ordinance Number 24-35, then there can be no consideration of Ordinance Numbers 24-36 and 24-37.

Background:

1. The site contains approximately .34 acres located at 2505 E. Orange Avenue and is within the Eustis Joint Planning Area. The majority of the site is vacant; one single-family structure exists onsite. The Lake County Property Appraiser has classified the property as 1 story commercial office.
2. The site is contiguous to the City on all boundaries.
3. The site has a Lake County land use designation of Urban Medium, but approval of Ordinance Number 24-36 would change the land use designation to Residential/Office Transitional in the City of Eustis.
4. The property has a currently vacant commercial office structure and associated parking on site.
5. The commercial office building and parking area are accessed directly from E Orange Avenue.
6. The County Zoning for the property is Residential Professional. Lake County Residential Professional Zoning allows for office and professional services. The last

office and professional services businesses occupying the building appear to have been between May 2019 and August 2022.

Applicant’s Request

The applicant, George Trenfield, submitted an application for annexation and assignment of a Eustis future land use designation and design district.

The current Lake County the land use designation is Urban Medium and the zoning designation is Residential Professional. The Lake County zoning and land use designations allow for multi-family up to 7 du/acre, professional services and limited commercial. The property owner has requested the Residential Office Transitional (RT) land use designation within the City of Eustis. The RT land use provides for multi-family up to 12 du/acre and professional offices and services; most commercial uses require a conditional use approval by City Commission. The requested RT designation is consistent with the land use designation of adjacent properties.

Analysis of Annexation Request (Ord. Number 24-35)

- 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 Joint Planning Area. Urban services of adequate capacity are available to serve future development, consistent with the requested RT future land use designation.

- 2. Florida Statues 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 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; it is contiguous to the City limits on all boundaries; and the owner petitioned for annexation.

- 3. Florida Statues 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 in accordance with the requirements on September 23, 2024 and September 30, 2024.

- 4. Florida Statues Voluntary Annexation - Chapter 171.044(5):
 “Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.”

The subject property is already an enclave; annexation of the property closes the 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 notified the Lake County Board of County Commissioners on September 13, 2024.

Analysis of Comprehensive Plan/Future Land Use Request (Ord. Number 24-36)

In Accordance with 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 requested RT future land use designation will provide for office development of medium density/intensity up to 1.0 FAR. And/or multi-family up to 12 du/acre.

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 requested designation in this geographic area will provide for development of a suburban nature within 1.25-miles of the City’s urban core. The property is a mostly vacant enclave surrounded by urban development.

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 requested future land use does not designate urban development in a radial, strip, isolated, or ribbon pattern emanating from existing urban development. The site is located approximately 1.25 miles from the City's downtown core. The property is already developed for office uses and fronts on a minor arterial roadway (Orange Avenue) in an area where surrounding properties have RT, Suburban Residential (SR), and Urban Medium (County) future land use designations. The proposed designation is consistent with the character of the surrounding area.

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.

The property has already been developed for office professional use. However, the Comprehensive Plan and the Land Development Regulations include standards for the protection of environmentally sensitive lands that would apply should conditions at the time of and further development or redevelopment, 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 not prime farmland and has no unique soils.

6. Public Facilities:

Fails to maximize use of existing public facilities and services.

This indicator does not apply. City water and wastewater services are available to the site along East Orange

Avenue and Cricket Hollow Lane. Adequate capacity is available to serve future development consistent with the requested RT future land use designation.

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 future development consistent with the requested RT future land use designation. The City provides these services to other properties in the area, so efficiency will improve.

8. Separation of Urban and Rural:

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

This indicator does not apply. The property is an undeveloped enclave; surrounded by suburban uses. Development of this property fills in a major gap in the transition between urban and rural.

9. Infill and Redevelopment:

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

This indicator does not apply. The property is completely surrounded by suburban development. This is infill development.

10. Functional Mix of Uses:

Fails to encourage a functional mix of uses.

This indicator does not apply. By virtue of the requested RT future land use designation, mixed uses will be permitted and encouraged.

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 accessibility and linkages between related uses.

Development Services will ensure compliance with these standards at time of site plan review.

12. Open Space:

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

This indicator does not apply. The property has a developed commercial office and parking facilities on premise.

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 located approximately 1.25 miles from the City's downtown core; fronts on a minor arterial roadway and is located in a geographic area where surrounding properties already have been approved for suburban development. The Comprehensive Plan and the Land Development Regulations include standards for protection of environmentally sensitive lands that would apply should conditions at time of development warrant such protection.

b. Efficient and Cost-Effective Services:

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

City water and wastewater services are available to the site along Orange Avenue and Cricket Hollow Lane.

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.

The RT future land use designation, coupled with a Suburban Corridor design district, provides for housing choices, including single and multi-family residential dwellings up to a maximum density of 12 dwelling units per acre. A mix of uses, including

residential, civic, and office (maximum intensity of 1.0 floor area ratio), would be permitted. Commercial uses are only possible with a conditional use approval by the City Commission. The Land Development Regulations include pedestrian network standards and block structure to ensure compact development.

- d. Water and Energy Conservation:
Promotes conservation of water and energy.

Future redevelopment of the property may include water and energy conservation measures; however, those details are not available at this time.

- e. Agricultural Preservation:
Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

Not applicable; this site does not support active agricultural or silvicultural activities.

- f. Open Space:
Preserves open space and natural lands and provides for public open space and recreation needs.

The site is currently developed. However, the Land Development Regulations (LDRs) require that all development include dedicated open space consistent with the LDR and Comprehensive Plan requirements. New residential subdivisions incorporate park area within the subdivision for the residents of the development. On redevelopment of the site the open space issue will need to be addressed.

- 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.

Mixed-use development in this area of the City could provide convenient commercial and professional services to serve the current and future residents of Eustis.

- 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 towns 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:

The subject property is located approximately 1.25 miles from the downtown core. Eustis and County emergency services already provide emergency response to other properties in the area. Additionally, fire service is approximately 2 miles from the subject property. Any development consistent with the RT future land use designation would have no significant impact on the operations of Eustis emergency services.

b. Parks & Recreation:

The current development existing on the property has no impact on Parks & Recreation.

c. Potable Water & Sanitary Sewer:

Water and sewer are available to the subject property. The current use of the property will not place additional burdens on available capacity.

d. Schools:

The proposed change will not negatively impact schools. See attached Lake County Public Schools Growth Impact Report.

e. Solid Waste:

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

f. Stormwater:

The Comprehensive Plan and Land Development Regulations include 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:

The assignment of the Residential Office Transitional matched the surrounding land uses and the existing Lake County Land Use for intensity. The property is currently developed as a commercial office and will continue as such. This will not add additional capacity constraints associated with the assignment of the Residential Office Transitional land use.

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. Ground water recharge areas:

The subject property is located in an effective recharge area; 6 inches per year. However, the site is already developed.

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. Should any historical sites or archaeological sites be uncovered during future redevelopment, work in the vicinity shall cease until the property authorities can be contacted and an evaluation is conducted.

c. Flood zones:

The subject property is not located in a flood zone, nor is it adjacent to other properties that lie substantially within a flood zone. This is due to the steepness of the property in relation to the lake.

d. Soil and topography:

Onsite soils include Lake Sand series. The soils are well drained to excessively drained. The water table is at a depth of more than 120 inches. Land ranges from nearly level to steep. According to Lake County's online

Topography Map, the site elevations range from 155 ft to 110 above mean sea level. Any future development type and foundations will be dependent on/determined by soil borings conducted as part of the project design process.

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.

The current Lake County zoning designation of the subject property is Residential Professional and the land use designation is Urban Medium. The property owner has requested the Residential Office (RT) land use designation within the City of Eustis. The evaluation below supports the requested designation.

a. Review of Surrounding Properties

The Eustis land use designation to the north, northwest and northeast is Suburban Residential (SR) with a maximum density of 5 dwelling units per acre. The SR designation is intended to provide for a mix of single-family detached, patio homes and townhouse-type dwellings in a suburban atmosphere.

The Eustis land use designations to the west and east are Residential Office Transitional. The RT Future Land use designation applies to older residential areas having residential character, which are located adjacent to nonresidential development. The purpose is to provide for establishment of business and professional offices and limited retail and service business while maintaining residential character or compatibility.

The County land use designation to the south is Urban Medium. This designation provides for a range of residential development up to 7 du/acre in addition to limited commercial and office uses. It is located on or in close proximity to major collectors and arterial roadways.

Source: Lake County GIS Zoning & FLU Codes – 5/15/14

b. Comparison of Lake County Development Conditions

The existing Lake County future land use designation of the parcel is Urban Medium, which provides for a range of residential development in addition to civic, commercial and office uses at an appropriate scale and intensity to serve this category. Allowable density and intensity in Urban Medium is a maximum of 7 dwelling units per acre and intensity of 0.35 to 0.50 floor area ratio.

The proposed City of Eustis future land use designation of the parcel is Residential Office Transitional (RT), applies to older residential areas having residential character, which are located adjacent to nonresidential development. The purpose is to provide for

establishment of business and professional offices and limited retail and service business while maintaining residential character or compatibility. Residential densities in RT may not exceed 12 dwelling units per acre (subject to compatibility requirements based on adjacent densities) and the maximum intensity is 1.0 FAR.

c. *Proposed Residential Land Uses.*

The City shall limit these uses adjacent to incompatible commercial or industrial lands unless sufficient mitigation, such as buffering and setbacks is provided and available, which lessens the impact to the proposed residences.

d. *Proposed Non-Residential Land Uses.*

The City shall generally not permit new commercial or industrial uses to be located adjacent to existing or planned residentially designated areas without sufficient mitigation.

4. Transportation:

Each application for a land use designation amendment will be required to demonstrate consistency with the Transportation Element of the adopted Comprehensive Plan.

The proposed land use designation is consistent with the Transportation Element. The LOS on Orange Avenue can accommodate even the maximum development scenario on this parcel.

5. Water Supply:

Each application for a land use designation amendment will be required to demonstrate that adequate water supplies and associated public facilities are (or will be) available to meet the projected growth demands.

Public utilities and services are available.

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 the comprehensive plan.

The proposed amendment is consistent with the Comprehensive Plan. See analysis above under item 5, A through D.

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 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 RT future land use designation is consistent with other land use designations along the CR 44 corridor because it is intended to provide for residential development combined with office development that has a character and scale that promotes compatibility with adjacent or nearby residential uses. See also Review of Surrounding Properties under item 5.C. above, which outlines the Orange Avenue designations and demonstrates that the RT future land use designation is consistent with other properties on this corridor.

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 and wastewater. 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 water and wastewater services are available to the site along Orange Avenue. Adequate capacity is available to serve future development consistent with the requested RT future land use designation. Orange Avenue has sufficient capacity to serve a mixed-use development on this site. Upon annexation, the City will also provide other services such as fire and police protection, library services, parks, and recreation. The City provides these services to other properties in the area, so efficiency will improve. See attached Lake County Public Schools Growth Impact Report, which indicates the change will not negatively impact schools.

f. *Impact on Environment:*

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

The site is already developed with professional office building and associated parking area.

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.

Future land use designations of properties within the City limits fronting on Orange Avenue include Residential Office Transitional, Mixed Commercial Residential, General Commercial and Suburban Residential. Lake County properties are designated Urban Low and Urban Medium.

The requested RT future land use designation, coupled with a Suburban Corridor design district designation, provides for a consistent development transect along CR 44.

h. 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 life style”

The proposed RT future land use designation for the subject parcel will provide for orderly growth and development. This designation would advance the public interest by providing housing options and commercial services, and application of the LDRs to the future development will ensure consistency with the community character and lifestyle.

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 (Ord. Number 24-37):

Form-Based Code:

The City's Land Development Regulations are 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. Standard for Review:

The Land Development Regulations includes 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 Corridor). The Suburban development pattern and intent, and the Suburban Corridor

definition, structure and form description are stated below. The assignment of a Suburban Corridor design district designation is appropriate due to the established and proposed development patterns in the area. The City of Eustis Design District Map shows the E CR 44 right-of-way as a Suburban Corridor. The majority of properties within the City limits fronting on CR 44 between Sunrise Lane and Diedrich Street are Suburban Corridor. The annexation property is between these terminuses of the corridor.

b. Sec. 109-3.4. Suburban development pattern intent statements:

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

(4) Suburban corridor:

Definition. Linear concentrations of typically commercial uses, predominately auto-oriented uses. The parcel size ranges from large areas of depth to shallow in nature, compatible with the adjacent neighborhoods.

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.

Form. Predominately single-use areas that may include a mix of uses, retail, and residential.

The Suburban development patterns statement above indicates that non-residential uses are primarily located on corridors. A Suburban Corridor designation follows the district pattern and intent outlined in the Land Development Regulations, and is consistent with the existing transect along Orange Avenue.

c. Section 102-17(a)

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

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

The property south of the site, across Orange Avenue, lies in unincorporated Lake County and Lake County does not have design districts. Creating a condition where like designations face across streets is not applicable in this case because much of the adjacent land is not in the City limits. The Design District Map, however, designates this portion of Orange Avenue as Suburban Corridor. Where new development will abut an existing or approved neighborhood, the new development should establish similar or compatible transect conditions. (Transect per LDRs Section 100, "The rural-urban transect describes the physical form and character of a place according to the density of its land use).

The requested Suburban Corridor designation would establish similar and compatible transect conditions. The majority of properties within the City limits fronting on CR 44 are Suburban Corridor and "suburban" is the appropriate transect condition between urban and rural.

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 Future Land Use element (including Policy FLU 1.2.4, Development Patterns and FLU 1.3.2. Maintain Residential Compatibility), 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 Corridor definition, structure and form are compatible with the existing uses and any proposed uses permitted under the Residential Office Transitional 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 full 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.

This amendment will not change the demand 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 analysis of public facilities in above sections of this report.

h. *Impact to 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. Site plan review for any future development will include environmental review to assess impacts to flora, fauna and wetlands, and provide for protection of sensitive areas.

i. Property Values:

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

This request should not adversely 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 proposed Design District designation is consistent with the suburban development pattern identified in Section 109-5.5. 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 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 City’s Land Development Regulations are a form-based code. The Design District designations define the development form, but not the types of land uses, densities, intensities or required open space. The districts, therefore, must be consistent and follow the urban, suburban and rural transect. This request assigns a designation to an annexation parcel.

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. Land Development Regulations Section 109-5.5(b)(4):
The Suburban Corridor Design District has “linear concentrations of typically commercial uses, predominately auto-oriented uses. The parcel size ranges from large areas of depth to shallow in nature, compatible with the adjacent neighborhoods.”
 4. Land Development Regulations Section 109-2.6:
Residential/office transitional district (RT). This land use designation applies to older residential areas having residential character, which are located adjacent to nonresidential development. The purpose is to provide for establishment of business and professional offices and limited retail and service business while maintaining residential character or compatibility.
 5. Land Development Regulations Section 115-3.2:
Suburban residential compatibility.
 - (1) The maximum residential density permitted within any suburban design district shall be consistent with the maximum density of the applicable land use district assigned to each individual property.
 - (3) Transitions within a design district and adjacent to another design district. Edge condition standards. When any suburban design district abuts an existing development, whether residential or commercial, the following shall occur:
 - a. The new residential building lot typologies that are proposed adjacent to existing or platted residential lots may not be smaller than 85 percent of the lot width or intensity of the existing adjacent residential lot(s).
 - b. Nonresidential building lot typologies that are adjacent to existing residential may be permitted if utilizing the minimum lot requirements. If lot requirements exceed the minimum, a masonry wall and landscape shall be required or a street or alley may be sufficient in buffering. This determination shall be given during site plan review by the development services director.

Recommended Action:

Development Services recommends that the City Commission Approve Ordinance Numbers 24-35, 24-36 and 24-37.

Policy Implications:

None

Alternatives:

1. Vote to Approve Ordinance Number 24-35, 24-36 and 24-37.
2. Vote to Deny Ordinance Number 24-35, 24-36 and 24-37

Budget/Staff Impact:

None

Prepared By:

Jeff Richardson, AICP, Deputy Director, Development Services

ORDINANCE NUMBER 24-35

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, VOLUNTARILY ANNEXING APPROXIMATELY 0.34 ACRES OF REAL PROPERTY AT 2505 E ORANGE AVENUE, ALTERNATE KEY NUMBER 1443270, on E ORANGE AVENUE AND CRICKET HOLLOW LANE, NORTH SIDE OF E ORANGE AVENUE.

WHEREAS, George Trenfield has made an application for voluntary annexation of approximately 0.34 acres of real property located at 2505 E Orange Avenue, more particularly described as:

Alternate Key Number: 1443270

Parcel Number: 07-19-27-0002-000-03100

Legal Description:

BEG INTERSECTION OF W LINE OF SEC WITH N LINE HWY 44, RUN N 150 FT, E 100 FT, S 150 FT, W 100 FT TO POB ORB 1272 PG 1383

(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 October 17, 2024, the City Commission held the 1st Public Hearing to consider the voluntary annexation of the property contained herein; and

WHEREAS, on November 21, 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 approximately 0.34 acres of real property, 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 Eustis City Commission but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

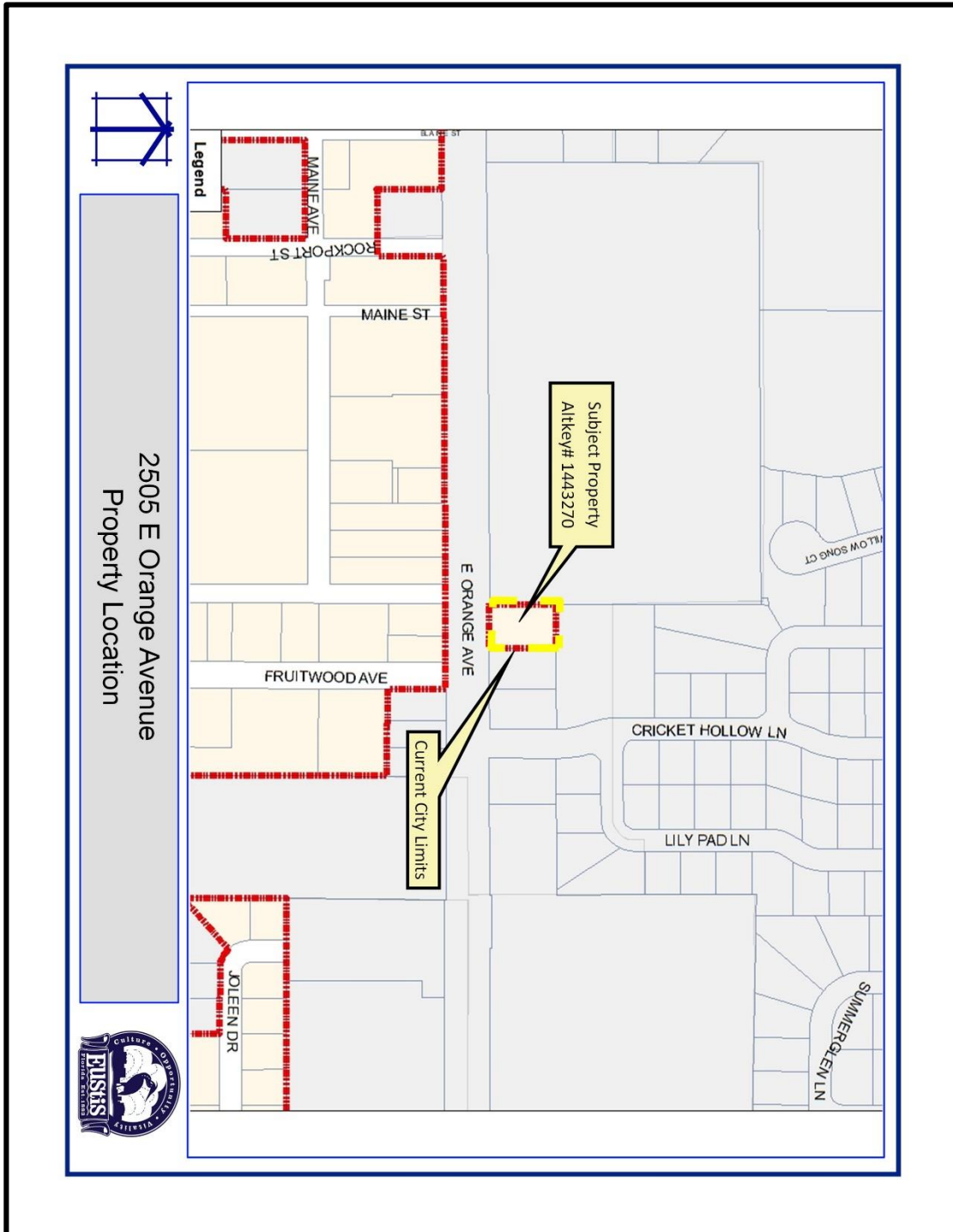
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-35 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



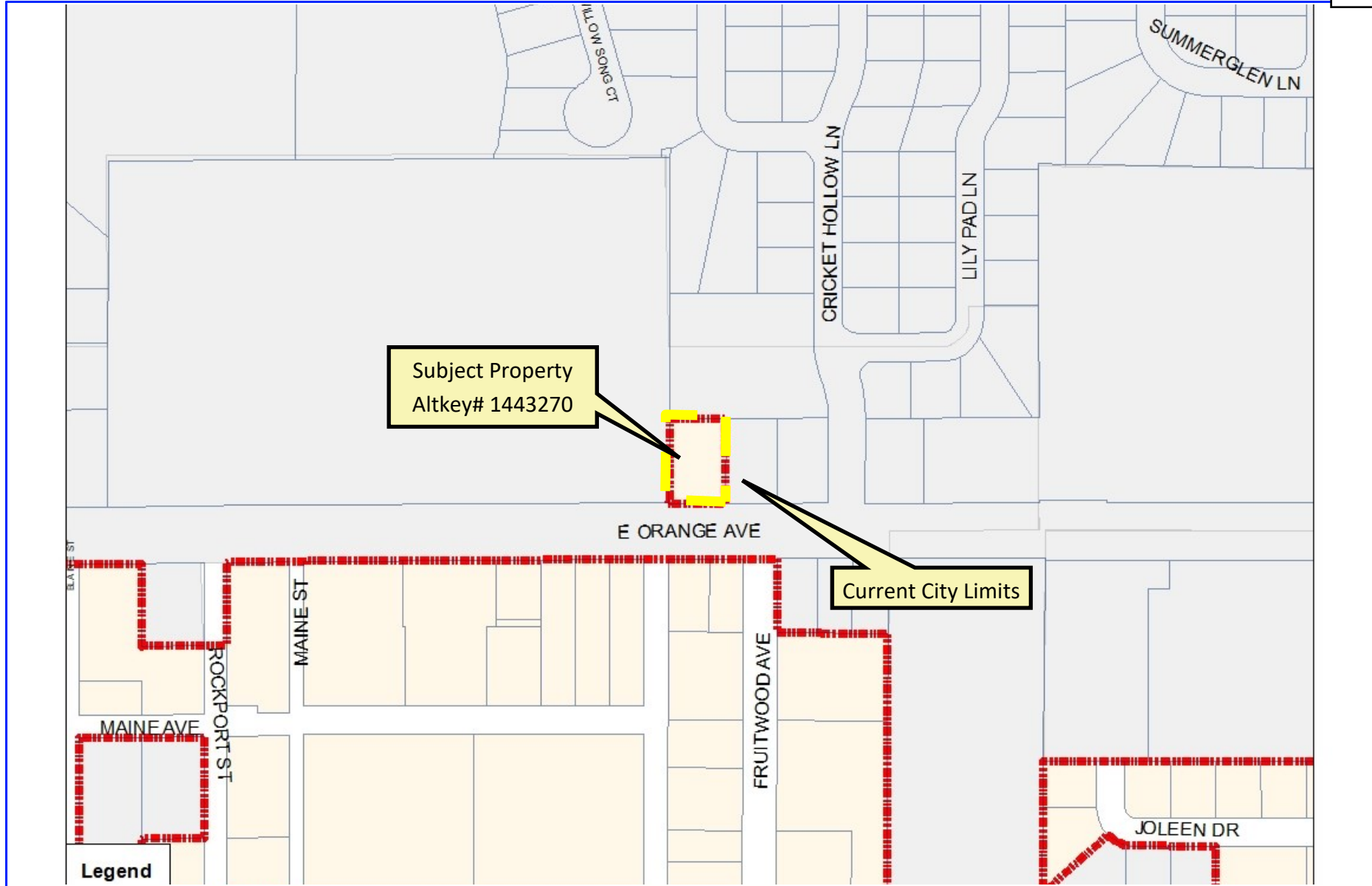


Subject Property
Altkey# 1443270



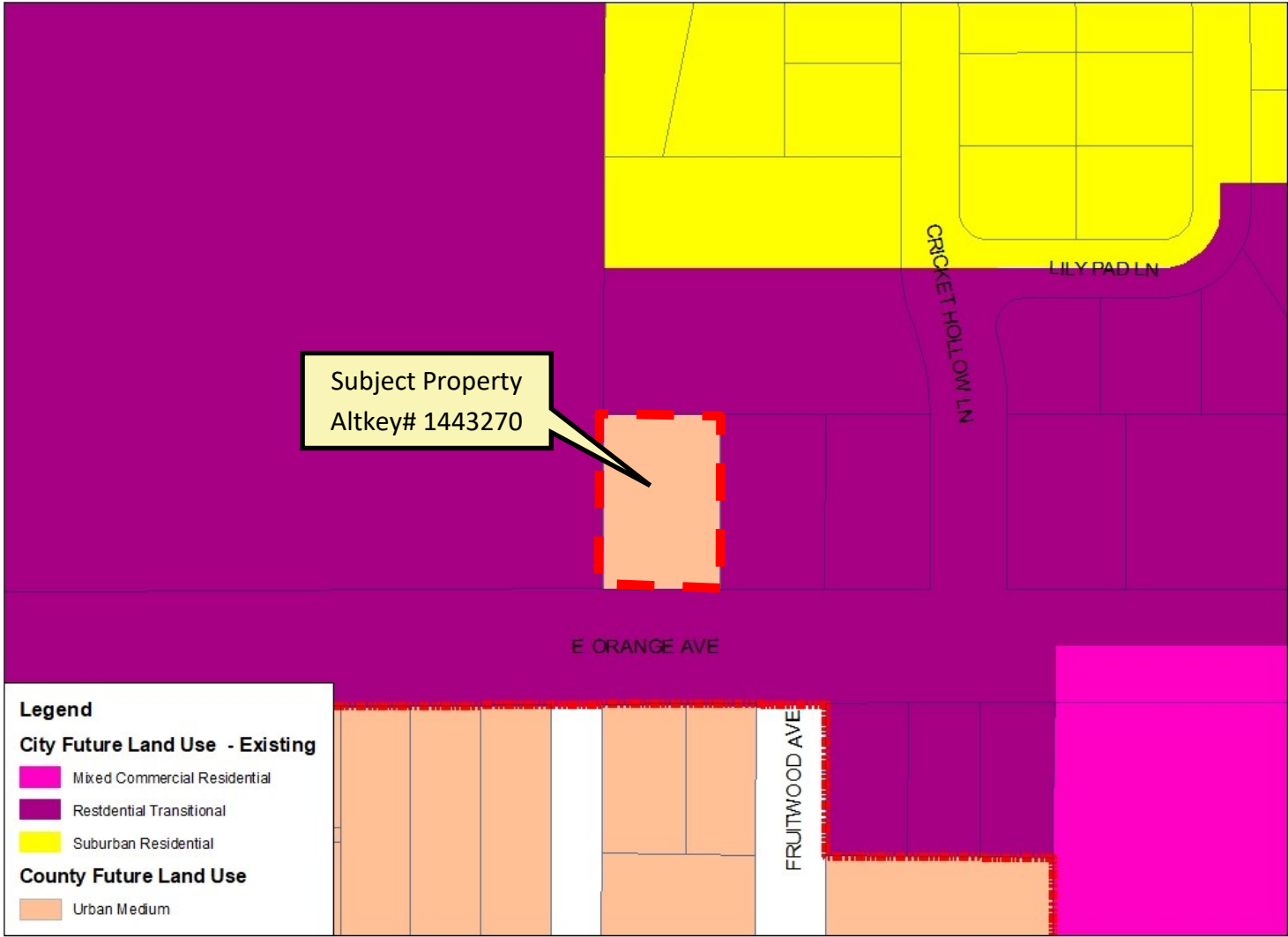
2505 E Orange Avenue
Aerial Location





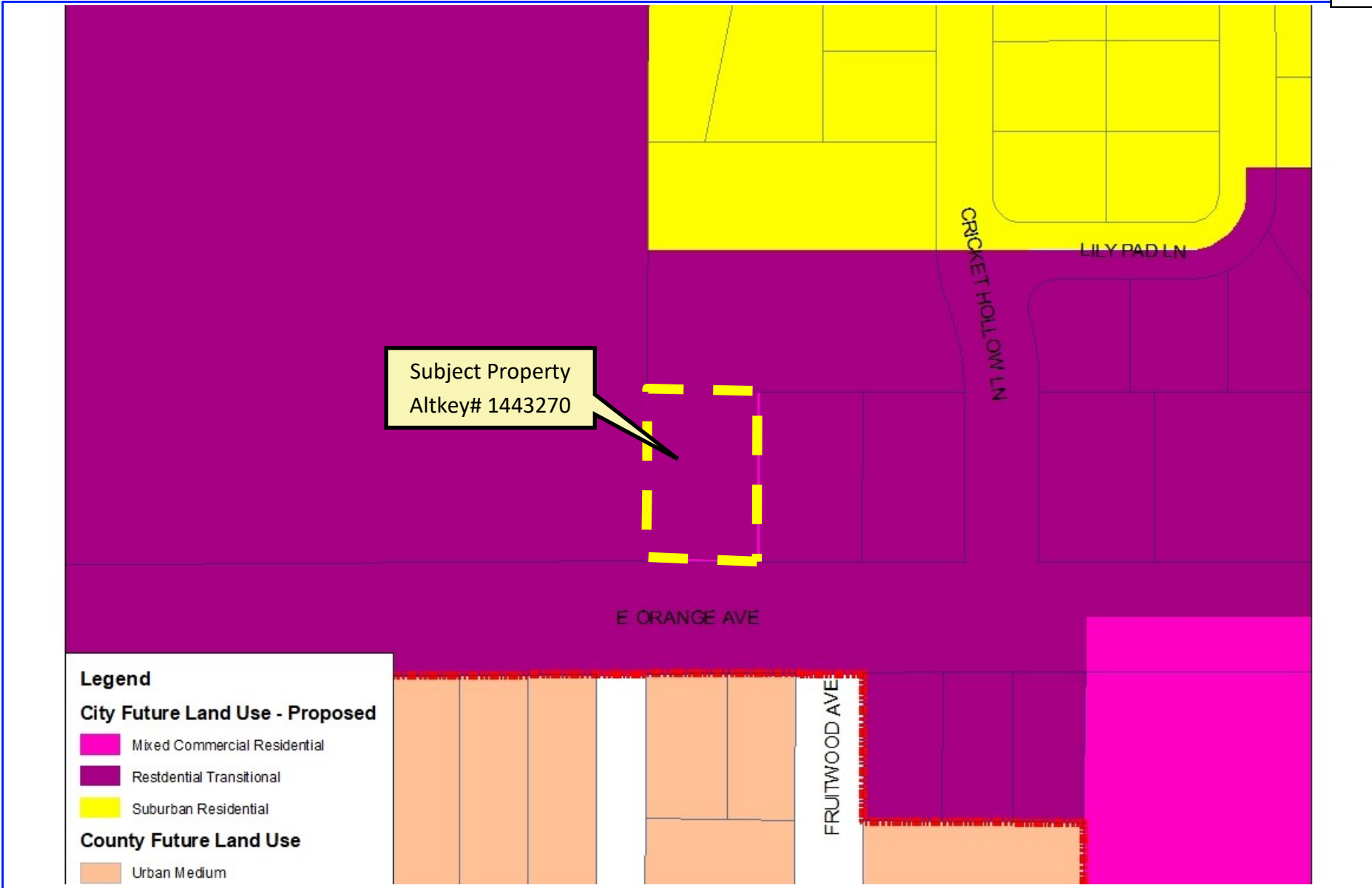
2505 E Orange Avenue
Property Location





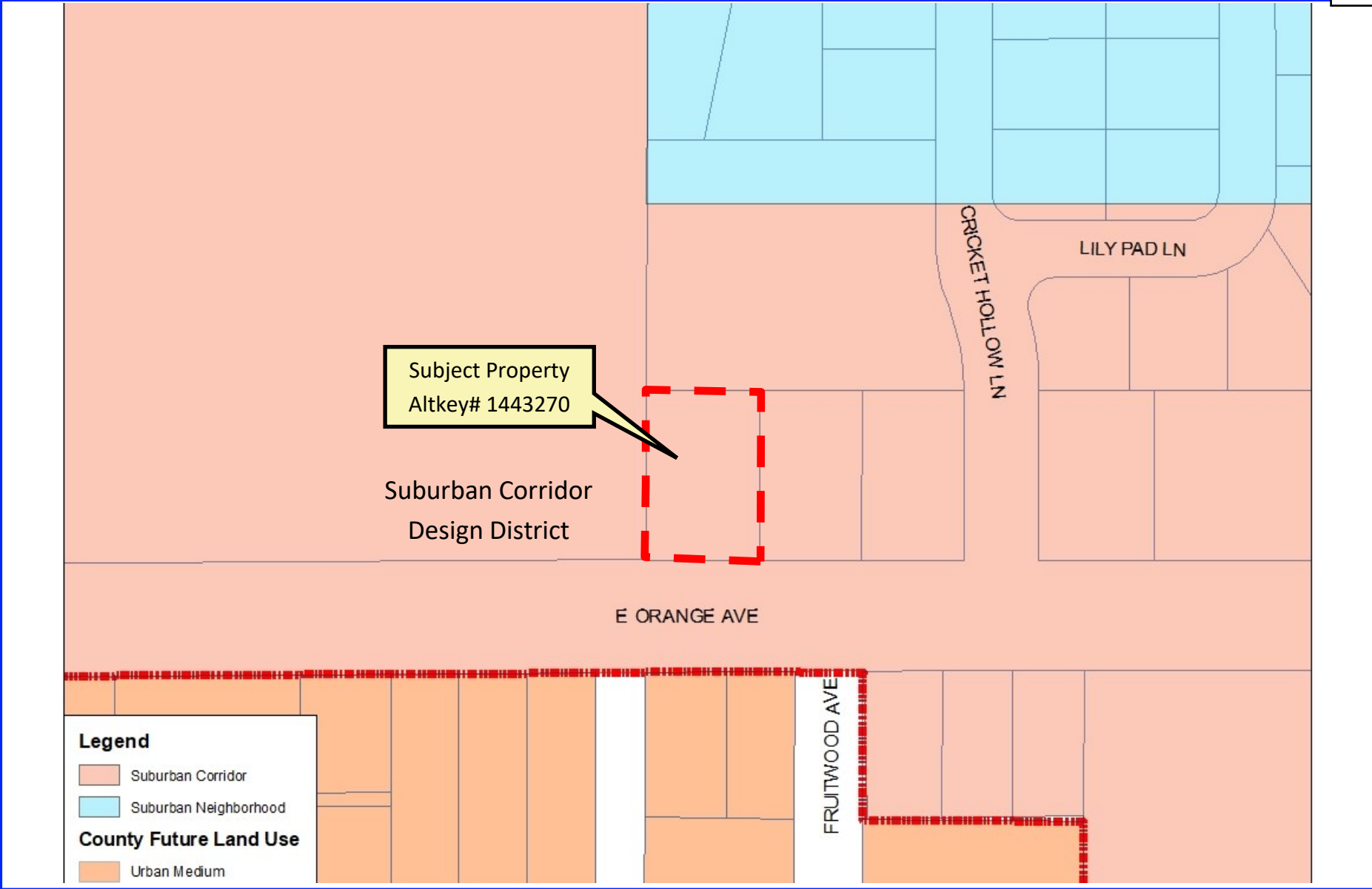
2505 E Orange Avenue
Future Land Use (Current)





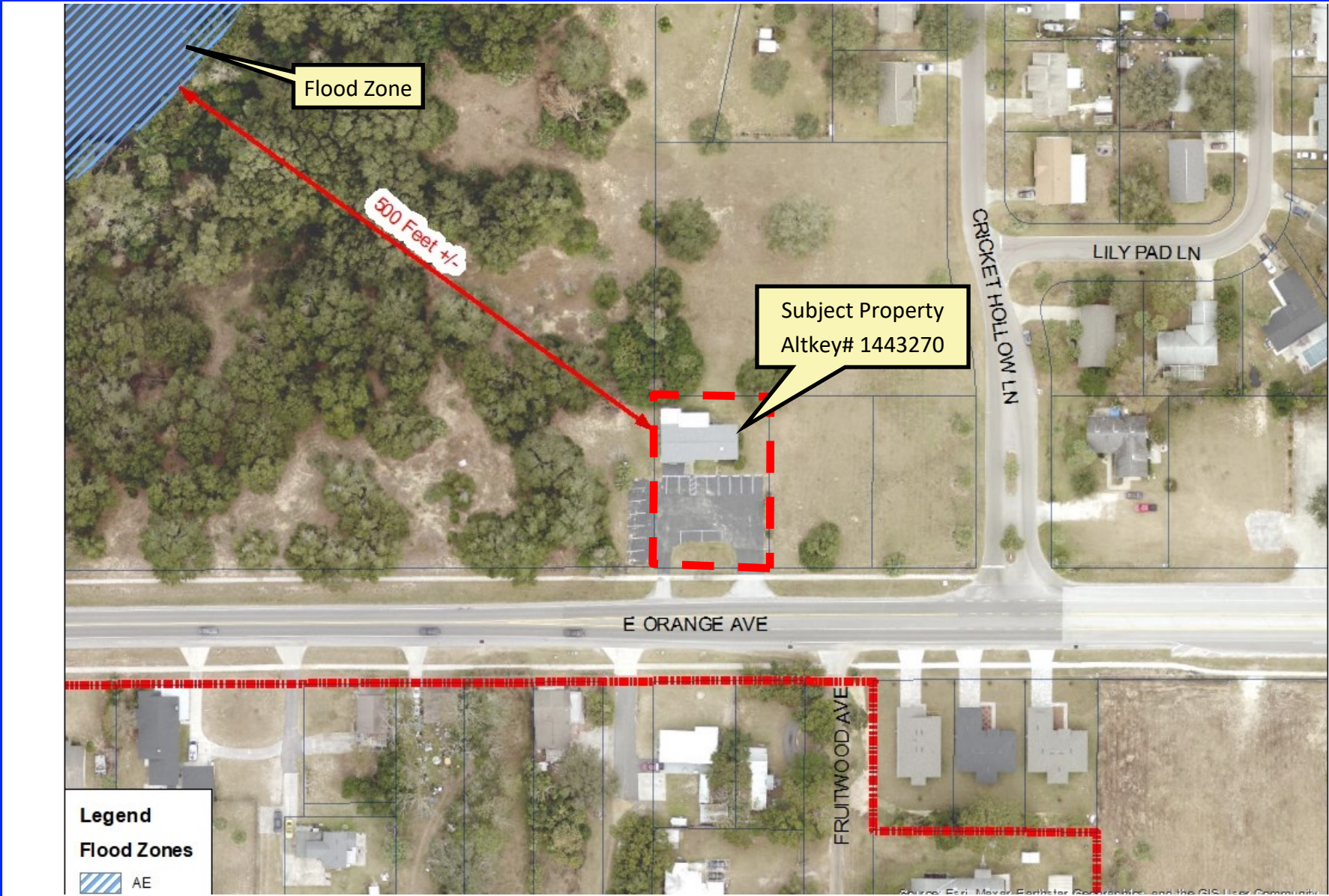
2505 E Orange Avenue
Future Land Use (Proposed)





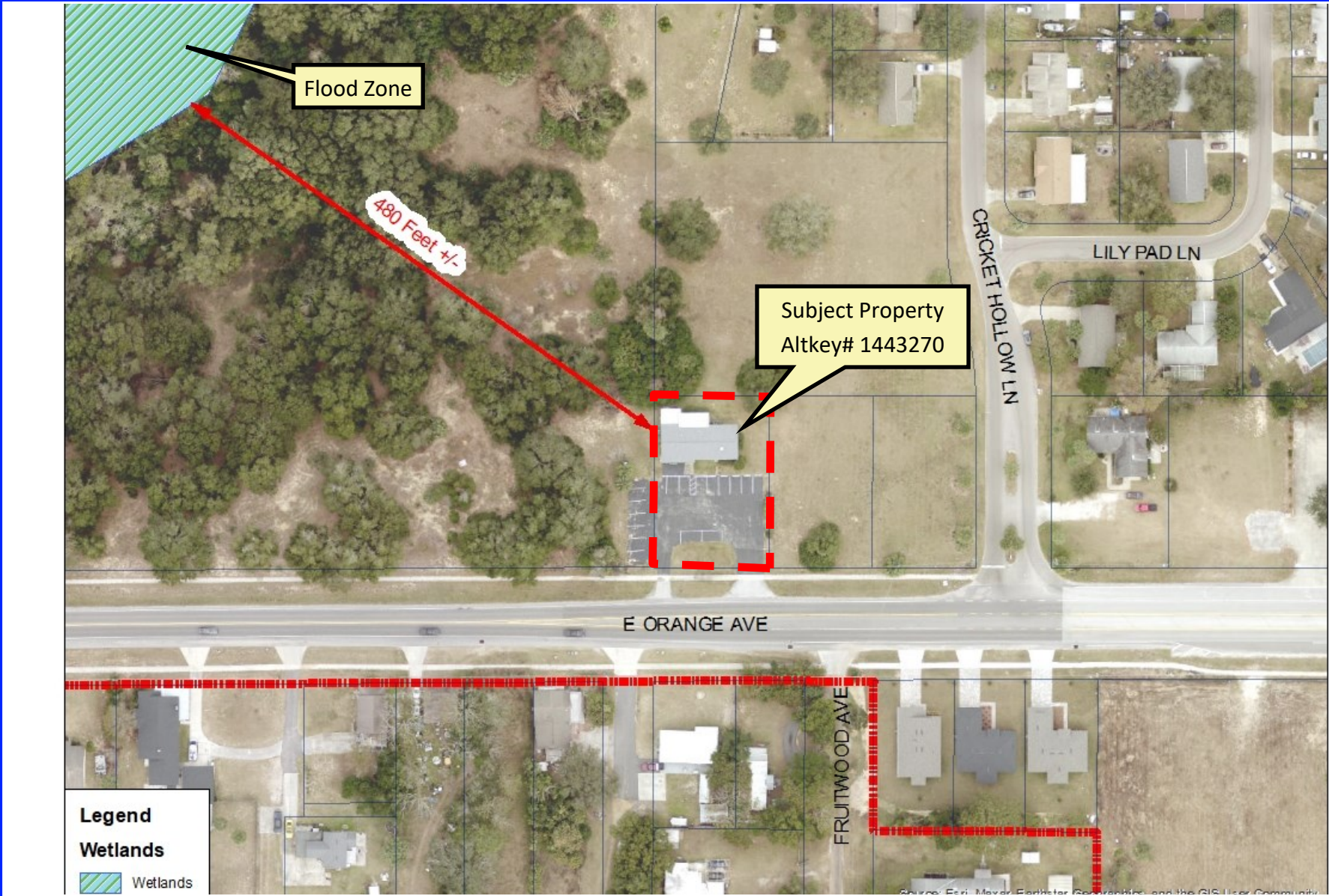
2505 E Orange Avenue
Design District





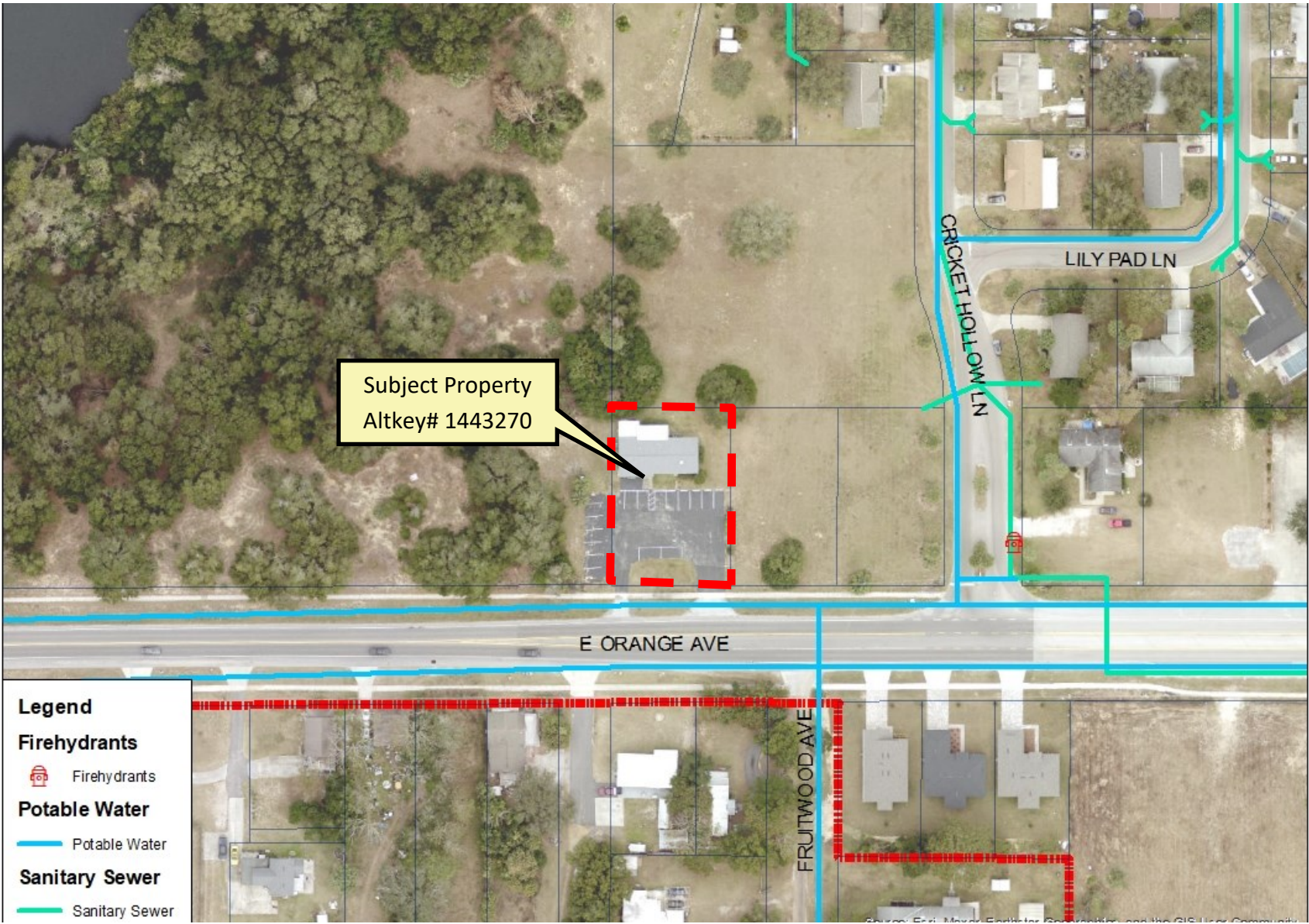
2505 E Orange Avenue
Flood Zone Map (2012)





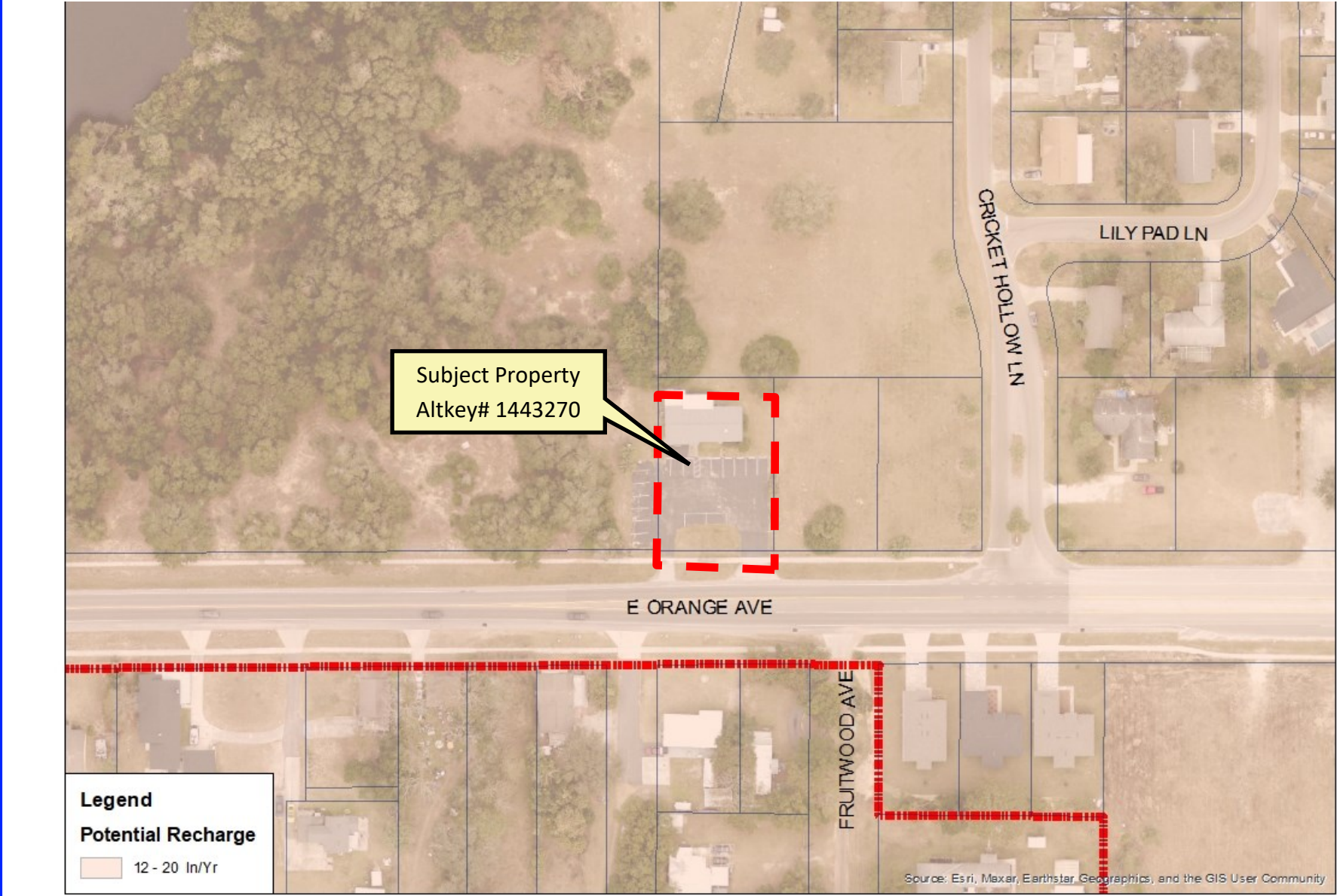
2505 E Orange Avenue
Wetland Area





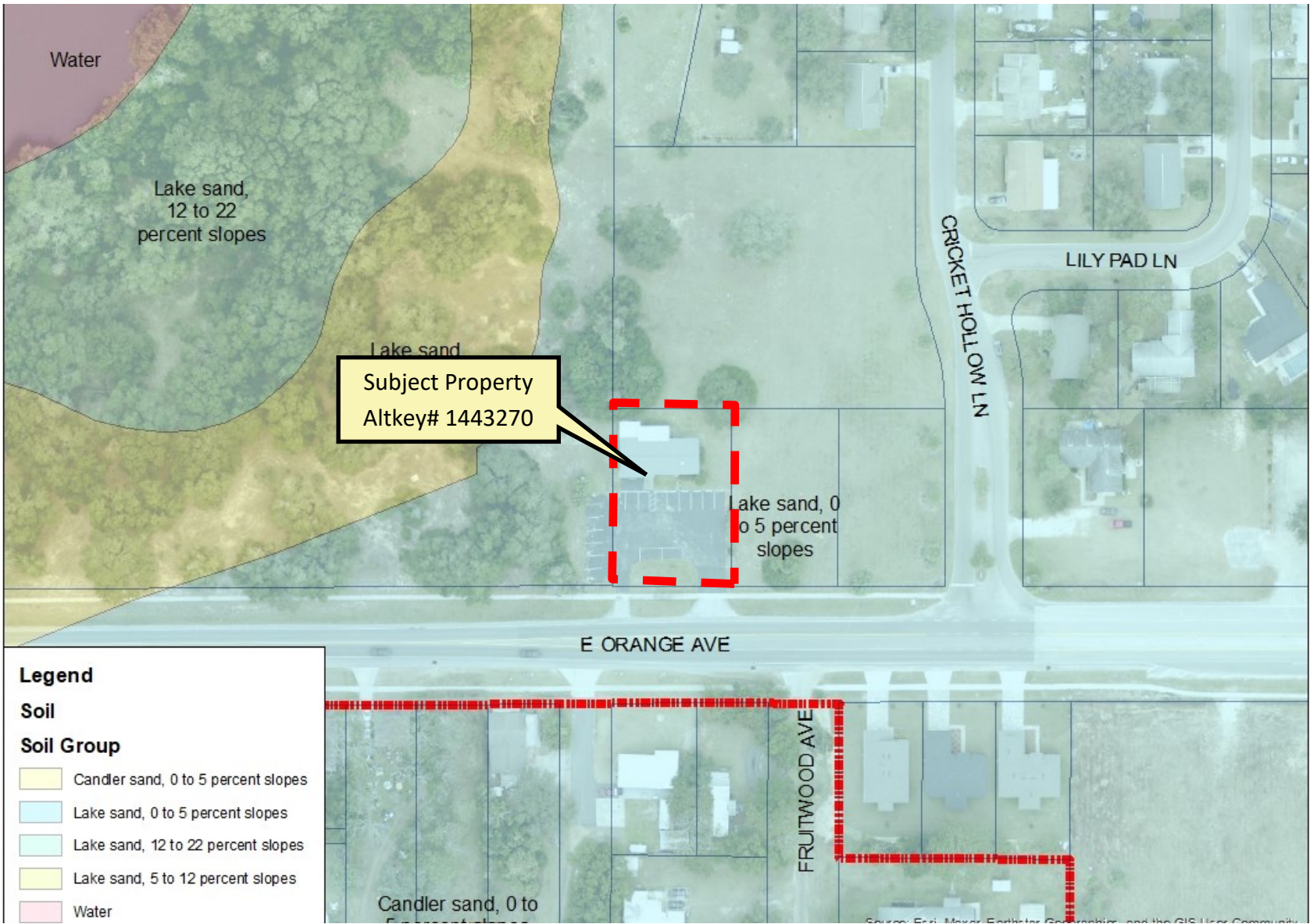
2505 E Orange Avenue
Utilities Availability Map





2505 E Orange Avenue
Potential Recharge Map





2505 E Orange Avenue
USGS Soils Survey Map



ORDINANCE NUMBER 24-36

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 0.34 ACRES OF REAL PROPERTY AT 2505 E ORANGE AVENUE, ALTERNATE KEY NUMBER 1443270, ON E ORANGE AVENUE AND CRICKETT HOLLOW LANE. NORTH SIDE OF E ORANGE AVENUE FROM URBAN MEDIUM IN LAKE COUNTY TO RESIDENTIAL/OFFICE TRANSITIONAL 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 0.34 acres of real property at Lake County Property Appraiser's Alternate Key Number 1443270, on E Orange Avenue and Crickett Hollow Lane, north side of E Orange Avenue, and more particularly described herein; and

WHEREAS, on October 17, 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 October 17, 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 November 21, 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 Medium in Lake County to Residential/Office Transitional within the City of Eustis:

Alternate Key Number: 1443270

Parcel Number: 07-19-27-0002-000-03100

Legal Description:

BEG INTERSECTION OF W LINE OF SEC WITH N LINE HWY 44, RUN N 150 FT, E 100 FT, S 150 FT, W 100 FT TO POB ORB 1272 PG 1383

(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 21st day of November, 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, by means of physical presence, this 21st day of November, 2024, by Michael L Holland, Mayor, and Mary Montez, Deputy 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 Eustis City Commission, but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

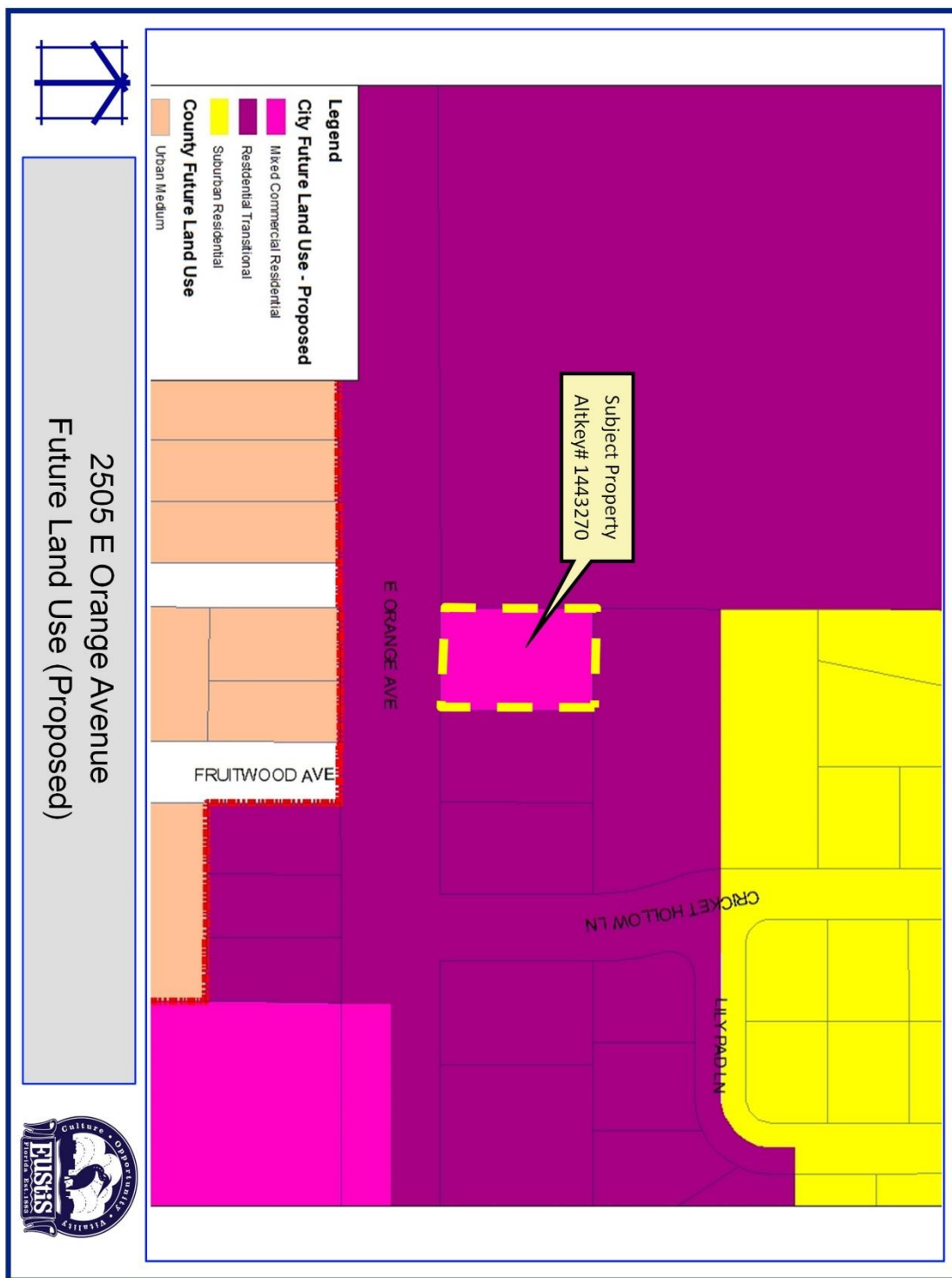
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-36 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A



ORDINANCE NUMBER 24-37

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; ASSIGNING THE SUBURBAN CORRIDOR DESIGN DISTRICT DESIGNATION TO APPROXIMATELY 0.34 ACRES OF REAL PROPERTY AT 2505 E. ORANGE AVENUE, ALTERNATE KEY NUMBER 1443270, ON E. ORANGE AVENUE AND CRICKETT HOLLOW LANE, NORTH OF E. ORANGE AVENUE.

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 Corridor to approximately 0.34 acres of recently annexed real property further described below, and;

WHEREAS, on November 7, the City Commission held the 1st Public Hearing to consider the Design District Amendment contained herein; and

WHEREAS, on November 21, 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 Corridor:

Alternate Key Number: 1443270
Parcel Number: 07-19-27-0002-000-03100

Legal Description:
BEG INTERSECTION OF W LINE OF SEC WITH N LINE HWY 44, RUN N 150 FT, E 100 FT, S 150 FT, W 100 FT TO POB ORB 1272 PG 1383

(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 24-37.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this 21st day of November, 2024.

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

Michael L. Holland
Mayor/Commissioner

ATTEST:

Mary Montez, Deputy City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this 21st day of November, 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 Eustis City Commission but I have not performed an independent title examination as to the accuracy of the legal description.

City Attorney's Office

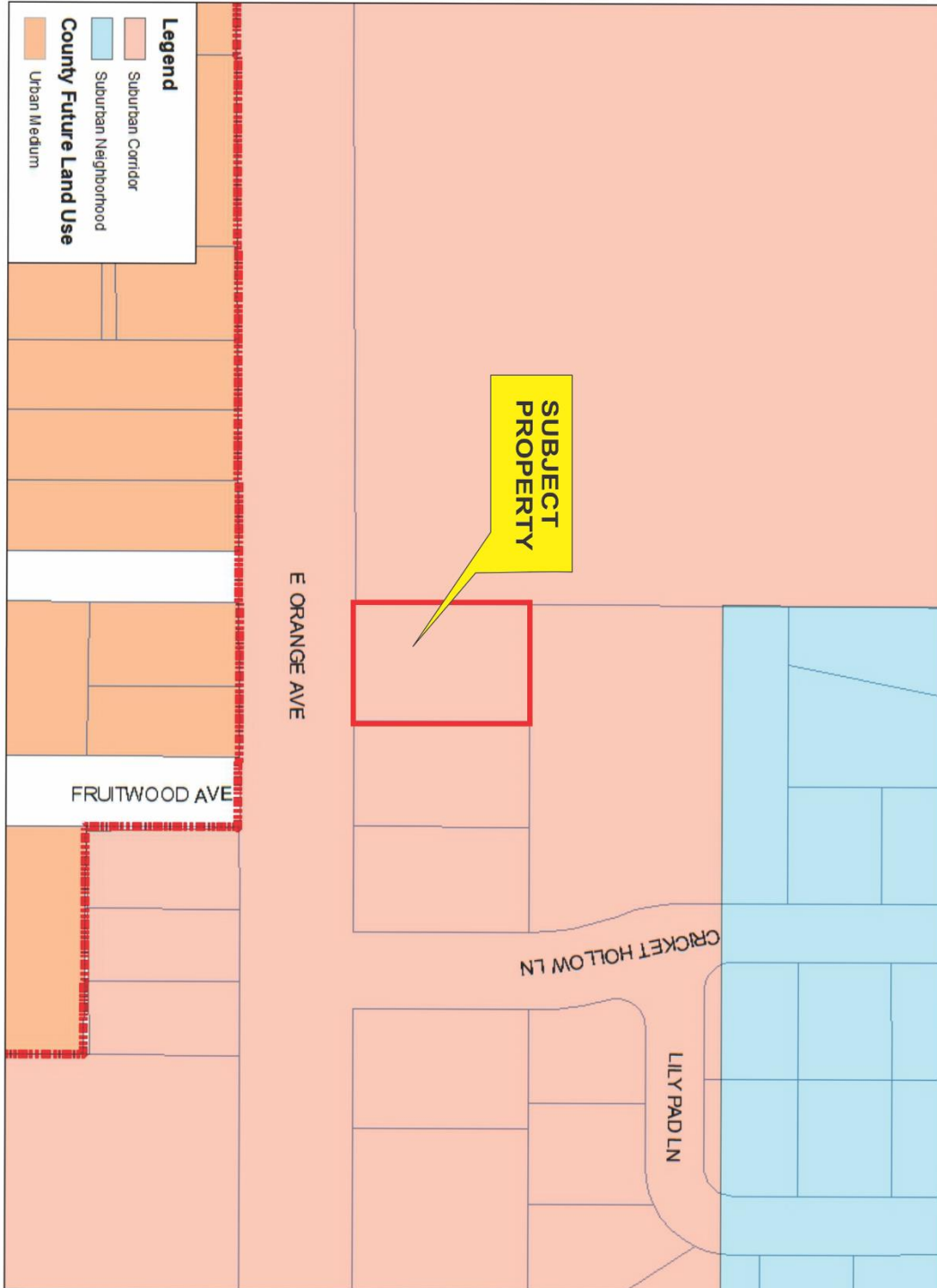
Date

CERTIFICATE OF POSTING

The foregoing Ordinance Number 24-37 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

Exhibit A





City of Eustis

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

TO: EUSTIS CITY COMMISSION
 FROM: TOM CARRINO, CITY MANAGER
 DATE: NOVEMBER 21, 2024
 RE: ORDINANCE NUMBER 24-39: AMENDING CHAPTER 2, ARTICLE VI –
 PROCUREMENT PROCEDURES

Introduction

All City Departments experience the need to purchase items between \$50,000 and \$100,000. We would propose to change the ordinance to help expedite purchases under \$100,000, allowing the City Manager to have the latitude to take advantage of purchases that need to be completed in a timely manner. The funds have previously been approved during the budgeting process and the departments, along with the Purchasing Department, have performed their due diligence prior to the City Manager authorizing the purchase. We would also propose increasing the small purchasing threshold from \$2,000 to \$5,000. This would help expedite the procurement of small purchases and free up staff time to devote to the larger procurements.

Recommended Action

Approve Ordinance 24-39 to accommodate authorization of the City Manager for purchases between \$50,000 and \$100,000, to increase the small purchasing threshold from \$2,000 to \$5,000, and to amend the City Manager's approval authority as recommended below:

“THE CITY COMMISSION MAY AUTHORIZE THE WAIVER OF PROCUREMENT PROCEDURES UPON THE RECOMMENDATION OF THE CITY MANAGER, OR DESIGNEE, WHEN IT IS IN THE CITY’S BEST INTEREST TO DO SO TO OBTAIN GOODS AND SERVICES WHICH CANNOT BE ACQUIRED THROUGH THE NORMAL PURCHASING PROCESS DUE TO INSUFFICIENT TIME. THE NATURE OF THE GOODS OR SERVICES, OR OTHER FACTORS, UNDER THE CIRCUMSTANCES AND ONLY AFTER A GOOD FAITH REVIEW OF ALL AVAILABLE SOURCES AND NEGOTIATION AS TO PRICE, DELIVERY AND TERMS OF SAID GOOD OR SERVICE. THE FORMAL APPROVAL FOR THE PRE-APPROVED GOOD OR SERVICE WILL BE BROUGHT BEFORE THE COMMISSION AS SOON AS POSSIBLE.”

Background

Section 2-337 item (c) would be modified to have the written quotation process expanded to allow the City Manager to approve the purchase amount from \$50,000 to \$100,000, provided the purchase was previously included in the budgeting process. Section 2-337

would also be modified to increase the small purchasing threshold from \$2,000 to \$5,000 (See Attachment 1)

Section 2-340 Emergency Procurement would modify the ordinance to allow the City Manager to approve emergency purchases up to \$100,000. (See Attachment 1)

Section 2-342 Award of Contract item (c) (1, 3 & 4 & 5) would modify the ordinance to mirror the \$5,000 and the \$100,000 change and to amend the City Manager's approval authority. (See Attachment 1)

Section 2-343 would be modified to allow the City Manager to resolve contract disputes up to \$100,000.00 (See Attachment 1)

Section 2-344 items (a, c d & f) would be modified to incorporate the new large procurement threshold of \$100,00 and the small procurement threshold of \$5,000. (See Attachment 1)

Budget and Staff Impact

There is no budget impact associated with changing the ordinance in Chapter 2 Article VI Section 2-237 through 2-238.

Attachments:

Strike-through of proposed changes
Ordinance 24-39 and Exhibit A - Chapter 2 Article VI, Division 2 Procurement Procedures

Reviewed By:

Lori Carr, Finance Director

Prepared By:

Tracy Jeanes, Purchasing Director & Contracts Manager

**City of Eustis
Attachment 1**

Proposed Changes to Chapter 2 Article VI Sec 2-337 and Section 2-342

Sec. 2-337. - Procurement thresholds.

(a) *Small purchases* Total value of ~~\$2,000.00~~ \$5,000.00 or less. Department directors shall be responsible and accountable for such procurements made under this authority, maintaining justification and documentation on each procurement in accordance with city regulations.

The city manager is authorized to extend this delegation of authority to department directors above the small purchase threshold if he/she deems necessary, as long as all purchasing rules, regulations and procedures have been followed.

(b) *Informal invitation process.* All procurements of commodities, services and construction with a total value between ~~\$2,000.01~~ \$5,000.01 and \$10,000.00 may be made by informal quotation, soliciting price quotations, with evidence of quotes, from a minimum of three vendors, excluding purchases made from state contract, other governmental cooperative bids and emergency purchases.

(c) *Written quotation process.* When the total estimated value is between \$10,000.01 and ~~\$50,000.00~~ \$100,000.00, all commodities, services and construction shall be procured obtaining three written quotations wherever possible, excluding exempt purchases, which include those made from state contracts, other governmental cooperative bids and emergency purchases. The city manager is authorized to approve the purchase of goods and services in the amount of ~~\$50,000.00~~ \$100,000.00 or less, unless otherwise prohibited by law.

(d) *Formal invitation process.* Except as otherwise provided in this division, when the total estimated cost exceeds ~~\$50,000.00~~ \$100,000.00, all commodities, services and construction shall be procured through a formal advertised sealed bid or request for proposal process, excluding exempt purchases, which include those made from state contracts, other governmental cooperative bids and emergency purchases. Public notice shall be given a reasonable time prior to the closing date and time specified in the invitation to bid. Bids shall be publicly opened and read aloud. Bids received after the advertised time and date of official opening shall not be considered for award.

Sec. 2-340. Emergency procurement.

Notwithstanding any other provision of this division, the City Manager may make emergency purchases that temporarily exceed a department's budget appropriations when it is absolutely necessary and in the best interest of the City. In cases where the emergency purchase exceeds ~~\$50,000.00~~ \$100,000.00, it will be reported immediately to each City Commissioner and a budget amendment shall be submitted for approval at the next regularly scheduled commission meeting.

Sec. 2-342. Award of contracts.

- (a) *Reservation.* The city reserves the right to accept or reject any and all offers and/or to make award to the best value bidder who meets the requirements and criteria set forth in the invitation and whose award will, in the opinion of the city, be in the best interest of and most advantageous to the city.
- (b) *Tie bids.* On bids where 2 or more bidders submit the same bid, the City shall give preference to the local vendor with the closest physical address to Eustis City Hall who maintains written policies for a drug-free workplace. If after preference is given each tied bidder still has equal standing, the City may choose either bidder in its sole and absolute discretion by any legal means.
- (c) *Award thresholds.* All contracts shall be awarded providing the best value to the City in accordance with the following:
- (1) If the total value of a contract is ~~\$2,000.00~~ \$5,000.00 or less, the contract may be awarded by the department director.
 - (2) Awards for capital equipment approved in the budget that come in under the budget amount may be awarded by the finance director or designee.
 - (3) If the total value of a contract is less than ~~\$50,000~~ \$100,000.00, the contract may be awarded by the city manager, finance director or designee.
 - (4) Any contract with a total value of ~~\$50,000.00~~ \$100,000.00 or greater shall be awarded by the city commission, or the commission may delegate to the city manager the authority to award the contract.
 - (5) The City Commission may authorize the waiver of procurement procedures upon the recommendation of the City Manager, or designee, when it is in the City's best interest to do so to obtain goods and services which cannot be acquired through the normal purchasing process due to insufficient time, the nature of the goods or services, or other factors, under the circumstances and only after a good faith review of all available sources and negotiation as to price, delivery and terms of said good or service. The formal approval for the pre-approved good or service will be brought before the Commission as soon as possible.

Sec. 2-343. Contract disputes

The City Manager or the Finance Director, or designee may resolve contract disputes with the concurrence of the city attorney where the monetary value does not exceed ~~\$50,000.00~~ \$100,000.00. Contract disputes over ~~\$50,000.00~~ \$100,000.00 shall require approval of the City Commission.

Sec.2-344. Contract change orders

- (a) The department director may approve change orders on procurements where the total of the expenditure including the change order does not exceed ~~\$2,000.00~~ \$5,000.00.

- (b) A contract change order that changes only the period of performance of the contract and does not increase the cost to the city may be approved by the Finance Director or designee.
- (c) The City Manager and the Finance Director or designee shall have the authority to approve all contract change orders where the total of the contract including all previous change orders does not exceed ~~\$50,000.00~~ \$100,000.00.
- (d) For contracts in excess of ~~\$50,000.00~~ \$100,000.00, the City Manager shall have the authority to approve all change orders where the total of the contract change order does not exceed, either solely or cumulatively, 25 percent of the original purchase amount where funds are available, unless the change order exceeds ~~\$50,000.00~~ \$100,000.00.
- (e) The Finance Director or designee shall have the authority to approve a contract change order for any contract where the final cost is less than the awarded amount.
- (f) Change orders over ~~\$50,000.00~~ \$100,000.00 and any change orders requiring appropriation of funds from contingency shall require City Commission approval.

ORDINANCE NUMBER 24-39

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; DELETING AND REPLACING, IN ITS ENTIRETY, CHAPTER 2, ARTICLE VI, DIVISION 2 PROCUREMENT PROCEDURES OF THE CODE OF ORDINANCES FOR THE CITY OF EUSTIS; REPEALING ANY AND ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; CODIFICATION; AN EFFECTIVE DATE; AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City of Eustis has not updated its procurement policies in several years and modifications are warranted; and

WHEREAS, the City Commission finds it in the best interest of the City requiring all commodities, services, and construction that exceed \$100,000 to be brought to Commission for approval; and

WHEREAS, the City Commission finds it in the best interest of the City to modify the small and large procurement thresholds and amend the City Manager's approval authority; and

WHEREAS, the City Commission finds it in the best interest of the City to amend its procurement policies.

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

Section 1. Chapter 2, Article VI, Division 2 of the Code of Ordinances for the City of Eustis is deleted in its entirety and replaced with Exhibit "A" attached hereto.

Section 2. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 3. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. The City Commission of the City of Eustis intends that the provisions of this Ordinance shall become and be made part of the City of Eustis Code of Ordinances and that the sections of this Ordinance may be re-numbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article" or such other appropriate word or phrase to accomplish such intentions.

Section 5. This Ordinance shall become effective immediately upon passing.

Section 6. This Ordinance shall be published in accordance with the requirements of law.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Lake County, Florida, this 21st day of November 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, by means of physical presence, this 21st day of November 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 Ordinance 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

EXHIBIT A**ARTICLE VI. PURCHASES AND CONTRACTS***

***Cross References: Any ordinance approving, authorizing or otherwise relating to any contract, agreement, lease, deed or other instrument saved from repeal, § 1-9(5); financial matters, § 2-161 et seq.**

DIVISION 1. GENERALLY
Secs. 2-311--2-330. Reserved.

DIVISION 2. PROCUREMENT PROCEDURES*

*Editor's note: The sections of this division are derived from former section 2-311 and were renumbered as set forth herein during the 2006 republication of this Code.

Sec. 2-331. Authority.

The provisions of this division are based upon the authority granted to the City Commission in F.S. Chapter 125 and the Charter of the City of Eustis, as amended, April, 1994. (Code 1999, § 2-31 I (a)(1); Ord. No. 02-74, § 1(a)(1), 10-3-2002)

Sec. 2-332. Requirement of good faith.

The provisions of this division require all parties involved in the development, performance, or administration of purchasing to act in good faith. (Code 1999, § 2-31 I (a)(2); Ord. No. 02-74, § 1(a)(2), 10-3-2002)

Sec. 2-333. Supplementary general principles of law applicable.

The city shall comply with all applicable federal and state laws. The principles of law and equity, including the Uniform Commercial Code of this state, laws relative to ethics, laws relative to contract, agency, fraud, misrepresentation, duress, or bankruptcy shall supplement the provisions of this division.

Sec. 2-334. Application.

The provisions of this division shall apply to every purchase/procurement by the city and the departments under the control of the city, regardless of the fund source, including state and federal assistance monies, except as otherwise specified in this division. (Code 1999, § 2-31 I (a)(4); Ord. No. 02-74, § 1(a)(4), 10-3-2002)

Sec. 2-335. Organization.

(a) *Purchasing division.* Purchases for requirements and operation of city departments shall be made via departmental requisition or other method that might be approved by the purchasing policies and procedures authorized under this division. The purchasing division, under the supervision of the Finance Director, shall be the agency through which the city will conduct and/or monitor all of its procurement and contracting for all supplies, material, equipment, contractual services, professional and consultant services, construction and/or combination of goods and services. Each field purchase order, requisition or other purchasing method authorized by the purchasing policies and procedures, shall be signed by the director of the requesting department and shall be properly budgeted prior to procurement.

(b) *Principal officer.* Subject to the provisions of this division, the Finance Director shall be responsible for the direction of the purchasing division, who shall be appointed by and under the direction of the City Manager in accordance with the city's Charter, rules and regulations.

(c) *Duties of Finance Director.* In addition to any other powers and duties conferred by this division, the Finance Director under the direction of the City Manager, shall:

- (1) Propose the appropriate policies and procedures for the implementation of these rules and establish the appropriate internal controls necessary that will allow the safeguard to city resources.
- (2) Provide operational support to users in accomplishing their respective missions, goals and objectives with respect to the purchase of goods and services;
- (3) Oversee the procurement function for the city;
- (4) See that the procurement process is conducted in an open, competitive, fair and ethical manner;
- (5) Have the authority to waive irregularities;
- (6) Have the authority to debar a business or vendor from receiving any business from the city for a stated period of time for cause or violation of any other applicable laws, rules or regulations;
- (7) Have the authority to resolve protests;
- (8) Have the authority to resolve contract and breach of contract disputes per limitations of section 2-343;
- (9) Have the authority to require deposits, bonds or other security with bids to ensure the awarded bidder will, in fact, enter into a contract with the city and within the stipulated time;
- (10) Have the authority to require payment, performance, material and maintenance bonds and/or other types of surety or guaranty agreements from a contractor to protect the interests of the city;
- (11) Have the authority to join with other units of government in a cooperative procurement venture when the best interest of the city would be served;
- (12) Have the authority to contract to provide procurement or procurement related services to other governmental entities and collect fees for such services.

(d) *Delegation of authority.* The Finance Director, with the consent of the City Manager, may delegate rights, power and authority to any designee, provided such designee shall comply with all applicable laws, rules and procedures established by the city. The Finance Director shall be responsible for the action of designees. (Code 1999, § 2-31 I (b); Ord. No. 02-74, § II, 10-3-2002)

Sec. 2-336. Written procedures.

The City Manager and the Finance Director are hereby authorized to adopt and maintain such written policies and procedures as may be necessary for the implementation of this section. Such regulations shall become effective when approved in writing by the City Manager. Copies of the policies and procedures shall be on file in the city clerk's office and the Finance Director's office and shall be made available for public inspection during normal business hours.

(Code 1999, § 2-31 I (c); Ord. No. 02-74, § III, 10-3-2002)

Sec. 2-337. Procurement thresholds.

(a) *Small purchases* Total Value of \$5,000.00 or less. Department directors shall be responsible and accountable for such procurements made under this authority, maintaining justification and documentation on each procurement in accordance with city regulations.

The City Manager is authorized to extend this delegation of authority to department directors above the Small Purchases threshold if he/she deems necessary, as long as all purchasing rules, regulations and procedures have been followed.

(b) *Informal invitation process.* All procurements of commodities, services and construction with a total value between \$5,000.01 and \$10,000.00 may be made by informal quotation, soliciting price quotations, with evidence of quotes, from a minimum of three vendors, excluding purchases made from state contract, other governmental cooperative bids and emergency purchases.

(c) *Written quotation process.* When the total estimated value is between \$10,000.01 and \$100,000.00, all commodities, services and construction shall be procured obtaining three written quotations wherever possible, excluding exempt purchases, which include those made from state contracts, other governmental cooperative bids and emergency purchases. The City Manager is authorized to approve the purchase of goods and services in the amount of \$100,000.00 or less, unless otherwise prohibited by law.

(d) *Formal invitation process.* Except as otherwise provided in this division, when the total estimated cost exceeds \$100,000.00, all commodities, services and construction shall be procured through a formal advertised sealed bid or request for proposal process, excluding exempt purchases, which include those made from state contracts, other governmental cooperative bids and emergency purchases. Public notice shall be given a reasonable time prior to the closing date and time specified in the invitation to bid. Bids shall be publicly opened and read aloud. Bids received after the advertised time and date of official opening shall not be considered for award.

(Code 1999, § 2-31 I (d); Ord. No. 02-74, § IV, 10-3-2002)

Sec. 2-338. Exempt procurements.

The following types of procurements may be made without observing the formal invitation process, provided that justification and documentation are maintained on each procurement in accordance with city written procurement rules and regulations.

- (1) Sole source is defined as:
 - a. A Commodity or service available from only one supplier; or
 - b. A commodity where compatibility of equipment, accessories, replacement parts permit only one reasonable source of supply.
- (2) A commodity or service available from an established state contract, PRIDE or GSA or

another governmental agency contract;

- (3) Public utility services including but not limited to electric, cable, internet and telephone;
 - (4) Legal services, including attorney, expert witness, arbitrator or mediator services;
 - (5) The procurement of real property;
 - (6) Dues or membership in trade or professional associations, printed copyright material, periodicals, postage, seminars, tuition, registration and training;
 - (7) Used equipment;
 - (8) Recurring expenses that are time sensitive in nature: pension, utility, fuel, purchasing card, insurance payments, etc.
 - (9) Monthly, quarterly, or annual note payments made on a previously approved debt;
 - (10) Previously approved payments on continuing contracts including but not limited to refuse/recycling, engineering, architectural and other consulting for non-specific services;
 - (11) On line or physical bidding for equipment.
- (Code 1999, § 2-311 (e), Ord. No. 02-74 § V, 10-3-2002)

Sec. 2-339. Professional services.

The procurement of professional services and design build projects as defined by F.S. ch. 287.055 shall be conducted in accordance with F.S. ch. 287.055 or as otherwise required by state law.

(Code 1999, § 2-311(f); Ord. No. 02-74, § VI, 10-3-2002)

Sec. 2-340. Emergency procurement.

Notwithstanding any other provision of this division, the City Manager may make emergency purchases that temporarily exceed a department's budget appropriations when it is absolutely necessary and in the best interest of the City. In cases where the emergency purchase exceeds \$100,000, it will be reported immediately to each City Commissioner and a budget amendment shall be submitted for approval at the next regularly scheduled commission meeting.

This section also applies when a Declaration of Emergency as provided for in Florida Statutes Chapter 252 is in effect. The City Manager, or his designee, has authority to expend funds as may be required under the emergency situation. This includes the ability to expend or encumber those funds identified as Emergency Reserves.

(Code 1999, § 2-311 (g); Ord. No. 02-74, § VII, 10-3-2002)

Sec. 2-341. Negotiation with bidders.

When the best offer in response to an invitation exceeds available funds, the Finance Director, or designee, may negotiate with the lowest bidder(s) to reduce the scope of work, to provide value engineering or eliminate items specified in the invitation in order to bring the offer within the amount of available funds. In the event no response is received to an invitation, the Finance Director, or designee, may negotiate with any vendor that can provide the commodity, service or construction. The award of the contract shall be in accordance with section 2-342.

(Code 1999, § 2-311 (h); Ord. No. 02-74, § VIII, 10-3-2002)

Sec. 2-342. Award of contracts.

(a) *Reservation.* The city reserves the right to accept or reject any and all offers and/or to make award to the best value bidder who meets the requirements and criteria set forth in the invitation and whose award will, in the opinion of the city, be in the best interest of and most advantageous to the city.

(b) *Tie bids.* On bids where 2 or more bidders submit the same bid, the City shall give preference to the local vendor with the closest physical address to Eustis City Hall who maintains written policies for a drug-free workplace. If after preference is given, each tied bidder still has equal standing, the City may choose either bidder in its sole and absolute discretion by any legal means.

(c) *Award thresholds.* All contracts shall be awarded providing the best value to the city in accordance with the following:

(1) If the total value of a contract is \$5,000.00 or less, the contract may be awarded by the Department Director.

(2) Awards for capital equipment approved in the budget that come in under the budget amount may be awarded by the Finance Director or designee.

(3) If the total value of a contract is less than \$100,000.00, the contract may be awarded by the City Manager, Finance Director or designee.

(4) Any contract with a total value of \$100,000.00 or greater shall be awarded by the City Commission, or the commission may delegate to the City Manager the authority to award the contract.

(5) The City Commission may authorize the waiver of procurement procedures upon the recommendation of the City Manager, or designee, when it is in the City's best interest to do so to obtain goods and services which cannot be acquired through the normal purchasing process due to insufficient time, the nature of the goods or services, or other factors, under the circumstances and only after a good faith review of all available sources and negotiation as to price, delivery and terms of said good or service. The formal approval for the pre-approved good or service will be brought before the Commission as soon as possible. (Code 1999, § 2-31 I (i); Ord. No. 02-74, § IX, 10-3-2002)

Sec. 2-343. Contract disputes.

The City Manager or the Finance Director, or designee may resolve contract disputes with the concurrence of the city attorney where the monetary value does not exceed \$100,000.00. Contract disputes over \$100,000.00 shall require approval of the City Commission. (Code 1999, § 2-31 I (j); Ord. No. 02-74, § X, 10-3-2002)

Sec. 2-344. Contract change orders.

(a) The department director may approve change orders on procurements where the total of the expenditure including the change order does not exceed \$5,000.00.

(b) A contract change order that changes only the period of performance of the contract and does not increase the cost to the city may be approved by the Finance Director or designee.

(c) The City Manager and the Finance Director or designee shall have the authority to approve all contract change orders where the total of the contract including all previous change orders does not exceed \$100,000.00.

(d) For contracts in excess of \$100,000.00, the City Manager shall have the authority to approve all change orders where the total of the contract change order does not exceed, either

solely or cumulatively, 25 percent of the original purchase amount where funds are available, unless the change order exceeds \$100,000.00.

(e) The Finance Director or designee shall have the authority to approve a contract change order for any contract where the final cost is less than the awarded amount.

(f) Change orders over \$100,000.00 and any change orders requiring appropriation of funds from contingency shall require City Commission approval.

(Code 1999, § 2-311 (k); Ord. No. 02-74, § XI, 10-3-2002)

Sec. 2-345 Performance Incentives.

When there is a benefit to be derived by the City to have contracted services and projects completed before the contracted deadline, performance incentives may be used.

Sec. 2- 346. Unauthorized procurements.

Except as provided in this division, it shall be unlawful for any city officer or employee to procure any commodity or service or to make any contract within the purview of this division other than through the established policies and procedures. Any contract made contrary to the provisions herein shall not be approved and the city shall not be bound thereby.

(Code 1999, § 2-311(1); Ord. No. 02-74, § XII, 10-3-2002)

Sec. 2- 347. Conflicts of interest.

Neither the Finance Director nor any member of the purchasing staff, nor any other employee of the city engaged in the procurement of goods and/or services for the city shall have a financial interest or any personal beneficial interest, directly or indirectly, in any purchase or contract for any supplies, materials, equipment or services used by or furnished to the city. Such conflict of interest may include, but not be limited to, an individual ownership in whole or in part of a firm seeking to contract with the city.

(Code 1999, § 2-311 (m); Ord. No. 02-74, § XIII, 10-3-2002)

Sec. 2- 348. Equal opportunity.

The city shall use its best efforts to ensure that minority businesses shall have an equitable opportunity to participate in the city's procurement process and that no business shall be excluded from participation in, denied benefits of, or otherwise discriminated against in connection with the award and performance of any contracts with the city on the grounds of race, creed, color, national origin, gender or physical impairment.

(Code 1999, § 2-311 (n); Ord. No. 02-74, § XIV, 10-3-2002)

Sec. 2-348. Performance Incentives.

The Purchasing Department may implement performance incentives for projects which are completed prior to a specified deadline if in the City's best interests.

Sec. 2-349. Bid Protests.

(a) Any actual or prospective bidder/proposer who is allegedly aggrieved in connection with the issuance of a bid/proposal package or pending an award of a contract may protest to the City Manager.

(b) Posting. The Purchasing Department shall post the formal award on the departmental website no less than three full business days after the decision to recommend the award to the bidder/proposer is made.

(c) Requirements to Protest.

(1) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the bid/proposal package.

(2) If the protest relates to the award of a contract exceeding \$50,000 or any contract for the procurement of professional services or design build projects, as defined by F.S. ch. 287.055 a formal written protest must be filed no later than 5 :00 p.m. on the fifth business day after posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

(3) A formal written protest is considered filed with the City when the City Manager receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder/proposer.

(d) Sole remedy. These procedures shall be the sole remedy for challenging an award of bid. Bidder/proposers are prohibited from attempts to influence, persuade, or promote a bid protest through any other channels or means.

(e) Authority to Resolve. The City Manager or his designee, with the assistance of the City Attorney, shall resolve the protest in a fair and equitable manner and shall render a written decision to the protestant no later than 5:00 p.m. on the fifth business day after the filing thereof.

(f) Review of decision.

(1) The protesting party may request a review of the City Manager's or his designee's decision by the City Commission by delivering a written request for review of the decision to the City Manager by 5:00p.m. on the fifth business day after the date of the written decision and by tendering a \$500.00 review fee to the City. The written notice shall include any written or physical materials, objects, statements and arguments, which the bidder/proposer deems relevant to the issues raised in the request for review.

(2) Should the City Commission determine that the solicitation or award is in violation of law or the regulations or internal procedures of the purchasing department, the City Manager shall immediately cancel or revise the solicitation or award as deemed appropriate.

(3) Should the City Commission determine that the solicitation or award should be upheld, the decision shall be final and conclusive pursuant to Florida law.



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: November 21, 2024

RE: Acceptance of 2024 City Commission Election Results

Introduction:

This item is to transmit to the City Commission for acceptance of the results of the Eustis City Commission election held on November 5, 2024, as certified by the Lake County Canvassing Board.

Background:

Attached is the Official Lake County Canvassing Board Certificate which shows Commissioner-Elect Emily Lee as the successful candidate for Seat #5 and George Asbate as the successful candidate for Seat #4. Commissioner-Elect Willie Hawkins for Seat #3 was unopposed for his seat.

Recommended Action:

Staff recommends acceptance of the certified election results.

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager

Attachments:

Certificate of County Canvassing Board Lake County for Eustis (received 11-15-2024)

***** Official Results *****
CERTIFICATE OF COUNTY CANVASSING BOARD
LAKE COUNTY

We, the undersigned, CARLA PEPPERMAN, Board Chair, JENNIFER HILL, BoCC Appointee, SARAH JONES, Circuit Court Appointee, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the Fifteenth day of November, 2024 A.D., and proceeded publicly to canvass the votes given for the several offices and persons herein specified at the **Nonpartisan Election** held on the Fifth day of November, 2024 A.D., as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For Eustis City Commissioner, Seat 4, the whole number of votes cast was 9,267 of which

George M. Asbate	received	3,967 votes
Michael Gambino	received	2,070 votes
Nicie Allen Parks	received	2,641 votes
John Potts	received	589 votes

For Eustis City Commissioner, Seat 5, the whole number of votes cast was 9,033 of which

Emily A. Lee	received	6,224 votes
Blake T. Griswold Sr	received	2,809 votes

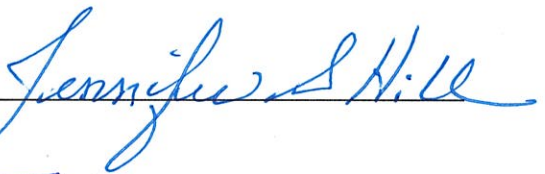
*** Official Results ***
CERTIFICATE OF COUNTY CANVASSING BOARD
LAKE COUNTY

Item 8.1


We Certify that pursuant to Section 102.112, Florida Statutes, the canvassing board has compared the number of persons who voted with the number of ballots counted and that the certification includes all valid votes cast in the election.



BOARD CHAIR



BOCC APPOINTEE



CIRCUIT COURT APPOINTEE



City of Eustis

Item 8.2

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

TO: EUSTIS CITY COMMISSION
 FROM: TOM CARRINO, CITY MANAGER
 DATE: NOVEMBER 21, 2024
 RE: E-BILLING AND AUTOPAY INCENTIVES

Introduction:

The Commission has expressed interest in finding new ways to encourage residents to take advantage of our E-Billing processes which will allow the City to save valuable funds from reduced postage.

Background:

The City currently provides options for both E-Billing and AutoPay. Staff have been tasked with finding ways to increase utilization of these options.

E-Billing

Below you will find a recent analysis which shows the breakdown of cost to mail one year's worth of utility bills out to a single customer comes to \$8.28. Using the City's current average of 11,500 monthly bills being mailed this leaves our annual bulk postage budget at \$95,351.30.

POSTAGE COST				
*Item Description	Yearly Cost	Monthly Cost	Average Printed Bills per Month	Avg Cost (Per Bill)
Window Envelopes	\$ 6,142.50	\$ 511.88	11,500	\$ 0.04
Bill Paper	\$ 4,560.00	\$ 380.00	11,500	\$ 0.03
Return Envelopes	\$ 3,036.80	\$ 253.07	11,500	\$ 0.02
Average Postage per bill (Bulk)	\$ 80,712.00	\$ 6,726.00	11,500	\$ 0.58
Toshebia Charges for Printing	\$ 900.00	\$ 75.00	11,500	\$ 0.01
TOTAL COST PER PRINTED BILL	\$ 95,351.30	\$ 7,945.94	11,500	\$ 0.69

ANNUAL COST TO MAIL BILLS PER ACCOUNT \$8.28

AutoPay

The City currently has approximately 28% of customers on AutoPay. Excluding cash payments, this method of payment has the lowest processing fees charged to the City.

Summary

Historically, the City has never given an incentive to customers to go paperless, nor has the City charged a penalty for requesting a paper bill via mail. Incentives and/or penalties given by local municipalities is included in the data below.

PAPERLESS INCENTIVE OR SURCHARGE SISTER CITY INFORMATION					
Location	One Time Ebilling Credit	Penalty if Cancelled	AutoPay Incentive	Surcharge for Paper Billing	Fee for using credit card to pay
Leesburg	\$5.00	Charged back to customer	None	None	\$3.50
Mt. Dora	\$25.00	Charged back to customer	Incentive for signing up for both Ebill and Autopay	None	None
Tavares	None		None	None	None
Clermont	None		None	None	2.5%

By increasing participation in both paperless options, the City would see savings on postage as well as bank and labor fees incurred when processing payments via paper check or credit card. Other benefits would alleviate bills and payments getting lost in the mail, a reduction in late fees for customers, and reduced staff time for processing check payments.

To encourage participation and get the word out, the City could have utility billing representatives at various City events – First Friday, GeorgeFest, etc. For residents who are not tech savvy, the City could set up a kiosk at the library. Residents would be provided assistance with setting up paperless options and the library would see increased traffic.

Recommended Action:

Discuss the Commission's desire to increase residents' participation in both E-Billing and AutoPay by providing a monetary incentive for dual enrollment to our paperless systems. Once enrolled in both E-Billing and Autopay customers would see a one-time credit on their account. If the customer opts out of either paperless option the credit would be revoked, and they would see the credit reversed from their utility account.

Prepared by:

Nichole Jenkins, Water Customer Service Manager

Reviewed by:

Lori Carr, Finance Director