City of Mount Dora
Planning and Development
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COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE

City Hall Board Room
510 N. Baker Street, Mount Dora, FL
Wednesday, April 6, 2022 – 5:30 p.m.

AGENDA

I. Call to Order

II. Roll Call

III. Public Comment Period

IV. Approval of the March 2, 2022, Meeting Minutes

V. Discussion Items

1. Parking Presentation From Police Department
2. FY 22-23 Budget

VI. Other Business

VII. Adjournment

NOTICE: For purposes of Section 286.011, Florida Statues, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: If any person decides to appeal any decision made at this meeting with respect to any matter considered at this meeting, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

NOTICE: In accordance with the Americans with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in this proceeding should contact the Planning and Development department no later than seven (7) days prior to the proceedings. Telephone (352) 735-7112 for assistance. If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

All regularly scheduled meetings are held the first Wednesday of each month at 5:30 p.m. at City Hall – 510 N. Baker Street.

Next scheduled meeting date: March 2, 2022

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COMMUNITY REDEVELOPMENT AGENCY
ADVISORY COMMITTEE MEETING
City Hall Boardroom, 510 N. Baker Street, Mount Dora, FL 32757
Wednesday, March 2, 2022 – 5:30 p.m.

MINUTES

I. CALL TO ORDER

Having been duly noticed as required by law, the January 5, 2022 meeting of the Mount Dora Community Redevelopment Agency Advisory Committee was called to order by Chair, Mr. Berndt at 5:30 p.m.

II. ROLL CALL

PRESENT: David Berndt, Jake Guenther, Andrea Lother, Jay Smith, Robert Paonessa, Akhtar Hussain

ABSENT: Rodney Bryant

CITY STAFF: Adam Sumner, *Deputy Planning Director & CRA Manager*; Faith Gibbs, *Administrative Coordinator*; Officer Neal Anderson; Corporal Jack Andreano; Wayne Zimmerman,

III. PUBLIC COMMENT PERIOD

IV. APPROVAL OF JANUARY 5, 2022 MINUTES

Mr. Guenther motioned to approve the minutes for January 5, 2022. Mr. Hussain seconded the motion and the minutes were approved unanimously by voice vote.

V. ROYELLOU WITH UTILITY UNDERGROUND

Mr. Wayne Zimmerman; Deputy Electric Utility Director said that the Electric Department put together a five-year capital plan that starts this year. The capital dollars were proposed to be spent in converting overhead electric facilities to underground. The downtown area is the first scope in this project. An assessment of the overhead of the downtown distribution area was done which recommended the strip on Royellou. The budget was approved by City Council for fiscal 21-22 year. Business owners were contacted regarding converting utility services from overhead to underground service, to which the majority of owners provided a verbal agreement to proceed with

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the conversion of services at their cost. The city budgeted to pay for the cost of converting the overhead wires, poles, transformers to underground infrastructure. The utility department has met with Comcast and CenturyLink has proposed this project to proceed agreement to come together in placing all the utilities underground. The new plan will have a lopped underground system, providing each transformer with two feeds. In the event that something fails, there is a second feed to provide power to customers. This also includes making landline phone service more reliable. For all new construction going forward, all services will be underground. Due to a boring technique, there will be less impact on traffic during this process. Mr. Zimmerman shared that he plans to work with the street light project next year.

Mr. Jay Smith talked about enclosing the meters and committee members working together with building owners to clean and freshen up the backside and alleyways of the buildings. Ms. Lother, Mr. Sumner, and Mr. Zimmerman explained that the meters are placed on the building and required to be accessible and is controlled by the international building code.

VI. FY 21-22 BUDGET PROCESS DISCUSSION

Mr. Sumner explained that the BS&A software that the city uses has been updated and the finance department is currently working to fix budget report errors. Currently, Assistant Finance Director; Rita Meade is the Interim Finance Director, as Mr. John McKinney is no longer working for the city. An April CRA meeting was requested to discuss the budget. Based on the county's final millage rate, the city received $100,000 in unexpected revenue. The committee has been asked to begin thinking of allocation and funding for next year. Community input has been regarding designing the next phase in streetscape. Mr., Gunther previously requested 2014 – 2017 budgets, however, the Finance Department has not yet provided them. Mr. Sumner welcomed the committee to contact him with any ideas or suggestions. Mr. Smith asked for clarification on what streetscape entails. Mr. Sumner explained that previously new landscaping, wider sidewalks, ADA ramps and railing, and any upgrades for the betterment of the downtown area. Mr. Berndt suggested before and after photos of continual progression. The committee agreed on adding a meeting scheduled for April 6, 2022.

VII. ALLEYWAY LOADING AND UNLOADING DISCUSSION

Corporal Jack Andreano provided the committee with the municipal loading zones ordinances for Lake County and Orlando. The information provided showed the time allotment and fine amount. Chief Meade has been provided this information and has looked everything over and is coming to a determination and will have an answer of what he intends to recommend. Based on what other cities are doing, it seems that the fine amount will stay the same and make alleyways 20-minute loading zones. Mr. Guenther said there have been several times he has been stuck in the alleyway due to delivery trucks blocking and that this is a serious safety concern. Mr. Hussain said that private parking spaces for businesses are blocked due to the delivery trucks. Mr. Smith asked if there could be restrictions on delivery times. Mr. Sumner explained that the delivery companies typically make the City of Mount Dora their last stop and without an ordinance, it cannot be mandated on what time they can deliver. This item will be placed on the agenda to discuss next month.

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Corporal Andreano went over the crime statistics for the Downtown CRA area. Mr. Hussain asked if police patrol downtown at night and on the weekends. Andreano explained that there are officers that patrol the area constantly. Ms. Lother said that she recently noticed the police bicycles in downtown. Chief Meade implemented the bike and motorcycle units.

VIII. OTHER BUSINESS

Mr. Sumner explained that the other business section is a time to discuss items that are not on the agenda that the committee would like to place on the next agenda. It is also a time for updates on information. The kiosk vendor missed the deadline and exceeded the budget by 200%. Therefore, we have to start over with a different vendor, possibly piggyback with another vendor the city is currently contracted with or place another bid. Mr. Guenther suggested considering Steamroller as a vendor.

Mr. Sumner shared his promotion to Deputy Planning Director and CRA Manager. This does not his current job duties as it relates to the CRA. Ms. Shelby Eldridge resigned as she took a position in the private sector and the Planning and Development Department is in the process of hiring a replacement Planner.

Mr. Hussain that trash cans be placed on the next agenda. He inquired about the number of street trash cans and the number of employees to maintain the downtown area as the downtown area is becoming busier on the weekends and the trash cans are overflowing. He also asked that the employee budget be increased for next year.

Ms. Lother asked if there was a plan to streetscape the alleyways. Mr. Sumner said that new doors are to be installed on two of the compactors that do not have doors and he will follow up to find out the status.
Mr. Smith asked if the spikes that are on the roofs of businesses to prevent the vultures could be placed on the dumpsters. Mr. Sumner will contact Waste Management on whether they will allow it. Mr. Smith also requested that recommendations for Highland Business ideas be placed on next month's agenda.

IX. ADJOURNMENT

Mr. Guenther motioned to adjourn and Mr. Hussain seconded the motion. All approved unanimously by voice vote. There being no further business, Mr. Berndt adjourned the meeting at 6:31 PM.

David Berndt, Chair	*Faith Gibbs*
CRA Advisory Committee	*Administrative Coordinator*

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MOUNT DORA

PERIOD ENDING 04/30/2022

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 117 - COMM REDEVELOPMENT AGENCY						
Revenues						
Dept 0000 - N/A						
117-0000-338.00-01	CITY TAX INCREMENT	696,111.00	696,111.23	0.00	(0.23)	100.00
117-0000-338.92-01	COUNTY TAX INCREMENT	649,500.00	649,500.00	0.00	0.00	100.00
117-0000-338.93-01	LAKE WATER AUTHORITY	38,232.00	38,232.31	0.00	(0.31)	100.00
117-0000-338.95-01	N.E.AMBULANCE INCREMENT	0.00	0.00	0.00	0.00	0.00
117-0000-361.10-01	INVESTMENT INCOME	0.00	(91.98)	0.00	91.98	100.00
117-0000-366.00-01	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00
117-0000-369.00-01	OTHER MISCELLANEOUS REVENUE	1,134.00	225.00	0.00	909.00	19.84
117-0000-369.30-02	DAMAGE PROPERTY REIMBURSE	0.00	0.00	0.00	0.00	0.00
117-0000-381.00-01	ALLOCATIONS	0.00	0.00	0.00	0.00	0.00
117-0000-384.00-01	DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00
117-0000-384.00-05	DEBT PROCEEDS CARRY FORWARD	0.00	0.00	0.00	0.00	0.00
117-0000-384.21-10	ELECTRIC FUND LOAN	0.00	0.00	0.00	0.00	0.00
117-0000-389.10-01	ESTIMATED CARRYOVER	1,378,859.00	0.00	0.00	1,378,859.00	0.00
117-0000-399.10-01	BUDGET STABILIZATION	0.00	0.00	0.00	0.00	0.00
Total Dept 0000 - N/A		2,763,836.00	1,383,976.56	0.00	1,379,859.44	50.07
TOTAL REVENUES		2,763,836.00	1,383,976.56	0.00	1,379,859.44	50.07
Expenditures						
Dept 1640 - CRA						
117-1640-552.12-01	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
117-1640-552.12-02	SALARIES & WAGES - SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00
117-1640-552.14-01	OVERTIME WAGES	0.00	0.00	0.00	0.00	0.00
117-1640-552.15-01	SPECIAL PAY - INCENTIVE	0.00	0.00	0.00	0.00	0.00
117-1640-552.21-01	FICA TAXES	0.00	0.00	0.00	0.00	0.00
117-1640-552.22-01	RETIREMENT EXP	0.00	0.00	0.00	0.00	0.00
117-1640-552.23-01	HEALTH & LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
117-1640-552.24-01	W/C INSURANCE EXP	0.00	0.00	0.00	0.00	0.00
117-1640-552.27-01	GROUP LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
117-1640-552.29-99	LABOR DISTRIBUTION	226,600.00	113,300.00	0.00	113,300.00	50.00
117-1640-552.31-01	PROFESSIONAL SERVICES	40,000.00	0.00	0.00	40,000.00	0.00
117-1640-552.32-01	ACCOUNTING & AUDITING	7,500.00	5,000.00	0.00	2,500.00	66.67
117-1640-552.34-01	OTHER CONTRACTUAL SERVICE	10,000.00	0.00	0.00	10,000.00	0.00
117-1640-552.40-01	TRAVEL & PER DIEM	2,200.00	534.26	0.00	1,665.74	24.28
117-1640-552.41-01	COMMUNICATION SERVICES	5,200.00	76.08	0.00	5,123.92	1.46
117-1640-552.42-01	MAIL & FREIGHT	100.00	0.00	0.00	100.00	0.00
117-1640-552.43-01	UTILITY SERVICES	71,000.00	26,902.26	0.00	44,097.74	37.89
117-1640-552.44-01	RENTALS & LEASES	15,000.00	2,400.00	0.00	12,600.00	16.00
117-1640-552.45-01	INSURANCE	0.00	0.00	0.00	0.00	0.00
117-1640-552.46-01	REPAIR & MAINT SERVICES	52,694.00	887.46	0.00	51,806.54	1.68
117-1640-552.46-51	TIRES	400.00	0.00	0.00	400.00	0.00
117-1640-552.46-52	REPAIR PARTS/STOCK	0.00	0.00	0.00	0.00	0.00
117-1640-552.46-53	VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00
117-1640-552.46-56	REPLACEMENT / AMORTIZATION VEHICLE	0.00	0.00	0.00	0.00	0.00
117-1640-552.47-01	PRINTING & BINDING	0.00	22.96	0.00	(22.96)	100.00
117-1640-552.48-01	PROMOTIONAL ACTIVITIES/AD	1,000.00	0.00	0.00	1,000.00	0.00
117-1640-552.49-01	OTHER CURRENT CHGS & OBLG	1,451.00	0.00	0.00	1,451.00	0.00
117-1640-552.49-02	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
117-1640-552.51-01	OFFICE SUPPLIES	1,000.00	294.30	0.00	705.70	29.43
117-1640-552.52-01	OPERATING SUPPLIES	40,000.00	20,051.35	0.00	19,948.65	50.13

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 117 - COMM REDEVELOPMENT AGENCY						
Expenditures						
117-1640-552.52-49	UNIFORMS/SHOES/BOOTS	3,300.00	205.28	0.00	3,094.72	6.22
117-1640-552.52-51	FUEL	12,000.00	3,211.97	0.00	8,788.03	26.77
117-1640-552.54-01	DUES AND MEMBERSHIPS	1,500.00	837.50	0.00	662.50	55.83
117-1640-552.55-01	TRAINING	2,400.00	0.00	0.00	2,400.00	0.00
117-1640-552.61-01	LAND	0.00	0.00	0.00	0.00	0.00
117-1640-552.62-01	BUILDING	0.00	0.00	0.00	0.00	0.00
117-1640-552.63-01	IMP OTHER THAN BUILDINGS	0.00	0.00	0.00	0.00	0.00
117-1640-552.64-01	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
117-1640-552.82-01	GRANTS IN AID	0.00	0.00	0.00	0.00	0.00
117-1640-552.83-01	ECONOMIC DEVELOPMENT/INCENTIVES	125,000.00	27,500.00	0.00	97,500.00	22.00
117-1640-580.45-05	AUTOMOBILE INSURANCE	0.00	0.00	0.00	0.00	0.00
117-1640-589.10-01	CURRENT YEARFUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 1640 - CRA		618,345.00	201,223.42	0.00	417,121.58	32.54
Dept 5555 - OTHER GENERAL GOVERNMENT						
117-5555-580.00-01	ALLOCATIONS - ADMIN SERVICES	140,556.00	70,278.00	0.00	70,278.00	50.00
117-5555-580.25-01	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00
117-5555-580.45-01	PROPERTY/CASUALTY/AUTO INS PREMIUMS	16,666.00	8,334.00	0.00	8,332.00	50.01
117-5555-580.45-02	GENERAL LIABILITY	0.00	0.00	0.00	0.00	0.00
117-5555-580.45-03	PROPERTY	0.00	0.00	0.00	0.00	0.00
117-5555-580.45-05	AUTOMOBILE INSURANCE	0.00	0.00	0.00	0.00	0.00
117-5555-580.45-06	INLAND MARINE	0.00	0.00	0.00	0.00	0.00
117-5555-580.45-08	PUBLIC OFFICIALS	0.00	0.00	0.00	0.00	0.00
117-5555-580.71-01	2013 CRA BONDS PRINCIPAL	170,000.00	85,000.00	0.00	85,000.00	50.00
117-5555-580.71-49	CAPITAL IMPROVEMENT REV NOTE SERIES 2018	175,000.00	0.00	0.00	175,000.00	0.00
117-5555-580.72-01	2013 CRA BONDS INTEREST	26,594.00	13,828.23	0.00	12,765.77	52.00
117-5555-580.72-02	INTER-FUND INTEREST	0.00	0.00	0.00	0.00	0.00
117-5555-580.72-49	CAPITAL IMPROVEMENT REV NOTE SERIES 2018	48,330.00	0.00	0.00	48,330.00	0.00
117-5555-580.90-01	ALLOCATIONS	0.00	0.00	0.00	0.00	0.00
117-5555-580.91-01	OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
117-5555-580.99-11	SALARY CONTINGENCY	0.00	0.00	0.00	0.00	0.00
117-5555-581.00-01	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
117-5555-581.03-10	TRANSFER TO GENERAL CONSTRUCTION	1,568,345.00	0.00	0.00	1,568,345.00	0.00
117-5555-589.10-01	CURRENT YEARFUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 5555 - OTHER GENERAL GOVERNMENT		2,145,491.00	177,440.23	0.00	1,968,050.77	8.27
TOTAL EXPENDITURES		2,763,836.00	378,663.65	0.00	2,385,172.35	13.70
Fund 117 - COMM REDEVELOPMENT AGENCY:						
TOTAL REVENUES		2,763,836.00	1,383,976.56	0.00	1,379,859.44	50.07
TOTAL EXPENDITURES		2,763,836.00	378,663.65	0.00	2,385,172.35	13.70
NET OF REVENUES & EXPENDITURES		0.00	1,005,312.91	0.00	(1,005,312.91)	100.00