



City of Eustis

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

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: September 11, 2024

RE: Appointment of Interim City Commissioner for Seat #4

Introduction:

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

Background:

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

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

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

Recommended Action:

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

Prepared By:

Mary C. Montez, Deputy City Clerk

Reviewed By:

Christine Halloran, City Clerk

Attachments:

2024 Candidate General Application

Notice of Application Period for Appointment of Interim Commissioner