

**TOWN OF ASTATULA**  
**Regular Council Meeting Agenda**  
**Tuesday, June 10, 2025 6:30pm**  
Astatula Town Hall  
25009 County Road 561 | Astatula, FL 34705

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Join Zoom Meeting: <https://zoom.us/j/96777379920?pwd=H8GqeWJuWlR2sNfuTkj80N402g4nI5.1>  
Meeting ID: 967 7737 9920 | Passcode: 123456

**Town Council Members**

Zane Teeters, Jr. – Mayor  
Marjorie Boyd – Vice-Mayor  
Jeanne Quiros  
Kay MacQueen

**Town Staff**

Jennifer Tucker, Town Clerk  
Wally Hoagland, Police Chief  
David Langley, Attorney  
Tom Harowski, Interim Town Planner

**Call to Order**

**Invocation & Pledge of Allegiance**

**Roll Call, Acknowledgement of Quorum Present and Proper Notice Given**

**Welcome and Introduction of Guests**

**A. CITIZENS' QUESTIONS AND COMMENTS**

CITIZEN QUESTION AND COMMENT PERIOD

At this point in the meeting, the Town Council will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Council at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future board agenda. Zoning and code enforcement matters cannot be discussed during the public comment period. Procurement matters not scheduled to be heard by the Council today also cannot be discussed during the public comment period. Public comment may be limited to 3 minutes.

**B. AGENDA REVIEW**

**C. CONSENT AGENDA**

*Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.*

1. Invoice - Carville Chrysler Dodge Jeep Ram \$43,500

**D. APPROVAL OF MINUTES**

1. May 13, 2025, Regular Council Meeting

**E. STAFF REPORTS**

Police Department – Chief Hoagland  
Public Works – Interim Director Chief Hoagland  
Town Clerk – Jennifer Tucker  
Finance Report  
Town Attorney – David Langley

**F. PUBLIC HEARING**

**Discussion and approval of Resolution 2025-09 Variance Application – AK #3619692**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; APPROVING REDUCED PARKING SPACES AND LOADING SPACE FOR STRUCTURES TO BE BUILT ON LAND**

**LOCATED AT 23902 COUNTY ROAD 561; ASTATULA, FLORIDA; LAKE COUNTY PROPERTY APPRAISER PARCEL NO.: 29-20-26-01000-00L-00901; PROVIDING AN EFFECTIVE DATE.**

**Final Reading of Ordinance 2025-06 Establishing a School Zone Speed Enforcement Program**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, LAKE COUNTY, FLORIDA, ENACTING ARTICLE V - "SCHOOL ZONE SPEED ENFORCEMENT" - CHAPTER 54 OF THE TOWN OF ASTATULA CODE OF ORDINANCES; PROVIDING FOR PURPOSE, INTENT AND DEFINITIONS; ESTABLISHING A SCHOOL ZONE SPEED ENFORCEMENT PROGRAM AND AUTHORIZING THE USE OF SPEED DETECTION SYSTEMS WITHIN THE TOWN; PROVIDING FOR PROGRAM IMPLEMENTATION REQUIREMENTS AND DESIGNATION OF SCHOOL ZONES; PROVIDING FOR ENFORCEMENT AND ADMINISTRATIVE PROCEDURES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**Final Reading of Ordinance 2025-07 Noise Control**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; CREATING ARTICLE VI, CHAPTERS 34-175 THROUGH 34-179, TOWN OF ASTATULA CODE, TO BE ENTITLED, *NOISE CONTROL*; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**G. OLD BUSINESS**

1. Discussion and approval to grant the mayor full access to all town facilities, including but not limited to the community center, and to provide the mayor with administrative privileges on the electronic lock system known as "Alta-Open."
2. Discussion and approval for the mayor to have jurisdiction over all town-sponsored events, also referred to as "Special Events," and to require that all such events receive approval from the mayor.
3. Discussion and approval to require all full-time personnel (excluding police officers) to work Monday through Friday, establishing a 40-hour work week and for the town hall to be open and available to the public for full service, Monday-Friday.

**H. NEW BUSINESS**

1. Discussion and approval to appoint Mrs. Cheryl Marinelli to fill the vacancy created by Mr. Wilbur's resignation.
2. Discussion and approval of Mack Concrete Major Site Plan
3. First Reading of Ordinance 2025-08 Establishing a Temporary Moratorium on Residential Development
4. Discussion and action to update Policy and Procedure manual
5. Consideration and Approval of the renewal premiums for employee healthcare coverage with Florida Blue for the Year July 2025 to June 2026.

**I. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS**

- Legal / Ordinances / Economic Development – Mayor Zane Teeters, Jr.
- Finance / Grants – Vice Mayor Marjorie Boyd
- Public Safety / Code Enforcement – Councilor Jeanne Quiros
- Public Works / Streets –

**J. REVIEW**

- Items for Workshops and possible dates
- Items for the next Regular Council Meeting
- Items for a Special Meeting and possible dates

**K. COUNCIL MEMBER MISCELLANEOUS COMMENTS**

**L. ADJOURNMENT**

Please Note: In accordance with F.S. 286.0105; Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Astatula does not prepare or provide this verbatim record.  
Note: In accordance with the F.S. 286.26; Any Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 25009 CR 561, Astatula FL 34705, (352) 742-1100 at least two business days in advance of the meeting.

**IMPORTANT DATES**

- Planning and Zoning Meeting – June 26<sup>th</sup> @ 6:00pm
- Regular Council Meeting – July 8<sup>th</sup> @ 6:30pm

**Town of Astatula** is inviting you to a scheduled Zoom meeting.

Topic: **Regular Council Meeting 6/10/25**

Time: **June 10, 2025 06:30 PM** Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96777379920?pwd=H8GqeWJuWIR2sNfuTkj8ON4O2g4nI5.1>

Meeting ID: 967 7737 9920

Passcode: 123456

Dial by your location

- +1 929 205 6099 US (New York)
- +1 346 248 7799 US (Houston)

Find your local number: <https://zoom.us/u/abZFFDCmQ1>

# **6/10/2025 Regular Council Meeting Agenda Details**

## **CONSENT AGENDA**

### **Invoice – Carville \$43,500 - JT**

Chief Hoagland applied for and received approval of a grant to purchase a new patrol vehicle. This invoice will be paid initially with general funds, but will be reimbursed fully upon receipt of grant funds.

## **PUBLIC HEARING**

### **Resolution 2025-09 Variance Application**

Mack Concrete requests a variance to reduce the number of required parking spaces and loading spaces.

### **Ordinance 2025-06 Establishing a School Zone Speed Enforcement Program**

Ordinance to enforce speeding violations recorded by school zone cameras and request final reading and approval.

### **Ordinance 2025-07 Noise Control**

Final Reading of an ordinance to implement a noise ordinance

## **OLD BUSINESS**

### **Discussion and approval to grant the mayor full access to all town facilities, including but not limited to the community center, and to provide the mayor with administrative privileges on the electronic lock system known as “Alta-Open.” - ZT**

See supporting documents for further explanation from the Mayor.

### **Discussion and approval for the mayor to have jurisdiction over all town-sponsored events, also referred to as “Special Events,” and to require that all such events receive approval from the mayor. - ZT**

See supporting documents for further explanation from the Mayor.

### **Discussion and approval to require all full-time personnel (excluding police officers) to work Monday through Friday, establishing a 40-hour work week and for the town hall to be open and available to the public for full service, Monday-Friday. - ZT**

See supporting documents for further explanation from the Mayor.

## **NEW BUSINESS**

### **Appointment and approval of vacant council seat - ZT**

Mayor Teeters is nominating Cheryl Marinelli to the vacant council seat 3

### **Discussion and approval of Mack Concrete Major Site Plan**

Mack Concrete is requesting approval of their Major Site Plan application to construct a 156,000 square foot production facility to house work that is already currently being performed but exposed to weather elements.

### **Ordinance 2025-08 Moratorium on Residential Development– ZT**

First reading of a temporary moratorium on residential development.

### **Discussion and action to update Policy and Procedure manual**

Staff requests action to revise and update our current policy and procedures manual from 2012.

**Consideration and Approval of the renewal premiums for employee healthcare coverage with Florida Blue for the Year July 2025 to June 2026.**

Annual renewal of healthcare coverage for employees.

# CONSENT AGENDA



INVOICE #0602241

Date:06/02/2024

Please remit in full the balance of \$43,500.00

1 - 2025 BLACK DODGE DURANGO PURSUIT UNIT AT \$43,500.00 EACH DELIVERED  
VINS: 1C4SDJFT0SC527087

**BILL TO: ASTATULA POLICE DEPARTMENT  
25009 CR 561 PO # 172  
ASTATULA, FL 34705**

**TOTAL AMOUNT DUE \$43,500.00**

Carville Chrysler Dodge Jeep Ram  
300 Bachman Drive  
Greenville TN 37745

Any Questions or concerns please contact:

Carl Reinhart  
Carl Reinhart  
Owner  
Carville Chrysler Dodge Jeep RAM  
(d) 717-471-8108

Rodney Brown  
SIGN FOR APPROVAL  
Rodney Brown  
PRINT NAME

# Purchase Order

960978

TO <i>Cocuzzi's</i>	DATE <i>06/02/25</i>
ADDRESS	DATE REQUIRED
CITY, STATE, ZIP	TERMS
SHIP TO <i>Grant # GR7237</i>	HOW SHIPPED
ADDRESS	REQ. NO. OR DEPT.
CITY, STATE, ZIP	FOR

QUANTITY	DESCRIPTION	PRICE	UNIT
1			
2	<i>1 Dodge Durango</i>	<i>43,500</i>	<i>ea</i>
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15		<i>Total</i>	<i>43,500.00</i>

### IMPORTANT

Purchase Order Number must appear on all invoices - packaging, etc.

Please notify us immediately if you are unable to complete the order by date specified.

Please send \_\_\_\_\_ copies of your INVOICE with ORIGINAL BILL OF LADING.

PURCHASING AGENT

OFFICE COPY ?



Join Zoom Meeting: <https://zoom.us/j/96777379920?pwd=H8GqeWJuWIR2sNfuTkJ8ON4O2g4nI5.1>  
Meeting ID: 967 7737 9920 | Passcode: 123456

Having been duly advertised as required by law, Mayor Teeters called this Regular Council Meeting to order at 6:32pm. Pastor Steve Lee gave the invocation, and Mayor Teeters led the Pledge of Allegiance.

**Town Council Members Present**

Zane Teeters, Jr. – Mayor  
Marjorie Boyd – Vice-Mayor  
Jeanne Quiros  
Ryan Wilbur  
Kay MacQueen

**Town Staff Present**

Jennifer Tucker, Town Clerk  
Wally Hoagland, Police Chief  
David Langley, Town Attorney

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present. Mayor Teeters recognized Planning & Zoning members and Miriam Gomes.

**A. CITIZENS' QUESTIONS AND COMMENT**

**Farmer Banks Helfrich** – shared farm tip on loquat fruit and passed along the viewpoint from the new mayor of Groveland; citizens are leaders, and elected representatives are their servants. If we are not here to serve, why are we here?

**Cheryl Marinelli** 12826 Del Lago Drive – spoke about impact fees, what growth can do for residents, and condition of parks.

**David Quiros** Dogwood Lane – spoke about peace, how it is a gift and how we need more peace here in town.

**Michael Hauss** – shared how he has worked all over the county and feels this is one of the best areas of the county. Growth comes with problems and urged the council to be cautious of bringing more growth to this area.

**B. AGENDA REVIEW**

The mayor requested to reorder new business items in the following order; 3, 4, 6, 5, 1, 7, 2  
Motion by Mayor Teeters to approve reorder of agenda items, seconded by Councilor Wilbur.

**Motion approved unanimously by voice vote.**

**Yea:** Teeters, Boyd, Wilbur, Quiros, MacQueen

**Nay:** None

**D. CONSENT AGENDA**

1. Lake County Schools – SRO Contract for SY25-26 – WH
2. Invoice – Everglades Equipment \$15,325.00 - JT
3. Invoice – Precision Garage Door Service \$2,086.00 - JT

Motion by Councilor MacQueen to approve consent agenda, seconded by Mayor Teeters.

**Motion approved unanimously by roll call vote.**

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Wilbur, Councilor Quiros, Councilor MacQueen

**Nay:** None

**C. APPROVAL OF MINUTES**

1. March 11, 2025 Regular Council Meeting
2. March 20, 2025 Special Council Meeting
3. April 8, 2025 Regular Council Meeting

Motion by Councilor Quiros to approve minutes, seconded by Councilor Wilbur.

**Motion approved 4-1 by voice vote.**

**Yea:** Teeters, Boyd, Wilbur, Quiros

**Nay:** MacQueen

## **E. STAFF REPORTS**

### ***Police Department – Chief Hoagland***

490 calls for service, 268 traffic stops, and 12 arrests were reported. A new officer was hired to replace Ofc. Tisdell. Officer Hemby is noted as a strong trainer and asset. A \$60K FDLE grant was awarded for a new patrol vehicle. The fallen officer memorial was held last week, and this week is Law Enforcement Week. Two officers will represent Astatula at the Special Olympics on the 16th with the autism vehicle.

### ***Interim Public Works Director – Chief Hoagland***

Hired 2 new public works employees. Worked at community center last week for beautification project. Mowing and cleaning in progress. 561 right-of-ways are county maintained roads.

### ***Code Enforcement – Chief Hoagland***

After 3 years, the building behind town hall has finally been demolished. Opened new cases and will have a special magistrate meeting on June 2<sup>nd</sup> at 3pm.

### ***Town Clerk – Jennifer Tucker***

Presented the finance report; however, ongoing computer issues resulted in some sections being incomplete. She invited anyone with questions to meet with her directly to review the individual reports.

### ***Town Attorney – David Langley***

Reported working on various matters and will provide input as specific issues come up. No individual items to report at this time.

## **F. NEW BUSINESS**

### ***3. Review and approval of School Zone Camera Contract – WH/RW/DL***

Lorraine Johnson explained that the contract requires no funding from the Town. All costs are covered by citation fines; if no violations are issued, the company absorbs the cost.

Motion by Councilor Wilbur to approve contract, seconded by Mayor Teeters.

**Motion approved unanimously by roll call vote.**

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Wilbur, Councilor Quiros, Councilor MacQueen

**Nay:** None

### ***4. First reading of Ordinance 2025-06 School Zone Cameras – WH/RW/DL***

Establishing a School Zone Speed Enforcement Program in the Town of Astatula, authorizing the use of automated speed detection systems in designated school zones.

Motion by Councilor Wilbur to read by title only, seconded by Mayor Teeters.

**Motion approved unanimously by voice vote.**

**Yea:** Teeters, Boyd, Wilbur, Quiros, MacQueen

**Nay:** None

**Public Comment:**

*Sean Donnelly:* Expressed concern that similar programs have been suspended in other towns. Suggested alternative speeding deterrents, noting cameras primarily affect the working class. Asked for a breakdown of the \$100 citation and what happens if unpaid—response: it may become a uniform traffic citation.

*Miriam Gomes:* Asked how many notices violators receive—answer: one.

*Paul Netwal:* Asked if signage will be posted—yes, including side streets.

*Bill Carter:* Asked about enforcement if someone moves.

*David Quiros & Vic Stone:* Spoke in support of School Zone Cameras

*Cheryl Marinelli:* Asked about margin of error, calibration, and data ownership—response: town owns the data, which is deleted after 90 days. Cameras are calibrated daily (statute requires annual calibration). They operate only during school days/hours and shut down if not functioning properly.

Council discussed the 30-day payment window for citations, noting that unpaid fines convert to uniform traffic citations with an added \$106 county clerk fee. They emphasized that cameras operate only on school days and clarified that violations are civil, not criminal, with disputes handled by a magistrate.

Motion by Councilor MacQueen to approve Ordinance 2025-06 first reading, seconded by Councilor Wilbur.

**Motion approved unanimously by roll call vote.**

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Wilbur, Councilor Quiros, Councilor MacQueen

**Nay:** None

#### ***6. First reading of Ordinance 2025-07 Noise Control – WH/RW/DL***

Establishing a new Noise Control section in the Town of Astatula Code to regulate excessive and unnecessary noise

Motion by Councilor Wilbur to read by title only, seconded by Councilor Quiros.

**Motion approved unanimously by voice vote.**

**Yea:** Teeters, Boyd, Wilbur, Quiros, MacQueen

**Nay:** None

The Town seeks to implement a new noise ordinance that will be enforced through code enforcement and the Town's special magistrate, rather than the county court system. This will simplify enforcement of noise complaints without relying on state statutes or requiring multiple witnesses. Complaints must be made by a named individual—anonymous reports will not be accepted—and violations can result in fines or a hearing before the magistrate.

#### **Public Comment:**

*Bill Carter* asked if the ordinance includes specific times or decibel levels—none are defined.

*Lisa Lovell* asked how “loud noise” is specified in the code.

*Don Williams* suggested quiet hours begin after 11:00 p.m.

*Cheryl Marinelli* asked whether a violation must be witnessed by an officer.

*Miram Gomes* inquired about warnings and fine amounts—first offense is \$150, with higher penalties for repeat offenses.

*Tom Crouch* questioned whether enforcement would wear down officers or complainants.

*David Quiros* referenced statistics on hearing loss and noted Orange County includes decibel standards.

*Vic Stone* asked how many decibels his Harley produces.

*Doris Weizenecker* expressed support but raised concerns about neighbors competing with loud music and asked if officers would check all involved properties.

Council reiterated that noise complaints must be made in real time by calling dispatch at 352-343-2101. They emphasized the importance of neighborly respect and noted the ordinance was intentionally written to allow officer discretion. It was also suggested that a one-page mailer be sent to all residents to inform them about the new ordinance.

Motion by Councilor Wilbur to approve Ordinance 2025-07 first reading, seconded by Mayor Teeters.

**Motion approved unanimously by roll call vote.**

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Wilbur, Councilor Quiros, Councilor MacQueen

**Nay:** None

***5. Consideration and action to advertise Ordinance 2025-08 Moratorium on Residential Development – ZT/DL***

The purpose of this item is to seek Council approval to advertise the proposed ordinance to establish a temporary moratorium. As it pertains to land use and zoning, proper public notice is required prior to the first reading.

**Public Comment:**

*Karen Smith, Bill Carter, Susan Richert, Vic Stone, Paul Netwal, Sean Donnelly, Kim Hanawalt, Miriam Gomes, Tom Crouch* all spoke in support of moratorium.

*Michael Hauss* - asked whether increasing impact fees could be used as a tool to discourage development.

*Cheryl Marinelli* most impact fees were last reassessed in 2020, except park impact fees, which were last updated in 2007.

- ***8:00pm Motion by Councilor Wilbur to extend for 1-hour, seconded by Councilor MacQueen, all in favor passed 5-0***

Motion by Councilor MacQueen to approve advertisement, seconded by Mayor Teeters.

**Motion approved unanimously by voice vote.**

**Yea:** Teeters, Boyd, Wilbur, Quiros, MacQueen

**Nay:** None

- **8:30pm 5 minute recess**

- **8:38pm reconvene**

***1. Discussion and action on hiring applicants for the Public Works Supervisor/Director and Deputy Town Clerk positions – WH/JT***

Council discussed the hiring process for the Public Works Supervisor/Director and Deputy Town Clerk positions. Chief Hoagland recommended Andrew Stamper based on his 35 years of experience and strong mechanical background. Council Member Wilbur questioned why the original top three candidates were narrowed to one and expressed concern about the Chief hiring someone considered his equal. Attorney Langley noted it was done to avoid issues and acknowledged conflicting provisions in the code regarding who oversees Public Works. Mayor Teeters emphasized trusting department heads to make hiring decisions and advocated for authorizing the Chief and Clerk to select their preferred candidates. Vice-Mayor Boyd voiced concern about proceeding with a vote while there are uncertainties and potential conflicts that are unresolved within the town code.

Motion by Mayor Teeters to provide authority to the department heads to hire the Public Works Supervisor/Director and Deputy Town Clerk, seconded by Councilor MacQueen.

**Motion approved 3-2 by roll call vote.**

**Yea:** Mayor Teeters, Councilor MacQueen, Councilor Quiros

**Nay:** Vice-Mayor Boyd, Councilor Wilbur

- ***9:00pm Motion by Mayor Teeters to extend for 30 minutes, seconded by Councilor Quiros, all in favor passed 5-0***

***7. Retroactive Approval of Surplus Property Sales and Authorization for Future Disposal of Surplus Personal Property under \$5,000.00 – DL***

Attorney Langley explained that a police vehicle, public works truck and a side-by-side were sold earlier this year by Chief Hoagland without formal Council approval to declare them surplus property. While the items sold were

each under \$5,000—qualifying for a simplified process—the sale should have been formally acknowledged by Council per statute. This item seeks retroactive recognition of those items as surplus and proposes delegating authority to the Chief and Town Clerk to dispose of surplus property under \$5,000 in the future without needing prior Council approval, provided it is reported in the meeting minutes. Any property exceeding \$5,000 in value would still require Council approval.

It was clarified that no formal vote is required to retroactively approve the previously sold items as surplus; acknowledgment in the meeting minutes is sufficient. Council was reminded that they retain the option to take further action, request more information, or decline approval on any future surplus declarations.

Motion by Mayor Teeters to table delegating authority of surplus declarations to department heads, seconded by Vice-Mayor Boyd.

**Motion approved unanimously by roll call vote.**

**Yea:** Mayor Teeters, Vice-Mayor Boyd, Councilor Wilbur, Councilor Quiros, Councilor MacQueen

**Nay:** None

## ***2. Review and approval of Tree Trimming Quotes and Future Services - WH***

Chief Hoagland requested 5 quotes, but only received two.

Apex Trees totaling \$32,500 for trimming all trees along town roadways with 16'-18' clearance off the top and right-of-way and sides of the road (excluding CR 561 & CR 48).

Hoag Land Services, LLC, totaling \$22,500 in two phases for specific streets; Madison Street to Rose Hollow Way, and Georgia Avenue with a minimum height clearance of 14' \$15,500. An additional \$7,000 for Adams, Kansas, Hazelnut, and South Carolina.

Chief suggested the option of renting equipment, such as a bucket truck, to handle the work in-house.

Additional discussion included the need to address dead trees at the cemetery and community building.

Motion by Mayor Teeters to table to a future meeting, seconded by Councilor Quiros.

**Motion approved unanimously by voice vote.**

**Yea:** Teeters, Boyd, Wilbur, Quiros, MacQueen

**Nay:** None

## **H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS**

***Legal/Ordinances/Economic Development – Mayor Zane Teeters, Jr.***

Nothing to report at this time.

***Finance/Grants – Vice Mayor Marjorie Boyd***

Nothing to report at this time.

***Public Safety/Code Enforcement – Councilor Jeanne Quiros***

Nothing to report at this time.

***Public Works/Streets – Councilor Ryan Wilbur***

Nothing to report at this time.

***Land Development Regulation – Councilor Kay MacQueen***

Discussed collaboration with the Lake County Beautification Department as part of the "Beautify Astatula 1" initiative. She requested information on sprinkler system needs to submit to Hillary Burgess for funding. A community planting day is scheduled for May 27th at the Community Center and will be announced on social media. Additionally, Eagle Scouts will be constructing planter boxes around Town Hall and the Olive Ingram Building.

## **I. REVIEW**

*Items for Workshops and possible dates*

*Items for Next Regular Council Meeting*

*Items for Special Meetings and Possible Dates*

Possible meeting on May 28<sup>th</sup> @ 6pm if publication deadlines can be met for Moratorium first reading, second readings for Noise and School Cameras Ordinances.

**J. COUNCIL MEMBER MISCELLANEOUS COMMENTS**

Councilor MacQueen reminded that evaluations need to be conducted in May.

**K. ADJORNMENT** 9:26pm

Respectfully submitted,

\_\_\_\_\_  
Zane Teeters, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Tucker, Town Clerk

Ordinary Income/Expense	24-Oct				24-Nov				TOTAL				25-Jan			
	Budget	\$ Over Budget	% of Budget		Budget	\$ Over Budget	% of Budget		Budget	\$ Over Budget	% of Budget		Budget	\$ Over Budget	% of Budget	
Income																
310.000 - Taxes																
311.100 - Ad Valorem Taxes	46.44	78,405.50	(78,359.06)	0.00	88,313.18	78,405.50	9,907.68	1.13	717,823.91	78,405.50	639,418.41	9.16	51,994.91	78,405.50	(26,410.59)	0.66
312 - Local Option, Use & Fuel Taxes																
312.300 - County 9th Cent	0.00	1,166.63	(1,166.63)	0.00	0.00	1,166.67	(1,166.67)	0.00	1,185.86	1,166.67	19.19	1.02	1,338.80	1,166.67	172.13	1.15
312.410 - Local Option Gas Tax	0.00	4,666.63	(4,666.63)	0.00	0.00	4,666.67	(4,666.67)	0.00	4,856.52	4,666.67	189.85	1.04	5,385.66	4,666.67	718.99	1.15
312.600 - Discretionary Surtax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,271.65	0.00	14,271.65	1.00	15,190.35			
Total 312 - Local Option, Use & Fuel Taxes	0.00	5,833.26	(5,833.26)	0.00	0.00	5,833.34	(5,833.34)	0.00	20,314.03	5,833.34	14,480.69	3.48	21,914.81	5,833.34	16,081.47	3.76
314.100 - Utility Service Tax-Electricity	0.00	12,333.37	(12,333.37)	0.00	14,190.00	12,333.33	1,856.67	1.15	13,740.03	12,333.33	1,406.70	1.11	12,926.22	12,333.33	592.89	1.05
315.100 - Communications Service Taxes	0.00	3,000.00	(3,000.00)	0.00	3,905.58	3,000.00	905.58	1.30	4,359.49	3,000.00	1,359.49	1.45	4,090.13	3,000.00	1,090.13	1.36
316.100 - Occupational License Tax County																
316.200 - Business Tax Receipts - Town	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total 316.100 - Occupational License Tax County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total 310.000 - Taxes	46.44	99,572.13	(99,525.69)	0.00	106,408.76	99,572.17	6,836.59	1.07	756,237.46	99,572.17	656,665.29	7.60	90,926.07	99,572.17	(8,646.10)	0.91
322.100 - Building Permits	3,424.98	21,500.00	(18,075.02)	0.16	1,151.98	21,500.00	(20,348.02)	0.05	49,335.63	21,500.00	27,835.63	2.30	41,117.67	21,500.00	19,617.67	1.91
323.100 - Franchise Fee - Electricity	0.00	12,500.00	(12,500.00)	0.00	12,450.59	12,500.00	(49.41)	1.00	11,871.01	12,500.00	(628.99)	0.95	11,027.40	12,500.00	(1,472.60)	0.88
323.700 - Franchise Fee - Solid Waste	0.00	1,833.37	(1,833.37)	0.00	0.00	1,833.33	(1,833.33)	0.00	0.00	1,833.33	(1,833.33)	0.00	0.00	1,833.33	(1,833.33)	0.00
324.000 - Impact Fees																
324.110 - Police Impact Fee - Res	404.00	2,760.63	(2,356.63)	0.15	0.00	2,760.67	(2,760.67)	0.00	5,252.00	2,760.67	2,491.33	1.90	4,040.00	2,760.67	1,279.33	1.46
324.120 - Police Impact Fee - Comm	0.00	3,666.63	(3,666.63)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00
324.210 - Utility Impact fee- Residential	0.00	2,312.75	(2,312.75)	0.00	0.00	2,312.75	(2,312.75)	0.00	3,828.00	2,312.75	1,515.25	1.66	1,914.00	2,312.75	(398.75)	0.83
324.220 - Utility Impact Fee - Commercial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
324.410 - Bldg Impact Fee - Residential	448.00	3,061.37	(2,613.37)	0.15	0.00	3,061.33	(3,061.33)	0.00	5,824.00	3,061.33	2,762.67	1.90	4,480.00	3,061.33	1,418.67	1.46
324.420 - Bldg Impact Fee - Commercial	0.00	3,666.63	(3,666.63)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00
324.610 - Parks Impact fees - Residential	949.50	6,488.25	(5,538.75)	0.15	0.00	6,488.25	(6,488.25)	0.00	12,343.50	6,488.25	5,855.25	1.90	9,495.00	6,488.25	3,006.75	1.46
324.000 - Impact Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 324.000 - Impact Fees	1,801.50	21,956.26	(20,154.76)	0.08	0.00	21,956.34	(21,956.34)	0.00	27,247.50	21,956.34	5,291.16	1.24	19,929.00	21,956.34	(2,027.34)	0.91
329.300 - Planning & Zoning Review Fees	750.00	1,416.63	(666.63)	0.53	2,750.00	1,416.67	1,333.33	1.94	0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00
334.200 - Public Safety State Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
334.310 - Water Supply System State Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
334.700 - FRDAP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
335.000 - State Shared Reveunes																
335.120 - State Revenue Sharing	8,592.19	9,000.00	(407.81)	0.96	8,592.19	9,000.00	(407.81)	0.96	7,791.83	9,000.00	(1,208.17)	0.87	7,791.83	9,000.00	(1,208.17)	0.87
335.140 - Mobile Home License	11.75	60.00	(48.25)	0.20	20.37	60.00	(39.63)	0.34	152.00	60.00	92.00	2.53	55.25	60.00	(4.75)	0.92
335.150 - Alcoholic Beverage License Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
335.180 - Local Government 1/2 Sales Tax	0.00	12,000.00	(12,000.00)	0.00	0.00	12,000.00	(12,000.00)	0.00	10,742.02	12,000.00	(1,257.98)	0.90	11,488.17	12,000.00	(511.83)	0.96
Total 335.000 - State Shared Reveunes	8,603.94	21,060.00	(12,456.06)	0.41	8,612.56	21,060.00	(12,447.44)	0.41	18,685.85	21,060.00	(2,374.15)	0.89	19,335.25	21,060.00	(1,724.75)	0.92
338.000 - Shared Revenue from Other Units																
338.100 - School Board Shared Revenue	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	32,634.02	6,882.00	25,752.02	4.74
Total 338.000 - Shared Revenue from Other Units	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	32,634.02	6,882.00	25,752.02	4.74
341.901 - Notary, Copy, Fax & Lien Search	27.94	150.00	(122.06)	0.19	15.21	150.00	(134.79)	0.10	49.88	150.00	(100.12)	0.33	179.59	150.00	29.59	1.20
343.300 - Water Utility Revenue																
343.310 - Water usage - Residential	4,891.02	7,030.00	(2,138.98)	0.70	7,453.51	7,030.00	423.51	1.06	22,862.47	7,030.00	15,832.47	3.25	27,933.09	7,030.00	20,903.09	3.97
343.315 - Water Usage - Non-Residential	1,108.03	1,600.00	(491.97)	0.69	1,577.08	1,600.00	(22.92)	0.99	1,027.30	1,600.00	(572.70)	0.64	635.99	1,600.00	(964.01)	0.40
343.320 - Water Hook-up Fee	0.00	11,500.00	(11,500.00)	0.00	0.00	11,500.00	(11,500.00)	0.00	15,749.00	11,500.00	4,249.00	1.37	18,943.28	11,500.00	7,443.28	1.65
343.330 - Connection & Disconnection Fees	0.00	201.25	(201.25)	0.00	0.00	201.25	(201.25)	0.00	634.24	201.25	432.99	3.15	420.00	201.25	218.75	2.09
343.340 - Late Fees and Penalties	69.27	105.38	(36.11)	0.66	160.32	105.42	54.90	1.52	162.24	105.42	56.82	1.54	205.48	105.42	100.06	1.95
343.350 - Water Line Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total 343.300 - Water Utility Revenue	0.00				0.00				0.00				0.00			
343.400 - Garbage/Solid Waste Revenue	6.54	19,253.12	(19,246.58)	0.00	30,637.15	19,253.08	11,384.07	1.59	134,768.91	19,253.08	115,515.83	7.00	22,080.91	19,253.08	2,827.83	1.15
349.000 - Administrative Fees																
349.100 - Admin Fees - Lake County	0.00	575.00	(575.00)	0.00	0.00	575.00	(575.00)	0.00	0.00	575.00	(575.00)	0.00	1,000.00	575.00	425.00	1.74
349.200 - Admin Fee - Residential Impact	181.00	1,478.13	(1,297.13)	0.12	0.00	1,478.17	(1,478.17)	0.00	3,077.00	1,478.17	1,598.83	2.08	2,172.00	1,478.17	693.83	1.47
349.300 - Admin Fee - Commercial Impact	0.00	2,298.37	(2,298.37)	0.00	0.00	2,298.33	(2,298.33)	0.00	0.00	2,298.33	(2,298.33)	0.00	0.00	2,298.33	(2,298.33)	0.00
Total 349.000 - Administrative Fees	181.00	4,351.50	(4,170.50)	0.04	0.00	4,351.50	(4,351.50)	0.00	3,077.00	4,351.50	(1,274.50)	0.71	3,172.00	4,351.50	(1,179.50)	0.73
351 - Judgements & Fines																
351.100 - County Court Fines	0.00				0.00				0.00				0.00			
351.200 - Investigative Cost Recovery	10.00	15.00	(5.00)	0.67	0.00	15.00	(15.00)	0.00	10.00	15.00	(5.00)	0.67	35.00	15.00	20.00	2.33
351.500 - Traffic Court Fines	0.00	233.37	(233.37)	0.00	174.29	233.33	(59.04)	0.75	118.11	233.33	(115.22)	0.51	159.72	233.33	(73.61)	0.69
351.900 - Police Education	0.00	35.00	(35.00)	0.00	34.90	35.00	(0.10)	1.00	23.67	35.00	(11.33)	0.68	26.77	35.00	(8.23)	0.77
Total 351 - Judgements & Fines	10.00	283.37	(273.37)	0.04	209.19	283.33	(74.14)	0.74	151.78	283.33	(131.55)	0.54	221.49	283.33	(61.84)	0.78
354.100 - Code Enforcement Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
361.100 - Interest Earnings	8,276.46	8,100.00	176.46	1.02	6,973.39	8,100.00	(1,126.61)	0.86	7,359.73	8,100.00	(740.27)	0.91	6,846.17	8,100.00	(1,253.83)	0.85
362 - Rents & Royalties																
362.100 - Community Center Rental	1,440.06	716.63	723.43	2.01	1,104.70	716.67	388.03	1.54	290.89	716.67	(425.78)	0.41	962.50	716.67	245.83	1.34
Total 362 - Rents & Royalties	1,440.06	716.63	723.43	2.01	1,104.70	716.67	388.03	1.54	290.89	716.67	(425.78)	0.41	962.50	716.67	245.83	1.34
364.000 - Disposition of Fixed Assets	0.00				0.00				0.00				0.00			
366.000 - Contributions from Private Sour																
366.100 - Contributions to Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					

25-Feb	Budget	\$ Over Budget	% of Budget	25-Mar	Budget	\$ Over Budget	% of Budget	25-Apr	Budget	\$ Over Budget	% of Budget	25-May	Budget	\$ Over Budget	% of Budget	Jun 1 - 2, 25	Budget	\$ Over Budget	% of Budget	Oct 1, '24 - Jun 2, 21	Budget	\$ Over Budget	% of Budget	
0.00	78,405.50	(78,405.50)	0.00	10,225.94	78,405.50	(68,179.56)	0.13	27,391.57	78,405.50	(51,013.93)	0.35	0.00	78,405.50	(78,405.50)	0.00	0.00	5,227.03	(5,227.03)	0.00	895,795.95	632,471.03	263,324.92	1.42	
0.00	1,166.67	(1,166.67)	0.00	2,564.91	1,166.67	1,398.24	2.20	1,186.21	1,166.67	19.54	1.02	0.00	1,166.67	(1,166.67)	0.00	0.00	77.78	(77.78)	0.00	6,275.78	9,411.10	(3,135.32)	0.67	
0.00	4,666.67	(4,666.67)	0.00	10,372.32	4,666.67	5,705.65	2.22	14,096.91	4,666.67	9,430.24	3.02	0.00	4,666.67	(4,666.67)	0.00	0.00	311.11	(311.11)	0.00	34,711.41	37,644.43	(2,933.02)	0.92	
0.00				47,916.31				29,439.54				0.00				0.00	0.00	0.00	0.00	106,817.85	0.00	106,817.85	1.00	
0.00	5,833.34	(5,833.34)	0.00	60,853.54	5,833.34	55,020.20	10.43	44,722.66	5,833.34	38,889.32	7.67	0.00	5,833.34	(5,833.34)	0.00	0.00	388.89	(388.89)	0.00	147,805.04	47,055.53	100,749.51	3.14	
25,691.74	12,333.33	13,358.41	2.08	14,394.69	12,333.33	2,061.36	1.17	12,430.40	12,333.33	97.07	1.01	0.00	12,333.33	(12,333.33)	0.00	0.00	822.22	(822.22)	0.00	93,373.08	99,488.90	(6,115.82)	0.94	
0.00	3,000.00	(3,000.00)	0.00	3,707.15	3,000.00	707.15	1.24	8,444.92	3,000.00	5,444.92	2.82	0.00	3,000.00	(3,000.00)	0.00	0.00	200.00	(200.00)	0.00	24,507.27	24,200.00	307.27	1.01	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25,691.74	99,572.17	(73,880.43)	0.26	89,181.32	99,572.17	(10,390.85)	0.90	92,989.55	99,572.17	(6,582.62)	0.93	0.00	99,572.17	(99,572.17)	0.00	0.00	6,638.14	(6,638.14)	0.00	1,161,481.34	803,215.46	358,265.88	1.45	
1,016.30	21,500.00	(20,483.70)	0.05	2,488.14	21,500.00	(19,031.86)	0.12	26,283.22	21,500.00	4,783.22	1.22	0.00	21,500.00	(21,500.00)	0.00	0.00	1,433.33	(1,433.33)	0.00	124,777.92	173,433.33	(48,655.41)	0.72	
11,779.82	12,500.00	(720.18)	0.94	12,515.75	12,500.00	15.75	1.00	10,640.90	12,500.00	(1,859.10)	0.85	0.00	12,500.00	(12,500.00)	0.00	0.00	833.33	(833.33)	0.00	70,285.47	100,833.33	(30,547.86)	0.70	
0.00	1,833.33	(1,833.33)	0.00	2,874.76	1,833.33	1,041.43	1.57	0.00	1,833.33	(1,833.33)	0.00	0.00	1,833.33	(1,833.33)	0.00	0.00	122.22	(122.22)	0.00	2,874.76	14,788.90	(11,914.14)	0.19	
0.00	2,760.67	(2,760.67)	0.00	0.00	2,760.67	(2,760.67)	0.00	4,444.00	2,760.67	1,683.33	1.61	0.00	2,760.67	(2,760.67)	0.00	0.00	184.04	(184.04)	0.00	14,140.00	22,269.36	(8,129.36)	0.64	
0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00	0.00	244.44	(244.44)	0.00	29,577.76	(29,577.76)	0.00	0.00	
0.00	2,312.75	(2,312.75)	0.00	0.00	2,312.75	(2,312.75)	0.00	2,871.00	2,312.75	558.25	1.24	0.00	2,312.75	(2,312.75)	0.00	0.00	154.18	(154.18)	0.00	8,613.00	18,656.18	(10,043.18)	0.46	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	3,061.33	(3,061.33)	0.00	0.00	3,061.33	(3,061.33)	0.00	4,928.00	3,061.33	1,866.67	1.61	0.00	3,061.33	(3,061.33)	0.00	0.00	204.09	(204.09)	0.00	15,680.00	24,694.77	(9,014.77)	0.64	
0.00	3,666.67	(3,666.67)	0.00	0.00	3,666.67	(3,666.67)	0.00	256.00	3,666.67	(3,410.67)	0.07	0.00	3,666.67	(3,666.67)	0.00	0.00	244.44	(244.44)	0.00	256.00	29,577.76	(29,321.76)	0.61	
0.00	6,488.25	(6,488.25)	0.00	0.00	6,488.25	(6,488.25)	0.00	10,444.50	6,488.25	3,956.25	1.61	0.00	6,488.25	(6,488.25)	0.00	0.00	432.55	(432.55)	0.00	33,232.50	52,338.55	(19,106.05)	0.64	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	21,956.34	(21,956.34)	0.00	0.00	21,956.34	(21,956.34)	0.00	22,943.50	21,956.34	987.16	1.05	0.00	21,956.34	(21,956.34)	0.00	0.00	1,463.74	(1,463.74)	0.00	71,921.50	177,114.38	(105,192.88)	0.40	
0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00	10,825.00	1,416.67	9,408.33	7.64	0.00	1,416.67	(1,416.67)	0.00	0.00	94.44	(94.44)	0.00	14,325.00	11,427.76	2,897.24	1.25	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	9,000.00	(9,000.00)	0.00	7,791.83	9,000.00	(1,208.17)	0.87	15,583.65	9,000.00	6,583.65	1.73	0.00	9,000.00	(9,000.00)	0.00	0.00	600.00	(600.00)	0.00	56,143.52	72,600.00	(16,456.48)	0.77	
0.00	60.00	(60.00)	0.00	143.75	60.00	83.75	2.40	120.50	60.00	60.50	2.01	0.00	60.00	(60.00)	0.00	0.00	4.00	(4.00)	0.00	503.62	484.00	19.62	1.04	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	12,000.00	(12,000.00)	0.00	25,064.60	12,000.00	13,064.60	2.09	11,306.42	12,000.00	(693.58)	0.94	0.00	12,000.00	(12,000.00)	0.00	0.00	800.00	(800.00)	0.00	58,601.21	96,800.00	(38,198.79)	0.61	
0.00	21,060.00	(21,060.00)	0.00	33,000.18	21,060.00	11,940.18	1.57	27,010.57	21,060.00	5,950.57	1.28	0.00	21,060.00	(21,060.00)	0.00	0.00	1,404.00	(1,404.00)	0.00	115,248.35	169,884.00	(54,635.65)	0.68	
0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	458.80	(458.80)	0.00	32,634.02	55,514.80	(22,880.78)	0.59	
0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	6,882.00	(6,882.00)	0.00	0.00	458.80	(458.80)	0.00	32,634.02	55,514.80	(22,880.78)	0.59	
124.70	150.00	(25.30)	0.83	127.88	150.00	(22.12)	0.85	114.83	150.00	(35.17)	0.77	0.00	150.00	(150.00)	0.00	0.00	10.00	(10.00)	0.00	640.03	1,210.00	(569.97)	0.53	
23,607.83	7,030.00	16,577.83	3.36	9,425.38	7,030.00	2,395.38	1.34	24,826.37	7,030.00	17,796.37	3.53	0.18	7,030.00	(7,029.82)	0.00	0.00	468.67	(468.67)	0.00	120,999.85	56,708.67	64,291.18	2.13	
1,269.57	1,600.00	(330.43)	0.79	1,327.48	1,600.00	(272.52)	0.83	1,620.49	1,600.00	20.49	1.01	0.00	1,600.00	(1,600.00)	0.00	0.00	106.67	(106.67)	0.00	8,565.94	12,906.67	(4,340.73)	0.66	
0.00	11,500.00	(11,500.00)	0.00	3,503.00	11,500.00	(7,997.00)	0.31	13,114.00	11,500.00	1,614.00	1.14	0.00	11,500.00	(11,500.00)	0.00	0.00	766.67	(766.67)	0.00	51,309.28	92,766.67	(41,457.39)	0.55	
0.00	201.25	(201.25)	0.00	67.33	201.25	(133.92)	0.34	350.00	201.25	148.75	1.74	0.00	201.25	(201.25)	0.00	0.00	13.42	(13.42)	0.00	1,471.57	1,623.42	(151.85)	0.91	
114.82	105.42	9.40	1.09	556.82	105.42	451.40	5.28	574.67	105.42	469.25	5.45	0.00	105.42	(105.42)	0.00	0.00	7.03	(7.03)	0.00	1,843.62	850.35	993.27	2.17	
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	19,253.08	(19,253.08)	0.00	6,941.92	19,253.08	(12,311.16)	0.36	14,145.95	19,253.08	(5,107.13)	0.74	0.00	19,253.08	(19,253.08)	0.00	0.00	1,283.54	(1,283.54)	0.00	208,581.38	155,308.22	53,273.16	1.34	
0.00	575.00	(575.00)	0.00	0.00	575.00	(575.00)	0.00	1,900.00	575.00	1,325.00	3.30	0.00	575.00	(575.00)	0.00	0.00	38.33	(38.33)	0.00	2,900.00	4,638.33	(1,738.33)	0.63	
0.00	1,478.17	(1,478.17)	0.00	0.00	1,478.17	(1,478.17)	0.00	1,448.00	1,478.17	(30.17)	0.98	0.00	1,478.17	(1,478.17)	0.00	0.00	98.54	(98.54)	0.00	6,878.00	11,923.86	(5,045.86)	0.58	
0.00	2,298.33	(2,298.33)	0.00	0.00	2,298.33	(2,298.33)	0.00	0.00	2,298.33	(2,298.33)	0.00	0.00	2,298.33	(2,298.33)	0.00	0.00	153.22	(153.22)	0.00	0.00	18,539.90	(18,539.90)	0.00	0.00
0.00	4,351.50	(4,351.50)	0.00	0.00	4,351.50	(4,351.50)	0.00	3,348.00	4,351.50	(1,003.50)	0.77	0.00	4,351.50	(4,351.50)	0.00	0.00	290.09	(290.09)	0.00	9,778.00	35,102.09	(25,324.09)	0.28	
0.00				0.00				5.00				0.00				0.00	0.00	0.00	0.00	5.00	0.00	5.00	1.00	
0.00	15.00	(15.00)	0.00	0.00	15.00	(15.00)	0.00	15.00	15.00	0.00	1.00	0.00	15.00	(15.00)	0.00	0.00	1.00	(1.00)	0.00	70.00	121.00	(51.00)	0.58	
0.00	233.33	(233.33)	0.00	211.61	233.33	(21.72)	0.91	499.66	233.33	266.33	2.14	0.00	233.33	(233.33)	0.00	0.00	15.56	(15.56)	0.00	1,163.39	1,882.24	(718.85)	0.62	
0.00	35.00	(35.00)	0.00	32.54																				

Gross Profit	34,225.93	240,111.64	(205,885.71)	0.14	182,391.94	240,111.76	(57,719.82)	0.76	1,082,349.04	240,111.76	842,237.28	4.51	299,031.16	240,111.76	58,919.40	1.25
Expense																
511.000 - Legislative																
511.100 - Personal Services																
511.110 - Council Qualification Salary	800.00	1,100.00	(300.00)	0.73	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00
Total 511.100 - Personal Services	800.00	1,100.00	(300.00)	0.73	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00
511.300 - Operating Expenditures																
511.490 - Other Current Charges	466.05	300.00	166.05	1.55	290.23	300.00	(9.77)	0.97	116.05	300.00	(183.95)	0.39	116.05	300.00	(183.95)	0.39
511.300 - Operating Expenditures - Other	0.00				52.52				107.25				0.00			
Total 511.300 - Operating Expenditures	466.05	300.00	166.05	1.55	342.75	300.00	42.75	1.14	223.30	300.00	(76.70)	0.74	116.05	300.00	(183.95)	0.39
511.600 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,799.95	0.00	2,799.95	1.00	0.00	0.00		
Total 511.000 - Legislative	1,266.05	1,400.00	(133.95)	0.90	1,442.75	1,400.00	42.75	1.03	4,123.25	1,400.00	2,723.25	2.95	1,216.05	1,400.00	(183.95)	0.87
512.000 - Executive (Town Clerk)																
512.100 - Personal Services																
512.120 - Town Clerk's Salary	0.00	5,416.63	(5,416.63)	0.00	0.00	5,416.67	(5,416.67)	0.00	2,423.08	5,416.67	(2,993.59)	0.45	3,230.77	5,416.67	(2,185.90)	0.60
512.121 - Employee's Wages	4,836.45	4,992.00	(155.55)	0.97	8,255.14	4,992.00	3,263.14	1.65	3,301.39	4,992.00	(1,690.61)	0.66	0.00	4,992.00	(4,992.00)	0.00
512.120 - Payroll Taxes	0.00	796.25	(796.25)	0.00	0.00	796.25	(796.25)	0.00	0.00	796.25	(796.25)	0.00	0.00	796.25	(796.25)	0.00
512.220 - Retirement Contribution	0.00	1,412.38	(1,412.38)	0.00	659.21	1,412.42	(753.21)	0.47	1,125.18	1,412.42	(287.24)	0.80	1,172.68	1,412.42	(239.74)	0.83
512.230 - Health Insurance	902.74	3,040.50	(2,137.76)	0.30	902.74	3,040.50	(2,137.76)	0.30	902.74	3,040.50	(2,137.76)	0.30	902.74	3,040.50	(2,137.76)	0.30
Total 512.100 - Personal Services	5,739.19	15,657.76	(9,918.57)	0.37	9,817.09	15,657.84	(5,840.75)	0.63	7,752.39	15,657.84	(7,905.45)	0.50	5,306.19	15,657.84	(10,351.65)	0.34
512.300 - Operating Expenditures																
512.340 - Other Contractual Services	0.00				0.00				0.00				0.00			
512.400 - Travel & Per Diem	967.64	180.00	807.64	5.49	224.72	180.00	44.72	1.25	0.00	180.00	(180.00)	0.00	0.00	180.00	(180.00)	0.00
512.410 - Communications Services	512.28	358.37	153.91	1.43	512.21	358.33	153.88	1.43	512.15	358.33	153.82	1.43	512.34	358.33	154.01	1.43
512.420 - Freight & Postage Services	0.00	50.00	(50.00)	0.00	148.92	50.00	98.92	2.98	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00
512.430 - Utility Services	370.15	630.00	(259.85)	0.59	246.72	630.00	(383.28)	0.39	477.79	630.00	(152.21)	0.76	869.34	630.00	239.34	1.38
512.450 - Insurance	0.00	7,097.62	(7,097.62)	0.00	0.00	7,097.58	(7,097.58)	0.00	21,293.00	7,097.58	14,195.42	3.00	6,978.00	7,097.58	(119.58)	0.98
512.460 - Repair & Maintenance Services	226.50	1,448.87	(1,222.37)	0.16	42.50	1,448.83	(1,407.33)	0.03	267.50	1,448.83	(1,181.33)	0.19	357.50	1,448.83	(1,091.33)	0.25
512.461 - Software Maintenance	5,167.87	749.62	4,418.35	6.89	3,958.67	749.58	3,209.09	5.28	0.00	749.58	(749.58)	0.00	0.00	749.58	(749.58)	0.00
512.470 - Printing and Binding	72.50	126.63	(54.13)	0.57	75.72	126.67	(50.95)	0.60	120.72	126.67	(5.95)	0.95	62.97	126.67	(63.70)	0.50
512.490 - Other Current Charges	39.59	200.00	(160.41)	0.20	115.42	200.00	(84.58)	0.58	0.00	200.00	(200.00)	0.00	49.99	200.00	(150.01)	0.25
512.510 - Office Supplies	855.19	300.00	555.19	3.18	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	8.99	300.00	(291.01)	0.03
512.520 - Operating Supplies	294.78	300.00	(5.22)	0.68	(358.70)	300.00	(658.70)	(1.20)	689.91	300.00	389.91	2.30	74.78	300.00	(225.22)	0.25
512.540 - Books, Publications, Subscripti	1,213.98	316.25	897.73	3.84	480.99	316.25	164.74	1.52	15.99	316.25	(300.26)	0.05	235.99	316.25	(80.26)	0.75
512.550 - Staff Education & Training	450.00	50.00	400.00	0.00	175.00	50.00	125.00	0.50	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00
Total 512.300 - Operating Expenditures	10,200.58	11,808.36	(1,607.78)	0.86	5,622.17	11,808.24	(6,186.07)	0.48	23,777.06	11,808.24	11,968.82	1.98	9,150.90	11,808.24	(2,657.34)	0.78
512.600 - Capital Outlay																
512.630 - Infrastructure	0.00	627.13	(627.13)	0.00	0.00	627.17	(627.17)	0.00	0.00	627.17	(627.17)	0.00	0.00	627.17	(627.17)	0.00
512.640 - Capital Outlay Machine & Equip	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	872.97	100.00	772.97	8.73	1,199.00	100.00	1,099.00	11.99
512.600 - Capital Outlay - Other	0.00				0.00				1,621.51				0.00			
Total 512.600 - Capital Outlay	0.00	727.13	(727.13)	0.00	0.00	727.17	(727.17)	0.00	2,494.48	727.17	1,767.31	3.43	1,199.00	727.17	471.83	1.65
512.710 - Lease payments	210.53	0.00	210.53	1.00	210.53	0.00	210.53	1.00	167.49	0.00	167.49	1.00	(80.54)			
Total 512.000 - Executive (Town Clerk)	16,150.30	28,193.25	(12,042.95)	0.57	15,649.79	28,193.25	(12,543.46)	0.56	33,791.42	28,193.25	5,598.17	1.20	15,575.55	28,193.25	(12,617.70)	0.55
513.000 - Financial & Administrative																
513.300 - Operating Expenditures																
513.311 - Professional services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
513.321 - Accounting Services	1,035.00	600.00	435.00	1.73	0.00	600.00	(600.00)	0.00	990.00	600.00	390.00	1.65	0.00	600.00	(600.00)	0.00
513.322 - Audit	3,000.00	1,416.63	1,583.37	2.12	0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00
Total 513.300 - Operating Expenditures	4,035.00	2,016.63	2,018.37	2.00	0.00	2,016.67	(2,016.67)	0.00	990.00	2,016.67	(1,026.67)	0.49	0.00	2,016.67	(2,016.67)	0.00
Total 513.000 - Financial & Administrative	4,035.00	2,016.63	2,018.37	2.00	0.00	2,016.67	(2,016.67)	0.00	990.00	2,016.67	(1,026.67)	0.49	0.00	2,016.67	(2,016.67)	0.00
514.000 - Legal Counsel																
514.300 - Operating Expenditures																
514.312 - Legal Fees	9,298.68	3,500.00	5,798.68	2.66	6,808.87	3,500.00	3,308.87	1.95	11,040.26	3,500.00	7,540.26	3.15	7,376.85	3,500.00	3,876.85	2.11
514.313 - Special Magistrate	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00
514.314 - Operating Expenditure - Other	0.00	25.00	(25.00)	0.00	0.00	25.00	(25.00)	0.00	0.00	25.00	(25.00)	0.00	36.74	25.00	11.74	1.47
Total 514.300 - Operating Expenditures	9,298.68	3,825.00	5,473.68	2.43	6,808.87	3,825.00	2,983.87	1.78	11,040.26	3,825.00	7,215.26	2.89	7,413.59	3,825.00	3,588.59	1.94
Total 514.000 - Legal Counsel	9,298.68	3,825.00	5,473.68	2.43	6,808.87	3,825.00	2,983.87	1.78	11,040.26	3,825.00	7,215.26	2.89	7,413.59	3,825.00	3,588.59	1.94
515.000 - Comprehensive Planning																
515.300 - Operating Expenditures																
515.312 - Planning & Zoning Review	6,756.50	750.00	6,006.50	9.01	6,474.68	750.00	5,724.68	8.63	6,948.00	750.00	6,198.00	9.26	8,298.88	750.00	7,548.88	11.07
515.313 - Town Planning Services	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00
515.315 - Operating Expenditure - Other	45.54	100.00	(54.46)	0.46	0.00	100.00	(100.00)	0.00	164.98	100.00	64.98	1.65	0.00	100.00	(100.00)	0.00
Total 515.300 - Operating Expenditures	6,802.04	1,050.00	5,752.04	6.48	6,474.68	1,050.00	5,424.68	6.17	7,112.98	1,050.00	6,062.98	6.77	8,298.88	1,050.00	7,248.88	7.90
Total 515.000 - Comprehensive Planning	6,802.04	1,050.00	5,752.04	6.48	6,474.68	1,050.00	5,424.68	6.17	7,112.98	1,050.00	6,062.98	6.77	8,298.88	1,050.00	7,248.88	7.90
519.000 - Other General Governmental																
519.100 - Personal Services																
519.110 - PW Director's Supplement	400.00	0.00	400.00	1.00	600.00	0.00	600.00	1.00	400.00	0.00	400.00	1.00	400.00	0.00	400.00	1.00
519.120 - Employee Salary	5,603.77															

70,078.08	240,111.76	(170,033.68)	0.29	170,735.83	240,111.76	(69,375.93)	0.71	278,966.56	240,111.76	38,854.80	1.16	15,907.04	240,111.76	(224,204.72)	0.07	0.00	16,007.43	(16,007.43)	0.00	2,133,685.58	1,936,901.39	196,784.19	1.10
1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	0.00	73.33	(73.33)	0.00	8,500.00	8,873.33	(373.33)	0.96
1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	1,100.00	1,100.00	0.00	1.00	0.00	73.33	(73.33)	0.00	8,500.00	8,873.33	(373.33)	0.96
34.33	300.00	(265.67)	0.11	239.43	300.00	(60.57)	0.80	7.33	300.00	(292.67)	0.02	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	1,269.47	2,420.00	(1,150.53)	0.53
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	159.77	0.00	159.77	1.00
34.33	300.00	(265.67)	0.11	239.43	300.00	(60.57)	0.80	7.33	300.00	(292.67)	0.02	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	1,429.24	2,420.00	(990.76)	0.59
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	2,799.95	0.00	2,799.95	1.00
1,134.33	1,400.00	(265.67)	0.81	1,339.43	1,400.00	(60.57)	0.96	1,107.33	1,400.00	(292.67)	0.79	1,100.00	1,400.00	(300.00)	0.79	0.00	93.33	(93.33)	0.00	12,729.19	11,293.33	1,435.86	1.13
4,821.06	5,416.67	(595.61)	0.89	4,846.16	5,416.67	(570.51)	0.90	6,535.76	5,416.67	1,119.09	1.21	6,565.30	5,416.67	1,148.63	1.21	0.00	361.11	(361.11)	0.00	28,422.13	43,694.43	(15,272.30)	0.65
0.00	4,992.00	(4,992.00)	0.00	0.00	4,992.00	(4,992.00)	0.00	0.00	4,992.00	(4,992.00)	0.00	1,566.00	4,992.00	(3,426.00)	0.31	0.00	332.80	(332.80)	0.00	17,958.98	40,268.80	(22,309.82)	0.45
0.00	796.25	(796.25)	0.00	0.00	796.25	(796.25)	0.00	0.00	796.25	(796.25)	0.00	0.00	796.25	(796.25)	0.00	0.00	53.08	(53.08)	0.00	0.00	6,423.08	(6,423.08)	0.00
753.43	1,412.42	(658.99)	0.53	660.53	1,412.42	(751.89)	0.47	660.53	1,412.42	(751.89)	0.47	0.00	1,412.42	(1,412.42)	0.00	0.00	94.16	(94.16)	0.00	5,031.56	11,393.48	(6,361.92)	0.44
902.74	3,040.50	(2,137.76)	0.30	902.74	3,040.50	(2,137.76)	0.30	0.00	3,040.50	(3,040.50)	0.00	0.00	3,040.50	(3,040.50)	0.00	0.00	202.70	(202.70)	0.00	5,416.44	24,526.70	(19,110.26)	0.22
6,477.23	15,657.84	(9,180.61)	0.41	6,409.43	15,657.84	(9,248.41)	0.41	7,196.29	15,657.84	(8,461.55)	0.46	8,131.30	15,657.84	(7,526.54)	0.52	0.00	1,043.85	(1,043.85)	0.00	56,829.11	126,306.49	(69,477.38)	0.45
3,955.00				1,527.50				1,527.50				0.00				0.00	0.00	0.00	0.00	6,110.00	0.00	6,110.00	1.00
0.00	180.00	(180.00)	0.00	0.00	180.00	(180.00)	0.00	0.00	180.00	(180.00)	0.00	0.00	180.00	(180.00)	0.00	0.00	12.00	(12.00)	0.00	1,212.36	1,452.00	(239.64)	0.84
516.13	358.33	157.80	1.44	638.92	358.33	280.59	1.78	418.07	358.33	59.74	1.17	318.45	358.33	(39.88)	0.89	0.00	23.89	(23.89)	0.00	3,940.55	2,890.57	1,049.98	1.36
0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	3.33	(3.33)	0.00	148.92	403.33	(254.41)	0.37
603.74	630.00	(26.26)	0.96	451.15	630.00	(178.85)	0.72	451.15	630.00	(178.85)	0.72	0.00	630.00	(630.00)	0.00	0.00	42.00	(42.00)	0.00	3,470.04	5,082.00	(1,611.96)	0.68
0.00	7,097.58	(7,097.58)	0.00	21,293.00	7,097.58	14,195.42	3.00	0.00	7,097.58	(7,097.58)	0.00	0.00	7,097.58	(7,097.58)	0.00	0.00	473.17	(473.17)	0.00	49,564.00	57,253.85	(7,689.85)	0.87
42.50	1,449.83	(1,407.33)	0.03	42.50	1,449.83	(1,407.33)	0.03	0.00	1,449.83	(1,449.83)	0.00	0.00	1,449.83	(1,449.83)	0.00	0.00	96.66	(96.66)	0.00	979.00	11,695.34	(10,716.34)	0.08
339.50	749.58	(410.08)	0.45	20.00	749.58	(729.58)	0.03	20.00	749.58	(729.58)	0.03	20.00	749.58	(729.58)	0.03	0.00	49.97	(49.97)	0.00	9,526.14	6,046.65	3,479.49	1.58
62.97	126.67	(63.70)	0.50	0.00	126.67	(126.67)	0.00	0.00	126.67	(126.67)	0.00	0.00	126.67	(126.67)	0.00	0.00	8.44	(8.44)	0.00	394.88	1,021.76	(626.88)	0.39
0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	13.33	(13.33)	0.00	205.00	1,613.33	(1,408.33)	0.13
0.00	300.00	(300.00)	0.00	224.12	300.00	(75.88)	0.75	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	1,188.30	2,420.00	(1,231.70)	0.49
272.07	300.00	(27.93)	0.91	290.64	300.00	(9.36)	0.97	112.00	300.00	(188.00)	0.37	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	1,285.48	2,420.00	(1,134.52)	0.53
15.99	316.25	(300.26)	0.05	15.99	316.25	(300.26)	0.05	0.00	316.25	(300.26)	0.05	0.00	316.25	(300.26)	0.05	0.00	21.08	(21.08)	0.00	1,994.92	2,551.08	(556.16)	0.78
0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	3.33	(3.33)	0.00	625.00	403.33	221.67	1.56
4,907.90	11,808.24	(6,900.34)	0.42	24,503.82	11,808.24	12,695.58	2.08	2,544.71	11,808.24	(9,263.53)	0.22	336.45	11,808.24	(11,469.79)	0.03	0.00	787.20	(787.20)	0.00	80,845.59	95,253.24	(14,607.65)	0.85
0.00	627.17	(627.17)	0.00	0.00	627.17	(627.17)	0.00	0.00	627.17	(627.17)	0.00	0.00	627.17	(627.17)	0.00	0.00	41.81	(41.81)	0.00	0.00	5,059.13	(5,059.13)	0.00
0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	2,071.97	806.67	1,265.30	2.57
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	1,621.51	0.00	1,621.51	1.00
0.00	727.17	(727.17)	0.00	0.00	727.17	(727.17)	0.00	0.00	727.17	(727.17)	0.00	0.00	727.17	(727.17)	0.00	0.00	48.48	(48.48)	0.00	3,693.48	5,865.80	(2,172.32)	0.63
129.99				(80.54)				129.99				0.00				0.00	0.00	0.00	0.00	687.45	0.00	687.45	1.00
11,515.12	28,193.25	(16,678.13)	0.41	30,832.71	28,193.25	2,639.46	1.09	8,970.99	28,193.25	(18,322.26)	0.35	8,469.75	28,193.25	(19,723.50)	0.30	0.00	1,879.53	(1,879.53)	0.00	141,855.63	227,425.53	(85,569.90)	0.62
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
750.00	600.00	150.00	1.25	0.00	600.00	(600.00)	0.00	0.00	600.00	(600.00)	0.00	0.00	600.00	(600.00)	0.00	0.00	40.00	(40.00)	0.00	2,775.00	4,840.00	(2,065.00)	0.57
0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00	0.00	1,416.67	(1,416.67)	0.00	0.00	94.44	(94.44)	0.00	3,000.00	11,427.76	(8,427.76)	0.26
750.00	2,016.67	(1,266.67)	0.37	0.00	2,016.67	(2,016.67)	0.00	0.00	2,016.67	(2,016.67)	0.00	0.00	2,016.67	(2,016.67)	0.00	0.00	134.44	(134.44)	0.00	5,775.00	16,267.76	(10,492.76)	0.36
750.00	2,016.67	(1,266.67)	0.37	0.00	2,016.67	(2,016.67)	0.00	0.00	2,016.67	(2,016.67)	0.00	0.00	2,016.67	(2,016.67)	0.00	0.00	134.44	(134.44)	0.00	5,775.00	16,267.76	(10,492.76)	0.36
7,634.09	3,500.00	4,134.09	2.18	3,570.00	3,500.00	70.00	1.02	3,470.00	3,500.00	(30.00)	0.99	4,830.00	3,500.00	1,330.00	1.38	0.00	233.33	(233.33)	0.00	54,028.75	28,233.33	25,795.42	1.91
0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	0.00	2,420.00	(2,420.00)	0.00
0.00	25.00	(25.00)	0.00	0.00	25.00	(25.00)	0.00	0.00	25.00	(25.00)	0.00	0.00	25.00	(25.00)	0.00	0.00	1.67	(1.67)	0.00	36.74	201.67	(164.93)	0.18
7,634.09	3,825.00	3,809.09	2.00	3,570.00	3,825.00	(255.00)	0.93	3,470.00	3,825.00	(355.00)	0.91	4,830.00	3,825.00	1,005.00	1.26	0.00	255.00	(255.00)	0.00	54,065.49	30,855.00	23,210.49	1.75
7,634.09	3,825.00	3,809.09	2.00	3,570.00	3,825.00	(255.00)	0.93	3,470.00	3,825.00	(355.00)	0.91	4,830.00	3,825.00	1,005.00	1.26	0.00	255.00	(255.00)	0.00	54,065.49	30,855.00	23,210.49	1.75
4,417.25	750.00	3,667.25	5.89	2,650.76	750.00	1,907.76	3.53	0.00	750.00	(750.00)	0.00	4,573.32	750.00	3,823.32	6.10	0.00	50.00	(50.00)	0.00	40,119.39	6,050.00	34,069.39	6.63
0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	13.33	(13.33)	0.00	0.00	1,613.33	(1,613.33)	0.00
212.30	100.00	112.30	2.12	198.65	100.00	98.65	1.99	102.98	100.00	2.98	1.03	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	724.45	806.67	(82.22)	0.90
4,629.55	1,050.00	3,579.55	4.41	2,849.41	1,050.00	1,799.41	2.71	102.98	1,050.00	(947.02)	0.10	4,573.32	1,050.00	3,523.32	4.36	0.00	70.00	(70.00)</					

521.000 - Law Enforcement																
521.100 - Personal Services																
521.112 - Police Chief's Salary	7,203.49	7,902.75	(699.26)	0.91	10,245.98	7,902.75	2,343.23	1.30	7,294.88	7,902.75	(607.87)	0.92	3,862.00	7,902.75	(4,040.75)	0.49
521.120 - Crossing guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521.121 - Police Officer's Salary	37,458.93	42,287.37	(4,828.44)	0.89	49,655.81	42,287.33	7,368.48	1.17	32,463.84	42,287.33	(8,823.49)	0.77	38,220.23	42,287.33	(4,067.10)	0.90
521.127 - Holiday Pay Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521.150 - Incentive Pay	350.00	370.00	(20.00)	0.95	480.00	370.00	110.00	1.30	350.00	370.00	(20.00)	0.95	350.00	370.00	(20.00)	0.95
521.210 - Payroll Taxes	4,699.88	3,867.87	832.01	1.22	6,598.06	3,867.83	2,730.23	1.71	4,679.61	3,867.83	811.78	1.21	4,814.38	3,867.83	946.55	1.25
521.220 - Retirement Contribution	0.00	16,518.00	(16,518.00)	0.00	14,886.86	16,518.00	(1,631.14)	0.90	21,223.75	16,518.00	4,705.75	1.29	14,827.10	16,518.00	(1,690.90)	0.90
521.230 - Life & Health Insurance	6,953.95	8,606.50	(1,652.55)	0.81	6,953.95	8,606.50	(1,652.55)	0.81	6,953.95	8,606.50	(1,652.55)	0.81	6,953.95	8,606.50	(1,652.55)	0.81
Total 521.100 - Personal Services	56,666.25	79,552.49	(22,886.24)	0.71	88,820.66	79,552.41	9,268.25	1.12	72,966.03	79,552.41	(6,586.38)	0.92	69,027.66	79,552.41	(10,524.75)	0.87
521.300 - Operating Expenditures																
521.400 - Travel & Per Diem	1,750.84	291.63	1,459.21	6.00	0.00	291.67	(291.67)	0.00	0.00	291.67	(291.67)	0.00	0.00	291.67	(291.67)	0.00
521.410 - Communications Services	804.56	625.00	179.56	1.29	804.56	625.00	179.56	1.29	804.56	625.00	179.56	1.29	804.56	625.00	179.56	1.29
521.412 - Telecommunications	580.84	610.50	(29.66)	0.95	580.99	610.50	(29.51)	0.95	580.99	610.50	(29.51)	0.95	580.99	610.50	(29.51)	0.95
521.415 - Police Radios	5,135.41	427.88	(4,707.53)	12.00	0.00	427.92	(427.92)	0.00	0.00	427.92	(427.92)	0.00	0.00	427.92	(427.92)	0.00
521.420 - Postage and Mailing	32.00	45.00	(13.00)	0.71	0.00	45.00	(45.00)	0.00	0.00	45.00	(45.00)	0.00	0.00	45.00	(45.00)	0.00
521.430 - Utility Services	370.16	0.00	370.16	0.00	246.72	0.00	246.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521.460 - Repair & Maintenance Service	226.50	379.13	(152.63)	0.60	518.50	379.17	139.33	1.37	222.50	379.17	(156.67)	0.59	177.50	379.17	(201.67)	0.47
521.461 - Software Maintenance	236.87	1,977.87	(1,740.90)	0.12	5,671.02	1,977.83	3,693.19	2.87	99.00	1,977.83	(1,878.83)	0.05	99.00	1,977.83	(1,878.83)	0.05
521.462 - Repair & Maintenance - Vehicles	1,751.50	2,000.00	(248.50)	0.88	1,128.67	2,000.00	(871.33)	0.56	381.33	2,000.00	(1,618.67)	0.19	158.95	2,000.00	(1,841.05)	0.08
521.470 - Printing & Binding	24.16	0.00	24.16	0.00	25.24	0.00	25.24	0.00	120.73	0.00	120.73	0.00	62.97	0.00	62.97	0.00
521.490 - Other Current Charges	1,793.38	100.00	1,693.38	17.93	115.41	100.00	15.41	1.15	555.00	100.00	455.00	5.55	0.00	100.00	(100.00)	0.00
521.510 - Office Supplies	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	292.10	50.00	242.10	5.84	0.00	50.00	(50.00)	0.00
521.520 - Operating Supplies	2,296.42	1,000.00	1,296.42	2.30	784.39	1,000.00	(215.61)	0.78	1,398.74	1,000.00	398.74	1.40	3,466.62	1,000.00	2,466.62	3.47
521.521 - K-9 Expenses	64.99	416.67	(351.68)	0.16	204.99	416.67	(211.68)	0.49	306.28	416.67	(110.39)	0.74	64.99	416.67	(351.68)	0.16
521.522 - Uniforms	0.00	250.00	(250.00)	0.00	148.00	250.00	(102.00)	0.59	0.00	250.00	(250.00)	0.00	766.00	250.00	516.00	3.06
521.523 - Fuel	3,533.39	3,333.37	200.02	1.06	3,601.04	3,333.33	267.71	1.08	2,843.95	3,333.33	(489.38)	0.85	3,666.51	3,333.33	333.18	1.10
521.540 - Books, Publications, Subscript	501.00	166.63	334.37	3.01	17.59	166.67	(149.08)	0.11	60.00	166.67	(106.67)	0.36	0.00	166.67	(166.67)	0.00
521.550 - Law Enforcement Education	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00
521.551 - Police Training	0.00	300.00	(300.00)	0.00	1,111.60	300.00	811.60	3.71	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00
Total 521.300 - Operating Expenditures	19,102.12	12,273.68	6,828.44	1.56	14,958.72	12,273.76	2,684.96	1.22	7,665.18	12,273.76	(4,608.58)	0.63	9,848.16	12,273.76	(2,425.60)	0.80
521.600 - Capital Outlay																
521.610 - Capital outlay - other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521.630 - Capital Outlay - Infrastructure	92,000.00	15,125.00	76,875.00	6.08	4,500.00	15,125.00	(10,625.00)	0.30	0.00	15,125.00	(15,125.00)	0.00	28,751.88	15,125.00	13,626.88	1.90
521.640 - Capital Outlay - Machine & Equip	0.00	166.63	(166.63)	0.00	0.00	166.67	(166.67)	0.00	419.99	166.67	253.32	2.52	0.00	166.67	(166.67)	0.00
521.645 - FDLE Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,245.00	0.00	1,245.00	0.00	0.00	0.00	0.00	0.00
Total 521.600 - Capital Outlay	92,000.00	15,291.63	76,708.37	6.02	4,500.00	15,291.67	(10,791.67)	0.29	1,664.99	15,291.67	(13,626.68)	0.11	28,751.88	15,291.67	13,460.21	1.88
521.710 - Lease payments	0.00	247.83	(247.83)	0.00	0.00	0.00	0.00	0.00	167.48	0.00	167.48	1.00	129.98	0.00	129.98	0.00
Total 521.000 - Law Enforcement	167,768.37	107,365.63	60,402.74	1.56	108,279.38	107,117.84	1,161.54	1.01	82,463.68	107,117.84	(24,654.16)	0.77	107,757.68	107,117.84	639.84	1.01
524.000 - Protective Inspections																
524.100 - Personal Services																
524.130 - Building Services Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524.210 - Payroll Taxes	2,736.54	4,524.00	(1,787.46)	0.61	4,174.17	4,524.00	(349.83)	0.92	2,466.56	4,524.00	(2,057.44)	0.55	2,773.05	4,524.00	(1,750.95)	0.61
524.220 - Retirement Contributions	0.00	346.12	(346.12)	0.00	0.00	346.08	(346.08)	0.00	0.00	346.08	(346.08)	0.00	0.00	346.08	(346.08)	0.00
524.230 - Life & Health Insurance	0.00	613.88	(613.88)	0.00	0.00	613.92	(240.93)	0.61	592.81	613.92	(21.11)	0.97	336.19	613.92	(277.73)	0.55
524.230 - Life & Health Insurance	1,077.17	1,085.50	(8.33)	0.99	1,077.17	1,085.50	(8.33)	0.99	1,077.17	1,085.50	(8.33)	0.99	1,077.17	1,085.50	(8.33)	0.99
Total 524.100 - Personal Services	3,813.71	6,569.50	(2,755.79)	0.58	5,243.33	6,569.50	(1,326.17)	0.86	4,136.54	6,569.50	(2,432.96)	0.63	4,186.41	6,569.50	(2,383.09)	0.64
524.300 - Operating expenditures																
524.310 - Professional Services																
524.311 - Permitting Fees	3,944.89	9,588.75	(5,643.86)	0.41	2,874.14	9,588.75	(6,714.61)	0.30	4,039.46	9,588.75	(5,549.29)	0.42	5,538.26	9,588.75	(4,050.49)	0.58
524.310 - Professional Services - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 524.310 - Professional Services	3,944.89	9,588.75	(5,643.86)	0.41	2,874.14	9,588.75	(6,714.61)	0.30	4,039.46	9,588.75	(5,549.29)	0.42	5,538.26	9,588.75	(4,050.49)	0.58
524.461 - Software Maintenance	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00
524.490 - Other Current Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524.491 - Building Surcharges (DBPR)	0.00	532.75	(532.75)	0.00	0.00	532.75	(532.75)	0.00	0.00	532.75	(532.75)	0.00	0.00	532.75	(532.75)	0.00
524.490 - Other Current Charges - Other	86.74	100.00	(13.26)	0.87	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00
Total 524.490 - Other Current Charges	86.74	632.75	(546.01)	0.14	0.00	632.75	(632.75)	0.00	0.00	632.75	(632.75)	0.00	0.00	632.75	(632.75)	0.00
524.550 - Staff Training	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00
Total 524.300 - Operating expenditures	4,031.63	10,421.50	(6,389.87)	0.39	2,874.14	10,421.50	(7,547.36)	0.28	4,039.46	10,421.50	(6,382.04)	0.39	5,538.26	10,421.50	(4,883.24)	0.53
Total 524.000 - Protective Inspections	7,845.34	16,991.00	(9,145.66)	0.46	8,498.47	16,991.00	(8,492.53)	0.50	8,176.00	16,991.00	(8,815.00)	0.48	9,724.67	16,991.00	(7,266.33)	0.57
533.000 - Water Utility Expenses																
533.300 - Operating Expenses																
533.310 - Professional Service	4,511.00	1,618.00	2,893.00	2.79	1,041.00	1,618.00	(577.00)	0.64	1,661.00	1,618.00	43.00	1.03	5,246.00	1,618.00	3,628.00	3.24
533.410 - Communication Services	62.48	87.50	(25.02)	0.71	62.48	87.50	(25.02)	0.71	62.47	87.50	(25.03)	0.71	62.47	87.50	(25.03)	0.71
533.411 - Cellular Endpoints	122.40	166.63	(44.23)	0.74	122.40	166.67	(44.27)	0.73	122.40	166.67	(44.27)	0.73	144.00	166.67	(22.67)	0.86
533.420 - Freight & Postage	0.00	60.13	(60.13)	0.00	0.00	60.17	(60.17)	0.00	0.00	60.17	(60.17)	0.00	0.00	60.17	(60.17)	0.00

2,553.21	7,902.75	(5,349.54)	0.32	7,294.88	7,902.75	(607.87)	0.92	6,966.70	7,902.75	(936.05)	0.88	10,577.58	7,902.75	2,674.83	1.34	0.00	526.85	(526.85)	0.00	55,998.72	63,748.85	(7,750.13)	0.88
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37,510.22	42,287.33	(4,777.11)	0.89	33,763.35	42,287.33	(8,523.98)	0.80	55,680.79	42,287.33	13,393.46	1.32	54,454.58	42,287.33	12,167.25	1.29	0.00	2,819.16	(2,819.16)	0.00	339,207.75	341,117.84	(1,910.09)	0.99
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350.00	370.00	(20.00)	0.95	350.00	370.00	(20.00)	0.95	350.00	370.00	(20.00)	0.95	350.00	370.00	(20.00)	0.95	0.00	24.67	(24.67)	0.00	2,930.00	2,984.67	(54.67)	0.98
4,470.75	3,867.83	602.92	1.16	4,300.00	3,867.83	432.17	1.11	4,314.87	3,867.83	447.04	1.12	8,126.54	3,867.83	4,258.71	2.10	0.00	257.86	(257.86)	0.00	42,004.09	31,200.54	10,803.55	1.35
15,450.74	16,518.00	(1,067.26)	0.94	14,923.62	16,518.00	(1,594.38)	0.90	14,182.46	16,518.00	(2,335.54)	0.86	0.00	16,518.00	(16,518.00)	0.00	0.00	1,101.20	(1,101.20)	0.00	95,494.53	133,245.20	(37,750.67)	0.72
8,031.12	8,606.50	(575.38)	0.93	8,031.12	8,606.50	(575.38)	0.93	0.00	8,606.50	(8,606.50)	0.00	0.00	8,606.50	(8,606.50)	0.00	0.00	573.77	(573.77)	0.00	43,878.04	69,425.77	(25,547.73)	0.63
68,366.04	79,552.41	(11,186.37)	0.86	68,662.97	79,552.41	(10,889.44)	0.86	81,494.82	79,552.41	1,942.41	1.02	73,508.70	79,552.41	(6,043.71)	0.92	0.00	5,303.51	(5,303.51)	0.00	579,513.13	641,722.87	(62,209.74)	0.90
0.00	291.67	(291.67)	0.00	0.00	291.67	(291.67)	0.00	0.00	291.67	(291.67)	0.00	0.00	291.67	(291.67)	0.00	0.00	19.44	(19.44)	0.00	1,750.84	2,352.76	(601.92)	0.74
430.56	625.00	(194.44)	0.69	1,228.90	625.00	603.90	1.97	407.28	625.00	(217.72)	0.65	318.45	625.00	(306.55)	0.51	0.00	41.67	(41.67)	0.00	5,603.50	5,041.67	561.83	1.11
611.96	610.50	1.46	1.00	735.40	610.50	124.90	1.21	0.00	610.50	(610.50)	0.00	0.00	610.50	(610.50)	0.00	0.00	40.70	(40.70)	0.00	3,671.17	4,924.70	(1,253.53)	0.75
0.00	427.92	(427.92)	0.00	0.00	427.92	(427.92)	0.00	0.00	427.92	(427.92)	0.00	0.00	427.92	(427.92)	0.00	0.00	28.53	(28.53)	0.00	5,135.41	3,451.85	1,683.56	1.49
0.00	45.00	(45.00)	0.00	0.00	45.00	(45.00)	0.00	58.00	45.00	13.00	1.29	0.00	45.00	(45.00)	0.00	0.00	3.00	(3.00)	0.00	90.00	363.00	(273.00)	0.25
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	616.88	0.00	616.88	1.00
42.50	379.17	(336.67)	0.11	42.50	379.17	(336.67)	0.11	616.00	379.17	236.83	1.63	0.00	379.17	(379.17)	0.00	0.00	25.28	(25.28)	0.00	1,846.00	3,058.60	(1,212.60)	0.60
99.00	1,977.83	(1,878.83)	0.05	99.00	1,977.83	(1,878.83)	0.05	99.00	1,977.83	(1,878.83)	0.05	0.00	1,977.83	(1,977.83)	0.00	0.00	131.86	(131.86)	0.00	6,402.99	15,954.54	(9,551.55)	0.40
102.58	2,000.00	(1,897.42)	0.05	0.00	2,000.00	(2,000.00)	0.00	316.93	2,000.00	(1,683.07)	0.16	0.00	2,000.00	(2,000.00)	0.00	0.00	133.33	(133.33)	0.00	3,839.96	16,133.33	(12,293.37)	0.24
62.97				0.00				0.00				0.00				0.00	0.00	0.00	0.00	296.07	0.00	296.07	1.00
3,955.00	100.00	2,955.00	30.55	1,527.50	100.00	1,427.50	15.28	1,604.75	100.00	1,504.75	16.05	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	8,651.04	806.67	7,844.37	10.72
29.99	50.00	(20.01)	0.60	435.26	50.00	385.26	8.71	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	3.33	(3.33)	0.00	757.35	403.33	354.02	1.88
98.03	1,000.00	(901.97)	0.10	993.69	1,000.00	(406.31)	0.59	63.57	1,000.00	(936.43)	0.06	0.00	1,000.00	(1,000.00)	0.00	0.00	66.67	(66.67)	0.00	8,701.46	8,066.67	634.79	1.08
64.99	416.67	(351.68)	0.15	50.04	416.67	(366.63)	0.12	64.99	416.67	(351.68)	0.16	64.99	416.67	(351.68)	0.16	0.00	27.78	(27.78)	0.00	886.26	3,361.14	(2,474.88)	0.26
130.00	250.00	(120.00)	0.52	403.10	250.00	153.10	1.61	843.12	250.00	(593.12)	3.37	0.00	250.00	(250.00)	0.00	0.00	16.67	(16.67)	0.00	2,290.22	2,016.67	273.55	1.14
2,672.03	3,333.33	(661.30)	0.80	2,846.75	3,333.33	(486.58)	0.85	1,146.78	3,333.33	(2,186.55)	0.34	0.00	3,333.33	(3,333.33)	0.00	0.00	222.22	(222.22)	0.00	20,310.45	26,888.90	(6,578.45)	0.76
220.00	166.67	53.33	1.32	60.00	166.67	(106.67)	0.36	10,170.00	166.67	10,003.33	61.02	0.00	166.67	(166.67)	0.00	0.00	11.11	(11.11)	0.00	11,028.59	1,344.43	9,684.16	8.20
0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	0.00	2,420.00	(2,420.00)	0.00
0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	300.00	(300.00)	0.00	0.00	20.00	(20.00)	0.00	1,111.60	2,420.00	(1,308.40)	0.46
7,619.61	12,273.76	(4,654.15)	0.62	8,022.14	12,273.76	(4,251.62)	0.65	15,390.42	12,273.76	3,116.66	1.25	383.44	12,273.76	(11,890.32)	0.03	0.00	818.26	(818.26)	0.00	82,989.79	99,008.26	(16,018.47)	0.84
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75,597.25	15,125.00	60,472.25	5.00	0.00	15,125.00	(15,125.00)	0.00	0.00	15,125.00	(15,125.00)	0.00	0.00	15,125.00	(15,125.00)	0.00	0.00	1,008.33	(1,008.33)	0.00	200,849.13	122,008.33	78,840.80	1.65
0.00	166.67	(166.67)	0.00	0.00	166.67	(166.67)	0.00	0.00	166.67	(166.67)	0.00	0.00	166.67	(166.67)	0.00	0.00	11.11	(11.11)	0.00	419.99	1,344.43	(924.44)	0.31
0.00				4,897.28				0.00				0.00				0.00	0.00	0.00	0.00	6,142.28	0.00	6,142.28	1.00
75,597.25	15,291.67	60,305.58	4.94	4,897.28	15,291.67	(10,394.39)	0.32	0.00	15,291.67	(15,291.67)	0.00	0.00	15,291.67	(15,291.67)	0.00	0.00	1,019.44	(1,019.44)	0.00	207,411.40	123,352.76	84,058.64	1.68
129.98				129.98				129.98				0.00				0.00	0.00	0.00	0.00	687.40	247.83	439.57	2.77
151,712.88	107,117.84	44,595.04	1.42	81,712.37	107,117.84	(25,405.47)	0.76	97,015.22	107,117.84	(10,102.62)	0.91	73,892.14	107,117.84	(33,225.70)	0.69	0.00	7,141.21	(7,141.21)	0.00	870,601.72	864,331.72	6,270.00	1.01
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2,782.78	4,524.00	(1,741.22)	0.62	2,802.24	4,524.00	(1,721.76)	0.62	2,802.24	4,524.00	(1,721.76)	0.62	4,183.90	4,524.00	(340.10)	0.93	0.00	301.60	(301.60)	0.00	24,721.48	36,493.60	(11,772.12)	0.68
0.00	346.08	(346.08)	0.00	0.00	346.08	(346.08)	0.00	0.00	346.08	(346.08)	0.00	0.00	346.08	(346.08)	0.00	0.00	23.07	(23.07)	0.00	0.00	2,791.75	(2,791.75)	0.00
377.97	613.92	(235.95)	0.62	379.29	613.92	(234.63)	0.62	381.95	613.92	(231.97)	0.62	0.00	613.92	(613.92)	0.00	0.00	40.93	(40.93)	0.00	2,441.20	4,952.25	(2,511.05)	0.49
1,077.17	1,085.50	(8.33)	0.99	1,077.17	1,085.50	(8.33)	0.99	0.00	1,085.50	(1,085.50)	0.00	0.00	1,085.50	(1,085.50)	0.00	0.00	72.37	(72.37)	0.00	6,463.02	8,756.37	(2,293.35)	0.74
4,237.92	6,569.50	(2,331.58)	0.65	4,258.70	6,569.50	(2,310.80)	0.65	3,184.19	6,569.50	(3,385.31)	0.49	4,183.90	6,569.50	(2,385.60)	0.64	0.00	437.97	(437.97)	0.00	33,625.70	52,993.97	(19,368.27)	0.64
4,652.03	9,588.75	(4,936.72)	0.49	20.00	9,588.75	(9,568.75)	0.00	0.00	9,588.75	(9,588.75)	0.00	0.00	9,588.75	(9,588.75)	0.00	0.00	639.25	(639.25)	0.00	21,068.78	77,349.25	(56,280.47)	0.27
0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4,652.03	9,588.75	(4,936.72)	0.49	20.00	9,588.75	(9,568.75)	0.00	0.00	9,588.75	(9,588.75)	0.00	0.00	9,588.75	(9,588.75)	0.00	0.00	639.25	(639.25)	0.00	21,068.78	77,349.25	(56,280.47)	0.27
49.50	100.00	(50.50)	0.50	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	49.50	806.67	(757.17)	0.06
0.00	532.75	(532.75)	0.00	0.00	532.75	(532.75)	0.00	0.00	532.75	(532.75)	0.00	0.00	532.75	(532.75)	0.00	0.00	35.52	(35.52)	0.00	0.00	4,297.52	(4,297.52)	0.00
0.00	100.00	(100.00)	0.00	9.86	100.00	(90.14)	0.10	0.00	100.00	(90.14)	0.10	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	106.46	806.67	(700.21)	0.13
0.00	632.75	(632.75)	0.00	9.86	632.75	(622.89)	0.02	9.86	632.75	(622.89)	0.02	0.00	632.75	(632.75)	0.00	0.00	42.19	(42.19)	0.00	106.46	5,104.19	(4,997.73)	0.02
0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	1										



0.00				0.00				0.00				0.00				0.00				46,325.86	0.00	46,325.86	1.00	
187.63	125.00	62.63	1.50	200.05	125.00	75.05	1.60	178.56	125.00	53.56	1.43	0.00	125.00	(125.00)	0.00	0.00	8.33	(8.33)	0.00	1,317.27	1,008.33	308.94	1.31	
0.00				0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	
0.00	400.00	(400.00)	0.00	0.00	400.00	(400.00)	0.00	2,036.00	400.00	1,636.00	5.09	0.00	400.00	(400.00)	0.00	0.00	26.67	(26.67)	0.00	2,036.00	3,226.67	(1,190.67)	0.63	
0.00	20.83	(20.83)	0.00	0.00	20.83	(20.83)	0.00	0.00	20.83	(20.83)	0.00	0.00	20.83	(20.83)	0.00	0.00	1.39	(1.39)	0.00	0.00	168.07	(168.07)	0.00	0.00
0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	3.33	(3.33)	0.00	54.81	403.33	(348.52)	0.14	
187.63	595.83	(408.20)	0.32	200.05	595.83	(395.78)	0.34	2,214.56	595.83	1,618.73	3.72	0.00	595.83	(595.83)	0.00	0.00	39.72	(39.72)	0.00	49,733.94	4,806.40	44,927.54	10.35	
0.00	3,333.33	(3,333.33)	0.00	0.00	3,333.33	(3,333.33)	0.00	0.00	3,333.33	(3,333.33)	0.00	0.00	3,333.33	(3,333.33)	0.00	0.00	222.22	(222.22)	0.00	0.00	26,888.90	(26,888.90)	0.00	0.00
187.63	3,929.16	(3,741.53)	0.05	200.05	3,929.16	(3,729.11)	0.05	2,214.56	3,929.16	(1,714.60)	0.56	0.00	3,929.16	(3,929.16)	0.00	0.00	261.94	(261.94)	0.00	49,733.94	31,695.30	18,038.64	1.57	
0.00	2,878.00	(2,878.00)	0.00	0.00	2,878.00	(2,878.00)	0.00	0.00	2,878.00	(2,878.00)	0.00	0.00	2,878.00	(2,878.00)	0.00	0.00	191.87	(191.87)	0.00	0.00	23,215.87	(23,215.87)	0.00	0.00
0.00	220.17	(220.17)	0.00	0.00	220.17	(220.17)	0.00	0.00	220.17	(220.17)	0.00	0.00	220.17	(220.17)	0.00	0.00	14.68	(14.68)	0.00	0.00	1,776.00	(1,776.00)	0.00	0.00
0.00	390.58	(390.58)	0.00	0.00	390.58	(390.58)	0.00	0.00	390.58	(390.58)	0.00	0.00	390.58	(390.58)	0.00	0.00	26.04	(26.04)	0.00	0.00	3,150.72	(3,150.72)	0.00	0.00
0.00	569.42	(569.42)	0.00	0.00	569.42	(569.42)	0.00	0.00	569.42	(569.42)	0.00	0.00	569.42	(569.42)	0.00	0.00	37.96	(37.96)	0.00	0.00	4,593.28	(4,593.28)	0.00	0.00
0.00	4,058.17	(4,058.17)	0.00	0.00	4,058.17	(4,058.17)	0.00	0.00	4,058.17	(4,058.17)	0.00	0.00	4,058.17	(4,058.17)	0.00	0.00	270.55	(270.55)	0.00	0.00	32,735.87	(32,735.87)	0.00	0.00
180.00	375.00	(195.00)	0.48	0.00	375.00	(375.00)	0.00	0.00	375.00	(375.00)	0.00	0.00	375.00	(375.00)	0.00	0.00	25.00	(25.00)	0.00	2,025.00	3,025.00	(1,000.00)	0.67	
1,998.85	1,875.00	123.85	1.07	1,762.45	1,875.00	(112.55)	0.94	1,760.65	1,875.00	(114.35)	0.94	0.00	1,875.00	(1,875.00)	0.00	0.00	125.00	(125.00)	0.00	13,080.77	15,125.00	(2,044.23)	0.87	
0.00	750.00	(750.00)	0.00	0.00	750.00	(750.00)	0.00	0.00	750.00	(750.00)	0.00	0.00	750.00	(750.00)	0.00	0.00	50.00	(50.00)	0.00	5,862.00	6,050.00	(188.00)	0.97	
0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	3.33	(3.33)	0.00	0.00	403.33	(403.33)	0.00	0.00
0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	0.00	806.67	(806.67)	0.00	0.00
0.00	175.17	(175.17)	0.00	0.00	175.17	(175.17)	0.00	0.00	175.17	(175.17)	0.00	0.00	175.17	(175.17)	0.00	0.00	11.68	(11.68)	0.00	0.00	1,413.04	(1,413.04)	0.00	0.00
24,375.00	0.00	24,375.00	1.00	0.00	0.00	0.00	0.00	8,242.00	0.00	8,242.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,617.00	0.00	32,617.00	1.00	
26,553.85	3,325.17	23,228.68	7.99	1,762.45	3,325.17	(1,562.72)	0.53	10,002.65	3,325.17	6,677.48	3.01	0.00	3,325.17	(3,325.17)	0.00	0.00	221.68	(221.68)	0.00	53,584.77	26,823.04	26,761.73	2.00	
0.00				0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	
0.00				0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	
26,553.85	7,383.34	19,170.51	3.60	1,762.45	7,383.34	(5,620.89)	0.24	10,002.65	7,383.34	2,619.31	1.36	0.00	7,383.34	(7,383.34)	0.00	0.00	492.23	(492.23)	0.00	53,584.77	59,558.91	(5,974.14)	0.90	
40.72	43.50	(2.78)	0.94	35.90	43.50	(7.60)	0.93	36.32	43.50	(7.18)	0.94	0.00	43.50	(43.50)	0.00	0.00	2.90	(2.90)	0.00	263.86	350.90	(87.04)	0.75	
47.91	60.00	(12.09)	0.80	37.77	60.00	(22.23)	0.63	36.63	60.00	(23.37)	0.61	0.00	60.00	(60.00)	0.00	0.00	4.00	(4.00)	0.00	389.31	484.00	(94.69)	0.80	
437.88	466.67	(28.79)	0.94	295.50	466.67	(171.17)	0.63	388.78	466.67	(77.89)	0.63	0.00	466.67	(466.67)	0.00	0.00	31.11	(31.11)	0.00	3,252.10	3,764.43	(512.33)	0.86	
0.00	225.00	(225.00)	0.00	0.00	225.00	(225.00)	0.00	0.00	225.00	(225.00)	0.00	0.00	225.00	(225.00)	0.00	0.00	15.00	(15.00)	0.00	0.00	1,815.00	(1,815.00)	0.00	0.00
0.00	10.00	(10.00)	0.00	0.00	10.00	(10.00)	0.00	0.00	10.00	(10.00)	0.00	0.00	10.00	(10.00)	0.00	0.00	0.67	(0.67)	0.00	0.00	80.67	(80.67)	0.00	0.00
0.00	80.00	(80.00)	0.00	0.00	80.00	(80.00)	0.00	0.00	80.00	(80.00)	0.00	0.00	80.00	(80.00)	0.00	0.00	5.33	(5.33)	0.00	0.00	645.33	(645.33)	0.00	0.00
346.60	450.00	(103.40)	0.77	346.60	450.00	(103.40)	0.77	0.00	450.00	(450.00)	0.00	0.00	450.00	(450.00)	0.00	0.00	30.00	(30.00)	0.00	2,163.29	3,630.00	(1,466.71)	0.60	
0.00	100.00	(100.00)	0.00	1,200.00	100.00	1,100.00	12.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	1,200.00	806.67	393.33	1.49	
0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	0.00	0.00	6.67	(6.67)	0.00	0.00	806.67	(806.67)	0.00	0.00
37.86	200.00	(162.14)	0.19	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	200.00	(200.00)	0.00	0.00	13.33	(13.33)	0.00	93.18	1,613.33	(1,520.15)	0.06	
910.97	1,735.17	(824.20)	0.53	1,915.77	1,735.17	180.60	1.10	461.73	1,735.17	(1,273.44)	0.27	0.00	1,735.17	(1,735.17)	0.00	0.00	115.68	(115.68)	0.00	7,361.74	13,997.00	(6,635.26)	0.53	
0.00				0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	
0.00	2,083.33	(2,083.33)	0.00	0.00	2,083.33	(2,083.33)	0.00	0.00	2,083.33	(2,083.33)	0.00	0.00	2,083.33	(2,083.33)	0.00	0.00	138.89	(138.89)	0.00	0.00	16,805.57	(16,805.57)	0.00	0.00
0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)	0.00	0.00	3.33	(3.33)	0.00	0.00	403.33	(403.33)	0.00	0.00
0.00				0.00				0.00				0.00				0.00				4,724.00	0.00	4,724.00	1.00	
0.00	2,133.33	(2,133.33)	0.00	0.00	2,133.33	(2,133.33)	0.00	0.00	2,133.33	(2,133.33)	0.00	0.00	2,133.33	(2,133.33)	0.00	0.00	142.22	(142.22)	0.00	4,724.00	17,208.90	(12,484.90)	0.28	
0.00	4,475.00	(4,475.00)	0.00	0.00	4,475.00	(4,475.00)	0.00	0.00	4,475.00	(4,475.00)	0.00	0.00	4,475.00	(4,475.00)	0.00	0.00	298.33	(298.33)	0.00	0.00	36,098.33	(36,098.33)	0.00	0.00
910.97	8,343.50	(7,432.53)	0.11	1,915.77	8,343.50	(6,427.73)	0.23	461.73	8,343.50	(7,881.77)	0.06	0.00	8,343.50	(8,343.50)	0.00	0.00	556.23	(556.23)	0.00	12,085.74	67,304.23	(55,218.49)	0.18	
0.00				0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	
0.00				0.00				0.00				0.00				0.00				0.00	0.00	0.00	0.00	
580.00	1,250.00	(670.00)	0.46	0.00	1,250.00	(1,250.00)	0.00	0.00	1,250.00	(1,250.00)	0.00	0.00	1,250.00	(1,250.00)	0.00	0.00	83.33	(83.33)	0.00	3,680.30	10,083.33	(6,403.03)	0.37	
828.12				(179.94)				0.00				0.00				0.00				2,388.84	0.00	2,388.84	1.00	
1,408.12	1,250.00	158.12	1.13	(179.94)	1,250.00	(1,429.94)	(0.14)	0.00	1,250.00	(1,250.00)	0.00	0.00	1,250.00	(1,250.00)	0.00	0.00	83.33	(83.33)	0.00	6,069.14	10,083.33	(4,014.19)	0.60	
2,474.92				812.48				(21,629.82)				3,304.67				0.00				3,710.91	0.00	3,710.91	1.00	
42.19				0.00				0.00				0.00				0.00				42.19	0.00	42.19	1.00	
0.00	24,306.92	(24,306.92)	0.00	0.00	24,306.92	(24,306.92)	0.00	0.00	24,306.92	(24,306.92)	0.00	0.00	24,306.92	(24,306.92)	0.00	0.00	1,620.46	(1,620.46)	0.00	0.00	196,075.78	(196,075.78)	0.00	0.00
260,984.42	260,638.53	345.89	1.00	163,331.38	260,638.53	(97,307.15)	0.63	158,941.75	260,638.53	(101,696.78)	0.61	126,579.86	260,638.53	(134,058.67)	0.49	0.00	17,375.89	(17,375.89)	0.00	1,616,539.10	2,102,731.72	(		

PUBLIC  
HEARING



## VARIANCE APPLICATION

Tax Identification # 34-0934842

1. Owner's name: TAO Astatula

Mailing Address: 23902 County Rd. 561 Astatula FL. 34705

Telephone #: 352-742-2333

2. Applicant's Name: Ron Blanton

Mailing Address: 23902 County Rd. 561 Astatula FL. 34705

Telephone #: 330-352-6884

3. Applicant is: Owner:  Agent  Purchaser  Lessee  Optionee

4. Property Address/Location: 23902 County Rd 561 Astatula FL. 34705

5. Legal Description: Alternate Key # 3619692

6. The variance requested is as follows: Reduce number of parking spaces required from 560 to 145  
Reduce number of loading zones required from 28 to 1  
No loading takes place within 200' of public roadway nor  
outside of fenced area within the plant.  
to allow 29 spaces of the 145 to be paved and the remainder to  
be gravel

7. The variance is necessary for the following reasons: The Town of Astatula ordinance states

1 parking space per 500sft for parking, 1 loading space per 10,000 sf, and all parking has to be paved. This would be 560 (paved) parking spaces and 28 loading spaces which is too far excessive for the use of the property.

8. Is your situation due to unique circumstances not created by you or your predecessor in title? Explain such circumstances: New manufacturing building to bring current employees and processes indoors out of the elements

9. Do special conditions and circumstances exist which are peculiar to your land or structure and which are not applicable to other lands or structures in the same district? Explain such conditions or circumstances: I am not familiar with other Properties, lands, or structures in the district. Our facility is currently an operating facility in the district Our facility produces large concrete structures which requires a lot of square footage for the molds and manufacturing process. Essentially 2 -3 employees can utilize 5,000 square ft. of space for the schedule.

10. Would literal interpretation of the provisions of the Code deprive you of rights commonly enjoyed by other property owners in the same district? Explain such rights: I only know of one other large manufacturing facility in Astatula and that is County Materials. I do not know but I assume they would not add 1 space per 500 sft. due to the automation of the pipe producing process

11. A variance, as requested, will not permit, establish or enlarge any use or structure which is not permitted in the district. Does your request meet these criteria? Yes

12. Have any land use applications been filed within the last year in connection with this property? X Yes      No. If yes, briefly describe the nature of the request Height variance for new manufacturing building where this parking variance and loading zone is in question

This application must be accompanied by proof of ownership and authorization from the owner if represented by an agent or contract purchaser. It must also include a drawing showing the exact locations and dimensions of all existing and proposed buildings and additions, required setbacks, existing easements and clearly delineate the specific variance requested.

I certify that the statements in this application are true to the best of my knowledge.

  
Signature of Applicant(s)

**APPLICANT'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

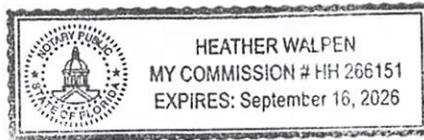
Before me, the undersigned authority, personally appeared Ronald Blanton who being by me first duly sworn on oath, deposes and says:

- (1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the Town of Astatula, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Astatula, Florida, and are not returnable.
- (2) That he desires approval for: \_\_\_\_\_  
\_\_\_\_\_
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

Ronald Blanton  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this 22nd day of April, 2025, by Ronald Blanton, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Heather Walpen  
Notary Public



**OWNER'S AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared Betsy Mack Nespeca  
who being by me first duly sworn on oath, deposes and says:

- (1) That he/she is the fee-simple owner of the property legally described on page one of this application.
- (2) That he/she desires approval for:  
\_\_\_\_\_
- (3) That he/she has appointed Ronald Blanton  
to act as agent in his/her behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his/her stead.

Betsy Mack Nespeca  
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of April, 2025, by Betsy Mack Nespeca, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Heather Walpen  
Notary Public



**NOTE**

All applications shall be signed by the owner of the property, or a person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.

# Ad Preview

## TOWN OF ASTATULA

### NOTICE OF PUBLIC HEARING

The Town of Astatula Planning and Zoning Committee will hold a public hearing on Thursday, May 22, 2025 at 6:00 p.m. at the Astatula Town Hall located at 25009 CR 561, Astatula, FL, to consider a Variance from the parking requirements for industrial uses as required in Sections 59-7.5.2, 59-7.5.3 and 59-7.5.7 to allow parking at a rate less than one space per 500 square feet of building area; to allow for parking areas to be on stabilized surface rather than paved surface; and to allow for lesser loading spaces for property owned by TAO Astatula LLC (Mack Concrete) for property located at 23902 CR 561 for parcel number 29-20-26-0100-00L-00901 within the Town of Astatula.

The Town of Astatula Town Council will hold a public hearing on Tuesday, June 10, 2025, at 6:30 p.m. at the Astatula Town Hall located at 25009 CR 561, Astatula, FL, to consider the same Variance request from TAO Astatula LLC to the minimum parking requirements as required in Sections 59-7.5.2, 59-7.5.3 and 59-7.5.7 for property located at 23902 CR 561 for parcel number 29-20-26-0100-00L-00901 within the Town of Astatula.

Unless made at the hearing on the case, all oral and written communications concerning the case, between the Town Council on the one hand, and the applicant or the public on the other hand, are prohibited by Florida Law. The staff report on the case shall be sent to the Town Council and will be available to the general public at least five (5) days prior to the hearing on the case.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The Town of Astatula Land Development Regulations is available for inspection at the Town Hall, located at 25009 CR 561, Astatula, FL, Monday – Thursday during normal working hours 9:00 a.m. to 5:00 p.m. PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT JENIFER TUCKER, DEPUTY TOWN CLERK AT (352) 742-1100 AT LEAST 48 HOURS BEFORE THE DATE OF THE SCHEDULED HEARING.

#### Adjacent Property Owners For Notice

Greentech of Lake County  
23800 CR 561  
Astatula, FL 34705

Out-Land-Ish LLC  
23628 CR 561  
Astatula, FL 34705

Mulch Manufacturing Inc  
6747 Taylor Rd. SW  
Reynoldsburg, OH 73068

3H Agriculture LLC  
1111 Bryn Mawr St  
Orlando, FL 32804

11294325 5/8/2025



TMHConsulting@cfl.rr.com  
97 N. Saint Andrews Dr.  
Ormond Beach, FL 32174  
PH: 386.316.8426

## MEMORANDUM

**TO:** Town of Astatula Town Council  
**CC:** J. Tucker, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Mack Concrete Parking Variance Application  
**DATE:** May 30, 2025

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The Town has received an application for a variance from the parking rules as set out in Section 59-7.5.2.3 requiring one space for every 500 square feet of building area for industrial and manufacturing uses; Section 59-7.5.3 requiring off street loading and unloading areas at the rate of one space per 10,000 square feet of gross floor area; and Section 59-7.5.7 A acceptable materials requiring all parking spaces to be paved. The applicant is TAO Astatula, locally know as Mack Concrete.

The applicant has submitted a site plan application for the addition of a 156,000 square foot manufacturing building to be constructed in the northeast quadrant of the Mack Concrete campus. The purpose of the building addition is to move existing manufacturing operations now conducted in open areas of the site into an indoor facility. This proposal is the latest in a series of site improvements designed to move all manufacturing operations to indoor facilities. The indoor operations will improve working conditions for employes and minimize the impacts to production from weather.

The nature of the Mack Concrete site is an area that is highly impervious across the entire site allowing vehicles to access most areas of the site with no or limited restrictions. Not only are some manufacturing operations conducted outside, but most finished product is stored outside. Loading product for shipping is done from multiple locations within the campus rather than at a single point serving as a shipping dock. All existing parking for employees and trucks is in designated areas on a stabilized surface improved with gravel. The new building proposes the addition of 26 parking spaces that will be paved with concrete. The applicant will comply with Section 59-7.5.7 A regarding paved parking for all new parking spaces, but is seeking relief from any requirement to pave the existing parking spaces.

The proposed building at 156,000 square feet would require 312 additional parking spaces and 16 loading spaces. Exclusive of the existing parking onsite, the 312 additional spaces would exceed the total number of employees by a factor of about triple. As noted above, the additonal building is not expected to generate additional

employment, but rather relocate existing operation and employees within the site. The site currently hosts 119 parking spaces as follows:

Site Location	Parking Spaces
South Employee Lot	60
North Employee Lot	15
Warehouse/Maintenance Building	10
Sales Office	30
Other Office	4
Total	119

The site currently includes 65,280 square feet of building area which would require 130 spaces by code, so the current parking configuration is nearly compliant with the code requirement at 1 space per 500 square feet. This calculation does not adjust for warehouse space which is required a lesser number of parking spaces. The data submitted with the application places the current employment at 108. The added 26 spaces would bring the site into compliance with the code for all but the new building.

The Town’s zoning code sets forth the requirements for a variance in Section 1.1.10. The key finding for a variance is that *“the terms of the zoning regulations where, owing to special conditions, a literal enforcement of the provisions will result in unnecessary and undue hardship upon, and personal to, the applicant therefore, and not surrounding properties.”* The code provides a series of tests to use in making this determination.

1. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other land, structures or buildings in the same zoning district; such onsite conditions may include, but are not limited to, topography, preservation of vegetation, access, vehicular and pedestrian safety and preservation of scenic views.

The applicant notes in their submittal that the building will not result in added employment or traffic to and from the site. The staff analysis notes that required parking spaces for the new building will exceed the employment level for the entire operation by about a factor of three times. This suggests that the rule as applied to this site is excessive.

2. That the special conditions do not result from actions of the applicant.

While the parking requirement for industrial uses at one space per 500 square feet is typical of many local governments, the resulting application of the rule for minimum parking spaces is excessive for the site. Employee numbers and parking demand vary greatly by the type of operation creating a situation where a one size fits all requirement can result in overparking on the site.

3. That literal interpretation of the provisions would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the chapter and would work unnecessary and undue hardship on the applicant.

As noted, one size standard is not appropriate in all cases, and the Town needs an opportunity to adjust the standard as needed. Should the site operation change to create more parking demand, the site has ample room to add more parking spaces and more loading spaces.

4. The variance granted is the minimum variance that will make possible the reasonable use of the land or structure.

The additional parking will result in the site conforming to the rule for existing operations prior to the building addition.

5. That the grant of the variance will be in harmony with the general intent and purpose of this code and the comprehensive plan, will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

The location of the proposed building is well within the existing manufacturing compound. Additional parking demand and additional truck traffic is not expected to vary greatly from current operations. Areas to the east and north include the mulch operation and the planned residential development where adjacent industrial activity was considered in developing project buffers.

6. The granting of the variance will not be detrimental to the property or improvements in the area in which the property is located.

The new building will not provide a change in current site operations so far as impacts to the general area..

### Summary:

The applicant has submitted an application and site development information in support of the variance request, and that information has been analyzed with regard to the variance criteria. The Planning Board conducted a public hearing on the request at their regular meeting of May 22, 2025. The Board found that the application of the rule for required parking resulted in an excessive demand for parking when the site and manufacturing operations were considered. The Board recommended the Town Council

grant the variance from the Town's parking requirements. The variance recommendation was framed as presented below.

“Allow the site development including the new 156,000 square foot building to be supported a total of 145 parking spaces and one designated loading space. Stabilized gravel parking (the existing condition) is acceptable for existing parking spaces while any new spaces shall be paved concrete or other appropriate hard surface.”

**RESOLUTION 2025-09**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; APPROVING REDUCED PARKING SPACES AND LOADING SPACE FOR STRUCTURES TO BE BUILT ON LAND LOCATED AT 23902 COUNTY ROAD 561; ASTATULA, FLORIDA; LAKE COUNTY PROPERTY APPRAISER PARCEL NO.: 29-20-26-0100-00L-00901; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Astatula, Florida (hereinafter “Town”) received an application with supporting documents from the property owner requesting a variance for a parcel of property located at 23902 County Road 561, Alternate Key 3619692, Parcel ID 29-20-26-01000-00L-00901.

**WHEREAS**, the Town has determined that granting a variance to allow for 145 parking spaces and one designated loading space, rather than the 500 parking spaces and 16 loading spaces required by Section 59-7.5.2.3, Chapter 59 - Land Development Regulations, Code of the Town of Astatula, is in the best interest of its citizens and meets the requirements of Section 59-1.10. - Variances, Chapter 59 – Land Development Regulations, Code of the Town of Astatula.

**WHEREAS**, in order to record and document the variance in the official records of Lake County, the Lake County Property Appraiser’s office requires a resolution or some other form of written documentation.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF ASTATULA, FLORIDA:**

**THAT**, the Town Council hereby approves the requested variance for the site located on 23902 County Road 561, Parcel ID 29-20-26-0100-00L-00901, in the Town of Astatula, Florida, to allow 145 parking spaces rather than the required 500 and one loading space rather than the required 16.

**THAT**, this Resolution will be provided to the Lake County Property Appraiser’s office and any other department or office within Lake County which requires written documentation in order to make this variance part of the official record of Lake County, Florida.

**DONE AND RESOLVED** this 10th day of June 2025 by the Town Council of the Town of Astatula, Florida.

\_\_\_\_\_  
Zane Teeters, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Tucker, Town Clerk

Approved as to form and legality:

\_\_\_\_\_  
David Langley, Town Attorney

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Councilwoman Quiros		
Councilwoman MacQueen		

**ORDINANCE NUMBER 2025-06**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, LAKE COUNTY, FLORIDA, ENACTING ARTICLE V - "SCHOOL ZONE SPEED ENFORCEMENT" - CHAPTER 54 OF THE TOWN OF ASTATULA CODE OF ORDINANCES; PROVIDING FOR PURPOSE, INTENT AND DEFINITIONS; ESTABLISHING A SCHOOL ZONE SPEED ENFORCEMENT PROGRAM AND AUTHORIZING THE USE OF SPEED DETECTION SYSTEMS WITHIN THE TOWN; PROVIDING FOR PROGRAM IMPLEMENTATION REQUIREMENTS AND DESIGNATION OF SCHOOL ZONES; PROVIDING FOR ENFORCEMENT AND ADMINISTRATIVE PROCEDURES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 166 of the Florida Statutes and Article VIII of the Florida Constitution authorizes the legislative body of each municipality to enact ordinances to protect the health, safety, and welfare of its residents; and

**WHEREAS**, on July 1, 2023, House Bill 657 ("HB 657"), as codified under Chapter 2023-174 of the Laws of Florida, went into effect, authorizing municipalities to use speed detection systems in accordance with certain technical specifications established by the Florida Department of Transportation to enforce the speed limit in a school zone at specified periods; and

**WHEREAS**, prior to utilizing speed detection systems to enforce eligible school zone speeding violations within its jurisdiction, municipalities are required to adopt an ordinance authorizing the placement and installation of speed detection systems and creating administrative and enforcement procedures for the use of speed detection systems at designated school zones; and

**WHEREAS**, prior to the utilization of the speed detection systems in any particular school zone, HB 657 also requires the governing body of the municipality to first determine whether a school zone constitutes a heightened safety risk that warrants additional traffic enforcement measures based on traffic data collected; and

**WHEREAS**, HB 657 provides that a municipality may issue notices of violation and may authorize a law enforcement officer or traffic infraction enforcement officer to issue uniform traffic citations for violations of sections 316.1895 and 316.183, Florida Statutes, that are captured by speed detection systems during specified time periods and further provides for notice to the registered owner of the subject vehicle, hearing procedures, appellate remedies, and the assessment and remittance of civil penalties and costs; and

**WHEREAS**, HB 657 requires municipalities that elect to operate school zone speed detection systems to implement a public awareness campaign at least 30 days before commencing with the enforcement of violations and to annually report information about the program to both the public and the Florida Department of Highway Safety and Motor Vehicles; and

**WHEREAS**, HB 657 restricts the location and use of speed detection systems to school zones that the municipality determines constitute a heightened safety risk warranting additional enforcement measures based on data or other evidence presented at a public hearing; and

**WHEREAS**, the Town of Astatula (the "Town") wishes to deter drivers from speeding through school zones and provide a supplemental means for the enforcement of unlawful speed violations by enacting an ordinance to implement a school zone speed enforcement program; and

**WHEREAS**, HB 657 requires that before the Town contracts or renews a contract with a vendor to place or install speed detection systems, the Town must approve the contract or contract renewal at a regular or special commission meeting; the vendor contract may not be considered as part of the consent agenda as public input must be allowed; and

**WHEREAS**, at the time of adoption, the Town has considered the relevant traffic data and other evidence presented, incorporated by reference and submitted to the Town Clerk as supplemental information to this Ordinance at the time of adoption, supporting the installation and operation of speed detection systems for certain school zones within Town limits; and

**WHEREAS**, based upon the relevant traffic data and other evidence presented, the Town has determined that each school zone where a speed detection system is to be placed or installed constitutes a heightened safety risk that warrants additional enforcement measures; and

**WHEREAS**, the Town finds that motor vehicles speeding on a roadway maintained as a school zone during specified periods is an unacceptable hazard that threatens the health, safety, and welfare of students and pedestrians in the Town, and that enforcement of applicable speed limits in school zones during specified periods through the use of a speed detection system may reduce safety risks in school zones, which warrants implementation of school zone speed detection enforcement pursuant to the rules and regulations of Chapter 2023-174, Laws of Florida, and other applicable state law.

**NOW, THEREFORE, THE TOWN COUNCIL OF ASTATULA HEREBY ORDAINS:**

**SECTION 1.** The foregoing recitals are incorporated herein and are approved.

**SECTION 2.** Chapter 54 of the Town of Astatula Code of Ordinances is hereby amended by adding Article V - "School Zone Speed Enforcement," as follows:

**CHAPTER 54  
TRAFFIC AND VEHICLES**

**ARTICLE V.- SCHOOL ZONE SPEED ENFORCEMENT**

**Sec. 54-96. - Purpose and Intent.**

The purpose and intent of this Article is to protect the health, safety, and welfare of Town residents by authorizing the placement or installation and use of speed detection systems on roadways maintained as a school zone within Town limits, to promote compliance with speed limits in school zones, and to adopt a quasi-judicial system to enforce violations. This Article provides a supplemental means of enforcing unlawful speed violations in school zones and shall not prohibit a law enforcement officer from issuing a uniform traffic citation for a traffic violation in accordance with Chapter 316, Florida Statutes.

**Sec. 54-97. - Definitions.**

For the purposes of this Article, the following terms shall have the meanings given to them below. No attempt is made to define any words which were used in accordance with their established dictionary meaning, except when necessary to avoid misunderstanding.

- (a) HEARING PROCEDURES shall mean the procedures set forth under section 316.1896, Florida Statutes, governing noticing, scheduling, and conducting hearings before a Local Hearing Officer.
- (b) LAW ENFORCEMENT OFFICER shall mean, as defined by section 943.10(1), Florida Statutes, any person who is elected, appointed, or employed full time by a municipality or the state or any political subdivision thereof, who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.
- (c) LOCAL HEARING OFFICER shall mean the Town of Astatula Code Enforcement, Special Magistrate, or other Town appointee as permitted by law and as established by the Town Council through a resolution.

- (d) MOTOR VEHICLE shall mean, as defined by section 316.003, Florida Statutes, a self-propelled vehicle not operated upon rails or guideway, but not including any bicycle, electric bicycle, motorized scooter, electric personal assistive mobility device, mobile carrier, personal delivery device, swamp buggy, or moped.
- (e) NOTICE OF VIOLATION shall mean the written notification sent to the registered owner of a vehicle after a school zone speed infraction by that vehicle has been captured by a speed detection system and thereafter reviewed and approved by a law enforcement officer or traffic infraction enforcement officer. A notice of violation must be in the form and include the contents prescribed by section 316.1896, Florida Statutes, as it may be amended.
- (f) SCHOOL ZONE shall mean that portion of a street or highway established as a school zone pursuant to section 316.1895, Florida Statutes, as it may be amended.
- (g) SCHOOL ZONE SPEED ENFORCEMENT PROGRAM shall mean the regulations and procedures governing the use of speed detection systems on roadways maintained as a school zone within the jurisdiction of the Town, as provided for by applicable law and established by this Ordinance.
- (h) SCHOOL ZONE SPEED INFRACTION shall mean a violation of section 316.183 or 316.1895, Florida Statutes, captured by a speed detection system on a roadway maintained as a school zone during the hours provided for by applicable law and set forth in this Ordinance.
- (i) SCHOOL ZONE SPEED LIMIT shall mean the regularly posted or reduced posted speed limit within a school zone pursuant to section 316.1895, Florida Statutes.
- G) SPEED DETECTION SYSTEM shall mean a portable or fixed automated system used to detect a motor vehicle's speed using radar or LiDAR and to capture a photograph or video of the rear of a motor vehicle that exceeds the speed limit in force at the time of the violation. This term is synonymous with the term "Speed Detection System" defined in section 316.003(83), Florida Statutes, as it may be amended.
- (k) TRAFFIC INFRACTION ENFORCEMENT OFFICER shall mean a person who meets the qualifications established by section 316.640, Florida Statutes, as it may be amended.
- {l} UNIFORM TRAFFIC CITATION shall mean the citation issued to the registered owner of a vehicle for a school zone speed infraction, in the form

and including the contents prescribed by sections 316.1896 and 316.650, Florida Statutes, as it may be amended.

**Sec. 54-98. - Use of Speed Detection Systems.**

Pursuant to section 316.008(9), Florida Statutes, the Town hereby elects to use speed detection systems on roadways properly maintained as a school zone to enforce speed limits within the Town's jurisdiction. The Town may utilize speed detection systems as a supplemental means of assisting law enforcement personnel in the enforcement of compliance with state law related to unlawful speed in school zones, in accordance with Chapter 316, Florida Statutes.

**Sec. 54-99. - Program Administration.**

- (a) The Police Chief of the Astatula Police Department and any necessary Town staff as determined by the Police Chief or Police Chief's designee, is empowered to administer and assist with the Town's school zone speed enforcement program, consistent with the provisions of Chapter 2023-174, Laws of Florida, subject to any other applicable state law, this Article, and all corresponding Town resolutions.
- (b) As permitted and defined by applicable law and corresponding resolution adopted by the Town Council, the Town may designate its Town Code Enforcement Special Magistrate or other Town appointee as its Local Hearing Officer, who shall have jurisdiction to conduct proceedings in accordance with Chapter 2023-174, Laws of Florida, and section 316.1896, Florida Statutes, as such may be amended from time to time.
- (c) In accordance with Chapter 2023-174, Laws of Florida, and section 316.1896, Florida Statutes, as may be amended, the Town Council shall designate by resolution existing Town or Police Department staff to serve as the clerk to the Local Hearing Officer.

**Sec. 54-100. - Program Implementation Requirements.**

- (a) *Vendor Contract.* Pursuant to section 316.0776, Florida Statutes, before the Town contracts or renews a contract to place or install a speed detection system in a school zone, the contract or contract renewal must be approved by the Town Council at a regular or special Town Council meeting. The contract or contract renewal may not be heard on the consent agenda and the public must be allowed to comment pursuant to the Town's public comment policies.
- (b) *Installation and Operation of Speed Detection Systems.* Pursuant to sections 316.008 and 316.0776, Florida Statutes, speed detection systems

may be installed and operated only in the school zones designated by this Ordinance and/or subsequent amendments thereto.

- (c) *Signage Requirements.* The installation and operation of speed detection systems, including required signage, shall be in accordance with Chapter 316, Florida Statutes, all applicable regulations of the Florida Department of Transportation and the Florida Department of Highway Safety and Motor Vehicles, and the terms of any Memorandum of Understanding or other written agreement that may be entered into between the Astatula Police Department and/or the Town and its vendor(s).
- (d) *Public Awareness.* Pursuant to section 316.0776, Florida Statutes, before notices of violation for school zone speed infractions may be issued, a public announcement and 30-day public awareness campaign of the initial proposed use of speed detection systems must be conducted. During the 30-day public awareness campaign, only a warning may be issued to the registered owner for a school speed zone infraction and a fine shall not be imposed.

#### **Sec. 54-101. - Designation of School Zones.**

The Town Council finds that based upon the traffic data and other evidence presented at the public hearing this date of adoption, the school zones on the roadways surrounding Astatula Elementary School (13925 Florida Avenue, Astatula, FL 34705) constitute a heightened safety risk that warrants additional enforcement measures by installation or placement of speed detection systems pursuant to section 316.008, Florida Statutes. Subsequent speed detection systems may be approved for inclusion or removal via amendment to this Ordinance in accordance with applicable law.

#### **Sec. 54-102. - Enforcement Procedures.**

- (a) *General Powers.* The Astatula Police Department shall be authorized to enforce the applicable speed limit on a roadway properly maintained as a school zone pursuant to Chapter 2023-174, Laws of Florida, for violations of sections 316.183 and 316.1895, Florida Statutes, through the use of a speed detection system for the detection of speed and capturing of photographs or videos for violations in excess of 10 miles per hour over the speed limit in force at the time of the violation. The Astatula Police Department Chief of Police or designee is responsible for establishing the business rules of procedure between the vendor and the Town necessary for implementing this Section.
- (b) *Review of Speed Detection System Information.* Pursuant to section 316.1896, Florida Statutes, as may be amended, information captured by a speed detection system shall be reviewed by a law enforcement officer or traffic infraction enforcement officer.
- (c) *School Zone Speed Detection System Violations.* The applicable speed limit on a roadway properly maintained as a school zone may be enforced through the capturing of a violation by a speed detection system as follows:

- (i) For a violation of section 316.1895, Florida Statutes, in excess of 10 miles per hour over the school zone speed limit which occurs within 30 minutes before through 30 minutes after the start of a regularly scheduled breakfast program.
  - (ii) For a violation of section 316.1895, Florida Statutes, in excess of 10 miles per hour over the school zone speed limit which occurs within 30 minutes before through 30 minutes after the start of a regularly scheduled school session.
  - (iii) For a violation of section 316.183, Florida Statutes, in excess of 10 miles per hour over the posted speed limit during the entirety of a regularly scheduled school session.
  - (iv) For a violation of section 316.1895, Florida Statutes, in excess of 10 miles per hour over the school zone speed limit which occurs within 30 minutes before through 30 minutes after the end of a regularly scheduled school session.
- (d) *Notice of Violation.* A notice of violation must be sent to the registered owner of the motor vehicle involved in the violation as provided under section 316.1896, Florida Statutes.
- (e) *Hearing Procedures and Appeals.* Hearings to contest notices of violations shall be held in accordance with the requirements of Chapter 2023-174, Laws of Florida, and sections 316.0083(5) and 316.1896, Florida Statutes. An aggrieved party may appeal a final administrative order of the Local Hearing Officer in accordance with section 316.1896, Florida Statutes.
- (f) *Defenses and Penalties.* The enforcement of school zone speed infractions including the issuance of notices of violation and uniform traffic citations, the processing of affidavits to assert an exception to liability, and the assessment of fines and costs must comply with section 316.1896, Florida Statutes.

In accordance with section 316.1896(14)(e), Florida Statutes, the Local Hearing Officer must assess the statutory authorized penalty if the registered owner is found in violation and may also require the registered owner to pay municipal costs not to exceed \$250 per violation. A registered owner who receives a notice of violation may, within 30 days:

- (i) Pay the fine of \$100.00, as fixed by section 318.18(3)(d), Florida Statutes, as it may be amended; or
  - (ii) Submit an affidavit establishing an exception to liability pursuant to section 316.1896(8), Florida Statutes, as it may be amended; or
  - (iii) Request a hearing.
- (g) *Issuance of a uniform traffic citation.* A law enforcement officer or traffic infraction enforcement officer shall be authorized, pursuant to section 316.1896, Florida Statutes, to issue a uniform traffic citation for violations of sections

316.1895 or 316.183 as authorized by section 316.008(9), Florida Statutes. If the registered owner of a vehicle does not timely pay the fine reflected on the notice of violation, submit a sufficient affidavit, or request a hearing, a uniform traffic citation must be issued by a law enforcement officer or a traffic infraction enforcement officer to the registered owner and transmitted to the Lake County Clerk of the Court for disposition by the county court.

**Sec. 54-103. - Collection of Evidence, Public Records, and Retention Requirements.**

In accordance with section 316.1896, Florida Statutes, a speed detection system in a school zone may not be used for remote surveillance. The collection of evidence by a speed detection system to enforce school zone speed infractions, or user-controlled pan or tilt adjustments of speed detection components, do not constitute remote surveillance. Recorded video or photographs collected as part of a speed detection system in a school zone may only be used to document school zone speed infractions and for purposes of determining criminal or civil liability for incidents captured by the speed detection system incidental to the permissible use of the speed detection system.

Any recorded video or photograph obtained via a speed detection system must be destroyed within 90 days after the final disposition of the recorded event, pursuant to section 316.1896, Florida Statutes. Written notice that such records have been destroyed must be provided by December 31st of each year to the Town by its speed detection system vendor. All public records related to the administration of this Section must be maintained in accordance with Florida law and all requests for such records must be addressed in accordance with Chapter 119, Florida Statutes, and any other applicable state law.

**Sec. 54-104. -Annual Reporting Requirements.**

The Astatula Police Department and/or the vendor, will annually report on the Town's school zone speed enforcement program to the public and to the Florida Department of Highway Safety and Motor Vehicles in accordance with sections 316.0776 and 316.1896, Florida Statutes, as they may be amended.

Pursuant to section 316.0776 (3)(c), the compliance or sufficiency of compliance with this requirement may not be raised in a proceeding challenging a notice of violation for a school zone speed infraction.

**Sec. 54-105. -Collected Fines and Costs.**

All fines and costs collected pursuant to this Article must be remitted in accordance with sections 316.1896 and 318.18, Florida Statutes, and any other relevant state law.

**Sec. 54-106. -School Crossing Guard Recruitment and Retention Program.**

Pursuant to section 316.1894, Florida Statutes, as may be amended, the law enforcement agency having jurisdiction over a municipality conducting a school zone speed detection system program authorized by section 316.008(9), Florida Statutes, must use funds generated pursuant to section 316.1896(5)(e), Florida Statutes, from the school zone speed detection system program to administer the School Crossing Guard Recruitment and Retention Program. Such program may provide recruitment and retention stipends to

crossing guards at K-12 public schools, including charter schools, or stipends to third parties for the recruitment of new crossing guards. The School Crossing Guard Recruitment and Retention Program must be designed and managed at the discretion of the law enforcement agency.

\*\*\*\*

**SECTION 3. SEVERABILITY.** If any part of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

**SECTION 4. RESOLUTION OF CONFLICT OF LAWS.** In all instances where Florida law, as evidenced by the Florida Administrative Code, Florida Statutes, applicable case law, or otherwise, mandates standards or requirements that are stricter than the provisions of this Ordinance, or where a matter is addressed by Florida law that is not addressed by this Ordinance, then said law shall govern. In situations where this Ordinance addresses a matter in a manner that is stricter than that of Florida law, the provisions of this Ordinance shall control.

**SECTION 5. INCLUSION IN THE TOWN OF ASTATULA CODE OF ORDINANCES.**

The provisions of this Ordinance shall become and be made a part of the Town of Astatula Code of Ordinances, that the sections of this Ordinance may be renumbered to accomplish such intention, and that the word Ordinance shall be changed to Article, Section, Subsection, or other appropriate word as may be applicable.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon adoption on second reading. Following the adoption of this Ordinance, the Town may take all steps necessary to carry out the implementation of this Ordinance as provided herein.

*[Signature page follows on next page]*

**PASSED, ORDAINED AND APPROVED** in Regular Session of the Town Council of the Town of Astatula, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Filed with the Secretary of State \_\_\_\_\_, 2025.

ATTEST:

Town Council of Astatula, Florida

\_\_\_\_\_  
Jennifer Tucker, Town Clerk

\_\_\_\_\_  
Zane Teeters, Mayor

This \_\_\_\_ day of \_\_\_\_\_, 2025.

Approved as to form and legality:

\_\_\_\_\_  
David Langley, Town Attorney

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Council Member Wilbur		
Council Member MacQueen		
Council Member Quiros		

**Summary of Ordinance**

This Ordinance creates Article VI, *Noise Control*, within Chapter 34, *Offenses and Miscellaneous Provisions*, of the Astatula Town Code that shall prohibit excessive noise and provide for enforcement procedures.

Changes are shown as follows: ~~Strikethrough~~ for deletions and Underline for additions to existing Code sections. The notation “\* \* \*” shall mean that all preceding or subsequent text remains unchanged (excluding any renumbering or relettering that might be needed).

**ORDINANCE NO. 2025-07**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; CREATING ARTICLE VI, CHAPTERS 34-175 THROUGH 34-179, TOWN OF ASTATULA CODE, TO BE ENTITLED, *NOISE CONTROL*; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The Town Council of Astatula enacts this new provision of its Code, as authorized by Article II, Section 7, of the Florida Constitution, which provides that adequate provisions shall be made by law for the abatement of excessive and unnecessary noise, and by the home rule power of the Town of Astatula (hereinafter the “Town”) as set forth in Section 166.021, Florida Statutes; and

**WHEREAS**, excessive sounds within the Town is a condition which is increasing in severity with the continued residential and commercial growth of the surrounding area; and

**WHEREAS**, the provisions and prohibitions contained and enacted herein are declared as a matter of legislative determination and public policy and are enacted in pursuance of and for the purpose of securing and promoting public health, safety, and welfare of the citizens of the Town; and

**WHEREAS**, the Town Council now finds it is in the best interests of the citizens of the Town to adopt this ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Astatula, Florida as follows:

**Section 1. Legal Findings of Fact.** The foregoing recitals are hereby adopted as legislative findings of the Town Council and are ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.



1 (4) The definition of "noise disturbance" includes sounds that are detected within the  
2 boundaries of the Town of Astatula, Florida. Any sounds detected outside of the boundaries of the  
3 Town of Astatula shall be referred to the Lake County Sheriff's Office.

4  
5 (5) The continuation of excessive noise shall be deemed to continue with the knowledge and  
6 permission of the property owner or occupant.

7  
8 (6) The provisions of this article shall be liberally construed such that its purpose is effectively  
9 rendered in the interest of the health, safety, and welfare of the citizens and residents of the Town.  
10 Likewise, said provisions shall be interpreted so as not to conflict with, but be supplemental to, all  
11 applicable Town of Astatula Codes, land development regulations, and all other laws, rules,  
12 ordinances and regulations.

13  
14 (7) Factors to be considered in determining whether such noise is excessive include, but are  
15 not limited to the level of the noise, whether the origin of the noise is natural or unnatural, the  
16 nature of the zoning of the area from which the noise emanates and the area of where it is received,  
17 the proximity of the noise to sleeping facilities, the time of day or night the noise occurs, the  
18 duration of the noise and whether the noise is recurrent, intermittent or constant.

19  
20 **Sec. 34-177. Other Prohibited Activities.**

21  
22 The following conduct, acts and circumstances are hereby declared to be prohibited:

23  
24 (1) Residential construction and demolition. No person shall operate or cause the outdoor  
25 operation within any residential zoning district of any tools or equipment used in construction,  
26 drilling, repair, alteration or demolition work between the hours of 7:00 p.m. and 7:00 a.m. the  
27 following day, except for emergency work by public service utilities or for road construction by  
28 or on behalf of a governmental agency which is required by the governmental agency to be done  
29 at night. This prohibition does not apply to construction taking place in commercial or industrial  
30 zoning categories nor to delivery and installation of concrete and other materials associated with  
31 residential slab installation.

32  
33 (2) Vehicular refrigeration units. Vehicular refrigeration units located within residential  
34 zoning districts shall not be operated between the hours of 9:00 p.m. and 6:00 a.m. the following  
35 day.

36  
37 (3) For purposes of this article the term "residential zoning districts" shall include those areas  
38 zoned as Single-family Low Density District (R-1), Medium Density Residential District (R-2),  
39 Mobile Home Park District (R-3), and residential Planned Unit Developments (PUD).

40  
41 **Sec. 34-178. Exemptions.**

42  
43 The following uses and activities shall be exempt from the provisions of this article:  
44

1 (1) Sounds resulting from any authorized emergency vehicle when responding to an  
2 emergency call or acting in time of emergency, and including any required equipment testing of  
3 emergency vehicles during non-emergency times.

4  
5 (2) Sounds resulting from emergency work. Emergency work shall be defined to mean any  
6 work made necessary to restore property to a safe condition following an emergency, or to protect  
7 property threatened by an imminent emergency, to the extent such work is necessary to protect  
8 persons or property from exposure to imminent danger or damage.

9  
10 (3) Any aircraft operated in conformity with, or pursuant to, federal law, federal air regulations  
11 and air traffic control instruction used pursuant to and within the duly adopted federal air  
12 regulations; and any aircraft operating under technical difficulties in any kind of distress, under  
13 emergency orders of air traffic control, or being operated pursuant to and subsequent to the  
14 declaration of an emergency under federal air regulations.

15  
16 (4) All sounds coming from the normal operation of interstate motor and rail carriers, to the  
17 extent that local regulation of sound levels of such vehicles has been preempted by the Noise  
18 Control Act of 1972 (42 U.S.C. § 4901 et seq.) or other applicable federal laws or regulations.

19  
20 (5) Sounds coming from motor vehicles to the extent they are regulated by Section 316.293,  
21 Florida Statutes.

22  
23 (6) Any nonamplified noise generated by noncommercial public speaking activities conducted  
24 on any public property or public right-of-way pursuant to legal authority.

25  
26 (7) Sounds produced at:

- 27  
28 a. Organized sporting events;  
29 b. Events with an approved special event permit;  
30 c. By fireworks; and  
31 d. By permitted parades on public property or public right-of-way.

32  
33 (8) Construction of commercial or industrial structures properly permitted by the agency  
34 having jurisdiction over such property.

35  
36 (9) Sounds produced by normal agricultural activities located in appropriate zoning districts.

37  
38 **Sec. 34-179. Enforcement and Penalties.**

39  
40 (1) The Town Code Enforcement Special Master shall have jurisdiction to enforce the  
41 provisions of this article under Chapter 162, Florida Statutes. A person who reports a noise  
42 complaint must provide his or her name and address to the Astatula Police Department or  
43 applicable code inspector before an enforcement proceeding may occur.

44  
45 (2) Civil penalties. A code enforcement officer or any law enforcement officer is hereby  
46 authorized to issue civil citations for the violation of any provision of this article, when based upon

1 personal investigation, the officer has reasonable and probable grounds to believe that a violation  
2 has occurred. Any citation issued hereunder shall be a non-criminal infraction.

3  
4 (a) A citation for initial violation of Section 34-176, which is not contested, shall carry  
5 a reduced civil penalty of one hundred fifty dollars (\$150.00), provided that such reduced civil  
6 penalty shall be paid to the Town Clerk within ten (10) days of the alleged violator's receipt of the  
7 citation. A citation for initial violation of Section 34-177, which is not contested, shall carry a  
8 reduced civil penalty of fifty dollars (\$50.00) provided that such reduced civil penalty shall be paid  
9 to the Town Clerk within ten (10) days of the alleged violator's receipt of the citation.

10  
11 (b) A citation for a repeat violation of Section 34-176, which is not contested, shall  
12 carry a reduced civil penalty of three hundred dollars (\$300.00) provided that such reduced civil  
13 penalty shall be paid to the Town Clerk within ten (10) days of the alleged violator's receipt of the  
14 citation. A citation for a repeat violation which is a second violation of Section 34-177, which is  
15 not contested, shall carry a reduced civil penalty of one hundred dollars (\$100.00) provided that  
16 such reduced civil penalty shall be paid to the Town Clerk within ten (10) days of the alleged  
17 violator's receipt of the citation.

18  
19 (c) A citation for a repeat violation of Section 34-176, other than a second violation,  
20 and which is not contested, shall carry a reduced civil penalty of four hundred fifty dollars  
21 (\$450.00) provided that such reduced civil penalty shall be paid to the Town Clerk within ten (10)  
22 days of the alleged violator's receipt of the citation. A citation for repeat violation of Section 34-  
23 177, other than a second violation, and which is not contested, shall carry a reduced civil penalty  
24 of one hundred fifty dollars (\$150.00) provided that such reduced civil penalty shall be paid to the  
25 Town Clerk within ten (10) days of the alleged violator's receipt of the citation.

26  
27 (d) An alleged violator may contest the citation by requesting a hearing date from the  
28 Town Clerk within ten (10) days of the receipt of the citation. A person who requests a hearing  
29 date shall be deemed to have waived the right to pay the reduced civil penalty.

30  
31 (e) If a citation for violation of this article is contested, the civil penalty imposed by  
32 the Town Code Enforcement Special Master shall not exceed five hundred dollars (\$500.00).

33  
34 (f) Any person who willfully refused to sign and accept a citation issued by the officer  
35 shall be guilty of a misdemeanor of the second degree, punishable as provided for in Chapter 775,  
36 Florida Statutes.

37  
38 (g) After issuing a citation to the alleged violator, the officer shall deposit the original  
39 citation and one (1) copy with the Town Clerk.

40  
41 (h) The Town Code Enforcement Special Master, after a hearing, shall determine  
42 whether the alleged violator has committed an infraction. If the commission of an infraction has  
43 been proven by preponderance of the evidence, the Special Master may impose a civil penalty not  
44 to exceed five hundred dollars (\$500.00).

1 (i) A person who fails to pay the reduced civil penalty within ten (10) days of receipt  
2 of the citation, or who fails to request a hearing, or who requests a hearing but fails to appear, shall  
3 be deemed to have waived the right to contest the citation, and the Town Code Enforcement  
4 Special Master may enter judgment against the person for an amount not to exceed five hundred  
5 dollars (\$500.00).

6  
7 (j) Each separate occurrence shall be a separate violation.  
8

9 **Sec. 34-178. Other Remedies.**

10  
11 The violation of any provision of this article which endangers the public health, safety, or quality  
12 of life of residents in the area in hereby declared a public nuisance, and may be subject to abatement  
13 by a restraining order or injunction issued by a court of competent jurisdiction.  
14

15 \*\*\*

16  
17 **Section 3. Severability.** If any section, sentence, clause, or phrase or word of this  
18 Ordinance is for any reason held or declared to be invalid, unconstitutional, inoperative or void by  
19 any court of competent jurisdiction, then said holding shall in no way affect the validity of the  
20 remaining portion of this Ordinance; and it shall be construed to have been the Town Councils'  
21 intent to pass this Ordinance without such unconstitutional, invalid or inoperative part therein; and  
22 the remainder of this Ordinance, after the exclusion of such part or parts shall be deemed and held  
23 to be valid, as if such parts had not been included herein; or if this Ordinance or any provisions  
24 thereof shall be held inapplicable to any person, groups of persons, property, kind of property,  
25 circumstances or set of circumstances, such holding shall not affect the applicability thereof to any  
26 other person, property or circumstances.  
27

28 **Section 4. Inclusion in the Code.** It is the intent of the Town Council that the  
29 provisions of this Ordinance shall become and be made a part of the Astatula Code and that the  
30 sections of this Ordinance may be renumbered or relettered and the word "ordinance" may be  
31 changed to "section," "article," or such other appropriate word or phrase in order to accomplish  
32 such intentions.  
33

34 **Section 5. Filing with the Department of State.** The Clerk shall be and is hereby  
35 directed forthwith to send an electronic copy of this Ordinance to the Secretary of State for the  
36 State of Florida in accordance with Section 166.041, Florida Statutes.  
37

38 **Section 6. Effective Date.** This Ordinance shall become effective as provide for by  
39 law.  
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45 Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
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Filed with the Secretary of State \_\_\_\_\_, 2025.

ATTEST:

Town Council of Astatula, Florida

\_\_\_\_\_  
Jennifer Tucker, Town Clerk

\_\_\_\_\_  
Zane Teeters, Mayor

This \_\_\_\_ day of \_\_\_\_\_, 2025.

Approved as to form and legality:

\_\_\_\_\_  
David Langley, Town Attorney

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Council Member Wilbur		
Council Member MacQueen		
Council Member Quiros		

OLD  
BUSINESS

Granting the Mayor access to town facilities is necessary for several important reasons, particularly in light of previous discussions by the council and the legal opinion drafted by the town attorney:

1. **Efficiency in Operations**: Providing the Mayor with access to town facilities allows for more efficient operations. The Mayor often needs to respond quickly to various situations, attend meetings, or oversee events at these locations. Having direct access eliminates delays that could occur while waiting for staff or other officials to grant entry.

2. **Enhanced Accountability**: With administrative rights on the electronic lock platform, the Mayor can directly oversee security measures and ensure that access is managed appropriately. This accountability can help streamline operations and ensure that the facilities are used effectively and securely.

3. **Emergency Response**: In times of emergency or urgent situations, it is crucial for the Mayor to have immediate access to town facilities. This access enables the Mayor to act swiftly, coordinate responses, and manage any necessary resources without unnecessary obstacles.

4. **Collaboration with Staff**: The Mayor often collaborates with various departments and staff members on projects and initiatives. Having administrative rights allows for better coordination and communication, facilitating smoother operations and project execution.

5. **Consistency with Legal Guidance**: The previous legal opinion from the town attorney provides a framework for this request, indicating that the council has already acknowledged the necessity of this access. Following legal advice reinforces the legitimacy of the Mayor's request and ensures compliance with any regulatory requirements.

6. **Support for Community Initiatives**: The Mayor plays a vital role in community engagement and events. Access to the community center and other facilities is essential for planning and executing town-sponsored events, enhancing the Mayor's ability to lead and engage with residents effectively.

7. **\*\*Transparent Governance\*\***: Granting the Mayor access to town facilities promotes transparency in governance. It allows for direct oversight of activities and ensures that the Mayor is actively involved in the day-to-day operations of the town, fostering a sense of trust and accountability among residents.

In conclusion, providing the Mayor with access to town facilities and administrative rights on the Alta-Open platform is essential for operational efficiency, emergency preparedness, and effective governance, aligning with the council's previous discussions and legal guidance.

Granting the Mayor jurisdiction over town-sponsored events is crucial for several reasons, especially considering that previous mayors have held this authority:

1. **Centralized Leadership**: By giving the Mayor jurisdiction over town-sponsored events, the town ensures centralized leadership and decision-making. This allows for a clear point of contact for event coordination, making it easier for staff, community members, and organizations to understand who is responsible for oversight and approvals.
2. **Streamlined Planning and Execution**: The Mayor's involvement in the planning and execution of events can streamline processes. With jurisdiction, the Mayor can make timely decisions regarding logistics, budgets, and partnerships, reducing delays and enhancing the overall efficiency of event management.
3. **Enhanced Accountability**: When the Mayor has jurisdiction over events, there is a clear line of accountability. This ensures that events are organized in alignment with the town's goals, values, and standards, promoting responsible governance and community engagement.
4. **Consistency and Quality Control**: Having the Mayor oversee town-sponsored events helps maintain consistency in quality and presentation. The Mayor can ensure that events meet the town's standards and reflect its mission, thereby enhancing the community's overall experience.
5. **Fostering Community Involvement**: The Mayor plays a key role in representing the community's interests. By overseeing town-sponsored events, the Mayor can better connect with residents, gather feedback, and encourage community participation, fostering a sense of ownership and pride among citizens.
6. **Historical Precedent**: Since previous mayors have held this authority, it establishes a precedent that reinforces the importance of this role. Maintaining this tradition ensures continuity in governance and honors the established practices that have worked effectively for the town in the past.

7. **\*\*Coordination Across Departments\*\***: The Mayor's jurisdiction allows for better coordination across various town departments involved in event planning, such as public works, parks and recreation, and public safety. This holistic approach ensures that all aspects of an event are considered, from logistics to safety measures.

8. **\*\*Promoting Town Initiatives\*\***: With jurisdiction over town-sponsored events, the Mayor can promote key initiatives and programs, aligning events with broader community goals such as health, safety, culture, and economic development. This helps to enhance the town's reputation and attract participation.

In summary, granting the Mayor jurisdiction over town-sponsored events is vital for effective leadership, streamlined operations, accountability, and community engagement, while also honoring established practices that have proven beneficial in the past.

## **Standardized Monday–Friday Work Schedule for All Full-Time Personnel (Excluding Law Enforcement) and Commitment to Full Public Access to Town Hall**

To ensure the Town of Astatula provides consistent, high-quality service to its residents, it is essential that all **full-time personnel—excluding law enforcement—adhere to a standardized Monday through Friday work schedule**. In addition, **Town Hall must remain fully open and accessible to the public during all regular business hours** to meet the ongoing needs of the community.

Implementing a standardized Monday through Friday schedule across departments and ensuring full public access to Town Hall provides the following benefits:

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### **1. Consistency and Fairness Across Departments**

A Monday–Friday work schedule ensures **fairness and equity** among all full-time employees. Equal scheduling expectations contribute to a more **balanced workplace culture**, boosting morale and reinforcing a unified approach to serving the community.

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### **2. Improved Collaboration and Communication**

Shared workdays across departments like Public Works, Utilities, and Town Hall administration improve **coordination, collaboration, and responsiveness**. Staff can work together in real-time to address issues, complete projects, and serve the public without unnecessary delays.

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### **3. Streamlined Operations and Service Delivery**

A uniform Monday–Friday schedule helps **streamline planning, resource allocation, and day-to-day operations**. Staff coverage becomes more predictable and dependable, ensuring better service delivery to residents and businesses.

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### **4. Full Public Accessibility to Town Hall**

Town Hall should be **fully staffed and open to the public Monday through Friday during standard business hours**. This ensures that residents can reliably access critical services, including utility billing, permitting, records requests, and general administrative assistance—reinforcing the Town’s commitment to transparency and responsiveness.

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## 5. Simplified Scheduling and Management

With all full-time staff on the same weekly schedule, managers can more easily coordinate **meetings, training, and project oversight**. This predictability makes internal administration more efficient and supports overall productivity.

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## 6. Enhanced Accountability

A standardized Monday–Friday schedule sets **clear expectations** for attendance and performance. With shared accountability, all staff are better able to manage workloads, meet deadlines, and contribute to the smooth operation of their departments.

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## 7. Reduced Confusion and Gaps in Coverage

Varying schedules can create confusion and operational disruptions. A Monday–Friday structure ensures **consistent staffing**, reduces miscommunication, and helps prevent service lapses that could affect residents or internal functions.

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## 8. Improved Work-Life Balance

A consistent weekly schedule allows employees to plan personal obligations, family time, and health needs more effectively. It also minimizes overtime or irregular hours, helping to maintain a **healthy balance between work and personal life**.

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## 9. Increased Team Cohesion and Job Satisfaction

When all departments operate on the same schedule, **team cohesion and communication improve**. Employees feel part of a unified effort, which can increase job satisfaction, loyalty, and overall morale.

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## 10. Compliance with Labor Standards

A regular Monday–Friday schedule also ensures compliance with **labor and overtime regulations**, streamlining payroll processes and maintaining fair labor practices across departments.

---

## Conclusion

The Town of Astatula will benefit greatly from adopting a **standardized Monday through Friday work schedule for all full-time personnel, excluding law enforcement**. This structure promotes fairness, operational efficiency, and stronger internal communication. Most importantly, it ensures that **Town Hall remains fully open and accessible to the public throughout the workweek**, maintaining the trust and satisfaction of the residents we serve.

NEW  
BUSINESS

ITEM

1

Cheryl Marinelli is a valid appointment to fill the vacancy on the Town Council for several compelling reasons:

**Extensive Legal Experience:** With 24 years as a paralegal, Cheryl brings a wealth of knowledge in legal matters, particularly in litigation defense. This expertise is invaluable for understanding town policies, regulations, and legal implications of council decisions.

1. **Relevant Professional Background:** Her 14 years at the University of Massachusetts focusing on litigation defense have equipped her with skills in critical analysis, problem-solving, and effective communication. These skills are essential for navigating the complexities of town governance.
2. **Real Estate Acumen:** Cheryl's past experience as a realtor provides her with insights into property issues, local development, and community planning. This background will aid the council in making informed decisions regarding zoning, land use, and community development.
3. **Understanding of Urban Planning:** Her experience reading plat maps and plot plans will be beneficial in discussions related to urban planning and development, ensuring that the council's decisions are well-informed and considerate of the town's layout and future growth.
4. **Community Engagement:** Cheryl's interests in photography, history, historical architecture, and interior renovations indicate her passion for community aesthetics and preservation. This aligns with the town's goals of maintaining a vibrant and culturally rich environment.

5. **Travel and Broader Perspectives:** Her love for traveling suggests that she brings a broader perspective to the council, having likely encountered different community structures and governance models that can inspire local initiatives.

Overall, Cheryl's unique combination of legal expertise, real estate knowledge, and passion for community development makes her an excellent candidate for the Town Council, ensuring that the council's decisions are both legally sound and beneficial to the community.

ITEM

2



## APPLICATION FOR MAJOR SITE / DEVELOPMENT PLAN REVIEW

1. Applicant's Name: Ron Blanton  
Telephone Number: 330-352-6884  
Applicant is: Owner  Developer  Lessee  Agent  Optionee
2. Owner's Name: TAO Astatula, LLC c/o Ron Blanton  
Address: 1321 Industrial Pkwy N, Suite 500, Brunswick, OH 44212  
Telephone Number: 800-482-6225
3. Contractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
License Number: \_\_\_\_\_
4. Architect's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Registration Number: \_\_\_\_\_
5. Landscape Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Registration Number: \_\_\_\_\_

6. Project Name: Mack Concrete Expansion

Physical Location/Address: 24046 CR 561, Astatula, FL 34705

7. The property is located in the vicinity of the following streets:

On CR 561 between Bates Land and Corkwood Lane

8. Area of property 367,646.4 Square Feet 8.44 Acres

9. The exact legal description of the property as shown on the Tax Receipt or the Warranty Deed, or attach a separate sheet to the application form:

See attached Property Record Card and Warranty Deed

10. The property is currently zoned: PUD

11. Briefly describe the proposed project: Construct 156,000 sq ft Production Facility

If for storage, what type of material will be stored? N/A

12. Have any development reviews and/or approvals been granted to this property?  
Yes \_\_\_ No X If yes, list the type, date and result:

13. Has any Variance been granted concerning this property? Yes \_\_\_ No X  
If yes, list the Case Number and briefly describe the nature of the Variance.

14. The plans shall be drawn on 24" x 36" sheets as a minimum, at the largest scale feasible. The plans or any portion thereof involving engineering, shall be certified by a professional engineer or landscape architect as required by SJRWMD. The following information must be included on the site plan:

**General Information**

- X   a. Name of project.
- X   b. Statement of intended use of site.
- X   c. Legal description of the property and size of parcel in acres or square feet.
- X   d. Name address and phone number of owner or owners of record.
- X   e. Name, address and phone number of owner's agent.
- X   f. Name, address, phone number, signature and registration of person(s) preparing the plan.
- X   g. Date, north arrow and scale number of sheets; the scale (not smaller than one inch to fifty feet (1"=50)) shall be designated and where appropriate, the same scale shall be used on all sheets.
- X   h. Vicinity map showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale of not less than one inch equals two thousand feet (1" 2,000').
- X   i. Linear dimensions of the site.
- X   j. Existing topography with a maximum of one (1) foot contour intervals for the proposed site.
- X   k. Finished grading elevations.
- X   l. All existing and proposed building restriction lines (i.e., highway setback lines, easement, covenants, rights-of-ways, and building setback lines).
- N/A   m. Commitments, such as contributions to off set public facilities impacts.
- X   n. Zoning on all adjacent land.
- N/A   o. All rights-of-way and curb cuts within 150 feet of the proposed site on both sides of the road.

### **Building and Structure**

- X   a. Intended use.
- X   b. Number of stories.
- X   c. Height of building(s).
- N/A   d. Number of dwelling units and density for multifamily site plans.
- N/A   e. Projected number of employees, if applicable.
- N/A   f. If restaurant, show number of seats and occupancy load.
- X   g. Square footage for proposed development, i.e., gross square footage, nonstorage area, square footage of each story, gross square footage of sales area, etc.
- N/A   h. Photograph or sketch of proposed sign with dimensions and material type.
- N/A   i. Façade and elevation plans as follows: Exterior elevations with material designations, outline specifications of façade and roof treatments

### **Street, Sidewalks, Driveways, Parking Areas and Loading Spaces**

- X   a. Engineering plans and specifications for streets, sidewalks and driveways
- N/A   b. All parking spaces delineated.
- N/A   c. Number of parking spaces.
- N/A   d. Number and location of handicapped spaces.
- N/A   e. Number and designation of loading spaces
- N/A   f. Number of square feet of paved parking and driveway materials of driveways.
- N/A   g. Cross-section of proposed street improvements.
- N/A   h. Fire lanes
- N/A   i. Location of proposed driveway(s) and median cut(s).
- N/A   j. Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow
- N/A   k. Location of traffic-control signs and signalization devices
- N/A   l. Designated location of sidewalks

N/A m. Coordination of walkways, driveways, etc., with facilities in adjacent developments

N/A n. All proposed street and alleys

### **Proposed Water, Sewer and Solid Waste Facilities**

N/A a. Size, material, specifications and location of water mains, valves, services and fire hydrants.

N/A b. Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary.

N/A c. Size and location of septic tank and drainfield, if applicable.

N/A d. Grease separation system, if applicable: Size, location and materials.

N/A e. Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable.

### **Landscaping**

N/A a. Landscaping plan and provisions for maintenance including size, type and location of all landscaping, screens, walls, fences and buffers per the requirements in the Landscaping and Tree Protection chapter. If water efficient landscaping is used, the information required in that chapter should be included.

N/A b. Irrigation system plan.

### **Environmental Protection**

N/A a. Natural features such as waterbodies, wetlands, native vegetative communities, etc., as required in the Environmental Regulations chapter.

N/A b. Conservation easements per the requirements.

N/A c. Provisions for the adequate control of erosion and sediment, including the location and description of the methods to be utilized during and after all phases of clearing, grading and construction.

### **ADDITIONAL INFORMATION TO BE PROVIDED**

N/A a. A certificate of concurrency or evidence of application for a certificate.

- N/A b. An application for a clearing and tree permit meeting all criteria specified in the Developmental Procedures and Regulations chapter and the Landscaping and Tree Protection chapter.
- N/A c. Drainage calculations as required in the Stormwater Management chapter.
- N/A d. Fire flow calculations, if applicable.
- N/A e. Lift station calculations, where required.
- N/A f. Copy of HRS permit, where required.
- N/A g. A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.
- N/A h. Environmental assessment per the requirements, if applicable.
- N/A i. Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code.

*CCW*

\_\_\_\_\_  
Signature of Applicant

Date: 11/8/2024

PLEASE SUBMIT APPLICATION TO THE TOWN CLERK ACCOMPANIED BY TEN (10) COPIES OF THE SITE PLAN (SIGNED AND SEALED IF REQUIRED), APPROPRIATE REVIEW FEES, PROOF OF OWNERSHIP AND ALL APPLICABLE INFORMATION AND DOCUMENTATION OUTLINED IN THIS APPLICATION AND AS REQUIRED BY TOWN OF ASTATULA.

**OWNER'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

Before me, the undersigned authority, personally appeared Ron Blanton, who being by me first duly sworn on oath, deposes and says:

(1) That he/she is the fee-simple owner of the property legally described on page one of this application.

(2) That he/she desires approval for:

Major Site Plan

(3) That he/she has appointed Charles C Hiott to act as agent in his/her behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his/her stead.

  
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this 4<sup>th</sup> day of November, 2024, by Ronald Blanton, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

  
Notary Public



**NOTE**

**All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.**

**APPLICANT'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

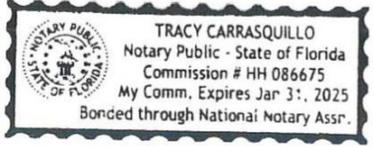
Before me, the undersigned authority, personally appeared Charles C Hiott, who being by me first duly sworn on oath, deposes and says:

- (1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the Town of Astatula, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Astatula, Florida, and are not returnable.
- (2) That he desires approval for:  
Major Site Plan
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

CCW  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this 24th day of October, 2024, by Charles C Hiott; who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Tracy Carrasquillo  
Notary Public



# BOUNDARY & TOPOGRAPHIC SURVEY

**PARCEL I:**  
 Lot 14 in Block L in the City of Astatula, Florida, according to the plat thereof, as recorded in Plat Book 1, page 12, Public Records of Lake County, Florida, lying Easterly of the Easterly right-of-way line of the Seaboard Coast Line R/R (now abandoned); AND ALSO: that part of an unnamed street and that part of Van Buren Street adjacent to the said Lot 14 described as follows: Begin at the intersection of the Easterly right-of-way line of the Seaboard Coast Line R/R (now abandoned) and the North line of said Lot 14; run thence Northwesterly along said Easterly right-of-way line to the center line of said unnamed street; thence East along the centerline of said unnamed street to its intersection with the centerline of Van Buren Street, thence South along the center line of Van Buren Street to the South line of (end of) Van Buren Street, thence West along said South line to the Southeast corner of said Lot 14; thence North along the East line of said Lot 14 to the Northeast corner of Lot 14; thence West along the North line of Lot 14 to the Point of Beginning; AND ALSO: that part of the vacated right-of-way of the Seaboard Coast Line R/R described as follows: Begin at the intersection of the North line of Lot 14, Block L, Astatula, as recorded in Plat Book 1, page 12, Public Records of Lake County, Florida and the Easterly line of vacated railroad right-of-way, thence Northwesterly 100 feet along said Easterly line, thence West to the Easterly line of Hwy. 561, thence Southeastery along said Easterly line of Hwy. 561, 100 feet to a point lying West of the Point of Beginning, thence East to the point of beginning in Section 32, Township 20 South, Range 26 East.

**PARCEL II:**  
 That part of Government Lots 2 and 3, Section 5, Township 21 South, Range 26 East, Lake County, Florida, described as follows: Begin at the intersection of the North boundary of Section 5, Township 21 South, Range 26 East, and the Easterly Right-of-way line of State Road 561; thence S 0°16'34" W a distance of 713.94 feet along said Easterly right-of-way line of State Road 561; thence N 89°59'34" E a distance of 432.35 feet; thence N 19°22'26" W a distance of 756.75 feet along the Westerly right-of-way line of Railroad; thence S 89°59'34" W a distance of 177.80 feet along said North boundary of Section 5, Township 21 South, Range 26 East, to the Point of Beginning;

**PARCEL III:**  
 Abandoned RR R/W lying Easterly of the following described land: Begin on North line of SEC & East R/W of SR 561, run South along said Road R/W 713.94 feet North 89°59'34" E 432.35 feet to Westerly R/W of RR N 19°22'26" W to North line of SEC South 89°59'34" W to the Point of Beginning, all lying within Section 5, Township 21 South, Range 26 East, Lake County, Florida.

**PARCEL IV:**  
 That part of Section 5, Township 21 South, Range 26 East, Lake County, Florida, described as follows: Begin at the Northeast corner of Government Lot 2, in said Section 5, run South 89°59'34" W along the North line thereof, 669.41 feet to a point that is 430.55 feet East of the intersection of the Easterly right-of-way line of the abandoned Seaboard Coastline Railroad with the said North line of Government Lot 2; thence departing said North line run S 0°00'28" E 713.93 feet; thence North 89°59'34" E 670.34 feet to the East line of said Government Lot 2; thence run N 0°05'18" W along said East line, 713.54 feet to the Point of Beginning.

**PARCEL V:**  
 The part of the South 1/2 of Lot 9, Block L, according to the plat of Astatula, recorded in Plat Book 1, page 12, Public Records of Lake County, Florida, lying West of the Westerly right-of-way line of State Road 561, together with that portion of Monroe Street (now closed) lying between the centerline of said Monroe Street and West line of the South 1/2 of Lot 9.

ALSO, Lot 13, Block L, of said plat of Astatula, together with that portion of Jackson Street (now closed) lying West of the Westerly right-of-way line of State Road 561.

ALSO, all the part of Lot 14, Block L, of said plat of Astatula lying West of the Easterly right-of-way line of the abandoned Seaboard Coast Line Railroad, less the right-of-way of State Road 561, together with that portion of an unnamed avenue lying between Lots 10 and 14, Block L of said Plat of Astatula, said portion lying South of the centerline of said unnamed avenue and between the Easterly right-of-way of said abandoned railroad and the Easterly right-of-way of State Road 561.

Also a portion of lands described in Official Records Book 1117, Page 0531 of the Public Records of Lake County Florida, described as follows:  
 A portion of Monroe Street bounded on the East by Lot 13, Block L, and bounded on the West by the center line of Monroe Street; Also a portion of an unnamed avenue bounded on the North by Lot 9, Block L, and the westerly extension of the southerly line of Lot 9, Block L, and bounded on the South by Lot 13, Block L, and the westerly extension of the northerly line of Lot 13, Block L and bounded on the West by the center line of Monroe Street, less and except any portion lying fifty feet (50') west of the centerline of C-561; all according to the Map of Astatula, Plat Book 1, page 12, Public Records of Lake County, Florida.

LESS AND EXCEPT that portion conveyed as Right-of-Way in the Statutory Warranty Deed in favor of Lake County dated July 29, 1992, recorded September 2, 1992 in Official Record Book 1183, page 1228, of the Public Records of Lake County, Florida.

## SURVEYORS NOTES:

- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE OPINION. THERE MAY EXIST MATTERS ON RECORD AFFECTING THE SUBJECT PROPERTY.
- ADJACENT PROPERTIES HAVE NOT BEEN ABSTRACTED FOR TITLE MATTERS AND ARE SUBJECT TO EASEMENTS AND MATTERS OF RECORD.
- BEARINGS ARE BASED ON GRID NORTH, FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE DERIVED FROM A PRIVATE NETWORK SOLUTION, ALONG THE EAST LINE OF PARCEL IV AS
- NO UNDERGROUND UTILITIES, FOUNDATIONS OR IMPROVEMENTS HAVE BEEN LOCATED.
- SYMBOLS ARE NOT TO SCALE.
- THIS SURVEY DOES NOT DETERMINE OWNERSHIP OF FENCES.
- ELEVATIONS SHOWN HEREON ARE BASED UPON AND MATCHED TO THE NATIONAL GEODETIC SURVEY (NGS) BENCHMARK DESIGNATION # S-428, HAVING A PUBLISHED ELEVATION OF 78.46, NORTH AMERICAN VERTICAL DATUM OF 1988, (NAVD 88).
- SITE BENCHMARKS ARE AS SHOWN.
- THE SCALE FOR THE MAP/DRAWING SHOWN HEREON IS INTENDED TO BE DISPLAYED AT A SCALE OF 1"=100' ON A 24"x36" SIZED SHEET FOR THE BOUNDARY SHEET AND A SCALE OF 1"=40' ON A 24"x36" SIZED SHEET FOR THE TOPOGRAPHIC SHEETS. ANY OTHER SHEET SIZE WILL ALTER THE SCALE OF THE DRAWING. COPIES AND REPRODUCTIONS MADE FROM PRINTS WILL/MAY ALTER THE SCALE OF THE DRAWING AS WELL.
- THE LEGAL DESCRIPTION IS PER ORB 29640, PGS 1413-1416, AS AMENDED TO INCLUDE A PORTION OF VACATED RIGHT-OF-WAY DESCRIBED IN ORB 1117, PG 531, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.
- TOPOGRAPHIC FEATURES LOCATED ONLY IN SPECIFIC AREAS AS REQUESTED BY CLIENT. NO OTHER TOPOGRAPHIC FEATURES LOCATED THAN SHOWN HEREON.

## ABBREVIATIONS

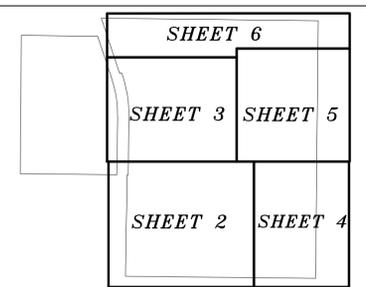
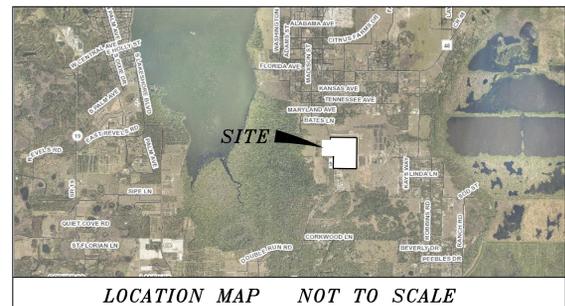
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## LEGEND

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 I hereby certify that this survey shown hereon was made in accordance with the "Standards of Practice" for land surveying in the State of Florida, Chapter 5J-17-.050 to 0.052 Florida Administrative Code, pursuant to Chapters 177 and 472, Florida Statutes and unless it bears the signature and the original raised seal of a Florida Licensed Surveyor and Mapper, this drawing, sketch, plat or map is for informational purposes only and is not valid.

Printed Name: Ralph A. Nieto P.S. M. No. 6025 Print Date



**SHEET 1 - BOUNDARY SURVEY**  
**SHEET 2-6 - TOPOGRAPHIC SURVEY**  
**SHEET 1A OF 6**  
 NOT VALID WITHOUT SHEETS 1, 2, 3, 4, 5 & 6



**Nieto-Whittaker Surveying LLC**  
 1728 N. Ronald Regan Blvd., Longwood, FL 32750  
 PH: (407) 636-8460 FAX: (407) 636-8461  
 LB No. 7744

FIELD BY: DLW	DATE: 4/25/18	ORDER NO.: NW18-159	SHEET: 1A OF 6
DRAWN BY: BPS			
TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT		TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT	
02. 03/28/23			
01. 06/27/22			
NO.	DATE		REVISIONS

**PREPARED FOR:**  
**MACK CONCRETE**  
 24046 COUNTY ROAD 561, ASTATULA, FL 34705

# BOUNDARY & TOPOGRAPHIC SURVEY

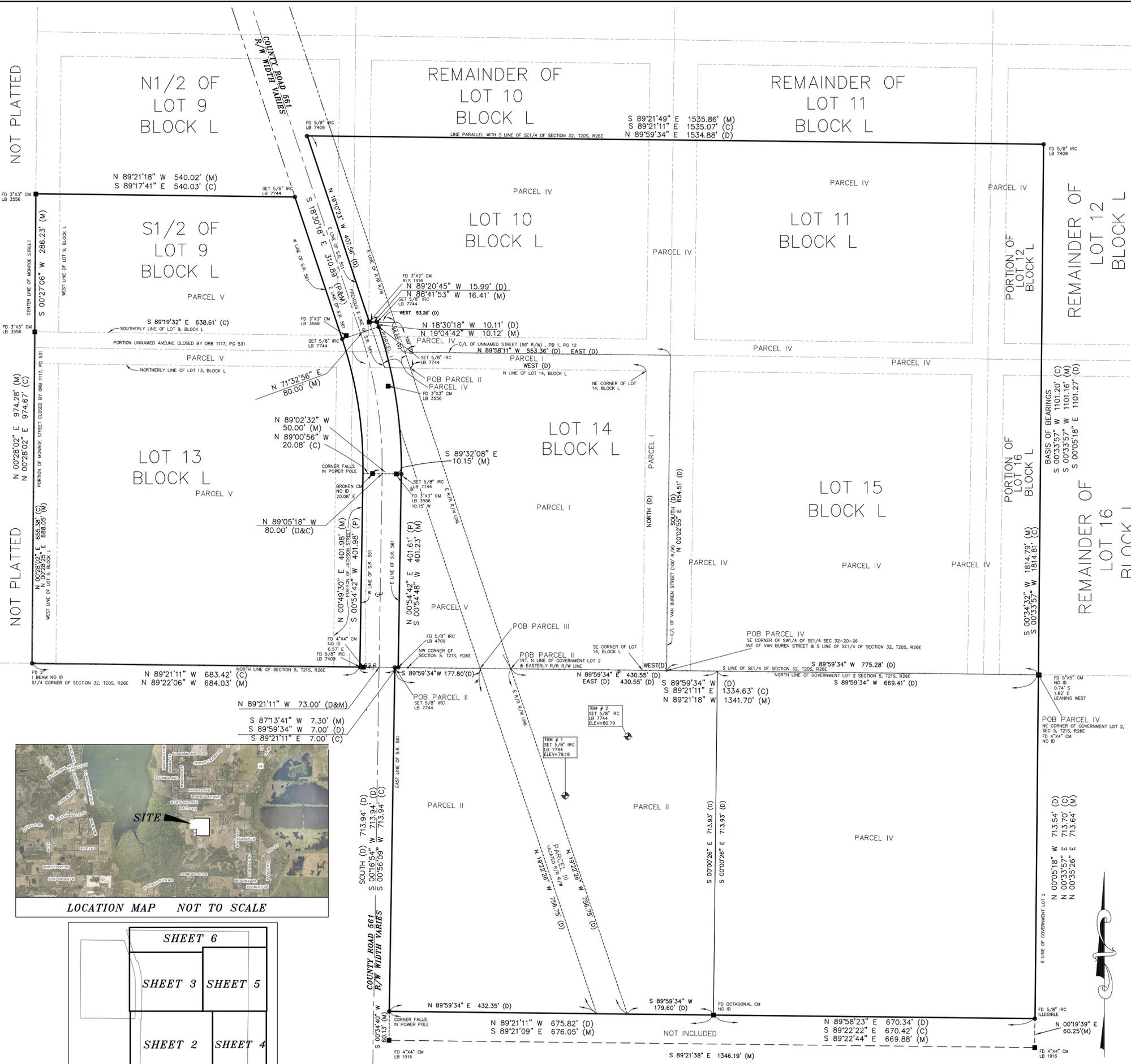
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FIELD BY: DLW DATE: 4/25/18  
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SCALE: 1"=100' SHEET 1 OF 6

REVISIONS  
NO. DATE DESCRIPTION  
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01 06/27/22 TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT

PREPARED FOR:  
**MACK CONCRETE**  
24046 COUNTY ROAD 561, ASTATULA, FL 34705



**PARCEL I:**  
Lot 14 in Block L in the City of Astatula, Florida, according to the plat thereof, as recorded in Plat Book 1, page 12, Public Records of Lake County, Florida, lying Easterly of the Easterly right-of-way line of the Seaboard Coast Line R/R (now abandoned); AND ALSO: that part of an unnamed street and that part of Van Buren Street adjacent to the said Lot 14 described as follows: Begin at the intersection of the Easterly right-of-way line of the Seaboard Coast Line R/R (now abandoned) and the North line of Lot 14; run thence Easterly along said Easterly right-of-way line to the center line of said unnamed street; thence East along the centerline of said unnamed street to its intersection with the center line of Van Buren Street, thence South along the center line of Van Buren Street to the South line of (end of) Van Buren Street, thence West along South line to the Southeast corner of said Lot 14; thence North along the East line of said Lot 14 to the Northeast corner of Lot 14; thence West along the North line of Lot 14 to the Point of Beginning; AND ALSO: that part of the vacated right-of-way of the Seaboard Coast Line R/R described as follows: Begin at the intersection of the North line of Lot 14, Block L, Astatula, as recorded in Plat Book 1, page 12, Public Records of Lake County, Florida and the Easterly line of said vacated railroad right-of-way, thence Northwesterly 100 feet along said Easterly line, thence West to the Easterly line of Hwy. 561, thence Southeast along said Easterly line of Hwy. 561, 100 feet to a point lying West of the Point of Beginning, thence East to the point of Beginning in Section 32, Township 20 South, Range 26 East.

**PARCEL II:**  
That part of Government Lots 2 and 3, Section 5, Township 21 South, Range 26 East, Lake County, Florida, described as follows: Begin at the intersection of the North boundary of Section 5, Township 21 South, Range 26 East, and the Easterly Right-of-way line of State Road 561; thence S 0°16'54" W a distance of 713.94 feet along said Easterly right-of-way line of State Road 561; thence N 89°59'34" E a distance of 432.35 feet; thence N 19°22'26" W a distance of 756.75 feet along the Easterly right-of-way line of Railroad; thence S 89°59'34" W a distance of 177.80 feet along said North boundary of Section 5, Township 21 South, Range 26 East, to the Point of Beginning;

**PARCEL III:**  
Abandoned RR R/W lying Easterly of the following described land: Begin on North line of SEC & East R/W of SR 561, run South along said Road R/W 713.94 feet North 89°59'34" E 432.35 feet to Westery R/W of RR N 19°22'26" W to North line of SEC South 89°59'34" W to the Point of Beginning, all lying within Section 5, Township 21 South, Range 26 East, Lake County, Florida.

**PARCEL IV:**  
That part of Section 5, Township 21 South, Range 26 East, Lake County, Florida, described as follows: Begin at the Northeast corner of Government Lot 2, in said Section 5, run South 89°59'34" W along the North line thereof, 669.41 feet to a point that is 430.55 feet East of the intersection of the Easterly right-of-way line of the abandoned Seaboard Coastline Railroad with the said North line of Government Lot 2; thence departing said North line run S 0°00'28" E 713.93 feet; thence North 89°59'34" E 432.35 feet to the East line of said Government Lot 2; thence run N 0°05'18" W along said East line, 713.54 feet to the Point of Beginning.

**PARCEL V:**  
That part of Block L, according to the map of Astatula, as recorded in Plat book 1, page 12, Public Records of Lake County, Florida, lying in Section 32, Township 20 South, Range 26 East, described as follows: Begin at the intersection of the center line of Van Buren Street as shown on said plat with the South line of the Southeast 1/4 of said Section 32; thence run North 0°02'55" East along said centerline 654.51 feet to the centerline of an unnamed street as shown on said plat; thence run N 89°58'11" W along said centerline, 553.36 feet to the intersection of said centerline with the Easterly right-of-way line of the abandoned Seaboard Coastline Railroad; thence run Northwesterly along said Easterly right-of-way line 65.03 feet; to a point that is 100.00 feet from the intersection of the said Easterly right-of-way line with the North line of Lot 14, of said Block L; thence departing Easterly right-of-way line, run West 53.26 feet to the Easterly right-of-way line of State Road 561; thence run N 19°10'23" W along said Easterly right-of-way of State Road 561 a distance of 407.56 feet; thence departing said right-of-way line run N 89°59'34" E parallel with the South line of the Southeast 1/4 of said Section 32 a distance of 1534.88 feet to a point on a line, said line having a bearing of N 0°05'18" W from the Northeast corner of Government Lot 2, Section 5, Township 21 South, Range 26 East; thence run S 0°05'18" E along said line 1101.27 feet to the said Northeast corner of Government Lot 2; thence run S 89°59'34" W along the South line of said Southeast 1/4 of Section 32 a distance 775.28 feet to the Point of Beginning.

**PARCEL VI:**  
The part of the South 1/2 of Lot 9, Block L, according to the plat of Astatula, recorded in Plat Book 1, page 12, Public Records of Lake County, Florida, lying West of the Westerly right-of-way line of State Road 561, together with that portion of Monroe Street (now closed) lying between the centerline of said Monroe Street and West line of the South 1/2 of said Lot 9.

**PARCEL VII:**  
ALSO, Lot 13, Block L, of said plat of Astatula, together with that portion of Jackson Street (now closed) lying West of the Westerly right-of-way line of State Road 561.

**PARCEL VIII:**  
ALSO, all the part of Lot 14, Block L, of said plat of Astatula lying West of the Easterly right-of-way line of the abandoned Seaboard Coast Line Railroad, less the right-of-way of State Road 561, together with that portion of an unnamed avenue lying between Lots 10 and 14, Block L of said Plat of Astatula, said portion lying South of the centerline of said unnamed avenue and between the Easterly right-of-way of said abandoned railroad and the Easterly right-of-way of State Road 561.

**PARCEL IX:**  
Also a portion of lands described in Official Records Book 1117, Page 0531 of the Public Records of Lake County Florida, described as follows:  
A portion of Monroe Street bounded on the East by Lot 13, Block L, and bounded on the West by the center line of Monroe Street; Also a portion of an unnamed avenue bounded on the North by Lot 9, Block L, and the westerly extension of the southerly line of Lot 9, Block L, and bounded on the South by Lot 13, Block L, and the westerly extension of the northerly line of Lot 13, Block L, and bounded on the West by the center line of Monroe Street, less and except any portion lying fifty feet (50') west of the centerline of C-561; all according to the Map of Astatula, Plat Book 1, page 12, Public Records of Lake County, Florida.

**PARCEL X:**  
LESS AND EXCEPT that portion conveyed as Right-of-Way in the Statutory Warranty Deed in favor of Lake County dated July 29, 1992, recorded September 2, 1992 in Official Record Book 1183, page 1228, of the Public Records of Lake County, Florida.

### SURVEYORS NOTES:

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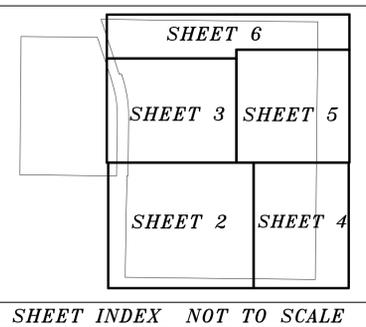
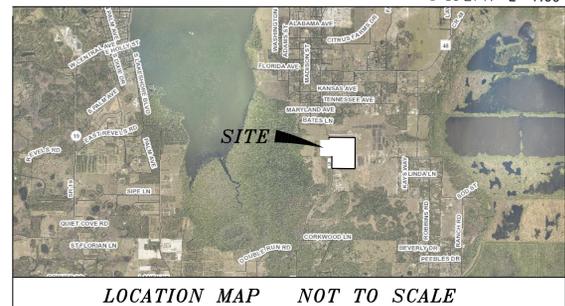
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SHEET 2-6 TOPOGRAPHIC SURVEY  
SHEET 1 OF 6  
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 Abandoned RR R/W lying Easterly of the following described land: Begin on North line of SEC & East R/W of SR 561, run South along said Road R/W 713.94 feet North 89°59'34" E 432.35 feet to Westerly R/W of RR N 19°22'26" W to North line of SEC South 89°59'34" W to the Point of Beginning, all lying within Section 5, Township 21 South, Range 26 East, Lake County, Florida.

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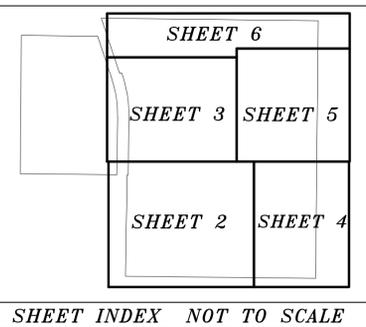
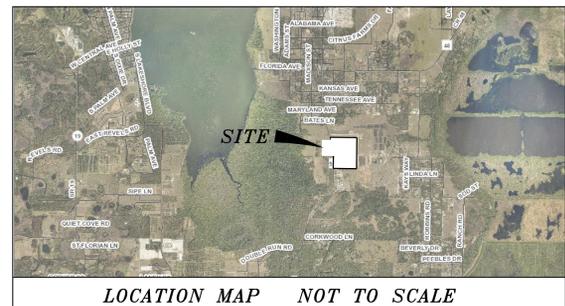
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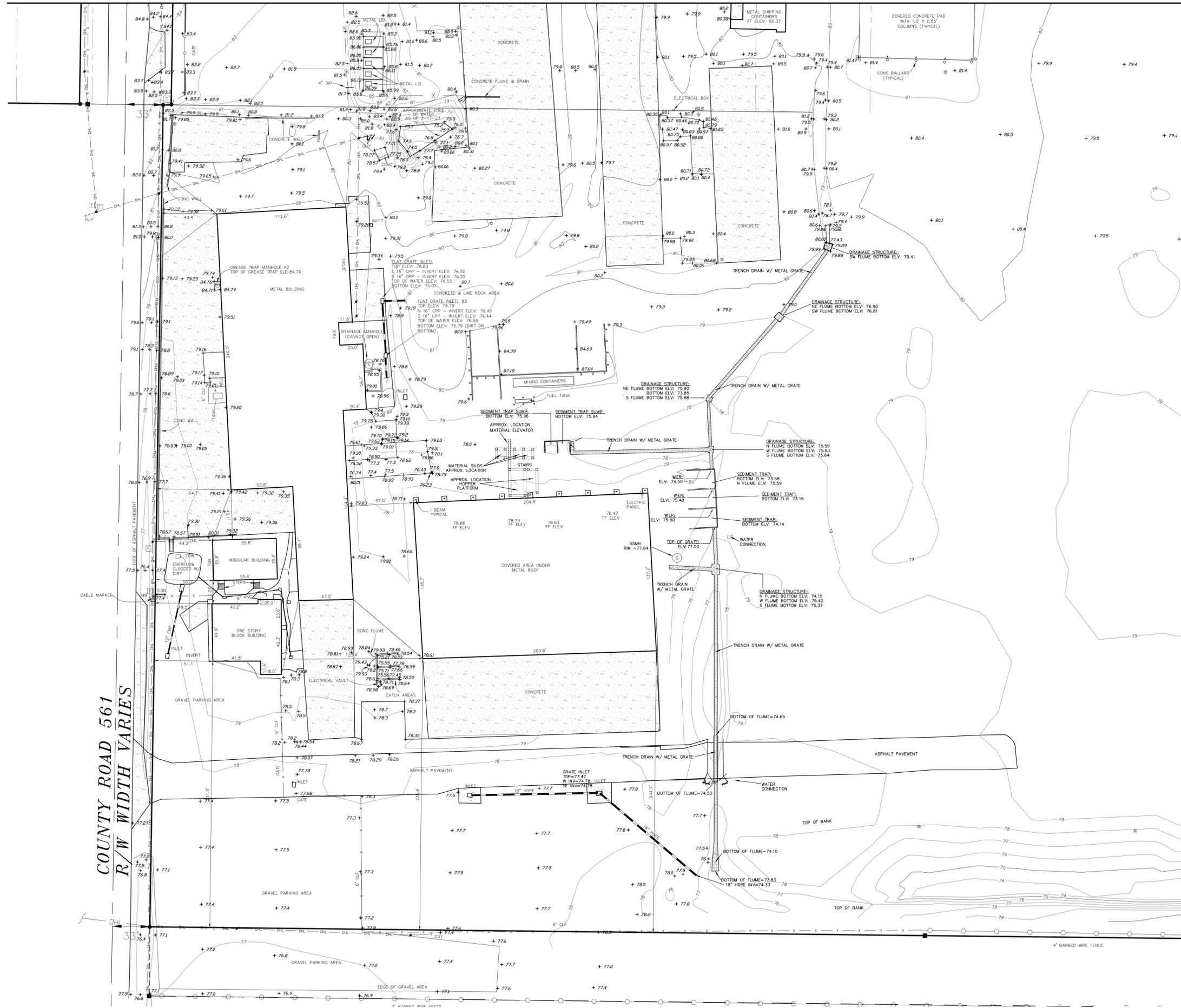


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**MACK CONCRETE**  
 24046 COUNTY ROAD 561, ASTATULA, FL 34705

PREPARED FOR:

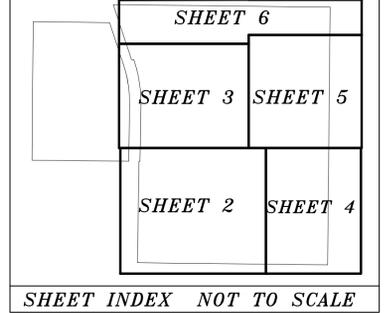


ABBREVIATIONS

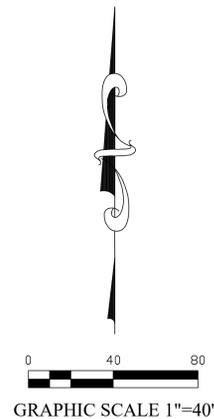
- |                                    |                                      |
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LEGEND

- |  |                          |
|--|--------------------------|
| ● IRON ROD AND CAP FOUND<br>(NUMBER AS INDICATED)        | ■ CONCRETE               |
| ■ 4"x4" CONCRETE MONUMENT FOUND<br>(NUMBER AS INDICATED) | ⊛ LIGHT POLE             |
| ⊘ UTILITY POLE (WOOD)                                    | ⊙ SANITARY SEWER MANHOLE |
| ⊠ WATER METER  | ⊙ MANHOLE                |
| ⊠ TELEPHONE JUNCTION BOX                                 | ⊠ FIBER OPTIC MARKER     |



MATCH LINE SEE SHEET 4



SHEET 1 - BOUNDARY SURVEY  
 SHEET 2-6 - TOPOGRAPHIC SURVEY  
 SHEET 2 OF 6  
 NOT VALID WITHOUT SHEETS 1, 2, 3, 4, 5 & 6

Nieto-Whittaker Surveying LLC  
 1728 N. Ronald Regan Blvd., Longwood, FL 32750  
 PH: (407) 636-8460 FAX: (407) 636-8461  
 LB No. 7744



FIELD DATE: 3/28/23	ORDER NO.: NW18-159	SHEET 2 OF 6
FIELD BY: BP	DRAWN BY: CS	SCALE: 1"=40'

02	03/28/23	TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT
01	06/27/22	TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT
NO.	DATE	REVISIONS

PREPARED FOR:  
**MACK CONCRETE**  
 24046 COUNTY ROAD 561, ASTATULA, FL 34705

MATCH LINE SEE SHEET 6

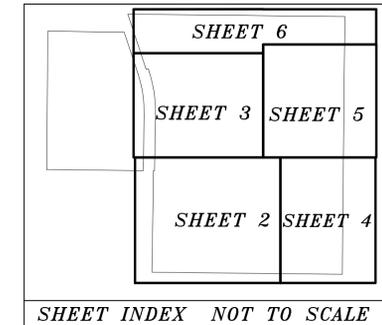


ABBREVIATIONS

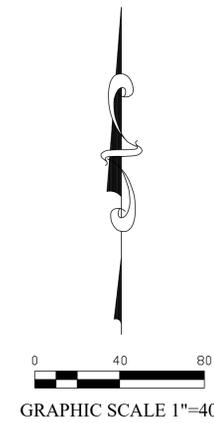
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LEGEND

- |   |                          |
|---|--------------------------|
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| ⊠ TELEPHONE JUNCTION BOX                              | ⊞ FIBER OPTIC MARKER     |



MATCH LINE SEE SHEET 5



MATCH LINE SEE SHEET 2

SHEET 1 - BOUNDARY SURVEY  
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 SHEET 3 OF 6  
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FIELD DATE: 3/28/23	ORDER NO.: NW18-159	SHEET 3 OF 6
FIELD BY: BP	DRAWN BY: CS	SCALE: 1"=40'

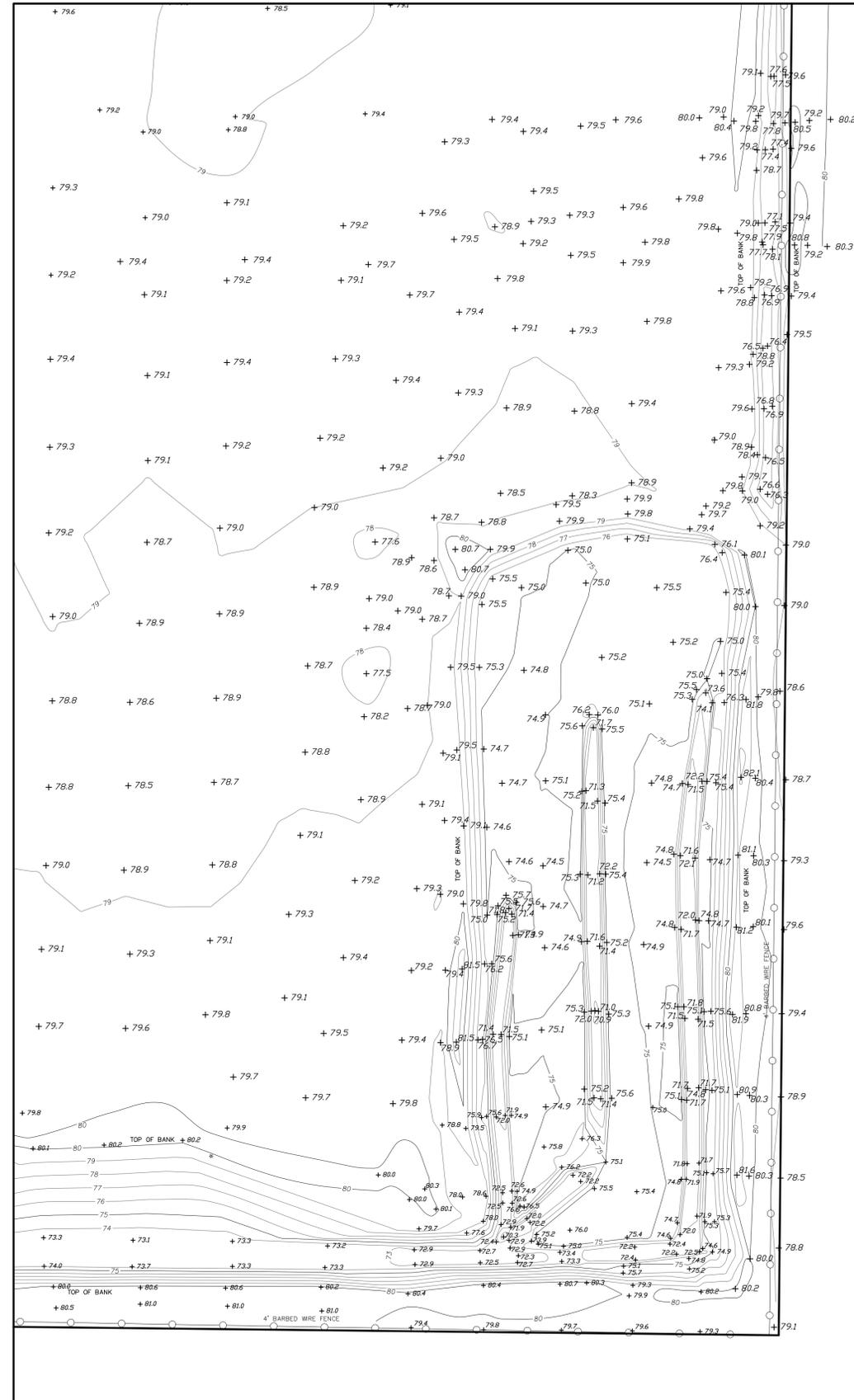
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01. 06/27/22	TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT
NO.	DATE

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 24046 COUNTY ROAD 561, ASTATULA, FL 34705

MATCH LINE SEE SHEET 5

BOUNDARY & TOPOGRAPHIC SURVEY

MATCH LINE SEE SHEET 2

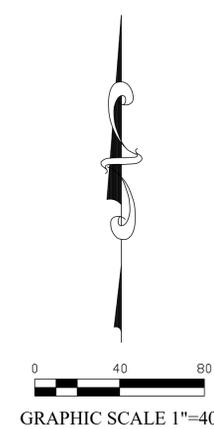
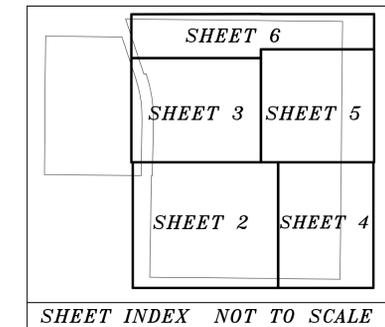


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 SHEET 4 OF 6  
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 ORDER NO.: NW18-159  
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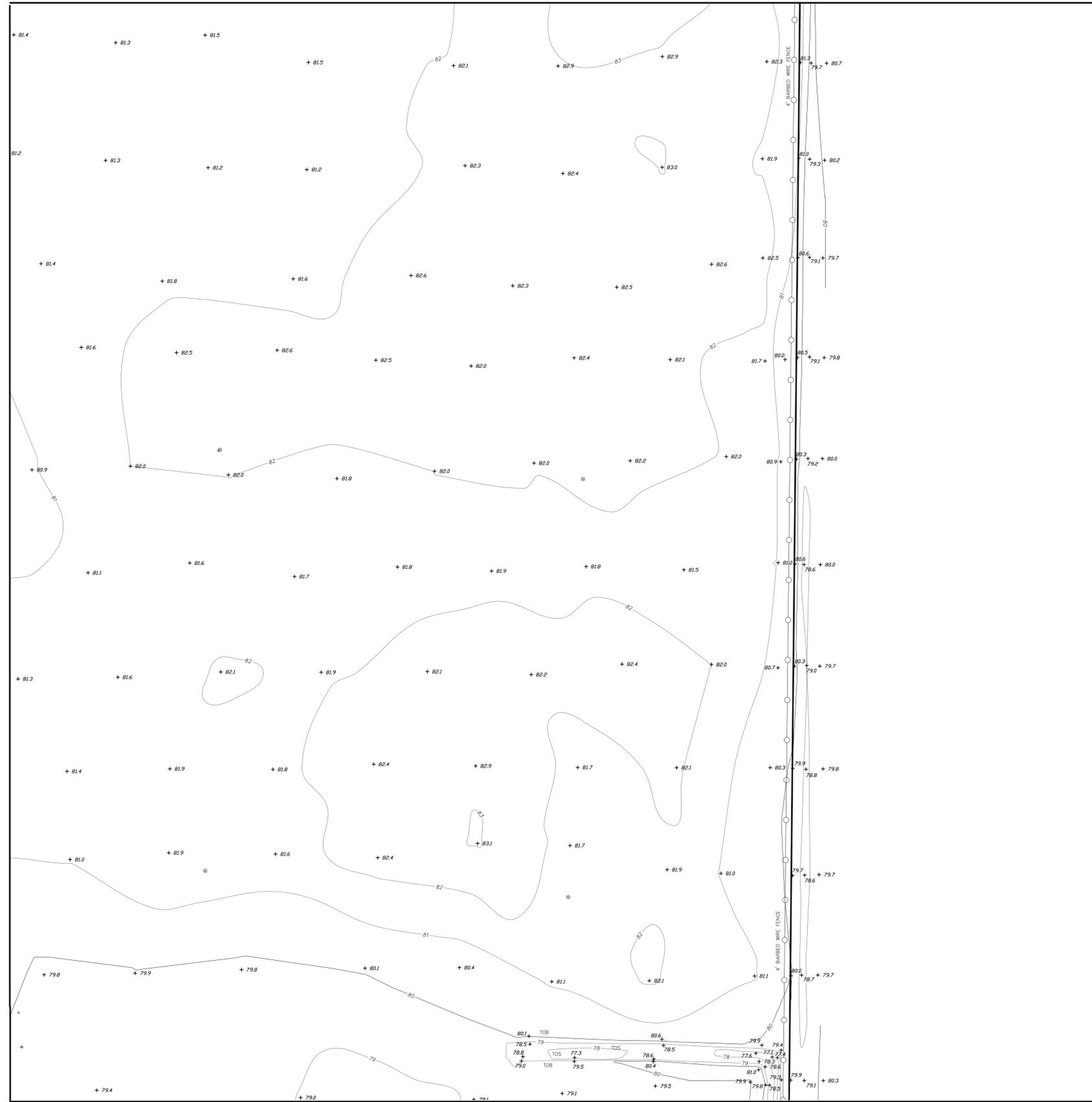
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PREPARED FOR:  
**MACK CONCRETE**  
 24046 COUNTY ROAD 561, ASTATULA, FL 34705

BOUNDARY & TOPOGRAPHIC SURVEY

MATCH LINE SEE SHEET 6

MATCH LINE SEE SHEET 3



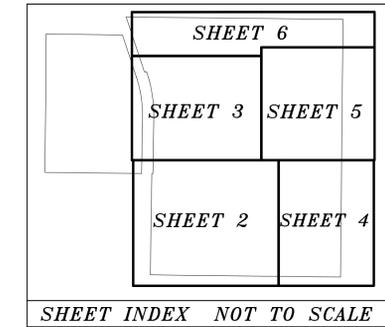
MATCH LINE SEE SHEET 4

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FIELD BY: BP  
DRAWN BY: CS  
SCALE: 1"=40'

NO.	DATE	REVISIONS
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PREPARED FOR:  
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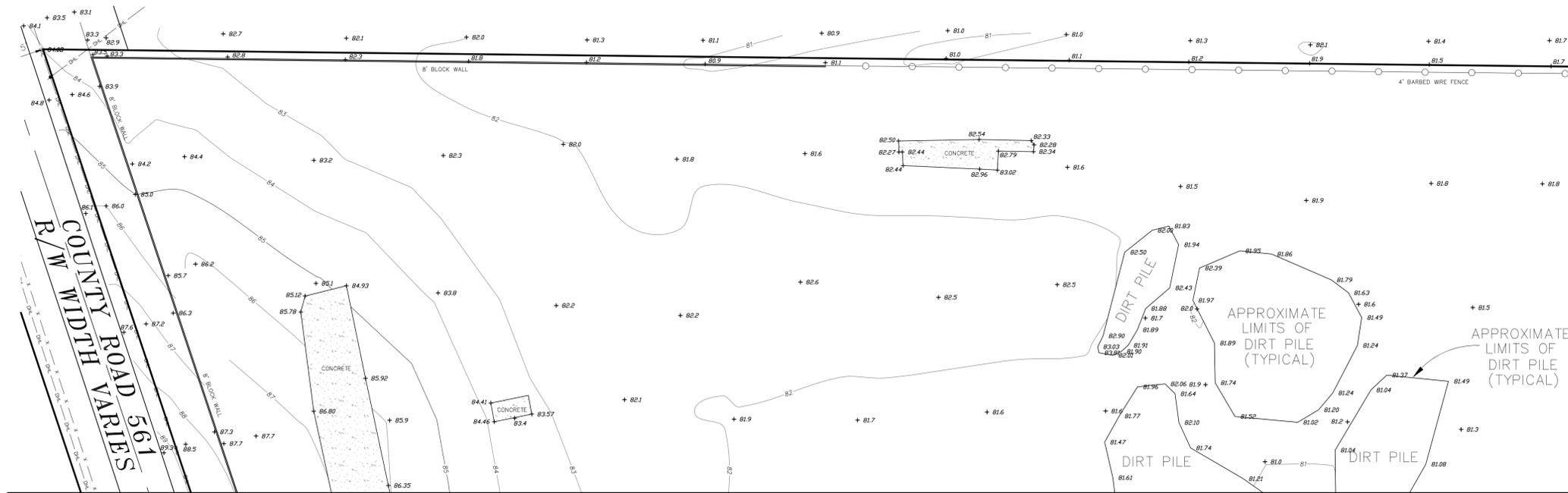
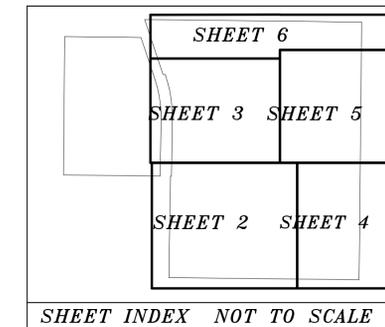
# BOUNDARY & TOPOGRAPHIC SURVEY

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### LEGEND

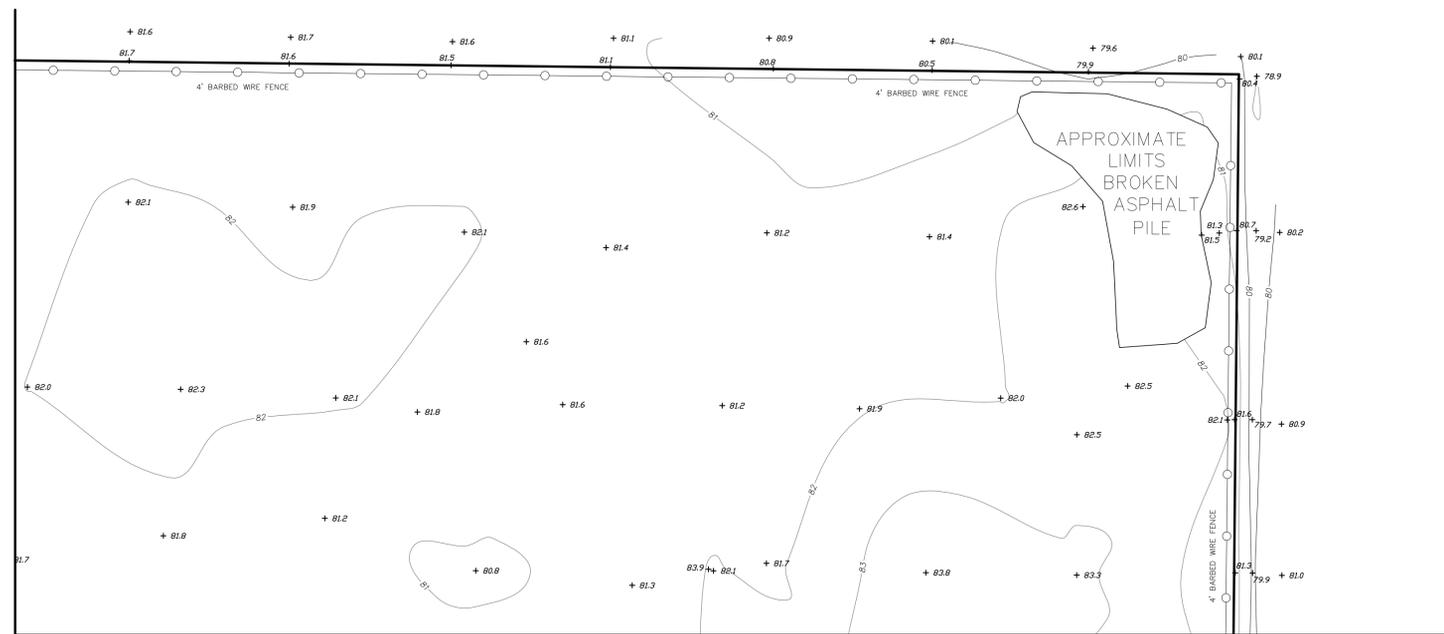
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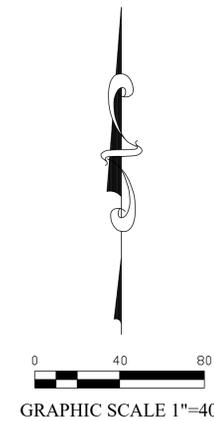
MATCH LINE (SEE BELOW LEFT)

MATCH LINE SEE PAGE 5

MATCH LINE (SEE ABOVE RIGHT)



MATCH LINE SEE PAGE 3



SHEET 1 - BOUNDARY SURVEY  
 SHEET 2-6 - TOPOGRAPHIC SURVEY  
 SHEET 6 OF 6  
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FIELD BY: BP	NO. 02	DATE 03/28/23	REVISIONS
	01	06/27/22	TOPOGRAPHIC INFORMATION AND SITE LOCATIONS ADDED SPECIFIED BY CLIENT

PREPARED FOR:  
**MACK CONCRETE**  
 24046 COUNTY ROAD 561, ASTATULA, FL 34705



**TOWN OF ASTATULA, FL  
DEVELOPMENT REVIEW COMMENTS**

**Project Name** Mack Concrete expansion  
**Project Phase** Site Plan only not full civil plans  
**Discipline:** Engineering  
**Reviewed by:** Dana S Johnson, P.E.  
**Review Date:** 04/22/2025  
**Contact:** [dajohnson@cgasolutions.com](mailto:dajohnson@cgasolutions.com) , 954-766-2744  
**Review:**  1<sup>st</sup> Rev.  2<sup>nd</sup> Rev.  3<sup>rd</sup> Rev.

**Approved with stipulations.**

Comments as follows or attached.

Review Comment Legend:

# - Review comment

\*\*Addressed.\*\* - **BOLD BLACK**

\*\*Pending.\*\* - in **BOLD RED**

**\*\*ADDRESSED & APPROVED WITH STIPULATIONS.\*\***

~~Previously Addressed — Crossed Out for Clarity.~~

RTC stands for Response to Comments

COVER SHEET AND GENERAL

1. Provide a list all outside agency permits and the current status – ERP, NPDES Industrial Permit, etc. Also provide a copy of all outside agency approvals/permits/SWPPP plans.  
*\*\*PENDING. The provided response and notes on the cover sheet need to be updated to reflect the actual permits required. The applicant has already applied for an individual ERP for the stormwater modifications and has already received comments from SJRWMD per the website permit research tool. Please provide the Town with a copy of all outside agency submittals, approvals and permits. Update the cover sheet to reflect the required SJRWMD permit.*  
**\*\*APPROVED WITH STIPULATION. Applicant to provide copies of all outside Agency permits listed on the cover sheet to the Town prior to permit issuance.\*\***
  
2. Will this project increase the number of vehicle trips or truck traffic to the site, if so, how will this be mitigated and/or will offsite improvements to the existing transportation network including turning lanes be warranted.  
*\*\*Pending. RTC indicates no additional trucks will be entering or leaving the site as a result of this project. Please elaborate on why this is the case. Provide a traffic memo summarizing how this will not increase the traffic.\*\**  
**\*\*Addressed. Traffic statement added to C-2.\*\***



SITE PLAN (Section 59-5-1)

- ~~3. Provide a north arrow and scale on all plan sheets.~~

~~\*\*Addressed.\*\*~~

- ~~4. Provide finished grades for proposed improvements and areas around the building.~~

~~\*\*Addressed.\*\*~~

5. Provide cross sections on all sides of the new building showing how paving and drainage will be handled.

*\*\*PENDING. Cross sections were not provided with the revised site plan. Cross Sections will be required with the full civil plan submittal and must be approved prior to issuance of a building permit.\*\**

**\*\*Addressed. Cross sections provided. \*\***

- ~~6. Provide a flood plain statement.~~

~~\*\*Addressed.\*\*~~

7. Provide number of employees and break down of all existing and proposed buildings and their intended use with gross floor area of each.

*\*\*PENDING. Parking calculations do not match the requirements of Section 59-7.5.2. It appears that industrial manufacturing is 1 space per 500 SF GFA, Warehouse is 1 space per 1,000 SF GFA, General office is 1 space per 200 SF GFA, and loading is 1 space per 10,000 SF GFA. Also provide the size of the loading space and delineate its location on the plan. Please update the parking calculations using the numbers outlined in the Astatula ordinance.*

**\*\*APPROVED WITH STIPULATIONS: Applicant to obtain a variance to reduce the number of required parking spaces and loading spaces. Staff finds that the applicant has proposed parking in accordance with parking numbers previously approved for a similar industrial use within the Town limits. Staff recommends approval of the parking variance as there is sufficient space for the employee parking and loading within the site and no negative impacts are anticipated as a result of the variance approval.\*\***

8. Provide a chart with required parking and provided parking and indicate on the plans where the employee and visitor parking is located, the handicap spaces and signage, any ramps or stairs on the ADA route to the front door of the main office or areas that the general public have access to the site. Indicate how parking spaces are delineated if not striped.

*\*\*PENDING. Parking calculations did not summarize the provided or existing ADA spaces. List the existing provided ADA spaces. Provide a more detailed parking plan that shows the existing parking space locations and dimensions including the driving aisle dimensions. This can be done on an aerial image with dimensions to demonstrate the existing parking layout present. Reviewer understands that much of the parking is gravel, but more information will be required demonstrate this project's compliance with the ordinance as it relates to the required ADA parking.*



**\*\*Addressed. 1 Accessible parking space and accessible ramp is located within the paved parking area for the office, which is the only part of the business open to the general public. A note was provided indicating that the Owner will add additional accessible spaces as needed behind the gate for employees when the need arises. \*\***

9. Provide a pavement marking and signage plan (PMS). All signs and striping to be per the MUTCD latest edition.

*\*\*PENDING. No proposed striping all parking on gravel and new spaces to be marked with landscape timbers per RTC. This does not meet Town code sections 59-7.5.7 & 7.5.8 pertaining to off street parking lots being required to be paved or if unimproved at least 40% paved. Additionally, Per Section 59-7.5.7 all parking requirements will follow American Disabilities Act (ADA) requirements. There shall be provided, at the time of erection of any main building or structure, or at the time any main building is enlarged or increased in capacity by adding dwelling units, guest rooms or floor area, minimum off-street parking space with adequate provision for ingress and egress. Reviewer is of the opinion that due to this expansion of floor area the site ADA access should be audited and if improvements are required, they should be included in the full civil plans for the warehouse expansion project for Town approval prior to permit issuance. \*\**

**\*\*Addressed. 25 new paved parking spaces are now proposed adjacent to the building with striping and wheel stops. No new accessible spaces are required in this new paved parking area as it is located within the gate. 1 Accessible parking space and accessible ramp is located within the paved parking area for the office, which is the only part of the business open to the general public. A note was provided indicating that the Owner will add additional accessible spaces as needed behind the gate for employees when the need arises.\*\***

- ~~10. Show arrows to indicate the internal circulation within the site. Reviewer is aware that the site is gravel but for review purposes indicate the location and width of the driving aisles/lanes and general circulation. Differentiate on the plans the areas of storage of materials versus circulation. \*\*Addressed. Circulation was shown on the site plan although the aisle and much of the site is gravel. No striping is proposed with this project. \*\*~~

- ~~11. Indicate areas the general public are not allowed, and methods used to prevent entry by general public(gates, signs, etc.).  
\*\*Addressed. RTC indicated that access to the proposed project site is controlled by a gate and not open to the general public. \*\*~~

- ~~12. Show the truck turning radius throughout the site and all points of entry/exit from the site.  
\*\*Addressed. Auto turn truck turning radius is shown on the site plan on all sides of the new warehouse. \*\*~~

#### UTILITY PLANS/WATER & SEWER (Section 59-7-6)

13. Provide plan and details for the individual water service to the new building

**\*\*Addressed. Location of Well and Septic are now delineated on the site plan and are to be permitted according to FAC 64E-8 and 64E-6. \*\***



14. Provide fire flow on the plans.

**\*\*Addressed. Fire tanks were labeled on the site plan.\*\***

15. Provide plan and details on the individual sewer service to the new building.

**\*\*PENDING.** For number 13 through 15, the updated site plan did not include any water and sewer information for the new building. Please explain if there will be none or if it will be via private well and private septic. If on a well and septic, please delineate and label the well and septic drain field on the plans. **\*\***

**\*\*APPROVED WITH STIPULATION.** Applicant to provide a copy of the approved well and septic permits to the Town prior to building permit issuance. **\*\***

#### STORMWATER /POLLUTION PREVENTION & GRADING (Section 59-7-2)

~~16. Provide clear indication (Pavement, Grading and Drainage Plan – PGD) of how runoff from the new building will be handled. The survey and topo shows that in the area of the proposed building drainage appears to head toward the adjacent parcel before flowing in the direction stormwater management pond.~~

~~**\*\*Addressed.** RTC indicates that an existing concrete block wall surrounds the site. No runoff will leave site all is directed to on-site retention pond. **\*\***~~

~~17. Provide a swale or berm to maintain onsite runoff onsite to be treated prior to leaving the site.~~

~~**\*\*Addressed.** RTC indicates that an existing concrete block wall surrounds the site. No runoff will leave site all is directed to on-site retention pond. **\*\***~~

~~18. Will any changes be warranted to the existing stormwater management pond with this project.~~

~~**\*\*Addressed.** RTC indicates revised plan shows modifications to the pond. Applicant has applied to SJRWMD for an Ind. ERP permit to modify the pond. In review now and approval to be provided to the Town prior to a permit. **\*\***~~

~~19. Does this site have an NPDES discharge permit for industrial activities per 40 CFR, Section 122.26(b)(14)? Provide a copy of the current stormwater pollution prevention plan (SWPPP).~~

~~**\*\*Addressed.** RTC indicates that an existing concrete block wall surrounds the site. No runoff will leave site all is directed to on-site retention pond. **\*\***~~

~~20. If pipes are proposed, provide the pipe diameters, pipe materials, pipe lengths, pipe slopes, all inverts and top/bottom elevations.~~

~~**\*\*Addressed.** RTC indicates no pipes are proposed. Only grading is proposed to direct all runoff to the new modified pond. **\*\***~~

21. How will erosion control be handled for the proposed improvements for all phases clearing, grading and construction.

**\*\*PENDING.** RTC indicates no run-off can leave the site due to the concrete wall that surrounds the site. However, a SWPPP will be required which must also address dust control and access



control to keep sediment off public roads. The SWPPP will be required with the full civil plan submittal and approved prior to issuance of a building permit. \*\*

**\*\*APPROVED WITH STIPULATION. Applicant or Contractor to provide a copy of the NOI and SWPPP to the Town prior to permit issuance.\*\***

~~22. How will solid waste be handled. Is there a dumpster onsite today.~~

~~\*\*Addressed. RTC indicates there are existing dumpsters on the site that will be used for solid waste.\*\*~~

#### STANDARD DETAILS AND NOTES

~~23. For water and sewer, use City of Clermont standard details~~

~~\*\*Addressed. RTC indicates not applicable to this site. If not public water connection, then not applicable.\*\*~~

~~24. For storm including structures, curb and gutter, flumes, inlets and outlets, use FDOT standard details~~

~~\*\*Addressed. RTC indicates not applicable to this site. Based on the plan to regrade the pond there is probably not applicable.\*\*~~

25. For erosion control use FDOT standard details

*\*\*PENDING. RTC indicates not applicable, however these detail will be applicable since this site will be disturbing more than 1 acre and will need to control dust and access to the site to reduce erosion.\*\**

**\*\*Addressed. EOR is showing 1.03 acres disturbed and erosion control details and notes. A NPDES permit is required and contractor to provide a copy of the NOI and SWPPP plan prior to permit issuance.**

26. For sidewalk, curb ramps, and crosswalks use FDOT standard details

*\*\*PENDING. RTC indicates not applicable to this site. No new sidewalk proposed, however, Reviewer believes that if the existing ADA space is not compliant then these details may become applicable. \*\**

**\*\*Addressed. No new accessible parking spaces are required at this time and EOR asserts that the existing accessible spaces is compliant with the ADA requirements for the office which is the only part of the business open to the general public.\*\***

27. Signage and striping use MUTCD, latest edition

*\*\*Partially Addressed. RTC indicates not applicable to this site. No proposed striping all gravel and landscape timbers for new parking and all existing parking is gravel. If paved parking is added please add a note to be in compliance with the MUTCD.\*\**

**\*\*Addressed. MUTCD note added now as the project will include paved parking adjacent to the new building.**

# TIERRA

September 24, 2024

Florida Mack Concrete Industries of Astatula, Florida  
23902 County Road 561  
Astatula, Florida 34705

Attn: Mr. Ron Blanton  
General Manager  
[rblanton@mackconcrete.com](mailto:rblanton@mackconcrete.com)

**RE: Report  
Geotechnical Engineering Services  
Proposed Facility Expansion (New Building Location)  
Mack Concrete Industries, Inc.  
23902 County Road 561  
Astatula, Lake County, Florida  
Tierra Project No. 5511-22-051**

Mr. Blanton:

Tierra, Inc. (Tierra) has completed geotechnical engineering services for the above referenced project. The results of our field exploration program and subsequent geotechnical recommendations are presented in this report.

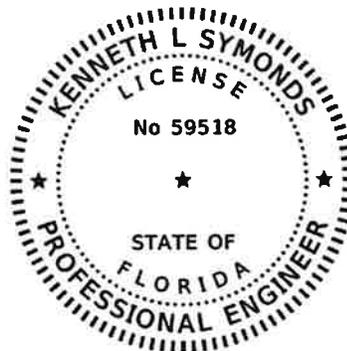
Tierra appreciates the opportunity to be of service to Mack Concrete Industries, Inc. on this project. We look forward to working with you on future projects. If you have any questions or comments regarding this report, please contact Tierra at your earliest convenience.

Respectfully Submitted,

**TIERRA, INC.**

*Luis Almodovar*

Luis A. Almodovar, P.E.  
Geotechnical Engineer  
Florida License No. 93273



Kenneth L Symonds  
2024.09.24 13:48:15-04'00'

Kenneth L. Symonds, Jr., P.E.  
Senior Geotechnical Engineer  
Florida License No. 59518

This item has been digitally signed and sealed by Kenneth L. Symonds, Jr., P.E. on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

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## PROJECT DESCRIPTION

### Project Information

The project site is located at 23902 County Road 561 in Astatula, Lake County, Florida. The parcel is currently developed with an existing concrete precast facility and associated infrastructure. In July 2022, Tierra completed a geotechnical evaluation at the site that included nine (9) Standard Penetration Test (SPT) borings to a depth of approximately 20 to 25 feet below existing grade in the southeast portion of the facility that was being considered for a single story, pre-engineered metal building and a possible expansion to the existing stormwater pond.

We understand that it is now planned to design/construct the single story, pre-engineered metal building (up to 520 ft. x 300 ft.) in the northeast portion of the overall facility and Tierra has completed this study to support the new layout/location. Primary support of the metal building is expected to be provided by shallow foundations. Stormwater management is understood to be provided by an existing stormwater pond which may be expanded/modified to support the improvements. A conceptual site plan depicting the new building location was provided to us prior to the start of our study.

No foundation loads for the proposed building were provided to Tierra. However, based on past experience with similar projects, we anticipate maximum column loads on the order of 150 kips. If any of the project information noted is incorrect or has changed, Tierra should be notified as soon as possible so we can determine if the changes impact our recommendations herein.

### Scope of Services

The objective of our study was to obtain information concerning subsurface soil and groundwater conditions at the project site in order to base engineering estimates and recommendations in each of the following areas:

1. Feasibility of utilizing a shallow spread foundation system for support of the proposed building. Suitability of a slab-on-grade floor system.
2. Design parameters required for the proposed structure foundation system, including allowable bearing pressures, foundation levels and soil compaction recommendations.
3. General location and description of potentially deleterious materials discovered in the borings which may interfere with construction progress and structure performance, including existing fills or surficial organics.
4. General suitability of materials on-site for use as structural fill and general backfill. Recommendations for placement and compaction of approved fill materials.
5. Identification of groundwater levels and estimates of the normal Seasonal High Groundwater Table (SHGWT).
6. General construction considerations.

In order to meet the preceding objectives, we provided the following services:

1. Reviewed published soils and topographic information. This published information was obtained from the "Soil Survey of Lake County, Florida" published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and the "Astatula, Florida" Quadrangle Map published by the United States Geological Survey (USGS).
2. Performed site reconnaissance and coordinated utility clearances via "Sunshine State One Call."
3. Performed a total of eight (8) Standard Penetration Test (SPT) borings to a depth of approximately 25 feet below existing grade within the footprint of the proposed new building.
4. Collected groundwater level measurements and estimated the normal seasonal high groundwater elevations.
5. Visually classified the soil samples in the laboratory using the Unified Soil Classification System (USCS) and conducted a limited laboratory testing program. Identified soil conditions at each boring location.
6. Prepared this formal engineering report in accordance with the scope of services herein that summarizes the course of study pursued, the field data generated, subsurface conditions encountered and our engineering recommendations in each of the pertinent topic areas.

The scope of our services did not include an environmental assessment for determining the presence or absence of wetlands or hazardous or toxic materials in the soil, bedrock, groundwater, or air, on or below or around this site. In addition, the scope of our services did not include determination of potential sinkhole activity. Any statements in this report or on the boring logs regarding odors, colors, unusual or suspicious items or conditions are strictly for the information of our client.

## REVIEW OF PUBLISHED DATA

### USDA Soil Survey

Based on a review of the "Soil Survey of Lake County, Florida" published by the USDA NRCS, it appears that there is one (1) primary soil-mapping unit noted within the vicinity of the project site. The general soil description is presented in the following table, as described in the Soil Survey. A depiction of the USDA NRCS map for the project vicinity can be seen on the attached **Sheet 1**.

SUMMARY OF USDA NRCS SOIL SURVEY LAKE COUNTY, FLORIDA									
USDA Map Symbol and Soil Name	Depth (in)	Soil Classification		Permeability (in/hr)	pH	Seasonal High Water Table		Risk of Corrosion	
		USCS	AASHTO			Depth (feet)	Months	Uncoated Steel	Concrete
(8) Candler sand, 0 to 5 percent slopes	0-6	SP,SP-SM	A-3	6.0-50.0	4.5-6.0	> 6.0	Jan-Dec	Low	High
	6-63	SP, SP-SM	A-3, A-2-4	6.0-50.0	4.5-6.0				
	63-80	SP-SM	A-3, A-2-4	6.0-20.0	4.5-6.3				

Candler fine sand, 0 to 5 percent slopes (Soil Group No. 8) is nearly level to gently sloping and excessively drained. These soils are typically found in upland areas and have a seasonal high groundwater table at a depth of more than 80 inches.

It should be noted that information contained in the USDA/NRCS Soil Survey may not be reflective of current subsurface conditions, particularly if recent development in the project vicinity has modified existing soils or surface/subsurface drainage.

### USGS Topographic Maps

Based on a review of the "Astatula, Florida" USGS Quadrangle Map, the natural ground surface elevations within the project vicinity range from approximately +75 to +80 feet, National Geodetic Vertical Datum of 1929 (NGVD 29). This is reasonably consistent with site specific topographic data that was provided to us. A depiction of the USGS map for the project vicinity can be seen on the attached **Sheet 1**.

### SUBSURFACE CONDITIONS

The boring locations were established in the field by a representative of Tierra using a handheld Garmin eTrex® Global Positioning System (GPS) device with a reported accuracy of +/- 10 feet. The approximate boring locations are presented on the **Boring Location Plan** on **Sheet 2** in the **Appendix**. If a more accurate determination of the boring locations and elevations are required, then Tierra recommends the boring locations be survey located by the project surveyor.

The subsurface conditions and groundwater levels within the project area were explored using SPT borings. A total of eight (8) Standard Penetration Test (SPT) borings were completed to depths of approximately 25 feet below grade within the footprint of the proposed new building area.

The SPT borings were performed with the use of a drill rig using Bentonite Mud drilling procedures utilizing an automatic hammer system. The soil sampling was performed in general accordance with the American Society for Testing and Materials (ASTM) Test Designation D-1586 titled "Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils." The initial 6 feet of the borings were performed using manual hand auger methods to verify utility clearance. SPT resistance N-values were then taken continuously to the termination depths of the borings.

The soil samples collected from the SPT borings were visually classified and stratified by a geotechnical engineer using the Unified Soil Classification System (USCS). The soil types encountered at the specific boring locations are presented in the form of soil profiles on **Sheet 3** in the **Appendix**. Included with the boring profiles is a legend describing the encountered soils according to the USCS and the measured groundwater levels recorded in the borings at the time of our field work. The soil stratification presented is based on visual observation of the recovered samples, laboratory test results and interpretation of field logs by a geotechnical engineer.

The soil strata encountered in the borings performed at the project site are summarized in the following table:

Stratum Number	Soil Description	USCS Symbol
1	Brown to Dark Brown SAND to SAND with Silt	SP/SP-SM
2	Light Brown SAND with Silt to Silty SAND with Crushed Limerock and/or Rock Fragments (Very Dense)	SP-SM/SM

The subsurface soil stratification is of a generalized nature to highlight the major subsurface stratification features and material characteristics. The **Soil Profiles** included in the **Appendix** should be reviewed for specific information at individual boring locations. These profiles include soil descriptions and stratifications. The stratifications shown on the boring profiles represent the conditions only at the actual boring location. Variations may occur and should be expected between boring locations. The stratifications represent the approximate boundary between subsurface materials and the actual transition may be gradual. In some cases, small variations in properties that were not considered pertinent to our engineering evaluation may have been abbreviated or omitted for clarity.

### Groundwater and Seasonal High Groundwater Information

Groundwater was encountered at depths ranging from approximately 9 to 10 feet below existing grades within borings B-9, B-10 and B-13. The groundwater table was not apparent prior to the introduction of drilling fluid within the remaining SPT borings performed. Therefore, GNA (Groundwater Not Apparent) is indicated on the soil profiles of these borings in the **Appendix**.

It should be noted that groundwater levels tend to fluctuate during periods of prolonged drought and extended rainfall and may be affected by man-made influences such as established drainage systems. In addition, a seasonal effect will also occur in which higher groundwater levels are normally recorded during the rainy season.

Based on the subsurface conditions encountered and a review of the Soil Survey of Lake County, Florida published by the USDA NRCS, Tierra estimates the normal seasonal high groundwater levels to be approximately 1 foot above the encountered groundwater levels, where encountered. The encountered groundwater levels and estimated normal seasonal high groundwater levels are shown adjacent to the soil profiles on **Sheet 3**.

## EVALUATION AND RECOMMENDATIONS

### General

Based on the results of Tierra's borings, it is our opinion that subsoil conditions are generally suitable for the proposed new pre-engineered metal building and associated infrastructure from a geotechnical engineering perspective. Following completion of subgrade preparation/fill compaction, shallow spread foundations can be used for building support. Such foundations can be designed for a net allowable bearing pressure of 3,000 pounds per square foot (psf). Our recommendations for site preparation, foundation design criteria, settlement, floor slabs, and other considerations are presented in the following sections of this report.

It should be noted that if final design loads or final foundation criteria deviates from what is stated in this report, Tierra should be given the opportunity to review the new information and amend our recommendations as necessary.

### Site Preparation

Prior to construction, the location of any existing underground utilities within the construction area should be established. Provisions should then be made to relocate any interfering utility lines within the construction area to appropriate locations and backfilling any resulting excavations with compacted structural fill. In this regard, it should be noted that if abandoned underground pipes are not properly removed or plugged, they might serve as conduits for subsurface erosion, which subsequently may result in excessive settlement.

The site should be cleared of any remaining surface vegetation and any apparent deleterious materials or debris associated with the precast materials currently stored in the area. As a minimum, it is recommended that the clearing operations extend to the depth needed to remove material considered deleterious at least 5 feet beyond the proposed development area, where practical. Deleterious materials to be removed may include roots, vegetation, or other surface debris.

Fill placement and subgrade preparation recommendations are presented in the **Construction Considerations** section of this report.

### On Site Soil Suitability

The suitability of soil for reuse in construction should be evaluated against the project engineering fill requirements. Variations in the subsurface stratification should be expected between borings. All fill should be placed in accordance with the recommendations provided in this report.

In general, the soils of Stratum 1 (SP/SP-SM) may be moved and used for grading purposes, site leveling, general engineering fill, structural fill and backfill in other areas, provided the fill is free of organic materials, clay, debris or any other material deemed unsuitable for construction and evaluated against engineering fill requirements.

The Stratum 2 soils (SP-SM/SM) are characterized as having fines contents ranging from 5 to 12 percent to greater than 12 percent. These soils will tend to hold excess moisture and may be more difficult to dry and compact. However, when properly moisture conditioned and compacted, they provide suitable support.

### **Foundation Recommendations**

Based on the anticipated construction and assumed loading conditions, field results indicate shallow foundations may be designed for a net maximum allowable bearing pressure of 3,000 psf. The foundations and floor slabs should bear on properly placed and compacted cohesionless (sand) structural fill or properly compacted sandy soils encountered at the site. All structural slabs must bear on sand fill compacted to a dry density of at least 95 percent of the Modified Proctor maximum dry density. The existing near surface sandy soils should be improved by compaction after clearing/grading operations to improve foundation support and reduce total and differential settlement. Compaction criteria are presented under the **Construction Considerations** Section of this report.

All footings should be embedded so that the bottoms of the foundations are a minimum of 18 inches below adjacent compacted grades on all sides. Strip or wall footings should be a minimum of 24 inches wide and pad or column footings should be a minimum of 36 inches wide. The minimum footing sizes should be used regardless of whether or not the foundation loads and allowable bearing pressures dictate a smaller size. These minimum footing sizes tend to provide adequate bearing area to develop bearing capacity and account for minor variations in the bearing materials. All footings should be constructed in a dry fashion. All footing excavations should be covered during rain events. Uncovered excavations may become oversaturated and difficult to compact during rain events. Surface run-off water should be drained away from the excavations and not allowed to pond. It is important that the structural elements be centered on the footings such that the load is transferred evenly unless the footings are proportioned for eccentric loads.

### **Settlement**

The settlement of the proposed structure supported on compacted fill and/or improved in-situ soils should occur rapidly after loading. Thus, the expected settlement should occur during construction as dead loads are imposed. Provided the recommended site preparation operations are properly performed and the recommendations previously stated are utilized, the total settlement of wall and isolated column footings should not exceed approximately 1 inch. The maximum long term differential settlement is estimated to be on the order of one-half of the total settlement. Differential settlement of this magnitude is usually considered tolerable for the anticipated construction; however, the tolerance of the proposed structure to the predicted total and differential settlement should be confirmed by the structural engineer. If final loading conditions differ from the loads assumed in this report, Tierra should be given the opportunity to review and amend our recommendations, if necessary.

## Floor Slabs

The proposed floor slabs may be safely supported as a slab-on-grade system provided any unsuitable materials are removed and replaced with controlled structural fill. It is also recommended that the floor slab bearing soils be covered by lapped polyethylene sheeting in order to minimize the potential for floor dampness which can affect the performance of various flooring materials. This membrane should consist of a minimum six (6) mil single layer of non-corroding, non-deteriorating sheeting material placed to minimize seams and to cover all of the soil below the building floor. This membrane should be cut in a cross shape for pipes or other penetrations; the membrane should extend to within one-half inch of all pipes or other penetrations. All seams of the membrane should be lapped at least 12 inches. Punctures or tears in the membrane should be repaired with the same or comparable material.

## CONSTRUCTION CONSIDERATIONS

### General

It is recommended that Tierra be retained to provide observation and testing of construction activities involved in the foundation, earthwork, and related activities of this project. Tierra cannot accept any responsibility for any conditions, which deviate from those described in this report, if not engaged to provide construction observation and testing for this project.

### Fill Placement and Subgrade Preparation

The following are our recommendations for overall site preparation and mechanical densification work for the construction of the proposed improvements based on the anticipated construction and our test boring results. These recommendations should be used as a guideline for the project general specifications prepared by the design engineer.

1. The site should be cleared; this primarily includes removing any topsoil or other deleterious materials currently on the site such as remnants of precast items/debris from within the laydown area. Any debris encountered during this process shall be excavated and removed from the site. It is recommended that any undesirable material be removed as indicated in the Site Preparation section of this report as well as to the satisfaction of Tierra prior to beginning construction at the site. Resulting excavations should be backfilled with compacted structural fill. As a minimum, it is recommended that the clearing operations extend at least five (5) feet beyond the development perimeters, where practical.
2. Following the clearing operations, the exposed existing subgrade should be evaluated and proofrolled as directed by representatives of Tierra. The proofrolling should consist of compaction using a heavy vibratory drum roller or fully loaded 2 cubic yard capacity front end loader or equivalent. Vibratory compaction equipment should not be used within 75 feet of existing structures. Areas within 75 feet of existing structures should be proofrolled by a fully loaded 2 cubic yard capacity front end loader or through non-vibratory means. Careful observations should be made during proofrolling to help identify any areas of soft yielding soils that may require over excavation and replacement. The backfilling may be done with approved fill such as clean sand (SP/SP-SM), gravel, or crushed FDOT No. 57 or FDOT No. 67 stone. The proofrolling equipment should make a minimum of ten (10)

overlapping passes over the structure areas with the successive passes aligned perpendicular.

3. It is recommended that within the structure areas, the ground, to a minimum depth of one (1) foot below stripped or excavated grade, be compacted to a dry density of at least 95 percent of the Modified Proctor maximum dry density.
4. Following satisfactory completion of the initial compaction, the building areas may be brought up to finished subgrade levels, if needed, using structural fill. Imported fill should consist of sand with less than 12 percent passing the No. 200 sieve, free of rubble, organics, clay, debris and other unsuitable material. Fill should be tested and approved prior to acquisition. Approved sand fills should be placed in loose lifts not exceeding 12 inches in thickness and should be compacted to a minimum density of 95 percent of the Modified Proctor maximum dry density. Density tests to confirm compaction should be performed in each fill lift before the next lift is placed.
5. Prior to beginning compaction, soil moisture contents may need to be controlled in order to facilitate proper compaction. If additional moisture is necessary to achieve compaction requirements, then water should be applied in such a way that it will not cause erosion or removal of the subgrade soils. Moisture content within the percentage range needed to achieve compaction is recommended prior to compaction of the natural ground and fill.
6. After compaction and proofrolling, the structure foundation excavations can begin. Foundation excavations should be observed by the geotechnical engineer or a representative to explore the extent of any loose, soft, or otherwise unsuitable materials. If the foundation excavations appear suitable as load bearing materials, the bottom of the foundation excavations should be compacted to a minimum density of 95 percent of the Modified Proctor maximum dry density for a minimum depth of one (1) foot below the bottom of the footing depth, as determined by field density tests.
7. Backfill soils placed adjacent to footings or walls should be carefully compacted with a hand operated static roller to avoid damaging the footings or walls. Approved sand fills to provide foundation embedment constraint should be placed in loose lifts not exceeding 6 inches and should be compacted to a minimum density of 95 percent of the Modified Proctor maximum dry density.
8. If soft pockets are encountered in the footing excavations, the unsuitable materials should be removed and the proposed footing elevation re-established by backfilling. This backfilling may be done with well-compacted, suitable fill such as clean sand, gravel, or crushed FDOT No. 57 or FDOT No. 67 stone. Sand backfill should be compacted to a minimum density of 95 percent of the Modified Proctor maximum dry density. Gravel/stone should be compacted to a firm unyielding condition.
9. Immediately prior to reinforcing steel placement, it is suggested that the bearing surfaces of all footing areas be compacted using hand operated mechanical tampers. In this manner, any localized areas which have been loosened by excavation operations should be adequately re-compacted.

A representative from our firm should be retained to provide on-site observation of earthwork and ground modification activities. Density tests should be performed in the top one (1) foot of compacted existing ground, each fill lift, and the bottom of foundation excavations. It is important that Tierra be retained to observe that the subsurface conditions are as we have discussed herein, and that foundation construction ground modification and fill placement is in accordance with our recommendations.

### **Drainage and Groundwater Concerns**

The groundwater levels presented in this report are the levels that were measured at the time of our field activities. Fluctuation should be anticipated. We recommend that the Contractor determine the actual groundwater levels at the time of the construction to determine groundwater impacts on the planned construction procedure.

Water should not be allowed to collect in the foundation excavation, on the floor slab areas, or on prepared subgrades of the construction either during or after construction. Undercut or excavated areas should be sloped toward one corner to facilitate removal of any collected rainwater, groundwater, or surface runoff. Positive site drainage should be provided to reduce infiltration of surface water around the perimeter of the building and beneath the floor slabs. The grades should be sloped away from the building and surface drainage should be collected and discharged such that water is not permitted to infiltrate the backfill and floor slab areas of the building.

### **Structural Fill**

If necessary, all materials to be used for structural fill or backfill should be evaluated and tested by Tierra prior to placement to determine if the materials are suitable for the intended use. Suitable fill materials should consist of fine to medium sand with less than 12 percent passing the No. 200 sieve, free of demolition debris, rubble, organics, clay, debris and other unsuitable material and evaluated against project engineering requirements.

In general, the soils of Stratum 1 (SP/SP-SM) may be moved and used for grading purposes, site leveling, general engineering fill, structural fill and backfill in other areas, provided the fill is free of organic materials, clay, debris or any other material deemed unsuitable for construction and evaluated against engineering fill requirements.

### **Excavations**

**Very dense near surface sands mixed with crushed limerock and/or rock were noted in the upper 2 to 4 feet in some of our borings completed for the study. The contractor shall anticipate the need for special equipment and or procedures to facilitate shallow excavations, trenches, dewatering, or penetration of these very dense materials.**

Temporary side slopes and excavations should comply with the Occupational Safety and Health Administration's (OSHA) trench safety standards, 29 C.F.R., s. 1926.650, Subpart P, all subsequent revisions or updates of OSHA's referenced standard adopted by the Department of Labor and Employment Security and Florida's Trench Safety Act, Section 553.62, Florida Statutes. Excavated materials should not be stockpiled at the top of the slope within a horizontal distance equal to the excavation depth.

The contractor is solely responsible for designing and constructing stable, temporary excavations and should shore, slope, or bench the sides of the excavations as required to maintain stability of both the excavation sides and bottom in accordance with OSHA Requirements and Florida Statutes. Tierra does not assume responsibility for construction site safety or the contractor's or other party's compliance with local, state, and federal safety or other regulations.

### **REPORT LIMITATIONS**

The analyses, conclusions and recommendations contained in this report are our professional opinions based on the site conditions and project layout described herein and further assume that the conditions observed in the exploratory borings are representative of the subsurface conditions throughout the site, i.e., the subsurface conditions elsewhere on the site are the same as those disclosed by the borings. If, during construction, subsurface conditions different from those encountered in the exploratory borings are observed or appear to be present beneath excavations, we should be advised at once so that we can review these conditions and reconsider our recommendations where necessary.

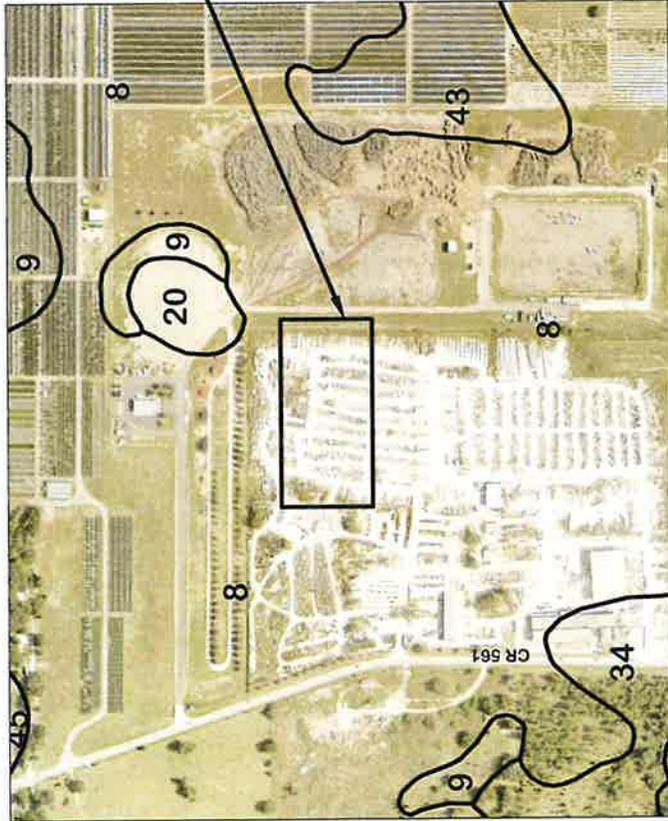
If there is a substantial lapse in time between the submittal of this report and the start of work at the site, or if conditions or project layout are changed due to natural causes or construction operations at or adjacent to the site, we recommend that this report be reviewed to determine the applicability of conclusions and recommendations considering the changed conditions and time lapse.

This report was prepared for the exclusive use of Mack Concrete Industries, Inc. and their design consultants for evaluating the design of the project as it relates to the geotechnical aspects discussed herein. It should be made available to prospective contractors for information on factual data only and not as a warranty of subsurface conditions included in this report. Unanticipated soil conditions may require that additional expense be made to attain a properly constructed project. Therefore, some contingency fund is recommended to accommodate such potential extra cost.

# APPENDIX

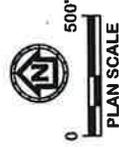
USDA & USGS Vicinity Maps (Sheet 1)  
Boring Location Plan (Sheet 2)  
Soil Profiles (Sheet 3)

**USDA SOIL SURVEY MAP**

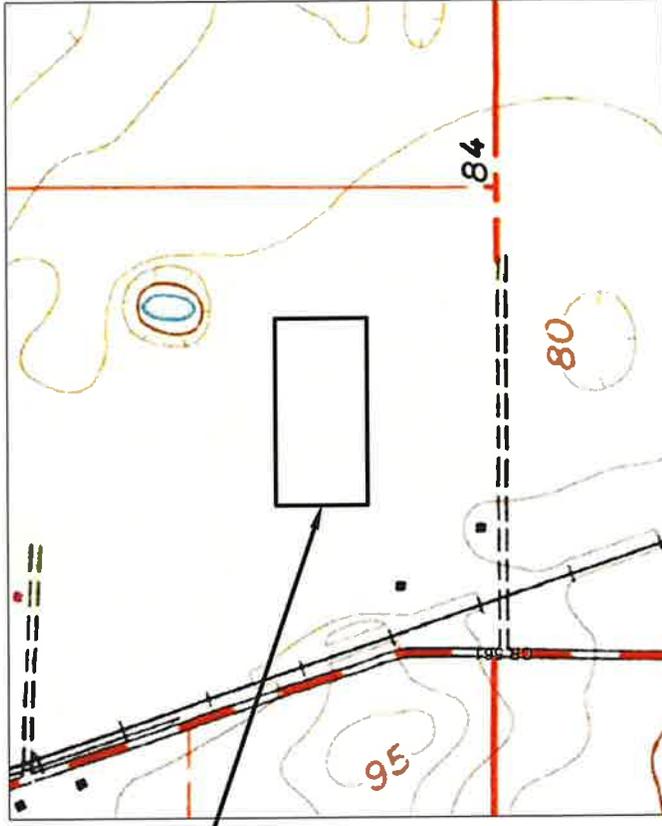


REFERENCE: USDA SOIL SURVEY OF LAKE COUNTY, FLORIDA

APPROXIMATE  
PROJECT  
LOCATION



**USGS QUADRANGLE MAP**



REFERENCE: "ASTATULA, FLORIDA" USGS QUADRANGLE MAP

TOWNSHIP:  
RANGE:  
SECTION:

21 S  
26 E  
5

DRAWN BY:  
SW  
CHECKED BY:  
TA

APPROVED BY:  
KLS  
DATE:  
SEP 2024

ENGINEER OF RECORD:  
KENNETH L. SYMONDS, JR., P.E.  
FLORIDA LICENSE NO.:  
59518

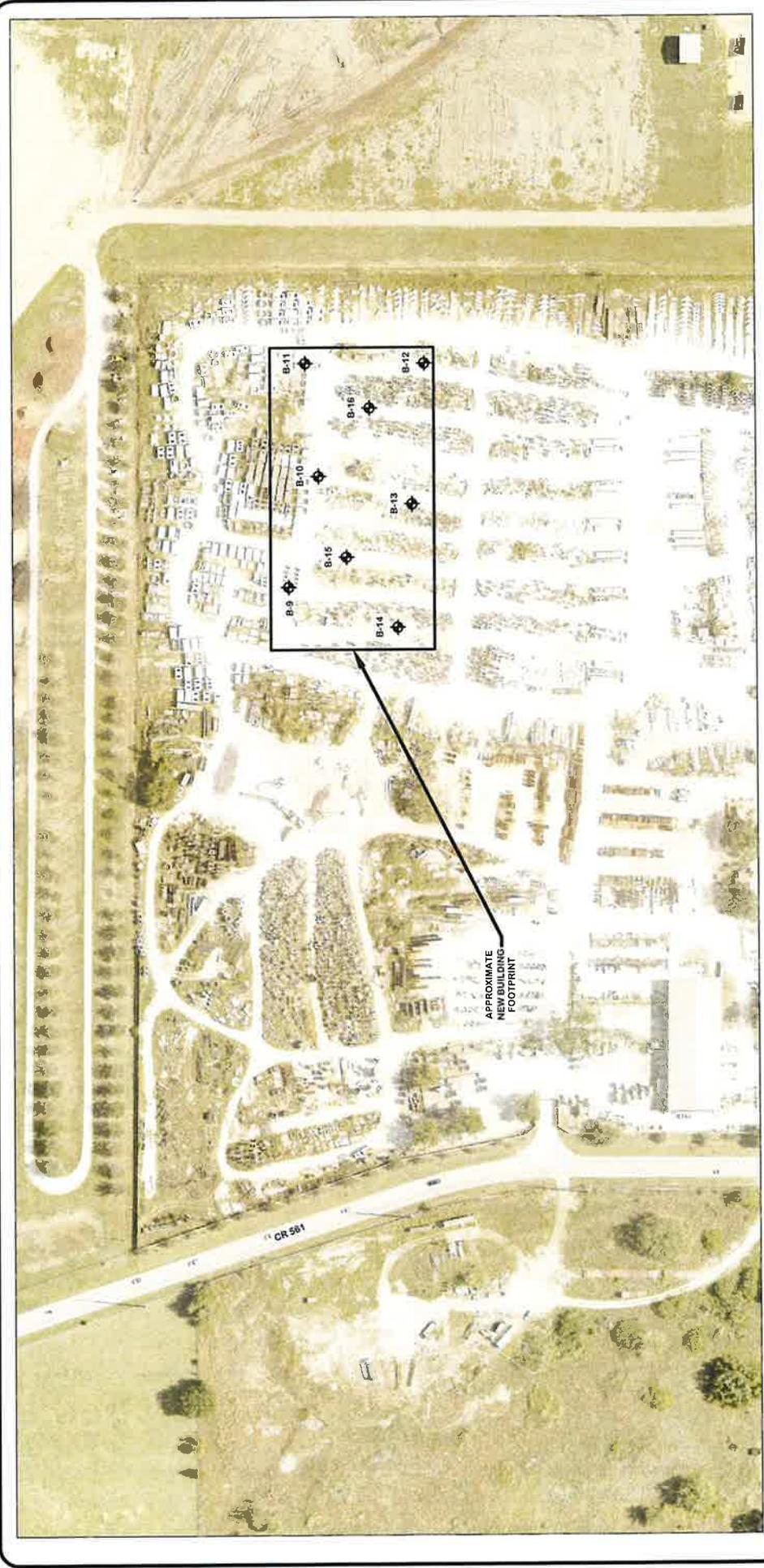


SCALE:  
NOTED

PROJECT NUMBER:  
5511-22-051

GEOTECHNICAL ENGINEERING SERVICES  
MACK CONCRETE INDUSTRIES, INC.  
23902 COUNTY ROAD 561  
ASTATULA, LAKE COUNTY, FLORIDA

SHEET 1



**BORING LOCATION PLAN**



**LEGEND**

◆ APPROXIMATE LOCATION OF SPT BORING

DRAWN BY:  
**SW**

APPROVED BY:  
**KLS**

ENGINEER OF RECORD:  
**KENNETH L. SYMONDS, JR., P. E.**  
FLORIDA LICENSE NO.:  
**59518**

DATE:  
**SEP 2024**



SCALE:  
**NOTED**

PROJECT NUMBER:  
**5611-22-051**

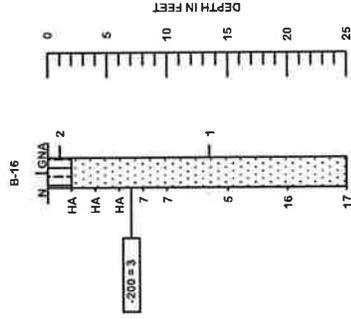
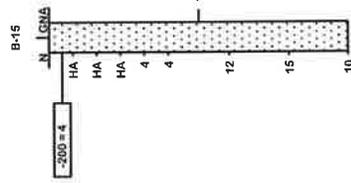
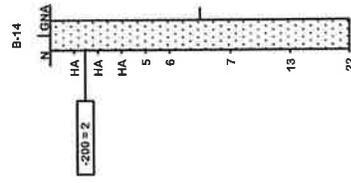
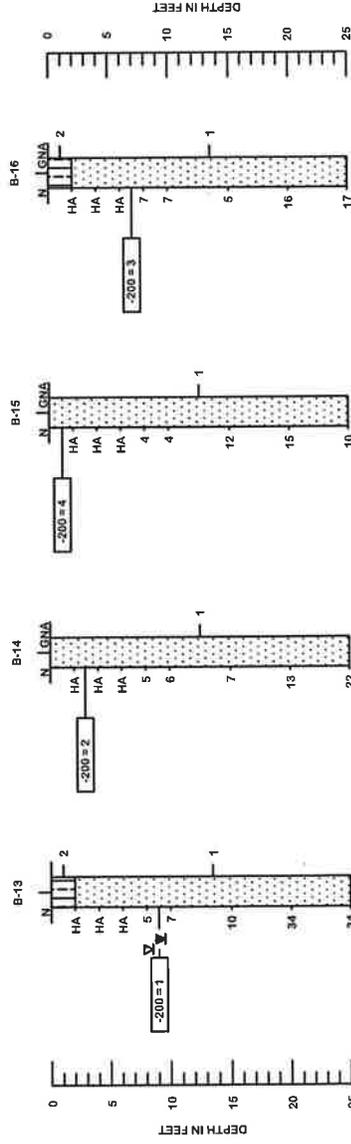
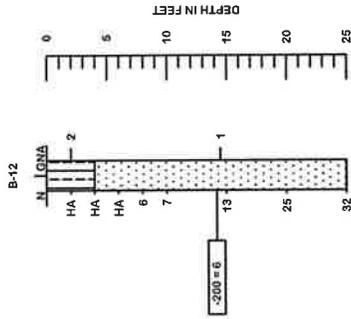
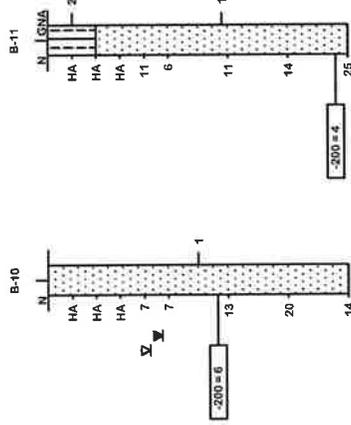
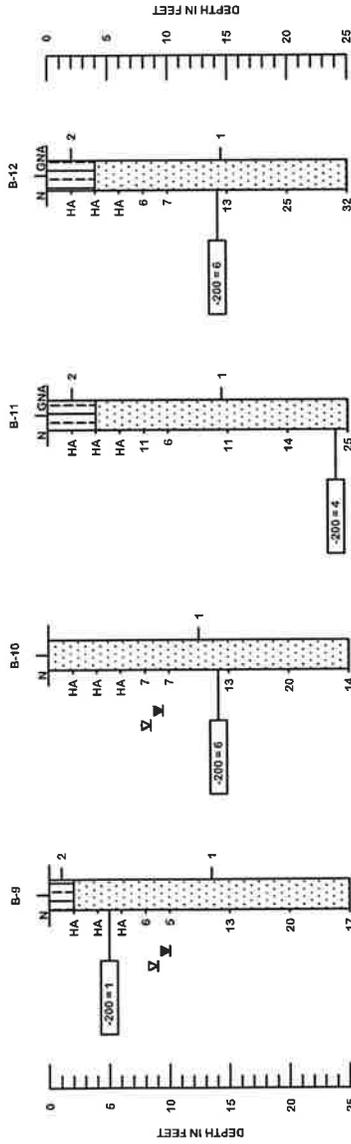
GEOTECHNICAL ENGINEERING SERVICES  
**MACK CONCRETE INDUSTRIES, INC.**  
23902 COUNTY ROAD 561  
ASTATULA, LAKE COUNTY, FLORIDA

SHEET 2

# SOIL PROFILES

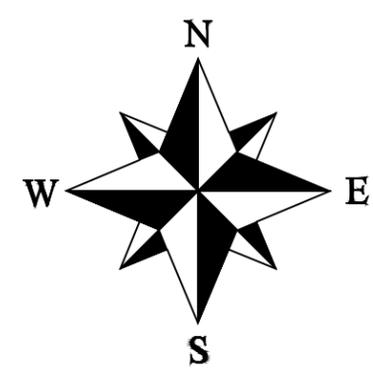
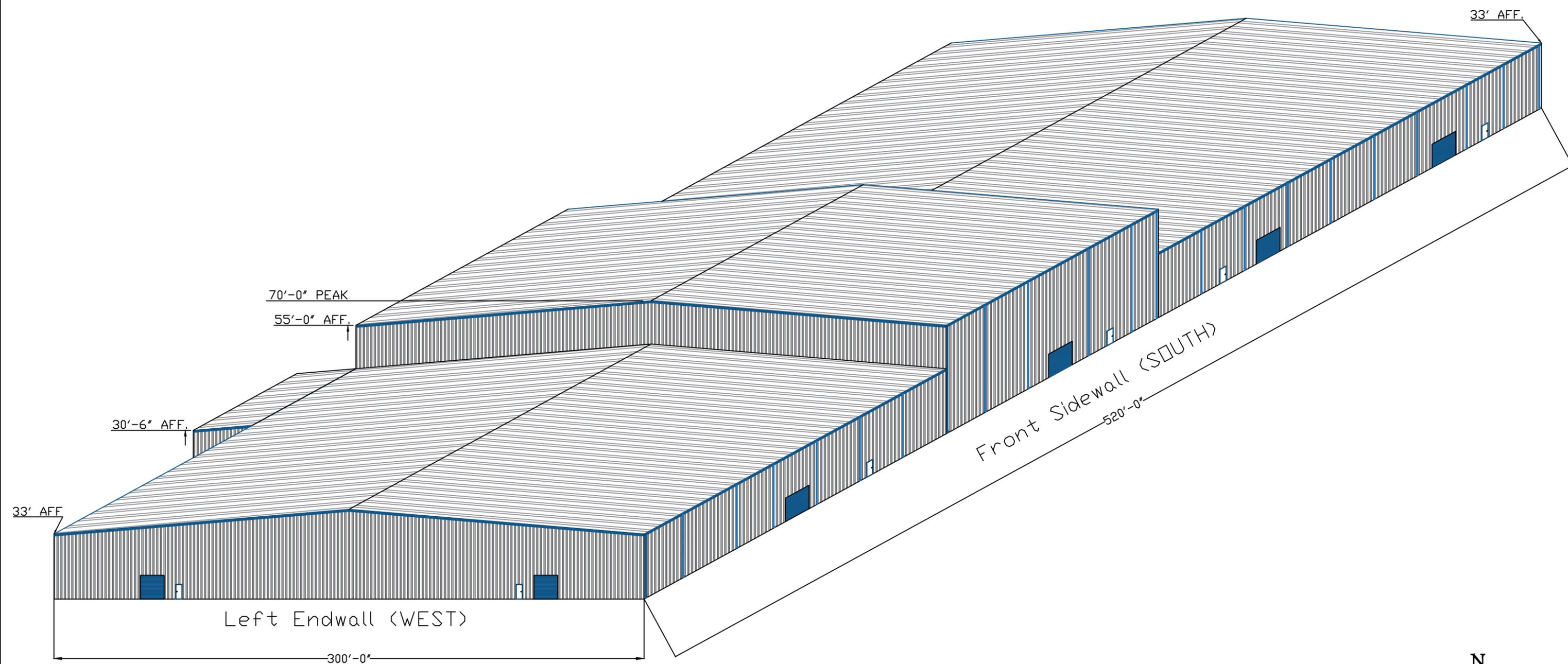
# LEGEND

- 1 BROWN TO DARK BROWN SAND TO SAND WITH SILT (SP/SP-SM)
  - 2 LIGHT BROWN WITH SILT TO SILTY SAND WITH CRUSHED LIMEROCK AND/OR ROCK FRAGMENTS (SP-SM/SW)
  - ESTIMATED SEASONAL HIGH GROUNDWATER TABLE
  - GROUNDWATER LEVEL ENCOUNTERED ON SEPTEMBER 11 AND 12, 2024
  - N SPT N-VALUE IN BLOWFOOT FOR 12 INCHES OF PENETRATION (UNLESS OTHERWISE NOTED)
  - SP UNIFIED SOIL CLASSIFICATION SYSTEM (ASTM D 2488) GROUP SYMBOL AS DETERMINED BY VISUAL REVIEW AND LABORATORY TESTING ON SELECTED SAMPLES FOR CONFIRMATION OF VISUAL REVIEW
  - HA HAND AUGERED TO VERIFY UTILITY CLEARANCES
  - GWA GROUNDWATER NOT APPARENT PRIOR TO THE INTRODUCTION OF DRILLING FLUID
  - 200 PERCENT PASSING #200 SIEVE
- NOTE: SPT BORINGS COMPLETED WITH USE OF AUTOMATIC HAMMER.

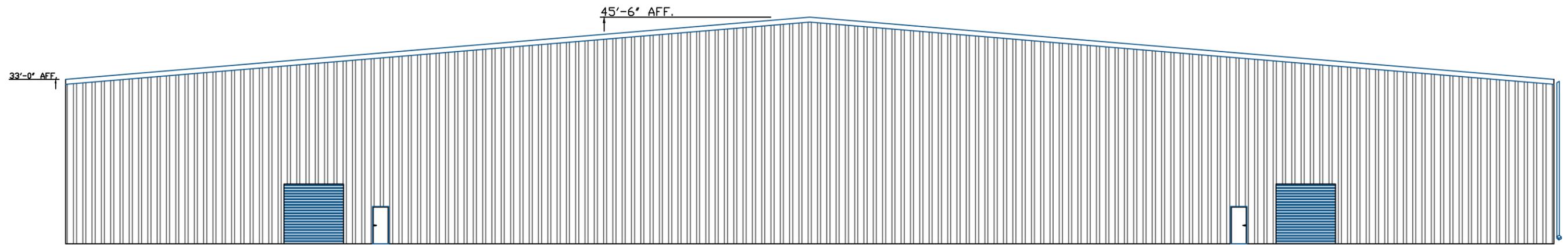


AUTOMATIC HAMMER	
GRANULAR MATERIALS - RELATIVE DENSITY	SPT (BLOWS/FT.)
VERY LOOSE	LESS THAN 3
LOOSE	3 TO 8
MEDIUM DENSE	8 TO 24
VERY DENSE	24 TO 40
SILTS AND CLAYS CONSISTENCY	SPT (BLOWS/FT.)
VERY SOFT	LESS THAN 1
SOFT	1 TO 2
STIFF	2 TO 4
VERY STIFF	4 TO 12
HARD	12 TO 24
	GREATER THAN 24

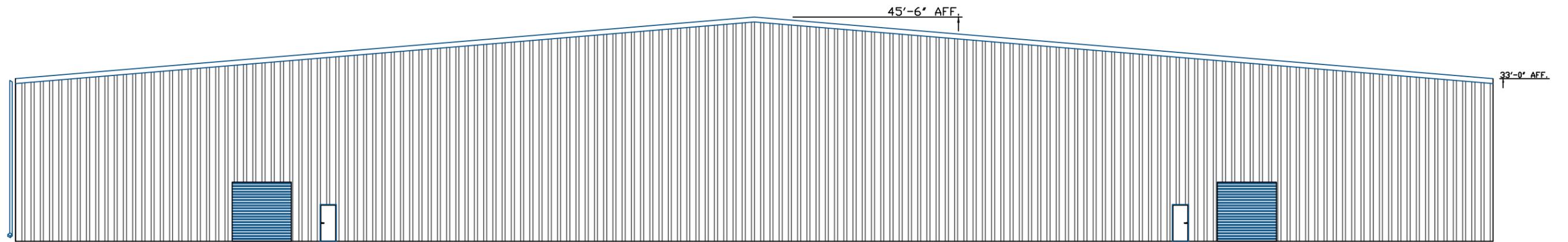
DRAWN BY: <b>SW</b>	APPROVED BY: <b>KLS</b> DATE: <b>SEP 2024</b>	ENGINEER OF RECORD: <b>KENNETH L. SYMONDS, JR., P.E.</b> FLORIDA LICENSE NO.: <b>59518</b>	SCALE: <b>NOTED</b>	PROJECT NUMBER: <b>5511-22-051</b>	SHEET 2
TERRA 3811 Lakeside Blvd. Suite 200 Winter Garden, Florida 34787 Phone: 407-827-1354 Fax: 407-645-1247					
GEOTECHNICAL ENGINEERING SERVICES MACK CONCRETE INDUSTRIES, INC. 23902 COUNTY ROAD 561 ASTATULA, LAKE COUNTY, FLORIDA					



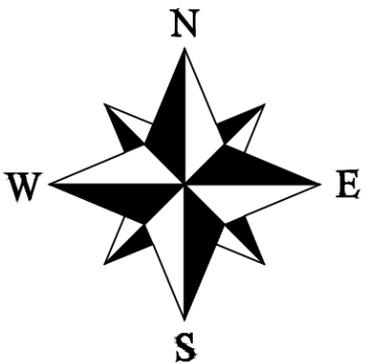
Building by ALL STEEL BUILDINGS INC.

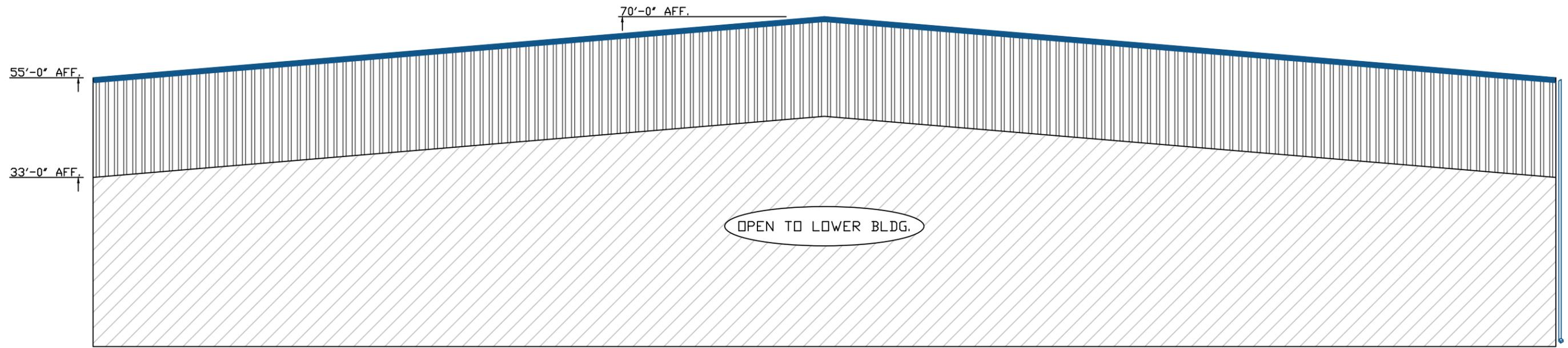


Left Endwall (WEST)

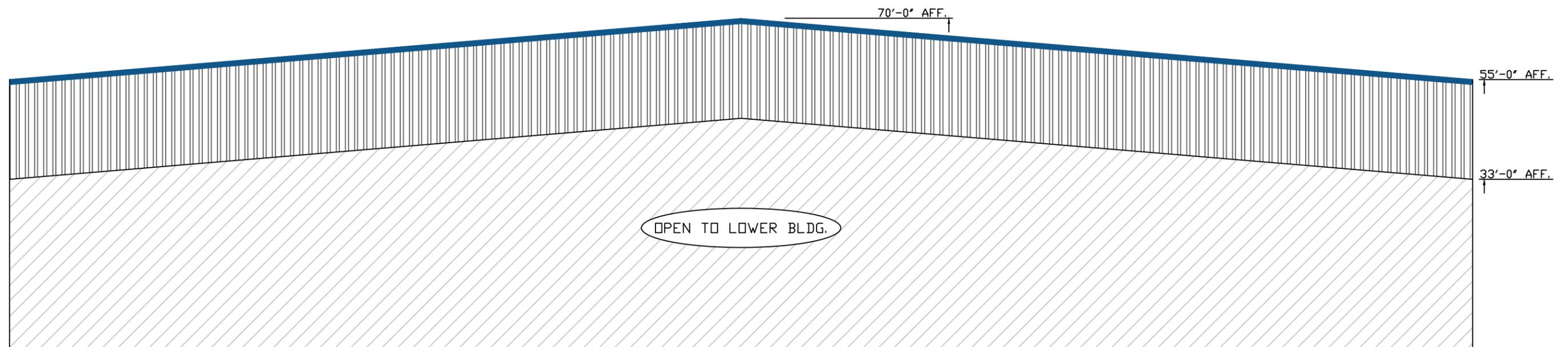


Right Endwall (EAST)

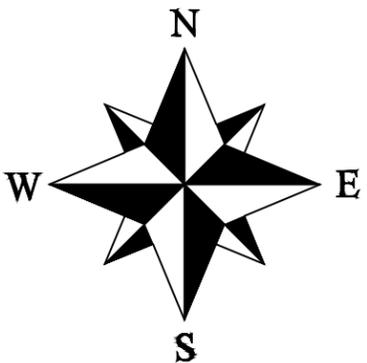


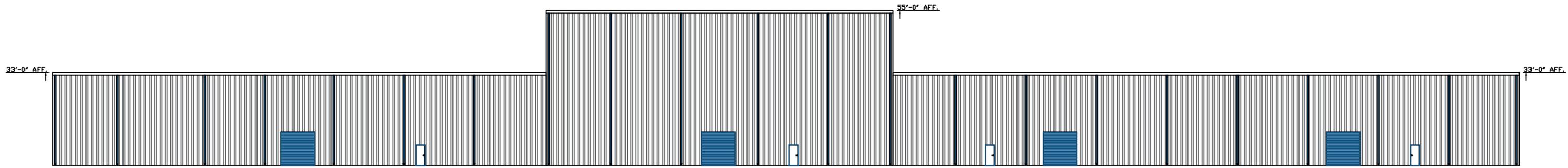


Left Endwall (SOUTH)

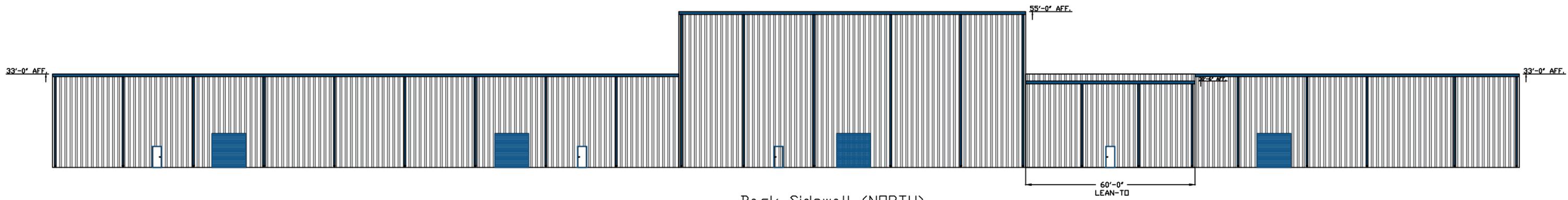


Right Endwall (NORTH)

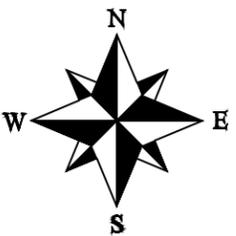


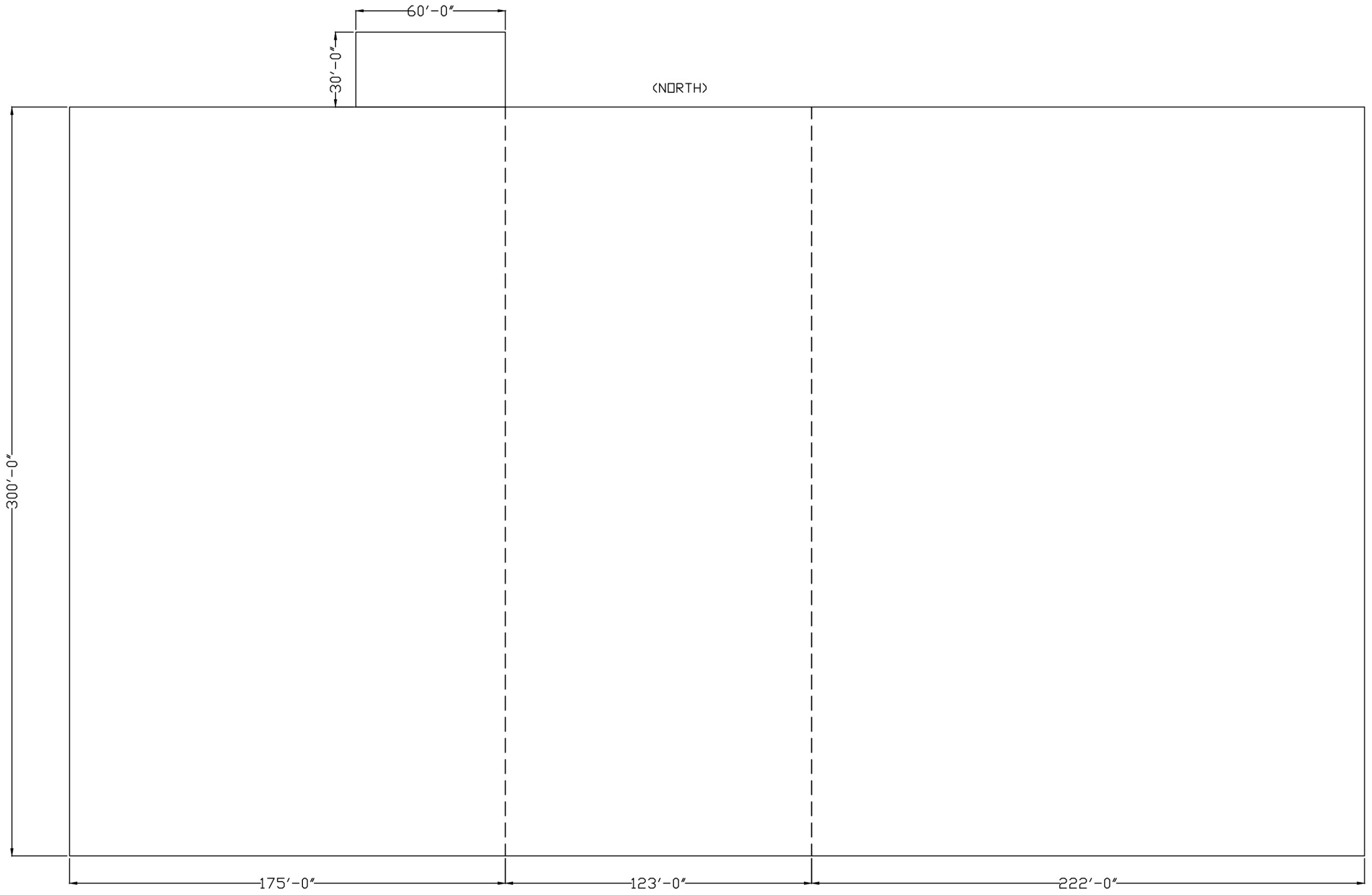


Front Sidewall (SOUTH)



Back Sidewall (NORTH)





(NORTH)

300'-0"

30'-0"

60'-0"

175'-0"

123'-0"

222'-0"

Floor Plan



Building by ALL STEEL BUILDINGS INC.

ITEM

3

**ORDINANCE 2025-08**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; ESTABLISHING A TEMPORARY MORATORIUM ON ANNEXATIONS AND RESIDENTIAL DEVELOPMENTS INVOLVING MORE THAN EIGHT (8) NEW DWELLING UNITS FOR A PERIOD OF TWELVE (12) MONTHS; PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Astatula, Florida is committed to preserving the quality of life, ensuring responsible growth, and maintaining the character and infrastructure capacity of the Town; and

**WHEREAS**, the Town has experienced increasing interest in residential development and annexations that will negatively impact the Town’s ability to adequately provide infrastructure, services, environmental protection, and overall community character; and

**WHEREAS**, the Town Council finds it necessary to temporarily pause certain annexations and residential developments to allow time for comprehensive planning, review and upgrade of infrastructure capacities, and evaluation of the Town’s land use policies and regulations; and

**WHEREAS**, the Town has the authority to impose this moratorium under Florida law, is acting for the legitimate government purpose of preserving vital public welfare, infrastructure, and services (see *WCI Communities, Inc. v. City of Coral Springs*, 885 So.2d 912 (Fla. 4th DCA 2004)), and is within its home rules powers to adopt land use and development regulations to protect the public health, safety, and welfare of its residents; and

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Astatula, Florida as follows:

**Section 1. Legal Findings of Fact.** The foregoing recitals are hereby adopted as legislative findings of the Town Council and are ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

**Section 2. Purpose of Moratorium.** The purpose of this moratorium is to allow the Town Council, Planning and Zoning Commission, and Town staff sufficient time to:

- a. Evaluate the impact of new and recently completed developments on essential public infrastructure and services;
- b. Review and revise, as necessary, the Town’s Comprehensive Plan and Land Development Regulations.
- c. Ensure responsible growth that aligns with the Town’s long-term vision and values.
- d. Enhance or upgrade applicable Town infrastructure and staffing to adequately serve the needs of the current and future Town citizens.

**Section 3. Temporary Moratorium Established.** The Town of Astatula hereby enacts a moratorium on the following actions for a period of twelve (12) months from the effective date of this Ordinance:

- a. The acceptance, processing, or approval of any petition or request for annexation into the Town of Astatula; and
- b. The acceptance, processing, or approval of any residential development application proposing more than eight (8) new residential dwelling units on a single or combined parcel of property or through a single development proposal, whether through subdivision, site plan approval, or other development process.
- c. The need for this moratorium shall be closely analyzed and reviewed by Town staff and Town Council and shall be brought back to the Town Council after the eleven (11) months have elapsed. The Town Council shall discuss and determine if an additional twelve (12) months of a residential development moratorium is required based on then applicable public welfare, effect on infrastructure, and Town services.
- d. The Town may also shorten the length of the moratorium by majority vote if all concerns with public welfare, infrastructure, and Town services have been adequately established to allow further residential development.

**Section 4. Exceptions.** This moratorium shall not apply to:

- a. Residential developments, projects, or annexation petitions that have received final approval from the Town prior to the effective date of this Ordinance;
- b. Residential developments, projects, or annexation petitions consisting of eight (8) or fewer residential dwelling units;
- c. Public or governmental housing projects deemed essential by the Town Council.

**Section 5. Severability.** If any section, sentence, clause, or phrase or word of this Ordinance is for any reason held or declared to be invalid, unconstitutional, inoperative or void by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this Ordinance; and it shall be construed to have been the Town Councils' intent to pass this Ordinance without such unconstitutional, invalid or inoperative part therein; and the remainder of this Ordinance, after the exclusion of such part or parts shall be deemed and held to be valid, as if such parts had not been included herein; or if this Ordinance or any provisions thereof shall be held inapplicable to any person, groups of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other person, property or circumstances.

**Section 6. Conflicts.** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 7. Filing with the Department of State.** The Town Clerk shall be and is hereby directed forthwith to send an electronic copy of this Ordinance to the Secretary of State for the State of Florida in accordance with Section 166.041, Florida Statutes.

**Section 8. Effective Date.** This Ordinance shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Astatula, Florida, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Zane Teeters, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Tucker, Town Clerk

Approved as to form and legality:

\_\_\_\_\_  
David Langley, Town Attorney

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing Ordinance. Motion was seconded by \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Councilwoman Quiros		
Councilman Wilbur		
Councilwoman MacQueen		

ITEM

4

# Town of Astatula Policy and Procedure Manual



Town Council

Reviewed 2012

Revised, 2012

Personnel Rules and Regulations  
For  
The Town of Astatula

TOWN OF ASTATULA  
POLICY AND PROCEDURE HANDBOOK  
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**TOWN OF ASTATULA  
POLICY AND PROCEDURE HANDBOOK**

**CHAPTER ONE**

**1.0 GENERAL**

- 1.1 PURPOSE** This manual was prepared to establish consistent and equitable policies for Town employment and to acquaint new personnel with the policies and regulations of the Town of Astatula.
- 1.2 SCOPE** These regulations shall apply to all employees of the Town of Astatula. Volunteer firefighters, the elected Mayor and Council Members are not covered unless specifically indicated otherwise.
- 1.3 TOWN RESPONSIBILITIES AND AUTHORITY** The Town is governed by the Council/Weak Mayor plan of government. Astatula residents elect the Mayor and Town Council. The Council has the final responsibility for hiring and firing Town employees and establishes policies and procedures related to education and training. The Town Council and Mayor work together to establish operations and services of the Town under the budget established yearly by the Council with the assistance of the Town Clerk. The Town Council reserves the right to reprimand, suspend, and discharge or otherwise discipline employees for cause; to hire, promote, transfer, layoff and recall employees to work, and to determine the number of employees and the duties to be performed as established by Council budget. The Town Council must manage the Town, attain and maintain full operating efficiency and optimum service and direct the work force in accordance with the needs and requirements of the Town as set by precedent, resolution or ordinance until such time as a Town Manager is hired.
- 1.4 EMPLOYMENT AT WILL** Within the limits of any constitutional or statutory limitations applicable, employment with the Town is considered “at will” and may be ended either by the employee or by the Town at any time. The Town has herewith established guidelines for disciplinary action and performance improvement which provide the employee an opportunity to address and respond to issues of discipline or performance.
- 1.5 AMENDMENTS TO PERSONNEL POLICY** Amendments to the personnel policy may be proposed from time to time (reviewed biannually on even numbered years) for approval by the Council.
- 1.6 PERSONNEL POLICY REVISIONS** This personnel policy and its attachments shall be periodically (every other year which is year ending in an even number) reviewed and updated by the Town Council . A copy of this policy will be made available to all present and future Town employees. Any deviation from this policy will be made only by the Council, in writing, to the department head of the employee or department affected. All policy updates must be approved by the Town Council.

**1.7 DEPARTMENT RULES** Department Heads are authorized to establish rules additional and supplemental to this policy provided they are not in conflict with regulations herein. To become effective or not effective the Town Council must approve, amend or revoke all such rules.

**1.7.1 Name Badges** Name badges are to be displayed/worn at all times when performing town duties. The badge is to be worn and to be displayed on upper chest area to include name and title. If name and position is embroidered on shirt, this will count as a name badge as long as it is clearly visible and not covered in any manner.

**1.7.2 Phone Courtesy.** When answering the town's phone, identify by stating good morning (afternoon, evening, day), You have reached the Town of Astatula, my name is \_\_\_\_\_ (state your name and title) continue with how may I help you or how may I be of service and have a smile in your voice.

**1.7.3 Office Procedure.** Unauthorized person(s) are not to be in the Clerk's office at any time. Only the Clerk, Town Code Enforcer, the Mayor, and/or Council Members are permitted in the Clerk's office unless Town business is being conducted. Our town citizens/residents will be allowed to use the phone while conduction town business if necessary.

## CHAPTER TWO

### 2.0 EMPLOYEE CONDUCT

**2.1 SERVICE TO THE PUBLIC** All employees shall at all times render prompt and courteous service to the public.

**2.2 EMPLOYEE COURTESY** The attitude of a Town employee should at all times promote the good will and favorable attitude of the public toward the Town administration and its programs.

**2.3 COMMUNICATIONS FACILITIES** Town of Astatula telephone and electronic communications are for Town business. Unauthorized or excessive personal use will not be permitted and may be cause for reprimand.

**2.4 LUNCH PERIOD** Employee lunch periods will be determined by the department head as required for efficient departmental functions.

**2.5 CONFLICT OF INTEREST** Conflicts of interest must be avoided by all employees pursuant to Florida State Law.

- 2.6 SOLICITATION** Solicitation during working hours on Town property or in public areas by any Town employee or by non-employees is prohibited. Bulletin Boards are Town property and materials posted thereon must be approved by the Town Council or a department head. Council meetings, workshops, agendas, minutes of previous meeting, notices pertinent to safety and well being of Town Residents may be posted by the Town Clerk. There shall be no distribution of literature during working hours or on Town property without permission of the Town Council. Examples of solicitations for purposes of this rule include, but are not limited to solicitation for magazines or periodical subscriptions, memberships in organizations and solicitation for political contributions. Exceptions to the solicitation policy must be approved by the Town Council. This section shall not apply to union activity protected by Florida Law.
- 2.7 GIFTS AND GRATUITIES** No employee shall accept gifts, gratuities, or loans from organizations, business concerns or individuals with whom he/she has official relationships on Town business. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, or to prohibit employees from accepting social courtesies which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions.
- 2.8 OUTSIDE EMPLOYMENT** Any employee wishing to engage in outside employment must submit a request in writing to his/her department head. The request should outline in detail the duties to be performed and the amount of time, stating specific hours to be devoted to these duties. Department heads are authorized to approve outside employment consistent with the guidelines above. Department heads are also authorized to direct an employee to discontinue outside employment if it is later found to be inconsistent with the guidelines.

## **2.9 POLITICAL ACTIVITY**

**2.9.1 FREE EXPRESSION NOT INFRINGED** Every employee shall have the right to freely express his views as a citizen and to cast his vote.

**2.9.2 COERCION PROHIBITED** Coercion for political purposes of and by employees and use of their positions for political purposes is prohibited.

**2.9.2.1** No employee or official of the Town shall, directly or indirectly, coerce, attempt to coerce, or advise an employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.

**2.9.2.2** No employee or official of the Town shall use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

**2.9.3 HATCH ACT GOVERNS** Participation in partisan political activity by employees shall be permitted to the extent provided under the Federal Hatch Political Activities Act, as amended and any subsequent amendments which may be made thereto.

**2.9.4 POLITICAL DISCUSSIONS** Political discussions and political activities by employees shall be prohibited during work hours.

**2.9.5 PENALTY FOR VIOLATION** Any person violating the provision of this section may be subject to discipline, including possible dismissal by the Town Council.

## **2.10 USE OF TOWN PROPERTY**

**2.10.1 Tools and Equipment** The Town attempts to provide each employee with adequate tools, equipment and vehicles for the job being performed and expects each employee to observe courteous operation of vehicles and equipment in compliance with all municipal, county and state vehicular regulations.

**2.10.2 Proper Use of Equipment** Employees who are assigned tools or equipment or vehicles by their departments are responsible for them and their proper use and maintenance.

**2.10.3 The use of Town Property** All use of town material, supplies, tools, equipment or vehicles for personal or private business use is prohibited unless approved by employment agreement by the Town Council. Violations may result in discharge and possible prosecution. City owned vehicles or equipment are not to leave the town/city limits unless it is official Town business. Under no circumstances should town vehicles or equipment be used for personal or private business.

**2.10.4 The use of Town vehicles** are to adhere to rules and laws of the state of Florida. Any vehicle leaving the city limits shall maintain a written log as to date and time leaving the city limits, nature of the trip, mileage and date and time returning to the city limits. The log is to include a list of passengers if applicable. A copy of all logs shall be presented to the Council at the monthly meetings. Town vehicles are not to be used to transport family members or unauthorized persons except during or for official town business. If a police officer resides outside the town limits, the police officer may only take their town owned vehicle home if scheduled to appear in court the following day and must complete the written log in a timely manner. Police officers residing within the town limits are permitted to take the town owned vehicles home.

**2.11 E-MAIL/INTERNET USAGE** E-Mail and internet services are provided to certain employees for the purpose of conducting their job duties in the most efficient manner possible and not intended for personal use. All electronic communications generated by employees with Town equipment, or stored on Town equipment, are the property of the Town and therefore not considered private. Employees are prohibited from using the Town's e-mail and internet system to transmit or receive any improper communication, including but not limited to inappropriate comments or jokes, cartoons, or any other communication which is political, derogatory, vulgar, obscene, offensive or sexually explicit. The Town shall periodically access and monitor communications and files on the Town's e-mail/internet system as deemed to be necessary or appropriate in the

enforcement of the acceptable use of Town equipment and systems. The Police Department is an exception to this rule as they have specific rules and regulations regarding use of their computers. The Police Department computers are not subject to monitoring as they must adhere to specific laws governing use and monitoring of said equipment.

- 2.12 PENALTY FOR MISUSE** Employees who use the Town’s e-mail/internet System inappropriately or illegally shall be subject to discipline up to and including termination and civil or criminal prosecution, if deemed appropriate.
- 2.13 VALID DRIVER’S LICENSE** All operators of Town vehicles and equipment are required to have a valid State of Florida operating endorsement as applicable, and to keep supervisors informed of any change of status in their license. Certain job classifications require a commercial license as a condition of employment.
- 2.14 SUSPENSION OF LICENSE** Suspension or revocation of the driver’s license of an employee who is assigned as a vehicle or equipment operator may result in a demotion or discharge.
- 2.15 SAFETY** It is the policy of the Town to maintain a work environment for all employees that is both healthy and safe.
- 2.16 HARASSMENT** It is the policy of the Town to maintain a work environment for all employees which is free of conduct which can be considered harassing, coercive or disruptive. As defined broadly in the 1080 Equal Opportunity commission Guidelines on Sexual Harassment, sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,” such as intentional patting, pinching or touching, leering, or obscene gestures. Sexual Harassment occurs when such conduct has “the purpose or effect of unreasonable interfering with an individual’s work performance or creating or intimidating, hostile or offensive working environment, when submission to such conduct is “made either explicitly or implicitly a term or condition of an individual’s employment, or when submission to or rejection of such conduct is the basis for employment decisions affecting a worker.
- 2.17 DRESS CODE** The Town expects all employees to dress in a manner which is appropriate for the type of work performed and have a neat and orderly appearance. All employees are to wear an Identification Badge with full name and position clearly displayed above the waist line preferably worn on chest area. Employee dress (uniforms, shoes, hats, identification badges, etc.) must be worn in a manner consistent with the job and duties, office personnel to portray professional attire, police to wear uniforms provided, fire fighters to wear clothing to adhere to Lake County Fire Departments rules and regulation and all other employees to wear clothing suitable to their position, duties and to wear appropriate protective gear when indicated. Employees who have been issued uniforms and/or shoes must wear them at all times while on the job; any employee who appears for work without issued uniforms/shoes shall be returned home to correct

the situation and may be subject to disciplinary action. The period of absence due to inappropriate dress shall be treated as unpaid leave. Name pins, badges, or identification as to name and position is to be worn at all times while on duty, preferable visible above the waist line.

- 2.18 SUBSTANCE ABUSE** It is the policy of the Town to maintain a work environment that is free from the influence of alcohol and illegal drugs. Steps will be taken to enforce this policy, including testing (scheduled or random) as deemed necessary at and during employment and by executive request. The Town has adopted an Ordinance to cover and enforce this policy.

## CHAPTER THREE

### 3.0 EMPLOYMENT PRACTICES

- 3.1 EQUAL EMPLOYMENT OPPORTUNITY** In order to provide equal employment and advancement opportunities to all individuals, employment decisions with the Town will be based on merit, qualifications and abilities. The Town does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, pregnancy, national origin, age, disability, marital status, military service or any other characteristic protected by law. The Town will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including recruitment, selection, hiring, job assessment, promotion, transfer, training, compensation, discipline, termination and benefits.
- 3.2 RECRUITMENT** It shall be the policy of the Town to employ the most qualified individual available. However, preference shall be given to Town employees who best meet the qualifications for the position. Each job vacancy shall be advertised in the appropriate media as well as official notices posted throughout Town offices in public areas. All advertisements will communicate essential information about the position to the prospective applicant.

## CHAPTER FOUR

### 4.0 HIRING POLICY

- 4.1 EMPLOYEE APPLICATIONS** Applicants seeking employment with the Town should file an employment application form provided by the Town.
- 4.2 FRAUDULENT CONDUCT BY AN APPLICANT** Fraudulent conduct or false or omitted statements of material fact by an applicant shall be deemed cause for exclusion of the applicant from consideration for the position or termination from Town employment.

- 4.3 SCREENING AND SELECTION** As determined by the Town Council, the selection process may include one or more of all of the following: oral interviews, evaluation of experience and training, reference checks, written examinations, performance tests.
- 4.4 PRE-EMPLOYMENT BACKGROUND INVESTIGATION** It is the policy of the Town that as a condition of employment, all employees and volunteer firefighters must submit to a complete background investigation.
- 4.5 PRE-EMPLOYMENT DRUG TESTING** It is the policy of the Town that as a condition of employment all employees and volunteer firefighters must successfully pass a drug tests that screens for the presence of illegal drugs or unacceptable alcohol levels. The Town has adopted a separate Ordinance that sets forth the Town's formal policies and procedures regarding pre-employment drug testing and random drug testing, and blood alcohol testing.
- 4.6 PRE-EMPLOYMENT PHYSICAL EXAMINATION** It is the policy of the Town that as a condition of employment all employees and volunteer firefighters must successfully pass a physical examination. The physical examination shall be administered by a licensed medical provider. The physical exam results shall be retained according to Florida State Statute.
- 4.7 QUALIFIED APPLICANTS** The Town Council may appoint a member of the Council to categorize those persons eligible for a position as being qualified. The Town Council shall make the selection from such persons.
- 4.8 NEPOTISM** No Town official, department head or supervisor may appoint, employ, promote, advance or be influential in any way in the employment of any individual who is a relative of the Town official, department head or supervisor. Further, no relative of an employee may be hired by the Town to fill a position which would cause the current employee to either have jurisdiction over or be subject to the jurisdiction of the relative.
- 4.9 EMPLOYMENT LAWS** All applicable Federal, State and Local laws pertaining to employment practices will be complied with in the Town's employment procedures.
- 4.10 AGE REQUIREMENTS** Applicants for full-time employment must be 18 years of age or older. Persons who have reached their 16th birthday may be considered for employment within the limits of State and Federal Laws.
- 4.11 EMERGENCY EMPLOYMENT** It shall be the policy of the Town to provide for emergency employment with the consent of the Town Council and for provisional employment without open evaluation when there is no appropriate eligible list available. No such provisional or emergency employment shall continue longer than three (3) months.
- 4.12 VETERAN'S PREFERENCE** The Town shall comply with the Florida Administrative Code which requires that Veteran's Preference be given to eligible veterans and spouses

of veterans in all positions of employment except those that are exempt such as department heads, policy makers or managers or temporary employees. An applicant who meets the criteria for receiving Veterans Preference must also meet the minimum qualifications of the position and submit the appropriate documentation to substantiate the claim.

## CHAPTER FIVE

### 5.0 EMPLOYEE TRAINING

**5.1 TRAINING OBJECTIVE** The Town encourages employees to attend educational conferences and to take self-improvement and job improvement courses which are directly related to their work. Additional educational training will be one measure used in making recommendations for advancement and promotion. Employees in good standing and indicating an extremely high degree of potential for advancement may be considered for educational leave with one-half of the cost to be reimbursed by the Town upon successful completion of the courses, with the approval of the Town Council. Supervisors shall assist employees in gaining capability through on-the-job training as required.

**5.1.1 PAY DURING REQUIRED TRAINING** Employees attending required educational courses shall be granted leave with pay with the approval of the Town Council. Should the required course be scheduled at some time other than the employee's normal working hours, the employee shall be given time off to compensate for the hours required to complete the course or paid for the hours at the regular pay rate if approved by the Town Council.

**5.1.2 CLOTHING ALLOWANCE** Office personnel may purchase two polo collared shirts with the town logo and engraved with name and title upon hire and be replaced every two years if necessary due to normal wear and tear. Police will have their uniforms provided and replaced by the Chief of Police's recommendation. Public Works personnel to have uniforms supplied appropriate for type of work, with town logo and engraved with name and title upon hire and replaced as deemed necessary by the uniform service. All provided clothing articles to be returned to Town of Astatula upon termination of employment.

**5.2 EDUCATIONAL CONFERENCES** An employee may be granted leave with pay to attend an education conference up to three (3) working days upon approval by the Town Council. Educational conferences to qualify may be conducted by colleges, universities, technical schools, manufacturers as an operation or service clinic or state and national association specifically related to a Town department and its operations. A leave of absence for educational conferences must be recommended in writing by the department head to the Town Council for approval.

**5.3 TUITION ASSISTANCE** Tuition assistance is available for courses directly related to the job being performed by the employee as a part of the job. The Town Council is the approval authority for tuition assistance requests. Fees or tuition for required courses shall be paid by the Town. No tuition assistance will be paid prior to the successful completion of an approved course, and reimbursement is for tuition only. No blanket approval of courses or programs will be granted. Only specific courses for a specific time will be approved. The assistance amount of fifty (50%) of the tuition fee is based on the employee attaining a final grade of B or higher. As a part of applying for tuition assistance, employees must agree that if he/she voluntarily terminates employment within one year of receiving tuition reimbursement, she/he will reimburse the Town the total amount received toward any course(s) taken within the year prior to termination.

## CHAPTER SIX

### 6.0 SALARY ADMINISTRATION

**6.1 SALARY MANAGEMENT DETAILS** The salary of all employees at the time of employment as well as increases which result from promotions or decreases which result from discipline or other adverse actions shall be approved by the Town Council. The Town Council, shall be primarily responsible for the overall administration of Town personnel policies and procedures. However, the department head shall be responsible for ensuring that the personnel policies and procedures are carried out day-by-day in their department.

**6.2 OVERTIME PAY** Overtime work shall be kept at a minimum. However, the requirements of a specific department may make it necessary for an employee to sometimes work beyond his regularly scheduled working hours. Employees shall be required to work overtime when assigned unless excused by supervisor. Employees considered exempt in accordance with the Fair Labor Standards Act, are not entitled to overtime pay for hours worked in excess of their regular work period. All other employees shall be paid overtime pay for hours worked in excess of their regular work period.

## CHAPTER SEVEN

### 7.0 EMPLOYEE BENEFITS

**7.1 ELIGIBILITY AND ACCRUAL OF LEAVE AND VACATION** Part-time employees are those employees who work less than 32 hours per week. Part-time employees are not entitled to any Employee Benefits. For full time employees who are not police officers, the following hours apply for leave benefits:

<b>Years of Service</b>	<b>Hours of Leave</b>
0-5	8 hours per month
6-10	10 hours per month
11-15	12 hours per month
16 plus	16 hours per month

**Full time Police Officers shall accrue leave as follows:**

<b>Years of Service</b>	<b>Hours of Service</b>
0-5	12 hours per month
6-10	15 hours per month
11-15	18 hours per month
16-20	21 hours per month
20 plus	24 hours per month

Annual leave may be accumulated over a two (2) year period (730 days). Employees must use accumulated leave within 3 years (1,095 days). Any leave not used within the 3 year time period shall be forfeited in an amount to ensure that the employee only maintains 2 years' worth of leave at any given time. In no event shall any employee be entitled to accumulate any leave over and above the 2 year limit prescribed by this Policy and Procedure Manual. Part time employees are not eligible for paid leave time. The Town Council has the final determination on use of accrual leave time.

Vacation credit may be used as accrued after the employee has completed twelve (12) consecutive calendar months of employment. Previous employment with the Town will not count towards years of full-time service. Vacation leave may not be taken in periods of less than four (4) hours per shift.

**7.2 PAYMENT IN LIEU OF LEAVENACATION TIME** No employee shall be permitted to forego his/her vacation and receive pay in lieu thereof, except that an employee who is separated from the Town payroll, for any reason, before receiving all of the vacation for which he/she has become eligible prior to the time of his/her termination, shall receive pay for that portion of his/her vacation due but not received, at the discretion of the Town Council.

**7.3 EXCHANGE OF LEAVENACATION TIME:** Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes, shall at the request of the employee and within the discretion of the department head be charged against vacation allowance with the approval of the Town Council. When a regularly scheduled holiday occurs during the period of an employee's leave, the holiday will be granted.

**7.4 SCHEDULING AND USE OF VACATION TIME** Each department head shall keep record of vacation allowance and use and shall schedule annual leave with

particular regard to the seniority of employees, to accord with operating requirements and, insofar as possible, with the requests of the employees. Employees are to outline the desired dates of vacation the first month of the new calendar year and submit the schedule to their supervisor. An employee who is eligible for vacation may take it at any time agreeable to the employee and supervisor. The employee must complete a Leave Request Form.

Each supervisor may use whatever methods of compiling and scheduling leave requests he/she wants to, as long as the methods are reasonable, fair, consistent and not discriminatory against any individual or group. Supervisors shall not schedule vacation in such a way that departmental operations are adversely affected. Supervisors shall respond to an employee's request for vacation as quickly as possible.

**7.5 HOLIDAY LEAVE** Holidays will be paid providing the employee works the scheduled shift the day before and the scheduled shift the day after unless special circumstances have been pre-approved.

Holidays may be designated annually by Town Council Resolution.

**OFFICIAL HOLIDAYS**

The following are holidays which shall be observed by all Departments in which functions can be discontinued without adversely affecting required services to the public:

New Year's Day	Memorial Day	Veterans Day	Christmas Day
Martin Luther King Day	July 4 <sup>th</sup>	Thanksgiving Day	
Presidents Day	Labor Day	Day after Thanksgiving	

**7.6 HOLIDAY ON NON-WORKING DAY** When a holiday observed by the Town falls on Sunday, such holiday shall be observed on Monday after the holiday. When a holiday observed by the Town falls on Saturday, such holiday shall be observed on Friday before the holiday.

**7.7 HOLIDAY PAY ELIGIBILITY** All eligible employees who meet the holiday pay requirements noted in this section shall be paid holiday pay equivalent to eight (8) hours at the employee's regular rate of pay regardless of the number of hours the employee normally works in a shift. In addition, any employee who is required to work on the holiday and meets the holiday pay eligibility requirements noted in this section shall be paid for all hours worked on the holiday at the rate of one and one-half times the employee's regular rate of pay. To be eligible for holiday pay, an employee must meet the following requirements:

- be a full-time employee.
- must work on the scheduled days prior to and after the holiday. However, if the absence on the day before or after the holiday was due to the reasons listed below, the employee would receive holiday pay.
- The day of absence was previously approved.
- The employee is absent because of an accident.
- The employee is absent due to a current on-the-job injury

- an employee who reports in on the scheduled work date prior to the holiday would be considered to have worked that day, even though he/she is unable, due to emergency or illness, to complete the normal work day. The same will apply to the first scheduled workday after the holiday.

## **7.8 MILITARY LEAVE**

**7.8.1 ACTIVE SERVICE** a leave of absence without pay will be granted to any employee who is serving in the Uniformed Services even if such period of military service may be for more than 12 months. Health insurance coverage (for the employee and his/her dependents) will end on the date the employee enters military service or on the last day of the month in which the leave commences, whichever occurs first, but may be continued at the employee's election in accordance with the terms of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Upon honorable discharge, the employee will be reinstated with the Town in accordance with the USERRA.

**7.8.2 NATIONAL GUARD MEMBER** An employee who is a member of the National Guard or who is a reservist in any branch of the Uniformed Services shall be granted military leave not in excess of seventeen (17) reserve/working days per year. It is the employee's responsibility to notify his/her supervisor as far in advance as possible so that arrangements can be made for the employee's absence, but in no case no more than 3 days after receiving orders. If an employee fails to provide notice to the town prior to the date he is to report for duty, the town can decline to reinstate that employee. The above provisions exist as stated if an employee is activated by the Governor for a State Emergency. Employees do not have to be paid by Town but must have reinstatement of a job when they come back under the USERRA Statute.

**7.9 SICK LEAVE** It is the policy of the town to provide reasonable time off with pay, up to the amount of unused sick leave earnings, to employees who are unable to work due to illness or injury. Sick leave with pay is not a right which an employee may demand, but a privilege granted by the Town. There is no monetary payoff for accrued sick leave per Ordinance 2005-F.

**7.10 USE OF SICK LEAVE:** Sick leave may be used as follows:

**7.10.1 APPROVAL** The department head or Town Council Member assigned to oversee the department can officially approve employee sick leave. Only an employee who has completed six months of full-time employment may be paid for sick leave. Accumulation of Sick Pay may be determined annually by Town Council Resolution.

**7.10.2 SICK LEAVE PAY** Sick leave may be paid when an employee is unable to work due to a personal/family illness or injury, or when the employee's presence may endanger the health of fellow workers. A family member for this purpose is defined as spouse, children, step children, parents, siblings or grandparents of the employee.

**7.10.3 SICK LEAVE** Sick leave may be taken for medical, optical and dental appointments and it may be taken for attendance of a funeral or for bereavement of a family member.

**7.10.4 SICK PAY UNITS** Sick leave will be charged in units of whole hours.

**7.11 SICK PAY ELIGIBILITY.** Eligibility is determined as follows. Full time employees earn sick time at a rate of eight (8) hours per month. Part time employees hired at less than 20 (twenty) hours per week are ineligible for sick pay benefits. Part time Employees working twenty plus (20+) hours per week will be prorated per hours hired to work. Twenty (20) hours is four (4) hours per month (0.5 employee) Twenty eight (28) hour per week is five. Six (5.6) hours per month (0.7 employee). Thirty four (34) hours per week is six/eight (6.8) per month (0.85 employees). This determination is based on hours per week hired, not hours per week worked, so if a part time person is employed at twenty (20) hours per week and works more than the twenty hours per week, the sick time is earned at the hire hours of twenty (20) hours per week at four (4) hours per month. In the event that there is a status change, mandated by the Town Council changing the weekly hours scheduled for an employee for an extended period of time, the benefits will change accordingly to reflect this change. Per Ordinance of 2005-F after three days of sick leave is taken, a written note from the employee's physician shall be required before additional sick leave days may be taken. The current provision allowing for one half (1/2) day for doctor appointments shall be amended to provide that employees may use their sick leave in one (1) hour increments. Sick time maximum accrual is for a total of three hundred and twenty hours (320). Sick time may not be cashed in except for the use of sick or medical leave. Sick leave pay will not automatically be granted unless a physician's note has been obtained will any sick leave lasting three or more days.

## **7.12 SICKPAY**

**7.12.1 NOTIFICATION OF ILLNESS.** The employee's supervisor must be called at least 30 minutes before the scheduled starting time on the day of the absence the reason for the absence, except in the case of public safety where the departmental schedule will be followed. An employee who fails to so notify the supervisor shall not be paid for the day(s) taken prior to notification.

**7.12.2 Status is requested.** If the absence extends beyond three days, keep the supervisor advised as to the employee's condition and anticipated date of return.

**7.12.3 Statement of illness.** Submit a statement from the attending physician(s) for any illness of three days or longer as to the nature and duration of the illness is required before returning to work. A statement from the physician will be needed if inadequate notice (less the seventy-two {72} hours) given for physicians appointments resulting in being late or missing appointed hours of work.

**7.12.4 Holiday during sick leave.** When a paid holiday occurs during the period an employee is on sick leave with pay, the employee shall receive only his/her regular holiday and that day shall not be charged against his/her sick leave earnings.

**7.13 Sick Leave Transfer** Upon approval of the Town Council any member of the Town can transfer earned sick leave for the use of another employee who is out of work due to their illness, or medical leave. The employee receiving the transferred sick leave must have exhausted all sick and annual leave and have completed probation before receiving transferred sick leave. Forty (40) hours may be donated at a time, and two hundred (200) Hours must be retained in donor's bank of sick leave.

#### **SUMMARY OF SICK LEAVE PROCEDURE**

- Each employee shall notify (call) his/her immediate supervisor in accordance with the Town attendance policy to report his/her sickness.
- When an employee returns to work he/she shall complete the leave request form. Before sick leave with pay is officially granted, this form must be signed (approved) by his/her department head.
- If an employee wishes to use sick leave for a doctor, dentist or optical appointment, then the leave form must be submitted and approved before the sick leave is taken. Notice must be given when appointment is booked.
- If a supervisor feels that an employee has abused this policy concerning minor illness, the supervisor, with permission of the Town Council Member assigned to oversee that particular department, may refuse to pay benefits.

**7.14 EMERGENCY OR ILLNESS** Employees who are absent due to an emergency or illness should call or have someone call his/her supervisor to report such an absence.

**7.14.1 EMPLOYEE Responsibility.** It is the employee's responsibility to ensure that proper notification is made when absent due to an emergency or illness. This must be done by phone or personal note and, if possible, by the employee. At times, utilizing e-mail to notify the Council Member assigned to oversee that particular department may be necessary but only as a last resort, when unable to notify anyone by phone.

**7.14.2 PHYSICIAN'S STATEMENT REQUIRED.** An employee who has been absent under any of the following conditions, must have a doctor's statement that indicates no work restrictions when returning to work.

- Employee has been hospitalized.
- Employee has been granted personal leave which is in reality for medical reasons, i.e., employee is hospitalized or undergoing a surgical procedure which could be disabling, even though the employee, for personal reasons, does not file a claim for group insurance benefits.
- Employee has a non-work related accident, even if no time is lost from his/her regularly schedule work shift, i.e., weekend or after-hours accident.
- Employee is absent three (3) or more consecutive work days.

- 7.14.3 PHYSICIANS EXAMINATION** An employee shall submit to an examination by a physician or supply a work release by a physician upon returning to active duty after an extended chronic illness.
- 7.15 EMPLOYEE UNDER SUSPENSION NOT ELIGIBLE FOR SICK LEAVE** An employee under suspension forfeits all claim to sick leave for the duration of such suspension and must be returned to active duty before sick leave credit is restored.
- 7.16 BREAK IN SERVICE CANCELS ALL SICK LEAVE** A break in service permanently cancels all sick leave accrued to an employee's record and in the event of subsequent reappointment such employee begins a new sick leave accumulation.
- 7.17 ILLNESS DURING VACATION LEAVE** When sickness occurs within a period of vacation leave, the period of illness may be charged as sick leave and the charge against vacation leave reduced accordingly. Application for such substitution should be made within two days after return to active duty and shall be supported by a medical certificate.
- 7.18 MILITARY DUTY EFFECT ON SICK LEAVE** When an employee enters active military duty, either by induction or for training purposes or for national or state emergencies, sick leave accumulated shall remain to that Employee's account pending return from military leave. However, no further sick leave credits will be accumulated for the period of absence while on military leave.
- 7.19 FAMILY AND MEDICAL LEAVE** The Town provides leave pursuant to the Provisions of the Family and Medical Leave Act of 1993
- 7.19.1 ELIGIBLE EMPLOYEES** Employees who have been employed for at least 12 months and have worked at least 1,250 hours during the preceding 12-month period are eligible for unpaid family or medical leave. If a leave is requested for an employee's own serious health condition, the employee must first use all of his or her accrued vacation leave, sick or personal leave. If leave is requested for any other reason listed below, an employee must first use all of his or her accrued paid vacation leave.
- 7.19.2 LEAVE PERIOD** An eligible employee is entitled to take up to 12 weeks of family or medical leave in any 12-month period. The 12-month period shall be a rolling 12-month period measured backward from the date leave is used. Entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of birth placement.
- 7.19.3 REASONS FOR LEAVE** An employee who meets the applicable eligibility requirements will be granted a total of up to 12 weeks of unpaid leave for the following reasons:
- The birth of the employee's child in order to care for that child.
  - The placement of a child with the employee for adoption or foster care.

- The care for a spouse, child, or parent who has a serious health condition; or
- A serious health condition that renders the employee incapable of performing the functions of his or her job.

An employee requesting family or medical leave must complete an application and return it to the Supervisor. The completed application must state the reason for the leave, the duration of the leave and the starting and ending dates of the leave.

**7.19.5 NOTICE OF LEAVE** An employee intending to take family or medical leave must submit an application for leave at least 30 days before the leave is to begin, or as soon as the reason requiring the leave is known.

**7.19.6 INTERMITTENT OR REDUCED LEAVE** Employees may not take intermittent or reduced leave in case of birth or placement of a child, unless the Town Council agrees. In the case of serious health conditions, leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees are expected to make a reasonable effort to schedule intermittent leave so as not to disrupt the operations of the Town.

**7.19.7 MEDICAL CERTIFICATION OF LEAVE** The application for leave based on the "serious health condition" of the employee or the employee's spouse, child or parent must be accompanied by a "Medical Certification Statement" completed by the health care provider. The certification must state the date on which the serious health condition commenced, probably duration of the condition and the appropriate medical facts regarding the condition. If an employee is requesting leave to care for a spouse, child or parent with a serious health condition the medical certification must state an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the medical certification must state that the employee cannot perform the functions of his or her job.

The employee regarding the need to take family or medical leave, the Town will discuss the leave requirements with the employee and will issue a memorandum outlining the basic information regarding the leave.

**7.19.9 BENEFITS COVERAGE DURING LEAVE** During a family or medical leave, the employee will be retained on the town's health plan under the same conditions that applied before the leave began. To continue health coverage, the employee must continue to make any contributions that he or she made for group insurance during the leave. Failure of the employee to pay his or her share of the health insurance premium, if any, may result in loss of coverage.

**7.20 RESTORATION TO EMPLOYMENT** An employee who completes a family or medical leave will be returned to the same position held when the leave began or to a position equivalent in pay, benefits and other terms and conditions of employment. However, the highest paid 10-percent of employees are not guaranteed reinstatement if reinstatement will cause the Town economic injury. In such case the Town will notify the employee as soon as it determines that reinstatement is not available. The Town cannot guarantee that an employee will be returned to his or her same former job.

**7.21 RETURN FROM LEAVE** The Town will require an employee taking a family or medical leave to report every 30 days on his or her status and intent to return to work upon completion of the leave. Employees returning from a medical leave are required to provide certification from a health care provider indicating that the employee is able to resume work with no limitations. Employees who do not return to work upon the expiration of a family or medical leave will be treated as having voluntarily terminated their employment. An employee who requests an extension of family or medical leave must submit his or her request for an extension in a writing that includes the reason for the requested extension.

**7.22 BEREAVEMENT LEAVE.** In the event of a death in the immediate family of a full time or permanent part-time employee, the employee may be granted bereavement leave of absence with pay. Employees will receive three (3) days of pay to attend the funeral of the deceased. The amount of time authorized shall be determined by the Town Council Member assigned to that particular department and shall be allowed as circumstances warrant. Such leave shall not be chargeable to other types of leave, but shall be in addition to accrued annual or sick leave. Such employees may also apply for additional accrued annual leave if they desire additional time for bereavement purposes. The additional leave will be chargeable to sick leave and/or vacation leave, and may only be granted at the discretion of the Mayor with input from Department Head, or supervisor.

## CHAPTER EIGHT

### 8.0 JURY AND WITNESS DUTY LEAVE

**8.1 JURY DUTY** All full-time town employees selected for jury duty shall be entitled to civil leave with pay for the period of absence required. Such leave shall not be charged to annual or sick leave earnings. Eligibility commences on the first day of active employment. If an employee is called for jury duty on a regular working day or days and the jury pool is released by noon, he should report for work for the afternoon unless that causes some hardship.

**8.2 OFFICIAL COURT ATTENDANCE** All employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the Town shall be entitled to leave with pay for such period as his court attendance may require.

**8.3 PRIVATE LITIGATION** Absence of an employee to appear in private litigation in which he/she is a principal party shall be charged to annual leave or to leave without pay

**8.4 DURATION OF JURY SERVICE** When called for jury duty, the employee must show the summons to the supervisor prior to the date of service so that authorization and plans for the absence can be made. Failure to advise the supervisor in advance may be cause for the employee not to receive jury duty pay. In addition, the employee must complete the application for leave of absence form.

- When released from jury duty for any day, the employee will be expected to return to work for that day. If released from jury duty two hours or more before the end of a regularly scheduled work day, an employee is required to return to work.
- Upon return to work (after having been released by the court), the employee must submit to the supervisor a statement from the Clerk of the Court indicating the dates and amount paid for serving as a juror.
- The supervisor will turn the statement over to the department head in order that the payroll department may be notified to pay the employee for jury duty.

## CHAPTER NINE

### 9.0 LEAVE WITHOUT PAY

**9.1 LEAVE FOR MEDICAL REASONS** For any extended period of disability due to illness, injury or maternity exceeding the amount of accrued sick or an annual leave by ten days, the employee may apply for leave without pay status which, along with any paid leave that has been taken, shall not exceed 180 days. The written request shall not be denied for bona fide illness or disability for employees who have served satisfactorily with reinstatement privileges to the same position or one of comparable grade for which the employee is qualified. If an employee is eligible for Family and Medical Leave for the same medical reason, leave without pay and Family and Medical Leave must be taken concurrently up to the Family and Medical Leave maximum of 12 weeks.

The application for leave without pay shall be in writing and shall include a physician's certification of the condition and the period of time the employee will be incapacitated. Dates set forth by the physician shall be strictly adhered to; however, they may be amended by the physician. In cases of apparent abuse the Town may require additional documentation from the physician issuing the certificate or may secure additional medical opinions from other physicians. The amount of leave authorized shall not exceed the end of the period for which leave was requested or certified by a physician, provided that it shall not exceed: 180 calendar days of combined leave with pay and leave without pay. Otherwise, the employee shall forfeit reinstatement privileges and be separated from the Town. In extenuating circumstances, the Town Council may extend the period of leave up to a total of 365 days.

**9.2 LEAVE FOR PERSONAL REASONS** Leave without pay for up to ten (10) days may be approved by the supervisor. Leave without pay from (10) to ninety (90) days may be approved by the supervisor with the approval of the Town Council. Leave without pay will only be approved if that period of absence will not be granted until the employee has used all accumulated annual leave. Leave without pay for more than thirty (30) days will be deducted from length of service record.

**9.3 DEDUCTION OF LEAVE TIME.** All leave time without pay will deduct time from length of service.

## CHAPTER TEN

### 10.0 ADMINISTRATIVE LEAVE

**10.1 LEAVE** - When it is in the best interest of the Town, the Town Council may place an employee on administrative leave for a period of time not to exceed thirty (30) days. The employee shall not be allowed to be at his/her worksite during administrative leave unless there is a specific authority from the supervisor or Town Council.

## CHAPTER ELEVEN

### 11.0 PERSONNEL MANAGEMENT

**11.1 ATTENDANCE RECORDS** An attendance record shall be maintained for each employee. This record shall reflect all absences and shall be made available to the employee for inspection upon request. Copies of all leave request forms must be forwarded by department heads to the Town Hall office. An official leave record file will be maintained in Town Hall. Time sheets shall contain signed department head approval upon submittal for payment.

**11.2 TRAVEL AND SUBSISTENCE ALLOWANCE** When an employee of the Town is required to travel on official business, the Town will pay reasonable amounts for transportation, meals and lodging. These reasonable costs will be the current Government Standard Allowance. All travel must be authorized in advance by the Town Council. All expenses must be supported by an expense report with all receipts attached.

#### 11.2.1 TRANSPORTATION COSTS

- The Town may purchase tickets in advance for employees traveling by common carrier
- All employees shall travel in tourist class whenever possible.
- Employees who with proper authorization use their personal vehicles for official business may be reimbursed at a rate per mile, in accordance with the rate set in Florida Statutes.

- Employees may be reimbursed for all bridge, road and parking tolls with proper documentation/receipts. Receipts for taxi fares are not required but taxi expenses must be itemized on the expense report.

**11.2.2 MEAL ALLOWANCE** Employees on official travel status during any of the three meal periods may be reimbursed for reasonable meal expenses. The amount paid will adhere to the Government Standard Allowance. Receipts must be presented to substantiate all meal reimbursement requests.

**11.2.3 LODGING** When lodging is required, employees are expected to utilize standard, medium priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, he/she may stay at the hotel or motel where the meeting is held. In all cases, the Town will pay no more than regular single room rate and adhering to the Government Standard Allowance. Receipts must be presented for all lodging.

**11.2.4 ADVANCES** Travel advances may be made to cover anticipated travel expenses with the approval of the Town Council. Expenditure and advance shall be accounted for within 3 working days after completion of travel.

**11.3 HOURS OF WORK** The established work schedule for all full time hourly employees is 40 hours per week with the exception of firefighters and police officers who work assigned shifts. However, the department head, with the approval of the Town Council Member assigned to oversee that particular department., may establish a different work schedule which would better meet the needs of the department and/or provide proper service to the community.

**11.3.1 Police Department** The Police Department will set their hours of work. They have specific assigned shifts established to provide 24/7 coverage for the Town of Astatula.

**11.4 PROBATION PERIOD** The probationary period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employees whose performance does not meet the required work standards. The probationary period for general employees is six (6) months, whereas the probationary period for police officers and firefighters is twelve (12) months.

During the probationary period, the department head shall report to the Town Council Member assigned to oversee the particular department his/ her observation of the employee's work and his/ her judgments to the employee's willingness and ability to perform his/her duties satisfactorily and as to his duties, habits and dependability. At any time during the probationary period, the department head, after advising the appropriate Town Council Member, may remove an employee if in his/her opinion the employee is unable or unwilling to perform the duties of the position satisfactorily or that

his/her habits and dependability do not merit his/her continued employment with the Town.

Prior to the expiration of an employee's probationary period, the employees department head shall notify the appropriate Town Council Member by submitting a personnel action sheet, stating whether the service of the employee has been satisfactory and whether he/she desires to continue the employee in his/her position. Upon satisfactory completion of the probationary period, the employee will become a permanent employee of the Town.

**11.4.1 PAY DURING PROBATION** The normal beginning pay rate for a probationary employee will be the initial pay within the pay range established for his job classification.

**11.5 PERFORMANCE EVALUATIONS** The purpose of periodic evaluation of employee performance shall be to measure as objectively as possible both the quality and quantity of an employee's work and other such factors as deemed necessary to determine the manner in which this service is rendered, and to serve as a feedback to the employee concerning his or her performance strengths and weaknesses.

**11.5.1 PROBATIONARY PERFORMANCE** New employees are on probation as outlined in paragraph 11.4. At a minimum, performance reports indicating their progress in their job will be completed as follows:

General Employees

- At the end of the second month (60 days)
- At the end of the fourth month (120 days)
- At the end of the sixth month (180 days)

Police Officers and Firefighters

- At the end of the second month (60 days)
- At the end of the sixth month (180 days)
- At the end of the ninth month (270 days)
- At the end of the twelfth month (360 days)

**11.5.2 REVIEW PROBATION PERFORMANCE** Each probationary report will be signed by the employee indicating that he/she has seen the report, not that he/she agrees or disagrees with its contents.

**11.5.3 ANNUAL REPORT FOR PERMANENT EMPLOYEES** All employees shall have at least one annual performance evaluation completed by May of each year. Supervisors, person(s) designated by the Town Council and department heads are responsible for completing the forms on a timely basis and returning them to the individual personnel files. Annual performance evaluation reports must be signed by the employee indicating

that he/she has seen the report, not that he/she agrees or disagrees with its contents. The Town Council Members are to complete annual performance evaluations for the Police Chief and the Town Clerk. Council Members assigned to oversee a particular department are required to evaluate performance of employees in that department, i.e. the Public Works Department evaluated by Town Council Member assigned to oversee the Public Works, and Code Enforcer evaluated by Town Council Member assigned to over that particular department.

**11.5.4 PERFORMANCE REPORT REVIEW** Any employee who receives an unsatisfactory annual report will have a special performance report completed on him/her at the end of 90 days after the date of the unsatisfactory report. At any time when an employee's performance has changed radically from that of the previous reporting period, a department head may require a special performance report. All special reports must be signed by the employee being reported on indicating that he/she has seen the report, not that he/she agrees or disagrees with its contents

**11.5.5 PREPARING PERFORMANCE EVALUATION REPORTS** Performance evaluation reports will normally be completed by an employee's immediate Supervisor (i.e., the rater). The performance evaluation reports will be signed by the department head, with comments if necessary. If a department head disagrees with a raters rating of any particular item, the department head may circle the number which is more appropriate and initial the change.

**11.5.6 REVIEWING PERFORMANCE REPORTS** The evaluator shall discuss each performance evaluation with the employee being evaluated. The department head shall furnish the employee an official copy of the employee evaluation form. The employee may record any comments he may have, including statements of disagreement with the evaluation. A permanent employee shall also be given the opportunity to appeal the rating in the manner set forth by the Town Council member assigned to oversee that particular department.

**11.6 PROMOTIONS** It is the policy of the Town to employ and promote the most qualified individual available for any given position. Promotion from the Town is a desirable practice in that positions can be filled with individuals who are knowledgeable about the operations of the jurisdiction and the orientation period is significantly shortened. Vacancies in positions above the lowest rank in any category within the town personnel system shall be filled by promotion of employees in the town service when possible and practical. When a vacancy is to be filled by promotion the following factors will be considered:

- Qualification for the position (i.e., knowledge, skills, and, abilities)
- Service record with the Town.
- Physical fitness (if appropriate to the position)

Upon promotion, the employee's pay rate shall be adjusted to the appropriate position. The employee's annual performance evaluation date shall be changed to the effective date of the promotion. The employee will receive performance reviews at the same intervals as a new employee. The employee may be eligible for consideration for a merit

increase after six (6) months in the new position only if Town Council has approved the merit increase (dependent on budgetary funds).

If for any reason an employee cannot or does not perform satisfactorily in the new position, he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the Town will attempt to either return him/her to their previous job, or to reassign him/her to a position for which they are better qualified. The employee's rate of pay will be adjusted to that rate of pay prior to the promotion. If no appropriate position is available, however, the employee may be laid off or dismissed.

**11.7 DEMOTION** Demotion occurs when an employee is placed in a position with a lower pay grade. The employee must possess the necessary qualifications to perform the required duties of the new position which he/she is demoted to. Demotions must be approved by the department head and Town Council Member assigned to that particular department. Demotions may occur in the following situations.

- When a position has been abolished or reclassified to a lower pay grade and the employee cannot be transferred to a position with a pay grade equivalent to the one already held.
- When an employee requests being transferred to a position with a lower pay grade.
- When an employee has been determined to be physically unqualified to perform the duties of the new position, based on a medical examination by a physician selected by the Town.
- When an employee's supervisor has determined that he/she is not performing the duties of the job adequately.

A demoted employee's pay rate will be adjusted to the average pay rate of other employees in the same or similar position with similar years of experience. If the employee was recently promoted, his/ her pay rate shall be adjusted to the pay rate in effect immediately prior to the promotion. A demoted employee's annual evaluation performance date will be changed to the effective date of the demotion. The employee will receive performance evaluations at the same intervals as a new employee. The employee may be eligible for consideration for a merit increase after six (6) months in the new position.

**11.8 UNSATISFACTORY PERFORMANCE** If for any reason an employee cannot or does not perform satisfactorily in the new position, he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the Town will attempt to either assign him/her to a position for which he is better qualified. If no appropriate position is available, however, the employee may be laid off or dismissed.

## CHAPTER TWELVE

### 12.0 STATUS CLASSIFICATION

**12.1 STATUS CHANGES** It is the Town's policy to place employees on a job which their interests and those of the Town are best served. Every reasonable effort to place employees on a job of their preference is made if there is an opening and they have the necessary qualifications. Whenever possible, an employee's wishes shall be respected.

**12.1 TRANSFERS** A transfer is when an employee moves from one position to another in the same pay grade. The employee's pay rate will not change. The employee's annual performance evaluation date shall be changed to the effective date of the transfer. The employee will receive performance reviews at the same intervals as a new employee. The employee will be eligible for consideration for a merit increase after six (6) months in the new position. If for any reason an employee cannot or does not perform satisfactorily in the new position, he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the Town will attempt to either return him/her to a position for which they are better qualified. If no appropriate position is available, however, the employee may be laid off or dismissed.

**12.2 POSITION RECLASSIFICATIONS** A position reclassification is a change in an employee's position classification due to an increase or decrease in assigned duties and responsibilities of the position or to correct inequities created by the reclassification of other positions. If the reclassification is a higher pay grade, the employee's rate of pay shall be adjusted. If the reclassification is to a lower pay grade, the employee's rate of pay shall be adjusted to the rate of pay of other employees in the same or similar positions with similar years of experience. The employee's annual performance evaluation date shall be changed to the effective date of the reclassification. The employee will receive performance reviews at the same intervals as a new employee. The employee will also be eligible for consideration for a merit increase after six (6) months in the new position (if budget allows). If for any reason an employee cannot or does not perform satisfactorily in the new position he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the Town will attempt to reassign him/her to a position for which they are better qualified. If no appropriate position is available, however, the employee may be laid off or dismissed.

### 12.3 TERMINATION OF EMPLOYMENT

**12.3.1 VOLUNTARY RESIGNATION** Employees are expected to provide at least two (2) weeks written notice of resignation to their department head or the Town Council Member assigned to oversee that particular department. Employees who do not give the

required notice will not be eligible for re-hire except as approved by the Town Council. Once a resignation is submitted, the Town has no obligation to allow withdrawal of the resignation, but may consider a request to rescind the resignation depending on the circumstances.

**12.3.1.1 TWO WEEKS WRITTEN RESIGNATION** No vacation or leave time of any manner may be taken in the last two weeks of employment.

**12.3.2 TERMINATION FOR MISCONDUCT** A misconduct is considered to be a willful violation of a Town policy, rule, or working instruction. It also includes acts of gross negligence or willful acts that are not in the best interest of the Town. Typically, the Town will attempt to provide warning or reprimand in an attempt to avoid further misconduct, but does not guarantee a specific sequence of warnings and may dismiss for misconduct upon a first serious offense. Permanent employees shall be provided notice of the department heads intention to terminate and reasons for such action. The employee will be immediately placed on administrative leave and will be given the opportunity to respond to the department heads concern within five (5) working days of receipt of the intent to terminate letter. Upon consideration of the employee's responses, the department head shall make his/her decision regarding the termination issue.

**12.3.3 TERMINATION FOR POOR PERFORMANCE** An employee who does not meet performance standards in his/her job or who no longer is able to perform the job for any reason including, for example, loss of license, may be dismissed. Prior to dismissal for poor performance, the Town will typically attempt to assist the employee in improvement of performance or attempt to place the employee in a position in which he/she can perform, but does not guarantee that the employee will be retained.

**12.3.4 REDUCTION IN** The Town Council will, because of lack of funds, be required to reduce the working force in a department or division. If a reduction in force is required, the Town will select the department in which the reduction will come from, and the Head of that department will select the employees affected in an equitable and non-discriminatory manner in accordance with the criteria detailed below. Affected employees shall be giving two weeks notice prior to dismissal.

**12.3.4.1 LAYOFF of an EMPLOYEE** Within the affected work group, an employees will be laid off on the basis of

- 1) Length of service within the Town. If length of service is equal, selection for layoff will be based on the employee's average performance rating for the last three years of service or the entire service period, whichever is shorter?
- 2) Length of service in the affected position.

If an employee is scheduled to be laid off, the employee shall be offered another position for which he/she qualifies if a suitable vacancy exists. However, bumping is not allowed. (Discharging or demoting an employee to make room for the employee to be laid off.)

**12.3.4.2 OTHER EMPLOYEES LAYOFF** Within the affected work group, temporary, emergency, and provisional employees, followed by probationary employees will be terminated without recall rights prior to the layoff of personnel...

**12.3.4.3 ESSENTIAL EMPLOYEES** If certain individuals are deemed by a department head to be essential to the efficient operation of the department or the organizational unit because of special skills or abilities, the department head may request an exception to the layoff order. The request must be in writing and must set forth in detail the specific skills and abilities possessed by the individual and the reasons why the individual is essential to the effective operation of the department or organizational unit. The Town Council has the sole authority to approve or reject the request, and must further approve and confirm the names of all employees scheduled for layoff prior to the layoffs occurring. Employees shall be notified in writing by the department head of their layoff at least fourteen (14) calendar days prior to the effective date of the layoff.

**12.4 RECALL FROM LAYOFF** Employees who are laid off will have recall rights for up to six months, and will be recalled in the reverse order of layoff. An employee who is not recalled within six months of layoff will be considered terminated and will be eligible for re-hire as position vacancies occur. An employee who declines recall will be considered to have voluntarily resigned as of the date he/she declined.

**12.5 APPEAL OF INVOLUNTARY TERMINATION** Employees may appeal the termination decision of a department head to the Town Council, in accordance with the Appeals Section of this policy. However, probationary employees and temporary employees may not participate in the appeals process.

**12.6 ELIGIBILITY FOR RE-EMPLOYMENT** An employee whose employment ends for any reason other than misconduct may re-apply for employment and be considered for vacancies for which he/she qualifies. While the past service for the Town can be considered favorable experience, prior service does not grant any right of re-employment or preferential consideration. Re-hire of any employee terminated for misconduct must be approved in writing by the Town Council.

**12.7 DEATH** All compensation due to the employee as of the date of death shall be paid to the beneficiary, surviving spouse, or to the estate of the employee as determined by law or by executed forms in the employee's personnel folder.

**12.8 DISABILITY** If there is a question of employee disability, a department head, with the approval of the Town Council Member assigned to that particular department, may direct any employee under his/her jurisdiction to be examined by a physician designated by the Town. When a disability of any kind is discovered which impairs the effectiveness of an employee or makes his/her continuance on the job a danger to himself/herself or others, the following action shall be taken

**12.8.1 Correctable Disabilities** If the disability is correctable, the employee shall be allowed a specified time as determined by the Town Council to have it corrected. Such time may be charged to sick or annual leave or, if no leave has been accrued, to leave without pay. If the employee fails to take steps to have the disability corrected within the specified time, he/she shall be subject to disciplinary action or layoff.

**12.8.2. Permanent Disabilities** If, in the opinion of the examining physician, the disability cannot be corrected, the Town shall provide reasonable accommodation, to the extent provided by the Americans with Disability Act, in order that the employee can perform the essential functions of the job. Reasonable accommodation may include, but is not limited to, modified work schedules, job restructuring, facility and equipment modification, job reassignment, etc.

## CHAPTER THIRTEEN

### 13.0 ANNUAL PHYSICAL EXAMINATIONS

**13.1 EXAM SCHEDULE** All police officers/firefighters will be required to have an annual physical examination by December 31st of each year. The physical must be administered and funded by the Town of Astatula with the employee's local (Lake County) physician of choice. Employees will be permitted leave with pay to take the annual physical examination. Volunteer firefighters shall be paid at a rate of a fire drill. Refusal to take an annual physical examination shall be grounds for termination

**13.2 EXAM RESULTS.** The specific results of the annual physical examination will not be made available to the Town unless some condition is diagnosed that may affect performance in the employee's work assignment. However, in the case of firefighters, the physical examination provider must certify to the Town that the firefighter is medically qualified to perform all functions of a firefighter, in accordance with the guidelines as set forth by the Florida State Fire Marshal Bureau of Fire Standards and Training and NFPA 1582. In the case of police officers, the physical examination provider must inform the Town of medical conditions that could affect the individual performing as a police officer.

## CHAPTER FOURTEEN

### 14.0 EMPLOYEE DISCIPLINARY AND GRIEVANCE PROCEDURES

It shall be the duty of all employees to comply with and to assist in carrying into effect the provisions of the personnel rules and regulations. Employees should be made aware of the seriousness of regulation violations that may result in disciplinary action. Disciplinary actions become a permanent written record and are placed in the employee's personnel file. Such details may be considered during review when an increase in pay or advancement is being addressed.

**14.1 RESPONSIBILITIES OF ALL EMPLOYEES** It is the duty of every employee to attempt to correct any faults in performance when called to the employee's attention and to make every effort to avoid conflict with the rules and regulations.

**14.2 RESPONSIBILITIES OF SUPERVISORS** It is the duty of every supervisor to discuss improper or inadequate performance with the employee in order to correct deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be, whenever needed, of an increasingly serious nature, in the following order of severity corresponding to the offense.

**14.3 DISCIPLINARY ACTIONS** The following disciplinary actions affecting employees in town service define the scope of such action. A department head, subject to the appellate rights of the permanent employee as stated herein, shall have the following alternatives for disciplinary action:

**14.3.1 REPRIMANDS** Unless the incident, action or behavior of the employee is such as to initially warrant a more severe type of disciplinary action, a written reprimand shall usually be issued for first offenses. Depending upon the circumstances or seriousness of the offense, one additional written reprimand may be given for repetition of the same type of offense. Written reprimands should state the necessary corrective action and a warning that repeated offenses may lead to sterner measures. A copy should be filed in the employee's personal records. Serious reprimands may be grounds for immediate dismissal.

**14.3.2 SUSPENSION** A department head, with the Town Council Member's (assigned to oversee that particular department) approval, may suspend without pay any employee under the department head's supervision for such length of time as is considered appropriate, but not to exceed thirty (30) days in any twelve (12) month period. A written statement specifically setting forth reasons for and the length of time of such suspension shall be forwarded to the affected employee. Notice of the charge or charges against the employee shall be specific and include the date, time, place and nature of the violation or misconduct charged in sufficient detail to provide the employee an opportunity to prepare a defense. Such notice shall be signed by the department head and the mayor.

The written statement shall be submitted to the employee within five (5) working days of the time the suspension becomes effective. Upon proper hearing, the Town Council may require the Town to pay the employee who has been suspended or dismissed for the number of days in excess of five (5) by which the effective date of the suspension or dismissal preceded the notice. Otherwise, variance from this rule shall not affect the validity of the action.

When court action, an investigation, or a trial of any charges is pending against an employee and he/she is suspended, such suspension without pay may be extended by the department head until final court action is taken or disposition of the charges has been made.

**14.3.3 DEMOTION OR TRANSFER** The procedure involved for calling for suspension is also used for demotion except the end result is demotion in grade. This may be initiated by a department head with a maximum demotion of one grade. If the demotion is for more than one grade, the action shall be approved by the Town Council Member assigned to oversee that particular department before becoming effective. Demotion may be implemented by transfer to another position (of lower grade) if any openings exist.

**14.3.4 DISMISSAL** A department head may recommend dismissal of an employee after following all necessary procedures. It will be the Town Council's responsibility to review the disciplinary action and procedures and take the action he/she deems necessary. The Town Council will follow all guidelines and procedures set forth by this personnel policy, ordinances, resolutions and State and Federal law. (See Chapter 1, 1.30)

**14.4 NOTICE OF DISCIPLINARY ACTION** Notice of disciplinary action against an employee shall be made by delivering a copy of such notice to the employee in person or by legal service of process, or, if the employee is absent without leave from his employment by mailing a copy of such notice by certified mail to the last known address of the employee as reflected on the records of the Town.

**14.5 CODE OF CONDUCT**

The following list consists of examples of actions that will result in disciplinary action, and/or termination.

**GROUP 1 OFFENSE** These offenses can be documented verbally and retraining offered. Disciplinary action includes instructions and cautioning. Repeat offenses, or additional offenses must be documented in writing resulting in one day suspension without pay, or five days suspension without pay or discharge/termination.

- a) Productivity or workmanship not up to required standards of performance.
- b) Mistake due to carelessness
- c) Operating, using, or possessing tools, equipment or machines to which the employee has not been assigned.
- d) Tardiness: three (3) times in thirty (30) day period.
- e) Excessive absenteeism: three (3) separate times in a thirty (30) day period
- f) Absent without permission or leave
- g) Failure to work overtime, special hours, or special shifts when scheduled in advance.
- h) Quitting work, wasting time, or loitering.
- i) Where the operations are continuous, an employee shall not leave his/her post at the end of his/hers scheduled shift unit that person is relieved by their supervisor or a relieving employee on the oncoming shift.
- j) Taking more than specified time for meals or rest periods

- k) Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, catcalls, demonstrations on the job or similar types of disorderly conduct.
- l) Violating a safety rule or safety practice.
- m) Using town vehicle to transport family members or unauthorized persons not on official town business.
- n) Creating or contributing to unsafe or unsanitary conditions or poor housekeeping.
- o) Failure to report an accident or personal injury in which the employee was involved while on the job.
- p) Failure to keep the department notified of proper address and telephone number
- q) Having been the cause of an accident resulting in personal injury or injury to others.

**GROUP 11 OFFENSES** These offenses will be written documentation. The disciplinary action is more severe. Time will be given off without pay. Any repeat in this category will result in discharge/termination.

- a) **DISCOURTESY TO PERSONS WITH WHOM THE EMPLOYEE COMES IN CONTACT WHILE IN THE PERFORMANCE OF DUTIES**
- b) Sleeping during working hours.
- c) Reporting for work or working while unfit for duty-either physically or mentally.
- d) Mistakes due to carelessness, which affect the safety of personnel, equipment, tools, or property.
- e) Mistakes due to carelessness, which cause material, parts, or equipment to be damaged or scrapped.
- f) Threatening, intimidating, coercing, or interfering with fellow employees, supervisors or the public,
- g) Operating a Town owned or other vehicle used in the service of the Town in wanton disregard for the safety of others.
- h) Using or possessing another employee's tools or equipment without the employee's consent.
- i) Gambling or engaging in a game of chance such as a lottery at Town work stations at any time
- j) Posting or removing any matter on bulletin boards or Town property at any time, unless authorized.
- k) Distributing written or printed matter of any description on town premises, unless authorized.
- l) Leaving the job during regular working hours without prior authorization.
- m) Vending, soliciting, or collecting contributions for any purpose whatsoever at any time on Town property, unless authorized.
- n) Failure to report a request for information or receipt of a subpoena from a law firm or an attorney, pertaining to Town equipment or functions.
- o) Political activity while on duty

**GROUP 111 OFFENSES This is grounds for immediate dismissal/termination.**

- a) Incompetence in the performances of assigned duties in an employee's position.
- b) Insubordination in the refusal to perform work assigned or to comply with written or verbal instructions of the supervisor/Mayor and/or Council Members.
- c) Deliberately misusing, destroying or damaging any Town property or property of an employee

- d) Theft or removal from Town locations without proper authorizations or any Town property or property of an employee
- e) Unauthorized possession of firearms, explosives or weapons
- f) Intoxication or possession of alcoholic beverages on Town premises or on Town time, or being under the influence of alcohol while on duty.
- g) Drug addiction or unauthorized use of drugs, this includes possession and or use of controlled medications while on duty.
- h) Smoking in prohibited area
- i) Intentional waste of material
- j) Engaging during non-duty hours in activity or enterprise that is illegal or immoral
- k) Provoking or instigating a fight, or fighting at any time on Town property, or during working hours.
- l) Conviction or guilt of a felony, a misdemeanor of the first degree as defined by Florida Statutes, or conviction of any crime involving moral turpitude, while either on or off duty.
- m) Knowingly altering the attendance record of another employee, knowingly allowing one's own attendance record to be altered, or altering one's own attendance record.
- n) Being absent from duty for a period of three (3) consecutive work days without proper authorization, including failure to call in for three (3) consecutive working days, which shall be considered a voluntary resignation
- o) Failure to return from an authorized leave of absence
- p) Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or Workers Compensation.
- q) Use or attempted use of political influence or bribery to secure an advantage of any manner.
- r) Misappropriation of Town funds or Town property for personal use or illegally disposing of Town property. Falsifying personnel or Town records, including employment applications, accident records, work records, purchase orders, or any other report, record, or application.
- s) Refusal to testify before a Grand Jury, or any other legally constituted investigating committee, involving the Town or employee's duties.
- t) Refusal to cooperate fully in any administrative and non-criminal investigation, involving the Town or the employee's duties.
- u) Failure to report medical conditions, which may hamper the employee's performance of duties.
- v) Having been refused surety bond, when the employee applies for one, as a requirement for the job
- w) Failing to qualify on an examination required for job classification.
- x) Refusal to take or failure to pass, an employment physical required for all employees.
- y) Participation in a strike against the Town as established in the Florida Statutes. Concerted curtailment or restriction of production or interference with work in or about the Town's work stations including, but not limited to, instigating, leading, or participating in any walk-outs,, sit-downs, stand-in, low-down, refusal to return to work at the scheduled time for the scheduled shift.
- z) Having a driver's license suspended or revoked in the performance of one's duties when the employee's position requires operation of a Town motor vehicle, or being

removed from the fleet insurance carrier as an operation when the employee's position requires operation of a Town/County motor vehicle.

- aa) Failure to receive or continue treatment for alcoholism or drug dependence after being reported to obtain this treatment by employee's supervisor.
- bb) Physical or verbal mistreatment of the public.
- cc) Insubordination.
- dd) Willful destruction of Town buildings, equipment, records, signs, or other property.
- ee) Engaging in personal work on Town time.
- ff) Political activity while on duty

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in their work for the Town. Whenever work habits, attitude, production or personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and goodwill of the employee.

#### **14.6 GRIEVANCE PROCEDURE**

It is the policy of the Town that all employees shall be treated fairly and consistently in all matters related to their employment. When an employee feels that he/she has not been so treated, he/she shall have the right to present a grievance or appeal free from interference, restraint, coercion, discrimination or reprisal. The employee shall be entitled to such time off from his regular duties as may be necessary and reasonable for the presentation and processing of a grievance or appeal without loss of pay, vacation or other credits.

##### **14.6.1 SCOPE OF GRIEVANCE PROCEDURE**

Grievances may include, but are not necessarily limited to; reprimand, dismissal, suspension, involuntary transfer, promotion and demotion. Regular compensation shall not be deemed a proper subject for consideration under the grievance procedure.

##### **14.6.2 APPEALS PROCEDURE**

The employee may request a hearing to appeal the decision of the department head to the Town Council within five days from the date of written notification. The request must be in writing. The employee may have the hearing before the Town Council Member assigned to oversee that particular department in the presence of the department head or any other person(s) the Town Council Member may select. When the employee appeals to the Town Council, the Town Council will grant a hearing to the employee within a reasonable time and render a decision. The decision of the Town Council may confirm, reverse, or modify the decision of the department head.

**14.6.2.1 Police Department Appeals** The Police Department appeals procedure shall adhere to Law Enforcement Bill of Rights Statute 112.532



**APPROVED AND ADOPTED BY THE TOWN COUNCIL, TOWN OF ASTATULA**

**ON October 8<sup>th</sup>, 2013.**

\_\_\_\_\_ **Mayor Robert “Jake” Farley**

\_\_\_\_\_ **Mary K.Cooper, Town Clerk**

\_\_\_\_\_ **Mark Brionez, Town Attorney**

Employee Acknowledgement Form

The employee handbook describes important information about The Town of Astatula and I understand that I should consult the Town Council regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town of Astatula voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Town of Astatula can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Town of Astatula policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Council has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

\_\_\_\_\_

EMPLOYEE'S SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_\_

Copy to be maintained in Employees Personnel File

**LEAVE REQUEST FORM**

**Name** \_\_\_\_\_ **Date of Request** \_\_\_\_\_

**Date(s) requested off**

**Beginning Date** \_\_\_\_\_

**Return to Work Date** \_\_\_\_\_

**Alternative Beginning Date** \_\_\_\_\_

**Alternative Return to Work Date** \_\_\_\_\_

**Reason for leave; Family Medical Leave, personal, vacation, appointment, school function, et. cetera (May require a physicians statement).**

**Total hours of leave time requested** \_\_\_\_\_

**(not to exceed 40 hours per week)**

**Approved by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Copy to be maintained in Employees file for five years.

**WRITTEN REPRIMAND**

**TOWN OF ASTATULA**

MEMORANDUM

To: \_\_\_\_\_ From: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

SUBJECT: Written Reprimand

List conduct standard (s) violated:

Describe the incident:

Suspension recommended per policy \_\_\_\_yes\_\_\_\_no

State corrective behavior and consequences of continued behavior: Continue of separate sheet if necessary.

Employee's

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Cc: Personnel file

**Out of City Limits Travel Written Log**

Date and time leaving city limits	Destination, include all stops	Purpose of trip	Passenger(s)	Date and time returning to city limits

Submitted by: \_\_\_\_\_ (Signature)

Vehicles used (Chief's squad car, town truck #1, town truck #2, mower, and tractor) or indicate by use of license number on vehicle or type of vehicle.

\_\_\_\_\_  
 Copy to be included in reports to Town Council on a Monthly basis

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## **Article I. Department Purposes and Mission**

The mission of this department is to serve and protect persons and property and the Constitutional Rights of all persons who live within the Town of Astatula, Lake County, Florida.

The responsibilities associated with this mission are many. They include enforcement of county ordinances, federal and state law, maintaining the peace and order for the city and generally assisting citizens in urgent situations.

In joining this department, officers make its responsibilities their own. They are expected to carry out these responsibilities diligently and courteously, and to take pride in the services they provide.

It is the primary objective of this department's role to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the Constitutional Rights of all persons.

It is not the role of the department to legislate, to render legal judgment, or to punish.

## **Article II. Department Authority and Jurisdiction**

The Astatula Police Department is established by the act of the Town Council for the purpose of enforcing the peace and safety of the citizens of Astatula.

Officers are responsible for law enforcement, public safety, and other assigned duties within the jurisdiction of Astatula.

The authority of all officers derives from their commission issued by the Chief of Police in accordance with City Charter Section 16.

## **Article III. Department Organization of Command Structure**

This department consists of three divisions: 1. Operations, 2. Investigations, 3. Administration.

The operation division carries the burden of the department's workload. It consists of officers assigned to patrol units and who are responsible for responding to calls and conducting preliminary investigations.

The investigations division handles follow-up and long term investigations.

The Administrative division provides services including records system, property, and evidence processing, and dispatch. Dispatch can also be activated by notifying Lake County Sheriff Department.

Chief of Police is appointed by Town Council in accordance with provisions of the City Charter Section 16. The Chief of Police is the chief executive of the department and exercises command over all police personnel. Officers are appointed by the Chief of Police. Officers will carry out such duties as indicated by their job description as directed by this manual and as ordered by higher ranking personnel.

#### Article IV. Personnel Matters

**Employees Residence**-The location of an officer's residence must be such that upon being called back to duty in emergency situations, the officer can report to the station, ready for duty, within sixty minutes of being contacted.

**Telephone Requirements**-No member of the department will be without a telephone in the member's residence. Every member's phone number is on file with the department.

**Physical Fitness**-Officers are required to maintain a level of physical fitness which will allow them to perform their duties effectively. If a question arises as to an officer's ability to perform regular duties due to an apparent low level of fitness, that officer may be required to submit to a physician's examination and if possible bring the fitness level to an acceptable standard. An employee may be directed to be examined by a qualified physician if it appears that an employee's health interferes with the performance of assigned duties.

**Reporting for Duty**- Officers shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and aware of information required for proper performance of duties for their shift. If, due to illness or other circumstances, an officer cannot report for duty at the assigned time, that officer will contact the supervisor or the shift commander before the start of the shift. The officer will indicate the estimated time of arrival for duty and briefly state the reason for being late. The same procedure will apply when the officer must be unexpectedly absent from duty due to illness or emergency.

**Working Full Shift**-Employees are expected to remain on duty during their entire work shift unless excused by their supervisor or higher ranking personnel. During this time, employees will carry out their sworn and assigned duties to the best of their ability. If, for any reason, an employee must leave duty before the end of shift due to illness or other circumstances, the employee must inform a supervisor before leaving. Leaving early without authorizations will be grounds for disciplinary action.

**Meal Periods/Coffee Breaks**-Officers will be permitted one half hour break per meal and two 15 minutes rest breaks in the course of their shift. 15 minute rest breaks are not automatic and cannot be added on to meal breaks. These breaks should be taken only after contacting the dispatcher. Officers will be required to be available for immediate call any time during their tour of duty, including the lunch and/or dinner breaks.

**Absenteeism**-Employees are expected to report for duty on their assigned shifts except when illness or emergency situations prevent them from doing so. Any employee who fails to report and does not have a bona fide excuse will be subject to disciplinary action.

**Sick Leave**-Any officer who is unable to report for duty because of illness or injury must notify their immediate supervisor of their absence at least two hours prior to their scheduled duty time. Any officer who is absent from duty in excess of three working days must provide a physician's written statement concerning ability to return to work. Abuse of sick leave benefits by reporting off ill or injured when not ill or injured will be grounds for disciplinary action.

**Overtime**-When an officer is called back to work outside of regular scheduled hours to handle emergency situations which could not be anticipated shall receive two hours

pay. In addition the actual time worked will be compensated at time and one half. Members of the department should be prepared to respond immediately if they are called back to duty.

Vacations-Annual leave is earned at the rate of eight hours per month. Annual leave is not available to the employee until he has completed six consecutive months of employment which amounts to 182 days past hire date. At that point, it is the responsibility of the employee to apply for annual leave utilizing the annual leave request. Annual leave choices will be assigned based on date of request submitted and by order of seniority in the event several applicants requests same leave time.

## **Article V. Uniforms and Equipment**

### **1. Uniforms**

- 1.1. All shoulder patches will be worn centered on the outer shoulder and one half inch down from the top of the sleeve.
- 1.2. Name plate will be centered over and one quarter inch above the right pocket.
- 1.3. Officers will wear plain toe shoes or boots, black in color with no ornate stitching or extreme heel or toe styles. Boots will be no more than 12 inches in height.
- 1.4. A gun belt of black basket-stamped leather will be worn with the buckle centered in the front of the body. Gun belt keepers will be worn as necessary to keep the gun belt from sagging down or slipping.
- 1.5. Holsters will be of the approved type and will be mounted on the belt so that the butt of the weapon is place to the rear. Holsters will be worn on the strong-hand side with the strap securely fastened to secure the weapon in the holster.
- 1.6. Officers are required to carry an accurate watch while on duty. Officers will be required to supply the watch themselves.

### **2. Equipment**

- 2.1 Officers should utilize department equipment only for its intended purpose in accordance with established departmental procedures and shall not abuse, damage, or lose department equipment.
- 2.2 Officers will be responsible for proper care and handling of department equipment and property.
- 2.3 Officers shall immediately report any damage to the departmental property assigned to them. In addition, officers will notify the commanding officer of any inoperative, defective, or hazardous conditions found in any department property or equipment.
- 2.4 Losing, damaging, or wasting department or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. The employee responsible for such loss, damage, or waste will be charged for the property in question
- 2.5 Upon termination of employment, all departments owned property will be returned.

### **3. Vehicle Operation**

- 3.1 All personnel will operate their vehicles with due regard for safety. Even when responding to emergency situations or when in pursuit of another vehicle, personnel will be mindful of road conditions, surrounding traffic, and other hazards.

3.2 All officers will at the end of every shift remove from their patrol units, and all waste, non essential materials, things to be discarded, i.e. paper, cups, glasses, food, plates, candy wrappers, food containers, straws, bent and chewed paperclips, non uniform clothing, building material, found property, evidence, contraband. Things that are not issued, needed, useable for law enforcement, necessary to job performance will be removed. Things that are not condense to our line of work, i.e. televising sets, games, things of entertainment, puzzles, toys, unauthorized items of any type will not be allowed in the department's patrol units.

3.3 All officers will come to work rested and mentally and physically fit for duty. Officers will be dressed in their uniforms in a clean, pressed and presentable fashion. Shoes will be clean, shined, and presentable. Hair will be trimmed and face shaved in accordance with departmental policy.

3.4 Patrol vehicles are to be washed on the first day of your shift at the start of your shift. If working a two day shift, upon your return to work, your vehicle will be washed as stated above, if working a three day shift, patrol vehicles will be washed the first day and the last day of the three day shift at the start of the shift.

3.5 Nightshift will vacuum and make the patrol room presentable to the public on the last night of assigned shifts.

3.6 Dayshift will keep the patrol room in neat orderly condition.

3.7 Officers will not transport persons in patrol cars unless such transport is in connection with official department business

3.8 Off duty use of patrol cars will be done in full accordance with all city, county, state, and federal laws and/or ordinances.

3.9 All department rules and regulations concerning officer conduct and standard operation of departmental vehicles are to be adhered to at all times.

3.10 Patrol vehicles may be used for approved purposes, i.e. Law Enforcement operations, transportation for police activities, attending classes.

3.11 Off duty use of patrol vehicles is discouraged. When using patrol vehicles while off duty officers are to be equipped with an approved handgun, Law Enforcement identification and shield are to worn and used in a professional manner. Officers using patrol vehicles while conduction police operation will wear their issued gun belt and its equipment, with their department shield attached to the front of the gun belt. Exceptions may be made only with the Chief of Police approval. Officers are to be appropriately dressed and equipped. Officers to wear long pants, black police shirt, or clothing provided by the police department and portray a professional appearance and attitude while using patrol vehicles.

#### 4. Use of vehicle

4.1 Officers are prohibited from leaving city jurisdiction in police vehicles unless on official police business, with the approval of their immediate supervisor, in pursuit situations, or in responding in an authorized manner to emergency situations.

**Any Officers residing within the town limits may take town issued vehicles to their residence when off duty, if the Officer resides outside the town limits the officer may only take the vehicle to his residence if scheduled to attend court on their day(s) off duty.** The required written log should indicate time, distance traveled when the vehicle is taken to the officers residence. The logs should be

presented to the Town Council Member assigned or oversee the Police Department on a monthly basis. The guidelines in Section One should be followed for use of town vehicles. (See Section One, 2.10.3 and 2.10.4)

4.2 Except when in immediate pursuit, traffic control devices such as boulevard stop signs should be observed and due care should be used at all times regardless of the assignment.

4.3 The first car ordered to the scene of an accident or emergency will be the only car to run under emergency conditions (siren and blue lights). If, in the opinion of the first officer to arrive, more help is needed, he will request aid and also state if it is of an emergency nature.

4.4 Pursuit policy of this department at high speeds is justified only when the officer knows or has reasonable grounds to believe the violator has committed or attempted to commit a serious felony. A serious felony is one that involves an actual or threatened attack when the officer has reasonable cause to believe could result or has resulted in death or serious bodily injury.

4.5 Department vehicles will not be used to push or tow other vehicles except in an emergency situation.

## **5. Conduct**

5.1 Within the city, employees of the department, based on their individual assignment shall, at all times take appropriate action to protect and preserve life and property, preserve and enhance the peace and safety of the community, enforce all municipal ordinances and federal and state laws within jurisdiction. All employees shall perform their duties as required or directed by law.

5.2 Officers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position. They shall know local, state, and federal laws that apply to their duties and enforce those laws. Improper enforcement of the laws due to incompetence will lead to disciplinary procedures.

5.3 Courtesy and civility towards the public are demanded of all officers of the department, and any conduct to the contrary will not be tolerated. Officers in their conduct shall be quiet, civil, and orderly, and at all times be attentive and zealous in the discharge of their duties.

5.4 Officers will refrain from making wisecracks and sharp retorts when dealing with the public. Officers will not make disparaging remarks about persons who are handicapped, nor voice prejudices concerning race, ethnic, origin, or religion.

5.5 Commissioned officers off duty shall perform necessary police services in the Town of Astatula whenever public safety will so require.

5.6 Because off duty officers may need to take official action when a crime or hazardous situation comes to their attention. All officers are required to carry official department identification at all times.

5.7 It is recommended that off duty officers be armed within the limits of the Town of Astatula. The weapon and ammunition carried off duty will be approved by department head or Chief of Police.

5.8 Officers will not exercise their official authority in disputes to which they are a party except in case where there is an immediate danger to themselves or others.

## **Article VI. Personal Appearance and Code of Conduct**

All officers shall main maintain their uniforms and uniform accessories in good condition, keeping them clean and in good repair at all times.

### **1. Hair Styles**

- 1.1. Officers will keep their hair neat, clean, trimmed and will present a well groomed appearance.
- 1.2. The hair of an officer may be either tapered or block cut. The back may extend to the shirt collar.
- 1.3. Sideburns may extend to the base of the ear and will be trimmed horizontally. No extreme hairstyles within these guidelines will be permitted.

### **2. Moustache**

- 2.1. If worm, mustaches will be kept neatly trimmed. The moustache may extend one quarter inch beyond but not below the corners of the mouth. The remainder of the face is to be clean shaven.

Poor grooming habits or improper wearing of uniform or its accessories will be grounds for disciplinary action.

Officers shall promptly obey any lawful order of a superior officer. Any officer who refuses to obey a lawful order will be considered insubordinate,

Officers of the department are forbidden to malingering or shirk their responsibilities while on duty. This is considered a serious dereliction of duty and an officer or employee of the department found guilty of such misconduct will be subject to charges of neglect of duty

Officers will appear in court when subpoenaed to testify. Failure to appear will result in disciplinary action. Should an officer know of circumstances that would not permit him to appear, he must inform the supervisor immediately.

Officers shall submit all necessary reports on time and in accordance with department procedure. Reports submitted late or not submitted will considered neglect of duty. All reports filed will be accurate and complete.

Officers shall not under any circumstances solicit or accept any gift, gratuity, loan, or fee where there is any direct or indirect connection between solicitation and their official position.

Officers will not verbally or otherwise abuse their fellow officer or the public

Officers will not use coarse, insolent, or profane language toward any member of the department or public.

Any officer found to be engaging in criminal conduct will be subject to arrest and persecution as well as disciplinary action up to and including dismissal/termination.

Officers will not consume alcohol while on duty or be under the influence of alcohol on duty.

Sleeping on duty is prohibited; the officer shall remain awake while on duty. If unable to remain awake, they shall report to their superior officer.

## **Article VII. Use of Force, Restraints**

In making an arrest, the officer should use only such force as is reasonable necessary to secure and detain the offender. What may be reasonable force under one set of circumstances may be unreasonable force under a different, though similar, set of circumstances. Where the arrest is for a felony, the officer may use such force as is necessary to affect the arrest. When the arrest is for a misdemeanor, the seriousness of the crime does not justify endangering the accused's life in affecting the arrest.

### **1. Use of restraints**

- 1.1. Handcuffing procedure. Suspects should be handcuffed before being searched to provide greater safety to the officer.
- 1.2. Handcuffing regulations. Except under exceptional circumstances, do not handcuff a prisoner to a fixed object.
- 1.3. Always handcuff a prisoner with his hands behind him
- 1.4. Never handcuff yourself to a prisoner
- 1.5. Do not use handcuffs as a come along

### **2. Use of baton**

- 2.1. The baton should be carried in the belt rings, and should not be unnecessarily brandished.
- 2.2. Baton regulations required proper use. Except in circumstances where an officer's life or life of another person is threatened, the officer will not hit a subject in the head or the groin.

### **3. Firearms, Use of**

- 3.1. An officer may use his service weapon in defense of himself from death or serious injury.
- 3.2. In defense of another person, unlawfully attacked, from death or serious injury.
- 3.3. To kill a dangerous animal or to kill an animal seriously injured when it is not practical to secure the services of an animal control officer.
- 3.4. Loaded shotguns will not be brought into any department building or facility except in emergency situations. Shotguns will not be carried in the vehicle with a round in the chamber. Shotguns will always be carried with the safety catch in the on position.
- 3.5. Shotguns are to be used in accordance with the same conditions pertaining to the use of the service weapon
- 3.6. Whenever a firearm is discharged either by accident or purposeful discharge by an officer, the officer will immediately notify a supervisor of the incident. The Officer will then file a detailed report of the incident no later than the end of the shift in which the incident occurred.

### **4. Verbal Command**

- 4.1. A verbal command used by an officer who is affecting an arrest should be made in a clear and sufficiently audible voice.
- 4.2. Profanity is not permitted.

## **5. Physical Control**

- 5.1. Physical control during an arrest should be sufficient to achieve the arrest, but not exceed any physical control beyond that point.
- 5.2. Physical control should be accomplished in a manner that is safe for the officer and the subject being arrested.
- 5.3. In the event that a subject being arrested resists, the next step in the use of force should be application of a departmental chemical agent.

## **6. Chemical Agent**

- 6.1. The deployment of departmental chemical agent to a subject being arrested should be done only after verbal commands and an attempted physical arrest have been applied without success, or if the subject's physical threat is too great to achieve arrest without injury to the arresting officer.
- 6.2. All officers' application of chemical agent will be done as instructed during chemical agent certification. Chemical agents are not authorized by uncertified employees/officers.
- 6.3. Chemical agents should not be used on arrested subjects who have been restrained by handcuffs, or who have been placed in a patrol unit, except in extremely combative circumstances.
- 6.4. After the use of chemical agent on an arrested subject, the arresting officer should attempt to remove the chemical agent after the arrested subject had been safely restrained. If the subject requests to be treated by emergency medical technicians, the subject should be afforded this opportunity.

In summation of verbal, chemical, baton, firearm force, the officer in order to affect an arrest, should attempt this arrest by first using a verbal command. If the suspect or a person to be arrested refuses to comply with an officer's lawful command and resists a physical attempt by an officer, the arresting officer should apply the use of Departmental issued chemical agent. If after the deployment of verbal command and chemical agent, the subject to be arrested continues to be combative and poses a threat, the arresting officer at this time should escalate his use of force by deploying his Department approved baton.

If at any point during an arrest attempt a threat of death or life-threatening injury to the officer or a citizen occurs, an officer should exhaust every reasonable means and attempt to apprehend the subject to be arrested before the deployment of his firearm; however, when in the commission of his lawful duties an officer's life or the life of innocent persons is in imminent danger, the officer should deploy his firearm in order to prevent his or an innocent person's death.

## **7. Tasers**

- 7.1. All officers of the Astatula Police Department prior to being issued and deploying a Taser will be properly instructed, trained, educated, and certified on its usage by a certified Taser instructor.

- 7.2. The officer will be required to pass a written and practical examination in order to establish proficiency with the Taser
- 7.3. Officers will only carry, exhibit, use and or deploy, department issued Tasers. No other devices (facsimiles thereof- will be carried, exhibited, used, and/or deployed.
- 7.4. The Taser is an alternative to physical control technique and the use of intermediate weapon.
- 7.5. As with any other use of force, the Taser must not be used indiscriminately or without just cause. The Taser is permitted under the follow conditions:
  - 7.5.1. Subject who can be lawfully arrested for obstruction or resisting arrest, with or without violence, and who continue to obstruct justice or resist arrest.
  - 7.5.2. Whenever necessary to immediately cease or prevent physical combat, violation acts against other persons or property or self –inflicted injuries.
- 7.6. The use of a Taser is not usually a justified response to passive physical resistance. Therefore, unless a person is obstructing justice, resisting arrest, or who is interpreted to display violent tendencies, a Taser should not be used in the field on person who is only passively refusing to comply with verbal commands.
- 7.7. The use of a Taser is not usually a justified response to a person already handcuffed unless the person is combative and poses a physical danger to the office, despite being handcuffed. The exigent circumstances that require the Taser use must be articulated in the officer's report.
- 7.8. An incident report will be completed any time a Taser is discharged either tactically or accidentally. Officers must be mindful that they must be able to articulate the reason a Taser was used on a person.
- 7.9. A verbal warning will be issued except when such warning could provide a tactical advantage to the person being taken into custody or is otherwise impractical.
  - 7.9.1. Officer will use the least amount of force necessary to achieve the desired effect of temporarily immobilizing the subject.
  - 7.9.2. The maximum effect of a properly applied Taser last approximately five seconds. The subject should be advised that the Taser will not be applied again if instructions are followed.
  - 7.9.3. After a person has been exposed to the Taser, the officer will inform the subject that there are no long lasting effects from the Taser and they will recover in about five minutes as the effects subside.
  - 7.9.4. Officers will remove the Taser prongs at the earliest and safest time in order to minimize the threat of injury. If the Taser prongs have penetrated the face, groin, females' breast, or buttocks they shall only be removed by fire/rescue or medical personnel.

7.9.5. Officers removing Taser prongs will wear protective latex gloves when removing the prongs. All prongs are to be treated as a biological hazard and shall be handled as such.

7.9.6. A visual inspection of the penetrated area will be made to determine if any injuries were sustained. All injuries will be photographed and recorded in the officer's report. The subject who had been exposed to the Taser will be monitored for any abnormal behavior; if abnormal behavior is detected, medical personnel are to be informed and summoned immediately and a report of the incident completed.

## **8. Evidence Collection**

8.1. Taser probes should be recovered and retained if at all possible.

8.2. The probes shall be placed inverted in the air cartridge portholes from where they originally deployed. The wires will be wrapped around the air cartridge. Tape will be placed around the probes in order to secure them in the portholes. The air cartridge, probes and wires will then be placed in an evidence bag and marked biohazard and submitted for evidence according to the department evidence submission procedures. Anytime that the Taser is deployed, be it intentional or accidental, a report will be generated regarding the incident.

## **9. Booking Prisoners**

9.1. The transporting officer will immediately advise booking personnel upon arrival at the jail that a Taser was used on the prisoner being booked.

9.2. Tasers as well as all other weapons will not be taken into the jail facility.

## **10. Training**

10.1. Only officers who have successfully completed agency training and annual recertification training each year thereafter in the use of Taser are authorized to carry and/or deploy agency approved Tasers.

10.2. Officers who at first fail to successfully complete initial Taser training must successfully complete remedial training in order to carry and/or deploy Tasers.

10.3. Recertification will be issued after successfully completing Taser recertification training.

10.3.1. If the officer fails to successfully complete the recertification training session that officer's Taser will be collected.

10.3.2. The Taser can only be reissued after a promptly rescheduled recertification training session and successfully completed verifying proficiency with the Taser.

# **Article VIII. Arrests, Searching, Custody, Transporting, Reports and Investigations**

## **1. Arrests**

1.1. When a crime has been committed, it shall be the responsibility of the office on duty to initiate a prompt and thorough investigation to identify and arrest the violator, collect and preserve all necessary evidence, and cooperate in the disposition of the case. In the apprehension of offenders, member of the department shall conduct themselves in a manner consistent with freedoms secured by the Federal and State Constitutions.

**1.1. Arrest procedure.**

1.1.1. The arresting officer must advise a suspect of their Constitutional Rights at the time of the arrest.

1.1.2. Officers will search all suspects at the time of arrest.

1.1.3. Officers will handcuff all adult suspects with their hands behind them.

1.1.4. Officers when transporting suspects will place them in the back seat and place the safety belt around them.

**1.2. Searches**

1.2.1. All persons who are taken into custody will be searched for weapons.

Evidence of any crime discovered in such a search will be used to support whatever charge is appropriate providing that the evidence is admissible.

1.2.2. All females will be searched by another female officer or female agent.

1.2.3. If a female is arrested for a dangerous crime and a female officer or agent is unable to be obtained, for the safety of the arresting officer he will conduct a search by patting the suspect with the backs of his hands only. If any weapon is found, the officer will restrain the suspect and transport subject to the county jail and will advise the jail personnel.

1.2.4. If for any reason a prisoner cannot be thoroughly searched before being turned over to a receiving officer, the arresting officer shall, without fail, notify the officer receiving the prisoner.

**2. Custody**

2.1. Officers should constantly be alert for the safety of themselves, bystanders, and persons in custody. They should be in control of the situation at all times and assume whatever physical and psychological advantages are necessary to maintain that control.

2.2. Transporting prisoners are responsibility of the officer making the arrests, and the prisoner transported to the police department shall be booked without delay.

2.3. After all paperwork on a suspect is complete, the arresting officer will transport subject to the county jail with the proper forms.

2.4. Handcuffs shall be used while prisoner is being transported.

2.5. The driver of the vehicle used to transport a prisoner shall immediately after such delivery search the transporting vehicle for weapons and evidence.

2.6. At the time of the arrest and transporting of a female prisoner, the beginning mileage will be radioed into the dispatcher and upon arriving at the police

department; the ending mileage will be given. This procedure will be followed any time a female is transported.

2.6.1. Sick or injured prisoners will have an inner perimeter established to contain and minimize the movement of the suspect.

2.6.2. An outer perimeter is to be established to prevent unauthorized persons and vehicles from entering the area.

2.6.3. The department does not have the ability to protect the safety of a hostage who is moved from the presence of officers; therefore, suspects will not be allowed to move hostages from the place of containment.

**3. Release of information.** Officers will not release any information that will jeopardize an investigation or which might jeopardize the witness or complainant.

**4. Public Statement** will not be made by officers for publication concerning the plans, policies, or administration of the department unless authorized to do so.

**5. Reports for simple arrests**

5.1. A simple arrest as used in this policy is considered to be any arrest where there is no complainant and/or victim other than the State of Florida, i.e. misdemeanors and or traffic offences.

5.2. Arrests for misdemeanors and traffic offenses will require general booking forms, traffic citation if required.

5.3. The only time that additional report forms will be necessary for the above stated offenses will be if there is Officer use of force, property damage, or injury to someone.

5.4. Witness statements will continue to be taken if applicable. Evidence records will be completed if evidence is collected.

5.5. Cost recovery forms will be completed if cost to the agency is incurred.

**6. Conducting DUI Investigation**

6.1. Any person who is under arrest and whose injuries are sufficiently serious, shall be transported to the nearest emergency hospital

**7. Evidence** and found property coming into an officer's possession will be promptly tagged and a property form will be filled out prior to its being placed into one of the property lockers. Small items will be placed in the bags provided and property tags will be attached to the bags.

**8. Reports.** Officers will complete all reports in an accurate, legible manner and will submit them through the proper channels immediately upon completion.

8.1. No officer shall falsify, destroy, or alter or remove any report or records of this department.

**9. Communications**

9.1. The radio is to be used by all personnel in a clear, courteous manner.

9.2. Officers will first give their assigned unit number when communication with dispatch.

- 9.3. Officers responding to a dispatched call will advise dispatcher of their arrival at the assigned location
- 9.4. The radio will be used for official business only, and messages shall be brief and impersonal. Messages not involving official business are forbidden. Use of first names or nicknames and personal messages will not be given over the radio.

## **10. Barricaded suspect**

- 10.1. Officers will seal avenues of escape and call for assistance. Once the suspect is isolated, if possible, an effort shall be made to contact the suspect in an attempt to persuade him to voluntarily surrender before force is used
- 10.2. Hostage situations require maintaining safety of the hostage as the department's main concern.

## **Article IX Detection and Traffic Stop. Arresting.**

- 1. When a violator has been detected operating a motor vehicle while presumed impaired, the Officer if at all possible will activate the car video camera (if vehicle is so equipped and camera operational) at the most opportune time in order to capture as much driving history as possible prior to the suspect vehicle being stopped without causing undue safety concerns.
  - 1.1. The officer who is operating the patrol vehicle stopping the suspect will place the vehicle in a position that will allow the patrol vehicle's camera (if so equipped) to capture and record the entire suspect vehicle and a portion of the driver's side of the suspect vehicle that is adequate to conduct and perform field sobriety procedures.
    - 1.1.1. This is done if the geographic terrain, traffic, and other hazardous conditions so allow.
    - 1.1.2. The patrol vehicle should be positioned to provide maximum visibility and protection to both the Officer and the suspect(s).
    - 1.1.3. It should not be placed so as to cause a traffic hazard.
    - 1.1.4. After the traffic stop has been made, the Officer who is responsible for conducting the field sobriety procedure will, if so equipped and possesses operational recording equipment that works in conjunction with the patrol vehicle's in car camera, have stated equipment on and in order to collect Any and all video and audio evidence that may be useful during prosecution during criminal trial and/or civil litigations.
      - 1.1.4.1. Field sobriety will be performed after obtaining the suspect's identification i.e. driver's license, identification cards, or personal information, vehicle registration, and insurance card, the investigating Officer will request the operator of the suspect vehicle to exit the vehicle

and stand in the area of their vehicle's front driver's side wheel, facing the patrol vehicle being used for evidence collection (camera).

- 1.1.4.2. The investigating Officer will instruct the subject being evaluated that a field sobriety exercise test will be performed. The Officer will verbally instruct and physically illustrate how the evaluation procedures are to be performed. The investigating Officer will only instruct the subject being evaluation on one test as a time and in the order that they are to be performed.
- 1.1.4.3. If a suspect being evaluated requests that the instruction be repeated, the investigating Officer will repeat the procedure instruction so as a reasonable person could understand them.
- 1.1.4.4. However the investigating Officer should not allow the subject being evaluated to use the repeating of instructions as a stall tactic. The subject being evaluated will be asked if there are any physical impairments or limitations prior to performing any tasks set forth.
  - 1.1.4.4.1. The first procedure to be conducted will be the walking heel-to-toe procedure. The will be done from position stated above. The subject being evaluated will be instructed to listen to all instructions being given and view the instructing Office as an example of the procedure is being demonstrated.
  - 1.1.4.4.2. The instructing Officer will inform the subject being evaluated to walk heel-to-toe for nine steps in a straight line, counting each step out loud, hands down to sides and upon the ninth step, the subject will pivot as instructed and repeat the procedure in the opposite direction, again counting out loud each step returning to the origin of the stated procedure, again on the ninth step the subject will pivot, ending up where the procedure was initiated facing the patrol vehicle ending that portion of the first procedure.
  - 1.1.4.4.3. The second procedure to be conducted will be the one leg stand. This will be conducted in the area of the suspect's driver's side rear wheel. The subject will be requested to listen to all instructions and view all physical examples given by the investigating Officer concerning the requested procedure prior to the subject commencing the requested procedure. The subject will be instructed to stand on one foot (foot of subject's choosing) hands hanging completely down to sides with one foot elevated four to six inches off the ground while counting out loud to thirty. The subject will be instructed to not place the elevated foot on the ground at any time prior to completion of the count to thirty.

- 1.1.4.4.4. The third procedure to be conducted will be the finger to nose procedure. This procedure will be conducted from an area located at the rear of the subject's vehicle or trunk area, while facing the patrol vehicle. The subject will be requested to listen to all instructions being given and view all examples being performed as explanation on how to perform the finger touch to nose procedure. The investigating Officer will instruct the subject being evaluated to stand facing the patrol car with hands at sides' then, with head tilted back and eyes closed, with their right hand and index finger extended, raise their right arm out to their side level with the shoulder and bring their right arm directly in front of them, are remaining level bending arm at the elbow and touching the tip of their nose with the tip of their index finger that is already extended, then bringing their arm again out level directly in front of them and returning it level to right and then back down to side. This exercise will be conducted six times in order with both index fingers extended, the first two times with the right arm, the third time with the left arm, the fourth time with the right arm, and the fifth and sixth time with the left arm..

## **2. Arresting Subject**

- 2.1. When the investigating Officer has reasonable belief that the subject being reviewed is impaired and an arrest need be made, the Officer will follow all arrest procedures set forth in the arresting section of the agency policy and procedure manual.
- 2.2. The arrested subject will be, prior to any questioning, informed of their Miranda Rights. After being arrested, the subject will be afforded the opportunity to utilize an approved testing procedure in order to determine their blood alcohol content.
- 2.3. Any and all alcohol, alcoholic beverage containers, controlled substances, and controlled substance paraphernalia will be collected, packaged, cataloged, and placed into evidence.
- 2.4. The video recordings from the in car cameras (if available) will also be collected, packaged, cataloged and placed into evidence for successful prosecution of the criminal case.
- 2.5. The subject's vehicle will be inventoried and inspected for damage then towed by existing procedure or released to a responsible person of legal age and in possession of a valid Driver's license and not wanted by this or any other Law Enforcement Agency for violation of any criminal act and of the arrested subject's choosing.
- 2.6. Any and all firearms and or weapons of any type will be collected and a computer check will be done on them in order to determine if they are stolen.

After the stated has been completed, the firearms and/or weapons will be placed in evidence or property for safe keeping. A property form will be completed and issued to the owner or subject in possession of stated property.

- 2.7. If a large amount of cash is discovered (\$1000.00 or more) in the vehicle, it is to be impounded. The owner is given a property receipt for the discovered case. The money is to be packaged, cataloged, and placed into property for safekeeping. Smaller amounts of cash are to be placed in the arrested subject's property at the jail when booked in for stated offenses.
- 2.8. When out of the ordinary or extraordinary circumstances or hindrances may exist so as to press on with assigned duties.

### **Article X Police Education**

1. The agency is responsible for the funding all required education. Only education required by members of the agency will be paid for by the agency.
2. The above stated will include fees associated with the required training, this includes travel, travel expenses (see Section I Government Standard Allowances Town of Astatula Policies and Procedures), salary if necessary during the time of training.
3. Spouse, family members expenses are not covered if traveling with Astatula's agent(s).
4. Advanced education will be provided to full time Officers of this agency on a first come first serve basis if money is available and budgeted in the Town Budget for advanced education.
5. Applications for advanced Educational Assistance must be submitted to the Town Council for approval and will follow the Town of Astatula's Section One Policy and Procedure manual.
6. One seminar (no longer than three days) is the annual limit for seminars not mandatory but desired for information and only if the budget allows. Seminars can be attended but will not be reimbursed. The seminar will be permitted if work load permits and adequate coverage of shifts maintained without overtime usage.

Please read both Section One and Section Two regarding advanced education. Seminars are not automatically reimbursed. Prior approval for any seminar or training sessions not mandatory for position must be submitted to the Town Council prior to attending before any reimbursement will be considered.

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ITEM

5



## BENEFITS COMPARISON FOR

### Town of Astatula

Effective Date

July 1, 2025

Presented by:

Kim Greene

VP, Employee Benefits Advisor

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Phone: (352)387-4234

## PROPOSAL ASSUMPTIONS

The rates and premiums shown are based on the employee lives and volumes contained in the most recent census information and renewal information received.

The rates quoted are based on the effective date as listed on the front page. Rates will be subject to change after this date and paperwork must be submitted prior to the effective date.

To ensure all members are in the carrier's system for confirmation of benefits, forms must be received three weeks prior to effective date.

**It is imperative we be informed of any employee or dependent that is hospitalized or otherwise disabled and not actively at work on the effective date of any new contract. Coverage may not be available for these individuals.**

**For Marketing Purposes: The rates shown are not guaranteed. Upon enrollment, carriers may require an Employer Medical Questionnaire be completed or Individual Medical Questionnaires be completed. Final rates will be based on the information released on this (these) form(s). The final rates for these plans may vary if the census changes.**

Compensation: In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or "pooled") with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive until the date of premiums are remitted to the insurance company or intermediary. In the event we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at **1-800-833-0188** or, if you prefer, submit your request online at <http://www.bbinsurance.com/customerinquiry.shtml>.

*This proposal is for illustrative purposes and is not a complete explanation of the policies. It is intended to provide a brief, general description of the coverages quoted. Please remember that only the insurance policies can give you the actual insuring agreements, limits of coverage, definitions, exclusions, terms and conditions of the insurance shown in this proposal. Upon issue, please read your policy carefully. This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution. Executive summaries and proposals are created by Brown & Brown; neither Brown & Brown nor the carrier will be held responsible for typographical or clerical errors.*

## PROPOSAL ASSUMPTIONS (continued)

Brown & Brown makes every attempt to place coverage with carriers rated A- or better through A.M. Best, a national credit rating agency with a specific focus on the insurance industry. Additional information, including carrier ratings can be found at [www.ambest.com](http://www.ambest.com).

Brown & Brown cannot certify the financial soundness or stability of a company, so we encourage you to review the financial information for each carrier as found in one or more of the following sources before making a decision as to where to place your coverage: a state department of insurance website, A.M. Best Company website, or a carrier website.

The analysis of the following plans is a summary. Please refer to the policy certificate for a full list of coverage and exclusions.

The rates and benefits in this proposal are based upon underwriting factors which include, but are not limited to, the census provided, the effective date shown, the status of employees/dependents (i.e. actively at work, COBRA, FMLA), final enrollment, etc. If any of the aforementioned changes prior to the proposed effective date, the final provisions, including rates, for these plans may vary or result in the proposed plan to be withdrawn.

**If you select to change carriers, any existing plans with other carriers should not be cancelled until advised by Brown & Brown.**

This proposal may not be a complete listing of all available benefit options. Different benefit levels may be available.

This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution.

All insurance carriers have their own operating procedures. A change in carrier could affect certain benefits and coverage.

Brown & Brown representatives are available to explain any items presented. It is assumed that the recipients of this proposal will seek an explanation of any items that may be in question.

Brown & Brown representatives may from time to time provide guidance regarding certain requirements affecting health plans, including the requirements of federal and state health care reform legislation. Such guidance is based on good-faith interpretation of laws and regulations currently in effect, and is not intended to be a substitute for legal advice. Employers should contact their own legal counsel for advice regarding legal requirements.

The network provider/facility lists obtained via paper directories or carrier websites may contain providers and facilities that are no longer participating in the insurance carriers' networks. We cannot be responsible for any changes to the provider/facility listings that are not reflected. To ensure that a specific provider or facility is still participating in the provider's preferred network, we recommend contacting the provider/facility directly.

Failure to adhere to provisions of the Affordable Care Act (such as pay-or-play, employer reporting requirements, benefit mandates, etc.) may result in significant fees and penalties to the employer. For a more comprehensive explanation of what fees and penalties may apply to you, you may contact your Brown & Brown representative at any time.

You are required to comply with Health Care Reform's Summary of Benefits & Coverage (SBC) distribution guidelines, which include requirements for SBC distribution at the plan renewal date. If an employee must enroll to continue coverage, the SBC must be provided when open enrollment materials are distributed. If enrollment materials are not distributed, employees must receive an SBC by the first day they are eligible to enroll. For insured plans, if coverage continues automatically for the next year, the SBC must be provided at least 30 days before the beginning of the new plan year. If the policy is not issued by that date, the SBC must be provided within seven business days once the information is available. Please refer to the Department of Health & Human Services' (HHS) official guidance for complete details regarding renewal and other SBC distribution guidelines.

*This proposal is for illustrative purposes and is not a complete explanation of the policies. It is intended to provide a brief, general description of the coverages quoted. Please remember that only the insurance policies can give you the actual insuring agreements, limits of coverage, definitions, exclusions, terms and conditions of the insurance shown in this proposal. Upon issue, please read your policy carefully. This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution. Executive summaries and proposals are created by Brown & Brown; neither Brown & Brown nor the carrier will be held responsible for typographical or clerical errors.*

## ACRONYMS AND KEY DEFINITIONS

For the purposes of this proposal, the following acronyms may be used:

### Type of Plan

DHMO - Dental Health Maintenance Organization  
HMO - Health Maintenance Organization  
POS - Point of Service  
PPO - Preferred Provider Organization

### Financial Arrangements

ASO - Administrative Services Only  
FI - Full Insured  
MP - Minimum Premium  
PSF - Partially Self Funded

### Self-Funded Policy Terms

ASL - Aggregate Stop Loss  
ISL - Individual Stop Loss  
MRA - Maximum Reimbursement Aggregate  
SSL - Specific Stop Loss (also known as ISL)

### Reimbursement / Saving Accounts

FSA - Flexible Spending Account  
HRA - Health Reimbursement Account  
HSA - Health Savings Account

### Other

DED - Deductible  
IND - Individual  
FAM - Family  
ER - Emergency Room  
HOSP - Hospital  
IN-NET - In-Network  
MAX - Maximum  
N/A - Not Applicable  
OON - Out-of-Network  
OV - Office Visit  
PCP - Primary Care Physician  
RX - Prescription Drug  
SPEC - Specialist  
EE - Employee Only, ES - Employee + Spouse, EC - Employee + Child(ren), EF - Employee + Family  
Generic- A drug that is no longer covered by patent protection and may be produced and/or distributed by multiple drug companies (usually tier 1).

Preferred Drugs- Drugs included on a formulary or preferred drug list; for example, a brand name-drug without a generic substitute (usually tier 2).

Non-preferred Drugs- Drugs not included on a formulary or preferred drug list; for example, a brand-name drug with a generic substitute (usually tier 3).

Specialty Drugs: Specifically identified types of drugs, such as lifestyle drugs or biologics (usually tier 4).

Embedded- Once participant meets Individual Deductible, Co-insurance applies to that individual.

Aggregate- Family Deductible must be met before Co-insurance applies, to all family members.

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## AM BEST RATING GUIDELINES

### General Rating:

These rating classifications reflect BEST's opinion of the relative position of each company in comparison with others, based upon averages within the insurance industry. They are reflective of overall company services and standing within the industry.

<b>A++, A+</b>	Superior	<b>B++, B+</b>	Good	<b>C++, C+</b>	Marginal
<b>A, A-</b>	Excellent	<b>B, B-</b>	Fair	<b>C, C-</b>	Weak

### Financial Size Category:

The Financial Size Category is an indication of the size of an Insurer and is based on reported Policyholders' surplus plus conditional or Technical Reserve Funds, such as mandatory securities valuation reserve, other investment and operating contingency funds and/or miscellaneous voluntary reserves in liabilities.

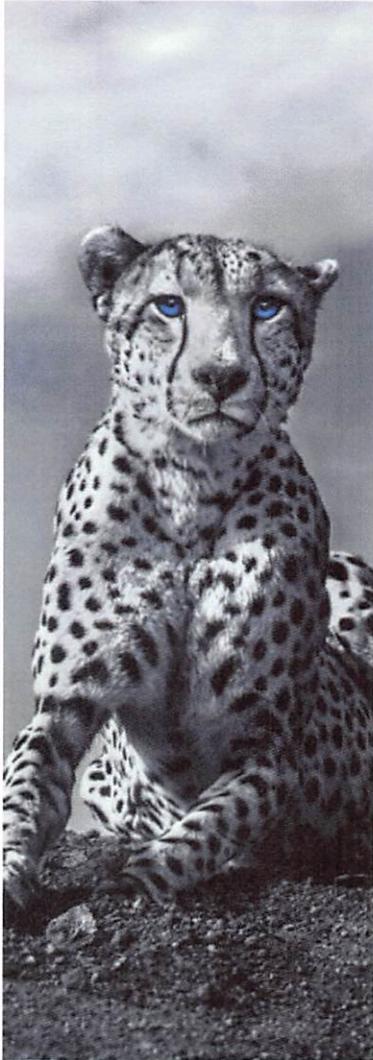
Financial Size Category (in Thousands)			
Class I	Up to	\$1,000	
Class II	\$1,000	to	\$2,000
Class III	\$2,000	to	\$5,000
Class IV	\$5,000	to	\$10,000
Class V	\$10,000	to	\$25,000
Class VI	\$25,000	to	\$50,000
Class VII	\$50,000	to	\$100,000
Class VIII	\$100,000	to	\$250,000
Class IX	\$250,000	to	\$500,000
Class X	\$500,000	to	\$750,000
Class XI	\$750,000	to	\$1,000,000
Class XII	\$1,000,000	to	\$1,250,000
Class XIII	\$1,250,000	to	\$1,500,000
Class XIV	\$1,500,000	to	\$2,000,000
Class XV	\$2,000,000	or	Greater

This information has been provided to you so that consideration is given to the financial condition of our proposed carriers. The financial information disclosed is the most recent available to Brown & Brown of Florida, Inc. Orlando. Brown & Brown does not guarantee financial condition of the insurers listed on the Market Summary.

Town of Astatula	Managed Dental Care / DHMO	
Dental	In-Network	Out-Of-Network
Maximum Plan Pays Per Enrolled	NO MAX	
Lifetime Orthodontic Maximum	NO MAX	
Coinsurance		
Preventive	N/A	NOT COVERED
Basic	N/A	NOT COVERED
Major	N/A	NOT COVERED
Orthodontia	N/A	NOT COVERED
Benefits Based on	Contracted Rates	NOT COVERED
Balance Billing	No	NOT COVERED
Calendar/Policy Year Deductible	No Deductible	
Deductible Waived for Preventive Services	Yes	
<b>SCHEDULE OF BENEFITS</b>	<b>Frequency</b>	
Routine Exams	\$0	
Cleaning	\$0	2 in 12 mos
X-Rays		
Bitewing	\$0	
Full Mouth	\$0	
Sealants	\$10	
Fillings		
Amalgam	\$0 - \$25	
Composite Resin	\$0 - \$125	
Oral Surgery*	\$35 - \$200	
Root Canal	\$95 - \$200	
Periodontal Maintenance*	\$50	every 3 to 6 mos
Periodontal Surgery*	\$85 - \$250	
Endosteal Implants	N/A	
Crowns / Bridges / Dentures	\$260 - \$430	
Orthodontia	Not Covered	
<i>* Coinsurance based on complexity of procedure</i>		
<b>Monthly Premium</b>	<b>CURRENT/RENEWAL</b>	
Employee	\$13.69	
Employee + Spouse	\$28.11	
Employee + Child(ren)	\$22.71	
Employee + Family	\$39.80	

<b>PLAN OPTIONS</b>			
<b>CARRIER NETWORK PLAN NAME</b>		<b>Blue Cross Blue Shield Blue Options PPO Plan 14002</b>	<b>Blue Cross Blue Shield Blue Care HMO Plan 14471 H.S.A.</b>
Lifetime Maximum		No Maximum	No Maximum
<b>DEDUCTIBLE (DED)</b>		<b>CALENDAR YEAR</b>	<b>CALENDAR YEAR</b>
Individual		\$0	\$7,050.00
Family		\$0	\$14,100.00
<b>COINSURANCE</b>			
Services Paid By Carrier / You		100% / 0%	100%/0%
<b>OUT-OF-POCKET MAXIMUM</b>		<b>INCLUDES ALL COSTS</b>	<b>INCLUDES ALL COSTS</b>
Individual		\$3,500	\$7,050.00
Family		\$7,000	\$14,100.00
<b>PREVENTIVE HEALTH</b>			
Subject to Frequency/Age Schedule		Covered at 100%	Covered at 100%
<b>OFFICE SERVICES</b>			
Primary Care Physician (PCP)		\$15 Copay	Deductible
Value Specialist/Specialist		\$20 Copay / \$30 Copay	Deductible
Virtual Visits		No Charge	Deductible
Urgent Care		\$35 Copay	Deductible
<b>HOSPITAL SERVICES, SURGERY, EMERGENCY CARE</b>			
Inpatient (per admission)		\$300 Copay per day/\$900 max.	Deductible
Outpatient (per visit)		\$250 Copayment	Deductible
Emergency Room & Facilities		\$150 Copayment	Deductible
Provider Services at Hospital & ER		\$0	Deductible
<b>INDEPENDENT DIAGNOSTIC SERVICES</b>			
Carrier Preferred Lab		<b>Quest \$0</b>	<b>Quest</b>
Independent Lab		\$0	Deductible
Independent X-Ray		\$75 Copay	Deductible
Complex Imaging (MRI, CT, Pet)		\$150 Copay	Deductible
<b>PHARMACY</b>			
Deductible		\$0	<b>Deductible Applies First</b>
Generic		\$4 Copay / \$10 Copay	Deductible
Brand		\$15 Copay / \$30 Copay	Deductible
Non-Preferred		\$50 Copay	Deductible
Specialty		\$150 Copay	Deductible
<b>FULL MONTHLY RATES</b>			
		<b>CURRENT</b>	<b>CURRENT</b>
Edward Kane	57	\$1,407.54	
Erick Capraun	51	\$1,077.17	
John Calhoun	52	\$1,127.42	
Jacalyn Lajeunesse	31	\$669.40	
Rodney Brown	44	\$806.87	
Walter Hoagland	58	\$1,471.65	
Amy Denton	48	\$944.33	
Natalie Quandt	28	\$627.82	
Michael Tisdall	34	\$701.17	
Carla Schwalbach	51	\$1,077.17	
Jennifer Tucker	47	\$902.74	
Janelly Macias	27	\$605.29	

<b>FULL MONTHLY RATES</b>		<b>RENEWAL</b>	<b>RENEWAL</b>
Edward Kane	58	\$1,661.68	
Erick Capraun	52	\$1,273.00	
John Calhoun	53	\$1,330.39	
Jacalyn Lajeunesse	32	\$771.49	
Rodney Brown	45	\$941.70	
Walter Hoagland	59	\$1,697.55	
Amy Denton	49	\$1,112.57	
Natalie Quandt	29	\$729.76	
Michael Tisdall	35	\$796.93	
Carla Schwalbach	52	\$1,273.00	
Jennifer Tucker	48	\$1,066.27	
Janelly Macias	28	\$708.89	



# Town of Astatula

## Employee Benefits Comparison

For Plans Effective: July 1, 2025

Presented on:

Presented by: Kim Greene  
Prepared by: Julie McDaniel

*Notice of Confidentiality: This proposal is proprietary and a trade secret of Brown & Brown Inc. It has been delivered to for their use in evaluating this proposal. This document and its appendix exhibits may not be photocopied or disclosed in whole or in part to anyone without Brown & Brown's prior written consent.*

# Proposal Assumptions

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- The rates and premiums shown are based on the employee lives and volumes contained in the most recent census information and/or renewal information received.
- The rates quoted are based on the effective date listed on the front page. Rates will be subject to change after this date and paperwork must be submitted prior to the effective date.
- To ensure all members are in the carrier's system for confirmation of benefits, forms must be received prior to effective date as per the carriers' submission deadlines.
- It is imperative we be informed of any employee or dependent that is hospitalized or otherwise disabled and not actively at work on the effective date of any new contract. Coverage may not be available for these individuals.
- For Marketing Purposes: The rates shown are not guaranteed. Upon enrollment, carriers may require an Employer Medical Questionnaire be completed or Individual Medical Questionnaires be completed. Final rates will be based on the information released on this (these) form(s). The final rates for these plans may vary if the census changes.
- Compensation. In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or "pooled") with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services is derived from your premium payment, which may on average be 15% of the premium you pay for coverage, and may include additional fees charged by the intermediary.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at 1-800-393-3600 or, if you prefer, submit your request online at <http://www.bbinsurance.com/customerinquiry.shtml>.

- The analysis of the following plans is a summary. Please refer to the policy certificate for a full list of coverage and exclusions.
- The rates and benefits in this proposal are based upon underwriting factors which include, but are not limited to, the census provided, the effective date shown, the status of employees/dependents (i.e. actively at work, COBRA, FMLA), final enrollment, etc. If any of the aforementioned changes prior to the proposed effective date, the final provisions, including rates, for these plans may vary or result in the proposed plan to be withdrawn.
- If you select to change carriers, any existing plans with other carriers should not be cancelled until advised by Brown & Brown.
- This proposal may not be a complete listing of all available benefit options. Different benefit levels may be available.
- This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution.
- All insurance carriers have their own operating procedures. A change in carrier could affect certain benefits and coverage.
- Brown & Brown representatives are available to explain any items presented. It is assumed that the recipients of this proposal will seek an explanation of any items that may be in question.
- Brown & Brown representatives may from time to time provide guidance regarding certain requirements affecting health plans, including the requirements of federal and state health care reform legislation. Such guidance is based on good-faith interpretation of laws and regulations currently in effect, and is not intended to be a substitute for legal advice. Employers should contact their own legal counsel for advice regarding legal requirements.
- The network provider/facility lists obtained via paper directories or carrier websites may contain providers and facilities that are no longer participating in the insurance carriers' networks. We cannot be responsible for any changes to the provider/facility listings that are not reflected. To ensure that a specific provider or facility is still participating in the provider's preferred network, we recommend contacting the provider/facility directly.
- Failure to adhere to provisions of the Affordable Care Act (such as pay-or-play, employer reporting requirements, benefit mandates, etc.) may result in significant fees and penalties to the employer. For a more comprehensive explanation of what fees and penalties may apply to you, you may contact your Brown & Brown representative at any time.
- You are required to comply with Health Care Reform's Summary of Benefits & Coverage (SBC) distribution guidelines, which include requirements for SBC distribution at the plan renewal date. If an employee must enroll to continue coverage, the SBC must be provided when open enrollment materials are distributed. If enrollment materials are not distributed, employees must receive an SBC by the first day they are eligible to enroll. For insured plans, if coverage continues automatically for the next year, the SBC must be provided at least 30 days before the beginning of the new plan year. If the policy is not issued by that date, the SBC must be provided within seven business days once the information is available. Please refer to the Department of Health & Human Services' (HHS) official guidance for complete details regarding renewal and other SBC distribution guidelines.

*This proposal is for illustrative purposes and is not a complete explanation of the policies. It is intended to provide a brief, general description of the coverages quoted. Please remember that only the insurance policies can give you the actual insuring agreements, limits of coverage, definitions, exclusions, terms and conditions of the insurance shown in this proposal. Upon issue, please read your policy carefully. This presentation is the proprietary work product of Brown & Brown and is not authorized for further use or distribution. Executive summaries and proposals are created by Brown & Brown; neither Brown & Brown nor the carrier will be held responsible for typographical or clerical errors.*

# Notice of Carrier Financial Status

Brown & Brown makes every attempt to place coverage with carriers rated A- or better\* through AM Best ([www.ambest.com](http://www.ambest.com)), a national credit rating agency with a specific focus on the insurance industry. Because an AM Best rating is not required by the various state departments of insurance, there are many carriers in the Employee Benefits industry that elect not to participate in AM Best's rating process for various reasons. Therefore, Brown & Brown periodically places coverage with carriers rated less than A- or non-rated by AM Best.

Please be advised that Brown & Brown does monitor carriers rated less than A- or non-rated on an ongoing basis. However, because Brown & Brown cannot certify the financial soundness or stability of any insurance company or alternative risk transfer entity, or otherwise predict whether the financial condition of a company might improve or deteriorate, we encourage you to review the financial information for each carrier at AM Best's website ([www.ambest.com](http://www.ambest.com)), a state department of insurance website, the applicable carrier website and/or with your accountant, legal counsel and other advisors.

If you need assistance identifying the applicable issuing carriers for your current coverage, renewal coverage, or the coverage options being presented to you, please feel free to contact us at 407-660-8282 for assistance. Alternative quotes with an A- or better rated carrier may also be available upon your request.

Financial Strength Rating	
A++, A+	Superior
A, A-	Excellent
B++, B+	Good
B, B-	Fair
C++, C+	Marginal
C, C-	Weak
D	Poor
E	Under Regulatory
F	In Liquidation
S	Suspended

Financial Size Category (in Thousands)			
Class I	Up to		\$1,000
Class II	\$1,000	to	\$2,000
Class III	\$2,000	to	\$5,000
Class IV	\$5,000	to	\$10,000
Class V	\$10,000	to	\$25,000
Class VI	\$25,000	to	\$50,000
Class VII	\$50,000	to	\$100,000
Class VIII	\$100,000	to	\$250,000
Class IX	\$250,000	to	\$500,000
Class X	\$500,000	to	\$750,000
Class XI	\$750,000	to	\$1,000,000
Class XII	\$1,000,000	to	\$1,250,000
Class XIII	\$1,250,000	to	\$1,500,000
Class XIV	\$1,500,000	to	\$2,000,000
Class XV	\$2,000,000	or	Greater

This information has been provided to you so that consideration is given to the financial condition of our proposed carriers. The financial information disclosed is the most recent available to Brown & Brown. Brown & Brown does not guarantee financial condition of the insurers listed on the Market Summary.

# Town of Astatula

Effective Date: 07/01/2025



MEDICAL

	Current Plans				Proposed Plans							
	Florida Blue		Florida Blue		Florida Blue		Florida Blue		Florida Blue		Florida Blue	
Plan Name	BlueCare 14471 (HSA)		BlueOptions 14002		BlueCare 14252		BlueOptions 14006		BlueOptions 14103		BlueOptions 17001	
In Network Benefits	In Network				In Network				In Network			
Deductible - Individual / Family	\$7,050	\$14,100	\$0	\$0	\$0	\$0	\$1,000	\$3,000	\$2,000	\$4,000	\$0	\$0
Plan Pays	100%		100%		100%		80%		80%		90%	
Out of Pocket Max - Individual / Family	\$7,050	\$14,100	\$3,500	\$7,000	\$3,500	\$7,000	\$5,500	\$11,000	\$5,000	\$10,000	\$8,550	\$17,100
<b>Prescription Drugs</b>												
Pharmacy	DED		\$10 / \$30 / \$50 / \$150		\$10 / \$30 / \$50 / \$150		\$15 / \$60 / \$100 / \$200		\$10 / \$30 / \$50 / \$150		\$25 / \$150 / \$250 / \$350	
Mail-Order	2x		2x		2x		2x		2x		2x	
<b>Office Visits</b>												
Primary Office Visit	DED		\$15		\$15		\$20		\$35		\$40	
Specialist Visit	DED		\$30		\$30		\$45		\$60		\$80	
eVisits - Primary / Specialist	DED	DED	\$0	\$30	\$0	\$30	\$0	\$45	\$0	\$60	\$0	\$80
<b>Hospital &amp; Outpatient Facility</b>												
Inpatient Hospitalization	DED		\$300 per day (\$900 max)		\$300 per day (\$900 max)		DED + \$500		DED + 20%		\$2,000 per day (\$6,000 max)	
Additional Deductible per Admit	N/A		N/A		N/A		N/A		N/A		N/A	
Outpatient Hospital	DED		\$250		\$250		\$450		DED + 20%		\$1,800	
Physician Fees	DED		\$0		\$0		\$150		\$100		\$105	
Emergency Room	DED		\$150		\$150		\$600		DED + 20%		\$700	
Urgent Care	DED		\$35		\$35		\$50		\$65		\$85	
<b>Diagnostics</b>												
Laboratory Services	DED		\$0		\$0		\$25		\$50		\$50	
Basic Diagnostics - (X-Rays)	DED		\$75		\$75		\$150		DED + 20%		\$150	
MRI, CT Scan, PET Scan	DED		\$150		\$150		\$350		DED + 20%		\$750	
<b>Out of Network Benefits</b>	Out of Network				Out of Network				Out of Network			
Deductible - Individual / Family			\$500	\$1,000	EMERGENCY COVERAGE ONLY		\$4,000	\$8,000	\$4,000	\$8,000	\$500	\$1,000
Plan Pays	EMERGENCY COVERAGE ONLY		50%		EMERGENCY COVERAGE ONLY		50%		50%		50%	
Out of Pocket Max - Individual / Family			Unlimited				Unlimited		Unlimited		Unlimited	
	<b>Total Monthly Current Rates</b>				<b>Total Monthly Proposed Rates</b>							
Employee Only	\$	650.76	\$	1,113.60	\$	1,072.45	\$	999.50	\$	974.06	\$	913.23
Employee + Spouse	\$	1,301.52	\$	2,227.21	\$	2,144.89	\$	1,999.00	\$	1,948.12	\$	1,826.47
Employee + Child(ren)	\$	1,203.91	\$	2,060.16	\$	1,984.02	\$	1,849.07	\$	1,802.01	\$	1,689.48
Employee + Family	\$	1,854.67	\$	3,173.77	\$	3,056.47	\$	2,848.57	\$	2,776.06	\$	2,602.72

*This summary of benefits is intended only to highlight certain benefits. Specifics regarding the entire plan can be found in the summary plan descriptions. Rates shown are not final and are subject to change based on final medical underwriting and/or final enrollment.*

# Town of Astatula

Effective Date: 07/01/2025



MEDICAL

	Current Plans				Proposed Plans							
Carrier	Florida Blue		Florida Blue		United Healthcare		United Healthcare		United Healthcare		United Healthcare	
Plan Name	BlueCare 14471 (HSA)		BlueOptions 14002		DY-YY / Rx L28S		DY-YM / Rx L27S		DY-YT / Rx L27S		DY-YS / Rx L27S	
In Network Benefits	In Network		In Network		In Network		In Network		In Network		In Network	
Deductible - Individual / Family	\$7,050	\$14,100	\$0	\$0	\$500	\$1,500	\$2,500	\$5,000	\$1,500	\$3,000	\$2,000	\$4,000
Plan Pays	100%		100%		100%		100%		100%		80%	
Out of Pocket Max - Individual / Family	\$7,050	\$14,100	\$3,500	\$7,000	\$2,500	\$5,000	\$8,000	\$16,000	\$5,500	\$11,000	\$6,000	\$12,000
<b>Prescription Drugs</b>												
Pharmacy	DED		\$10 / \$30 / \$50 / \$150		\$5 / \$40 / \$150 / \$300		\$10 / \$40 / \$150 / \$300		\$10 / \$40 / \$150 / \$300		\$10 / \$40 / \$150 / \$300	
Mail-Order	2x		2x		2.5x		2.5x		2.5x		2.5x	
<b>Office Visits</b>												
Primary Office Visit	DED		\$15		\$20		\$25		\$30		\$30	
Specialist Visit	DED		\$30		\$30		\$40		\$90		\$50	
eVisits - Primary / Specialist	DED	DED	\$0	\$30	\$0	\$30	\$0	\$40	\$0	\$90	\$0	\$50
<b>Hospital &amp; Outpatient Facility</b>												
Inpatient Hospitalization	DED		\$300 per day (\$900 max)		DED		DED		DED		DED + 20%	
Additional Deductible per Admit	N/A		N/A		N/A		N/A		\$1,250		N/A	
Outpatient Hospital	DED		\$250		DED		DED		DED + \$500		DED + 20%	
Physician Fees	DED		\$0		DED		DED		DED		DED + 20%	
Emergency Room	DED		\$150		\$500		DED		DED + \$500		DED + 20%	
Urgent Care	DED		\$35		\$50		\$50		\$50		\$50	
<b>Diagnostics</b>												
Laboratory Services	DED		\$0		\$50		\$50		DED + \$60		DED + 20%	
Basic Diagnostics - (X-Rays)	DED		\$75		\$50		\$50		DED + \$60		DED + 20%	
MRI, CT Scan, PET Scan	DED		\$150		DED		DED		DED + \$400		\$400	
<b>Out of Network Benefits</b>	Out of Network				Out of Network				Out of Network			
Deductible - Individual / Family			\$500	\$1,000	\$2,000	\$6,000	\$10,000	\$20,000	\$5,000	\$10,000	\$6,000	\$12,000
Plan Pays	EMERGENCY COVERAGE ONLY		50%		70%		60%		80%		50%	
Out of Pocket Max - Individual / Family			Unlimited		Unlimited		Unlimited		Unlimited		Unlimited	
	<b>Total Monthly Current Rates</b>				<b>Total Monthly Proposed Rates</b>							
Employee Only	\$	650.76	\$	1,113.60	\$	1,171.81	\$	1,035.97	\$	985.05	\$	965.72
Employee + Spouse	\$	1,301.52	\$	2,227.21	\$	2,343.62	\$	2,071.94	\$	1,970.10	\$	1,931.44
Employee + Child(ren)	\$	1,203.91	\$	2,060.16	\$	2,167.85	\$	1,916.54	\$	1,822.34	\$	1,786.58
Employee + Family	\$	1,854.67	\$	3,173.77	\$	3,339.66	\$	2,952.51	\$	2,807.39	\$	2,752.30

This summary of benefits is intended only to highlight certain benefits. Specifics regarding the entire plan can be found in the summary plan descriptions. Rates shown are not final and are subject to change based on final medical underwriting and/or final enrollment.