



# City of Eustis

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TO: City Commission

FROM: Tom Carrino, City Manager

DATE: August 12, 2024

SUBJECT: Discussion for Appointment of Interim Commissioner to Fill Seat #4

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## Process for Appointment of Interim Commissioner

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 25<sup>th</sup> through April 5<sup>th</sup> with the Commission holding a special meeting on April 11<sup>th</sup> to interview the applicants and make a decision. Once a decision was made, the Commission appointed the Interim Commissioner via Resolution 19-42 and the appointee was sworn in that same night.

At this time, staff recommends advertising the application period as soon as possible. The soonest that a display ad can run following the special meeting is Friday, August 16<sup>th</sup>. The application period could then run from Monday, August 19<sup>th</sup> through Friday, August 30<sup>th</sup>. HR would be asked to run background checks on all of the applicants as they are received. Any with questionable backgrounds would be forwarded to the Commissioners for review.

The Commission could either hold a special meeting to conduct the interviews and make their determination or they could conduct the interviews as part of the regular Commission meeting on September 5<sup>th</sup>. The number of applicants over the past three interim appointments has ranged from a low of nine to a high of fourteen. Due to the time required to allow each applicant to speak on their behalf as well as the Commission's time for deliberation, staff recommends selecting a date for a special meeting to conduct the interviews.