



AGENDA

City Commission Meeting

6:00 PM – Thursday, May 15, 2025 – City Hall

Invocation: Moment of Silence

Pledge of Allegiance: Aubree Bostwick and Alayna Bostwick, Seminole Springs Elementary School Students

Call to Order

Acknowledge of Quorum and Proper Notice

1. Agenda Update

2. Approval of Minutes

2.1 Approval of Minutes

April 17, 2025 City Commission Meeting

May 1, 2025 City Commission Workshop: Sunshine Laws

May 1, 2025 City Commission Meeting

3. Presentations

3.1 Proclamation for Reverend Hawkins

3.2 Eustis High School Future Business Leaders of America (FBLA)

3.3 Economic Development Week (May 11 - May 14, 2025)

3.4 Eustis/Lake County University of Central Florida Incubator

4. Appointments

4.1 Appointments to the Code Enforcement Board (CEB) – Four Members and Two Alternates

5. Consent Agenda

5.1 Resolution Number 25-33: Police Department Transfer of Forfeiture Funds for donations to youth sports programs and a smartboard

5.2 Resolution Number 25-35: Approving an Expenditure in Excess of \$100,000 for Controllers and Telemetry Communication Systems Upgrades

5.3 Resolution Number 25-36: Eustis Police Department PBA Memorandum of Agreement Article 18 – Extra Duty

5.4 Resolution Number 25-38: Emergency Management Plan Update 2025

6. Audience to be Heard

7. Ordinances, Public Hearings, & Quasi Judicial Hearings

7.1 Resolution Number 25-24: Authorizing the recording of liens on delinquent utility accounts

8. Other Business

8.1 Discussion of Backyard Chickens

8.2 Sister Cities Discussion

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: May 15, 2025

RE: Approval of Minutes

April 17, 2025 City Commission Meeting

May 1, 2025 City Commission Workshop: Sunshine Laws

May 1, 2025 City Commission Meeting

Introduction:

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

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, April 17, 2025 – City Hall

Invocation: Moment of Silence

Pledge of Allegiance: Commissioner Michael Holland

Call to Order: 6:06 p.m.

Acknowledge of Quorum and Proper Notice

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

1. Agenda Update: NONE

2. Approval of Minutes

April 3, 2025 City Commission Meeting

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

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

3. Presentations

3.1 Amazing Race Charity Distribution

Mayor Hawkins complimented A'zhane Faulknor for her work on the Amazing Race for Charity.

A'zhane Faulknor, Events Assistant, addressed the Commission regarding the City's assumption of the Amazing Race for Charity 2025. She announced that a total of \$41,850 was awarded and explained that some of the organizations received more than others due to them taking on additional duties such as multiple challenge stations, water stations and providing extra volunteers. Checks were presented to the following organizations: Companions for Courage \$3,575; ECS for Kids \$3,575; Education Foundation of Lake County \$3,575; Habitat for Humanity of Lake and Sumter County \$5,000; Hand-in-Hand Recovery \$6,000; Humane Society of Lake County \$3,575; Lake Cares Food Pantry \$3,575; LuvExtension \$3,575; Trout Lake Nature Center \$2,000; and Worth It Suicide Outreach and Support \$4,500.

Ms. Faulknor recognized the African American Heritage Celebration Committee, Inc., receiving \$500. She stated they brought energy to the finish line, cheered on the race, handed out drinks and helped volunteers throughout the race. She also recognized Alea Academy, receiving \$2,500, for organizing transportation for the race participants to the starting line.

Ms. Faulknor announced that the 2026 event would be held on Saturday, March 21, 2026 and noted that registration is already open.

3.2 FY 2023/2024 Audit Presentation

Lori Carr, Finance Director, introduced Helen Painter and Loren Walker from Purvis Gray to present the FY2023/2024 audit.

Ms. Painter reviewed the City's annual comprehensive financial report and the governance letter. She explained the management team prepares the financial statements and Purvis Gray offers its opinion of those statements. She stated they issued an unmodified (or clean) opinion which indicates that the statements are fairly stated in all material respects. She commented that the budget is the strongest internal control to make sure the City does not overspend. She stated that there are two management letter comments. She stated the outsourced CPA firm for the police pension fund continues to be late. She explained those accounting records are included in the City's annual comprehensive financial report. She also stated there are some issues with reconciliation of the capital asset records. She cited the capital expenditures through the ARPA funds, grant funds and other capital expenditures. She explained they have asked staff to change their procedures to ensure that the capital asset records are reconciled on a more timely basis. She added that something needs to be done with the Building Fund. She explained that state statute governs how much excess revenues over expenditures can be held in the Building Fund. Due to the increase in construction, a decision needs to be made on how to spend that money down. She explained the CRA now has to have a stand alone report. She noted that the CRA has a note due in the new year and it is a balloon payment so they will have to get it refinanced. She concluded that all of the funds did well and had monies left over to go into reserves. She added that the pension funds also did well.

3.3 Presentation and Acceptance of the City's Audited Annual Financial Reports for the fiscal year ending September 30, 2024

There being no questions forthcoming from the Commission, Ms. Carr explained that there was no formal action required by the Commission.

4. Appointments

4.1 Appointments to the Historic Preservation Board (HPB) – 3 Members and 1 Alternate

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to reappoint Dorothy Stevenson to the Historic Preservation Board. Motion passed on the following vote:

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

Motion made by Commissioner Asbate, Seconded by Commissioner Lee, to reappoint Ronald K. Musselman to the Historic Preservation Board. Motion passed on the following vote:

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

Abstaining: Mayor Hawkins

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to appoint Shanna Graves to the seat vacated by Dina John. Motion passed on the following vote:

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

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to appoint Derek Stewart to the seat vacated by Robyn Sambor. Motion passed on the following vote:

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

Item 2.1

Dorothy Stevenson expressed her pleasure in serving on the Historic Preservation Board and thanked the Commission for the reappointment.

5. Audience to be Heard

Brian Broomfield addressed the Commission regarding the Pledge of Allegiance and meaning of liberty and justice as key principles of our democracy. He expressed opposition to actions taken by the current federal administration.

Kimberly Newcombe commented on issues with the 7-Eleven being built off of Abrams and Orange. She cited construction being done in the early hours and bright lights installed that shine directly into their bedrooms. She explained they have reached out to 7-Eleven and the City and asked for trees to be installed or some cover to protect her property. She indicated they have been trying to sell their home and all of the buyers back out due to the 7-Eleven. She emphasized the lack of response they have had and stated their possible intent to go to court.

Mayor Hawkins responded that the City has been in contact with the developer and they are trying to help. He cited an email he had received and he noted that the City had taken down a tree at the request of the resident and they asked for their fence to be repaired and the City took care of that. He asked the City Manager to address the concerns with Tom Carrino, City Manager, stating he and Miranda Burrowes would prepare a report on what they have been working on with 7-Eleven. He stated that the Building Inspector has contacted the developer regarding no construction prior to 7:00 a.m. and they indicated they would not begin working prior to that.

Troy Newcombe reported that the 4:30 a.m. construction happened just two days prior.

Mr. Carrino stated that the City can't force them to plant additional trees but the City can ask them to increase the trees over what their original plan requires. He indicated that he would send an email summarizing what they have discussed with 7-Eleven.

Darius Kerrison stated the Eustis Hometown Comedy Music Festival last weekend was great with lots of people and thanked City staff, Commissioners and Marissa Cella for their assistance. He also thanked everyone for their attendance.

6. Consent Agenda

6.1 Resolution Number 25-25: Public Records Exemption for Municipal Clerks and Employees who perform municipal elections or code enforcement functions

6.2 Resolution Number 25-28: Authorizing an Expenditure for the Water Department Office Building Generator Replacement through Tradewinds Power Corporation Totaling Expenditures in Excess of \$100,000

6.3 Resolution Number 25-29: Approving an Expenditure in Excess of \$100,000 for the Public Utilities 2025 Reclaimed Water Master Plan Update

6.4 Resolution Number 25-31: Authorizing Award of Bid Number 002-25 to Cacique Utilities for the County Road 44 Force Main Bypass Connection and Approving a Purchase in Excess of \$100,000

Motion made by Commissioner Lee, Seconded by Commissioner Holland, to approve the Consent Agenda. Motion passed on the following vote:

7. Ordinances, Public Hearings, & Quasi Judicial Hearings

7.1 Resolution Number 25-32: Amending the City of Eustis 2016 Redevelopment Plan by Adopting the 2025 Downtown Master Plan Final Draft

Sasha Garcia, City Attorney, read Resolution Number 25-32 by title: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; amending the City of Eustis 2016 Redevelopment Plan by adopting the 2025 Downtown Master Plan final draft; authorizing implementation of the plan; and providing an effective date.

Mr. Carrino explained Al Latimer, Economic Development Director, was unable to attend the meeting. He cited the Master Plan workshop and explained the resolution would both adopt the Master Plan and incorporate it into the 2016 Redevelopment Plan so the CRA can actively participate in implementation of the plan.

Commissioner Asbate commented favorably on the workshop and asked the Commission to consider further discussion on the Master Plan.

Vice Mayor Ashcraft stated he had a number of people who have contacted him regarding the Master Plan. He cited the number of people offering information from multiple resources and questioned how best to filter the information and make a decision. He noted the need to move forward and have direction. He indicated he had spoken with a number of people since the workshop and stated his opinion they should focus on the hotel first. He expressed concern regarding recent business closures.

Mayor Hawkins stated they need to concentrate on the waterfront and questioned whether or not a hotel would get people downtown.

Vice Mayor Ashcraft commented on the number of people that were in town including the fair, a sailing regatta and the comedy festival and all of those people had nowhere in town to stay.

Commissioner Lee agreed with the need for the hotel. She stated they need to follow the Master Plan and it recommends they start with the hotel. She added they need a hotel with an event facility.

Commissioner Holland emphasized why they need to go ahead and adopt the master plan. They can workshop what to do first after. He cited the legislation being considered by the State Legislature that would affect CRAs.

Mayor Hawkins emphasized the Commission is in the driver's seat and they need to make the decision. He indicated that, if they build the hotel, there needs to be a way to consistently bring people into the downtown.

Further discussion was held regarding adopting the master plan and then holding a workshop later.

Attorney Garcia opened the public hearing at 6:55 p.m.

Daniel DiVenanzo thanked the Commission for continuing to update the master plan. He commented on changes to the City and Lake County in the past ten years. He expressed agreement with adopting the plan and then they can make changes. He cited the impact of the loss of the hospital versus the current vibrancy in the downtown. He noted that hotels often have gift shops and jewelry stores and stated Eustis already has those.

There being no further public comment, the hearing was closed at 6:58 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Resolution Number 25-32. Motion passed on the following vote:

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

7.2 SECOND READING

Ordinance Number 25-01: Amendment to Chapters 102 and 109 of the Land Development Regulations

Attorney Garcia read Ordinance Number 25-01 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending the City's Land Development Regulations as follows: (1) Amending Section 102-11(b): Community Meeting; (2) Adding sub-sections to Section 109.4-Use Regulations Table to include definitions and requirements for the following uses: "Retail Smoke Shop," "Tattoo Establishment," and "Massage Establishment"; amending Section 109.4 - Use Regulations Table to add as a conditional and/or permitted use the following uses: "Self-Service Storage," "Retail Smoke Shop," "Tattoo Establishment," and "Massage Establishment"; providing for applicable legislative findings; providing for codification, scrivener's error, severability, conflicts, and an effective date.

There being no additional presentation or questions, Attorney Garcia opened the public hearing at 7:00 p.m. There being no public comment, the hearing was closed at 7:00 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to adopt Ordinance Number 25-01 on final reading. Motion passed on the following vote:

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

7.3 FIRST READING

Explanation of Ordinances 25-03, 25-04 and 25-05 Explanation of Ordinances for Annexation of Parcels with Alternate Keys 1097070 and 1094712

Ordinance Number 25-03: Voluntary Annexation of Parcels with Alternate Keys 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-03 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 49.5 acres of real property at Alternate Key Numbers 1097070 and 1094712, generally located north of County Road 44 and east of State Road 19.

Mike Lane, Development Services Director, reviewed Ordinances 25-03, 25-04 and 25-05 pertaining to the annexation, future land use designation and design district designation for the real property located north of CR44 and east of SR 19. He noted the site is across the road from the Trout Lake Nature Center. He stated they are asking for the MCI future land use designation and for the Suburban Corridor design district for 9.5 acres of the site and Suburban Neighborhood for the 40 acres behind it. He explained staff's analysis of the application and confirmed the notices were provided. He explained what is allowed under the current County designation versus what would be allowed under the City's MCI designation.

The Commission asked what constitutes light commercial with Mr. Lane explaining it can be similar to the Cobb Commerce Park such as craft activities not heavy industrial.

Mr. Lane further discussed staff's evaluation of the requested future land use and stated County Road 44 is an urbanizing corridor with commercial and residential activities.

The Commission asked if the County Urban Low category would allow heavy commercial use with Mr. Lane stating he was unsure, but he thought it would allow some commercial.

Mr. Lane stated that utilities are available, and future development would require an analysis to ensure it is out of the flood zone. He indicated the property is low recharge and has a mixture of poorly drained soils. He confirmed that a future developer would be required to provide geotechnical reports. He added there would be two design districts for the site - 9.5 acres in the front designated as Suburban Corridor with the bulk of the property in the rear designated Rural Neighborhood.

The Commission discussed what could happen on the site if the City does not annex the property versus the City being able to control what is placed on the site. Opposition was expressed for the site being developed as an apartment complex.

Attorney Garcia opened the public hearing at 7:08 p.m.

Blake Griswold expressed support for the property being annexed so the City has more control. He opposed it being developed as industrial and support for it remaining rural.

John Thornton estimated that 25 of the acres are considered wetlands. He commented on the number of ponds for water drainage and noted someone did recent dredging. He stated the property already floods when it rains. He expressed concern regarding the property being developed and where the water would go. He stated that he was told that the owner was going to harvest trees or plant grass and harvest that, but nothing has been done. He noted rolls of hay that have been sitting there for some time. He emphasized the issue his neighbors may have with flooding. He further commented on the possibility that the County and St. John's Water Authority may be imposing violations on the site.

Sherry Thornton expressed concern regarding the concrete that was placed there and what goes into the air and water supply when the concrete is ground.

Cindy Newton commented on the amount of trucks going down Estes Road and stated not all the concrete came from Eustis. She stated they don't know what's in the concrete and indicated it is being dumped close to the wetlands and the floodplain. She added that the drainage will end up at the City's waterfront coming from Trout Lake.

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

Commissioner Asbate commented that it is better for the property to be under the City's control. He also noted that the St. John's issues would continue to be addressed. He then cited the possible development of a trail and where it might be placed.

Vice Mayor Ashcraft responded that the railroad is in negotiations with Lake County regarding the trail but possibly a second trail could go through the property.

Attorney Garcia clarified that Commissioner Holland moved to approve the ordinance and Commissioner Asbate seconded so they could continue the discussion.

The Commission discussed the ability to control development of the site if it is annexed, whether the City would have the authority to have the site cleaned up, the impact of what has already been done to the site and whether heavy industrial could be placed on the site.

Mr. Lane responded that it is a mixed-use commercial/industrial district so it is intended to be lighter industrial.

Discussion was held regarding any development having to meet current code and would need Commission approval if they need waivers.

Motion made by Commissioner Holland, Seconded by Commissioner Asbate, to approve Ordinance Number 25-03 on first reading. Motion passed on the following vote:

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

7.4 SECOND READING

Ordinance Number 25-04: Changing the Future Land Use Designation of Recently Annexed Real Property for Parcels with Alternate Keys 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-04 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.317 F.S.; changing the future land use designation of approximately 49.5 acres of recently annexed real property at Alternate Key Numbers 1097070 and 1094712, generally located north of County Road 44 and east of State Road 19, from Urban Low in Lake County to Mixed Commercial Industrial in the City of Eustis.

Attorney Garcia opened the public hearing at 7:22 p.m. There being no public comment, the hearing was closed at 7:22 p.m.

Motion made by Commissioner Holland, Seconded by Vice Mayor Ashcraft, to approve Ordinance Number 25-04 on first reading. Motion passed on the following vote:

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

7.5 SECOND READING

Ordinance Number 25-05: Assigning the Rural Neighborhood Design District Designation to Recently Annexed Real Property for Parcels with Alternate Keys 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-05 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Rural Neighborhood design district designation to approximately 40 acres of recently annexed real property at Alternate Key Number 1097070 and assigning the Suburban Corridor design district designation to approximately 9.5 acres of recently annexed real property at Alternate Key 1094712, north of County Road 44 and east of State Road 19.

Commissioner Ashcraft confirmed neighborhood doesn't mean homes and Mr. Lane agreed.

Attorney Garcia opened the public hearing at 7:23 p.m. There being no public comment, the hearing was closed at 7:24 p.m.

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve Ordinance Number 25-05 on first reading. Motion passed on the following vote:

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

8. Future Agenda Items and Comments

8.1 City Commission

Commissioner Holland expressed appreciation for City staff and all they do. He asked everyone to keep the people at Florida State in their prayers and wished everyone a happy Easter.

Commissioner Lee asked about the Parks and Recreation Master Plan.

Mr. Carrino explained the Commission decided not to fund that about three years previous. He indicated staff is currently working on the Capital Improvement Plan and staff was considering bringing back the Parks and Recreation Master Plan. He stated the plan would help better allocate resources and estimated it would cost approximately \$200,000 for the master plan. He indicated that they are doing a site-specific master plan for Carver Park.

Commissioner Asbate commented on impact fees levied by other area cities and noted Eustis is at lowest end. He expressed support for Eustis increasing its impact fees. He also expressed support for enacting the three to one density versus the five to one.

Vice Mayor Ashcraft noted that was being worked on by Kimley Horn and cited the design standards they were working on.

Mr. Carrino explained that staff had brought to the Commission a SR light district that would have had a three to one density. He stated that the County had opposed that district due to some regulations they felt weren't consistent with some of the areas in Eustis. He indicated that Kimley Horn did state that a three to one district would not be good. They said the key is the lot widths, design guidelines and setbacks that would produce high quality subdivisions.

Vice Mayor Ashcraft asked if the City hadn't previously tried to change the density on certain parcels that were already annexed and the owners objected. Mr. Carrino confirmed that it did occur and resulted in a long drawn-out legal battle.

Attorney Garcia explained that it was a lawsuit under the Burt Harris Act. She emphasized that vested rights must be carefully considered. She said any future annexations could be subject to a new density requirement but properties already in the City would be challenging.

Vice Mayor Ashcraft commented on properties already in the City that will eventually be coming before the Commission for development, and they will have to meet the existing regulations.

Attorney Garcia explained that the City is limited to what they can require for design standards based on Florida law.

Commissioner Asbate asked about scheduling the workshop regarding the master plan and a hotel. He suggested adding an extra hour to upcoming regular meetings.

Attorney Garcia suggested that Mr. Carrino circulate some dates for availability. Discussion was held regarding upcoming dates. Mr. Carrino indicated he would send out another "Doodle" for the end of April, first of May, to get a date.

Commissioner Holland asked to speak at the next Commission meeting to provide a report on issues coming up in the legislature. He reported that the City project funding was partially funded in the House and fully funded in the Senate.

8.2 City Manager

Mr. Carrino noted the May 1st workshop at 4:00 p.m. (on the Sunshine Law, ethics and rules of order) and one on May 15th at 4:00 p.m. to discuss the eastern utilities. He indicated that the Attorney Garcia had sent him a memo regarding a new state requirement for a business impact estimate regarding any City ordinances that have an economic impact on businesses and residents. He explained they are required to do an impact analysis that will be included in the agenda packet, and they will be posted on the City's website for five years. He noted that issue will be discussed at the Friday staff meeting.

Mr. Carrino reported that a lot of cities that allow backyard chickens require the residents to go through specific training. He stated that a number of staff members, including Attorney Garcia, Eric Martin and Commissioner Asbate, went through the two-hour training. He explained they paid the University of Florida Extension Office \$5.00 for the webinar, and he served chicken tenders for lunch. He indicated they would be bringing back a discussion on backyard chickens.

8.3 City Attorney

Attorney Garcia confirmed they would hold the workshop on May 1st and the backyard chickens would be heard on May 15th. She explained that the business impact estimate would only be required for specific types of ordinances.

8.4 Mayor

Mayor Hawkins noted a vigil that was held for four residents that were recently killed in an auto accident. He complimented City staff that attended the vigil and their assistance with event. He commented on how the residents don't know everything the City staff members do. He expressed appreciation for all the City staff does. He announced that Lake Cares would hold the grand opening of their facility on May 5th at 10:00 a.m.

Mayor Hawkins emphasized that adopting the master plan was a good first step but there is still a lot of work to be done.

9. Adjournment: 7:44 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

WILLIE L. HAWKINS
Mayor/Commissioner



MINUTES

City Commission Workshop: Sunshine Laws

4:00 PM – Thursday, May 01, 2025 – City Hall

Call to Order: 4:06 p.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Michael Holland, Commissioner Emily Lee and Mayor Willie L. Hawkins

1. Workshop Item with Discussion and Direction

City Charter

Sasha Garcia, City Attorney, presented to the City Commission an overview of Ethics, Sunshine Laws, and Public Records for municipal government. She reviewed the City's statutory powers under the Florida Constitution. She referenced the City Charter (available online in Municode) and noted that a charter is an essential and fundamental element of every Florida municipality as no municipal government may be created nor may exist without a charter. Due to their importance, Charters cannot be changed by ordinance only by a public referendum. She explained that the referendum must be approved by the majority of the registered voters of the community. She reviewed the City's Charter and explained the role of the City Manager and the communication paths between Commissioners and staff, especially concerning actionable items. She emphasized the need for Commissioners to direct questions regarding actionable items to the City Manager. She noted this helps to minimize violations of the Sunshine Law. She asked for any questions regarding the City Charter.

The Commission asked about Interim Commissioners and if there is a limit to the authority provided to an interim commissioner. Attorney Garcia stated they have the same authority as any acting Commissioner.

The Commission asked if it would require a referendum to amend the Charter to include a timeline for appointment of an interim commissioner with Attorney Garcia stating that any changes to the Charter have to be approved by referendum.

Tom Carrino, City Manager, stated that they can change the Code of Ordinances through an ordinance that sets out a process to be followed.

Discussion was held regarding whether a timeline should be imposed for appointment of an interim commissioner.

Attorney Garcia expressed support for keeping the flexibility and commented on the previous appointment. She noted that if they want to put in a time line it could be incorporated into the Elections section of the Code of Ordinances rather than the Charter.

The Commission discussed changing the date for the investiture of newly elected commissioners.

Mr. Carrino commented on the changes that were made in 2016 to the Charter.

Further discussion was held regarding setting a deadline for appointment of an interim commissioner. Attorney Garcia indicated she would research what other cities are doing and make some recommendations.

Attorney Garcia reviewed the fundamental principles of the Florida Ethics Law as set out in Chapter 112, Part III to prevent and avoid a conflict of interest for public officers and employees. Ms. Garcia highlighted the statutory subjects including solicitation or acceptance of gifts, unauthorized compensation, doing business with one's agency, misuse of public position, conflicting employment or contractual relationship, disclosure or use of certain information, voting conflicts, and restriction on employment of relatives. She reviewed what constitutes an illegal gift and stated it includes anything of value that could have an influence. She noted legal and reportable gifts of \$100 or less and must be reported if it has a value of more than \$25. She highlighted that even if a particular gift is legal, the public perception of the gift should be considered, including curing an improper gift and paying the value of the gift to the giver within 90 days.

The Commission asked if there was a restriction against a former Commissioner working for the City until a certain amount of time after leaving office with Ms. Garcia responding negatively.

Ms. Garcia reviewed the prohibition of doing business with one's agency when acting in an official capacity, conflicting employment or contractual relationships, misuse of public position or any property or resource to secure a special privilege, benefit or exemption, misuse of privileged information, and nepotism. She explained what constitutes a voting conflict of interest and gave directions on how those should be handled.

Purpose of the Sunshine Law

Attorney Garcia reviewed the purpose of the Sunshine Law and who is covered by the Sunshine Law as it applies to elected and appointed boards and commissioners, regardless of voting ability. She noted this also applies to advisory bodies, individual members appointed to negotiate, narrow or make decisions, and private entities, if they are acting as a replacement for the public agency. She noted there are exceptions. She discussed how private individuals may be subject to the Sunshine Law due to representing the City.

Attorney Garcia reviewed the requirements for conducting meetings in the Sunshine, including the open-meeting requirement, advance notice requirement, agenda, minutes and other records, parliamentary procedures and requirement to vote. She noted interactions involving City business must be disclosed and made known to the public.

Discussion was held regarding elected officials from one agency speaking with a member of another agency.

Attorney Garcia discussed policy making for meetings with formal decisions should be made in an orderly, timely manner with adequate input from the public. She noted the resolution in 2019 adopting the Governance Guidelines and Rules of Order for public meetings. She discussed meeting types including legislative and non-legislative (workshops, organizational meetings, informal discussions, and changes to meeting schedules). She noted that public input may be limited during workshops. She advised of open meeting requirements and the modes of communication that may occur in any manner regardless of location of meeting.

Attorney Garcia commented on the public meeting requirements. She recommended not using social media to avoid posting their individual positions as this could be viewed as an attempt to circumvent the public process. She noted that it is incumbent upon members to avoid any action that could be construed as an attempt to evade the requirements of the law. She emphasized they should not discuss issues that may come before them privately. She advised them not to post position statements on social media pertaining to City business.

Discussion was held regarding not making comments on social media with a suggestion that the could have the City's Communications Supervisor respond to comments on the City's social media sites.

Attorney Garcia reviewed violations of public meeting requirements and legal precedent. She discussed advance notice requiring reasonable timely notice to the public, noting that it does not necessarily require a newspaper advertisement or preparation of an agenda. She highlighted agenda requirements, including consent agenda and new business. She reviewed minutes requirements including the votes recorded in the minutes. She explained the requirement that members of the public be provided an opportunity to address any appointed or elected body during the decision-making process and prior to the body taking official action.

Attorney Garcia reviewed requirements to vote and major exemptions from public meetings law, including pending litigation, settlement negotiations, strategy sessions, expenditures, labor negotiations-bargaining team, risk management committee, security system meetings and negotiations with a vendor.

Attorney Garcia reviewed parliamentary procedures and prevention of Sunshine Law violations providing specific examples, including use of evasive devices and circulation of written reports/statements to elicit responses or positions of other board/committee members on issues. She stated all communication must be on record. She added they should avoid commenting to one another during meetings as well as texting or emailing others during meetings. She noted that the cameras above them will show if a Commissioner is on the phone and those may be subject to a public records request. She indicated it could also be perceived as being disrespectful to the public.

Attorney Garcia cited the need to make sure they are acting on those items on the agenda and not taking inordinately long to make a decision. She stated they do need to allow sufficient time for public input. She added the presiding officer can regulate comment to avoid repetitive, irrelevant or disruptive comments or behavior.

Attorney Garcia reviewed the email distribution process for the commission emails and stated they need to avoid hitting "reply all".

Mayor Hawkins commented on the use of the "commission" email and then it being forwarded to the commissioners.

Mr. Carrino explained that if someone emails the "commission" email then Elis Forman or another staff member monitors that in box and forwards the emails. He stated that no one is monitoring the individual commissioner emails.

Mayor Hawkins expressed concern regarding those forwarded emails as if they hit "reply" it goes back to the staff member not to the original sender.

Attorney Garcia expressed concern about changing that procedure due to the possibility of overlooking a public records request.

Christine Halloran, City Clerk, explained that the "commission" email is an inbox. If they just hit "reply" it will go back to the staff member.

Elis Forman, City Manager Executive Assistant, explained how the process is used.

The Commission asked if there is a delay in the commissioners receiving those emails with Mr. Carrino explaining staff endeavors to get them out as quickly as possible; however, they may be delayed in the event staff is out of the office.

Ms. Forman explained that most days either herself, Mary Montez or Christine Halloran keep the inbox and forward it, unless it comes in after hours.

Mr. Carrino noted a complaint that someone sent an email on Friday night after 5:00 p.m. that was concerning the Saturday workshop, and the Commission did not receive it until Monday after the workshop.

Discussion was held regarding the commission email and staff filtering the incoming emails to avoid forwarding spam. Ms. Halloran explained they also copy emails that pertain to a specific department to that department.

Further discussion was held regarding the email process. Commissioner Asbate asked that the website have their individual emails not the commission email. He indicated the individual emails could also be copied to the City Clerk.

Attorney Garcia confirmed that the emails are not edited. Staff does not tamper with the body of an email. They merely filter out junk email. She noted that all of the emails are a public record, and the City Clerk has access to those. She stated that if any emails regarding City business go directly to the Commissioners personal emails those are public records as well.

The Commissioners agreed that their individual emails would go on the website and would automatically be sent to the commission email.

Discussion was held regarding the handling of threatening emails with Mr. Carrino indicating he would discuss the emails with IT. It was suggested that the City Manager, Miranda Burrowes, Christine Halloran, IT and the Mayor meet and discuss a good way to handle the emails.

Public Records Act

Attorney Garcia reviewed the public records act providing for access to government records as a constitutional right in Florida and violations of the public records act, including legislative rulings. She provided recommendations for prevention of public records act violations. She noted the format of records requests should be considered to comply with requests. She stated that anything that is circulated pertaining to City business is a public record.

It was confirmed that, if a Commissioner receives a threat, it should be forwarded to staff and the Police Department. It was suggested that anything that comes into their personal device should be forwarded to the City to be archived.

Attorney Garcia explained the penalties for deleting public records requests that have not met retention.

Discussion was held regarding how to handle various public records. It was also held regarding the possibility of Commissioners having City phones.

Attorney Garcia encouraged Commissioners to provide City staff copies of anything they receive regarding City business regardless of format so they can keep it pursuant to the State records retention requirements.

2. Adjournment: 5:35 p.m.

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

CHRISTINE HALLORAN
City Clerk

WILLIE L. HAWKINS
Mayor/Commissioner



MINUTES

City Commission Meeting

6:00 PM – Thursday, May 01, 2025 – City Hall

Invocation: Pastor Dann Ragan, LifePointe Church

Pledge of Allegiance: Commissioner George Asbate

Call to Order: 6:02 p.m.

Acknowledge of Quorum and Proper Notice

PRESENT: Commissioner George Asbate, Vice Mayor Gary Ashcraft, Commissioner Michael Holland, Commissioner Emily Lee, Mayor Willie L. Hawkins

1. Agenda Update: None

2. Approval of Minutes

April 5, 2025 City Commission Workshop: Master Plan and Trout Lake Nature Center

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

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

3. Presentations

3.1 Recognition of Miss Eustis Winners 2025

Miranda Muir, Events and Communication Director, thanked the Chamber of Commerce and noted they had taken over the Junior program for 2025. She added that the City's program feeds into the Miss Florida and Miss America programs. She commented on the educational scholarships awarded through the program. She introduced the following pageant winners: Kensley Watson - Tiny Miss Eustis; Violet Doerfler - Little Miss Eustis (absent); Riley Ward - Junior Miss Eustis (absent); Reagan Ward - Teen Miss Eustis; Lauren Guiffre - Miss Eustis; and Jada Carter - Miss Georgefest who will move on to the Miss Florida pageant.

3.2 Proclamation for Building Safety Month

Mayor Hawkins presented a proclamation for Building Safety Month to Robert Harper, Eustis Building Official; Philip Rapalje, Deputy Building Official; and Laurie Huebsch, Administrative Supervisor.

Commissioner Asbate commented on the collaboration between various City departments and other municipalities. He cited the City of Mount Dora's Building Official John Abner for his assistance with mentoring members of the Eustis Building Department.

3.3 Presentation from Danielle Stroud on the Habitat for Humanity Preservation and Repair Program

Danielle Stroud, Chief Executive Officer for Habitat for Humanity, addressed the Commission regarding the Habitat for Humanity Preservation and Repair Program. She provided an

overview of the Habitat vision and purpose, statistics regarding the number of homes completed during the current fiscal year and other programs they offer. She then reported on their Preservation and Repair Program which was begun in 2015. She reviewed the guidelines and requirements for the program and explained that the guidelines and criteria may be adjusted depending on a funding partner. She explained they focus on health, safety and accessibility. She commented on how the program helps build trust within a community and other benefits to the program. She provided examples of various homes they have helped renovate in other communities and cited the success of their programs in Mount Dora and Leesburg.

The Commission asked if they could leverage state funds with Ms. Stroud responding they do when the funding is available.

The Commission asked about the average cost per home with Ms. Stroud responding that the average is usually \$15 to \$20,000. The Commission asked if they ever have to turn down a house with Ms. Stroud responding that if they can't substantially renovate a house enough to give it a lifespan for another generation or to be safe for that individual, then they probably won't invest in it. She added they will look at other options for the individual.

The Commission asked how long a project usually takes with Ms. Stroud stating that the average is three months but that it does vary drastically. The Commission asked if the homeowners have to participate with Ms. Stroud responding affirmatively. If they are physically capable, they are asked to participate. She stated the "sweat equity" is based on how long Habitat would be working on the home.

Further discussion was held regarding some of their projects with Commissioner Ashcraft stating he had asked Habitat to provide the presentation. He noted the City has CRA funds that are not currently being utilized in the housing rehab program with Mayor Hawkins indicating those funds are being utilized. He stated that he could see the Habitat program being utilized in other parts of Eustis.

The Commission expressed appreciation for Habitat's education program with Mayor Hawkins adding that Lake Community Action Agency (LCAA) also educates the homeowners regarding maintenance of their homes.

Discussion was held regarding establishing a program for outside the CRA and how the City funding is utilized by LCAA.

The Commission asked about how the Habitat program differs from the LCAA program with Ms. Stroud stating LCAA's programs focus primarily on weatherization. She indicated the monies they receive are about an analysis of the energy savings at the end of the project.

Ms. Stroud encouraged the City to choose to make a defined plan for how they want to invest in housing within the community whether it is using CRA funds or not. She complimented the City on their decision to invest in the community.

Commissioner Ashcraft commented he would like to see all of the housing rehab funds used each year and marketed to the residents that really need it.

Mayor Hawkins commented that LCAA is able to leverage the funds the City provides so they are able to get more done with those funds. He added that the Habitat program averages \$20,000 per house so the City is able to get twice as many homes rehabbed with LCAA than they could with Habitat.

Ms. Stroud clarified that all of their other partners provide a 50% match, so they are match dollar for dollar. She stated that their administration fees average ten to fourteen percent and they have also done a flat rate. She indicated they do not charge unless they begin work on a project. Nothing is charged upfront.

Commissioner Asbate asked if the City could provide some of their vacant lots for Habitat to build on with Mayor Hawkins explaining those were part of the former Mow-to-Own program and that still needs to be addressed.

Discussion was held regarding Commissioners not going out and looking at the homes being rehabbed through the City's joint program with LCAA.

Mr. Carrino explained the Commission's creation of the fund in the CRA, beginning with \$250,000. That funding was rolled over due to not being fully used. The current fiscal year was the first time the City put in additional funding, approximately \$40,000, and it has now been spent down so that they have sufficient funds for approximately one more project. He noted that the beginning of the program was during Covid. He indicated that the funds have basically been expended unless the Commission provides additional funding. It was suggested that LCAA provide an update on the program to the Commission.

Commissioner Holland stated that if they want to expend CRA monies, they need to do that prior to October due to changes in legislation.

3.4 Presentation by G3C2

Austin Gunther, representing G3C2, addressed the Commission regarding the former Waterman site redevelopment project. He expressed their desire to be a reliable community partner that has read through the master plan, has listened to their comments, worked with City staff and developed a concept they feel comfortable with them negotiating with staff to bring back an agreement. He reviewed their proposal for the various blocks as follows: 1) Block One (closest to the lake): Civic Center/Reception Hall with approximately 500 seats and 16,000 SF, 6,000 SF restaurant - two stories with a rooftop area; 2) Block Two (down Magnolia Street): 30 to 40 luxury brownstone duplex style homes and a large public park and green space; and 3) Block Three: 505 car precast parking deck, 50 luxury apartments, 12,000 SF retail and 12,000 SF office space. He provided an overview of the concept plan. He explained the various phases beginning with Buildings 1 and 2 and provided cost estimates and a timeline for each. He provided photos and renderings of the proposed uses. He provided financial information regarding cost and potential income and estimated timeline for each block. He stated the plan calls for them to own the parking garage and community center and lease them to the City but that can be done otherwise. Mr. Gunther reviewed the next steps including negotiation of development agreement, due diligence, design, permitting and commencement.

Mayor Hawkins asked if they would be available if they hold a workshop on May 6th or 8th with Mr. Gunther responding he would be available and possibly his father. He wasn't sure about Derek Wallace.

Vice Mayor Ashcraft asked if they would be willing to do a specific block at a certain time with Mr. Gunther responding they would be. He stated they believe that Block 3 with the mixed-use and garage is very important. He indicated that it would support the existing development and the redevelopment.

The Commission commented on their interest in beginning with the hotel block first with Mr. Gunther expressing concern about how that block would take up all of the existing parking. It was noted that the master plan recommends beginning with the hotel.

Discussion was held regarding when to hold a follow-up workshop and to review the concept plan and bring back their questions and comments.

CONSENSUS: It was a consensus to hold the workshop at 5:30 p.m. on Tuesday, May 6th.

4. Audience to be Heard

Christine Cruz expressed concern regarding traffic accidents and safety issues with the street parking on Lemon Avenue (from Center to Exeter) directly behind Eustis Elementary School. She asked the City to conduct a traffic study.

Robert LaValle asked about Duke Energy and the electric poles. Mr. Carrino indicated he would connect him with Duke Energy.

Daniel DiVenanzo commented on the hotel concept from G3C2. He stated that the developer for the hotel would dictate the parking, space needed, and food vendor priorities. He noted the Master Plan focuses on the hotel as the start of the project in order to create a vitality and destination for Eustis.

David Luke, owner of Crazy Gator, commented on the need to focus on the lakefront for development. He noted that everything in Tavares is fronting on the lakefront and emphasized how well they are doing.

Jim Budzynski, owner of Tip Tops in Eustis, commented on development of a bike path as an economic driver. He stated he did not want Eustis to be left out of the planning process for the bike path.

Marie Aliberti, Lake Eustis Area Chamber of Commerce, announced the upcoming National Small Business Week and emphasized the need to recognize the City's small downtown businesses. She noted the Chamber of Commerce has been in existence since the 1920s and encouraged attendance at the upcoming Chamber Breakfast on May 7, 2025.

Kevin Jenness, owner of Peddler's Wagon, expressed support for a bike path in Eustis. He stated that any parking should be public and accessible for visitors and expressed concern that they are underestimating the amount of parking necessary for the downtown plan. He recommended they work on parking before constructing the hotel and cited the issues it would create for the existing businesses if parking isn't undertaken first.

George Warren, Bay and Lake Pharmacy, stated his desire for Bay Pharmacy to be included in plans for the downtown. He noted that he has 52 employees and cited the number of prescriptions processed at the site. He emphasized they don't like being left out of the plan. He commented on his purchase of the former bank site at Grove and Magnolia.

John Kelty, Cozy Corner Treasures, discussed downtown parking issues during business hours and asked for an ordinance to assist with opening up parking for customers and events to bring people downtown. He expressed support for a parking garage and noted businesses that have already closed from the Marketplace. He recommended that business owners and employees should park elsewhere. He commented on the last event and lack of marketing. He stated he felt that inter-City communication is lacking. He cited the need to attract more people to the downtown area.

Greg Gudges, Elite Baggers, thanked the City and staff for the bike rally the previous Saturday. He expressed support for holding another, multi-day, event in Eustis.

Craig Capri, Police Chief, commented on the successful Bike Event over the weekend at same time as the Car Show. He cited the need for more events downtown to support the businesses. He indicated there were no complaints or traffic issues during the event.

Mayor Hawkins stated it was a great first-time event for the Elite Baggers Bike Rally. He highlighted the City is always trying to bring great events and look to the community for new ideas.

Commissioner Lee noted some businesses closed the day of the Bike Rally event and stated she would like to see more businesses open for events.

5. Consent Agenda

5.1 Resolution Number 25-08: Approving the Coolidge Street Stormwater and Roadway Engineering Services Change Order in Excess of \$100,000

5.2 Resolution Number 25-30: Agreement between the City of Eustis and the Lake County School Board for School Resource Officer (SRO) for 2025-2026

Motion made by Commissioner Holland, Seconded by Commissioner Lee, to approve the Consent Agenda. Motion passed on the following vote:

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

6. Ordinances, Public Hearings, & Quasi Judicial Hearings

6.1 Explanation of Ordinances 25-03, 25-04 and 25-05 Explanation of Ordinances pertaining to Annexation of Parcels with Alternate Keys 1097070 and 1094712

SECOND READING

Ordinance Number 25-03: Voluntary Annexation of Parcels with Alternate Keys 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-03 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 49.5 acres of real property at Alternate Key Numbers 1097070 and 1094712, generally located north of County Road 44 and east of State Road 19.

Attorney Garcia asked if there were any questions from the Commission.

Mayor Hawkins expressed concern with the concrete placed on the site and cited possible health concerns caused by the crushing of the concrete. He noted he looked up if there were any health issues associated with the crushing of concrete. He further cited concerns regarding stormwater running into Lake Eustis from the site.

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

Logan Wilson responded to the concrete concerns and stated it is not part of the long-term plans. He indicated that the concrete will ultimately go away. He stated, ideally, he would crush it and haul it away in that format. The Commission questioned why the concrete was not taken to the owner's landfill and crushed there with Mr. Wilson explaining that he only recently purchased the landfill and it was not part of the plan when they started the application process.

The Commission discussed options for the concrete removal and noted, if this property was not within the City, then the County may allow it, and the City would not have control over the property. It was noted that the City also crushes concrete and their current site is near the

subject location. Mr. Carrino explained the reason it was relocated had more to do with the noise. He stated the City does not do it continuously. They would collect it and then every two years crush it.

The Commission asked about the long-term plan for the property with Mr. Wilson responding that the plan is for outside storage. He noted that the concrete material is from the City's relocated material. He indicated it was just a handy location. He agreed that the concrete is atrocious.

The Commission expressed concern whether the property could continue to be used for the concrete crushing if it is annexed. They questioned what the current zoning is in Lake County with staff indicating it is R6 and, while that is not allowed in R6 zoning, the County is overlooking it.

Discussion was held regarding the amount of density allowed in the County under R6 zoning versus the possibility of them building six or seven units per acre.

Mike Lane, Development Services Director, commented on permitted uses. He explained that any development within the City must go before the DRC for approval. Any future development on the site would require DRC approval. He indicated they can't do anything about the existing aggregate but, if the property owner agrees to stop at this point, then staff could discuss buffering, construction hours, and how the business can be a good neighbor. He commented on what's allowed under MCI which is mixed commercial industrial. He stated it is a gray area between light industrial versus heavy industrial. He indicated a smaller quantity of concrete crushing would probably be allowed under MCI.

The Commission discussed whether or not the property owner needed or got a permit for placing the concrete on the site and trucking in the concrete at night.

Jerry Cobb commented on the issue of the concrete. He stated his understanding that they do not intend to bring in anymore. He recommended allowing them to finish it and get rid of it. He then commented on how in the past the City treated human waste adjoining his property.

Mr. Carrino referred to the Table of Uses and indicated it does not specify concrete crushing as either permissible or non-permissible. He cited those items that are listed as not allowed.

Discussion was held regarding whether concrete crushing would be light or heavy industrial and the possible health issues.

Attorney Garcia asked how urgent is the application with Mr. Wilson indicating it is not urgent, they just wanted to start the process. She suggested the Commission add concrete crushing to the Table of Uses as a restricted use.

Discussion was held regarding tabling the annexation and amending the Table of Uses.

Mr. Wilson noted they rent the crushing equipment so they should be done by the time it comes back.

Mr. Lane recommended that they table to a date certain with Attorney Garcia recommending they just re-advertise when it's ready to come back.

Further discussion was held regarding how long to table the ordinances with Attorney Garcia stating they can just table and then re-advertise them once the Table of Uses has been amended.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Asbate, to table Ordinance Number 25-03. Motion passed on the following vote:

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

Attorney Garcia explained the other ordinances would not be heard due to the tabling of Ordinance 25-03.

6.2 SECOND READING

Ordinance Number 25-04: Changing the Future Land Use Designation of Recently Annexed Real Property for Parcels with Alternate Keys 1097070 and 1094712

This ordinance was not heard due to the tabling of Ordinance Number 25-03.

6.3 SECOND READING

Ordinance Number 25-05: Assigning the Rural Neighborhood Design District Designation to Recently Annexed Real Property for Parcels with Alternate Keys 1097070 and 1094712

This ordinance was not heard due to the tabling of Ordinance Number 25-03.

7. Future Agenda Items and Comments

7.1 City Commission

Commissioner Lee announced that Eustis in Bloom is sponsoring a photography contest featuring the butterflies that have been installed through the City. She commented on the G3C2 presentation and stated she would have liked to have a copy prior to the presentation. She asked that the Commission be given such information prior to the meeting. She also asked that Gerry Gunther be part of the presentations before the Commission.

Commissioner Holland had no comments.

Commissioner Asbate also commented on the lateness of the G3C2 proposal. He noted it is dated April 15th and asked why the Commission just got it. He expressed concern regarding the need for the Commission to go over the rest of the Master Plan. He commented on the importance of trail development being in the plan and asked for Mike Stevens to present an update on the bike trail development. He then expressed interest in adopting an ordinance to limit parking for a period of time in order to keep the parking areas open for customers.

Discussion was held regarding where residents should park and restricting the parking on Magnolia, Eustis and MacDonald. Commissioner Asbate suggested restricting parking to two or three hours at a time. He stated he was impressed with the pageant winners and expressed support for the City working with the Chamber of Commerce on those events.

Commissioner Lee stated that there used to be a Downtown Merchants Association and suggested the downtown merchants need to work together to address the parking and other issues.

Vice Mayor Ashcraft noted he distributed information regarding how important the hotel and hospital were to the downtown. He stated he would like to see more tables in Ferran Park. He announced that the Eustis High School girls' softball team is playing in the district championship. He added that Eustis is having its first Cinco De Mayo festival at the sports complex at 2001 S. Bay Street and thanked Chief Capri for his assistance. He then showed pictures for a boat concert series to encourage people to come by boat.

Mayor Hawkins suggested that each Commissioner select a genre or a band to develop a concert series for the park. He announced the score of the girls' softball game with Eustis

winning 1 to 2 at that time. He then commented on the retirement of two long-time City employees - Arlene Applegate and Christine Grinstead. He thanked them for their service to the City.

Mayor Hawkins then commented on the Bike Rally and thanked Chief Capri for his work on the event. He congratulated Chief Swanson and Deputy Chief Kelleher on the City's recent ISO rating.

7.2 City Manager

Mr. Carrino announced he is working with the Hoffers on the proposal given to the Commissioners to determine the viability of the project. He stated he sent out the Doodle poll regarding the dates for the workshops. He noted they agreed to meet on Tuesday, May 6th at 5:30 p.m. with G3C2. He asked if they want to also meet on Thursday, May 8th to continue their review of the Master Plan.

Following discussion, it was agreed to also meet on May 8th at 5:30 p.m. regarding the Master Plan.

7.3 City Attorney: None

7.4 Mayor

Commissioner Asbate asked how large a facility is needed to be able to have a certain number of seats. He indicated that Chief Swanson had worked up a report on that and it would be distributed to the rest of the Commissioners.

Mayor Hawkins thanked Mr. Carrino and Deputy City Manager Miranda Burrowes for all of their work.

8. Adjournment: 8:17 p.m.

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CHRISTINE HALLORAN
City Clerk

WILLIE L. HAWKINS
Mayor/Commissioner



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 15, 2025

RE: Eustis High School Future Business Leaders of America (FBLA)

Introduction:

Sonya White, Freshman Class Sponsor and FBLA Adviser at Eustis High School, and Eustis High School Students will be presenting a thank you plaque to Commission. The group would like to thank the Mayor, Commissioners and City of Eustis for their support and donation for helping send students to the Florida State Leadership Conference. FBLA took seven students to the conference and have two students headed to the National Leadership Conference in Anaheim, California June 28-July 3, 2025 to represent Eustis High School and the entire City of Eustis, Florida.

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 15, 2025

RE: Appointments to the Code Enforcement Board (CEB) – Four Members and Two Alternates

Introduction:

This item is for consideration of the appointment and/or reappointment of applicants to the Code Enforcement Board for six positions: Four Members and Two Alternates.

Background:

The City follows State Statute Chapter 162 Local government code enforcement boards which provides for a seven-member Code Enforcement Board with two alternates each appointed to serve three-year terms.

Per Florida Statute 162.02, the purpose of the board is to "promote, protect, and improve the health, safety, and welfare of the citizens of the counties and municipalities of this state by authorizing the creation of administrative boards with authority to impose administrative fines and other noncriminal penalties to provide an equitable, expeditious, effective, and inexpensive method of enforcing any codes and ordinances in force in counties and municipalities, where a pending or repeated violation continues to exist."

Per Florida Statute 162.05(2), Members of the enforcement boards shall be residents of the municipality, in the case of municipal enforcement boards, or residents of the county, in the case of county enforcement boards. Appointments shall be made in accordance with applicable law and ordinances on the basis of experience or interest in the subject matter jurisdiction of the respective code enforcement board, in the sole discretion of the local governing body. The membership of each enforcement board shall, whenever possible, include an architect, a businessperson, an engineer, a general contractor, a subcontractor, and a realtor.

After the process of advertising for openings on the CEB, the following new applicants submitted applications to seek appointment: Nicie Allen Parks, Christine Cruz, Shannon Graves, and Patricia Jensen. Shannon Graves also applied for the Historic Preservation Board (HPB) and was appointed as a Member of HPB on 4/17/2025. Attached are copies of paperwork for the remaining applicants seeking appointments to CEB for your review.

After the City Clerk office reached out to current CEB members due for reappointment, the following applicants submitted requests to seek reappointment: Ryan Benaglio, Karen Sarteale, and Bradley P. Shelley.

Positions, members, term expirations and status of positions available for appointment/reappointment are as follows:

1. Member, currently seated, Ryan Benaglio, term expiration 5/31/2024 – seeking reappointment.
Term: 5/31/2024 to 5/31/2027.
2. Member, Karen Sarteles, term expiration 10/31/2024 – seeking reappointment.
Term: 10/31/2024 to 10/31/2027.
3. Member, Bradley P. Shelley, term expiration 3/31/2025 – seeking reappointment.
Term: 3/31/2025 to 3/31/2028.
4. Member, Vacancy due to end of term of George Asbate who was elected to serve as City Commissioner Seat #4.
Term: 1/1/2025 to 1/1/2028
5. Alternate, Vacancy due to resignation of Carol S. Kirst on 5/19/2024.
Appointment to fill a vacancy for term to expire 8/4/2025.
6. Alternate, Vacancy due to resignation of William J. Gay in September 2023.
Appointment to fill a vacancy for term to expire 11/3/2025.

Submitted applications and current members wish to be considered for appointments. The Human Resources Department completed background checks for new applicants not currently serving on the CEB board. Applicants were cleared to move forward in the process.

Applicants seeking reappointment and appointment:

1. **Ryan Benaglio (reappointment)**
2. **Karen Sarteles (reappointment)**
3. **Bradley P. Shelley (reappointment)**
4. **Nicie Allen Parks (appointment)**
5. **Patricia Jensen (appointment)**
6. **Christine Cruz (appointment)**

Attached are copies of the current CEB roster with term expirations, reappointment request forms, and copies of new applications for your review and consideration. For additional information, view [Florida Statute 162](#) and [Article III Code Enforcement from the Eustis, FL Code of Ordinances](#) (attached).

Recommended Action:

Staff recommends consideration of the above applicants for the six available positions: Four Members and Two Alternates for the following positions/terms:

1. **Member:** Term 5/31/2024 to 5/31/2027 (Currently held by Ryan Benaglio)
2. **Member:** Term 10/31/2024 to 10/31/2027 (Currently held by Karen Sarteles)
3. **Member:** Term 3/31/2025 to 3/31/2028 (Currently held by Bradley P. Shelley)
4. **Member:** Term 1/1/2025 to 1/1/2028 (Currently Vacant)
5. **Alternate:** Partial Term to Fill a Vacancy for term 8/4/2022 to 8/4/2025 (Currently Vacant)
6. **Alternate:** Partial Term to Fill a Vacancy 11/3/2022 to 11/3/2025 (Currently Vacant)

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Miranda Burrows, Assistant City Manager

Tom Carrino, City Manager



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

Request to Seek Reappointment

(Please check the appropriate item, fill in the remaining information and sign below.)

_____ I no longer wish to serve on the below-listed Board.

_____ Historic Preservation Board
 _____ Library Board of Trustees
 _____ Fire Pension Board

_____ Code Enforcement Board
 _____ Eustis Housing Authority
 _____ Police Pension Board

Effective Date: _____

_____ Please accept this form as a request to seek reappointment to the above Board.

Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Date: _____

Signature: _____

Please return completed form to cityclerk@eustis.org.



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

Request to Seek Reappointment

(Please check the appropriate item, fill in the remaining information and sign below.)

☐ I no longer wish to serve on the below-listed Board.

☐ Historic Preservation Board
☐ Library Board of Trustees
☐ Fire Pension Board

☒ Code Enforcement Board
☐ Eustis Housing Authority
☐ Police Pension Board

Effective Date: 10/31/24

☒ Please accept this form as a request to seek reappointment to the above Board.

Name: Karen Sartele
Address: 204 W. Blue Water Edge Dr., Eustis, FL 32739
Contact Number: 352-223-3799
Email Address: karensartele@gmail.com

Date: 4-22-25

Signature: Karen Sartele

Please return completed form to cityclerk@eustis.org.



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

Request to Seek Reappointment

(Please check the appropriate item, fill in the remaining information and sign below.)

☐ I no longer wish to serve on the below-listed Board.

☐ Historic Preservation Board
☐ Library Board of Trustees
☐ Fire Pension Board

☒ Code Enforcement Board
☐ Eustis Housing Authority
☐ Police Pension Board

Effective Date: _____

☒ Please accept this form as a request to seek reappointment to the above Board.

Name: Bradley P. Shelley

Address: 321 Sunny Field Ct., Eustis FL 32726

Contact Number: 4076008664

Email Address: BradleyPShelley@gmail.com

Date: 4-24-2025

Signature: Bradley P. Shelley

Please return completed form to cityclerk@eustis.org.

Received 11/21/2025

Item 4.1

CITY OF EUSTIS

109-A East Orange Avenue

P.O. Drawer 68

Eustis, FL 32727-0068

Website – www.eustis.orgE-Mail – personnel@eustis.org

Phone – (352) 483-5472 FAX (352) 483-0492

VOLUNTEER/COMMUNITY SERVICES APPLICATIONDate: 12/23/24

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. Volunteer Code Enforcement Board
2. _____
3. _____
4. _____

NAME: Nicole Allen Parks Telephone #: 352/455-9647PRESENT ADDRESS: 1110 South Street Eustis FL 32736
Street/P.O. Box City State ZipHow long have you lived at this address? Approx 25 yrs. E-Mail Address: Nicole-Parks@yahoo.comHave you filed an application here before? ☒ Yes ☐ No If yes, when? _____Have you ever worked for the City of Eustis? ☐ Yes ☒ No If yes, when? _____Are you currently employed? ☐ Yes ☒ No May we contact you at work? ☐ Yes ☒ NoWhat number can we reach or leave a message for you during the day? Phone #: 352/455-9647Are you available: ☒ Full Time ☒ Part Time ☐ TemporaryWhen are you able to volunteer? ☒ Nights ☒ Weekends ☐ OtherDo you possess a valid Fla. Driver's License or I.D.? ☒ Yes ☐ NoAre you legally eligible for employment in the United States of America? ☒ Yes ☐ NoHave you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ☐ Yes ☒ No If yes, when: _____Explain: n/a
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)Do you have any criminal charges pending? ☐ Yes ☒ No If yes, explain: _____Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
☒ Yes ☐ No If no, please explain: n/a

Please list the names of friends or relatives working for the City and their relationship to you: _____

PER 051-15

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:

From 1988 19 to 2009
Month/Year Month/Year

Retired
Lake Co. Board of County Comm.

Supervisor's E-mail: n/a

Job Title: Community Dev. Mgr.

Describe the work you did:

Housing & Community Development & Insurance Management
Retired

Reason for leaving:

Name & Address of Organization:

From n/a to n/a
Month/Year Month/Year

/

Supervisor's E-mail: n/a

Job Title:

Describe the work you did:

n/a

Reason for leaving:

Name & Address of Organization:

From _____ to _____
Month/Year Month/Year

/

Supervisor's E-mail: _____

Job Title:

Describe the work you did:

Reason for leaving:

Name & Address of Organization:

From _____ to _____
Month/Year Month/Year

/

Supervisor's E-mail: _____

Job Title:

Describe the work you did:

Reason for leaving:

EDUCATION AND SPECIALIZED TRAINING:

Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL:

1 2 3 4 5 6 7 8 9 10 11 12 GED

COLLEGE:

13 14 15 16

GRADUATE:

17 18 19 20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s): <u>Umatilla High</u>	City and State: <u>Umatilla, FI</u>		
Name of College: <u>Lake Sumter</u>	City and State: <u>Leesburg, FI</u>	Major: <u>Business</u>	Degree Received: <u>Yes / Business</u>
Name of Graduate School: <u>FL State Univer.</u>	City and State: <u>Tallahassee, FI</u>	Major: <u>Certified Public Manager</u>	Degree Received:
Other Trade, Technical, Etc:	City and State:	Major:	Degree Received:
Foreign Language Skills:		<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

- Word
- Excel
- Telephone
- Eustis Housing Authority
- Eustis C.R.A.
-

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name <u>Chloe B. Wormack</u>	Phone # <u>352/636-6463</u>	Name <u>Dr. Wilson-King</u>	Phone #
Address (Street, City, State, Zip) <u>Church Street, Umatilla, FI 32778</u>		Address (Street, City, State, Zip) <u>Mt. Lara, FI 32757</u>	
E-mail Address <u>chloe.bonds.wormack@embargo.com</u>		E-mail Address <u>drwilsonking@drwilsonking.com</u>	
Employer <u>Retired</u>	Phone #	Employer <u>Self-Employed (Doctor)</u>	Phone # <u>(407) 536-5105</u>
Occupation <u>Lake County School Board</u>		Occupation <u>Doctor</u>	
Name <u>Lacke Lucas</u>	Phone # <u>(352) 351-2528</u>	Name	Phone #
Address (Street, City, State, Zip) <u>Eustis, Florida 32726</u>		Address (Street, City, State, Zip) <u>no email</u>	
E-mail Address <u>215 E. Laurel Oak Drive</u>		E-mail Address	
Employer <u>Retired</u>	Phone #	Employer	Phone #
Occupation <u>School Board</u>		Occupation	

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work?

Monday - Friday
8:30 - 5:00 (Some Nights)

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT:

[Handwritten Signature]

Date:

12/23/24

CONSENT OF PARENT OR LEGAL GUARDIAN

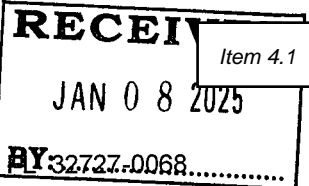
(All Volunteers Under 18 Years of Age Must Have Parent or Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian: _____

Date: _____



CITY OF EUSTIS

109-A East Orange Avenue

P.O. Drawer 68

Eustis

Website – www.eustis.org

E-Mail – personnel@eustis.org

Phone – (352) 483-5472

FAX (352) 483-0492

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: January 8, 2025

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. Code Enforcement Board
2. _____
3. _____
4. _____

NAME: Christine Cruz Telephone #: 352-217-7370

PRESENT ADDRESS: 813 E. Lemon Ave Eustis, FL 32726

Street/P.O. Box City State Zip
How long have you lived at this address? 18 years E-Mail Address: dothethingtoday@gmail.com

Have you filed an application here before? ☒ Yes ☐ No If yes, when? September 2024

Have you ever worked for the City of Eustis? ☒ Yes ☐ No If yes, when? 10/24 - 01/25

Are you currently employed? ☒ Yes ☐ No May we contact you at work? ☒ Yes ☐ No

What number can we reach or leave a message for you during the day? Phone #: 352-217-7370

Are you available: ☒ Full Time ☐ Part Time ☐ Temporary

When are you able to volunteer? ☒ Nights ☒ Weekends ☐ Anytime with notice ☐ Other

Do you possess a valid Fla. Driver's License or I.D.? ☒ Yes ☐ No

Are you legally eligible for employment in the United States of America? ☒ Yes ☐ No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? ☐ Yes ☒ No If yes, when: _____

Explain: _____
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? ☐ Yes ☒ No If yes, explain: _____

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
☒ Yes ☐ No If no, please explain: _____

Please list the names of friends or relatives working for the City and their relationship to you: _____

No relatives working with the city - Multiple friends

PER 051-15

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:

Compass Creative Group, LLC

From 06/2020 to Current
Month/Year Month/Year

Supervisor's E-mail: Christine@compasscreativegroup.com

Job Title: CEO

Describe the work you did: Website development, design and hosting company

Reason for leaving: _____

Name & Address of Organization:

Red Apples Media

From 12/2015 to 06/2020
Month/Year Month/Year

Supervisor's E-mail: Marc@redapplesmedia.com

Job Title: Utility Player

Describe the work you did: Graphics arts, website development, design, implementation and maintenance

Reason for leaving: _____

Name & Address of Organization:

From _____ to _____
Month/Year Month/Year

Supervisor's E-mail: _____

Job Title: _____

Describe the work you did: _____

Reason for leaving: _____

Name & Address of Organization:

From _____ to _____
Month/Year Month/Year

Supervisor's E-mail: _____

Job Title: _____

Describe the work you did: _____

Reason for leaving: _____

EDUCATION AND SPECIALIZED TRAINING:**Circle Highest Grade Completed****GRAMMAR AND HIGH SCHOOL:****1 2 3 4 5 6 7 8 9 10 11 12 GED****COLLEGE:****13 14 15 16****GRADUATE:****17 18 19 20**

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s): Circle Christian	City and State: Winter Park, Florida		
Name of College:	City and State:	Major:	Degree Received:
Name of Graduate School:	City and State:	Major:	Degree Received:
Other Trade, Technical, Etc:	City and State:	Major:	Degree Received:
Foreign Language Skills:		<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak	

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |
| 5. _____ | 6. _____ |

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name Karen Leheup	Phone # 352-406-4120	Name George Asbate	Phone # 407-947-2148
Address (Street, City, State, Zip) 405 E. Lemon Ave Eustis, FL 32726		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address	
Employer Retired	Phone #	Employer City of Eustis	Phone #
Occupation		Occupation Commissioner	
Name Gary Ashcraft	Phone # 352-396-2126	Name Craig Capri	Phone # 352-973-7765
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address	
Employer City of Eustis	Phone #	Employer City of Eustis	Phone #
Occupation Commissioner		Occupation Police Chief	

HOURS AVAILABLE TO VOLUNTEER:What days and hours are you available for work? Any with notice**CERTIFICATE OF APPLICANT:**

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: Christine Cruz Date: January 8, 2025

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent or Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian: _____ Date: _____

RECEIVED

Item 4.1

JAN 10 2025

BY:

CITY OF EUSTIS

109-A East Orange Avenue

P.O. Drawer 68

Eustis, FL 32727-0068

Website - www.eustis.org

E-Mail - personnel@eustis.org

Phone - (352) 483-5472 FAX (352) 483-0492

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: 1/10/2025

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

1. Code Enforcement Board
2. _____
3. _____
4. _____

NAME: Patricia Jensen Telephone #: 7204986051

PRESENT ADDRESS: 114 E. Ward Ave. Eustis FL 32726

How long have you lived at this address? 1.5 yrs E-Mail Address: frishyjoy@yahoo.com

Have you filed an application here before? Yes X No If yes, when? _____

Have you ever worked for the City of Eustis? Yes X No If yes, when? _____

Are you currently employed? X Yes No May we contact you at work? X Yes No

What number can we reach or leave a message for you during the day? Phone #: 7204986051

Are you available: Full Time Part Time Temporary Whatever is required

When are you able to volunteer? X Nights X Weekends Other

Do you possess a valid Fla. Driver's License or I.D.? X Yes No

Are you legally eligible for employment in the United States of America? X Yes No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? Yes X No If yes, when: _____

Explain: _____
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? Yes X No If yes, explain: _____

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering? X Yes No If no, please explain: _____

Please list the names of friends or relatives working for the City and their relationship to you: Spike Capri,

Willie Hawkins Neither are relatives

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD: Please list your four most recent employers including full, part time, temporary and volunteer positions, beginning with the most recent.

Name & Address of Organization:

Ajax Building
HQ in FL

Job Title: PM

From 06/24 to Present
Month/Year Month/Year

Supervisor's E-mail: Patrick.McCoy@ajaxbuilding.com

Describe the work you did: Precon, Estimating, PM - Glynn County Sur. Justice Ctr, SC DJJ Facility Renovation

Reason for leaving: Still employed

Name & Address of Organization:

Uprite Construction
HQ in Irvine, CA

Job Title: PM

From 10/23 to 06/24
Month/Year Month/Year

Supervisor's E-mail: bob.rice@upriteco.com

Describe the work you did: Ground up construction of Tesla Dealerships (TX), Self-Storage in FL & IN. Managed \$110M over 3 states. Design +

Reason for leaving: Recruited by Ajax permitting through const.

Name & Address of Organization:

iicon construction
HQ CO Springs, CO

Job Title: PM/Division Mgr (Detention)

From 01/20 to 08/23
Month/Year Month/Year

Supervisor's E-mail: Gray.Collins@iiconcc.com

Describe the work you did: Det. Renovations, CPOT ground up and renovations, various other projects.

Reason for leaving: Moved to Gustis

Name & Address of Organization:

Casey Construction
HQ Denver, CO

Job Title: PM

From 09/16 to 11/19
Month/Year Month/Year

Supervisor's E-mail:

Describe the work you did: Wastewater Plant Renovations, Detention Renovations

Reason for leaving: Company Closed

*Contract employee prior to F/T employment

EDUCATION AND SPECIALIZED TRAINING:

Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL:1 2 3 4 5 6 7 8 9 10 11 12 GED**COLLEGE:**

13 14 15 16

GRADUATE:

17 18 19 20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s): <u>Thirnton HS</u>	City and State: <u>Thirnton, CO</u>		
Name of College:	City and State:	Major:	Degree Received:
Name of Graduate School:	City and State:	Major:	Degree Received:
Other Trade, Technical, Etc:	City and State:	Major:	Degree Received:
Foreign Language Skills:		<input type="checkbox"/> Read	<input type="checkbox"/> Write <input type="checkbox"/> Speak

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

- 25 years accounting before FT Const
- None
- _____
- _____
- _____
- _____

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name <u>Donny Vell</u>	Phone # <u>3039079213</u>	Name <u>Bob Rice</u>	Phone # <u>4075351060</u>
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address <u>bob.rice@upntec.com</u>	
Employer <u>AEC West</u>	Phone #	Employer <u>Upnte Const.</u>	Phone #
Occupation <u>Code Inspector</u>		Occupation <u>Director of Const.</u>	
Name <u>Orrin Fryer</u>	Phone # <u>7194699895</u>	Name <u>Bob Brashears</u>	Phone # <u>7203237702</u>
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address	
Employer <u>CO DOC</u>	Phone #	Employer <u>RJA (Reilly Johnson & Assoc)</u>	Phone #
Occupation <u>PM</u>		Occupation <u>Principal</u>	

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? Any - M-F I can coordinate
my regular work schedule.

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: 

Date: _____

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent or Legal Guardian Complete This Section)

I the undersigned, the parent or legal guardian of _____, choose to permit _____ to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian: _____

Date: _____

Trish Jensen

Experience

June, 2024-Present

Ajax Building Company

GA, SC

Project Manager

GA – GMP process for Glynn County JJC. Project was cancelled by the County. GP process included design modifications and VE options in order to get project within budget.

SC – Juvenile Detention Center safety and risk modifications. Multiple GMP's priced, drawing review and modifications. Moved to this project after GA cancelled.

October, 2023 – June, 2024

Upright Construction Corp

FL, TX, IN

Project Manager

Florida projects consist of self storage ground up facilities, Indiana project is retrofit and ground up self storage with phases running concurrently, TX projects are Telsa SSD centers that are ground up. Hired to PM FL projects, took over TX sites, gained IN site. All projects running currently. PM/Sr PM responsibilities as well as assisting with estimating, hiring, business development.

Jan, 2020 – August, 2023

iiCON Construction Colorado

Statewide, CO

Division Manager

Division Manager for Detention Division, which encompasses PM, Superintendent, Estimating and all field positions as required. Projects also include Dept of Transportation, Dept of Revenue and other sectors. Projects are solely government. Marvin Foote YSC (safety and risk mitigation and modernization), Spring Creek YSC (safety and risk mitigation and modernization), Limon Correctional (drywall repairs), Lookout Mountain YSC (FA), Gilliam YSC (2 projects – FA, furniture installation in sleeping rooms), Homelake State Veteran's Home (Fire Suppression), Clear Creek County Jail (safety upgrade), Denver Women's Correctional (Coffee Roasting TF), Salida Community Center (remodel), Meeker CDOT (addition/ground up build), Yampa CDOT (addition), Zeb Pike YSC (Sleeping Rooms Upgrades), Mount View YSC (furniture installation), Platte Valley YSC (furniture installation), Betty K Marler YSC (furniture installation), Grand Mesa YSC (2 projects – replace flooring and furniture installation), CO Dept of Personnel/DOR (remodel restrooms for ADA compliance: complete demo and rebuild), Centennial Correctional Facility (fire sprinkler with alarm components added), Colorado Territorial Correctional Facility (Infirmary water damage), Denver Regional Detention Center (replace fire suppression), ACC Handball Wall Replacement, ACC Dock Repairs, El Paso County Jail (shower upgrades for ADA compliance), NORIX Installer (Larimer County white glove, Parker Valley Hope White Glove, CDHS/DYS 13 facility install, Larimer County Seating, CO Dept of Human Services – Fort Logan). Responsible for estimating, project management, supervision and construction of all sites. All facilities occupied during construction.

Sep, 2016 – Nov, 2019

Denver, CO

Casey Construction

Project Manager

Project Management with Superintendent responsibilities added for Detention Division of company (solely government contracts). Projects completed include Gilliam YSC (safety and risk mitigation and modernization), Grand Mesa YSC (safety and risk mitigation and modernization), Adams YSC (safety and risk mitigation and modernization), Garfield County Jail (guard station, visitation rooms), Elbert County Jail (plumbing repairs and consulting), and Pitkin County Jail (consulting), Littleton/Englewood WWTP Effluent Channel and Tank Repairs. Consulted for Garfield, Elbert, State of Colorado (multiple sites), Garfield, Pitkin, Grand and Eagle. Left employment when company closed.

Apr 2013-Nov, 2019

Westminster, CO

TJ Business Solutions, LLC

Accountant/Consultant

All data entry, reconciling, payroll processing, quarterly tax filings and reviews, auditing, pre-tax work for clients on a daily, weekly, month or quarterly basis. Services range from accounting and bookkeeping to marketing to strategizing business plans. Clients have included Alzheimer and Dementia care center, landscape contractors, general contractors, electrical contractors, financial rebuilds for numerous years for individuals and businesses, timber frame builder, crane operators, asphalt contractor, acupuncture professional, dental professionals, material handlers, trucking companies, auto mechanics, spas and more. Human resources review is offered to ensure clients are meeting both State and Federal requirements.

May 2007-Apr 2013

Boulder, CO

LID Landscapes/James Martin Assoc.

Accountant/HR/Purchasing/Estimating

Job cost accounting, month-end financials, tax filings, A/R, A/P, payroll, purchasing for all departments, HR functions including managing personnel files and benefits, state new hire reporting, conflict resolution, construction contract review and inter-office job meetings and coordination and terminations, customer interaction to resolve issues and/or communicate information, answering phones as needed. Assisted in company transition to new ownership. Under new ownership, supervised the transition of accounting, trained new staff and existing staff, began learning Land F/X and AutoCAD for estimating, joined safety committee. Left employment when company was sold to JMA.

Mar 2005-Oct 2006

Aurora, CO

Mile High Harley-Davidson, LLC

Accounting/Customer Service

Deal processing including title and financial check, daily and monthly balancing of all accounts and posting to H-D corp., inventory control and upkeep, human resources, customer service, Process Improvement and liaison between depts., numerous other duties as needed.

Aug 2004-2006**Contract Bookkeeping, HR and Management**

Job cost accounting and non-job costing, monthly and quarterly reviews of financial happenings, work comp and liability audit support, consulting regarding areas of improvement and structure.

Sep 2002-Sep 2004

Lakewood, CO

The Other Electric Company, Inc.

Business Services and Controller

114 E Ward Avenue · Eustis, FL 32726 · (720) 498-6051 · trishyj@yahoo.com

Job cost accounting, WIP reporting and budget analysis/tracking, O&M Manuals, GC correspondence, submittals, pre-bid info., gathering payroll including Davis Bacon wages and Human Resources, tax reporting, purchasing supplies and scheduling crews, estimating and project coordination and management, admin. staff training. Registered as Apprentice Electrician and worked in the field. Left employment when company was sold.

Nov 2000-Dec 2002

Golden, CO

IEC Intelligent Technologies

Office Manager

Accounting (A/R, A/P, billing, payroll, tax filing), software and sales support, Website upkeep including posting press releases on various websites, Trademark compliance, wiring a test network of nodes
 **Work was part-time from Sept. 2002-Dec. 2002. Left employment when company was closed.

June 1993-April 2000

Lakewood, CO

AdVantage Service Group, Inc.

Business Services

Job cost accounting, budgeting and forecasting, project coordination including scheduling (crew and equip.), human resources and lease employee management, video editing and graphic design, Coors Brewing Company video library and facility operations.

Memberships

American Jail Association, Colorado Jail Association

Training/Certs

EM-385

OSHA 10

Software

Procore, Bluebeam, CMIC, Phoenix, P6, MS Office, Raken, Building Connected

CITY OF EUSTIS CODE ENFORCEMENT BOARD (CEB) 7-Member Board, 2 Alternates 3 Year Term	
Stephanie L. Carder (MEMBER) 1101 Club Hills Dr. Eustis, FL 32726 (352) 589-1474 C: (352) 455-8743 carders@eustis.org Term Expired: 02/28/2023 Reappointed: 02/16/2023 Term Expires: 02/28/2026	Bradley P. Shelley (MEMBER) 321 Sunny Field Court Eustis, FL 32726 (407) 600-8664 shelleyb@eustis.org Term Expires: 03/31/2025
Alan Paczkowski (MEMBER) 418 W. Blue Water Edge Drive Eustis, FL 32736-2258 (352) 357-5859 paczkowskia@eustis.org Term Expired: 07/02/2023 Reappointed: 06/15/2023 Term Expires: 07/02/2026	VACANCY (MEMBER) as of 01/01/2025 Term Expired: 12/31/2024 * Not seeking reappointment, term end effective 12/31/2024 due to being elected to City Commission George M. Asbate
Karen Sartele (MEMBER) 204 W. Blue Water Edge Drive Eustis, FL 32736 (352) 223-3799 sartelek@eustis.org Term Expires: 10/31/2024	Richard K. Bartzerr (MEMBER) 33 E. Wilt Ave. Eustis, FL 32726 (610) 781-6195 bartzerr@eustis.org Term Expires: 07/31/2025
Ryan Benaglio (MEMBER) 1230 LakeShore Drive Eustis, FL 32726 (321) 689-4618 benaglior@eustis.org Term Expires: 05/31/2024	
Vacancy (ALTERNATE) Term Expires: 11/3/2025 *Resignation: 9/2023 William J. Gay (Alternate)	Vacancy (ALTERNATE) Term Expires: 8/4/2025 *Resignation: 5/19/2024 Carol S. Kirst (Alternate) Appointed: 08/04/2022

Board Attorney: Matthew Frey Campione & Hackney, P.A. 2750 Dora Ave, Tavares, FL 32778 352-343-4561 mfrey@campionehackney.com	City Staff Attorney: Kevin Rossi Bowen & Schroth, PA 600 Jennings Avenue Eustis, FL 32726 589-1414 off 589-1726 fax m-f 9-5 zbroome@bowenschroth.com
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2024 Florida Statutes (including 2025 Special Session C)

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0162/Sections/0162.05.html

ARTICLE III. CODE ENFORCEMENT¹

Sec. 2-56. General.

- (1) This article is adopted in accordance with the provisions of Florida Statutes ("F.S.") ch. 162, part I and the city hereby adopts F.S. ch. 162, part 1 by reference.
- (2) All statutory references include the current statutory provisions and, if amended by the Florida Legislature, any future statutory amendments.
- (3) The city hereby adopts an alternate code enforcement system as authorized by F.S. § 162.03(2).
- (4) The following words, terms, and phrases shall have the meanings ascribed to them in F.S. § 162.04:
 - a. Local governing body.
 - b. Code inspector.
 - c. Local governing body attorney.
 - d. Enforcement board.
 - e. Repeat violation.
- (5) Nothing contained in this article shall prohibit the city from enforcing the city Code by other means. It is intended that this article be an additional or supplemental means of obtaining compliance with this Code.
- (6) Lake County is authorized to provide animal control services and enforce the animal control provisions of the Lake County Code in the city. Chapter 4 of the Lake County Code, and each and every subsequent amendment, addition, and revision thereto, is approved and adopted by the city for the county to use and enforce within the city.

(Ord. No. 12-10, § 1(exh. A), 6-21-2012)

Sec. 2-57. Code enforcement board.

- (1) *Organization.*
 - a. The city hereby establishes a local government code enforcement board pursuant to and consistent with F.S. ch. 162.
 - b. The city commission also hereby authorizes the use of a special magistrate with the same powers and duties of the code enforcement board if there are not enough board members present to have a quorum. references in this article to the code enforcement board shall include the special magistrate if the context permits.

¹Editor's note(s)—Ord. No. 12-10, § 1, adopted June 21, 2012, repealed the former Art. III, Div. 1 §§ 2-56—2-58, Div. 2 §§ 2-86—2-97, Div. 3 §§ 2-126—2-134, and enacted a new Art. III as set out herein. The former Art. III pertained to code enforcement and derived from the Code of 1959, §§ 2-4—2-15; Ord. No. 03-60, § 1, 8-7-2003; and Ord. No. 09-31, § 2, adopted 7-16-2009.

- c. The city shall appoint an attorney to represent the code enforcement board.
- d. The code enforcement board attorney shall act as the special magistrate in the event that there are not enough code enforcement board members present at a meeting to meet statutory quorum requirements.
- e. No member of the code enforcement board shall have any interest, be it financial or otherwise, direct or indirect, or engage in any business transaction or professional activity, or incur any obligation which is in conflict with the proper discharge of his duties in the public interest in accordance with F.S. ch. 112.
- f. No member shall appear before the city commission, or any commission, committee or board of the city, as agent, attorney or representative of any person, except when representing property he owns.

(2) *Powers and jurisdiction.*

- a. The code enforcement board shall hear and decide violations of this Code and ordinances where a pending or recurring violation continues to exist.
- b. The code enforcement board shall have all powers as provided in F.S. § 162.08.

(3) *Meetings.*

- a. All meetings, regular or special, and all hearings, shall be open to the public in accordance with the provisions of F.S. § 286.011.
- b. The code enforcement board shall hold an annual organizational meeting for the purpose of electing officers, adopting rules and procedures, and establishing regular meeting dates and times.

(Ord. No. 12-10, § 1(exh. A), 6-21-2012)

Sec. 2-58. Enforcement procedures.

- (1) The code inspector shall initiate enforcement proceedings of the various codes in accordance with F.S. ch. 162.06.
- (2) Hearings shall be conducted in accordance with F.S. ch. 162.07.
- (3) The Code Enforcement Board may order the payment of fines and file liens against real or personal property in accordance with F.S. ch. 162.09.
- (4) An aggrieved party, including the local government, may appeal a final administrative order of the code enforcement board in accordance with F.S. § 162.11.
- (5) All notices shall be provided in accordance with F.S. ch. 162.12.

(Ord. No. 12-10, § 1(exh. A), 6-21-2012)

Secs. 2-59—2-160. Reserved.



Eustis Police Department

51 E. Norton Ave., Eustis, FL 32726 (352) 483-5400

Administrative Services Division

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager
Craig Capri, Chief of Police

DATE: May 15th, 2025

RE: Resolution Number 25-33

Introduction:

The purpose of this staff report is to request City Commission approval of a resolution authorizing the transfer of \$25,000 from the Eustis Police Department's Forfeiture Fund. These funds will be used for both law enforcement-related and community engagement purposes, in compliance with the Florida Contraband Forfeiture Act. These proposed uses are consistent with statutory guidelines and reflect the Department's dedication to both public safety and proactive community engagement. The youth sports donations promote goodwill and community trust, while the smartboard investment will enhance investigative capabilities and interdepartmental communication.

Background:

The City of Eustis maintains a forfeiture fund comprised of assets seized and forfeited as a result of criminal activity, in accordance with Florida Statutes Sections 932.701–932.7062. These funds may be used for law enforcement operations and activities that enhance public safety, crime prevention, and positive community relations.

The Police Department proposes the following expenditures from the Forfeiture Fund:

1. **\$10,000.00** donation to the **Eustis Panthers Youth Football Team** – to support youth sports, foster mentorship, and encourage positive community-police relationships.
 2. **\$1,000.00** donation to the **First Strike Youth Baseball Team** – to assist with youth sports programming that promotes teamwork and community involvement.
 3. **\$6,608.85** for the purchase of an **interactive smartboard** for use by the **Criminal Investigation Division** – to support investigations, presentations, and internal training efforts.
 4. **7,394.15** for additional donations and community events.
-

Community Input:

Although there has not been direct community input specifically for this resolution, prior donations made by the Eustis Police Department to youth sports programs and community organizations have been very well received. These initiatives are widely supported by residents and contribute positively to community-police relationships.

Budget/Staff Impact:

A total of \$25,000 will be drawn from the Eustis Police Department's Forfeiture Fund. This action will not affect the City's General Fund or require any additional funding.

Recommendation:

Staff respectfully recommend the Eustis City Commission adopt the attached resolution authorizing the transfer of \$25,000 from the Forfeiture Fund, allocated as outlined above.

Prepared By:

Captain Jon Fahning, Administrative Services Commander

Reviewed By:

Craig A. Capri, Chief of Police
Tom Carrino, City Manager

RESOLUTION NUMBER 25-33

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, AUTHORIZING THE TRANSFER OF \$25,000.00 FROM FORFEITURE FUNDS FOR LAWFUL PURPOSES.

WHEREAS, the City of Eustis maintains a forfeiture fund in accordance with the Florida Contraband Forfeiture Act (Florida Statutes, Sections 932.701–932.7062); and

WHEREAS, the funds held in the forfeiture fund are derived from property seized and forfeited as a result of criminal activity, and must be used for law enforcement purposes not otherwise funded by the general budget; and

WHEREAS, the Eustis Police Department has identified a need for the expenditure of forfeiture funds in the amount of \$25,000.00 for authorized and appropriate law enforcement purposes; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:

SECTION 1. The City Commission hereby authorizes the transfer of **twenty-five thousand dollars (\$25,000.00)** from the Forfeiture Fund for the following purposes:

- A donation of **\$10,000.00** to the **Eustis Panthers Youth Football Team**;
- A donation of **\$1,000.00** to the **First Strike Youth Baseball Team**;
- The purchase of an **interactive smartboard** for the **Criminal Investigation Division**, in the amount of **\$6,608.85**.
- **7,394.15** for additional donations and community events.

SECTION 2. The Finance Director is authorized to make the necessary budgetary and accounting entries to reflect this transfer.

DONE AND RESOLVED this 15th day of May, 2025, in regular session of the City Commission of the City of Eustis, Florida.

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

Willie L. Hawkins
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 15th day of May, 2025, by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-33 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: May 15, 2025

RE: Resolution Number 25-35: Approving an Expenditure in Excess of \$100,000 for
Controllers and Telemetry Communication Systems Upgrades

Introduction:

Resolution Number 25-35 approves a total expenditure in excess of \$100,000 for upgrades to the existing controllers and telemetry communication systems at City lift stations, reuse pump stations, and water plants and authorizes the City Manager to execute all related agreements.

Background:

The Public Utilities Department uses programmable logic controllers (PLC's), instrumentation, and cellular devices for operation, monitoring, and communications at remote locations including lift stations, reuse pump stations, and water treatment plants. The system allows for alarms, remote operation, and process management. Reliable controllers and communications are necessary to prevent sanitary sewer overflows, low pressure events, and water quality issues.

The current controllers and communication system have experienced failures caused by dated components and cellular provider challenges.

In accordance with the City of Eustis Purchasing Ordinance 24-39, the City issued a solicitation for Water and Wastewater Controllers (RFP 018-24). After review of all submittals via the Request for Proposal (RFP) process, the Selection Committee chose HydraService, Inc. as the vendor to carry out this project. HydraService, Inc. has provided the City with a proposal in the amount of \$137,604 for telemetry system upgrades in FY 2024-2025. The City's Purchasing Policy requires that City Commission approve any purchase that exceeds \$100,000.

Recommended Action:

Staff recommends approval of Resolution Number 25-35.

Policy Implications:

N/A

Budget/Staff Impact:

The approved Fiscal Year 2024-2025 budget has allocated funds of \$148,800 for communications systems upgrades as shown below:

040-3510-535-60-64	City LS Oper. CIP Comms Upgrades	\$24,000
040-3580-535-60-64	Eastern LS Oper. CIP Comms Upgrades	\$24,800
042-8600-535-66-92	Telemetry Communication Upgrades	\$100,000

Business Impact Estimate:

N/A

Prepared By:

Olivia Luce – Administrative Assistant, Public Utilities

Reviewed By:

Michael Brundage – Wastewater Superintendent

Greg Dobbins – Deputy Director of Public Utilities

Attachments:

Resolution Number 25-35

Available Upon Request:

HydraService, Inc. Proposal

RESOLUTION NUMBER 25-35

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING AN EXPENDITURE IN EXCESS OF \$100,000 FOR CONTROLLERS AND TELEMETRY COMMUNICATION SYSTEMS UPGRADES.

WHEREAS, the City of Eustis Public Utilities Department uses controllers and a telemetry system for communications at remote locations including lift stations to prevent sewer overflows, low pressure events, and water quality issues; and

WHEREAS, the existing controllers and telemetry system is becoming unreliable; and

WHEREAS, in accordance with the City's Request for Proposal (RFP) process through RFP Number 018-24, the Selection Committee chose HydraService, Inc. as the vendor to carry out the Telemetry Systems Upgrade Project; and

WHEREAS, HydraService, Inc. provided the City with a proposal for Communication Systems Upgrades in the amount of \$137,604; and

WHEREAS, the City's approved Fiscal Year 2024-2025 budget includes funds for the Water and Wastewater Telemetry Systems Upgrades Project; and

WHEREAS, the City of Eustis Purchasing Ordinance requires that the City Commission approve any purchase in excess of \$100,000.

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

- (1) The City Commission hereby authorizes an expenditure in excess of \$100,000 for the Water and Wastewater Telemetry Systems Upgrade Project; and
- (2) The City Commission hereby authorizes the City Manager to execute all agreements and contracts associated with the approved purchase; and
- (3) That this resolution shall become effective immediately upon passing.

DONE AND RESOLVED, this 15th day of May, 2025, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

Willie L. Hawkins
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 15th day of May, 2025, by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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

CITY ATTORNEY'S OFFICE

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

City Attorney's Office Date

CERTIFICATE OF POSTING

The foregoing Resolution 25-35 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: May 15, 2025

RE: Resolution Number 25-36: Eustis Police Department PBA Memorandum of Agreement Article 18 – Extra Duty

Introduction:

Resolution Number 25-36 approves an agreement between the City of Eustis and the Police Benevolent Association (PBA), modifying the PBA Collective Bargaining Agreement effective October 1, 2024 to September 30, 2027, and authorizes the City Manager to sign said agreement.

Background:

Staff recommends approval of Resolution Number 25-36.

Recommended Action:

The City received a request from the PBA representative to update Article 18 of the current PBA contract. The request will ensure that the extra duty detail is competitive with surrounding law enforcement agencies.

Through a series of email and telephone communications, the City's negotiating team, consisting of Tom Carrino, City Manager, Jeff Mandel, attorney at law, Fisher & Phillips, LLP, Police Captain Ken Toler, and Karen Crouch, Human Resources Director, discussed the changes and reached a tentative agreement amending the PBA Collective Bargaining Agreement, Article 18 to reflect changes to the pay for extra duty detail.

The request increases the extra duty detail fees for outside vendors scheduled through or facilitated by the City and paid by outside vendors. Bargaining unit law enforcement special detail rate shall change from \$45 to \$55 per hour. Bargaining unit employees assigned by management to work in a supervisory capacity shall change from \$50 to \$60 per hour. The extra duty pay for bargaining unit employees who work in a supervisory capacity on the actual day of the holidays listed in the PBA contract shall change from \$55 to \$65 per hour.

Policy Implications:

No impact of policy.

Alternatives:

1. Approve Resolution Number 25-36
2. Deny Resolution Number 25-36 and provide further direction to staff

Budget/Staff Impact:

There is no budget impact. The fees are paid by vendors.
Staff Impact should be minimal.

Business Impact Estimate:

Resolutions do not require a Business Impact Estimate.

Prepared By:

Karen Crouch, Human Resources Director

Reviewed By:

Tom Carrino, City Manager

RESOLUTION NUMBER 25-36

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, APPROVING A MODIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF EUSTIS AND THE POLICE BENEVOLENT ASSOCIATION FOR THE PERIOD MAY 25, 2025, THROUGH SEPTEMBER 30, 2027, AS SET FORTH IN EXHIBIT "A" AND AUTHORIZING THE CITY MANAGER TO SIGN SAID AGREEMENT.

WHEREAS, the City of Eustis received a timely request from the PBA to enter into negotiations; and

WHEREAS, the PBA and City administration entered into negotiations and have agreed to modifications of the current collective bargaining agreement, for the period May 25, 2025, through September 30, 2027, through a Memorandum of Agreement, as indicated in Exhibit A and

WHEREAS, the Eustis PBA representative has signed this agreement; and

WHEREAS, the City Commission has reviewed and considered the proposed agreement and accepts the proposed terms for approval.

NOW, THEREFORE, BE IT RESOLVED that the City of Eustis Commission hereby approves and authorizes the City Manager to sign the Memorandum of Agreement as set forth in Exhibit "A", between the City of Eustis and the PBA for the period May 25, 2025, through September 30, 2027.

DONE AND RESOLVED, this 15th day of May 2025, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

WillieL. Hawkins
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 15th day of May 2025, by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-36 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

MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF EUSTIS
AND THE
NORTH CENTRAL FLORIDA POLICE BENEVOLENT ASSOCIATION

THIS MEMORANDUM OF AGREEMENT is made and entered into on this ____ day of _____, 2025, by and between the City of Eustis (“City”) and the North Central Florida Police Benevolent Association (“Union”).

WHEREAS, notwithstanding the provisions of Article 27 of the *Collective Bargaining Agreement* “CBA” between the City and the Union, effective October 1, 2024, to September 30, 2027; and

WHEREAS, the parties wish to specifically provide that bargaining unit employees an increase in the previously negotiated extra duty wages as reflected in Amdended Article 18, attached hereto.

NOW, THEREFORE, the parties agree that:

Upon ratification by both the City and the Union, the amendments to the CBA as set forth in Amended Article 18, attached hereto, shall become effective for the remaining term thereof.

RECOMMENDED FOR THE CITY

Tom Carrino, City Manager

Date

APPROVED FOR THE NORTH CENTRAL FLORIDA POLICE BENEVOLENT ASSOCIATION

George J. Corwine, Florida PBA

Date

AMDENDED ARTICLE 18
EXTRA-DUTY EMPLOYMENT

18.1 Extra-duty, employment of all types shall be governed by Section 5.05 of the City's Personnel Rules and Regulations, Departmental Rules, and Departmental General Order 4-5 to the extent not in conflict with this Article.

18.2 For working any law enforcement extra details for outside vendors scheduled through or facilitated by the City and paid by outside vendors, the special detail rate that bargaining unit employees shall receive will be ~~\$45~~ \$55 per hour. Bargaining unit employees assigned by management to work in a supervisory capacity shall receive ~~\$50~~ \$60 per hour.

18.3 Bargaining unit employee shall be guaranteed a minimum of three (3) hours for each approved law enforcement extra-duty detail.

18.4 Bargaining unit employees shall receive ~~\$50~~ \$60 per hour for extra-duty details worked on the actual day of the following holidays: New Year's Day, Memorial Day, Easter, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Bargaining unit employees assigned by management to work in a supervisory capacity on the actual day of these holidays shall receive ~~\$55~~ \$65 per hour.



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: May 15, 2025

RE: Resolution Number 25-38: Emergency Management Plan Update 2025

Introduction:

Resolution Number 25-38 approves the annual update of the Emergency Management Plan.

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Mike Swanson, Fire Chief

Tom Carrino, City Manager

RESOLUTION NUMBER 25-38

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

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

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

WHEREAS, the City of Eustis adopted an updated and revised emergency management plan in May 2025; and

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

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

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

DONE AND RESOLVED this 15th day of May, 2025, in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

Willie L. Hawkins
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 physical presence, this 15th day of May, 2025, by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-38 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk

City of Eustis

Emergency Management & Hurricane Plan 2025

Approved: May 15, 2025 by Resolution Number 25-38

(Revision 1: May 29, 2018) (Revision 2: September 2019 by Res. No. 19-82)
(Revision 3: June 2020 by Res. No. 20-39)(Revision 4: May 2021 by Res. No. 21-28)
(Revision 5: May 2022 by Res. No. 22—35)
(Revision 6: May 18, 2023 Res. No. 23-48)(Revision 7: May 16, 2024, NO 24-42)



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

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Annex (not for public release)

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PURPOSE

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

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

SCOPE

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

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



City of Eustis Emergency Management Plan

SYNOPSIS OF THE CITY OF EUSTIS PEACE TIME EMERGENCY PLAN

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| <ol style="list-style-type: none"> 1. The City Manager, as the Chief Executive Officer, has the overall responsibility for disaster control, direction, and coordination. 2. The City Manager will designate an Emergency Management Director from the City Staff to plan and coordinate all disaster control activities. That person is the Fire Chief for the City of Eustis. 3. Upon the Governor of the State of Florida declaring an emergency in the State and/or upon the County of Lake declaring an emergency in Lake County, the Eustis Mayor shall declare a State of Emergency in the City of Eustis. This declaration will authorize the City Manager and the Emergency Management Director to assume command and control of all City Government functions and to perform duties to best protect the lives and property of the Citizens of Eustis. The City Manager and Emergency Management Director will frequently communicate with the Eustis City Commission to provide status reports. 4. The City Manager and Emergency Management Director will exercise command and control as authorized by resolution for not more than seven (7) days following the declaration of the State of Emergency by the Eustis City Commission or when disaster control is no longer required as per FL Statute, Chapter 252. Their primary duties during that time will be to the Command Team in coordination with the City, County, State, Federal and private agencies. 5. Should the County Emergency Management Director activate the Lake County Emergency Operations Center, the Emergency Management Director shall assign a staff member to report to the Lake County Emergency Operations Center and act as a Liaison for the Command Team of the City of Eustis. 6. An Emergency Operations Center will be established by the City Emergency | <p>Management Director, and all members of the Command Team will report to that location upon activation by the City Manager. The primary site for the Command Team will be at the Eustis Memorial Library, or the secondary site will be the Eustis Police Department (provided the locations are safe and habitable). Members should bring necessary personal medications, clothing, and other necessities for an extended stay at this location.</p> <ol style="list-style-type: none"> 7. The Command Team is the overall operational control element for the City. The Command Group will consist of the City Manager, Emergency Management Director, Director of Parks and Rec, Eustis Police Chief, Public Works Director, Water Department Director, Wastewater Department Director, Finance Director, Building Department Director, and any personnel as assigned by the above. 8. The Task Force Teams and designated personnel and equipment from the Police Department, Fire Department, Public Works Department, Water Department, and Wastewater Departments are strategically placed in various safe locations in the City of Eustis to maintain immediate access to City Facilities and to provide an immediate response to protect the lives and property of Eustis Residents. Task Force personnel report directly to the Command Team and may be directed to report to either Fire or the Police. 9. Other City Departments and designated staff personnel will support the Command Group and shall have assigned responsibilities under department guidelines. 10. Should a disaster occur that would overtax the financial well-being or the physical capabilities of the City (excluding all mutual aid agreements), the City Emergency Management Director shall notify the County Emergency Management Director of the situation and request a disaster designation. |
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Commented [SM1]: Resolution 19-82

Revision April 2018, Reviewed 2020, Review II 21, Reviewed 4/ 2022, Reviewed 3/2023,
Rev 4/2024, Reviewed 5/2025

DEFINITIONS

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

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

DISASTER PREPAREDNESS

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

City Manager's Responsibilities:

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

Division Head / Department Directors Responsibilities:

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

Individual Department / Division Responsibilities:

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

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

PERSONNEL REPORTING CHECKLIST

Updated May 2025

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

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

FAMILY PREPAREDNESS GUIDE

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

Disaster Supply Kit

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

Communication Plan

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

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

Preserve Documents

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

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

CHAPTER 1 – Command Team

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

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

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

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

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

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

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

other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.

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

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

- a. Facilitate general staff meetings as needed.
- b. Continue to track progress via the “Command Team Checklist”
- c. Advise the City Commission of Level I Mobilization and maintain constant communication to provide status of the city.
- d. Maintain contact with the LCEOC and notify them of any changes to locations, phone numbers or any other pertinent information that is required in the case of a disaster event. This information includes resident special needs locations, equipment status, and fuel status.

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

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

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

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

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

Chapter 1 Attachment Index:

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

CHAPTER 2 – Police Department

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

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

Chapter 2

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

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

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

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

2-2

Revision 5/29/2018

Revised 4/23/2018, Reviewed 6/2020, Reviewed 4/2021, Reviewed 4/22, Reviewed 4/23, Reviewed 4/24, 4/25

Chapter 2

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

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

Chapter 2

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

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

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

Chapter 2 Attachment Index:

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

CHAPTER 3 – Fire Department

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

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

water, medicine if required. Test generators at each location and notify the EEOC of each location's status.

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

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

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

- a. Perform area recon and record and document damage.
 - i. See Attachment 3B: Structural Damage Guidelines
 - ii. Record Information on Form 3C: Structural Damage Report Form

- b. Assess disaster needs and determine if search and rescue assistance is required. Notify the EEOC of this requirement.
- c. Task Force Groups will respond to emergency response calls in order of severity as deemed by LEMS Dispatch.
- d. Personally visit each special needs location and assess status. Provide assistance if required.
- e. Assist authorized organizations in distribution of food and water.
- f. Assist Eustis residents with clean-up operations.
- g. Complete report of overtime and expenditures.
- h. Inventory all firefighting equipment.
- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

Chapter 3 Attachments Index:

- A. Fire Department Checklist
- B. Structural Damage Guidelines
- C. Structural Damage Report Form
- Department Staffing Availability Form
- ICS-214 Unit Log

CHAPTER 4 – Public Works Department

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

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

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

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

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

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

Chapter 4 Attachment Index:

- A. PW Checklist
- B. PW Equipment List
- Department Staffing Availability Form
- ICS-214 Unit Log

CHAPTER 5 – Water Department

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

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

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

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

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

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

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

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

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

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

It is unlikely that all pumping facilities would be out of service at the same time, due to the stand-by pumping capabilities of all the water plants. In the event that all pumping capabilities are lost, water would be supplied by tanker truck for drinking water via the City's water buffalos or, worst case scenario, the Florida National Guard.

- ii. Restoration of water and sewer service.
 - iii. Immediately collect bacteriological samples at valid sampling sites (per sampling plan).
- e. Perform temporary repairs to damaged Water Department equipment and property.
- f. Assist the Public Works Department and / or Eustis residents with clean-up operations as directed by the EEOC. Join with public works to make a clean-up crew while leaving a crew in water, wastewater & public works for normal assignments.
- g. Complete report of overtime and expenditures.
- h. Inventory of all Water Department equipment.
- i. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.
- j. Monitor employees' physical and mental state.

Chapter 5 Attachment Index:

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

- Department Staffing Availability Form
- ICS-214 Unit Log

CHAPTER 6 – Wastewater Department

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

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

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

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

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

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

Chapter 6 Attachment Index:

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

CHAPTER 7

Development Services-Economic Development-Events

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

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

1. **Level III Mobilization:** Duties of DS, ED, and Events include but are not limited to:
 - a. Begin documenting event on DS/ED/Events Staff Checklist (Attachment 7A)
 - b. Prepare and provide a complete listing of Development Services, Economic Development and Events personnel who will be on duty (w/contact information) and their potential assigned location. The positions listed below as essential personnel will be a minimum. Other positions may be deemed essential; the number of personnel assigned will correlate (1) the status of positions (filled or vacant) and (2) to the severity of the storm / disaster event. Personnel shall be notified of their assigned duties and the schedule at this level.

Essential Personnel

Development Services Director

Deputy Development Services Director

Senior Planner

Public Relations Coordinator (Assigned to Command Team. See Chapter 1)

Economic Development Director

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

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

- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Remain at their assigned locations until notified by the EEOC.
 - c. In the event of power loss, relocate to City Manager's Office, Commission Chambers and/or first floor north side of building.
5. **Post-Storm / Disaster Event Operations:** DS are responsible for providing habitability assessments for damaged residences, providing structural damage assessment, and assisting assist in the collection and recording of damage assessment information. Duties of DS, ED, and Events include but are not limited to:

Note: DS performs these duties as needed. ED and Events may assist with maintaining two people together for safety.

- a. Immediately communicate with the EEOC and await further direction (i.e. expiration of curfew).
- b. Receive preliminary damage assessment report (prepared by first responders) from the Emergency Management Director; ensure the report flags those structures that need to be evaluated immediately for habitability so DS personnel can conduct walk through damage assessment and post structures unsafe if warranted.
- c. Inspect suspected unsafe structures first.
- d. Perform windshield survey damage assessment with photo documentation and quick dollar estimate. Record damage to buildings, outbuildings, signs, fences, etc. (See attachment 7B). Make special note of damage to/destruction of non-conforming structures including fences, offsite signs, sheds, etc.
- e. Assess extent of damage and confer with City Manager regarding possible permit fee waivers.
- f. Complete report of overtime and expenditures.
- g. Report problems or concerns that occurred prior to, during, or after the storm / disaster event.

Chapter 7 Attachment Index:

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

NOTE:

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

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

Chief Swanson

May 21, 2018

April 5, 2021

April 28, 2022

April 4, 2023

April 30, 2024

May, 2025

CHAPTER 9: FINANCE DEPARTMENT

Purpose

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

I. PURCHASES

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

II. PAYROLL EXPENDITURES

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

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

Hourly rate	Provide both regular and overtime
Benefit Cost	Leave blank as Finance will complete the calculation.

**EMERGENCY OPERATIONS
REPORTING AND RECORD KEEPING**

III. EQUIPMENT OPERATION EXPENDITURES

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

Location of Work: This is the physical location and address where the work is taking place. This must be specific with the address being utilized for each activity. When a site is changed a new address must be entered. Additionally, pictures before and after must be taken of the site on your phone.

Description of Work: Describe the nature of the work taking place during the emergency, even if this is the normal work assigned to the employee(s).. Each site must have the description of the work performed even if it is the same as the previous site.

Type of Equipment: Indicate the type of vehicle, size, capacity, horsepower, make, and model as appropriate.

Equip. No. Ref.: City vehicle number assigned to this vehicle. Record the Date/Hours Used total hours this vehicle was used by this employee for each Each Day: day, beginning with the day the Emergency Plan was activated and ending on the day it was deactivated and the vehicle or equipment was returned to normal work. Continue to record hours that this vehicle or equipment is used for recovery related activities.

IV. MATERIALS AND SUPPLIES USED

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

Location of Work: As noted above

Description of Work: As noted above

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

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

DEFINITIONS / TERMS / POLICIES ENACTED WITH EOC ACTIVATION

PERSONNEL POLICY DURING TIME OF EMERGENCIES:

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

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

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

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

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

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

EMERGENCY MANAGER: FIRE CHIEF

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

CITY LIAISON OFFICER: POLICE CHIEF

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

PUBLIC INFORMATION OFFICER: PUBLIC RELATIONS COORDINATOR

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

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

DEFINITIONS / TERMS / POLICIES ENACTED WITH EOC ACTIVATION

CRITICAL\ESSENTIAL PERSONNEL

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

ESSENTIAL\CRITICAL PERSONNEL

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

ESSENTIAL PERSONNEL

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

FAILURE TO REPORT TO WORK POLICY

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

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

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

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

STANDBY PERSONNEL

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

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

FINANCE DEPARTMENT
CITY OF EUSTIS EMERGENCY MANAGEMENT PLAN

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

- c. Instruct the Customer Service Manager to prepare all cash receipts for deposit and make deposit to banks prior to emergency closings.
- d. Evaluate the need for additional change in case of operations resuming under generator power.
- e. If within five days of payroll or accounts payable check runs, process early.
- f. Store files in a secure area away from possible wind and water damage.
- g. Clear all desks of paperwork and any personal items that the owner would not want misplaced in case of EOC activation.
- h. Activate message on phone to be used for employees to report contact number and status after emergency has passed.
- i. Coordinate with other City Divisions / Departments and provide assistance if required.

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

- a. Direct Finance Department personnel to proceed to their assigned locations.
- b. Ensure that upon the closing of City Hall, voicemail is established informing callers of xx
- c. Maintain frequent contact with the EEOC. Record reports of damage and notify the EEOC.
- d. Coordinate response efforts with all departments.
- e. Assist other Divisions / Departments in their preparations, as may be required.

4. **Storm / Disaster Event Operations:** Duties of the Finance Department include but are not limited to:

- a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
- b. Ensure that Finance Department personnel remain at their assigned locations, until further directed by the EEOC.

5. **Post-Storm / Disaster Event Operations:** Duties of the Finance Department include but are not limited to:

- a. Immediately communicate with the EEOC and receive further assignments as may be required.

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

DEPARTMENTAL EMERGENCY OPERATION PLAN
DEPARTMENT: FINANCE / IT

IV. Phase III Operations

A. Objectives

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

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

B. Personnel Available

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

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

V. IT - Contact List

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

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

Equipment Available:

1 Verizon Radio – Radio #77

Department Generator Needs:

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

DEPARTMENTAL EMERGENCY OPERATION PLAN**DEPARTMENT: WATER CUSTOMER SERVICE****I. Hazard Assessment**

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

II. Phase III Operation

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

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

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

III. Phase II Operations

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

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

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

DEPARTMENTAL EMERGENCY OPERATION PLAN

DEPARTMENT: METER DEPARTMENT

1. HAZARD ASSESSMENT

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

II. PHASE III OPERATIONS

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

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

III. PHASE II OPERATIONS

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

IV. POST STORM Objectives

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

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

DEPARTMENTAL EMERGENCY OPERATION PLAN**DEPARTMENT: METER DEPARTMENT****Personnel Available**

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

1. Vehicles/Heavy Equipment Available

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

2. Equipment Available

Each meter truck is equipped with the following:

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

Trucks are stocked with various water fittings from ¾" to 1".

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

Department Generator Needs:

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

Chapter 9 Attachment Index:

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

CHAPTER 10 – Parks and Recreation Department

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

1. Level III Mobilization:

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

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

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

Chapter 10 Attachment Index:

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

CHAPTER 11 – Library Department

Eustis Memorial Library personnel are assigned to the Library Department.

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

Eustis Memorial Library personnel list attached

3. **Level I Mobilization:** Duties of the Library Department include but are not limited to:
 - a. Direct Library personnel to proceed to their assigned locations.
 - b. Following a roll call, the Director will report status of personnel and equipment to the EEOC.
 - c. Maintain frequent contact with the EEOC and notify them of any situation that may require the action of EEOC personnel.
 - d. Frequently check communications gear and equipment to ensure readiness.
4. **Storm/Disaster Event Operations:** Duties of the Library Department include but are not limited to:
 - a. Maintain continuous communication with the EEOC to obtain weather conditions and receive orders.
 - b. Continue providing meals to City employees as weather permits.
5. **Post-Storm / Disaster Event Operations:** Duties of the Library Department include but are not limited to:
 - a. Assume command and control authority over any locally assigned distribution point as designated by the EEOC.
 - b. Assist authorized organizations in distribution of food and water.
 - c. Assist building personnel in reporting damage to buildings and / or equipment.
 - d. Assist Eustis residents with clean-up operations.
 - e. Complete report of overtime and expenditures.
 - f. Report problems or concerns that occurred prior to, during, or after the storm/disaster event.

CHAPTER 12 – Human Resources

1. **Level III Mobilization:** Duties of Human Resources include but are not limited to:
 - a. Provide a current listing of City personnel (w/contact information) to the EEOC (or the City Manager if the EEOC is not manned).
 - b. Advise all Human Resource personnel to secure their residences, provide for their families, and prepare for duty if required.
 - c. Complete schedule for personnel during a storm / disaster event.
 - d. Review the contents of the Emergency Management Plan and ensure all Human Resources personnel fully understand their duties during a storm / disaster event.
 - e. Coordinate with other City Divisions / Departments and provide assistance if required.
2. **Level II Mobilization:** Duties of Human Resources include but are not limited to:
 - a. Place all Human Resources personnel in a “no-leave” status.
 - b. Secure any non-essential computer equipment by disconnecting power supply, moving them away from windows, and covering them tightly with waterproof material. Move any other equipment, including books and audio/visual items away from the windows.
3. **Level I Mobilization:** Duties of Human Resources include but are not limited to:
 - a. Direct Human Resource personnel assigned to work during the storm/disaster event to proceed to their assigned locations. All others not assigned will proceed home and await further orders.
4. **Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:
 - a. Human Resource personnel shall remain at their assigned locations until further notice from the EEOC.
5. **Post-Storm / Disaster Event Operations:** Duties of Human Resources include but are not limited to:

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

Chapter 12 Attachment Index:

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



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: MAY 15, 2025

RE: RESOLUTION NUMBER 25-24 AUTHORIZING THE RECORDING OF
LIENS ON DELINQUENT UTILITY ACCOUNTS

Introduction:

On September 7, 2017, the Commission adopted Resolution Number 17-10, which approved implementing property liens for qualifying delinquent utility accounts. The purpose of recording a lien is twofold:

- 1) To recover the City's water, wastewater, stormwater, irrigation, reclaimed water and garbage services previously provided but not paid.
- 2) To follow Florida Statutes. F.S. 159.17 *Lien of Service Charges* requires any city issuing revenue bonds to have property liens on utility systems for non-payment of services provided. The City currently has Water and Sewer Series 2016 Revenue Bonds.

Staff identified accounts over 90 days delinquent. With proper notice provided, the City discontinued utility services upon failure of the property owner to pay for water, wastewater, irrigation, stormwater and garbage services. The City has exhausted all collection options. With the Commission's approval, liens will be applied to the accounts listed on Exhibit A.

Background:

The City provides various utility services to properties throughout the City, including water, wastewater, stormwater, irrigation, reclaimed water, and garbage services. To be in compliance with Florida Statutes and provide prudent measures to recoup utility service reimbursements, the staff recommends recording liens on qualifying delinquent utility accounts.

This applies to owner occupied accounts only. Unpaid tenant or former occupant accounts do not qualify for a lien on the owner's property. Unpaid/past due bills for tenants or former occupants will remain on the books. In the event they return to the City and want to establish utility service, we require them to pay the past due amount and collect the deposit.

Resolution Number 25-24: Utility Liens

Page 1 of 3

Recommended Action:

Staff recommends approval of Resolution Number 25-24 authorizing the recording of liens for the properties listed in Exhibit A.

Attachments:

Exhibit A: Properties to be lienied.

Prepared By:

Nichole Jenkins, Water Customer Service Manager

Reviewed By:

Lori Carr, Finance Director

ATTACHMENT A: PROPERTIES TO BE LIENED

ACCOUNT	NAME	ADDRESS	DATE OF LAST PAYMENT	DATE CUT FOR NON-	DATE OF METER REMOVAL	ACCOUNT BALANCE	PROPERTY OWNERSHIP VERIFIED
27818-3	Jenkins, Steven	2709 Knollwood Trl	10/25/23	01/30/24	03/04/24	356.46	04/24/25
29916-0	Thomas, Betty	1942 E McDonald Ave	10/05/23	10/05/23	10/06/23	1,208.17	04/24/25
32722-0	Klancir, Dennis	1016 Pine Tree Dr	01/11/24	04/25/24	05/28/24	483.15	04/24/25
25030-0	Hale, Jonnie C	1007 Eustis-Grove St A	08/05/20	07/08/24	09/20/24	284.64	04/24/25
26170-0	Hale, Jonnie C	1007 Eustis-Grove B-C	02/13/24	05/23/24	07/24/24	334.92	04/24/25
24214-3	O'Berry, Michael	701 Donnelly St	04/05/24	06/10/24	07/19/24	130.81	04/24/25
34364-0	Butterfield, Douglas	37243 Sunrise Terr	02/26/24	06/04/24	07/19/24	127.68	04/24/25
36182-1	Hughes, William	50 West Court Dr	04/07/24	06/20/24	08/06/24	343.07	04/24/25
22586-2	Jafrودي, Ali	504 E Citrus Ave	N/A	07/22/24	08/26/24	245.48	04/24/25
40766-2	Mohammed, Abid	1206 S Dewey St	03/28/24	07/22/24	08/26/24	315.94	04/24/25
40750-1	Kissinger, Ryan	34615 Estes Rd	09/11/24	*FLAT RATE	SEWER	858.76	04/24/25
33036-0	Miller, Betty	28 Radio Ct	07/26/24	06/03/24	11/14/24	243.71	04/24/25
33576-0	Perry William Estate	1921 Seleen Dr	03/04/20	06/20/24	11/27/24	329.45	04/24/25
30984-6	Carpenter, Gregory	3101 Northwind Dr	08/13/24	12/03/24	01/22/25	154.87	04/24/25
27668-7	Boylston, Whitney	225 E Key	10/15/24	12/11/24	02/10/25	2,854.29	Not public record
34132-0	Durham, Roland	706 Starbird	11/06/24	12/12/24	02/19/25	379.79	04/24/25
26750-3	Sharpe, Michael	601 E Hazzard Ave	09/23/24	12/11/24	02/10/25	325.64	04/24/25
27600-0	Blanton, Henry	603 Kensington St	10/07/24	12/12/24	02/10/25	355.07	Not public record
2240-1	Smith, Frankeia M	33425 Country House Dr	11/01/24	12/18/24	01/29/24	475.13	04/24/25
20270-0	Broomfield, Elsie	131 W Atwater	01/21/25	03/17/25	PENDING	417.95	04/24/25
34114-1	Elimwood Orlando Golf	46 ST RD	10/16/24	01/13/25	N/A	10,831.45	04/24/25
22382-1	Quist, Alaina	430 W Charlotte Ave	12/03/24	01/09/25	01/13/25	523.34	04/24/25
20088-1	Pagnotta, Steven	2342 Alice Ave	10/29/24	2/20/2025	PENDING	261.48	04/24/25
33230-4	Nix, Thomas & Patricia	1603 Rose Ln	08/01/14	04/20/15	N/A	265.93	04/24/25
33052-2	Nix, Thomas & Patricia	608 Reddick St	08/01/14	08/08/14	N/A	406.07	04/24/25
33232-3	Nix, Thomas & Patricia	1605 Rose Ln	12/05/19	06/03/19	06/03/19	530.27	04/24/25
24110-0	Ollis, Harry	343 W Dicie	10/12/23	02/24/25	PENDING	419.17	04/24/25
36682-0	Gallimore, Rita	1022 Woodward Oaks Cr	12/10/24	03/17/25	PENDING	1,133.13	04/24/25
39898-3	Escobar, Gabriel	3234 Cypress Grove Dr	12/17/24	03/17/25	PENDING	600.02	04/24/25
27782-4	Moreno, Tara	665 King St	12/09/24	03/17/25	PENDING	530.20	04/24/25

RESOLUTION NUMBER 25-24

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA; APPROVING THE RECORDING OF WATER, WASTEWATER, STORMWATER, IRRIGATION, RECLAIMED WATER AND/OR RESIDENTIAL GARBAGE SERVICES LIENS.; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes Chapter 180 provides municipalities with authority to establish and operate water utility systems; and

WHEREAS, Florida Statutes 159.17 Lien of Service Charges requires that any city issuing revenue bonds shall have a lien on all lands or premises served by any water system, sewer system, or gas system for all service charges for such facilities until paid, which liens shall be prior to all other liens on such lands or premises except the lien of state, county and municipal taxes and shall be on a parity with the lien of such state, county and municipal taxes. Such liens, when delinquent for more than 30 days, may be foreclosed by such city in the manner provided by the laws of Florida for the foreclosure of mortgages on real property; and

WHEREAS, the City of Eustis has issued Water and Sewer Series 2016 Revenue Bonds; and

WHEREAS, as authorized by state law, there is hereby imposed a lien on each property that is served by the City's water, wastewater, and/or irrigation system to secure the payment of delinquent City utility services; and

WHEREAS, based on utility criteria, the City identified delinquent accounts (See Staff Report), which will be recorded as water, wastewater, and irrigation liens.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Eustis, Florida, does hereby authorize the recording of such liens.

DONE AND RESOLVED this 15th of May, 2025 in regular session of the City Commission of the City of Eustis, Lake County, Florida.

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

Willie L. Hawkins
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 15th day of May, 2025, by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

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

CITY ATTORNEY'S OFFICE

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

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-24 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



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: May 15, 2025

RE: Sister Cities Discussion

Introduction:

Vice-Mayor Ashcraft asked that staff provide background information to the City Commission related to a potential sister city relationship.

Background:

On November 21, 2024, then Commissioner Christine Cruz provided information to the City Commission regarding linkages between Florida and Japan as part of a Sister Cities effort.

Staff is including that information again to the City Commission for discussion.

Prepared By:

Tom Carrino, City Manager

**MEMORANDUM OF COOPERATION
ON ECONOMIC AND TRADE RELATIONS
BETWEEN
THE GOVERNMENT OF JAPAN
AND
THE STATE OF FLORIDA IN THE UNITED STATES OF AMERICA**

This Memorandum of Cooperation (hereinafter referred to as this "MOC") is made by the Governments of Japan and the State of Florida in the United States of America (hereinafter collectively referred to as "Both Sides" and individually as a "Side").

Both Sides encourage the strengthening of the larger Japan-United States economic relationship and recognize that the State of Florida in the United States of America (hereinafter referred to as "Florida") can and has played an important contributing role.

Both Sides, considering each other's collective and individual strengths, intend to further collaborate and coordinate efforts in mutually beneficial areas, such as Infrastructure and Ground Transportation; Aerospace, Aviation and Defense; Logistics; Clean Energy and Sustainability; Life Sciences and Biotechnology; Academic Cooperation; and Sister Cities, Sister States and Sister Ports Partnerships.

Item 1. Areas of Cooperation

Both Sides share the intention to cooperate in the following areas, respecting each other's shared values,

• **Infrastructure and Ground Transportation**

Welcoming that Florida is planning to develop a large number of infrastructure projects, Both Sides recognize that cooperation in providing modern and efficient infrastructure, particularly ground transportation services, is essential for economic development and the improvement of social systems. Both Sides welcome the contributions of Japanese companies to the development of rail infrastructure in Florida, and will exchange views to support further participation by Japanese companies in transportation infrastructure systems from the perspectives of safety, reliability, environmental compatibility, technology, and economic benefits.

• **Aerospace, Aviation and Defense**

Both Sides recognize that, having excellent aerospace, aviation and defense industries, and with business opportunities increasing in Florida, there is a high potential for cooperation in these areas. In recognition that Japan-US cooperation is progressing on those areas, and that Japan Aerospace Exploration Agency (JAXA) and Space Florida are in discussions to promote cooperation, Both Sides will explore the possibility to promote space business cooperation.

• **Logistics**

Welcoming that Japanese businesses are utilizing Florida as the central hub to connect the U.S. and Latin American and Caribbean regions as well as an important hub in the U.S., to enhance and support their business across the regions, Both Sides will continue to further explore avenues to expand their business, taking note of this geostrategic advantage of Florida.

- **Clean Energy and Sustainability**

Welcoming that Both Sides are promoting clean energy and enhancing their sustainability, Both Sides will work together to enhance their cooperation in furthering technologies such as high efficiency power generation (such as hydrogen, solar, etc.), while ensuring a stable and affordable energy supply. In this regard, Both Sides welcome that Orlando-based Mitsubishi Power Americas is contributing to Florida's stable and affordable power supply, as well as its progress in high-efficiency power generation using gas turbine combined cycle (GTCC) technology.

- **Life Sciences and Biotechnology**

Both Sides note that life science and biotechnology are now the leading Florida export to Japan, and welcome that Japanese companies are increasing their investment in those areas in Florida. Both Sides will strengthen their exchange of information, research and development of innovative technologies in this area.

- **Academic Cooperation**

Welcoming the active exchange programs between high schools, universities and research institutions between Japan and Florida, and the resumption of people-to-people exchange, Both Sides look forward to enhancing further collaboration, supporting and facilitating exchange programs, researcher-to-researcher exchanges and academic collaborations.

- **Sister State, Sister City and Sister Port Partnerships**

Welcoming the Sister State, Sister City and Sister Port programs as developing grassroots goodwill which are important conduits in furthering business ties, Both Sides will support to establish new Sister City agreements and new Sister Ports relationships between Japan and Florida.

Item 2. Forms of Cooperation

Forms of cooperation may include the following, as well as any other forms decided by Both Sides:

- Specific projects, including technology and infrastructure demonstration projects;
- Sharing appropriate information and experiences regarding policies and programs, as well as policy design and capacity building support;
- Mutually introducing each other to available tools and incentivizing programs to promote trade and investment among Both Sides;
- Exchanges and temporary assignments of personnel from one Side to the other;
- Promotion of cooperative research, development, and deployment projects in fields such as the life sciences and other technology between research institutes and universities on Both Sides;
- Joint organization of symposia, seminars, workshops, exhibitions, and training;

- Participation in other commitments and/or initiatives, including multilateral consortiums;
- Promotion of participation and support from municipalities, research institutes, universities, and nongovernmental organizations, as well as other organizations; and
- Any other mutually acceptable forms of cooperation that contribute to the goals of this MOC.

Item 3. Implementation

Both Sides will, on a regular basis, inform and consult with one another on matters of common interest that represent opportunities for mutual benefit consistent with this MOC.

To oversee and implement this MOC, the Government of Japan designates the Ministry of Foreign Affairs ("MOFA"), the Ministry of Economy, Trade and Industry ("METI"), the Ministry of Land, Infrastructure, Transport, and Tourism ("MLIT"), the Ministry of Education, Culture, Sports, Science and Technology ("MEXT"), the Ministry of Defense ("MOD"), the Ministry of Internal Affairs and Communications ("MIC"), Japan External Trade Organization ("JETRO"), and the Consulate General of Japan in Miami; Florida designates the Department of Commerce, Select Florida and the Department of State.

These organizations will coordinate the implementation of this MOC, as appropriate, with other commitments between entities in Japan and Florida.

Item 4. Duration, Termination, Modification

This MOC is not legally binding and does not create any legal or equitable rights or obligations on Both Sides.

The cooperation under this MOC will continue for four years from the date of its signature by Both Sides and may be revised and/or its duration extended as decided by Both Sides in a signed writing.

Either Side may terminate the cooperation under this MOC after 45 days of prior written notice to the other Side.

This MOC is signed in Tokyo on the 12th day of October, 2023 by Both Sides in the Japanese and English languages, both texts having equal value.

On behalf of the Government of Japan:

On behalf of the State of Florida:

Parliamentary Vice-Minister for Foreign Affairs

Secretary of State of Florida

Komura Masahiro

Cord Byrd



If you are a Florida company interested in exporting to the Japanese market, please click [here](#).

Japan and Florida: A Strong and Growing Economic Partnership

Japan and Florida have maintained strong and mutually beneficial economic relationships for a long time. Through trade, scientific research investment, and cultural exchange, the people of Japan and Florida have been striving for many years to understand different cultures and strengthen relationships.

With a population of 22 million (third largest in the United States), Florida's economy is home to a large number of Japanese companies. These companies have found Florida to be a convenient base for expanding into the southeastern United States and into the Latin America and Caribbean region, where more than 500 million people live. These economic connections are built on state-of-the-art communication network infrastructure and low communication costs.

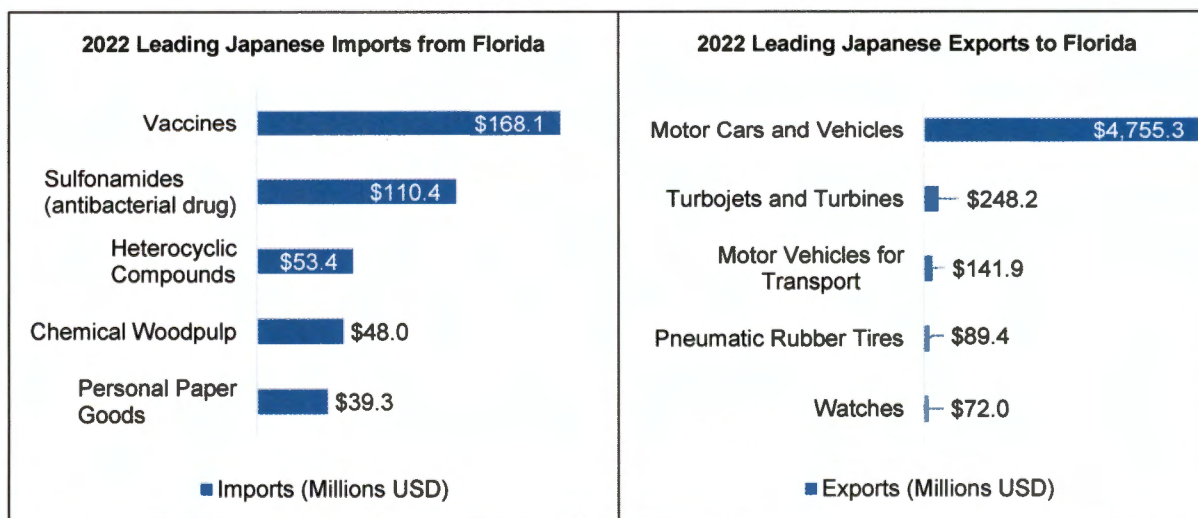
Florida-Japan Bilateral Merchandise Trade (\$6.6 Billion in 2022)

In 2022, the total bilateral merchandise trade between Florida and Japan was **\$6.6 billion**, making it **Florida's 2nd largest bilateral merchandise trade partner in the Asia-Pacific region** and **7th largest partner overall**.



Merchandise trade measures the value of **goods entering or exiting the United States through Florida's seaports and airports**. This includes goods that are produced, grown, or mined in Florida as well as goods from other states and countries that are shipped through Florida. Merchandise trade data demonstrates Florida's pivotal role as a gateway to Latin America, the Caribbean, and the southeastern U.S.—a true nexus of western hemispheric trade.

- Japanese imports from Florida totaled **\$636 million** in 2022, making Japan the state's 30th largest export market.
- Japanese exports to Florida totaled **\$6 billion** in 2022, making Japan Florida's 2nd largest source for merchandise imports.



Updated August 2023



Florida is one of the world's main transshipment points for cargo destined for Latin America and the Caribbean. Conversely, Japanese companies, like other countries, frequently distribute goods to Latin American and Caribbean countries through Florida, which has unparalleled connections to the region. Therefore, the mutual economic ties between Japan and Florida will continue to develop.

Japanese Exports to Florida (\$6.0 Billion in 2022)

Japan's total exports of commodities to the Florida market amounts to nearly US \$6 billion annually. Products made in Japan are purchased for industrial use in Florida (industrial equipment and parts for finished products) and for individual households in Florida (consumer goods).

Automobiles and related products **accounted for almost 81% of all exports from Japan to Florida** in 2022. Japanese cars destined for the Southeastern United States are exported via Florida ports. The **port of Jacksonville (JAXPORT)** consistently ranks in the top three in the United States as the port of unloading Japanese vehicles for the United States. Jacksonville and other ports in Florida import finished vehicles but also have the infrastructure and special equipment to install unique specifications in vehicles before they are sent into the North America market or beyond. Similarly, auto parts from Japan are shipped through Florida's distribution centers to parts centers across the United States and to the mature and developing markets in Latin American and Caribbean countries.



In addition to automobiles and auto parts, important exports from Japan to Florida include jet engines and watches. Due to strong demand for Japanese products in the U.S. and neighboring South American markets, many Japanese companies have set up manufacturing, assembly, and logistics facilities in Florida to meet that demand.

Japanese Imports from Florida (\$636 Million in 2022)

In 2022, Japan imported more than US \$636 million in goods from Florida seaports and airports. Reflecting the global competitiveness of many suppliers, these imports consist of vaccines, sulfonamides, heterocyclic compounds, chemical woodpulp, personal paper goods, and towels.

Updated August 2023



Japanese Investment in Florida (FDI in 2020)

- Based on the most recent statistics from the U.S. Bureau of Economic Analysis, Japan is the **6th largest foreign direct investor** in Florida with Japanese-owned affiliates **accounting for 22,400 Florida jobs**. Japan's ranking follows Switzerland (33,900) and precedes the Netherlands (17,100).
- **Asia-Pacific Ranking:** Japan is also the **#1 investor from the Asia-Pacific region** in Florida, far outpacing Australia (7,300) and China (5,200).
- Japanese affiliates in Florida are estimated to have had **total holdings of USD \$5.2 billion in 2020** (gross property, plant, and equipment).
- According to SelectFlorida's database of foreign-owned affiliates in Florida, there are nearly 200 Japanese-owned companies with close to 400 branch locations in Florida.



It's not surprising that many Japanese companies find the benefits of doing business in the state, due to the huge regional economic power of Florida and the convenience of transportation that facilitates business operations throughout the United States. As a result, **Japan accounts for nearly 6% of total employment among all foreign-owned firms in Florida and 52% of employment among companies from the Asia-Pacific region.**

Investment in the Florida economy from Japan covers various fields, including production facilities and industrial plants, R&D institutions, distribution wholesalers, travel and tourism, logistics, transportation, and financial services along with representative offices and branches of each company. Leading companies in each sector (for example, electronics, medical devices, biotechnology, optics, and consumer goods companies) use **Florida as a base of operations in the North American and Latin American markets**. It also serves as a management base for affiliated companies in the Western Hemisphere.

Updated August 2023



As a result, Japanese companies continue to rapidly increase their presence in the Florida economy. Examples of well-known Japanese companies operating in the state include the following:

Select Japanese-Owned Companies with Operations in Florida

Japanese Parent Company	Florida Subsidiary Company/Companies
Bridgestone Corporation (Manufacturing)	Bridgestone Hosepower
Fuji Film Corporation (Services)	Fuji Film Healthcare Americas Corporation
Hitachi, Ltd (Manufacturing)	Hitachi Rail / Hitachi Vantara/ Hitcachi Energy
Honda Motor Co. (Manufacturing)	Honda R&D Americas, Inc.
Konica Minolta, Inc. (Technology)	Konica Minolta Business Solutions USA, Inc.
Marubeni Corporation (Wholesale)	Marubeni Business Machines Americas / TPH (The Parts House) / Helena Agri-Enterprises
Mitsubishi Heavy Industries (Manufacturing)	Mitsubishi Power Americas / Crystal Mover Services
Mitsui & Co. (Services)	Accountable Healthcare Staffing
Sony Corporation (Electronics)	Sony/ ATV Music Publishing
Sumitomo Corporation (Wholesale)	TBC Corporation / Linder Machinery Co.
Suzuki Motor Corporation (Manufacturing)	Suzuki Marine USA

Florida-headquartered companies in a variety of industry sectors have operations in Japan, including these well-known corporations:

Florida Companies in Japan

Bloomin' Brands (Food Services)	Jabil, Inc. (Electronics)
Citrix Systems (Software)	Kaplan, Inc. (Education)
Claire's Stores (Retail)	Office Depot, Inc. (Retail)
Fresh Del Monte Produce, Inc. (Produce)	Oxbow Corporation (Processing)
Hard Rock Café International (Leisure)	The ADT Corporation (Security)
Hertz Global, Inc. (Car/Equipment Rental)	

Japanese Diaspora in Florida

- Over **13,000 Japanese-born residents** live in Florida as of 2021, according to the U.S. Census Bureau's American Community Survey.
- An estimated **15,000 Floridians speak Japanese at home** as of 2021. The Japanese community in Florida also has a diverse cultural network of organizations, festivals, exchanges, and research programs.

Updated August 2023



Cultural Linkages

Sister Cities:

The State of Florida has one of the most active Sister City programs in the United States, promoting the exchange of people, ideas, and culture as a first step towards establishing commercial ties. Partnerships include:

- Clearwater, FL – Sister City partnership with **Nagano**, Japan
- Delray Beach, FL - Sister City partnership with **Miyazu**, Japan
- Lakeland, FL - Sister City partnership with **Imabari**, Japan
- Largo, FL - Sister City partnership with **Kami**, Japan
- Miami, FL - Sister City partnership with **Kagoshima**, Japan
- Miami Beach Sister City partnership with **Fujisawa**, Japan
- Orlando Sister City partnership with **Urayasu**, Japan
- Pensacola, FL - Sister City partnership with **Gero**, Japan
- St. Petersburg, FL - Sister City partnership with **Takamatsu**, Japan
- The State of Florida and the **Prefecture of Wakayama**, Japan, have a Sister State agreement.
- Bayfront Park, Miami has a park twinning agreement with Moerenuma Park, **Sapporo**, Japan.



Education Linkages:

- [Florida-Japan Linkage Institute, University of West Florida \(UWF\) – Tampa](#)
- [Japanese/Asian studies at Florida universities](#)
- [Japanese language courses and clubs](#)
- Officially registered Saturday Japanese schools are located in Miami, Jacksonville, and Orlando.

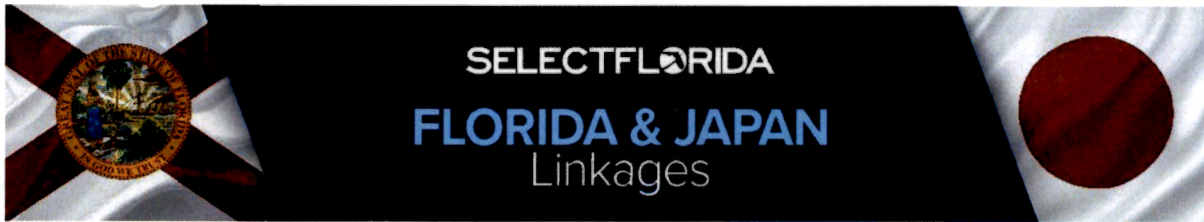
Japanese Government & Business Associations in Florida

- [Consulate General of Japan – Miami](#)
- Honorary Consulate of Japan – Orlando
- Honorary Consulate of Japan – Jacksonville
- [Japan Business Association – Miami](#)
- [SEUS/Japan - the Southeast U.S./Japan Association, Florida Delegation](#)



JAPAN GOV
THE GOVERNMENT OF JAPAN

Updated August 2023



SelectFlorida Presence in Japan

SelectFlorida – Japan
Kazumi Fujimoto, *Director*
INAC Bldg., 4F
5-18-23, Roppongi
Minato-ku, Tokyo 106-0032
Japan
Phone: +81-3-6697-6433
kfujimoto@enterpriseflorida.jp
www.selectflorida.org/japan



Updated August 2023

Eustis and Japan Opportunities

Florida and Japan's Economic Relationship

(see Florida-Japan-Linkages PDF)

Florida serves as a convenient base for Japanese companies wishing to expand into the Southeastern US and into the Latin America and Caribbean region. Japan is the 6th largest foreign investor in Florida, with more than 200 Japanese companies employing more than 22,400 Floridians with holdings totaling more than \$5.2 billion. Bilateral trade between Florida and Japan exceeds \$6.6 billion annually, making it Florida's 2nd largest bilateral merchandise trade partner in the Asia-Pacific region and Florida's 7th largest partner overall.

In 2022, Japan imported approximately \$636 million in goods from Florida seaports and airports. Automobiles and related products account for almost 81% of all exports from Japan to Florida, with the Port of Jacksonville consistently serving as one of the top three ports for unloading Japanese vehicles for the United States. Additionally, auto parts from Japan are shipped through Florida's distribution centers to part centers throughout the United States.

Florida and Japan have a strong economic relationship, with trade between the two regions growing steadily. Here are some highlights of their economic ties:

Import:

In 2022, Japan imported approximately \$636 million in goods from Florida seaports and airports. Automobiles and related products account for almost 81% of all exports from Japan to Florida, with the Port of Jacksonville consistently serving as one of the top three ports for unloading Japanese vehicles for the United States. Additionally, auto parts from Japan are shipped through Florida's distribution centers to part centers throughout the United States.

Trade:

In 2022, the total bilateral merchandise trade between Florida and Japan was \$6.6 billion, making it Florida's 2nd largest bilateral merchandise trade partner in the Asia-Pacific region and 7th largest partner overall.

Additionally, Florida is home to over 200 Japanese firms which invest billions into the state economy. Florida's top exports to Japan are citrus fruit and fertilizers, while Japan's top exports to Florida are vehicles and machinery.

Companies:

Many Japanese companies have operations in Florida, creating well over 22,000 jobs. More than 30% of Japanese companies in Florida are based in Miami-Dade. Florida is home to more than 200 Japanese firms that invest billions in the Florida economy. Companies like Holdings Inc., Bridgestone Corporation, Canon Inc., Dai-ichi Life Holdings, Inc., Fujitsu Future Studies Center Ltd., Hino Motors Ltd., HIREC, Hitachi Ltd., Hitachi Research Institute, Honda Motor Co. Ltd., ITOCHU Corporation, Japan Airlines Co. Ltd., Japan Institute for Overseas Investment, Japan Machine Tool Builders' Association, Japan-China Economic Association, Marubeni Corporation, Mitsubishi Corporation, Mitsubishi Electric Corporation, Mitsubishi Heavy Industries Ltd., Mitsui & Co. Ltd., Mitsui O.S.K. Lines Ltd., Mitsui Sumitomo Insurance Co. Ltd., Mizuho Bank Ltd., Mizuho Research & Technologies Ltd., MUFG Bank Ltd., NEC Corporation, NEC Space Technologies Ltd., Nippon Life Insurance Company, NS Solutions Corporation, Okaya & Co. Ltd., Shimizu North America LLC, SoftBank Group Corp., Sojitz Corporation, Subaru Corporation, Sumitomo Chemical Co. Ltd., Sumitomo Forestry Co. Ltd.,

Taisei Corporation, Teijin Limited, The Society of Japanese Aerospace Companies (SJAC), Tokio Marine & Nichido Fire Insurance Co. Ltd., Toshiba Corporation, Toyota Motor Corporation, and Toyota Tsusho Corporation.

Memorandum of Cooperation (See Attached)

October 12, 2023, Florida and Japan signed a Memorandum of Cooperation on Economic and Trade Relations. The MOC outlines areas of cooperation, including infrastructure and technological projects, capacity-building support, and cooperative research and development. The Department of Commerce, Select Florida and the Department of State are designated as the city of Eustis' contacts with the state.

This MOC confirms that Japan and Florida intend to further cooperate in mutually beneficial areas, such as Infrastructure and Ground Transportation; Aerospace, Aviation and Defense; Logistics; Clean Energy and Sustainability; Life Sciences and Biotechnology; Academic Cooperation; and Sister Cities, Sister States and Sister Ports Partnerships.

Japan and Florida share deep economic ties, and many Japanese companies have operations in the state, creating approximately 22,000 jobs. It is expected that the signing of this MOC will further deepen the good relationship between Japan and Florida.

Some of those areas of agreement are:

- Academic Cooperation: Welcoming the active exchange programs between high schools, universities and research institutions between Japan and Florida, and the resumption of people-to-people exchange, Both Sides look forward to enhancing further collaboration, supporting and facilitating exchange programs, researcher-to-researcher exchanges and academic collaborations.
- Life Sciences and Biotechnology: Both Sides note that life science and biotechnology are now the leading Florida export to Japan, and welcome that Japanese companies are increasing their investment in those areas in Florida. Both Sides will strengthen their exchange of information, research and development of innovative technologies in this area.

https://www.mofa.go.jp/press/release/press4e_003310.html#:~:text=Japan%20and%20Florida%20share%20deep,%5BReference%20%5D

Brief Introduction to Japan

Government:

The Constitution of Japan was implemented in 1947. They have a parliamentary system of government, which is divided into three branches: the legislative branch, the executive branch, and the judicial branch.

Geographic and Economic Areas:

Japan is divided into 9 regions, which are split into 47 smaller prefectures.

The current system of Prefecture came into existence after the abolition of the Han system in July 1871.

Prefectures of Japan is something unique to the Island of Japan, but is be comparable to a state in the Untied States. Each prefecture is subdivided into cities and districts then the district is further subdivided into towns and villages.

Cities in Japan have special designations based on population -the designated city (population greater than 500,000), the core city (populations under 300,000 but over 200,000), the special city (population of at least 200,000) , and the regular city (population of at least 50,000). These designations are formally passed by legislature. Other naming conventions are towns and wards for areas with populations lower than 50,000.

Regions and Economics:

As a general overview of the 9 regions, each has local industry specializations, opportunities, available incentives, and unique environments.

Region: Chubu

Prefecture: Aichi, Fukui, Gifu, Ishikawa, Nagano, Niigata, Shizuoka, Toyama, and Yamanashi. Chubu region accounts for 20% of the nationwide share in shipments of manufactured goods and is a catalyst driving the Japanese economy with its manufacturing base.

Region: Chugoku

Prefecture: Hiroshima, Okayama, Shimane, Tottori and Yamaguchi.

The Chugoku Region includes research and development businesses in the fields of electronics, biotechnology, and new materials, and is leading the world with its advanced technical power.

Region: Hokkaido

Prefecture: Hokkaido

The main advantage of this region is its natural environment, allowing the area to have the highest levels of production in agriculture and fisheries.

Region: Kanto

Prefecture: Gunma, Tochigi, Ibaraki, Saitama, Tokyo, Chiba, and Kanagawa.

Kanto region functions as Japan's greatest launch-pad for new businesses and industries, and with Tokyo located in it, the region can be considered Japan's engine.

Region: Kansai

Prefectures: Nara, Wakayama, Kyoto, Osaka, Hyōgo and Shiga, often also Mie, sometimes Fukui, Tokushima and Tottori.

The Kansai region in Japan is located in the heart of Japan. Including the three major cities of Kyoto, Osaka and Kobe, the Kansai region has the nation's second-largest economy, with a population of over 20 million.

Region: Kyushu

Fukuoka, Kagoshima, Kumamoto, Miyazaki, Nagasaki, Ōita, and Saga

Region: Okinawa

Prefecture: Okinawa

Thanks to their location, both Kyushu and Okinawa are strategic regions for Japan to connect with nearby Korea, China and the whole East Asia region in general.

Region: Shikoku

Prefectures: Tokushima, Kagawa, Ehime, and Kochi.

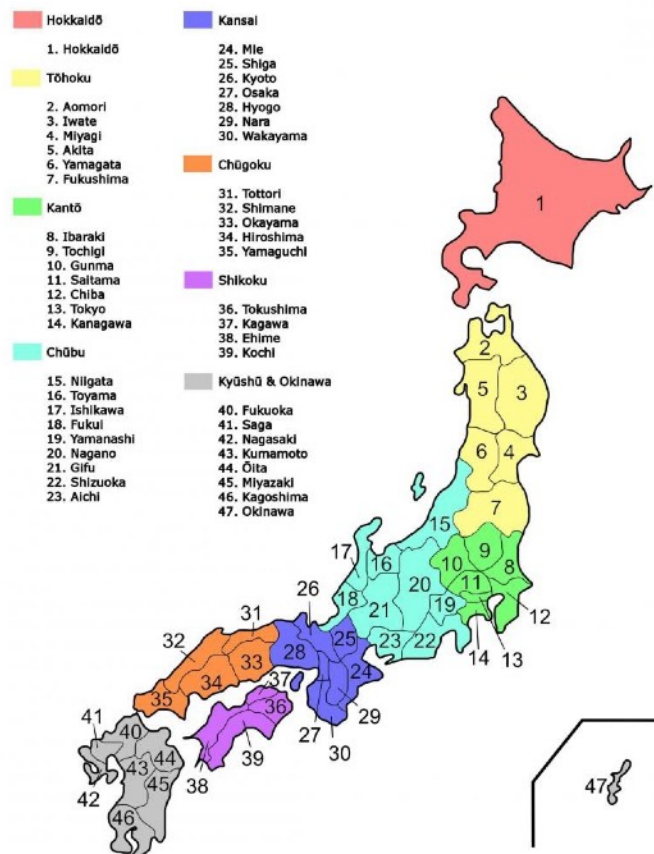
Agriculture industries are well developed in the region and provide a gross domestic product that is higher than the average when compared to other areas of Japan.

Region: Tohoku

Prefectures: Aomori, Akita, Iwate, Yamagata, Miyagi, and Fukushima

Tohoku region is specialized in the electrical machinery and food industry sectors. Among Tohoku's trading partners, Asia and North America are in top positions.

Regions and Prefectures of Japan



Source: <https://www.eu-japan.eu/eubusinessinjapan/about-japan/regions-prefectures>

Eustis as a Sister City

Establishing a sister city relationship between a Eustis and a Japanese city of comparable size can offer many benefits, but also presents challenges. This relationship has the potential to foster valuable cross-cultural connections, economic growth, and educational exchange. Success depends on careful planning, clear goals, and open communication between the two cities to ensure mutual benefit and avoid misunderstandings. Several Florida cities currently have a mutually beneficial relationship with Japanese cities.

Current Florida Cities with Sister Cities

Clearwater and Nagano: Sister cities since 1959, these cities have exchanged students, teachers, and delegates for over 60 years.

St. Petersburg and Takamatsu: Sister cities since 1961, these cities participate in a summer cultural exchange with Student Ambassadors.

Delray Beach and Miyazu: Sister cities since 1977.

Orlando and Urayasu: Sister cities since 1989.

Miami and Kagoshima: Sister cities since 1990.

Lakeland and Imabari: Sister cities since 1995.

Pensacola and Gero: Sister cities since 2005.

Largo and Kami: Sister cities for 55 years.

Miami Beach and Fujisawa: Sister cities since 1959.

Wakayama: Sister state to Florida since 1995.

Key Pros and Cons:

Pros:

1. Cultural Exchange:

a. Cultural Enrichment:

Both cities can experience a deeper understanding of each other's culture through festivals, art exhibitions, language exchanges, and educational programs. A cultural exchange with Japan would be especially appealing to our youth, and encouraging additional interactions with the city.

Example: Tallahassee and Sapporo

The sister city relationship between Tallahassee, Florida and Sapporo, Japan has led to cultural exchanges such as art exhibitions, music performances, and festivals. Sapporo's annual Snow Festival and Tallahassee's Japanese Cultural Festival showcase cultural traditions, crafts, and performances from both cities.

b. Tourism Boost:

People from both cities might visit each other more often, increasing international tourism and cultural tourism for both locations.

Example: Key West and Kawajima

Key West, a small but vibrant tourist destination, has a sister city relationship with Kawajima, Japan. This connection has encouraged both cities to promote tourism exchanges. Events such as the Key West Japanese Festival help showcase Japanese culture in Florida, attracting tourists from Japan to Key West and vice versa. This exchange encourages Japanese tourists to visit Florida, increasing local business revenues from hotels, restaurants, and attractions.

2. Educational and Research Collaboration:

a. Student and Faculty Exchange:

Educational facilities in both cities can establish exchange programs or joint research projects.

b. Learning Opportunities:

Schools can offer exchange programs for students to experience life in each other's country, which promotes global awareness and strengthens international friendships.

Example: Orlando and Utsunomiya

This partnership has supported educational exchanges, where students and educators from both cities collaborate on environmental and technology-based projects. UCF and its students benefit from international research collaborations, cultural exchange, and enhanced academic credentials. Additionally, students gain global exposure, which can make them more competitive in the job market. For Orlando, this collaboration also strengthens its profile as an educational hub.

- **Student Exchange Programs:** Local students can gain valuable international exposure, learning about Japanese culture, language, and advanced technologies, while Japanese students experience life in Florida and contribute to local projects.
- **Joint Research Opportunities:** Universities in both cities might collaborate on research initiatives in areas like environmental sustainability, space technology, or robotics, benefitting both the academic institutions and the wider community through shared discoveries and innovations.

3. Economic Benefits:

a. Trade Opportunities:

Sister cities often open avenues for trade, business partnerships, and investments. A Florida city may access Japanese products, technologies, or business networks, while the Japanese city may seek Florida-based products, services, or expertise.

b. Business Connections: The relationship can foster small and medium-sized businesses to explore international markets, especially in sectors like agriculture, technology, tourism, or manufacturing.

c. Joint Ventures: Cities may collaborate on sustainable development, innovation, or infrastructure projects, with potential mutual benefits in areas like green technology, renewable energy, or transportation.

Example: Jacksonville and Nagoya

Jacksonville, a port city in Florida, has a sister city relationship with Nagoya, Japan's third-largest city. This partnership has helped Jacksonville attract Japanese investment and establish business ties, particularly in the automotive and manufacturing sectors. For example,

Mitsubishi Heavy Industries has operations in Jacksonville, and sister city relations often promote further business collaborations between local firms and Japanese companies.

By being linked to Nagoya, Jacksonville has been able to leverage Japan's technological expertise and global trade networks, enhancing its economic position. This includes business ventures and trade, particularly in automotive manufacturing and high-tech industries.

4. Diplomatic and Geopolitical Significance:

a. Strengthened International Ties:

The relationship could enhance diplomatic connections between the U.S. and Japan, helping both cities maintain ties with their respective national governments.

b. Global Positioning:

Florida cities with sister cities in Japan could enhance their international profile, attracting global businesses, tourists, and international investment.

Example: Tampa and Sasebo

Tampa has a sister city relationship with Sasebo, Japan, a city with a significant naval presence. This connection has led to stronger military and diplomatic ties between the two cities, particularly in terms of military cooperation and shared defense interests. Tampa, with its large U.S. military presence (including MacDill Air Force Base), benefits from these diplomatic and defense-related ties, helping to foster a sense of partnership between the U.S. and Japan.

Tampa's sister city relationship with Sasebo highlights the importance of military and geopolitical cooperation. This connection has led to collaboration in areas like defense technology, military training, and even civic engagement related to U.S.-Japan relations.

5. Civic Pride and Community Engagement:

a. Civic Pride:

Residents can take pride in their city's international connections, which can contribute to local identity.

b. Volunteer and Engagement Opportunities:

Citizens, especially youth, may have more opportunities to engage in volunteer programs, cultural events, and collaborative community service projects with their sister city.

Example: St. Petersburg and Kanazawa

St. Petersburg, Florida, is a city with a sister city relationship with Kanazawa, Japan. The partnership has sparked various community driven events such as cultural exchanges, art exhibits, and youth programs. Local St. Petersburg residents participate in volunteer projects, international cultural nights, and even internships in Kanazawa, all fostering a strong sense of civic pride and international community engagement.

The relationship with Kanazawa boosts civic pride, as residents feel connected to a distant but meaningful community. The reciprocal nature of the partnership allows local citizens, especially students and artists, to engage in cross cultural programs, enriching their personal and professional lives.

Cons:

1. Cultural and Language Barriers:

- a. Language Differences:
Language can be a significant barrier in communication, complicating business negotiations, cultural exchange, and even daily interactions.
- b. Cultural Misunderstandings:
Differences in customs, business practices, and social norms may lead to misunderstandings or frustration in interactions between the two cities.

2. Cost and Resource Allocation:

- a. Financial Costs:
Establishing and maintaining a sister city relationship can be expensive. Costs include travel, organizing events, supporting programs, and other logistics that require public or private funds.
- b. Resource Drain:
For smaller cities, the time and resources required to engage in meaningful exchanges and maintain the relationship might strain local government or community organizations.

3. Political and Economic Shifts:

- a. Changing Political Landscape:
The political environment in either country could shift over time, which might impact the sustainability or benefits of the relationship (e.g., trade agreements, travel restrictions).
- b. Economic Disparities:
If the cities have uneven economic development or industry focus, the relationship might not offer mutual growth, leading to potential dissatisfaction.

4. Logistical Challenges:

- a. Distance and Time Zone Differences:
Physical distance and time zone differences can complicate coordination for meetings, events, or even day to day communication.
- b. Travel and Communication:
For cities separated by vast geographical distance, frequent travel between the two may not always be feasible for all parties involved.

5. Impact on Local Identity:

- a. Risk of Overemphasizing Foreign Influence:
Some residents may feel that focusing too much on a sister city abroad could detract from local culture or priorities.
- b. Cultural Conflicts:
Efforts to introduce foreign elements into local traditions or public life might clash with the preferences or values of some community members.