City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757
352-735-7126

Mount Dora City Council

Mount Dora City Hall Board Room
510 North Baker Street, Mount Dora, Florida 32757
May 17, 2022, 6:00 PM

AGENDA

CALL TO ORDER

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

PUBLIC COMMENTS

- This is the time for the public to come forward with any comments on any subject related to City business that is not listed on the Agenda.
- Please complete a speaker card and provide it to the City Clerk prior to the meeting.
- Please clearly state your name and address for the record. If you are part of a group, try to designate a speaker.
- Please address all comments to the Mayor.
- We will try to answer your questions at the time asked; however, there may be times we will need to conduct research prior to providing an answer.

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- Councilmember John Cataldo
- Councilmember Austin Guenther
- Councilmember Cal Rolfson
- Councilmember Nate Walker
- Councilmember Doug Bryant
- Vice-Mayor Marc Crail
- Mayor Crissy Stile

FUTURE MEETING DATES

- June 7, 2022, 6:00 PM, Regular Session
- June 21, 2022, 6:00 PM, Regular Session
- July 5, 2022, 6:00 PM, Regular Session
- July 19, 2022, 6:00 PM, Regular Session

ADJOURNMENT

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE AT THIS MEETING WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, 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. VERBATIM RECORD WILL NOT BE PROVIDED BY THE CITY OF MOUNT DORA.

NOTICE: IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT JESSICA BURNHAM, CITY CLERK, AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS. TELEPHONE (352) 735-7126 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Interlocal Agreement Between Lake County, Florida, Lake County Sheriff, and City of Mount Dora, Florida for Animal Control Services

Introduction:
This is a request for City Council to approve an agreement between Lake County, Florida, Lake County Sheriff, and City of Mount Dora, Florida for Animal Services.

Discussion:
Agreement to transfer the regulation of animal services in the jurisdictional boundaries of the City of Mount Dora to Lake County and Lake County Sheriff's Office.

Budget Impact:
The City agrees that all amounts or revenues collected under Chapter 4, of the Lake County Code, such as, but not limited to fines, surcharges, impound fees, veterinary expenses, and proceeds of auction sales, shall belong to the County.

Strategic Impact:
Goal 2: Public Safety

Recommendation:
City Council approve the agreement between Lake County, Florida, Lake County Sheriff, and City of Mount Dora, Florida for Animal Services.

Attachment(s):
1. Mount Dora Interlocal Agreement between Lake County and Lake County Sheriff for Animal Services (ADA)

Prepared by:	Alivia Rehn , Administrative Assistant	
Reviewed by:	Brett Meade, Chief of Police	Approved - 4/11/2022
	Rita Meade, Deputy Finance Director	Approved - 4/11/2022
	Sherry Sutphen, City Attorney	Approved - 4/11/2022
	Jessica Burnham, City Clerk	Approved - 4/12/2022
	Jeanann Hand, Deputy City Clerk	Approved - 4/12/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

INTERLOCAL AGREEMENT BETWEEN
LAKE COUNTY, FLORIDA, LAKE COUNTY SHERIFF, AND
CITY OF MOUNT DORA, FLORIDA
FOR ANIMAL SERVICES

THIS INTERLOCAL AGREEMENT is made by and between Lake County, Florida, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY," Peyton C. Grinnell, as Sheriff of Lake County, Florida, a Constitutional Officer of the State of Florida, hereinafter referred to as the "SHERIFF," and the City of Mount Dora, Florida, a municipal corporation, hereinafter referred to as the "CITY," regarding animal services.

WITNESSETH:

WHEREAS, effective October 1, 2014, the animal control services function was transferred from the COUNTY to the SHERIFF; and

WHEREAS, on November 29, 2016, the COUNTY and the SHERIFF entered into an Amended and Restated Agreement relating to Animal Control Services Function whereby effective January 15, 2017, the COUNTY took over the operations of the Lake County Animal Shelter and the SHERIFF will continue to perform animal control enforcement activities; and

WHEREAS, the CITY has determined that the regulation of animal services in the jurisdictional boundaries of the CITY would be more efficient and cost effective if done through the services of the COUNTY and the SHERIFF; and

WHEREAS, the purpose of this Agreement between parties is to establish responsibilities of animal services functions to be provided to the CITY by the COUNTY and the SHERIFF.

NOW THEREFORE, in consideration of the mutual terms, conditions, promises and covenants hereinafter set forth, the Parties agree as follows:

1. **Recitals**. The foregoing recitals are true and correct and incorporated herein.

2. **Purpose**. The Parties acknowledge that, effective January 15, 2017, the animal control services function was divided into two distinct functions whereby the SHERIFF agreed to provide enforcement activities and the COUNTY agreed to provide shelter operations. The CITY desires to have the COUNTY, through its shelter operations, and the SHERIFF, through his enforcement activities including dispatch, provide animal control services functions within the CITY'S limits.

3. **Prior Agreements**. This Agreement supersedes any and all other agreements whether either oral or written entered between the COUNTY and the CITY regarding animal

control services, including any assignment to the SHERIFF. All agreements by and between the parties regarding animal control services within the CITY'S limits are considered terminated as of the effective date of this Agreement.

4. **Agreement**. The parties agree to the following:

A. **CITY'S OBLIGATIONS**: The CITY authorizes the SHERIFF to provide animal enforcement activities in the municipal limits of the CITY. The Animal Control Officers of the SHERIFF shall be under the exclusive control, dispatch and direction of the SHERIFF. Alleged violations will be investigated by the SHERIFF, and if the complaint is determined to be valid, alleged violator(s) may be issued a citation under the provisions of Chapter 4 of the Lake County Code or will be brought before a county or circuit court of competent jurisdiction, at the discretion of the SHERIFF. The CITY agrees that all amounts or revenues collected under Chapter 4, of the Lake County Code, such as, but not limited to fines, surcharges, impound fees, veterinary expenses, and proceeds of auction sales, shall belong to the COUNTY.

B. **SHERIFF'S OBLIGATIONS**: The SHERIFF agrees to respond to requests from the CITY and the citizens of the CITY in animal control situations, such as those concerning dangerous dogs and neglect, abuse, nuisance animals, and other animal enforcement activities. The SHERIFF pursuant to Chapter 4 of the Lake County Code may impound an animal found in the CITY or take any other permitted action if an animal or owner is in violation of the Code or Florida law.

C. **COUNTY'S OBLIGATIONS**: The COUNTY is responsible for the operation of the Lake County Animal Shelter and agrees to provide the CITY assistance with requests concerning animal shelter operations. The COUNTY will provide all animals in the Shelter with proper care and humane treatment and will follow the procedures set in Chapter 4 of the Lake County Code, including those regarding impoundment and redemption. The CITY may transport domestic animals to the Lake

County Animal Shelter, as needed. For purposes of this Agreement, a domestic animal is equine or bovine animal, goat, sheep, swine, domestic cat, dog, poultry, ostrich, emu, rhea or other domesticated beast or bird. At no time shall the CITY transport wildlife, exotic snakes, feral pigs, or raccoons to the Shelter, unless requested to do so by the State of Florida Department of Health. The CITY will not bring dead animals including dead stray animals to the Shelter for disposal.

D. **COUNTYWIDE SERVICE**: In the event the CITY desires to provide its own animal control services function, the CITY will promptly notify the COUNTY and the SHERIFF in writing.

5. **Trap, Neuter and Return**. The COUNTY utilizes a Trap-Neuter-Return (TNR) program in order to reduce the population of feral or stray cats as a means to reduce the euthanasia of such cats. The CITY will not transport community cats to the Shelter. In the event the COUNTY receives a community cat at the Shelter and the COUNTY determines the cat came from a colony located in the CITY limits, the CITY acknowledges that the animal may be transported back to the colony. The COUNTY will notify the CITY of existing colonies known by the COUNTY.

6. **Notice**. For purposes of this Agreement, any notices, demands or writings shall be provided to the Parties at the following addresses:

Lake County Sheriff's Office
360 W. Ruby Street
Tavares, Florida 32778
Email: Derek.Schroth@lcso.org

Lake County
Attn: County Manager
P.O. Box 7800
Tavares, Florida 32779

City of Mount Dora
Attn: City Manager
510 N. Baker Street
Mount Dora, Florida 32756

7. **Term, Termination and Modification**. The Agreement shall be effective on October 1, 2022, and will remain in effect until terminated. This Agreement may be terminated by any party, with or without cause, with thirty (30) day prior written notice to all other parties. This Agreement may be modified or amended by mutual consent in writing and signed by all parties.

8. **Assignment**. Any party may assign its obligations and responsibilities under this Agreement upon written prior notice to the other parties. This Agreement is non-exclusive, and the parties therefore reserve the right to enter into similar agreements with other parties.

9. **Severability**. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, it shall be considered deleted here from, and shall not invalidate the remaining provisions.

10. **Counterparts**. This Agreement may be executed in several parts, each of which shall be considered a valid Agreement.

11. **Entire Agreement**. This Agreement shall be considered the full and complete agreement between the undersigned parties, and shall supersede any prior Memorandum of Understanding, Agreement or Assignment, between the Parties on this matter, whether written or oral. This Agreement contains all the terms and conditions agreed upon by the Parties.

12. **Sovereign Immunity**. The COUNTY, SHERIFF and the CITY expressly retain all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section, article or paragraph of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the COUNTY, SHERIFF or CITY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the COUNTY, SHERIFF or the CITY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

13. **Recording**. The COUNTY shall record this Agreement as required by the Act immediately following the execution by all of the parties, and thereafter provide a copy evidencing recordation to the SHERIFF and the CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature of the duly authorized representatives.

CITY

CITY OF MOUNT DORA, FLORIDA

_____
Crissy Stile, Mayor

ATTEST:

This ____ day of _____, 2022.

_____
Jessica Burnham, City Clerk

Approved as to form and legality:

_____
Sherry G. Sutphen, City Attorney

COUNTY

LAKE COUNTY, FLORIDA, through its
BOARD OF COUNTY COMMISSIONERS

_____
Sean M. Parks, Chairman

This ___ day of _____, 2022.

ATTEST:

_____
Gary J. Cooney, Clerk
Board of County Commissioners
of Lake County, Florida

Approved as to form and legality:

_____
Melanie Marsh, County Attorney

SHERIFF

_____
Peyton C. Grinnell, Sheriff

This ___ day of _____, 2022.

Approved as to form and legality:

_____
Derek Schroth, General Counsel to Sheriff

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager**

SUBJECT: Request Approval of Amendment 1 to the Agreement Between the City of Mount Dora and Bellmore Enterprises Incorporated Related to Underground Duct-Line Installation

Introduction:
This request is for City Council to approve Amendment #1 to the contract agreement for Underground Duct-Line Installation with Bellmore Enterprises Incorporated. This amendment provides for an increase in rates and an extension of the contract for an additional year.

Discussion:
On September 19, 2019, the contract agreement with Bellmore Enterprises Incorporated was approved by Council through Bid # ITB-19-PW-031 for an initial three-year period with provision to extend two additional years. The contract has a unit-based structure for installation of underground conduit for electrical and communications infrastructure by linear distance. These rates include equipment, labor, and materials provided by the contractor. This request is to amend these rates due to the escalation in price of polyethylene pipe supplied by Bellmore in the contract.

Federal Reserve Economic Data (FRED) sourced from U.S. Bureau of Labor data supports an increase of 30% for plastic material and resin manufacturing indexes from 2019 to present. (Attachment 1) Key sources for this impact are supply chain logistics and raw material inflation.

Budget Impact:
Budget impacts will only occur as a result of qualifying projects. Funds are appropriated and will be adjusted with the new price increase in the adopted FY2021-22 budget and will also be appropriated in future budgets.

Strategic Impact:

Infrastructure – This contract amendment is critical in installation and maintenance of the Mount Dora underground distribution system, providing reliable power to our customers.

Recommendation:

City Council approve Amendment 1 to the contract agreement for Underground Duct-Line Installation with Bellmore Enterprises Incorporated.

Attachment(s):

1. ATTACHMENT 1 - Bellmore Enterprises - FRED STATISTICS
2. Mt Dora 2022 Amendment 1.Bellmore Enterprises.SGS (1) Notarized

Prepared by:	Steve Langley, Electric Utility Director	
Reviewed by:	Steve Langley, Electric Utility Director	Approved - 4/29/2022
	Wayne Zimmerman, Deputy Electric Utility Director	Approved - 4/29/2022
	Rita Meade, Deputy Finance Director	Approved - 4/29/2022
	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

FRED ECONOMIC DATA

PLASTICS MATERIAL AND RESINS MANUFACTURING

(Past Five Years)

ATTACHMENT #1

Units: Index Reference Dec 1980 = 100
Not Seasonally Adjusted
Frequency Monthly

Source: U.S. Bureau of Labor Statics, Producer Price Index
https://fred.stlouisfed.org/series/PCU325211325211 - 0

AMENDMENT 1 TO AGREEMENT
BETWEEN THE CITY OF MOUNT DORA
AND BELLMORE ENTERPRISES, INC.

THIS AMENDMENT is entered into by and between the City of Mount Dora, a municipal corporation of the State of Florida, 510 N. Baker Street, Mount Dora, Florida 32757 hereinafter referred to as the "CITY" and Bellmore Enterprises, Inc., 16019 Redington Drive, Redington Beach, Florida 33708, hereinafter referred to as the "CONTRACTOR".

WHEREAS, on September 19, 2019, the City adopted Resolution 2019-135, which authorized the Agreement between the CITY and the CONTRACTOR related to ITB-19-PW-031 (Agreement); and

WHEREAS, the Agreement and ITB-19-PW-031, contemplated that the CONTRACTOR would provide underground duct-line installation services; and

WHEREAS, the CONTRACTOR has requested a rate increase for certain unit prices due to material cost increases and the parties have determined that it is in their mutual best interest to amend the Agreement to accommodate the request.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the CITY and the CONTRACTOR agree as follows:

1. Section 2, Term, is hereby amended to extend the Term through October 1, 2023.

2. Section 7, Compensation, is hereby amended to revise certain unit pricing on the schedule attached to the Agreement as Exhibit "B". The unit pricing shall be adjusted as set forth in **Exhibit "A"** attached hereto. **Exhibit "A"** is in no way intended to alter any other term or condition of the Agreement and is only intended to provide an adjustment to those specific unit prices as indicated in **Exhibit "A"**.

3. All other terms and conditions of the Agreement shall remain in full force and effect.

(*Signatures on the following page*)

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Amendment 1 effective this _____ day of _____, 2022.

CITY OF MOUNT DORA

_____
CRISSY STILE, MAYOR of the City of Mount Dora, Florida

ATTEST:

_____
JESSICA BURNHAM
CITY CLERK

For the use and reliance of City of Mount Dora only
Approved as to form and legal sufficiency

_____
Sherry G. Sutphen, City Attorney

CONTRACTOR

By: _____

Print: **Darcy Bellemore**

Title: **President**

STATE OF FLORIDA
COUNTY OF Pinellas

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization of Darcy Bellemore, as President, of Bellmore Enterprises, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this 9th day of May, 2022.

(stamp)

_____
NOTARY PUBLIC, State of Florida

ADRIANA M. NIEVES
MY COMMISSION # HH 096307
EXPIRES: March 24, 2025
Bonded Thru Notary Public Underwriters

Exhibit "A"

PROPOSAL/BID PRICING FORM
ITB# 19-PW-031
Underground Duct Line Installation Services

Therefore, the undersigned, Hereinafter called "Bidder" hereby certifies that he/she has familiarized himself/herself with the extend of the services, and having examined carefully the scope of services herein, propose to furnish all labor, equipment, and services without exception, for the "Underground Duct-Line Installation Services". Award will be based on GRAND TOTAL (Part A, and B)

UNIT PRICE LIST FOR "NORMAL" SURFACE AND SUBSURFACE CONDITIONS
UNIT GROUP DB - DIRECTIONAL BORING

Installation of conduit utilizing the directional boring method. Unit prices to include entrance and receiving pits (if required) and all equipment and materials (other than City supplied materials) necessary for the installation of PE (polyethylene) conduit at a minimum depth of 36". Price will be by lineal foot. **Pricing units to include hauling and disposal of boring slurries if applicable.**

On per foot cost of adding additional pipe to the same bore, the largest pipe size will be used as the cost basis for the first pipe installed. Smaller or equal size pipe are the additions.

UNIT PRICE LIST FOR "NORMAL" SURFACE AND SUBSURFACE CONDITIONS
UNIT GROUP DB - DIRECTIONAL BORING

DESCRIPTION	Estimated Quantity (feet)	Unit Price	COST
Bore 1-2" HDPE, SDR 13.5 Conduit	6000	$15.00	+$2.00/ft NEW UNIT PRICE $17.00
Bore 1-2.5" HDPE, SDR 13.5 Conduit	2000	$15.00	$30,000.00
Bore 1-4" HDPE, SDR 13.5 Conduit	1000	$20.00	+$3.00/ft NEW UNIT PRICE $23.00
Bore each additional 2" HDPE, SDR 13.5 Conduit	6000	$5.00	+$2.00/ft NEW UNIT PRICE $7.00
Bore each additional 2.5" HDPE, SDR 13.5 Conduit	500	$5.00	$2,500.00
Bore each additional 4" HDPE, SDR 13.5 Conduit	100	$7.50	+$3.00/ft NEW UNIT PRICE $10.50
Missile 1"-2.5" Sch-40 Conduit @24" depth	500	$9.00	$4,500.00
Missile 1"-2.5" Sch-40 Conduit @30" depth	50	$9.00	$450.00
Missile 1"-2.5" Sch-40 Conduit @36" depth	50	$12.00	$600.00
Missile 1"-2.5" Sch-40 Conduit @42" depth	25	$15.00	$375.00

UNIT GROUP GA - INSTALL CONDUIT UNDER 200'

Installation of conduit in advance of cable pulling in an existing trench at locations other than street crossings. Trenching charges in association with this work shall be chargeable in accordance with either Unit Group A, B, C, or D as applicable. Pricing unit 1 lineal foot of trench.

DESCRIPTION	Estimated Quantity (feet)	Unit Price	EXTENDED COST
1"-3" PVC Conduit 24" depth	300	$1.50	+$3.00/ft NEW UNIT PRICE $4.50
1"-3" PVC Conduit 30" depth	50	$1.50	+$3.00/ft NEW UNIT PRICE $4.50
1"-3" PVC Conduit 36" depth	500	$2.00	+$3.00/ft NEW UNIT PRICE $5.00
4"-6" PVC Conduit 36" depth	300	$2.50	+$3.50/ft NEW UNIT PRICE $6.00
1"-3" PVC Conduit 42" depth	25	$2.00	+$3.00/ft NEW UNIT PRICE $5.00
2"-3" PVC Conduit 48" depth	25	$2.50	+$3.00/ft NEW UNIT PRICE $5.50
4"-6" PVC Conduit 42" depth	25	$3.00	+$3.50/ft NEW UNIT PRICE $6.50
4"-6" PVC Conduit 48" depth	25	$3.00	+$3.50/ft NEW UNIT PRICE $6.50
Each additional 1" – 3" PVC conduit in trench	500	$1.50	+$2.50/ft NEW UNIT PRICE $4.00
Each additional 4"-6" PVC conduit in trench	25 each	$2.50	+$3.00/ft NEW UNIT PRICE $5.50

Sub Total Unit Group GA $3,350.00

UNIT GROUP GB - INSTALL ELBOWS

These units are to be used for the placement of conduit elbows/sweep and pole risers which terminate trenches. All elbows/sweeps and pole risers shall be supplied by the City. No additional charges for trenching shall be added to these unit costs for installation of conduit elbows. Pricing unit for elbows/sweeps is each installed. Pricing unit for pole risers is per foot, on concrete or wood poles.

DESCRIPTION	Estimated Quantity (each)	Unit Price	EXTENDED COST
Install 1 -90 or 45 deg. 24" radius elbow, 2"-3" PVC	500	5.00	2500.00
Install 1 -90 or 45 deg. 24" radius elbow 4" PVC	500	7.00	3500.00

Sub Total Unit Group GB $6,000.00

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Task Order #4 Authorizing Underground Conduit Installation for the Royellou Electric Conversion Project

Introduction:

This is a request for City Council to approve Task Order #4 to install underground conduit as part of the Royellou Lane Underground Conversion project. This project will utilize the contract services from Bellmore Enterprises Incorporated, for underground duct-line work and conduit as outlined in ITB 19-PW-031 scope of services, which was approved by City Council on September 19, 2019.

Discussion:

As part of the 5-year Electric Utility Capital Improvement Plan, several overhead commercial areas are slated for underground conversion. The Royellou Lane Underground Conversion project is part of this plan. This project proposes the underground conversion of existing overhead electric lines located on Royellou Lane from 5th to 3rd Avenue. As part of this work, Bellmore will install 12,397 feet of underground conduit adhering to guidelines contained within their contract, ITB 19-PW-031, scope of services.

In order to streamline the project and make it more cost effective, this conduit work includes the installation of conduit for City electric/fiber, Comcast, Century Link Lumen, and downtown property owners. Comcast, Century Link, and property owners have agreed to reimburse the City for their cost of conduit installation. Once the conduit is in place, the City's electric crew will install the electric cable. Comcast, Century Link, and the property owner's electrician will be responsible for installing all of their facilities.

Budget Impact:

This project is funded as part of the FY 2021 -22 Electric Capital Improvement Plan (CIP).
Cost Details: Total Project $121,515.50 + 15% Contingency = **$139,742.83**

Conduit installation for Comcast, Century Link and Customer Secondary Services will be invoiced for reimbursement shown below.

1	City Electric	$60,363.50		$ 77,155.50
2	City IT Wifi	$16,792.00		
3	*Comcast Cable*	*$16,780.00*	*(Reimbursement)*	$ 44,360
4	*Century Link Lumen*	*$19,630.00*	*(Reimbursement)*	
5	*Customer Conduit*	*$ 7,950.00*	*(Reimbursement)*	
6	Project 15% Contingency	$18,227.33		

As required by City Policy, requests for services with an estimated cost exceeding $50,000 will be submitted to City Council for approval.

Strategic Impact:

Infrastructure – This underground conversion project is critical to improve the Electric infrastructure by undergrounding the lines to increase the reliability of service to Mount Dora customers, while enhancing the safety in maintenance and operation of the Electric facilities.

Recommendation:

City Council approve Task Authorization #4 for Bellmore Enterprises Incorporated to install underground conduit as part of the Royellou Lane Underground Conversion project.

Attachment(s):

1. Attachment 1 Task Authorization.Bellmore Enterprises with Exhibits.SGSsigned

Prepared by:	Wayne Zimmerman, Deputy Electric Utility Director	
Reviewed by:	Steve Langley, Electric Utility Director	Approved - 5/3/2022
	Rita Meade, Deputy Finance Director	Approved - 5/3/2022
	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

ATTACHMENT #1

CITY OF MOUNT DORA
TASK AUTHORIZATION FORM

In accordance with the terms and conditions of the Agreement between Bellmore Enterprises, Inc. (Contractor) and the City of Mount Dora, approved under Resolution 2019-181, dated September 19, 2019, the parties hereto agree to the scope of work, pricing, schedule and subcontractors set forth herein.	**Budget Account Number:** 410-5555-581.04-15 Darcy Bellemore
	City Project Manager: Wayne Zimmerman
Project Amount: $139,742.83 (including 15% contingency)	**Contractor:** Bellmore Enterprises, Inc.
	Contractor Project Manager: Darcy Bellmore

NOTE: THE CONTRACTOR MAY NOT BEGIN WORK UNTIL THIS FULLY SIGNED TASK AUTHORIZATION AND, IF APPLICABLE, A CITY PURCHASE ORDER ARE DELIVERD TO THE CONTRACTOR.

SUMMARY OF WORK TO BE COMPLETED	
Each Task Authorization package shall include: Exhibit A – Scope of Work Exhibit B – Compensation Exhibit C - Sub-Contractors Exhibit D – Schedule	
Recommended By: Print: Wayne R. Zimmerman Signature:	Digitally signed by Wayne R. Zimmerman Date: 2022.05.06 13:51:04 -04'00'
Reviewed By: Print: Darcy Bellemore Signature:	Steven G. Langley Date: 05/05/2022
CONTRACTOR ACCEPTANCE	**CITY APPROVAL**
Print Name:	**Print Name:**
Signature:	**Signature:**
Date:	**Date:**

EXHIBIT "A"
Scope of Services

PROJECT NAME: ROYELLOU LANE UNDERGROUND CONVERSION

This project proposes the underground conversion of existing overhead electric distribution located in Royellou Lane from 5th to 3rd Avenue. Bellmore will install 12,397 feet, of underground conduit adhering to guidelines contained in the Agreement. This scope of includes installation of conduit for City Electric and Wifi, Comcast (Cable) and Century Link Lumen (Telco).

1. City Electric – 6320vfeetvinstallation and provide conduit materials
2. City IT Wifi - 1906 feet installation and provide conduit materials
3. Comcast Cable – 1679 feet installation only
4. CenturyLink Lumen -1963 feet installation only
5. Customer Conduit - 530 feet installation and provide conduit materials

(See Attached Maps)

CONDUIT PLAN ELECTRIC +WIFI FIBER pg 30

Green = City WiFi Facilities.

REF SHEET 2

CROSS 6TH AVE TO SECTIONALIZER 93 FT DRILL 3-2"

500 FT DRILL x3-2" TO 6TH AVE SET SECTIONALIZER

New WiFi Cable Pull Box #4.

New 1" WiFi Cable Conduit.

Transfer AP F-32 to this New Light Pole.

145 FT TRENCH 1-2" CUST BILL

25 FT TRENCH 1-1"

110 FT TRENCH 48" DEPTH 3-2" 1-1"

25 FT TRENCH 48" DEPTH 6-2" 1-1"

70 FT TRENCH 1-2" CUST BILL

45 FT TRENCH 1-2" CUST BILL

60 FT TRENCH 48" DEPTH 3-2"

25 FT TRENCH 1-1"

G3 Proposed

New 4" WiFi Cable Conduit.

40 FT TRENCH 1-2" CUST BILL

275 FT TRENCH 1-4"

70 FT TRENCH 1-2" CUST BILL

15 FT TRENCH 48" DEPTH 6-2" 1-1"

50 FT TRENCH 48" DEPTH 3-2" 1-1"

55 FT TRENCH 1-2" CUST BILL

15 FT TRENCH 1-2" CUST BILL

Transfer AP F-31 to this New Light Pole.

25 FT TRENCH 1-1"

New Small WiFi Cable Pull Box #1. Final Location TBD.

New 1" WiFi Cable Conduit.

120 FT DRILL 48" DEPTH 3-2"

120 FT DRILL 1-4"

New WiFi Cable Pull Box #3.

25 FT TRENCH 48" DEPTH 6-2"

Transfer AP F-34B to this New Light Pole.

New Light here per W. Zimmerman.

110 FT TRENCH 1-1"

New 4" WiFi Cable Conduit.

90 FT TRENCH 1-2" CUST BILL

120 FT TRENCH 1-4"

New 1" WiFi Cable Conduit.

110 FT TRENCH 48" DEPTH 3-2"

50 FT TRENCH 1-1"

New WiFi Cable Pull Box #2.

New 1" WiFi Cable Conduit.

25 FT TRENCH 1-1" SL

Transfer AP F-33 to this New Light Pole.

110 FT TRENCH 1-1"

25 FT TRENCH 48" DEPTH 6-2" 1-1"

New 4" WiFi Cable Conduit.

100 FT TRENCH 48" DEPTH 3-2"

195 FT TRENCH 1-4"

80 FT DRILL 1-1"

28 FT TRENCH 48" DEPTH 6-2" 1-1"

G3 Proposed

40 FT TRENCH 1-1"

50 FT TRENCH 1-4"

75 FT TRENCH 48" DEPTH 3-2" 1-1"

Transfer AP F-9 to this New Light Pole.

New 1" WiFi Cable Conduit.

40 FT TRENCH 48" DEPTH 3-2"

New WiFi Cable Pull Box #1.

Modify 4" WiFi Cable Conduit.

125 FT DRILL 2-2"

Existing WiFi Cabinet #1.

190 FT DRILL 3-2"

SET SECTIONALIZER

150 FT DRILL 3-2"

REF SHEET 3

Existing WiFi Pull Box & 4" Conduits.

LEGEND

CONDUIT

- Electric Primary
- Electric Secondary
- Century Link Lumen (CTL)
- Comcast (CC)
- Customer Secondary

DEVICES

- Century Link Handhole
- Comcast Handhole
- Edision Decorative Light String
- Electric Transformer
- Electric Pull Box Secondary
- Electric Street Light
- Electric Customer Service Point
- Century Link Customer Service Point
- Comcast Customer Service Point
- EXISTING TRANSFORMER

CITY OF MOUNT VERNON PUBLIC WORKS AND UTILITIES

JCR 4-12-2022

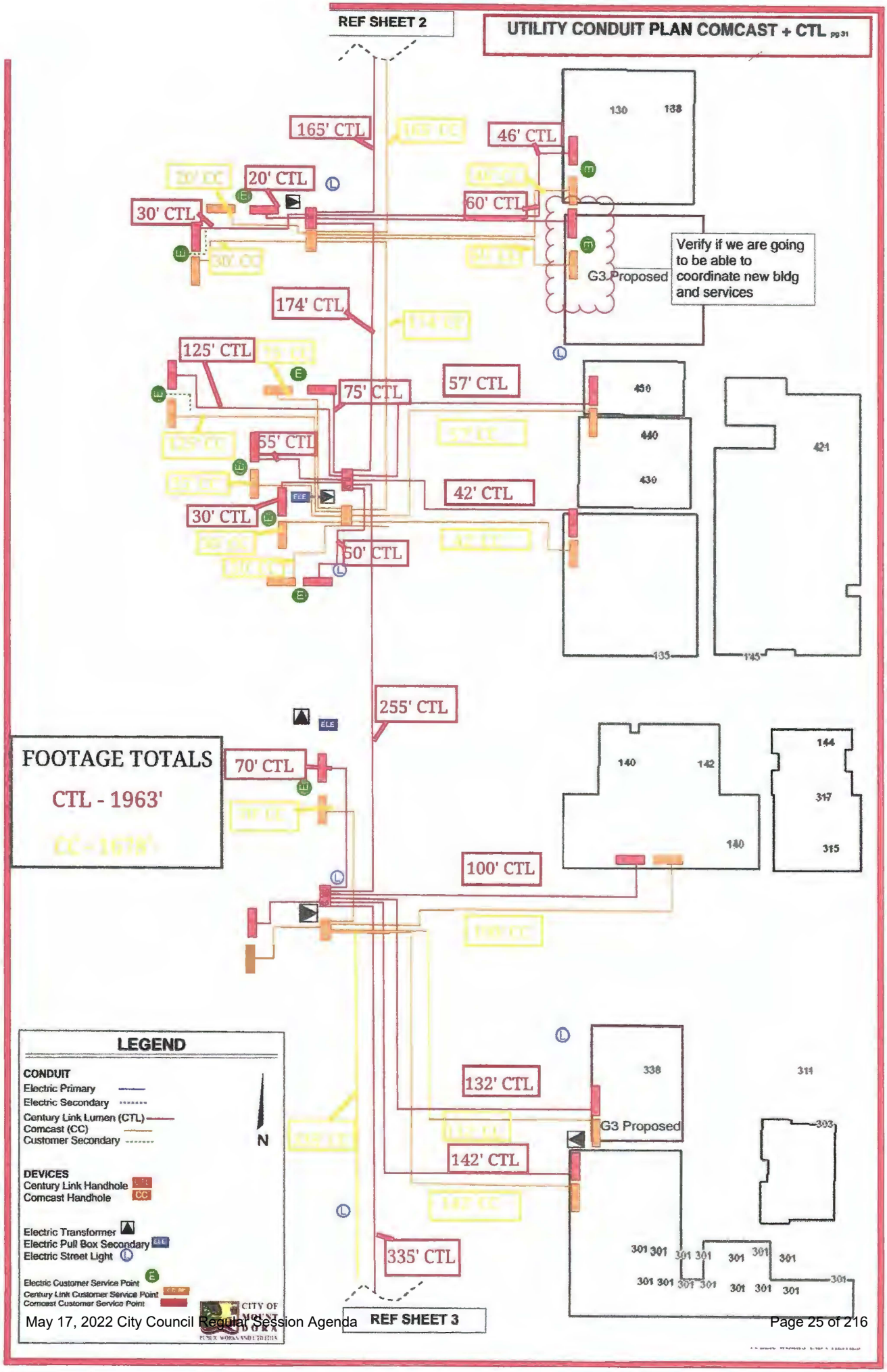
REF SHEET 2
UTILITY CONDUIT PLAN COMCAST + CTL pg 31
165' CTL
46' CTL
20' CTL
30' CTL
60' CTL
Verify if we are going to be able to coordinate new bldg and services
G3 Proposed
174' CTL
125' CTL
75' CTL
57' CTL
55' CTL
42' CTL
30' CTL
50' CTL
255' CTL
FOOTAGE TOTALS
CTL - 1963'
70' CTL
100' CTL
LEGEND
CONDUIT
Electric Primary
Electric Secondary
Century Link Lumen (CTL)
Comcast (CC)
Customer Secondary
N
DEVICES
Century Link Handhole
Comcast Handhole
Electric Transformer
Electric Pull Box Secondary
Electric Street Light
Electric Customer Service Point
Century Link Customer Service Point
Comcast Customer Service Point
CITY OF MOUNT VERNON
132' CTL
G3 Proposed
142' CTL
335' CTL
REF SHEET 3

EXHIBIT "B"
Compensation

METHOD OF COMPENSATION: Hourly Rate and Fixed Fee with Not-to-Exceed Amount of $139,742.83 for total services. This price shall include contingency. A full cost breakdown of hourly task compensation is attached in the following pages.

BELLMORE ENTERPRISES INC

PROPOSAL

ROYELLOU – ELECTRIC & WIFI

Date: 04/27/2022

BELLMORE ENTERPRISES INC
16019 REDINGTON DRIVE
REDINGTON BEACH, FL 33708
727-224-1584
Customer ID MT DORA

Contact	Job	Payment Terms	Due Date
	ROYELLOU – ELECTRIC & WIFI		

Qty	Description	Unit Price	Line Total
	ELECTRIC CONDUIT		
1,258	DIRECTIONAL BORE 1ST CONDUIT UP TO 2"	$17.00	$21,386.00
2,231	DIRECTIONAL BORE ADDITIONAL 2" CONDUIT	$7.00	$15,617.00
663	TRENCH & INSTALL 1ST CONDUIT 1"-3" - 48" DEPTH	$19.50	$12,928.50
2,008	INSTALL ADDL 1"-3" CONDUIT IN TRENCH - 48" DEPTH	$4.00	$8,032.00
160	TRENCH & INSTALL 1ST CONDUIT 1"-3" - 36" DEPTH	$15.00	$2,400.00
		ELECTRIC SUBTOTAL	$60,363.50

	WIFI CONDUIT		
890	TRENCH (NO CONDUIT INSTALLED) - 36" DEPTH	$10.00	$8,900.00
250	INSTALL 1ST CONDUIT 1"-3" – 36" DEPTH	$5.00	$1,250.00
640	INSTALL 1ST CONDUIT 4"-6" – 36" DEPTH	$6.00	$3,840.00
120	DIRECTIONAL BORE 1ST CONDUIT UP TO 4"	$23.00	$2,760.00
6	INSTALL 4" SWEEP	$7.00	$42.00
		WIFI SUBTOTAL	$16,792.00
	1800LB MULETAPE INCLUDED IN ALL INSTALLED PIPE		
		Subtotal	
		Sales Tax	
		Total	$77,155.50

Make all checks payable to BELLMORE ENTERPRISES INC

Thank you for your business!

BELLMORE ENTERPRISES INC 16019 REDINGTON DRIVE REDINGTON BEACH FL 33708

Phone: 727-224-1584 Email BELLMOREINC@AOL.COM

BELLMORE ENTERPRISES INC

PROPOSAL

ROYELLOU – COMCAST

Date: 04/27/2022

BELLMORE ENTERPRISES INC
16019 REDINGTON DRIVE
REDINGTON BEACH, FL 33708
727-224-1584
Customer ID MT DORA

Contact	Job	Payment Terms	Due Date
	ROYELLOU – COMCAST		

Qty	Description	Unit Price	Line Total
	COMCAST CONDUIT		
1678’	TRENCH & INSTALL – CUSTOMER SUPPLIED CONDUIT	$10.00	$16,780.00
	1800LB MULETAPE INCLUDED IN ALL INSTALLED PIPE		
		Subtotal	
		Sales Tax	
		Total	$16,780.00

Make all checks payable to BELLMORE ENTERPRISES INC

Thank you for your business!

BELLMORE ENTERPRISES INC 16019 REDINGTON DRIVE REDINGTON BEACH FL 33708

Phone: 727-224-1584 Email BELLMOREINC@AOL.COM

BELLMORE ENTERPRISES INC

PROPOSAL

ROYELLOU – CENTURYLINK

Date: 04/27/2022

BELLMORE ENTERPRISES INC
16019 REDINGTON DRIVE
REDINGTON BEACH, FL 33708
727-224-1584
Customer ID MT DORA

Contact	Job	Payment Terms	Due Date
	ROYELLOU – CENTURYLINK		

Qty	Description	Unit Price	Line Total
	CENTURYLINK CONDUIT		
1963'	TRENCH & INSTALL – CUSTOMER SUPPLIED CONDUIT	$10.00	$19,630.00
	1800LB MULETAPE INCLUDED IN ALL INSTALLED PIPE		
		Subtotal	
		Sales Tax	
		Total	$19,630.00

Make all checks payable to BELLMORE ENTERPRISES INC

Thank you for your business!

BELLMORE ENTERPRISES INC 16019 REDINGTON DRIVE REDINGTON BEACH FL 33708

Phone: 727-224-1584 Email BELLMOREINC@AOL.COM

BELLMORE ENTERPRISES INC

PROPOSAL

ROYELLOU – CUSTOMER CONDUIT

Date: 04/27/2022

BELLMORE ENTERPRISES INC
16019 REDINGTON DRIVE
REDINGTON BEACH, FL 33708
727-224-1584
Customer ID MT DORA

Contact	Job	Payment Terms	Due Date
	ROYELLOU – CUSTOMER CONDUIT		

Qty	Description	Unit Price	Line Total
	CUSTOMER CONDUIT		
530	TRENCH & INSTALL 1ST CONDUIT 1"-3" - 36" DEPTH	$15.00	$7,950.00
	1800LB MULETAPE INCLUDED IN ALL INSTALLED PIPE		
		Subtotal	
		Sales Tax	
		Total	$7,950.00

Make all checks payable to BELLMORE ENTERPRISES INC

Thank you for your business!

BELLMORE ENTERPRISES INC 16019 REDINGTON DRIVE REDINGTON BEACH FL 33708

Phone: 727-224-1584 Email BELLMOREINC@AOL.COM

EXHIBIT "C"
Sub-Contractors

None

EXHIBIT "D"
Schedule

SCHEDULE OF SERVICES: CONTRACTOR shall complete the Scope of Work within 30 days of project initiation.

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Internal Transfers to Electric Department for Installation of Site Electrical Infrastructure at Future Fire Station 35

Introduction:
This is a request for City Council to approve internal transfers for the installation of site electrical infrastructure at future Fire Station 35.

Discussion:
As construction continues on the new Fire Station 35, site electrical infrastructure is needed to provide electricity to the new structure. This infrastructure includes underground electrical conduit and a transformer. The City has deemed it to be in its own best interest to have the City's electric department install the site electrical infrastructure. The City proposes to pay its electric enterprise fund from the bond proceeds for the cost of materials and labor involved inthe installation, which totals $65,594.85. The City's project cost quote is included as Attachment #1 and a schematic of the electric lines and placement of electric transformer on the site is included as Attachment #2.

Budget Impact:
Installation of Site Electrical Infrastructure will be paid/transferred to the Electric Department's enterprise fund from GL# 310-5555-580.62-35-FS0035.

Strategic Impact:
Installation of underground electrical infrastructure at Fire Station 35 supports the City's strategic goals of Infrastructure and Public Safety.

Recommendation:
City Council approve internal transfers to the Electric Department for Installation of Site Electrical Infrastructure at future Fire Station 35.

Attachment(s):

1. Attachment #1 - Fire Station #35 Estimate
2. Attachment #2 - Fire Station Electrical Work Diagram

Prepared by:	Merry Lovern , Executive Assistant	
Reviewed by:	Rich Loewer, Deputy Fire Chief	Approved - 5/9/2022
	Steve Langley, Electric Utility Director	Approved - 5/10/2022
	Chet Cramer, Project Manager	Approved - 5/10/2022
	Rita Meade, Deputy Finance Director	Approved - 5/10/2022
	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

ATTACHMENT #1

City of Mount Dora - Electric Utility Department

Project Cost

Project Name Fire Station #35

Address

City, State Zip Mount Dora, FL 32757

Re: Cramerc@cityofmountdora.com

Date 4/6/2022

Prepared By: Sterling Bagwell

QTY	DESCRIPTION	HOURS	RATE	UNIT COST	TOTAL
	MATERIALS				
600	Ft Direct Bore 3-2"	-	-	$31.00	$18,600.00
1890	Ft Primary Cable #2	-	-	$6.92	$13,078.80
1	150 KVA 120/208	-	-	$14,244.00	$14,244.00
1	Trx Pd	-	-	$603.00	$603.00
6	Termination Kits	-	-	$38.21	$229.26
6	Loadbreak Elbows	-	-	$23.85	$143.10
6	Weatherheads	-	-	$10.69	$64.14
6	Lightning Aressters	-	-	$32.15	$192.90
6	URD Arresters	-	-	$35.30	$211.80
6	Cutouts	-	-	$57.40	$344.40
3	Fault Indicator	-	-	$78.26	$234.78
3	Dust Caps	-	-	$19.46	$58.38
3	Parking Bushing	-	-	$30.73	$92.19
20	Ft Trx Round Ground	-	-	$0.92	$18.40
4	6 Hole Stud 350 Con	-	-	$14.11	$56.44
10	Heat Shrink	-	-	$31.18	$311.80
2	Three Phase Brackets	-	-	$146.68	$293.36
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
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		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
		-	-		$0.00
				Total Materials	**$48,776.75**

U:\Pubserv\Electric\PROJECTS\Customer Invoices - Project Costs\Fire Station #35 Estimate

City of Mount Dora - Electric Utility Department

Project Cost

Project Name: Fire Station #35
Address:
City, State Zip: Mount Dora, FL 32757
Re: Cramerc@cityofmountdora.com

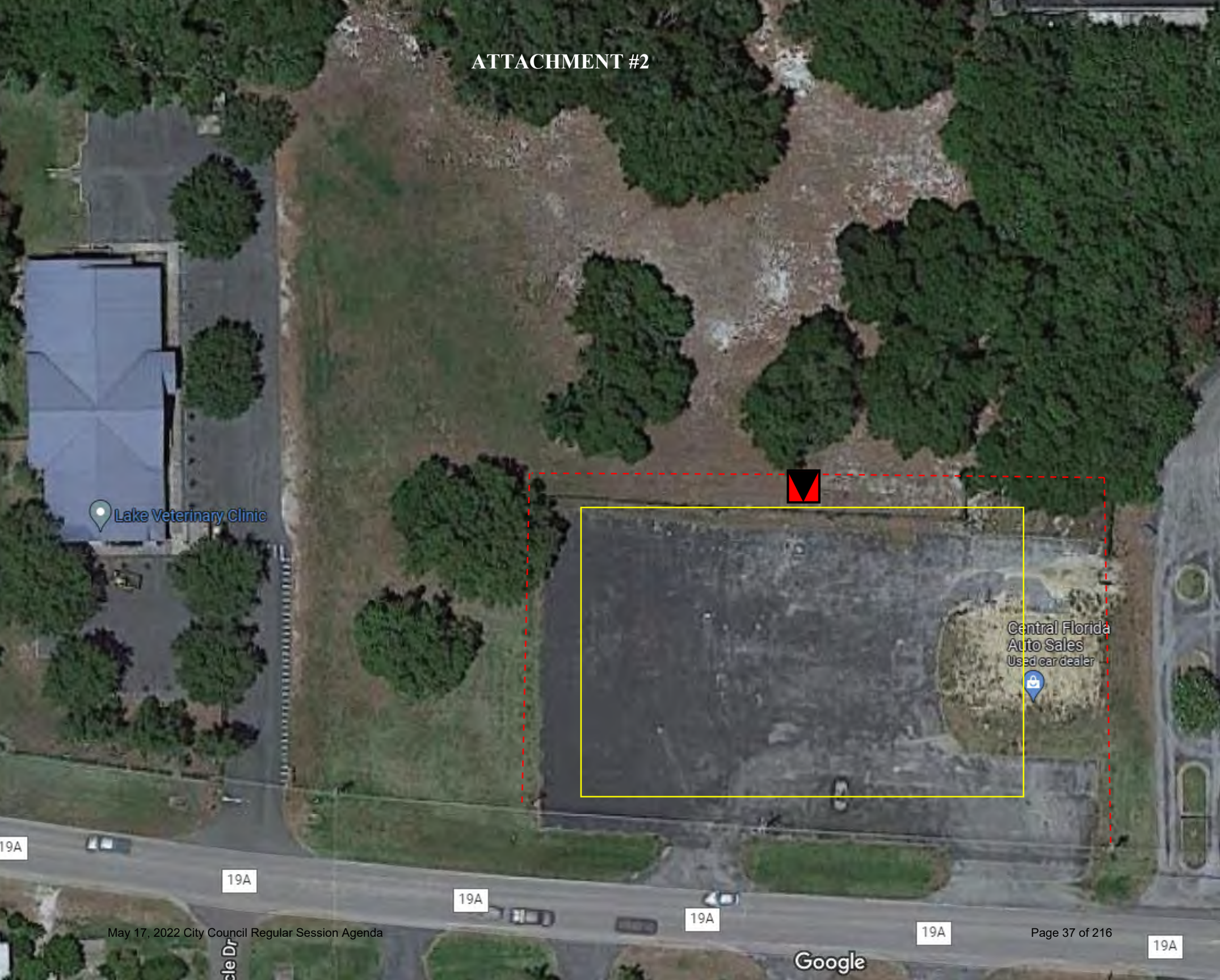
Date: 4/6/2022
Prepared By: Sterling Bagwell

QTY	DESCRIPTION	HOURS	RATE	UNIT COST	TOTAL
	EQUIPMENT				
	Automobile - Escape		$12.43	-	$0.00
2	Pick-up Truck - F250	15	$22.64	-	$679.20
1	Flatbed Truck - F350	25	$25.46	-	$636.50
3	Bucket Truck - Large	25	$74.72	-	$5,604.00
	Bucket Truck - Small		$51.99	-	$0.00
	Line Truck/Digger Derrick		$87.80	-	$0.00
	Trencher		$29.53	-	$0.00
	Trencher - Mini		$16.91	-	$0.00
	Excavator		$36.06	-	$0.00
	Air Compressor		$20.98	-	$0.00
				-	$0.00
				-	$0.00
				Total Equipment	**$6,919.70**
	LABOR				
1	Line Crew Supervisor	15	$81.65	-	$1,224.75
	Line Crew Supervisor - Overtime		$109.81	-	$0.00
1	Lead Line Technician	15	$75.84	-	$1,137.60
	Lead Line Technician - Overtime		$101.26	-	$0.00
3	Line Technician	25	$68.48	-	$5,136.00
	Line Technician - Overtime		$96.50	-	$0.00
2	Electric Technician	5	$68.48	-	$684.80
	Electric Technician - Overtime		$96.50	-	$0.00
	Line Apprentice 1st Class		$57.31	-	$0.00
	Line Apprentice 1st Class - Overtime		$85.97	-	$0.00
1	Line Apprentice 3rd Class	25	$36.26	-	$906.50
	Line Apprentice 3rd Class - Overtime		$54.39	-	$0.00
1	Electric Helper	25	$32.35	-	$808.75
	Electric Helper - Overtime		$48.43	-	$0.00
				-	$0.00
				-	$0.00
				Total Labor	**$9,898.40**

NOTE: Price subject to change after 90 days from the above date

TOTAL PROJECT COSTS $65,594.85

ATTACHMENT #2



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Second Amended Task Authorization and Construction Change Order to Add One (1) Covered Pavilion to Palm Island Park Canoe & Kayak Launch Project

Introduction:

This is a request for City Council to approve the Second Amended Task Authorization and Construction Change Order to add one (1) covered pavilion to the Palm Island Park Canoe & Kayak Launch project.

Discussion:

On January 18, 2022, City Council approved the Amended Task Authorization/Guaranteed Maximum Price (GMP) for CMAR Services to construct the Palm Island Park Kayak & Canoe Launch with Faden Builders. At that time, Staff indicated it would be most advantageous for the project to encompass the renovation of all three pavilions at the kayak launch site. However, due to funding constraints, the total approved GMP of $223,865.90 included the construction of the ADA-compliant kayak and canoe launch, two (2) dedicated parking spaces, walkways and just one pavilion, with the goal to refurbish/replace the remaining two pavilions at a later time when additional funding sources were identified.

Staff has identified additional funding for the construction of one (1) additional pavilion and wishes to expand the current GMP to include this work.

Budget Impact:

The City budgeted $300,000 for the Kayak and Canoe Launch throughout the 20/21 and 21/22 fiscal years, with $20,000 budgeted in FY 20/21 and $280,000 budgeted in FY 21/22. The awarded RTP grant will reimburse $240,000 of this amount. After award of the guaranteed maximum price (GMP), the project has a remaining available balance of $53,274. Funding to complete the total project with the change order to include one (1) additional pavilion was

identified by staff utilizing available remaining project (grant) funds and supplemental funds from the District 4 park land acquisition, due to a park land donation.

Strategic Impact:

This project meets two elements of the City's Strategic Plan--Objective 1.4: Promote tourism by enhancing Mount Dora as a destination, and Objective 2.3: Develop a parks and recreation system guided by the principles of the Parks and Recreation Master Plan.

Recommendation:

City Council approve Second Amended Task Authorization and Construction Change Order to add one (1) covered pavilion to Palm Island Canoe & Kayak Launch.

Attachment(s):

1. Attachment 1 Second Amended Task Authorization - Palm Island Canoe & Kayak Launch
2. Attachment 2 Construction Change Order No. 1 - Palm Island Canoe & Kayak Launch

Prepared by:	Merry Lovern , Executive Assistant	
Reviewed by:	Jennifer Schwarz, Administrative Assistant	Approved - 5/11/2022
	Troy Shonk, Leisure Services Administrator	Approved - 5/11/2022
	Amy Jewell, Leisure Services Director	Approved - 5/11/2022
	Chet Cramer, Project Manager	Approved - 5/11/2022
	Rita Meade, Deputy Finance Director	Approved - 5/11/2022
	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/12/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/12/2022
	Patrick Comiskey, City Manager	Final Approval - 5/13/2022

ATTACHMENT #1

CITY OF MOUNT DORA/CRA/Northeast CRA
AMENDMENT TO TASK AUTHORIZATION

In accordance with the terms and conditions of the Agreement between Faden Builders, Inc. (Construction Manager) and the City of Mount Dora, dated April 7, 2020, and the Task Authorization dated July 14, 2021 (Original Task Authorization), the parties hereto agree to the scope of work, pricing/GMP, schedule, construction team and subcontractors set forth herein. To the extent of any conflict between this Amendment and the Original Task Authorization, this Amendment shall prevail.

Amendment Number:

2

City Project Manager:

Chet Cramer

Construction Manager Contact:

Philip Rapalje

Project Name:

Palm Island Kayak & Canoe Launch

Project Number:

21-012

NOTE: THE CONTRACTOR MAY NOT BEGIN WORK UNTIL THIS FULLY SIGNED AMENDMENT TO TASK AUTHORIZATION IS DELIVERED TO THE CONSTRUCTION MANAGER.

SUMMARY OF WORK TO BE COMPLETED	
Each Task Authorization package shall include: Exhibit A – Scope of Work Exhibit B – Price/GMP Breakdown Exhibit C – Basic Schedule Exhibit D – Construction Team Exhibit E – Construction Manager's Staff Exhibit F – Sub-Contractors	
Recommended By: Print: Chet Cramer Signature: Chet Cramer	Date: 5/5/2022
Reviewed By (if applicable): Print: _____ Signature: _____	Date: _____
CONTRACTOR ACCEPTANCE	**CITY APPROVAL**
Print Name: TODD FADEN	**Print Name:** Crissy Stile
Title: President	**Title:** Mayor
Signature: Todd Faden	**Signature:**
Date: 5/4/2022	**Date:**

FADEN
BUILDERS, INC

3/30/2022 Proposal No. 22-186

Chet Cramer
Construction Project Manager
City of Mount Dora
510 N Baker Street
Mount Dora, Florida 32757

RE: Palm Island Shade Structure

Exhibit A: Scope of Work

1. General Conditions
    a. Project Management and Supervision
    b. Permitting
    c. Mobilization/Demobilization
2. Site/Prep
    a. Site Layout/Grading
    b. Erosion Control
    c. As-builts
3. Demolition
    a. Remove one existing pavilion structure
4. New Construction
    a. Provide one 20' x 20' pre-engineered metal pavilion structure with 4" concrete pad.
    b. Electrical for lighting under the pavilion. Assumes that the existing panel has the available capacity for the additional circuit and it is located within 100' of the structure.

Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
3. Site lighting is excluded.
4. Geotechnical testing/reports are excluded.
5. Dewatering is excluded.
6. Landscaping and irrigation are excluded.
7. Painting and staining are excluded.
8. Civil engineering (utility design, water/storm retention, etc.) is excluded.
9. An allowance of $1,200.00 is included for permitting with the City of Mount Dora.
10. Concrete sidewalks are existing to remain and are excluded from scope.

FADEN
BUILDERS, INC

Exhibit B: Price/GMP Breakdown

1.	General Conditions		$ 3,445.00
2.	Site/Prep		$ 1,814.00
3.	Demolition		$ 1,640.57
4.	New Construction		$ 52,104.00
		Subtotal	$ 59,003.57
		Mark-up 14%	$ 8,260.50
		Project Team	$ 5,660.00
		Subtotal	$ 72,924.07

Gross Maximum Price (GMP): $ 72,924.07

The prices included in this proposal are valid for 30 days per our material vendors due to steady material price increases.

Exhibit C: Basic Schedule

Procurement will begin promptly after the issuance of the Purchase Order.
Proposed duration schedule:

28 weeks for material procurement, submittals and permitting
5 workdays for mobilization, erosion control and demolition
15 workdays for pavilion structure foundation and erection
5 workdays for concrete
5 workdays for final grading and sod
5 workdays for demobilization

Project Management Information System (PMIS) will not be required for this project.

State Cert# CGC 060972
Mailing Address: 1194 Camp Ave. Mount Dora, FL 32757
Offices: 3390 E. Vista Blvd Lake Buena Vista , FL 32830 • 1194 Camp Ave, Mt Dora FL 32757
Phone: 352-735-9805 • Fax: 352-735-9806
www.FadenBuildersinc.com

Exhibit D: Construction Team

Owner's Representative: Chet Cramer (City of Mount Dora)
Construction Manager: Todd Faden (Faden Builders)

Exhibit E: Construction Manager's Staff

Principal: Todd Faden
Project Manager: Philip Rapalje
Project Engineer: Erika White
Site Superintendent: Rob Bennett
Staff Accountant: Helen Johnson
Safety Director: Jes Pedersen
Administrative Assistant: Laura Faden

Exhibit F: Sub-Contractors

N/A

Please feel free to contact me with any questions. We look forward to working with you.

Best regards,

Philip Rapalje
Faden Builders, Inc.

State Cert# CGC 060972

Mailing Address: 1194 Camp Ave. Mount Dora, FL 32757
Offices: 3390 E. Vista Blvd Lake Buena Vista , FL 32830 • 1194 Camp Ave, Mt Dora FL 32757
Phone: 352-735-9805 • Fax: 352-735-9806
www.FadenBuildersinc.com

DocuSign Envelope ID: C6843842-5F36-4C52-9493-409993353BFA

CITY OF MOUNT DORA

Purchasing Division

Marilyn Douglas – Purchasing Manager
510 North Baker Street
Mount Dora, FL 32757
Phone: 352-735-7179
douglasm@cityofmountdora.com

CONSTRUCTION CHANGE ORDER FORM

Today's Date: 5/17/2022

Original PO Number: 22-00128

Original PO Amount: $223,865.70

Cancel PO? Yes (No)

Change Order Number: 1

Work Order #: _____

PO issued to: Faden Builders, Inc. (LLC)
(Vendor Name)

The following change(s) are requested to the purchase order amount per the attached documentation:

(+)/ - line # 9 by 1 (qty) @ $72,924.07 /unit GL #: 310-5555-580.63-01-PK2115

+ / - line # _____ by _____ (qty) @ $_____ /unit GL #: _____

+ / - line # _____ by _____ (qty) @ $_____ /unit GL #: _____

Reason for Purchase Order Change: Addition of one (1) covered pavilion.

New Purchase Order Total with Change Order: $296,789.77

All back-up documentation must be attached by the originator of this form and forwarded to each approval point. Must be approved in writing by the Architect/Engineer (A/E), the Construction Manager, the Project Manager, the Department Head, the Finance Director, the City Manager. The cumulative total of all change orders cannot exceed $50,000 of the original award amount. The City Council must approve all change orders exceeding $50,000. Signature below is approval for this change to be made. Any change made to a City Council approved PO, must be approved by City Council again.

SIGNATURE APPROVALS

Architect/Engineer	Construction Manager (DocuSigned by: Todd Faden)
Project Manager	Department Head
Finance Director	City Manager (Not to Exceed $50,000 cumulative total)
City Council (To Exceed $50,000)	

Revised 01/20/2021

FADEN
BUILDERS, INC

3/30/2022 Proposal No. 22-186

Chet Cramer
Construction Project Manager
City of Mount Dora
510 N Baker Street
Mount Dora, Florida 32757

RE: Palm Island Shade Structure

Exhibit A: Scope of Work

1. General Conditions
    a. Project Management and Supervision
    b. Permitting
    c. Mobilization/Demobilization
2. Site/Prep
    a. Site Layout/Grading
    b. Erosion Control
    c. As-builts
3. Demolition
    a. Remove one existing pavilion structure
4. New Construction
    a. Provide one 20' x 20' pre-engineered metal pavilion structure with 4" concrete pad.
    b. Electrical for lighting under the pavilion. Assumes that the existing panel has the available capacity for the additional circuit and it is located within 100' of the structure.

Qualifications and Exclusions:

1. Work to be completed 1st shift, M-F, no overtime is included.
2. The scope is limited to the items listed in Exhibit A. Any other added scope items or items required by the AHJ for permitting are excluded and will be charged as a change order.
3. Site lighting is excluded.
4. Geotechnical testing/reports are excluded.
5. Dewatering is excluded.
6. Landscaping and irrigation are excluded.
7. Painting and staining are excluded.
8. Civil engineering (utility design, water/storm retention, etc.) is excluded.
9. An allowance of $1,200.00 is included for permitting with the City of Mount Dora.
10. Concrete sidewalks are existing to remain and are excluded from scope.

FADEN
BUILDERS, INC

Exhibit B: Price/GMP Breakdown

1.	General Conditions		$ 3,445.00
2.	Site/Prep		$ 1,814.00
3.	Demolition		$ 1,640.57
4.	New Construction		$ 52,104.00
		Subtotal	$ 59,003.57
		Mark-up 14%	$ 8,260.50
		Project Team	$ 5,660.00
		Subtotal	$ 72,924.07

Gross Maximum Price (GMP): $ 72,924.07

The prices included in this proposal are valid for 30 days per our material vendors due to steady material price increases.

Exhibit C: Basic Schedule

Procurement will begin promptly after the issuance of the Purchase Order.
Proposed duration schedule:

28 weeks for material procurement, submittals and permitting
5 workdays for mobilization, erosion control and demolition
15 workdays for pavilion structure foundation and erection
5 workdays for concrete
5 workdays for final grading and sod
5 workdays for demobilization

Project Management Information System (PMIS) will not be required for this project.

State Cert# CGC 060972
Mailing Address: 1194 Camp Ave. Mount Dora, FL 32757
Offices: 3390 E. Vista Blvd Lake Buena Vista , FL 32830 • 1194 Camp Ave, Mt Dora FL 32757
Phone: 352-735-9805 • Fax: 352-735-9806
www.FadenBuildersinc.com

FADEN
BUILDERS, INC

Exhibit D: Construction Team

Owner's Representative: Chet Cramer (City of Mount Dora)
Construction Manager: Todd Faden (Faden Builders)

Exhibit E: Construction Manager's Staff

Principal: Todd Faden
Project Manager: Philip Rapalje
Project Engineer: Erika White
Site Superintendent: Rob Bennett
Staff Accountant: Helen Johnson
Safety Director: Jes Pedersen
Administrative Assistant: Laura Faden

Exhibit F: Sub-Contractors

N/A

Please feel free to contact me with any questions. We look forward to working with you.

Best regards,

Philip Rapalje
Faden Builders, Inc.

State Cert# CGC 060972
Mailing Address: 1194 Camp Ave. Mount Dora, FL 32757
Offices: 3390 E. Vista Blvd Lake Buena Vista , FL 32830 • 1194 Camp Ave, Mt Dora FL 32757
Phone: 352-735-9805 • Fax: 352-735-9806
www.FadenBuildersinc.com

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval to Purchase Furniture for Fire Station 35

Introduction:
This is a request for City Council to approve the purchase of furniture for Fire Station 35 from Commercial Design Services (CDS).

Discussion:
As construction continues on Fire Station 35, the City's project management team, along with Mount Dora Fire Department staff, has engaged Construction Design Services (CDS) to provide furnishings for the new fire station. CDS has worked with the City in the past to provide office furnishings and is currently working with other fire agencies to provide furnishings specifically for fire stations.

CDS Account Manager Kris Panter worked with the City's architect and Fire Department staff to provide the complete furnishings package to include desks, tables, chairs, recliners, bunk furniture and shelving, as depicted in Attachment #1. The furniture package, including freight and installation, totals $54,842.94 (see Attachment #2). The pricing was competitively solicited and the vendor awarded under Florida State Contract # 56120000-19-ACS.

Budget Impact:
Furniture, fixtures and equipment for Fire Station 35 are budgeted in GL# 310-5555-580.62-35-FS0035.

Strategic Impact:
Construction and furnishing of the new Fire Station 35 meets the City's Public Safety strategic goal.

Recommendation:

Staff recommends City Council approve the purchase of furniture for Fire Station 35 from Commercial Design Services (CDS).

Attachment(s):

1. Attachment #1 - CET Report 518-221001B
2. Attachment #2 - CDS Quote 4.21.22 - Mount Dora Fire Station #35 Furniture

Prepared by:	Merry Lovern , Executive Assistant	
Reviewed by:	Rich Loewer, Deputy Fire Chief	Approved - 5/5/2022
	douglasm douglasm, Purchasing Manager	Approved - 5/5/2022
	Rita Meade, Deputy Finance Director	Approved - 5/9/2022
	Chet Cramer, Project Manager	Approved - 5/10/2022
	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

ATTACHMENT #1

Presented To:

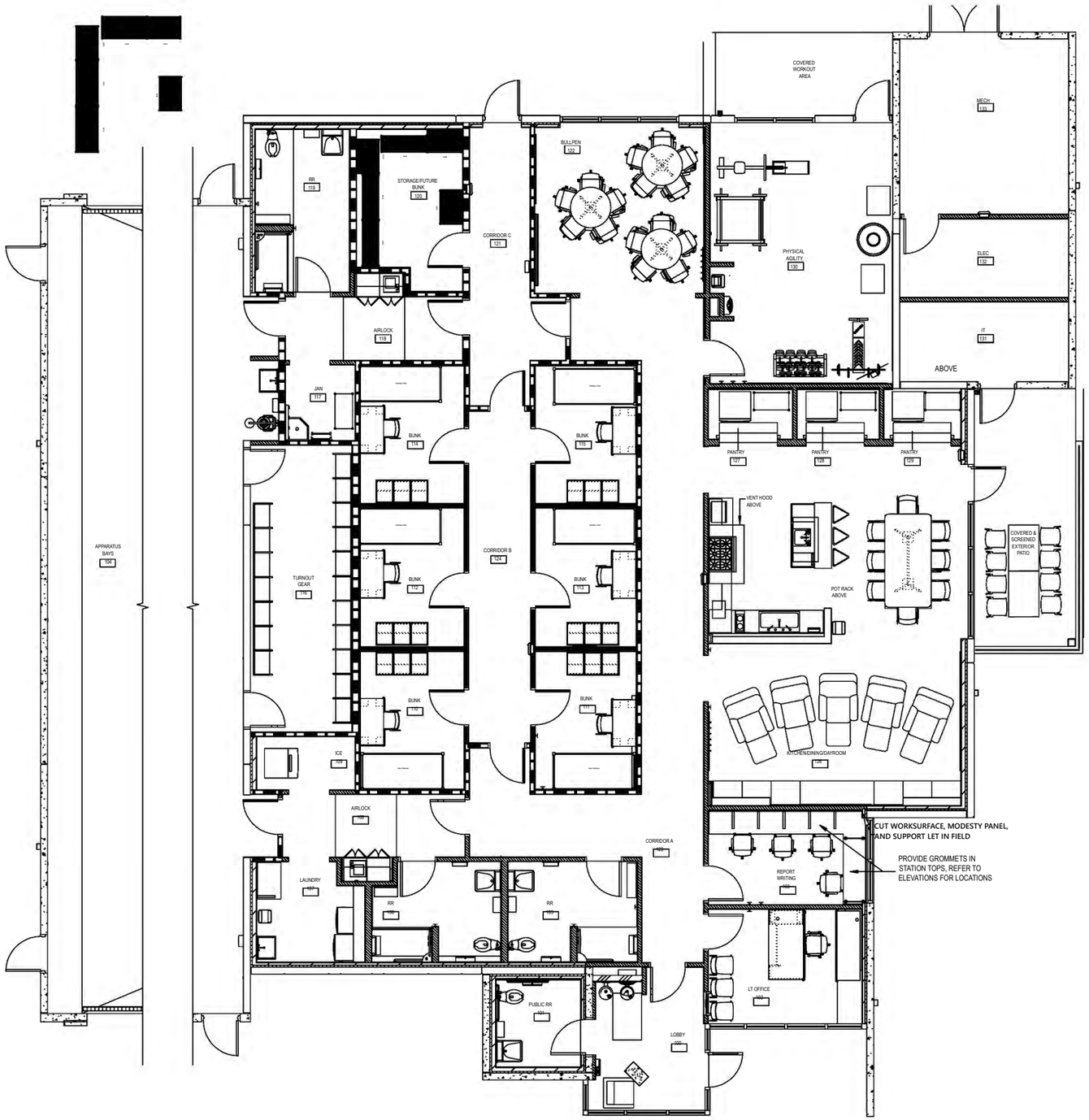
City of Mount Dora

Fire Station #35

Kris Panter
Account Manager
kpanter@cdsorlando.com

City of Mount Dora

Fire Station #35



Scale3/32" = 1'

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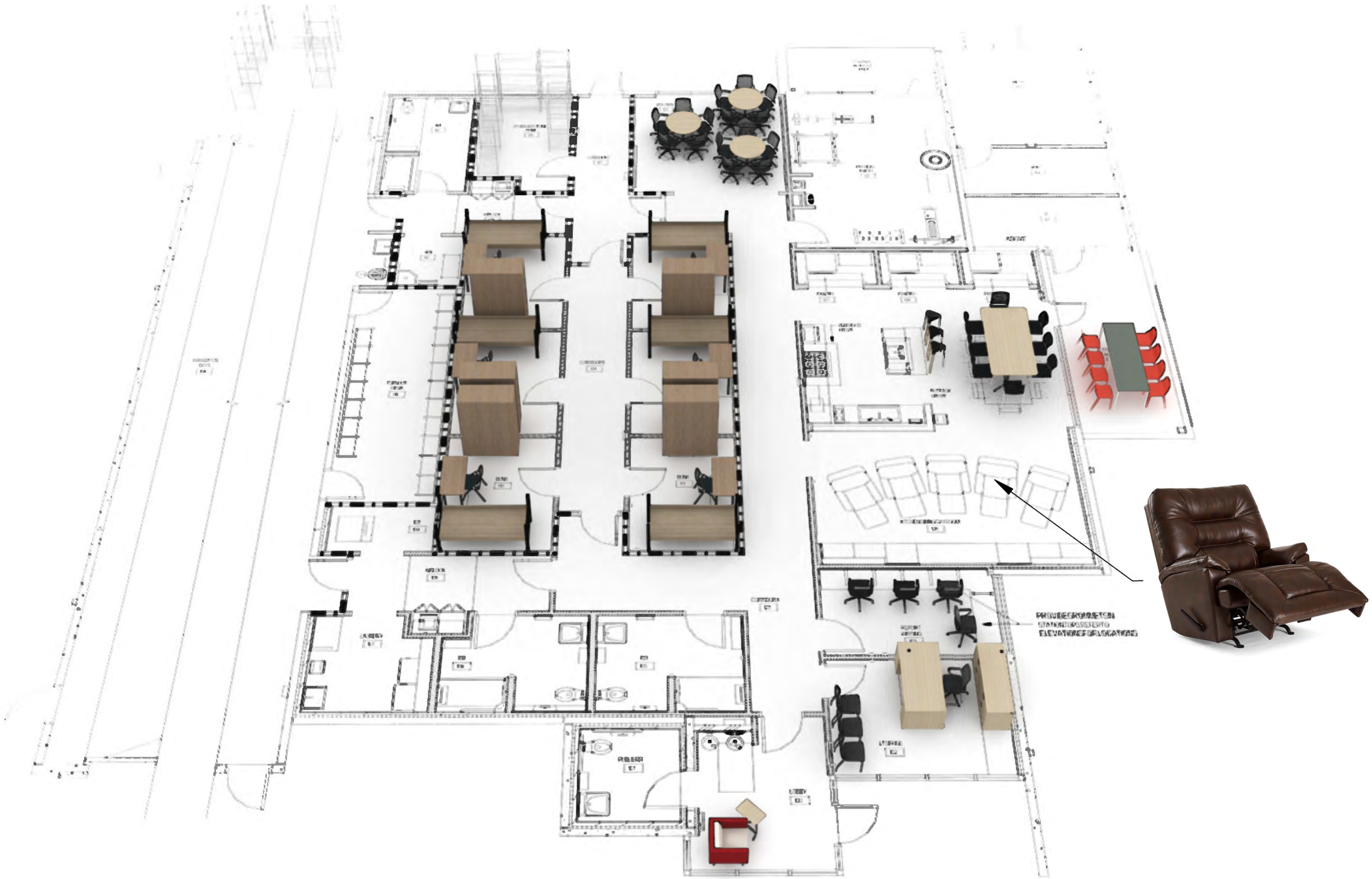

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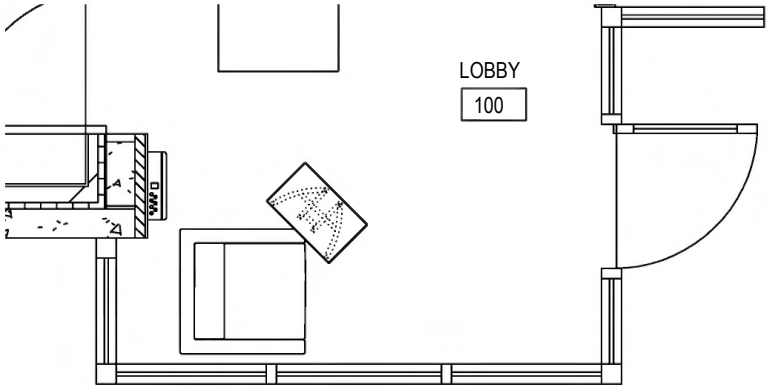
City of Mount Dora

Fire Station #35



Scale1/4" = 1'

Lobby

Description:	Lounge Chair + Laptop Table
Size:	N/A
Location:	100 - Lobby

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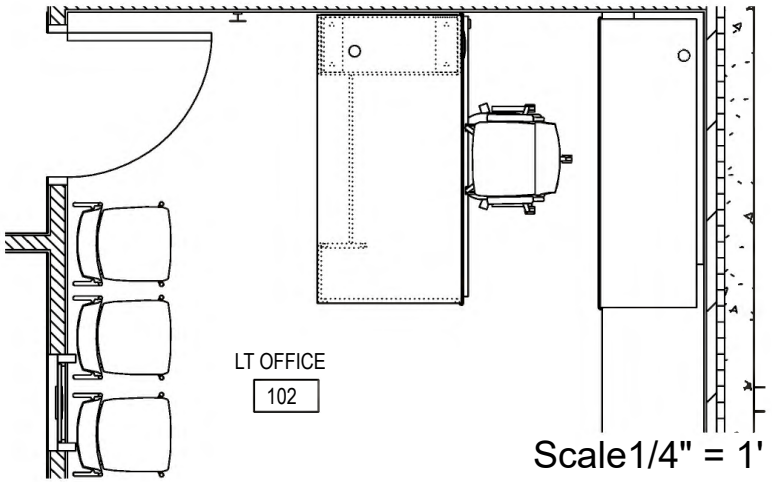
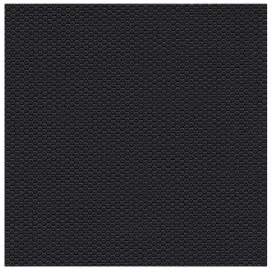
City of Mount Dora

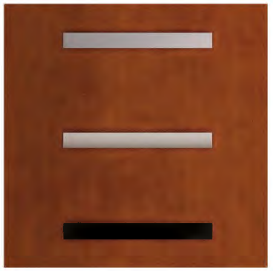
Fire Station #35



Lt. Office

Description:	Desk, Lateral File Credenza, Task + Guest Chairs
Size:	Desk: 6'-0" x 3'-0" Credenza: 6'-0" x 2'-0"
Location:	102 - Lt. Office





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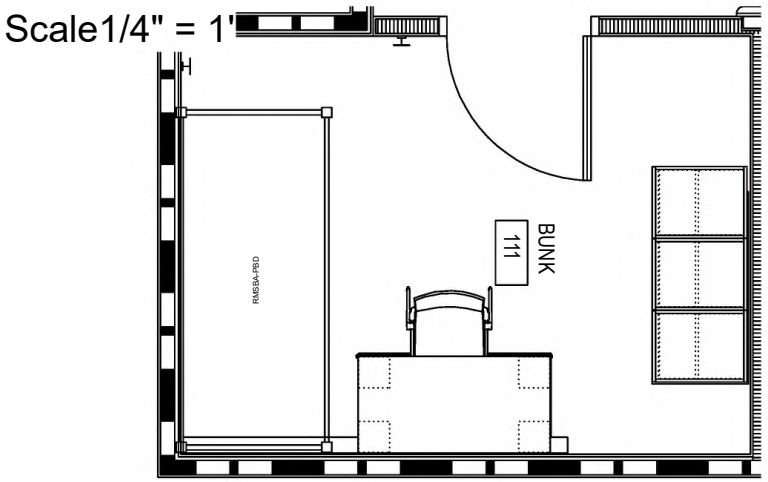
City of Mount Dora

Fire Station #35



Bunk Room

Description:	Bed, Lockers, Desk + Chair
Size:	Desk: 2'-0" x 4'-0" Locker: 1'-6"W x 2'-0"D (qty 3)
Location:	110 - 115 Bunk

Locker and Desk Laminate

Bed Laminate

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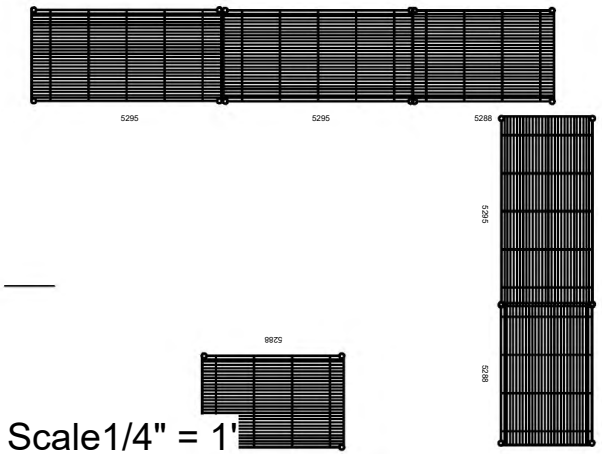
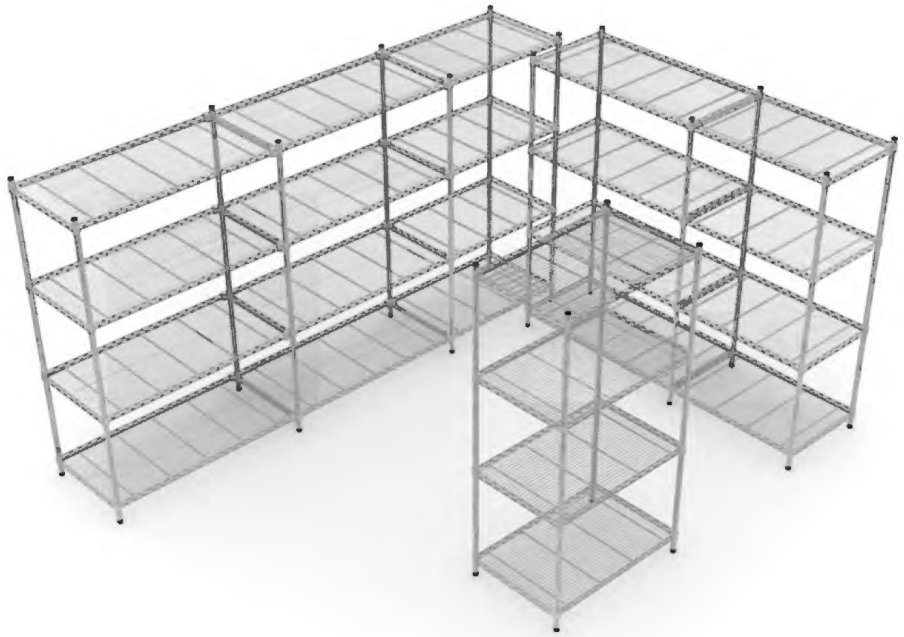


Storage

Description:	Wire Shelves
Size:	Shelf: 2'-0" x 4'-0" ; 2'-0" x 3'-0"
Location:	120 - Storage/Future Bunk



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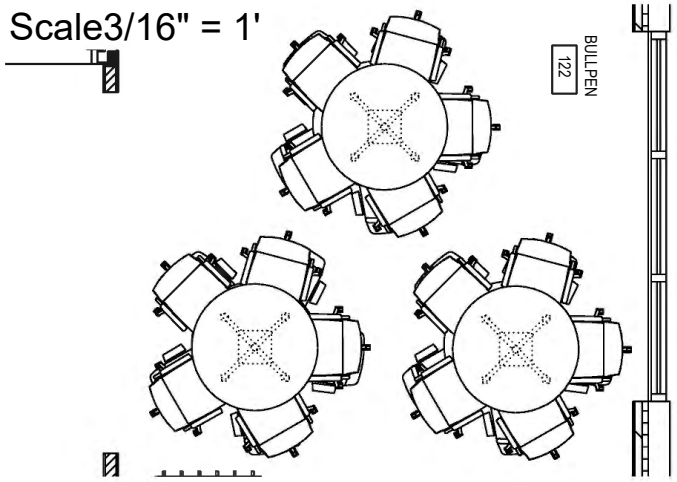

Bullpen

Description:	Round Tables + Chairs
Size:	Shelf: 3'-6" Dia
Location:	122 - Bullpen

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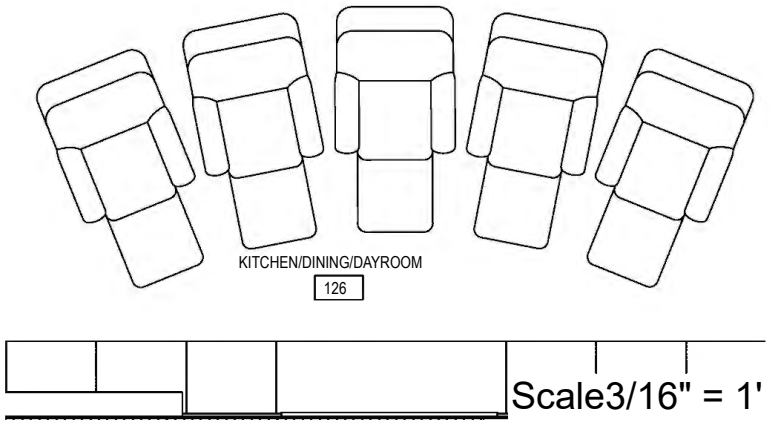

Dayroom

Description:	Big and Tall Recliners
Size:	N/A
Location:	126- Kitchen/Dining/Dayroom

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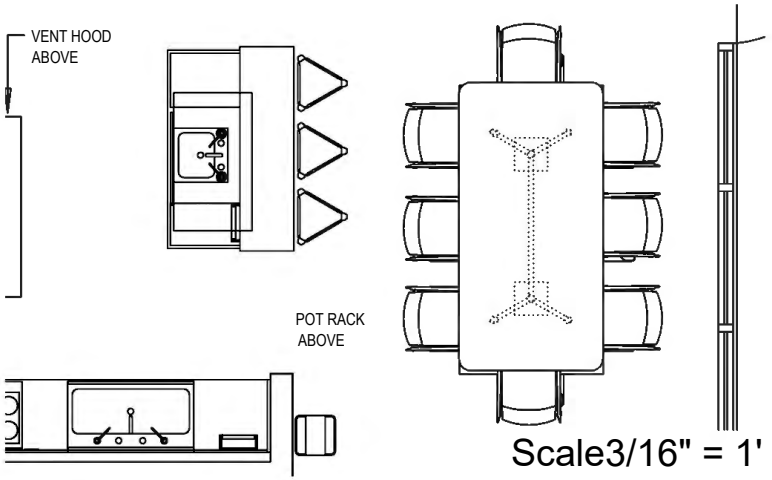

Kitchen + Dining

Description:	Bar Height Table w/ Bar Stools, Counter Stools
Size:	Bar Height Table: 8'-0" x 4'-0"
Location:	126 - Kitchen, Dining, Dayroom

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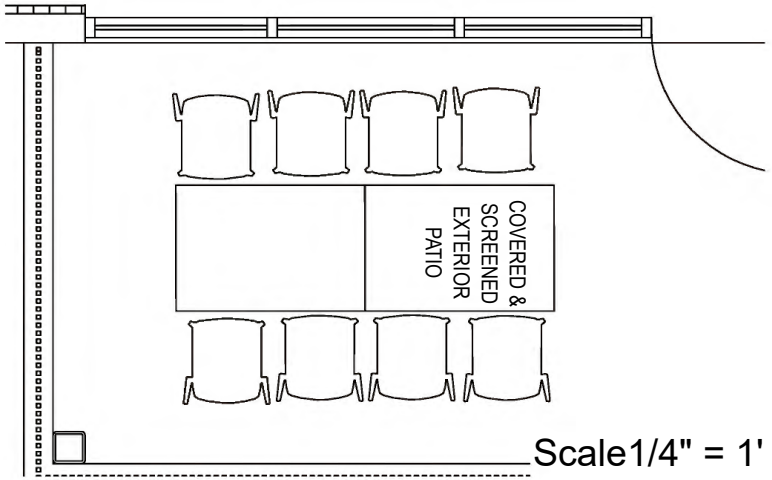
City of Mount Dora

Fire Station #35



Outdoor Dining

Description:	Outdoor Table + Chairs
Size:	Table: 3'-11" x 2'-7"
Location:	Patio

*Chairs sold in cartons of 4 only.

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ATTACHMENT #2

COMMERCIAL DESIGN SERVICES
2405 Lucien Way - Suite 250
Maitland, FL 32751
Tel: (407) 774-4832
www.commercialdesignservices.com

DATE : 4/21/2022

PREPARED BY : Kris Panter
kpanter@cdsorlando.com
813-482-8384

PREPARED FOR : City of Mount Dora
Chet Cramer
510 N Baker St.
Mt Dora,
FL 32757

DELIVER TO :

PROJECT : **City of Mount Dora - Fire Station # 35**

AREA	PART DESCRIPTION	QTY	SELL	EXT SELL
	State of FL Contract# 56120000-19-ACS: Furniture	1	$0.00	$0.00
100 LOBBY	UNIVERSAL,16DX22W,PULL UP TABLE,LAMINATE	1	$488.04	$488.04
100 LOBBY	TELLARO,1 SEAT LOUNGE,HORIZON STITCH,CYL LEG,CONTRAST	1	$1,045.38	$1,045.38
102 LT OFC	CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 001	3	$7.98	$23.94
102 LT OFC	WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,VERT GRAIN,LAM	2	$53.34	$106.68
102 LT OFC	JOYA,TASK,24/7 USE,BLACK MESH BACK,2D ARM,4 POS LOCK,SLIDER	1	$352.80	$352.80
102 LT OFC	WAVEWORKS,35DX15WX29H,END SUPPORT PEDESTAL,LEFT,LAM	1	$254.52	$254.52
102 LT OFC	WAVEWORKS,42WX27H,MODESTY PANEL,KNEEWELL,LAM	1	$91.14	$91.14
102 LT OFC	WHIRL,GUEST,MESH BACK,ARMLESS,STATIC	3	$272.16	$816.48
102 LT OFC	WAVEWORKS,35DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE ,LAM	1	$397.74	$397.74
102 LT OFC	WAVEWORKS,24DX72W,CREDENZA,LATERAL FILE,HPL	1	$1,186.08	$1,186.08
102 LT OFC	WAVEWORKS,36DX72W,SURFACE,RECTANGULAR,HPL	1	$331.38	$331.38
103 REPORT WRITING	JOYA,TASK,24/7 USE,BLACK MESH BACK,2D ARM,4 POS LOCK,SLIDER	4	$352.80	$1,411.20
110 - 115 BUNK ROOMS	Roomscape Mattress,36"x80"	6	$342.50	$2,055.00
110 - 115 BUNK ROOMS	Roomscape Single Bed Assembly,38 7/8"Wx86"Lx39 3/8"H,Particle Board	6	$668.50	$4,011.00
110 - 115 BUNK ROOMS	CONFERENCE,2DIAX28H,COLUMN LEG,STATIC	24	$49.56	$1,189.44

AREA	PART DESCRIPTION	QTY	SELL	EXT SELL
110 - 115 BUNK ROOMS	WAVEWORKS,18WX80H,WARDROBE/STORAGE,RIGHT,LAMINATE	18	$731.64	$13,169.52
110 - 115 BUNK ROOMS	JIMINY,GUEST,MESH BACK,ARMLESS,STATIC	6	$317.52	$1,905.12
110 - 115 BUNK ROOMS	WAVEWORKS,24DX48W,SURFACE,RECTANGULAR,HPL	6	$140.28	$841.68
120 STORAGE	Wire Shelving Starter Unit, 36 x 24"	3	$204.50	$613.50
120 STORAGE	Wire Shelving Starter Unit, 24 x 48"	3	$214.73	$644.19
122 BULL PEN	JOYA,TASK,24/7 USE,BLACK MESH BACK,2D ARM,4 POS LOCK,SLIDER	15	$352.80	$5,292.00
122 BULL PEN	FOOTINGS,42DIA,ROUND TOP,TFL	3	$273.42	$820.26
122 BULL PEN	FOOTINGS,32WX28H,X BASE,STATIC	3	$258.72	$776.16
126 KIT/DIN/DAYROOM	FOOTINGS,28DX64WX41H,Y BASE KIT	1	$459.90	$459.90
126 KIT/DIN/DAYROOM	DITTO,BAR HEIGHT STOOL,PLASTIC SEAT	8	$184.38	$1,475.04
126 KIT/DIN/DAYROOM	RIZORA,BAR STOOL	3	$270.06	$810.18
126 KIT/DIN/DAYROOM	FOOTINGS,48DX96W,SOFT RECTANGULAR TOP,TFL	1	$612.36	$612.36
126 KIT/DIN/DAYROOM	Duty- Built Tanker 500 lb. Big & Tall Genuine Leather Recliner - Chocolate Rocking (Non-Contract)	5	$1,124.99	$5,624.95
PATIO	NCPA contract# 07-37. Customer must be registered with NCPA to purchase - below Chairs / Table on NCPA contract	1	$0.00	$0.00
PATIO	Chair made of technopolymer. Stackable 6 high for storage. Suitable for indoor and outdoor use. Sold in cartons of 4 only.	2	$646.70	$1,293.40
PATIO	Outdoor Rectangular Chair Height Table with Painted Steel Top and Legs	2	$652.50	$1,305.00
x Freight	Magnuson Group Freight	1	$543.75	$543.75
x Install	Receive, Deliver, and Install during Normal Business Hours (M-F 8AM-5:30PM - Non-Contract)	1	$4,895.11	$4,895.11
TOTAL :				**$54,842.94**

APPROVED BY :

_____ _____

NAME **DATE**

_____ _____

TITLE **PO**

AREA	PART DESCRIPTION	QTY	SELL	EXT SELL
1. ORDERS:	It is understood and agreed that an order cannot be canceled except by mutual consent in writing. Orders cannot be canceled after factory production has begun.			
2. TAX:	All orders will be subject to applicable sales tax. Purchasers exempt from such tax must furnish certificates of exemption in a form acceptable to CDS and the State of Florida prior to purchase.			
3. DELIVERY:	Prices are based on the installation being made during normal eight hour, five day week, Monday thru Friday. If delivery and/or installation is required at a time other than these, it will be done at an overtime rate and Purchaser shall reimburse CDS for additional costs.			
4. JOB SITE:	The job shall be clear and free of debris prior to installation. Site preparation performed by CDS employees, including but not limited to clearing debris or moving of Purchaser's furniture, shall be charged to the Purchaser at CDS' normal hourly rate.			
5. DEPOSITS:	All orders will require a minimum 50% deposit. Deposit amounts will be deducted from the final invoice.			
6. TERMS:	Purchaser acknowledges that once signed and accepted this proposal and performance hereunder, shall be deemed valid. Payment by credit card will incure additional fees.			

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Resolution No. 2022-33, Amended Economic Development Incentive Program for Business Utility Security Deposit Waiver

Introduction:
This is a request for City Council to approve Resolution No. 2022-33, Amended Economic Development Incentive Program for Business Utility Security Deposit Waiver.

Discussion:
At the April 19, 2022 meeting, City Council approved Resolution No. 2022-24, Economic Development Incentive Program for a Business Utility Security Deposit Waiver, provided the following requirements are met:

1. Applicant must be both the owner and operator of the facility.
2. The utility (water, sewer and/or electric) infrastructure costs attributable to the applicant/business are at least 1.5 million dollars.
3. Applicant operate within a statewide target clusters/industries category established by Enterprise Florida Inc.: Aviation & Aerospace, Clean Energy, Defense & Homeland Security, Emerging Technologies, Financial & Professional Services, Headquarters, Information Technology, Life Sciences, Logistics and Distribution Manufacturing.

Upon approval, City Council expressed their desire to broaden the attributable infrastructure cost requirement to allow for more businesses to take advantage of this incentive. As a result, staff recommends the following amendment:

2. The utility (water, sewer and/or electric) infrastructure costs attributable to the applicant/business are at least 1.5 million dollars *for a full waiver of the deposit or at least $750,000 for half of the deposit to be waived.*

Budget Impact:

Because utility deposits are collected in escrow accounts and not budgeted as revenue, this incentive would have no direct effect on the budget.

Strategic Impact:

Goal 1: Economic Development
Objective 1.3. Attract new commercial businesses/residential development

Recommendation:

City Council approve Resolution No. 2022-33.

Attachment(s):

1. Resolution 2022-33.Utility Deposit Waiver Program.SGS (2)

Prepared by:	Misty Sommer, Economic Development Manager	
Reviewed by:	Steve Langley, Electric Utility Director	Approved - 5/10/2022
	Chris Gaw, Utilities Engineer	Approved - 5/11/2022
	Rita Meade, Deputy Finance Director	Approved - 5/11/2022
	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

RESOLUTION NO. 2022-33

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA PERTAINING TO THE ESTABLISHMENT OF AN ECONOMIC DEVELOPMENT INCENTIVE PROGRAM; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR REPEAL OF RESOLUTION 2022-24; PROVIDING FOR ADOPTION OF THE UTILITY SECURITY DEPOSIT WAIVER INCENTIVE PROGRAM; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the primary objective of the City of Mount Dora Economic Development is to promote and foster sustainable economic growth in the City of Mount Dora; and

WHEREAS, the City of Mount Dora Economic Development is dedicated to attracting a variety of businesses to enhance the quality of life for the citizens of Mount Dora; and

WHEREAS, on April 19, 2022, the City adopted Resolution 2022-24, which provided a Utility Security Deposit Waiver Incentive Program for certain qualifying businesses; and

WHEREAS, the City has determined that expanding the Utility Security Deposit Waiver Incentive Program will enable additional businesses to qualify for the same in furtherance of the Economic Development mission and goals of the City of Mount Dora.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Repeal of Resolution 2022-24. City of Mount Dora Resolution 2020-24, Utility Security Deposit Waiver Incentive Program, is hereby repealed in its entirety.

SECTION 3. Utility Security Deposit Waiver Incentive Program. The City owns and operates water, sewer and electric utilities, all of which require security deposits to be paid in order to activate service. The City will consider applications for security deposit waivers for water, sewer and/or electric utility activations from business customers (Applicants) which are able to provide evidence of all of the following:

A. The Applicant is the owner and operator of the business for which the security deposit waiver is being requested; and

B. The Applicant has installed utility infrastructure in the City or has made a monetary contribution toward the installation of utility infrastructure in the City, attributable to the business for which the waiver is sought. The following utility deposit waivers shall be permitted:

   i. **Water** utility infrastructure installation/contribution of at least **1.5 Million Dollars** to receive a **waiver of 100%** of the Water utility deposit for the Applicant's business;
   ii. **Sewer** utility infrastructure installation/contribution of at least **1.5 Million Dollars** to receive a **waiver of 100%** of the Sewer utility deposit for the Applicant's business;
   iii. **Electric** utility infrastructure installation/contribution of at least **1.5 Million Dollars** to receive a **waiver of 100%** of the Electric utility deposit for the Applicant's business;
   iv. **Water** utility infrastructure installation/contribution of at least **750,000 Dollars** to receive a **waiver of 50%** the Water utility deposit for the Applicant's business;
   v. **Sewer** utility infrastructure installation/contribution of at least **750,000 Dollars** to receive a **waiver of 50%** of the Sewer utility deposit for the Applicant's business; and/or
   vi. **Electric** utility infrastructure installation/contribution of at least **750,000 Dollars** to receive a **waiver of 50%** the Electric utility deposit for the Applicant's business.

C. The business for which the security deposit waiver is being requested falls within a target industry category including Aviation and Aerospace, Clean Energy, Defense and Homeland Security, Emerging Technologies, Financial and Professional Services, Headquarters, Information Technology, Life Sciences, Logistics and Distribution Manufacturing, or such other target industry category as established from time to time by Enterprise Florida, Inc.

SECTION 4. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 5. Savings Clause. All prior actions of the City of Mount Dora pertaining to the Utility Security Deposit Waiver Incentive Program, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 17th day of May, 2022.

_____
CRISSY STILE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____
Jessica Burnham
City Clerk

For the use and reliance of the City of Mount Dora only.
Approved as to form and legality.

_____
Sherry G. Sutphen
City Attorney

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager**

SUBJECT: Request approval of Resolution No. 2022-37, Revised CDBG Application

Introduction:

This is a request for the City Council to approve Resolution No.2022-37, Lake County CDBG Application for the 20th Avenue Roadway Construction for Affordable/Attainable Housing.

Discussion:

The Lake County Office of Housing and Human Services is requesting proposals for the Community Development Block Grant (CDBG) Program funding for FY2022-23. The City of Mount Dora is seeking to increase access to attainable housing within its Northeast Community Redevelopment Agency (Northeast CRA). Currently, Homes In Partnership, Inc., a community-based non-profit 501(c)(3) organization and certified Community Housing Department Organization founded in 1975, seeks to construct eight new attainable homes for residents in need on its vacant two-acre parcel on the north side of the proposed extension of East 20th Avenue. However, this section of East 20th Avenue has not been constructed.

Previously in 2020, the city engineer estimated the cost of constructing the road and sidewalk improvements at $401,131 (construction estimates, including design, engineering and permitting). Subsequently, construction costs have more than doubled. Hence the need to reapply for increased funding. The Northeast CRA has budgeted to cover the ineligible projects costs for this grant as well.

Lake County previously approved the application for $284,000. However, the final funding agreement approval from Housing and Urban Development has been on hold awaiting approval of a Florida State Housing Initiatives Partnership (SHIP) grant award for Homes in Partnership to build affordable homes adjacent to the 20th Avenue extension. Current construction estimates have the total project at $701,304. With approval of this item, staff will reapply for the Lake County CDBG Grant for this project for the full project amount.

Budget Impact:

None at this time.

Strategic Impact:

Goal 1: Economic Development, Goal 2: Infrastructure.

Recommendation:

City Council approve Resolution No. 2022-37.

Attachment(s):

1. Reso No 2022-37.CDBG App.SGS

Prepared by:	Adam Sumner, CRA Administrator	
Reviewed by:	Vince Sandersfeld, Planning and Development Director	Approved - 5/12/2022
	Rita Meade, Deputy Finance Director	Approved - 5/12/2022
	Sherry Sutphen, City Attorney	Approved - 5/12/2022
	Jessica Burnham, City Clerk	Approved - 5/13/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/13/2022
	Patrick Comiskey, City Manager	Final Approval - 5/13/2022

RESOLUTION NO. 2022-37

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION WITH THE LAKE COUNTY OFFICE OF HOUSING & HUMAN SERVICES; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AUTHORIZATION TO EXECUTE AND SUBMIT REVISED GRANT APPLICATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on April 20, 2021, the City of Mount Dora adopted Resolution No. 2021-49, authorizing the submission of a grant application to the Lake County Office of Housing & Human Services to receive a Community Development Block Grant (CDBG) in FY 2021-22, toward the proposed expansion of and improvements to East 20th Avenue; and

WHEREAS, recent increases in the cost of construction have caused the total project cost to nearly double the amount originally estimated by the City Engineer; and

WHEREAS, this cost increase has dictated the need for the City to submit a revised grant application to the Lake County Office of Housing & Human Services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Authorization to Execute and Submit Revised Grant Application. The City is hereby authorized to submit a revised CDBG application to the Lake County Office of Housing & Human Services for constructing the 20th Avenue extension. The Mayor is hereby authorized to execute and submit the application and all required documents for the CDBG program.

SECTION 3. Implementing Administrative Actions. The City Manager, City Attorney, and the Northeast CRA Administrator are hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City pertaining to the CDBG program application, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ___ day of May, 2022.

_____
CRISSY STILE
Mayor of the City of Mount Dora, Florida

ATTEST:

_____
JESSICA BURNHAM
CITY CLERK

For the use and reliance of City of Mount Dora only.
Approved as to form and legality.

_____
Sherry G. Sutphen
City Attorney

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Resolution No. 2022-38, Florida Department of State General Program Support Grant Application

Introduction:
This is an opportunity for Council to authorize the City to apply for a General Program Support Grant from the Department of State.

Discussion:
The General Program Support Grant is a 100% matching grant providing funding to organizations that further the State's cultural objectives through conducting, creating, producing, presenting, staging or sponsoring cultural exhibits, performances, educational programs, or events. Organizations may apply for up to $150,000.00 in state funds to support their arts and cultural programming. The application deadline for this grant is June 1, 2022.
Funding from this grant will supplement the City's vibrant Special Event and Cultural programming, including assisting with performance fees, event promotion, sound equipment and lighting rental, among other necessities for existing and new events yet to be established. The City will benefit from this funding by using this resource to maintain, strengthen, and continue to solidify our identity as a destination and hometown providing cultural and special events of an extraordinarily high quality.

Budget Impact:
The maximum amount awarded is $150,000.00. The City is required to provide a 100% match. The 2022-2023 proposed special event budget will meet the requirements for the match.

Strategic Impact:

- Objective 1.4 Promoting tourism by enhancing Mount Dora as a destination
- Objective 3.1 Identify and seek funding sources

Recommendation:

City Council approve Resolution No. 2022-38, Florida Department of State General Program Support Grant Application.

Attachment(s):

1. Attachment 1 FL Dept of State Program Support Grant Application
2. Resolution 2022-38.Program Support Grant Application.SGS

Prepared by:	Jeanann Hand, Deputy City Clerk	
Reviewed by:	Amy Jewell, Leisure Services Director	Approved - 5/6/2022
	Sherry Sutphen, City Attorney	Approved - 5/12/2022
	Jessica Burnham, City Clerk	Approved - 5/12/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/12/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

GPS/SCP Application

Summary/Application Wizard

1. **Please describe the applicant:**
   - Individual (SCP – Artist Projects or Teaching Artists only)
   - Organization (GPS or SCP)

2. **Select one: (Individual)**
   - Artist Projects – Florida-based practicing professional artists creating and/or presenting original works of art.
   - Teaching Artists – Florida-based practicing professional artists providing arts integration in underserved communities.

3. **Select one: (Organization)**
   - I am an eligible arts and cultural organization seeking funding for my year-round programming (GPS)
   - I am an eligible organization seeking to fund a specific project that is related to arts and culture (SCP)

4. **Please select the statement that best describes your organization's programming: (GPS)**
   - Educational – cultivating the learning and artistic development of all students and teachers by promoting, encouraging, and supporting arts and culture as an integral part of education and lifelong learning for residents and visitors (Arts in Education)
   - Arts and cultural programming such as conducting, creating, producing, staging, or presenting cultural exhibits, performances, educational programs, or events (Discipline-Based)
   - Providing professional services to a county or counties as the ***designated*** Local Arts Agency (Local Arts Agency)
   - Providing professional services to individuals, and/or arts and cultural organizations in at least 40 counties (State Service Organization)

5. **Please select the statement that best describes the purpose of your project: (SCP)**
   - Promote arts and culture in education (Arts in Education)
   - Conducting, creating, producing, staging, or presenting a cultural exhibit, performance, educational program, or event (Discipline-Based)
   - Capacity building, consultant or salary assistance for my Underserved Organization (Underserved Cultural Community Development – UCCD)

6. **Please select the type of Arts in Education you are requesting funding for? (AIE)**

    - Artist Residency - Artist residencies place professional Florida artists in a variety of education and community settings.
    - Arts Partnership - projects that will advance arts education and the development of long-term partnerships through effective collaboration between community arts and cultural organizations, social service agencies, and educational entities.
    - Artist Performances on Tour - provides funding to Florida-based performing artists for touring activities to underserved communities; touring activities include both a performance and an educational component.
    - Teaching Artists - provides funding to Florida-based artists providing educational services in Florida public schools.

7. **Please select the type of assistance your Underserved organization is looking for? (UCCD only)**
    - Capacity Building - for projects that increase administrative or artistic capacity.
    - Consultant - for retaining consultants that can provide specific administrative or artistic needs.
    - Salary Assistance - for the full or partial salary support for one or more positions. The positions must be critical to the mission of the organization.

8. **Select your discipline**.
    - Dance
    - Traditional Arts
    - Literature
    - Media Arts
    - Multidisciplinary
    - Museum
    - Music
    - Presenter
    - Theatre (Community)
    - Theatre (Professional)
    - Visual Arts

9. **What is your Organization's last completed fiscal years Total Operating Income (TOI): (GPS)**

    _____

10. Proposal Title _____

A - Cover Page

Application Type

Proposal Type:

Funding Category:

Discipline:

Proposal Title:

B – Contacts (Applicant Information)

<Display applicant information *read only*>

a. Applicant Name (org or individual)
b. DBA
c. FEID
d. Phone number (with extension if applicable)
e. Principal Address
f. Mailing Address
g. Website
h. Org Type (e.g. non-profit, school board, etc.)
i. Org Category (e.g. public library, SOE, etc.)
j. County
k. UEI #
l. Fiscal Year End Date

1. **Grant Contact**

   The Grant Contact is the primary contact for your grant. This is the person that will be contacted if there are any issues with your application. The contact may be different from the authorizing official who is typically the executive director or a board member. Provide an email address and phone number that will go directly to the contact (if possible), not one for the general organization.

   <Select from Organization Contacts>
   First & Last Name
   Phone Number + Extension
   Email Address

2. **Additional Contact**

   <Select from Organization Contacts>
   First & Last Name
   Phone Number + Extension
   Email Address

3. **Authorized Official**

   Provide the name and contact information for the person authorized to sign contracts on behalf of the organization. This is usually the Executive Director or a board member.

   <Select from Organization Contacts>
   First & Last Name
   Phone Number + Extension
   Email Address

4. **National Endowment for the Arts Descriptors:**

    4.1 Applicant Status _____

    4.2 Institution Type _____4.3 Applicant Discipline _____

C – Eligibility

1. **What is the legal status of your organization?***
    - Florida Public Entity
    - Florida Non-profit, Tax-Exempt

2. **Are all grant activities accessible to all members of the public regardless of sex, race, color, national origin, religion, disability, age or marital status?***
    - Yes (required for eligibility)
    - No

3. **Project start date: (MM-DD-YYYY) - Project End Date: (MM-DD-YYYY) ****
    - Yes
    - No

4. **How many years of completed programming does your organization have?***
    - Less than 1 year (not eligible)
    - 1-2 years (required for eligibility for GPS and SCP)
    - 3 or more years (required minimum to request more than $50,000 in GPS)
5. **Local Arts Agency: Is your organization designated as the Local Arts Agency by the local county commission per s. 265.32, F.S.?***
    - Yes (required for eligibility)
    - No

6. **Traditional Arts: Does your project involve the following? (All required for eligibility)**
    a. **Living Traditions?**
        - **Yes**
        - **No**
    b. **A Folk Community?**
        - **Yes**
        - **No**
    c. **Arts shared informally via oral tradition or observation?**
        - **Yes**
        - **No**

5. **Underserved Cultural Community Development: How is your organization underserved?*** (select all that apply)
   Select the statements that are true for your organization.
    - ☐ Applicant is rural
    - ☐ Applicant is minority
    - ☐ Applicant is lacking in resources

6. **Underserved Cultural Community Development: Total Cash Income***

What is your organization's Total Cash Income for your last completed fiscal year?

_____

7. **Underserved Cultural Community Development – Consultant (Both required for eligibility):**
   Select the statements that are true for your organization. *
   - ☐ Consultant is NOT a member of the applicant's staff or board.
   - ☐ Consultant is NOT in the immediate family of any staff or board members

5. **Arts in Education: Does your organization have an arts education mission and primarily conduct arts in education programming?* (GPS AIE Only)**
   - ○ Yes (required for eligibility)
   - ○ No

6. **Arts in Education - Residency: How many contact hours does this residency include?***

   _____

7. **Arts in Education – Teaching Artists: Applicant is Florida-based practicing professional?***
   - ○ Yes (required for eligibility)
   - ○ No

8. **Arts in Education – Teaching Artists: Applicant provides an extensive arts education program with activities?***
   - ○ Yes (required for eligibility)
   - ○ No

9. **Arts in Education – Teaching Artists: Applicant provides study guides, learning materials, or sample lesson plans?***
   - ○ Yes (required for eligibility)
   - ○ No

10. **Discipline-based – Professional Theatre: Does your organization compensate artistic staff and actors** based on www.equityactors.org**?***
    - ○ Yes (required for eligibility)
    - ○ No

11. Discipline-based - Museum:

The following statements must be true for you to be eligible to apply in the Museum discipline. Check all that apply.*

- ☐ My organization is open to the public for at least 180 days each year.
- ☐ My organization owns or utilizes collections, including works of art, historical artifacts, or other tangible objects (live or inanimate).
- ☐ My organization exhibits these collections, including works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

12. Discipline-based – Multidisciplinary: Is your organization producing 50% or more of your programming?*

- o Yes (required for eligibility)
- o No (You should apply to the Presenting discipline)

13. State Service Organization: Do your organization's services and activities reach at least 40 Florida counties?*

- o Yes (required for eligibility)
- o No

14. Artist Projects and Teaching Artists (All required for eligibility):*

Check all that apply.*

- ☐ I am a Florida resident (proof of residency required).
- ☐ I am at least 18 years of age.
- ☐ I am not enrolled in a degree or certificate program.

15. Teaching Artists: Do you have a Florida Professional Educator's Certificate? (Required for eligibility)*

- ○ Yes
- ○ No

What are your certifications? (1000 characters)

16. Teaching Artists: What is your artistic discipline(s)?

- o Dance
- o Digital/Media Arts
- o Literature
- o Music
- o Theater
- o Visual Arts

17. Teaching Artists: Do you have experience working with students of different socioeconomic backgrounds? Different cultures? Special needs?* (2500 characters)

18. Teaching Artists: What 21st Century skills do you employ?*

- Critical Thinking
- Creativity
- Collaboration
- Communication
- Flexibility
- Information Literacy
- Initiative
- Leadership
- Media Literacy
- Productivity
- Social Skills
- Technology Literacy

19. Teaching Artists: What arts integration practices have you employed?*

- Drawing on students' prior knowledge
- Providing active hands-on learning with authentic problems for students to solve in different ways
- Arranging opportunities for students to learn from each other to enrich their understandings
- Engaging students in reflection about what they learned, how they learned it, and what it means to them
- Using student assessment of their own and peers' work as part of the learning experience
- Providing opportunities for students to revise and improve their work
- Building a positive classroom environment where students are encouraged and supported to take risks, explore possibilities, and where a social cooperative learning community is created and nurtured

In what content areas and grade levels? (1000 characters)

20. Teaching Artists: Do you have experience teaching alone in a classroom? If yes, briefly describe.* (2000 characters)

21. Teaching Artists: Do you have experience co-teaching or collaborating with the classroom teacher? If yes, briefly describe.* (2000 characters)

22. Teaching Artists: How do you assess student learning?*

- Built into assignment
- Exam
- Class observation
- Concept mapping
- Concept tests
- Assessment of group work
- Rubrics
- Other (please specify)

23. Teaching Artists: What are your top priorities/goals/outcomes?*

- to share my art discipline
- to use my art discipline to teach another subject or concept
- for our student to enjoy the learning process
- to expose our students to new thoughts and ideas
- to give our students new tools for self-expression

D – Quality of Offerings

1. **Applicant Mission Statement (Organization) or Artist Statement (Individual)* - (500 characters)**

2. **Programming (GPS)/Project (SCP) Description* (2,000 characters)**
   Briefly describe the project or program for which you are requesting funding. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

   2.1 Programming or Project Goals * (2000 characters)
   Please list at least three goals associated with the project or program for which you are requesting funding.

   Goals: Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked.

   Sample goal: To provide residents and visitors with increased opportunities to view local art and meet local artists.

2.2 Programming or Project Objectives * (2000 characters)
Please list the three corresponding objectives for the goals listed above.

Objectives: Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.

Sample Objective: At least 300 residents and visitors will view local art and be invited to a “meet the artist reception”

2.3 Programming or Project Activities* (2000 characters)
Please list the project or program activities.

Activities: These are the specific activities that achieve the objectives.

Sample Activities: Work with local arts and tourism organizations to promote art shows. Communicate with local art teachers to encourage students to attend shows. Schedule artist commentaries and news articles to promote the shows.

2.4 Partnerships & Collaborations* (2000 characters)
Describe any partnerships and/or collaborations with organizations directly related to General Programming (GPS) or the Specific Cultural Project (SCP). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

3. **Collection Summary (museum)* (5250 characters)**
   Provide a summary of the collection (live or inanimate) and the collection policy including: 1) Size and scope of collection(s) the museum owns or uses; 2) Conservation and care; and 3) Overview/brief list of inventory/registration methods. If you are not a collecting institution answer Not Applicable.

4. **Individual Artist Project* (3500 characters)**
   What makes your project artistically strong? What is your motivation for this project, how will it advance your career and creative practice? What is the artistic context of this project to your creative practice?

E – Impact - Reach

Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

1. **What is the estimated number of events related to this proposal?***
   How many different events will be produced or presented within the grant period as a part of this proposal? Be sure to list different events, not performances. For example: a musical performed 10 times is only one event; a workshop performed one time is one event.

   _____

2. **What is the estimated number of opportunities for public participation for the events?***
   Each event will have one or more opportunities for public participation. For example, a musical performed 10 times is one event with 10 opportunities for public participation.

   _____

   _____

3. **UCCD SALARY ASSITANCE ONLY - How many positions are being supported through the salary assistance grant?**

   _____

4. **How many Adults will participate in the proposed events?***
   Enter the number of individuals over 18 who will be directly engaged with the arts, whether through attendance at cultural events or participation in cultural learning or other types of activities in which people will be directly involved with artists or the arts. This figure should reflect a portion of the total individuals benefiting.

   _____

5. **How many K-12 students will participate in the proposed events through their school?***
   Enter the number of individuals under the age of 18 that are expected to be directly engaged with the cultural activities through their school, whether through attendance at cultural events, participation in cultural learning or other direct contact with artists or the arts. This figure should reflect a portion of the total individuals benefiting.

   _____

6. **How many individuals under the age of 18 will participate in the proposed events outside of their school?***
   Enter the number of individuals under the age of 18 and over that are expected to be directly engaged with the cultural activities not through their school, whether through attendance at cultural events, participation in cultural learning or other direct contact with artists or the arts. This figure should reflect a portion of the total individuals benefiting.

   _____

7. **How many artists will be directly involved?***
   Enter the estimated number of professional artists that will be directly involved in providing artistic services specifically identified with the proposal. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This figure should reflect a portion of the total individuals benefiting. If no artists were directly involved in providing artistic services enter 0.

   Number of artists directly involved? This figure should reflect a portion of the total individuals benefiting. It includes the number of Florida artists directly involved (below)

   _____

   Number of Florida artists directly involved? This figure should reflect a portion of the total artists directly involved.

   _____

   Total number of individuals who will be engaged?* (autopopulate)

   _____

8. **How many individuals will benefit through media?**
   Enter the number of individuals who will benefit through TV, radio, cable broadcast, the internet, or other media.

   _____

9. **Proposed Beneficiaries of Project – Select all groups of people that your project intends to serve directly. For each group, you can select more than one answer if applicable. If your project/program served the general public without a specific focus on reaching distinct populations, then select the "No Specific Group" options.**

9.1 Race Ethnicity: (Choose all that apply)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Other racial/ethnic group
- No specific racial/ethnic group

9.2 Age Ranges (Choose all that apply)

- Children/Youth (0 – 17 years)
- Young Adults (18 – 24)
- Adults (25 – 64 years)
- Older Adults (65+ years)
- No specific age group

9.3 Underserved/Distinct Groups:

- Individuals with Disabilities
- Individuals in Institutions
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- Other underserved/distinct group
- No specific underserved/distinct group

10. Describe the demographics of your service area. 2000 characters)

Demographics are distinct characteristics of a population. Examples include but are not limited to: age, race, ethnicity, religion, gender, income, family status, education, veteran, disability status, and employment.

11. LAA and SSO only - Number of individuals your members/organizations are serving?

12. LAA and SSO only - Select all that apply to your organization? (required, only for SSO and LAA)

- ☐ Advocacy
- ☐ Arts Education
- ☐ Convening of Arts & Culture
- ☐ Community Building
- ☐ Cross-Sector Collaborations
- ☐ Manage/Operate Cultural Facilities
- ☐ Cultural Planning
- ☐ Cultural Tourism
- ☐ Diversity Initiatives
- ☐ Grant Maker – Artists
- ☐ Grant Maker - Organizations
- ☐ Marketing
- ☐ Mentoring/Internships
- ☐ Present Programming
- ☐ Produce Programming
- ☐ Professional Development/Technical Assistance – Artists
- ☐ Professional Development/Technical Assistance – Organizations
- ☐ Professional Development/Technical Assistance - Teachers
- ☐ Public Art

13. Additional impact/participation numbers information (optional) (100 characters)
Use this space to provide the panel with additional detail or information about the impact/participation numbers. Describe what makes your organization/programming unique.

14. In what counties will the project/program actually take place?*
Select the counties in which the project/programming will actually occur. For example, if your organization is located in Alachua county and you are planning programming that will take place in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. Please do not include counties served unless the project or programming will be physically taking place in that county.

- □ <list of Florida counties>

15. What counties does your organization serve?

Select the counties in which your organization provides services. For example, if your organization is located in Alachua County and you provide resources and services in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. This might include groups that visit your facility from other counties.

[List of Florida counties]

16. Describe your virtual programming. Only for applicants with virtual programming. (2500 characters)

Briefly describe any virtual programming that you provide to the public. This information should include who is able to access the programming and any payment structure.

16. Proposal Impact* (3500 characters)

How is your organization benefitting your community? What is the economic impact of your organization?

Organizations: Include education and outreach activities.

Solo or Individual Artists: Include any positive social elements and community engagement anticipated from the project.

17. Marketing and Promotion* (3500 characters)

How are your marketing and promoting your organizations offerings?

- ☐ Billboards
- ☐ Brochures
- ☐ Collaborations_____
- ☐ Direct Mail
- ☐ Email Marketing
- ☐ Magazine
- ☐ Newsletter
- ☐ Newspaper
- ☐ Pay Per Click (PPC) Advertising
- ☐ Podcast
- ☐ Radio
- ☐ Organic Social Media
- ☐ Paid Social Media
- ☐ Television
- ☐ Other_____

F – Impact – Diversity, Equity and Inclusion

1. **Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility.* In addition to your facility, what specific step are you taking to make your programming accessible to persons of all abilities and welcoming to all members of your community? (3500 characters)**

   For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility. We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

   Individual or Solo Artists: Skip questions 2-5 and move on to section H.

2. **Policies and Procedures***
   The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display.

Does the applicant have policies and procedures (including a complaint process) that address non-discrimination on the basis of sex, race, color, national origin, religion, disability, age, or marital status?

- Yes
- No

3. Staff Person for Accessibility Compliance*

Does the applicant have a staff person that is responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and Florida Statutes 553? There should be a designated staff person at your organization even if the program will be held at a facility that you do not own or rent.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the

requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display.

- Yes
- No

If yes, what is the name of the staff person responsible for accessibility compliance?

_____

2. **Section 504 Self Evaluation***
   Has the applicant completed the Section 504 Self Evaluation Workbook or the Abbreviated Accessibility Checklist (only for first time self-evaluations) from the National Endowment for the Arts? You should complete the workbook or checklist even if the program will be held at a facility that you do not own or rent. You can find the workbook and checklist at dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility.
   - Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.
   - Yes, the applicant completed the Abbreviated Accessibility Checklist.
   - No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

   If yes, when was the evaluation completed?
   For maximum points, the evaluation must have been completed in the last 2 years.
   _____ (month/year)

3. **Does your organization have a diversity/equity/inclusion statement?**
   - Yes
   - No

   If yes, include here. (500 characters)

4. **Accessibility includes other factors besides physical. What efforts has your organization made to provide programming for all? (2000 characters)**

5. **Describe the Diversity of your staff, volunteers, and board members. (1000 characters)**

6. **Artist Project:**

Please identify Division Goals addressed by your project (check all that apply)*

- Building the economy and creative industries
- Enhancing education through arts and culture
- Advancing leadership in arts and culture in the state and nation
- Promoting healthy, vibrant, and thriving communities
- Advancing a sense of place and identity

7. 1 Describe how you are addressing these goals. (2000 characters)

G – Track Record

Artist Performances on Tour and Teaching Artists: skip to Section H of the application.

1. Organization History* (2000 characters)

Briefly describe your organization's history including founding dates and significant changes in management, location, mission, etc. Also, include major accomplishments and program growth, adaptation to external factors and significant relationships and partnerships.

2. Fiscal Condition and Sustainability* (2000 characters)

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

2.1 Artist Projects only. (2000 characters)

Describe your ability to complete the proposed project. Include examples of successfully completed projects.

3. **Project/Program Evaluation* (2000 characters)**

How will you determine if your Goals and Measurable Objectives are achieved? Who will conduct the evaluation, and who will the evaluation target? What methods will be used to collect participant feedback? (Surveys, evaluation forms, interviews, etc.) When will you collect the information, and how will it be used to inform future programming?

3.1 Describe the expected outcomes of the project. How will you determine the success of the project? (Maximum characters 2000)

4.Completed Fiscal Year End Date*

What is the end date for the applicant's last completed fiscal year? Fiscal year must be completed by the application deadline.

_____

5.Operating Budget Summary*

Summarize organization operating expenses and income in the listed budget categories using actual numbers from your last completed fiscal year, expected numbers from your current fiscal year, and projections for your next fiscal year. The last completed fiscal year should reflect the actual budget.

<Insert operating budget in table provided>

6. Additional Operating Budget Information (optional) (1000 characters)

Use this space to provide the panel with additional detail or information about the operating budget. Please explain any deficits, excess revenue, or major changes to any line items or budget totals. If not applicable, write “not applicable.”

7. Paid Staff*

Select the statement that is most true about your organization.

- o Organization has no paid management staff.
- o Organization has at least one part-time paid management staff member (but no full-time)
- o Organization has one full-time paid management staff member
- o Organization has more than one full-time paid management staff member

8. Hours*

- o Organization is open full-time
- o Organization is open part-time

9. Does your organization have a strategic or long-range plan?

- o Yes
- o No

H – Track Record

1. **Rural Economic Development Initiative (REDI) and Underserved Waiver***
   Applicants located in counties or communities that have been designated as a rural community in accordance with Section 288.0056 and 288.06561, Florida Statutes, may request a waiver of matching requirements. You may view a list of REDI counties at floridajobs.org/community-planning-and-development/rural-community-programs/rural-definition.

   Are you in a REDI county or community or considered Underserved and requesting a waiver?
   - Yes
   - No

2. **Proposal Budget Expenses**
   Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at dos.myflorida.com/cultural/grants/grant-programs

   The expense section contains three columns:
   a. Grant funds (these are the funds you are requesting from the state)
   b. Cash Match (theses are earned or contributed funds supplied by your organization
   c. In-kind (the value of donated goods and services)

   Do not include any non-allowable expenses in the proposal budget. (See: non-allowable expenses).

   For General Program Support the Proposal Budget should match the operating budget minus any non-allowable expenses (see non-allowable expenses).

   For Specific Cultural Projects the Proposal Budget expenses must equal the Proposal Budget income.
   <Insert proposal budget expenses in table provided>

   Amount of Grant Funding Requested: _____
   Match Amount: _____

3. **Proposal Budget Income**
   Detail the expected source of the cash match (middle column) your organization will be using in order to match the state funds (first column) outlined in the expense section. Use the budget categories listed below. Do not include your grant request (first column) or in-kind (third column). Include only income that specifically relates to the proposal. The Proposal Budget income must equal to the Proposal Budget cash match in the expenses.

   <Insert match sources in table provided>

4. **Additional Proposal Budget Information (optional) (1000 characters)**
   Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

H – Attachments and Support Materials

Complete the support materials list using the following definitions.

- **Title**: A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description**: (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.
- **File**: The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

1. **Required Attachments List**

Please upload your required attachments in the spaces provided.

Substitute W-9 Form (you can get the form at flvendor.myfloridacfo.com)*

Choose file:	Upload file

Federal 990 Form (most recently completed)*

Choose file:	**Upload file**

Consultant's Resume*

Choose file:	Upload file

Work Sample*

Choose file:	Upload file

Resumes of Significant Personnel*

Choose file:	Upload file

List of Recent Tours*

Include city/county/state, venue, and audience impact numbers.

Choose file:	Upload file

Educational Materials*

Samples of study guides, materials, hand-outs, lesson plans, and other educational materials used in activities and residencies.

Choose file:	Upload file

Standard Contract*

Provide a copy of the artist's standing touring contract with all riders.

Choose file:	Upload file

Promotional Materials/Press Kit*

Choose file:	Upload file

Documentation of official Local Arts Agency designation*

All Local Arts Agency applicants must provide documentation (letter, proclamation or official meeting minutes) of official designation by one or more county commissions. This includes county arts councils established in accordance with section 265.32, Florida Statutes.

Choose file:	Upload file

2. **Support Materials (required) ***

At least one (1) Support Material is required to be submitted with the application. Attachments and support materials will not be accepted by any other method including email and fax. See the guidelines for additional information.

Title

_____

File

To add a support material, enter a title and optional description. Then select a file and click the Upload File button.

Choose file:	Upload file

Description (optional)

Additional details about the support materials that may be helpful to staff or panelists.

_____

I – Notification of International Travel

In accordance with Section 15.182, *Florida Statutes*, the grantee shall notify the Department of State of any international travel at least 30 days before the date the international travel is to commence or, when an intention to travel internationally is not formed at least 30 days in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. Notification shall include date, time, and location of each appearance.

☐ I hereby certify that I have read and understand the above statement and will comply with Section 15.182, *Florida Statutes*, International travel by state-funded musical, cultural, or artistic organizations; notification to the Division of Arts and Culture.

J – Florida Single Audit Act

In accordance with Section 215.97(2)(a) and 215.97(8)(a), *Florida Statutes*, and the policies and procedures established by the Division of Arts and Culture, the grantee is required to certify annually if your organization with FEIN (insert FEIN here) expended $750,000 or more from all combined state sources and all combined federal sources during your organization's fiscal year. If your organization has exceeded the threshold of $750,000, your organization will be required to comply with the Florida Single Audit Act. You will be required to complete a separate certification form in dosgrants.com following the close of your fiscal year.

☐ I hereby acknowledge that I have read and understand the above statement and will comply with Section 215.197, *Florida Statutes*, Florida Single Audit Act and the policies and procedures established by the Division of Arts and Culture.

K – Review & Submit

1. Guidelines Certification

☐ I hereby certify that I have read and understand the guidelines and all application requirements for this grant program outlined under section 265.701, *Florida Statutes* and incorporated by reference into Rule 1T-1.036, Florida Administrative Code.

2. Review and Submit

□ I hereby certify that I am authorized to submit this application on behalf of **[Organization Name]** and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

Signature (enter first and last name)

RESOLUTION NO. 2022-38

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE FLORIDA DEPARTMENT OF STATE GENERAL PROGRAM SUPPORT GRANT APPLICATION; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AUTHORIZAITON TO SUBMIT GRANT APPLICATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mount Dora is known for its special events and cultural programming; and

WHEREAS, the Florida Department of State General Program Support Grant has a 100% grant matching program to assist with funding for organizations which further Florida's cultural objectives; and

WHEREAS, the City is in need of funding to assist with performance fees, event promotion, sound equipment, lighting equipment and other event related necessities to help maintain, strengthen and solidify its reputation as a destination with high quality special events and cultural programs; and

WHEREAS, the City has determined that it is in the best interest of its citizens of Mount Dora to submit a grant application for the Florida Department of State General Program Support Grant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Authorization to Submit Grant Application.

A. The City Manager is hereby authorized to prepare and submit a grant application, and proposal for the Florida Department of State General Program Support Grant, related to the desired funding to assist with performance fees, event promotion, sound equipment, lighting equipment and other event related necessities.

B. The Mayor is hereby authorized to execute the application or associated documentation necessary or required to apply for the grant as set forth herein.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the Florida Department of State General Program Support Grant application, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of May, 2022.

_____
CRISSY STILE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____
Jessica Burnham
City Clerk

For the use and reliance of City of Mount Dora only. Approved as to form and legal sufficiency.

_____
Sherry G. Sutphen, City Attorney

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Resolution No. 2022-31, Florida Department of State Historical Resources Grant Application - Archives Project Assistant

Introduction:

The Department of State, Division of Historical Resources Small Matching Grant Program provides state and federal funds for historic preservation ($50,000 maximum), including contract employees who complete specific historical projects.

Discussion:

The purpose of the Division of Historical Resources' Small Matching Grant program is to provide funding to assist local, regional and state-wide efforts to preserve significant historical and archaeological resources and to promote knowledge and appreciation of the history of Florida. This program provides historical preservation grants on a competitive basis. Qualified cities are eligible for a waiver for the matching requirement (including Mount Dora). The application deadline is June 1, 2022 and the awards will be announced on July 1, 2022. If awarded, funds will become available after July 1, 2023.

Mount Dora has a wealth of historical documents residing in an established physical archives, as well as a digital repository (launched in 2018), both administered by library staff. Several new collections have been identified as significant to the town's historical and cultural legacy and warrant meticulous organization and description beyond the scope of the volunteers. For the grant, an Archives Project Assistant is being proposed for a 25-hour/week position for the period of one year, at a proposed salary of $24/hour, for a total one-year contract value of $31,200.

This position would conceptualize, organize, publish and market the following three new collections, alongside existing volunteers conducting all the scanning (all overseen by the Library Manager):

- Personal papers of Mabel Norris Reese
- Mount Dora's Downtown by the Decades

- Mount Dora's Chautauqua

This position would also be responsible for integrating the archives' records into the Lake County Library System's catalog, providing an additional layer of findability for these historical images.

The key deliverables will be all three collections published separately within the www.MountDoraArchives.com collection, including finding guides and detailed and compelling metadata, as well as entry of all digitized items into the library's catalog. Included in the Mabel Norris Reese collection work will be developing materials for a traveling exhibit of the Mabel Norris Reese collection and coordination with the Mount Dora Historical Society to include relevant materials from their archives into the new collections. Production supplies include printing, paper, signage and materials costs for displays, which are estimated at $3,000. The grant amount being sought is $34,200.

If approved, the application (EXHIBIT #1) will be submitted by the June 1, 2022 deadline. The application will then be resubmitted for final City Council ratification.

Budget Impact:

If awarded, the net effect of this award on the City's budget in fiscal year 2023-24 will be zero, other than the grant writer's fee, which is included in the Library's 2022-23 budget.

Grant revenue GL #001-0000-334.70-01
Contract employee wages GL #001-1330-571.34-01
Supplies GL #001-1330-571.52-01

Strategic Impact:

Continued development of Mount Dora's history and significance over the decades in a professional, appealing webpage enhances Mount Dora's tourism efforts.

Recommendation:

Recommend staff apply for the Florida Department of State Historical Resources Grant application for an Archives Project Assistant.

Attachment(s):

1. Attachment 1 EXHIBIT #1 - DOS Small Matching Grant Application
2. Resolution 2022-31.Historical Resources Grant Application.SGS (002)

Prepared by:	Jeanann Hand, Deputy City Clerk	
Reviewed by:	Cathy Lunday, Library Manager	Approved - 5/5/2022
	Sharon Kraynik, Human Resources Director	Approved - 5/6/2022
	Sherry Sutphen, City Attorney	Approved - 5/12/2022
	Jessica Burnham, City Clerk	Approved - 5/12/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/12/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

Small Matching Grant Application

A - Organization Information

<Display applicant information *read only*>

a. Applicant Name (org or individual)
b. FEID
c. Phone number (with extension if applicable)
d. Principal Address
e. Mailing Address
f. Website
g. Org Type (e.g. nonprofit, school board, etc.)
h. Org Category (e.g. public library, SOE, etc.)
i. County
j. DUNS number

1. Designated Project Contact*

The project contact is the applicant organization's primary contact for the application review process. In addition to being available to answer questions from Division staff regarding the proposed project and application, the project contact is usually the individual who will be administering the project, if it is funded.

<Select from Organization Contacts>
First & Last Name
Phone Number + Extension
Email Address

2. Authorized Official*

Provide the name and contact information for the person authorized to sign contracts on behalf of the organization. This is often an Executive Director, President, board member, city manager, county administrator, etc.

<Select from Organization Contacts>
First & Last Name
Phone Number + Extension
Email Address

3. Certified Local Governments (CLG)*

Only governmental entities that are Certified Local Governments (CLG) in good standing are eligible to receive **Federal** funds for the Survey, Planning, and National Register Nomination project categories. CLGs may also apply for state funds for projects in **other** categories (Heritage Education and Historical Marker projects). No more than two (2) applications, one for federal funding and one for state funding, may be submitted under a single application deadline.

Are you a CLG in good standing? What is a CLG?

- o Yes
- o No

3.1. If yes, is this an application for federal or state funding?

- o Federal (Survey, Planning, and National Register Nomination project types only)
- o State (Heritage Education and Historical Marker project types only)

3.2. If yes, provide the following:

Congressional District Number(s)

Congressional District Number of U.S. Congressional Representative for the Project Location (find your legislators on flsenate.gov)

_____

4. Florida Main Street Programs*

Are you an Active Florida Main Street community designated as such pursuant to Chapter 1A-36, Florida Administrative Code?

- o Yes
- o No

5. Applicant Grant Experience and History*

5.1. Has the applicant received previous grant assistance within the past five years from any source?*

- o Yes
- o No

5.2. If yes, for each grant specify the year of the grant award, grant number, grant project name, the granting entity, the grant award amount, and its current status. Make sure to include any grants awarded by the Division or other State grants.

Year	Grant No.	Grant Project Name	Granting Entity	Grant Amount	Open/Closed

5.3. Has the applicant applied for additional grant assistance from other State or Federal funding sources, including from other divisions of the Department of State, for the same Scope of Work activities within the same fiscal year?*

- o Yes
- o No

5.4. If yes, for each application specify the grant project name, the granting entity, the grant program, the grant request amount, date of application, and its current status.

Grant Project Name	Granting Entity	Grant Program	Grant Request Amount	Date of Application	Current Status

6. **Proposed Project Team***
   Please list those persons who will be directly involved with the administration of the grant should this application be successful. This should include the Project Contact listed and all other individuals who will have a role in the execution of the grant project. Please list below the individuals' names, roles for the project or titles within the applicant organization, and contact information. The curricula vitae/resumes of the proposed project team are to be uploaded in the Support Materials section of this application.

Key Project Person	Project Role or Title	Email	Phone Number and Extension

7. **Applicant staffing and hours***
   Select the option that best describes your organization.
   - o Organization is open at least 40 hours per week and has at least one paid staff member in a management position
   - o Organization has some paid staff but they are not full-time
   - o Organization is open part-time and has volunteer staff

B - Project Information

1. Project Type*
Select the project type for which grant funds are requested. If you are unsure of which type to select, please refer to the definition beneath each project type. If the incorrect project type is selected for the proposed scope of work, the application will be declared ineligible. Projects involving Development activities must apply for Special Category grant funding.

- o **Survey Project**
  Projects which identify, document and evaluate historic or archaeological resources individually or within historic or archaeological districts or areas being investigated for the potential of becoming historic districts or zones, or updating previous surveys.

- o **Planning Project**
  Planning projects necessary to guide the long term preservation of historic resources or a historic district, including preparation of historic structure reports, condition assessments, architectural drawings and construction documents, predictive modeling, preparation of preservation or management plans, and design or preservation guidelines. Planning activities on historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades.

- o **National Register Nominations Project**
  Projects that prepare a nomination to the National Register of Historic Places for an individual Historic Property or a nomination for a historic or archaeological district or a thematic or multiple resource group nomination. The resource(s) or proposed district must have been determined eligible for the National Register of Historic Places by the

Division prior to applying for the grant. Preparation of National Historic Landmark designation nominations shall not be allowable for Small Matching grant funding.

- **Heritage Education Project**
  Projects aimed at increasing public understanding and awareness of the history of Florida and the importance of its historical and archaeological resources and their preservation, either in general or for specific sites, properties or collections. This may include proposals such as walking tours brochures, education material for school children, interpretive signage, videos illustrating historic preservation principles, small educational exhibits, preservation of historical records through digitization and educational apps related to the history of Florida and/or its historical and archaeological resources. Exhibits must not be permanently affixed to the building.

- **Historical Marker Project**
  Projects which assist with the acquisition of state markers for which texts (monolingual or bilingual) have been approved by the State Historical Marker Council prior to applying for the grant.

2. Project Title and Location Information*
The title should reflect the name of the property, site, area and/or the goals of the proposed project. The title should be consistent with previous applications/awards. (For example, Pensacola Maritime Heritage Trail, Archaeological Survey of Deering Estate, etc.)

2.1. Project Title*

_____

2.2. Name of Property (if applicable)

_____

2.3. Street Address (primary location where the proposed project will be carried out)

_____

2.4. City (location of the proposed project)*

_____

2.5. Primary County (location of the proposed project)*

_____

C – Historical Significance

1. Historical Designation*
Indicate the type of historical designation currently held by the historic resource(s) that are the subject of the project, if any. For properties or sites that have been listed in the National Register or are contributing properties or sites within a National Register District, provide the date that the property, site or district was listed. Should you have questions regarding the National Register status of a property or site, contact the Division's National Register Staff at 1.800.847.7278 or 850.245.6300.

1.1. Type of Historical Designation*

- ☐ Individual National Register Listing(s)

- ☐ National Register District - Contributing Resources
- ☐ National Historic Landmark Designation
- ☐ Individual Local Designation
- ☐ Local Designated District - Contributing Resources
- ☐ No Historical Designation

1.2 Historical Designation details.
Provide the name of the property, site or district (as it is listed in the National Register) and the date of designation or listing.

Property Name	Date Designated

2. Historical Significance

2.1. Explain the historic significance for the property, site, information or resource(s) that is the subject of the proposed project (Maximum characters 1500)*

2.2. For projects associated with Historic Structures and Archaeological Sites, enter the Florida Master Site File (FMSF) Number (ex. 8ES1234). For multiple site forms, separate with a semicolon (;). If no FMSF form exists, applicants may be required to complete one as part of the requirements in a grant award agreement.

_____

2.3. For Historic Property, Indicate Year of the Original Construction (enter Year only)

_____

2.4. For Archaeological Sites, provide the Cultural Affiliation of the Site and Dates of Use or Occupation (Maximum characters 300)

D - Project Specifics

1. Scope of Work (Maximum characters 5000)*

In the space provided below, briefly describe the scope of work for the project for which funding is requested. List the work items that will be completed during the grant period using the funds requested and the required match.

2. Tentative Project Timeline (remember this is a 12 month grant period)*

Please specify the start and end month and year below; indicate all major elements of the project for which funding assistance is requested, the anticipated time required to complete each element, and the planned sequence of these activities. Grants, if awarded, will begin July 1 of the year funds are appropriated. **Projects should be completed within 12 months.**

Work Item	Starting Date	Ending Date

3. Survey Projects*

3.1. Indicate the types of historical resources to be surveyed (Maximum characters 1000.).*

3.2. Newly Recorded Sites*

Provide an estimate of the number of Florida Master Site Forms that will be produced by the survey for newly recorded sites.

3.3. Florida Master Site File Updates*

(Note: Surveys that record or update site file forms for more than 10 historic properties or archaeological sites must produce paper Florida Master Site Forms and also submit the site file data using the electronic forms provided by the Florida Master Site File.)

3.4. Enter the acreage of the area to be surveyed.*

3.5. For archaeological survey projects, what is the size of the archaeological site(s) to be investigated? Alternatively, what is the estimated quantity of artifacts projected to be analyzed? (Maximum characters 500)*

Please specify in # of acres or artifacts.

3.6. Will you be hiring or contracting with professional historic preservation and/or archaeological services?*

- o Yes
- o No

3.7. If no professionals are projected to be hired, explain why. (Maximum characters 500)

3.8. Local Protection*

Indicate the level(s) of local protection currently afforded the project historic property or site and upload a copy of the local protection documents in the Support Materials section of this application.

Local Protection Level(s)*

- ☐ Local Ordinance Design Review
- ☐ Preservation or Conservation Easement
- ☐ Protective/Restrictive Covenant
- ☐ Maintenance Agreement/Long Term Lease
- ☐ Other
- ☐ None

4. Planning Projects*

4.1. How will the product(s) be made available to others in the community? (Maximum characters 500)*

4.2. Will you be hiring or contracting with professional architectural/engineering or historic preservation services?*

- o Yes
- o No

4.3. If no professionals are projected to be hired, explain why. (Maximum characters 500)

4.4. Local Protection*

Indicate the level(s) of local protection currently afforded the project historic property or site and upload a copy of the local protection documents in the Support Materials section of this application.

Local Protection Level(s)*

- ☐ Local Ordinance Design Review
- ☐ Preservation or Conservation Easement
- ☐ Protective/Restrictive Covenant
- ☐ Maintenance Agreement/Long Term Lease
- ☐ Other
- ☐ None

5. National Register Nomination Projects*

5.1. Has the Division of Historical Resources, Bureau of Historic Preservation, Survey and Registration Section determined the resource(s) or proposed district to be eligible for the National Register of Historic Places?*

Evidence of review and determination of eligibility by the Division of Historical Resources, Bureau of Historic Preservation, Survey and Registration Section must be provided in the Support Materials section of this application. Should you have questions regarding the National Register status of a property or site, contact the Division's National Register Staff at 1.800.847.7278 or 850.245.6300

- o Yes
- o No

5.2. Will a Multiple Property Cover nomination be produced?*

- o Yes
- o No

5.3. Discuss whether the proposed project entails individual or district nominations (Maximum characters 500)*

5.4. Will you be hiring or contracting with professional architectural historian/historic preservation services?*

- o Yes
- o No

5.5. If no professionals are projected to be hired, explain why. (Maximum characters 500)

5.6. Local Protection*

Indicate the level(s) of local protection currently afforded the project historic property or site and upload a copy of the local protection documents in the Support Materials section of this application.

Local Protection Level(s)*

- ☐ Local Ordinance Design Review
- ☐ Preservation or Conservation Easement
- ☐ Protective/Restrictive Covenant
- ☐ Maintenance Agreement/Long Term Lease
- ☐ Other
- ☐ None

6. Historical Markers Projects*

6.1. Has the Historical Marker Council approved the text for the Historical Marker?*

Evidence of review and approval by the Historical Marker Council must be provided in the Support Materials section of this application.

- o Yes
- o No

6.2. Provide the approved text for the Historical Marker.*

7. Heritage Education Projects*

7.1. How many minutes/pages is the product(s)?*
For example: "3 page brochures, 30 minute videos, 1 website, etc."

_____

7.2. How many copies of the product(s) will be produced?*

_____

7.3. Explain how the project/product(s) will be distributed. (Maximum characters 500)*
(Products should be distributed free of charge.)

7.4. Will you be hiring or contracting with professional educational/historian services?*

- o Yes
- o No

7.5. If no professionals are projected to be hired, explain why. (Maximum characters 500)

8. Does the proposed project entail a partnership with any other local entity?*

- o Yes
- o No

8.1. If yes, describe their participation to date and anticipated further participation in this project.

9. Demonstrated Need (Maximum characters 1500)*

Discuss the demonstrated need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources, including any immediate threats to the historical property/ies, historic resources or materials, archaeological sites or historical information that is the subject of the proposed project. Documentation material, such as newspaper articles, are to be uploaded in the Support Materials section of this application.

E – Budget and Match

1. Rural Economic Development Initiative (REDI) Waiver of Match Requirements*

Applicants with projects located in counties or communities that have been designated as a rural community in accordance with Section 288.0656 and 288.06561, Florida Statutes, may request a waiver of matching requirements. (Waivers are not available for Historical Marker Project types. State agencies, state colleges, and state universities are not eligible for a REDI match waiver, regardless of project location.)

1.1 Are you requesting a waiver? Is my project in a REDI Community?

- o Yes
- o No

1.2. Are you a state agency, state college, or state university?

- o Yes
- o No

2. Project Budget and Match*

2.1. Grant Funds and Match*

List work items and associated estimated expenses and how they will be paid (from match, the grant or both). Only include expenses that are specifically related to the project. Refer to the program Guidelines for examples of non-allowable expenses (available at FLheritage.com/grants). Expenses may include an actual amount to be paid or the value of an in-kind contribution.

Small Matching grants require a 100% (i.e., 1:1) match unless exempted by the program Guidelines. Applicant Organizations that are Florida Certified Local Government (CLG) or Florida Main Street communities are not required to provide a match. Applicant Organizations applying for projects located in REDI areas are not required to provide a match (exception: Historical Marker Projects and applicants that are agencies of state, state colleges and state universities are not eligible for the REDI match waiver).

Round amounts to the nearest dollar. Rows must have a value in Grant Funds, Cash Match or In-Kind Match. If all three columns are 0 or blank, the row will not be saved.

The amount of grant funds requested in this application will be the total in the “Grant Funds” column. The total amount of the “Cash Match” column must equal or exceed 25% of the total combined match (cash and in-kind).

#	Work Item	Grant Funds	Cash Match	In-Kind Match	Total
	Totals:	$0.00	$0.00	$0.00	$0.00

Grant Funds Requested: _____
Total Match Amount: _____
Project Total Budget: _____

2.2. Additional Budget Information/Clarification

Use this space to provide additional detail or information about the proposal budget as needed. For example, where the relationship between items in the budget and the objectives of the proposed project may not be obvious, provide clarification regarding the necessity for or contribution of those work items to the successful completion of the project.

3. Completed Project Activities.

Provide a summary of the project-related activities completed at the time of application submittal. Such activities may include architectural studies or plans, preservation planning activities or historical or archaeological research accomplished. You cannot be reimbursed for any work that is completed before the grant period begins.

Activity Description	Date Completed	Cost/Value	Delete

4. Operating Forecast. (Maximum characters 500)*

Describe source(s) of funding for necessary maintenance, program support and/or additional expenses warranted to sustain the proposed project after the grant period.

F –Property Information

1. Property Ownership (for site-specific projects).
Enter name of the Property Owner and choose the appropriate owner type. If applicant is not the owner of the property, the applicant must secure Property Owner concurrence. The applicant shall provide a letter from the Property Owner that documents that the applicant has the permission of the Property Owner of record to conduct the proposed project on the owner's property and that the Property Owner is in concurrence with this application for grant funding. This letter shall be uploaded in the Support Materials section of this application. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.

1.1. Does your organization own the property?*

- o Yes
- o No
- o Not Applicable

1.2. Property Owner

_____

1.3. Type of Ownership

- o Non-profit Organization

- o Private Individual or For-Profit Entity
  Note: Properties owned by private individuals or for-profit entities are not eligible for grant funding with the exception of site-specific archaeological projects that entail fieldwork being undertaken by an eligible applicant organization.
- o Governmental Agency

G –Impact

1. Annual Visitation*

1.1. What is the estimated or anticipated Annual Visitation for the project property or site?*
For education products, please list the estimated annual distribution, downloads or web hits.

_____

1.2. What is the basis of these estimates? (Maximum characters 200)*

2. Anticipated Economic Impact (Maximum characters 1500)*

Explain the direct economic impact this project will have on the surrounding community. Include any information regarding number of jobs it will provide, if known.

3. Benefit to Underrepresented Communities (Maximum characters 1500)*
Describe any direct benefit the project will have on underrepresented communities, such as minority groups and/or people with disabilities. If project includes media content, describe accessibility methods to be used (e.g. voice over, closed captioning, etc.)

4. Educational Benefits and Public Awareness (Maximum characters 1500)*
Explain how the proposed project will educate the public on issues related to historic preservation, Florida history and/or heritage preservation.

H –Support Materials

1. Non-Profit Status*

Choose file:	Upload file

2. Substitute W-9 Form (available at DFS website https://flvendor.myfloridacfo.com)*

Choose file:	Upload file

3. Documentation of Confirmed Match*
Consult the program Guidelines for suitable documentation evidencing match (FLheritage.com/grants/)

Choose file:	Upload file

4. Letters of Support
Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the applications will be reviewed and scored.

Choose file:	Upload file

5. Photographs*
Photographs are used to further inform Panelists and should relate to the proposed project, depicting the associated property, site, resources, or collection in its current state. Historical images are also welcome.

Choose file:	Upload file

6. Representative Image*

Upload a single representative image of the property or project to be used in the application review meeting that conveys the theme or purpose of the proposed project. For projects directed at historic properties or sites, this should be a recent image of the front of the building or site.

Choose file:	Upload file

7. Proposed Project Team Support Documents*

Provide the curricula vitae/resumes of the proposed project team as listed in Section A.6 of the application.

Choose file:	Upload file

8. Florida Historical Marker Council Support Documents (for Historical Marker Projects only)*

Choose file:	Upload file

9. National Register Eligibility Determination Documents (for National Register Nomination Projects only)*

Submit evidence of review and determination of eligibility by the Division of Historical Resources, Bureau of Historic Preservation, Survey and Registration Section.

Choose file:	Upload file

10. Documentation of Demonstrated Need*

Choose file:	Upload file

11. Local Protection (for Survey, Planning and National Register Nominations Projects only

Provide copies of any documents that provide local protection of the project site**)***

Choose file:	Upload file

12. Owner Concurrence Letter (for site-specific projects only)*

Provide a letter that documents that the applicant has the permission of the owner of record (if the Property Owner is not the applicant) to conduct the proposed project on the owner's property and that the owner is in concurrence with this application for grant funding. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter. Note that, for other than site-specific archaeological projects that entail fieldwork being undertaken by an eligible applicant, the owner must be a Non-profit Organization or agency of government.

Choose file:	Upload file

13. Optional Materials

Applicants may attach materials not specifically requested by the Division that support the application.

Title

File

To add a support material enter a title and optional description. Then select a file and click the Upload File button.

Choose file:	Upload file

Description (optional)
Additional details about the support materials that may be helpful to staff or panelists.

I –Review and Submit

1. Review and Submit*

☐ I hereby certify that I am authorized to submit this application on behalf of _____ and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1 Signature (enter first and last name)*

_____

RESOLUTION NO. 2022-31

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE FLORIDA DEPARTMENT OF STATE HISTORICAL RESOURCES GRANT APPLICATION; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AUTHORIZATION TO SUBMIT GRANT APPLICATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mount Dora maintains a plethora of historical documents, both in physical form and through a digital repository; and

WHEREAS, the Florida Division of Historic Resources has a small matching grant program for the purpose of assisting governmental entities with efforts to preserve significant historical and archaeological resources maintained in Florida; and

WHEREAS, the City is in need of an Archives Project Assistant for a period of one-year to assist with conceptualizing, organizing, publishing and marketing new collections and integrating the records into the Lake County Library System's catalog for an additional layer of findability; and

WHEREAS, the City has determined that it is in the best interest of its citizens of Mount Dora to submit a grant application for the Florida Division of Historical Resources Small Matching Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Authorization to Submit Grant Application.

A. The City Manager is hereby authorized to prepare and submit a grant application, proposal, and any necessary waiver documentation, required for the Florida Division of Historical Resources Small Matching Grant Program, related to the desired Archives Project Assistant.

B. The Mayor is hereby authorized to execute the application or associated documentation necessary or required to apply for the grant as set forth herein.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to the Historical Resources Small Matching Grant program application, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of May, 2022.

_____
CRISSY STILE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____
Jessica Burnham
City Clerk

For the use and reliance of City of Mount Dora only. Approved as to form and legal sufficiency.

_____
Sherry G. Sutphen, City Attorney

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Meeting Minutes
- April 25, 2022 City Council Work Session Minutes
- May 3, 2022 Regular City Council Minutes

Introduction:
This is a request for City Council to approve meeting minutes.

Discussion:
The City Clerk prepares minutes and presents them to City Council as an opportunity to make suggestions or corrections prior to final approval.

Budget Impact:
N/A

Strategic Impact:
N/A

Recommendation:
City Council to approve Meeting Minutes.

Attachment(s):
1. April 25, 2022 City Council Work Session DRAFT
2. May 3, 2022 Regular City Council Minutes DRAFT

Prepared by: Jeanann Hand, Deputy City Clerk
Reviewed by: Jeanann Hand, Deputy City Clerk — Approved - 5/6/2022
Jessica Burnham, City Clerk — Final Approval - 5/12/2022

CITY OF
MOUNT DORA, FLORIDA
WORK SESSION
MINUTES

APRIL 25, 2022
CITY HALL
510 N. BAKER ST.
MOUNT DORA, FL 32757

CALL TO ORDER

Having been duly advertised as required by law, Mayor Crissy Stile called the Work Session of City Council to order at 10:30 A.M. in the Mount Dora Council Chambers.

ROLL CALL

Members Present
Crissy Stile, Mayor
Marc Crail, Vice-Mayor
John Cataldo, District 1
Cal Rolfson, District 2
Austin Guenther, District 3
Nate Walker, District 5

Members Not Present
Doug Bryant, At-Large

DISCUSSION ITEMS

1. Economic Development Strategic Plan Update

   Misty Sommer, Economic Development Manager, presented the City Council with a presentation which is attached as Exhibit "A."

   Ms. Sommer spoke about the Wolf Branch Innovation District and went over the next steps for the District.

   Vice-Mayor Crail mentioned the possibility of holding a joint meeting with Lake County officials to ensure they are up to date with the Wolf Branch Innovation District.

   Aaron Hakim, AMCO Development, spoke about a project that AMCO would like to develop within the Wolf Branch Innovation District.

   Discussion ensued on the proposed development.

   Continuing with the presentation, Ms. Sommer spoke about the process and next steps at Vista Ridge Drive/Innovation Boulevard.

   Ms. Sommer provided the Council with Wekiva Trail updates, Commercial/Residential Development.

   Chris Carson, Cultural and Special Events Manager, spoke on different ways to promote

DRAFT

waterfront development by moving the footprint of some of the special events to the waterfront.

Discussion took place on residential development and redevelopment within the Northeast CRA, including mixed use development of the Grandview Commercial District.

Vince Sandersfeld, Planning and Zoning Director, spoke about the residential development within the Northeast CRA.

Adam Sumner, Deputy Planning and Zoning Director/CRA Manager, spoke about work force housing and attainable housing.

Moving on, discussion ensued on tourism in Mount Dora and the events within the city.

Vershurn Ford, Public Information Officer, discussed the different marketing ideas and strategies.

The Council provided their views on different marketing strategies.

Ms. Sommer spoke about the Highland Street Corridor Redevelopment and the suggested next steps for that area.

Finishing the presentation, Ms. Sommer spoke about the Golden Triangle Corridor Redevelopment.

2. Budget Workshop - Fleet

City Manager Comiskey introduced Ms. Rita Meade to Council.

Interim Finance Director Meade presented a slideshow, which is attached as Exhibit "B," reviewing information regarding the City's fleet vehicles

Councilmembers and staff discussed the advantages of leasing, buying-out leased vehicles, procedures for maintenance and repair, fuel, and take-home vehicles.

FUTURE MEETING DATES

1. May 3, 2022, 6:00 P.M., Regular Session

2. May 16, 2022, 10:30 A.M., Work Session

3. May 17, 2022, 6:00 P.M., Regular Session

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4. June 7, 2022, 6:00 P.M., Regular Session

ADJOURNMENT

MOTION BY COUNCILMEMBER ROLFSON TO ADJOURN; COUNCILMEMBER WALKER SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

There being no further business for discussion, the meeting adjourned at approximately 12:55 P.M.

_____
CRISSY STILE, MAYOR
City of Mount Dora

_____
JESSICA BURNHAM
City Clerk

DRAFT

ECONOMIC DEVELOPMENT
Strategic Plan Update

EXHIBIT A

CITY OF MOUNT DORA

CURRENT GOALS & OBJECTIVES

CITY OF MOUNT DORA
Someplace Special

Strategic Plan Summary
Goals, Strategies & City Council Ranking
Confirmed 4/8/2021

GOAL 1: Economic Development

Objective 1.1. Develop Wolf Branch Innovation District (WBID)

1.1.1. Continue implementing Wolf Branch Master Plan
1.1.2. Incorporate brand marketing/promote "gateway"

Objective 1.2. Enhance mobility, connectivity, and expand trail network

1.2.1. Implementation of the transportation master plan
1.2.2. Seek funding sources to pay for trail improvements and future maintenance/include partnerships to establish trailheads and associated amenities

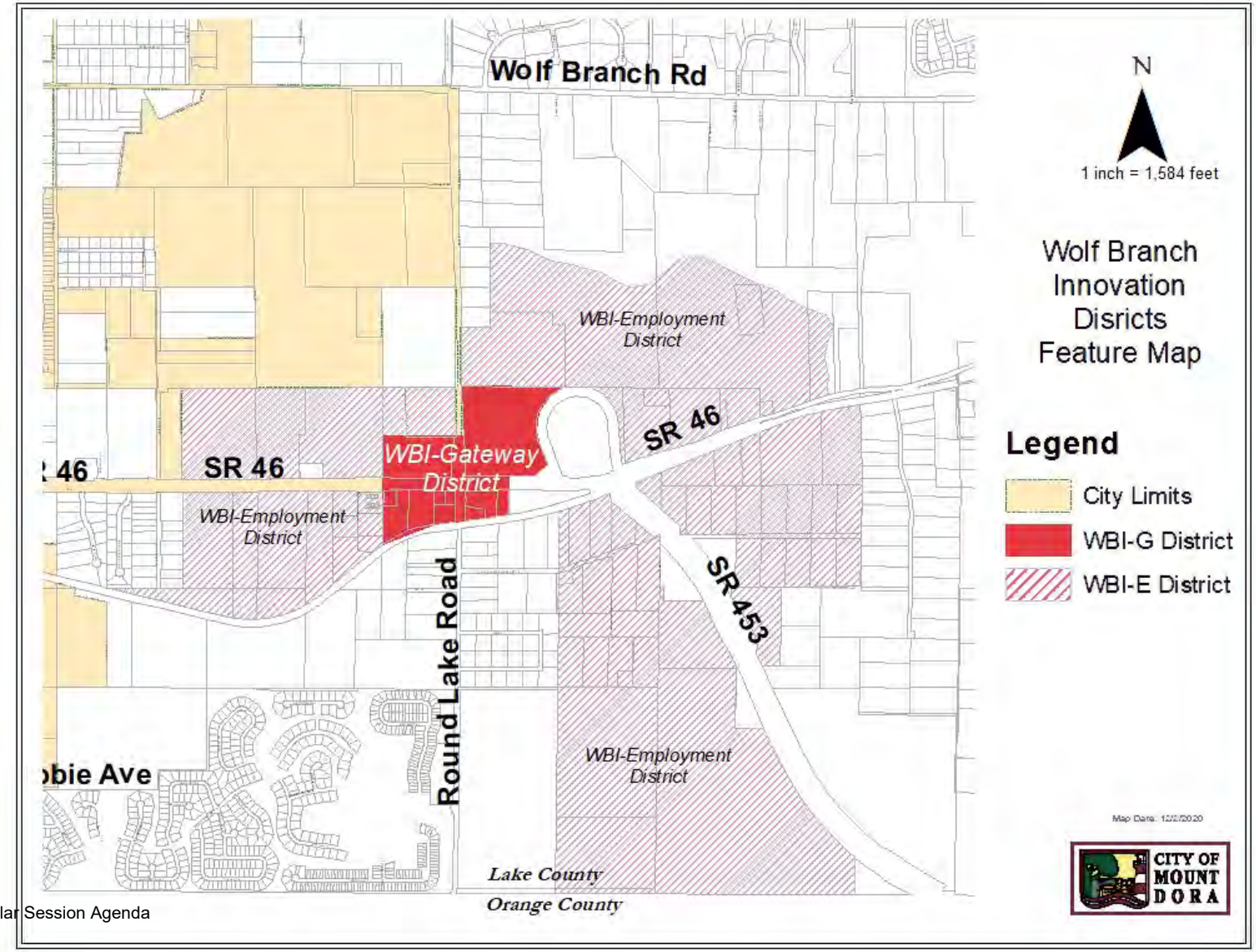
Objective 1.3. Attract new commercial businesses/residential development

1.3.1. Promote waterfront development
1.3.2. Promote residential development and redevelopment within the Northeast CRA (including mixed-use development of the Grandview Commercial District)
1.3.3. Promote Work Force Housing and Attainable Housing
1.3.4. Promote energy-conserving construction and practices

Objective 1.4. Promote tourism by Enhancing Mount Dora as a Destination

1.4.1. Advertise the trails, downtown Wi-Fi, waterfront, and other city amenities that draw tourists and visitors
1.4.2. Develop a standard brand image/Wayfinding signage
1.4.3. Re-evaluate special events throughout the year

WOLF BRANCH INNOVATION DISTRICT



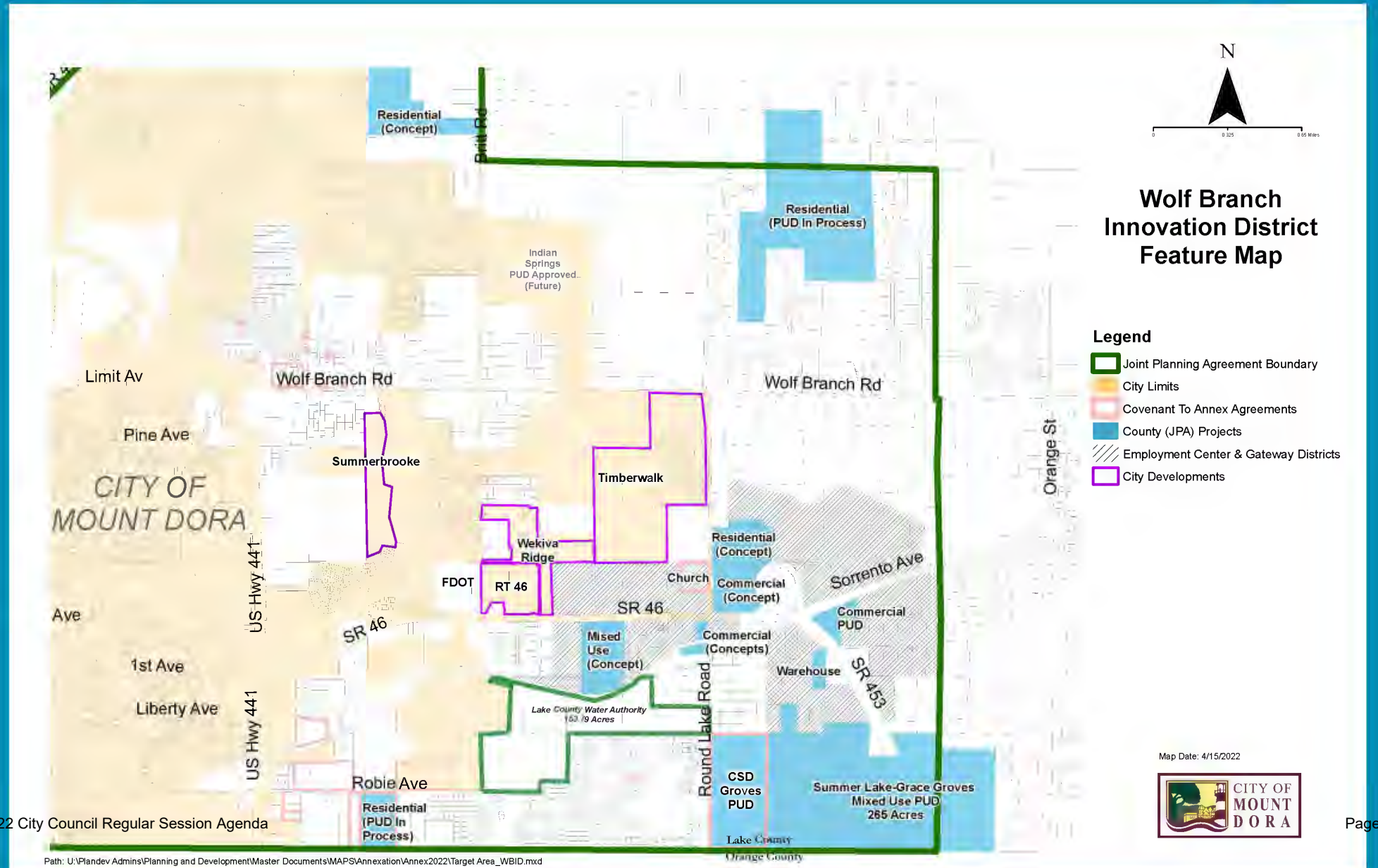
WOLF BRANCH INNOVATION DISTRICT

- City adopted the Wolf Branch Innovation District (WBID) Comp Plan Amendments and Zoning/Land Development Code Amendments – 2019
- City adopted WBID Design Standards & Guidelines – 2020
- Water utilities are to Round Lake Road and SR46, including the new lift station
- In December on last year, a real estate investment company acquired 550 acres of the WBID. Their preliminary master plan includes mixed uses such as medical office, commercial, warehouse/distribution, light industrial, higher education, and multifamily residential.
- Lake County is in the process of adopting the WBID Comp Plan Amendments and Zoning/Land Development Code Amendments and Design Standards & Guidelines

Next Steps:

- Re-engage Lake County to finalize the Interlocal Services Boundary Agreement (ISBA) for non-contiguous annexations
- Pursue grants and other funding through Department of Economic Opportunity (DEO), Lake-Sumter Metropolitan Planning Organization (MPO) and other state and federal sources to advance infrastructure

WOLF BRANCH INNOVATION DISTRICT



WOLF BRANCH INNOVATION DISTRICT

MIXED USE DEVELOPMENT PROGRAM

COMMERCIAL FRONTAGE
2.1 ACRE OUTPARCEL TRACT - NW
1 ACRE EDUCATIONAL/CHILDCARE
1 ACRE RESTAURANT

2.7 ACRE OUTPARCEL TRACT - NE
1.5 ACRE HOTEL (BOTIQUE) MID RISE
1.2 ACRE RESTAURANT

BUILDING A
MIXED USE 8 STORY MID-RISE
1ST FLOOR: COMMERCIAL/RETAIL: +/- 30,946 SF
(4 SP/1000 SF = 124 SPACES)
FLOORS 2-8: OFFICE CLASS A: +/- 216,622 SF
(1 SP/300 SF = 722 SPACES)
BASE FOOTPRINT: 30,946 SF
TOTAL BUILDING: 247,568 SF

BUILDING B
MIXED USE 8 STORY MID-RISE
GROUND FLOOR: COMMERCIAL/RETAIL: +/- 51,753 SF
(4 SP/1000 SF = 207 SPACES)
FLOORS 2-8: MULTI FAMILY
BASE FOOTPRINT: 51,753 SF
TOTAL BUILDING: 414,024

BUILDING C
MIXED USE 8 STORY MID-RISE
GROUND FLOOR: COMMERCIAL/RETAIL: +/- 51,753 SF
(4 SP/1000 SF = 207 SPACES)
FLOORS 2-8: MULTI FAMILY
BASE FOOTPRINT: 74,345 SF
TOTAL BUILDING: 594,760 SF

BUILDING D
MIXED USE 8 STORY MID-RISE
GROUND FLOOR: COMMERCIAL/RETAIL: +/- 64,685 SF
(4 SP/1000 SF = 259 SPACES)
FLOORS 2-8: MULTI FAMILY
BASE FOOTPRINT: 64,685 SF
TOTAL BUILDING: 517,480 SF

BUILDING E
MARKET/FOOD HALL
2 STORY BUILDING
COMMERCIAL/RETAIL: +/- 24,810 SF
(4 SP/1000 SF = 99 SPACES)
BASE FOOTPRINT: 12,405 SF
TOTAL BUILDING: 24,810 SF

TOTAL SQUARE FOOTAGE OF BLDGS A-E: 1,798,642 SF

ALF SENIOR LIVING - 144 UNITS
5 STORY MID-RISE
BASE FOOTPRINT: 43,447 SF
TOTAL BUILDING: 217,235 SF
PARKING: SURFACE
1.7 SP/UNIT - MULTI FAMILY: 245 SP

MIXED USE STORAGE BUILDING
6 STORY
GROUND FLOOR: STORAGE/COMMERCIAL/RETAIL
COMMERCIAL/RETAIL: +/- 12,000 SF
(4 SP/1000 SF = 48 SPACES)
FLOORS 2-6: INDOOR STORAGE UNITS
BASE FOOTPRINT: 50,368 SF
TOTAL BUILDING: 302,208 SF

BIKE SHOP & PUBLIC RESTROOMS
SINGLE STORY
COMMERCIAL/RETAIL +/- 1,200 SF
(4 SP/1000 SF = 5 SPACES)
BASE FOOTPRINT: 1,200 SF
TOTAL BUILDING: 1,200 SF

BASE FOOTPRINTS (MIXED USE MID RISE)
BUILDING A: 30,946 SF
BUILDING B: 51,753 SF
BUILDING C: 74,345 SF
BUILDING D: 64,685 SF
BUILDING E: 12,405 SF
TOTAL BASE FOOTPRINT: 234,134 SF

PARKING:
4 SP/1000 SF - COMMERCIAL : 937 SP
1 SP/300 SF - OFFICE: 722 SP
1.7 SP/UNIT - MULTI FAMILY: 935 SP/550 UNITS
SPACES REQUIRED: 2,594 SPACES

SPACES SHOWN:
UNDERGROUND PARKING GARAGE:
(5 LEVELS @ 551 SP EA) +/- 2,758 SPACES
182,016 SF BASE FOOTPRINT
TOTAL OF 5 LEVELS: 910,080 SF
CAPACITY 2,758 VEHICLES

SURFACE: +/- 244 SPACES
ON-STREET + DIAGNAL: +/- 262 SPACES

TOTAL PARKING SHOWN: 3,264 SPACES

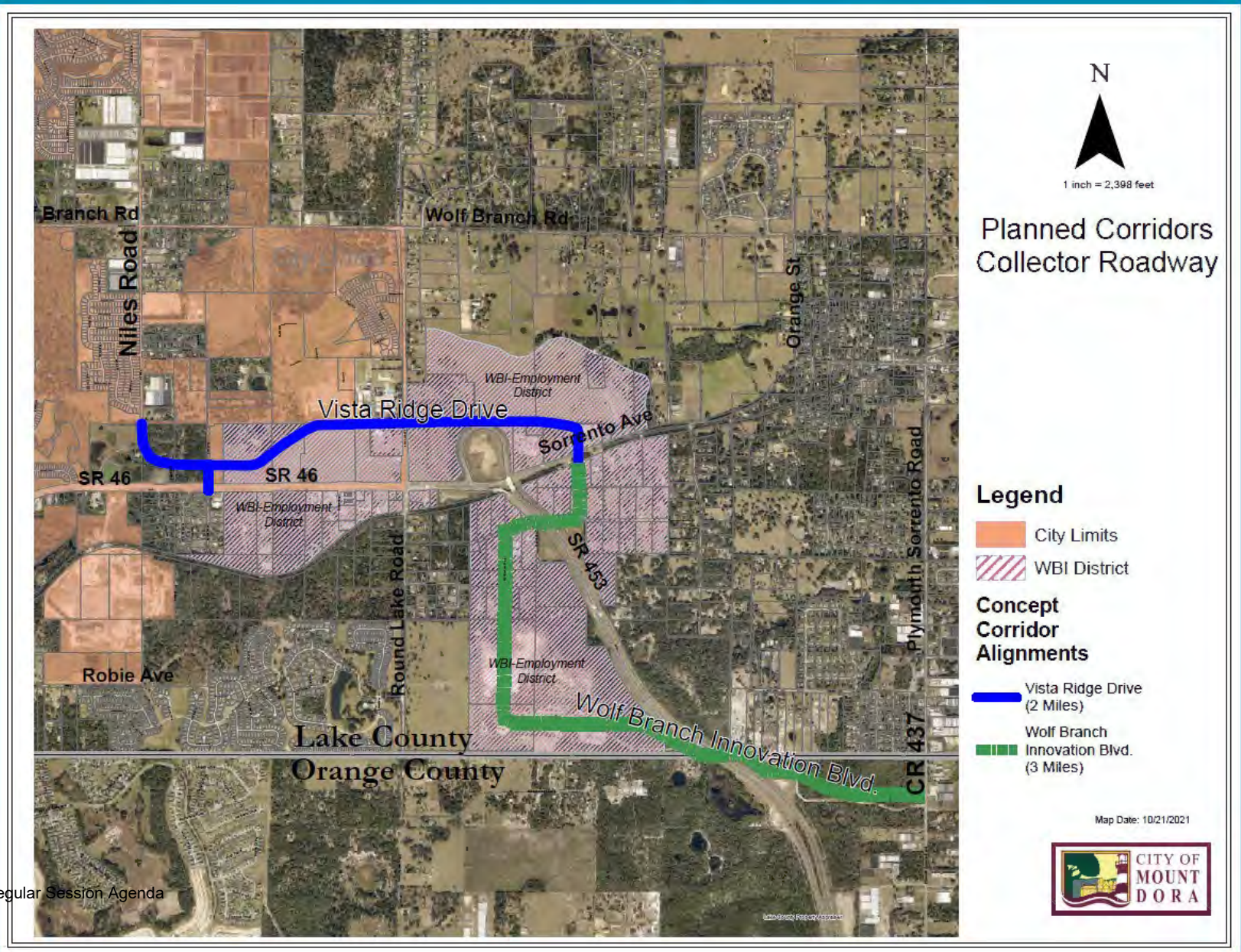
AMCO DEVELOPMENT

PROPERTY TRACT SIZE
39.77 ACRES | 1,732,381.27 SF
FAR 1.0 UP TO 2.0 MAX (WITH BONUS)
FAR EXCLUDING COMMERCIAL TRACT:
FAR +/-1.33 @ 2,319,285 SF
UP TO 3,464,762.54 SF

N

0 100 200
ft

VISTA RIDGE DR./INNOVATION BLVD.



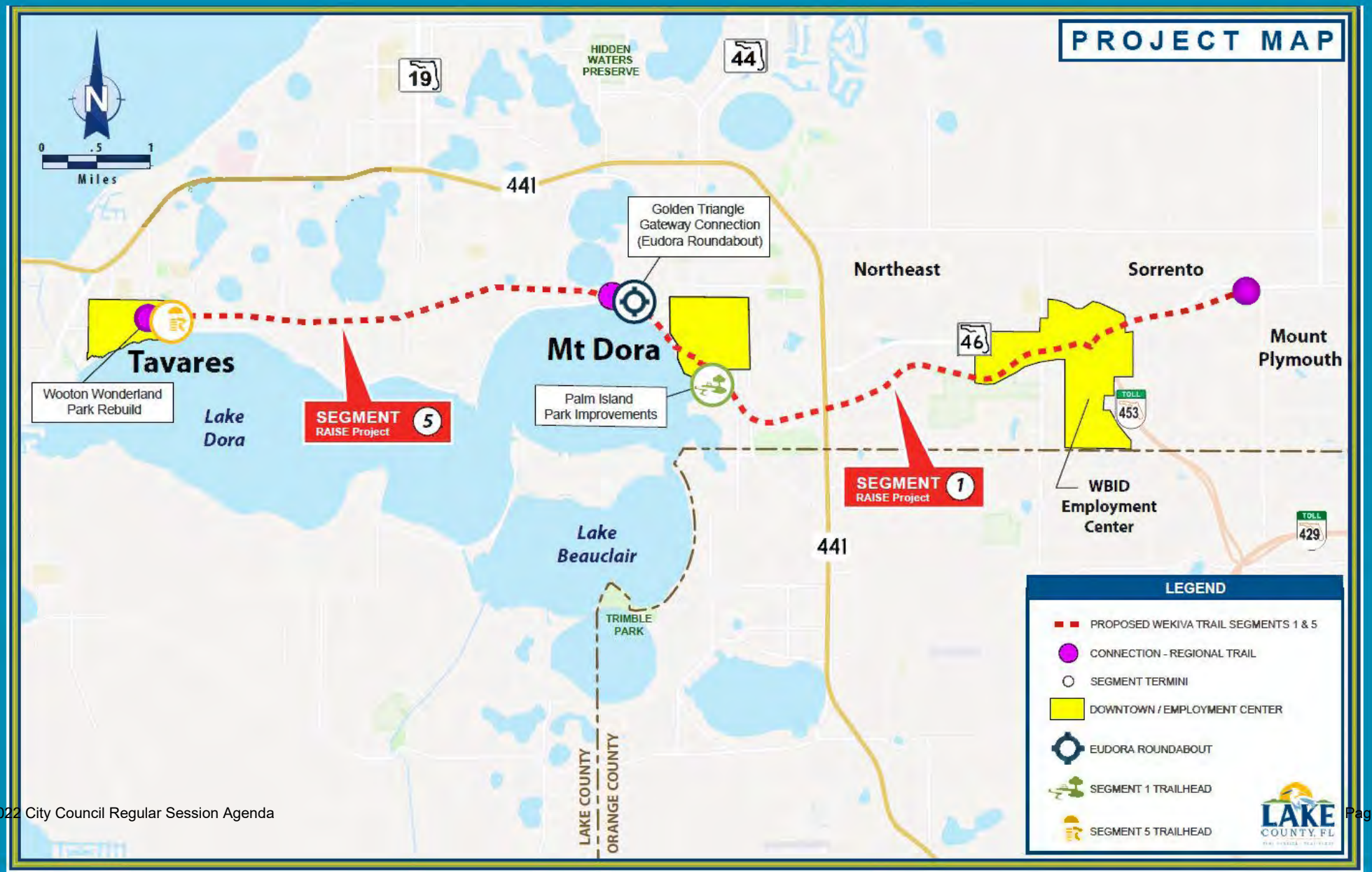
VISTA RIDGE DR./INNOVATION BLVD

- Completion of Vista Ridge Drive Alignment Study – 2020
- Project submitted to Lake-Sumter MPO for the 2022 MPO List of Priority Projects (LOPP)
- Grant submittal for $3.3 M DEO Job Growth Grant for the two City obligated segments

Next Steps:

- Finalizing Vista Ridge Drive utility/Right-of-Way (ROW) agreement with Lake County School Board
- Develop a Transportation Capital Funding Program for the WBID

WEKIVA TRAIL



WEKIVA TRAIL

- Coordination with City of Tavares and Florida Department of Transportation (FDOT) on segment 5 feasibility study - 2019/2020
- Coordination with City of Tavares and FDOT on segment 5 Project Development and Environment Study (PD&E) - Ongoing
- Submittal of Federal RAISE grant applications in cooperation with Lake County and City of Tavares for Segments 1 and 5 of the – 2020, 20201, 2022 (submitted April 14th)

Next Steps:

- Lobby RAISE grant submittal at the federal level
- Budget funds for trailhead(s) and operation and maintenance of the trail improvements

COMMERCIAL/RESIDENTIAL DEVELOPMENT

Source: Envision Plan (2012/Update 2020)

COMMERCIAL/RESIDENTIAL DEVELOPMENT

Objective 1.3. Attract new commercial businesses/residential development

1.3.1. Promote water front development

- Move the footprint of some special events to the waterfront

1.3.2. Promote residential development and redevelopment within the Northeast CRA (including mixed use development of the Grandview Commercial District)

- Dora Landings residential development

1.3.3. Promote Work Force Housing and Attainable Housing

- The Northeast CRA assembled 1.9 acres of contagious land off of Clayton Ave. for affordable housing development
- Lake County donated one buildable residential lot in the Northeast CRA for affordable housing development
- The Northeast CRA has partnered with Habitat of Humanity for "Block Party" cleanup events and a Home Repair program

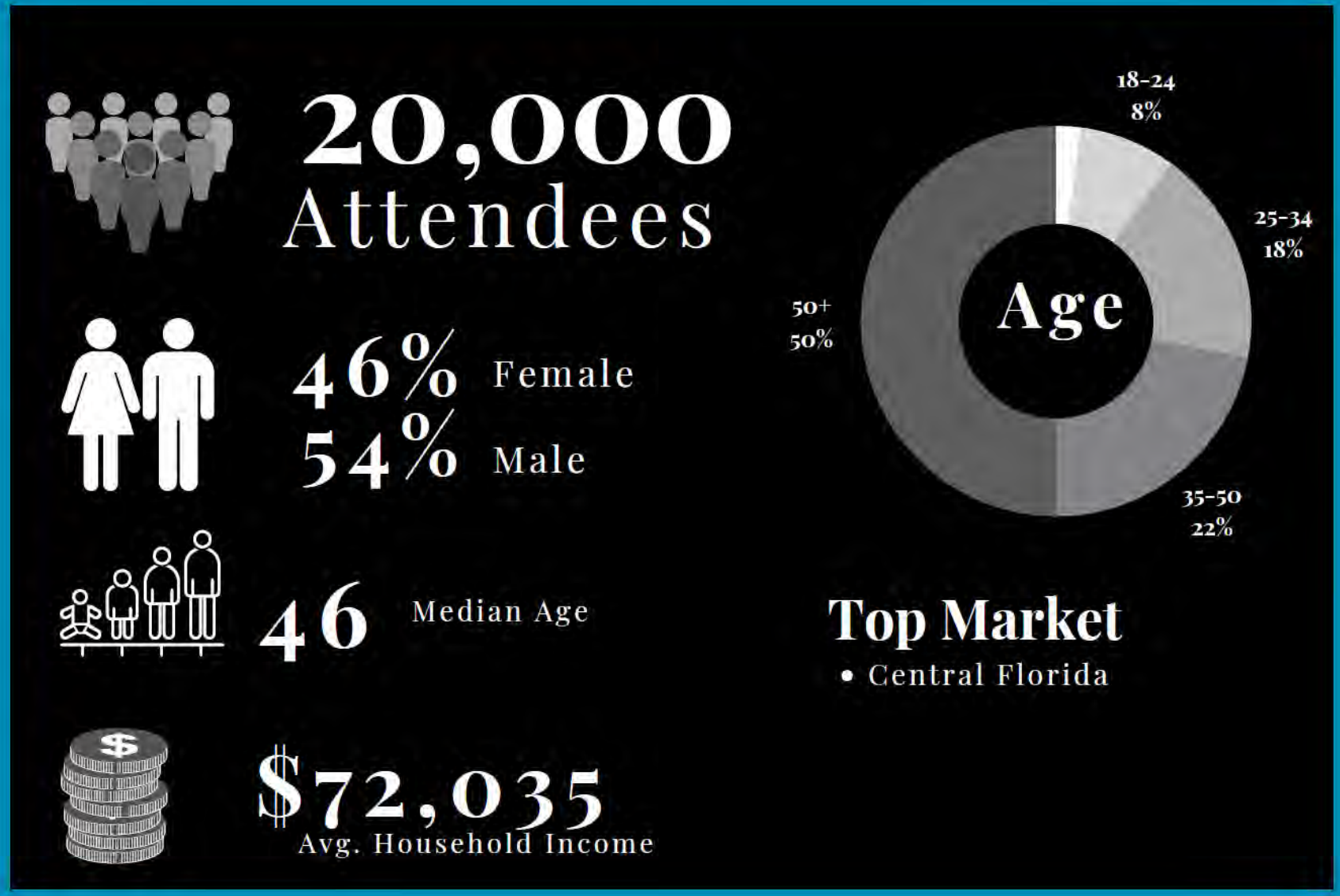
1.3.4. Promote energy-conserving construction and practices

- Adoption of Property Assessed Clean Energy (PACE) Resolutions - a financing mechanism that allows property owners to fund energy efficiency, renewable energy, and wind mitigation projects with little or no up-front costs.

TOURISM

CAFE'
THE SECRET GARDEN
Chamber of Commerce Information Center
Center for the Arts
Parking

TOURISM


20,000
Attendees
46% Female
54% Male
46 Median Age
$72,035
Avg. Household Income
Age
18-24
8%
25-34
18%
35-50
22%
50+
50%
Top Market
• Central Florida

TOURISM

- 2019 – 6 month campaign with WOFL Orlando. 910,830 impressions delivered through commercial broadcast, livestream, website targeted ads, Facebook giveaway and weather app

- 2020 – 3 month campaign with WFTV Orlando. 1,780,200 impressions delivered through commercial broadcast and livestream

- 2021 – Two 3 month campaigns with:
  - WFTS Tampa – 870,064 impressions delivered through commercial broadcast, livestream and the highly successful Facebook Taste and See Tampa Bay segment

  - WJXT Jacksonville – 4,114,340 impressions delivered through commercial broadcast, livestream and website digital banner ads

- 2018-2020, the City advertised in the Sanford airport's luggage kiosks

- Annually, the City provides the Chamber with a $10-12K Community Betterment Tourism Grant to help fund the Visitor Center and map.

TOURISM

- Various annual print ads: Annual Visitor's/Newcomers guide (Akers media), Orlando Family Magazine, Orlando Weekly, Orlando Style Magazine, Florida Travel & Lifestyle Magazine, Lake Sumter Style Magazine, Orlando Times, Daily Commercial, FL Visitors Handbook, Business View Magazine, Southwest Orlando Bulletin, Our Community, Triangle News Leader, Lakelander Magazine

- Special Events – 3rd party organizers promote their events. For City sponsored events, staff works with Visit Lake to promote events on their calendar in attracting attendees from throughout the Southeast Region and at times further areas. Event promotional tactics with media partnerships include: radio, newsprint and TV news coupled with a heavy push on social media.

<u>Suggested Next Steps</u>:

- Visit Lake (via Madden Media) tourism campaign highlighting Mount Dora
- Increasing digital advertising footprint (targeted social media ads, etc.)
- Billboard advertising
- 4th Avenue improvements for commercial boating usage

HIGHLAND STREET CORRIDOR REDEVELOPMENT

Source: Envision Plan (2012/Update 2020)

HIGHLAND STREET CORRIDOR REDEVELOPMENT

- Streetscape and parking lot improvements
- Landscape enhancements
- Gateway and wayfinding signage
- Planning/funding efforts for the Wekiva trail

Suggested Next Steps:

- Better promote this area through event(s)
- Increase in façade grant funding (to include sketches with suggested designs and materials)
- Efforts to relocate AmeriGas
- Planning Study (Land-use update) by 2023 as mandated in the Comp Plan
- City buying property for redevelopment

GOLDEN TRIANGLE CORRIDOR REDEVELOPMENT

Source: Envision Plan (2012/Update 2020)

GOLDEN TRIANGLE CORRIDOR REDEVELOPMENT

- Fire Station 35
- Planning/funding efforts for the Wekiva trail
- Intersection modifications for the Eudora Road Roundabout

Suggested Next Steps:

- Planning Study (Land-use update) by 2023 as mandated in the Comp Plan

QUESTION/FEEDBACK?

CITY OF MOUNT DORA

CITY OF MOUNT DORA, FL

Fleet management workshop

April 25, 2022

EXHIBIT B

Overview

- Background information
  - Fleet Overview
  - Statistics about the City's Fleet
- Fleet Policy
  - Replacement Criteria
- List of Vehicles proposed for replacement
- Year-End lease buy-out
- Challenges
- Cost of Service
- Fuel Cost Trends

Overview and statistics

The City's fleet reflects the full-service nature of the City, being comprised of emergency service vehicles, public works equipment and a full variety of vehicles and equipment.

Facts and statistics about the City's Fleet:

- Fleet size: 220 Vehicles and equipment with an average age of 7 years
- Fleet budget for FY 2021-22 repairs: $303,307
- Annual lease cost: $375,085
- Annual fuel cost: $337,440.89 last twelve months
- Fuel usage: 110,661 gallons last twelve months
- Approximately 41,699 total miles per year driven
- Currently minimal preventive maintenance and inspections

Fleet policy

- In the efforts to improve fleet condition, the City implemented Comprehensive Fleet Management Program. An essential component of effective fleet management is the commitment to replace vehicles and equipment before service delivery is impaired or diminished and to avoid the dangers of keeping them beyond the reasonable life cycle which will cause total vehicle cost increase, making our fleet costly to own and operate.

- To meet above commitment the Fleet Replacement policy was implemented on September 14th 2021.

- The purpose of this policy is to establish efficient and effective delivery of municipal services by providing City departments with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to the user's needs and that preserve vehicle value and equipment investment

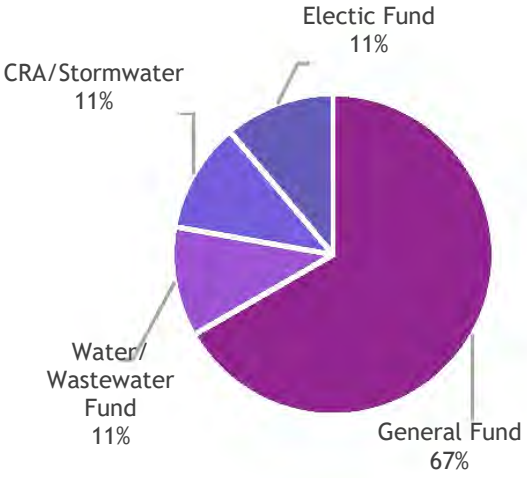
Replacement Criteria

Current Fleet Replacement Policy lists the basis for considering vehicle/equipment for replacing as follow:

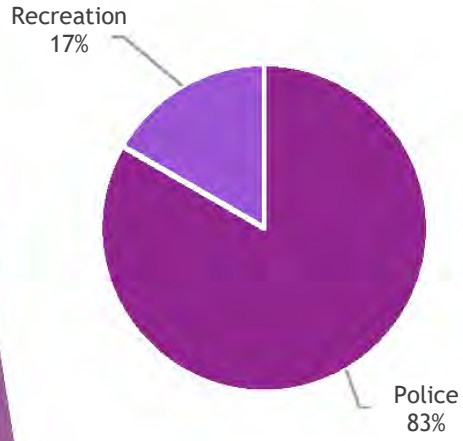
- Pursuit Vehicles 5 years or 100,000 miles
- Dump Trucks 10 years or 100,000 miles
- Light/Heavy Duty Pick Up Trucks, Admin SUV/Sedans 7 years or 100,000 miles
- Street sweeper 7 years or 100,000 miles
- Heavy Equipment 8-10 years
- Light Equipment 6-8 years

Above fall within the American Public Works Association Vehicle Replacement Guide.

List of Vehicles proposed for replacement



FUND	YEAR	MAKE	MODEL	DEPARTMENT	Years in service	Mileage - Jan 2022
General Fund	2006	FORD	PASS VAN	Recreation	16	32,459
General Fund	2011	FORD	CREW CAB	Police	11	132,573
General Fund	2014	Ford	INTERCEPTOR	Police	8	69,524
General Fund	2014	Ford	INTERCEPTOR	Police	8	84,304
General Fund	2014	Ford	INTERCEPTOR	Police	8	80,653
General Fund	2014	Ford	INTERCEPTOR	Police	8	79,101
CRA/Stormwater	New	New	Streetsweeper	Stormwater	New	N/A
Electric Fund	2009	INT	Bucket truck	Electric	13	25,148
Water/ Wastewater Fund	1996	FORD	CRANE	Water Distribution	26	31,469



Year-End Lease buy-out

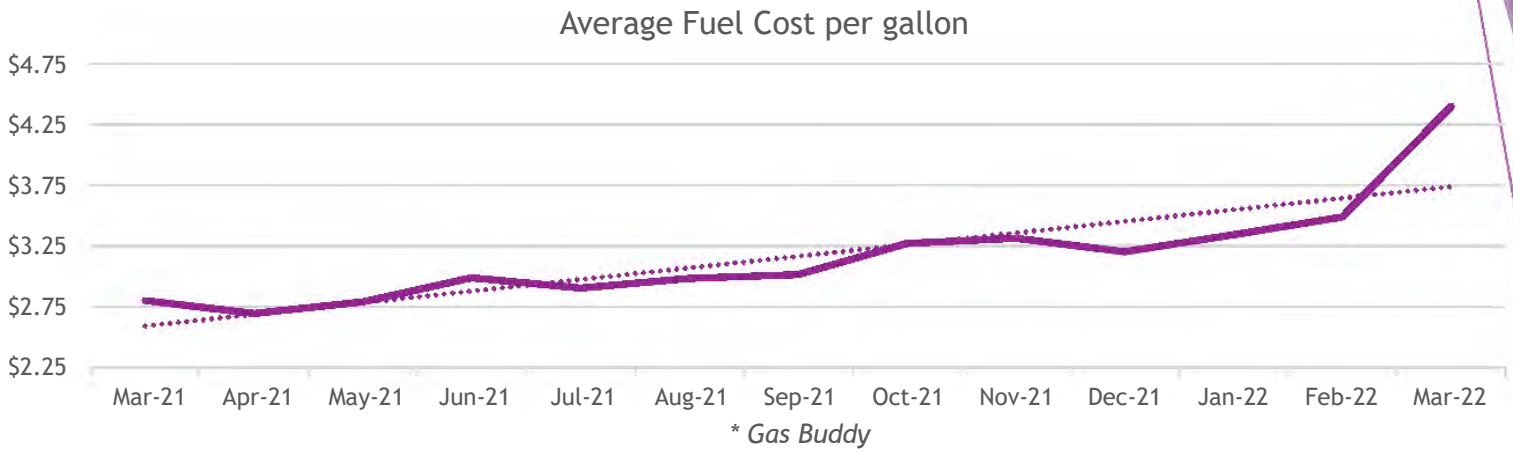
- Bancorp lease – 26 Police & Fire Vehicles
- Enterprise lease – 48 Vehicles

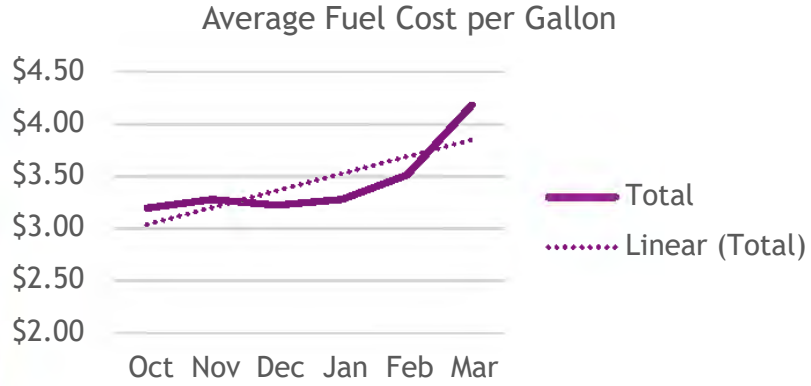
Challenges

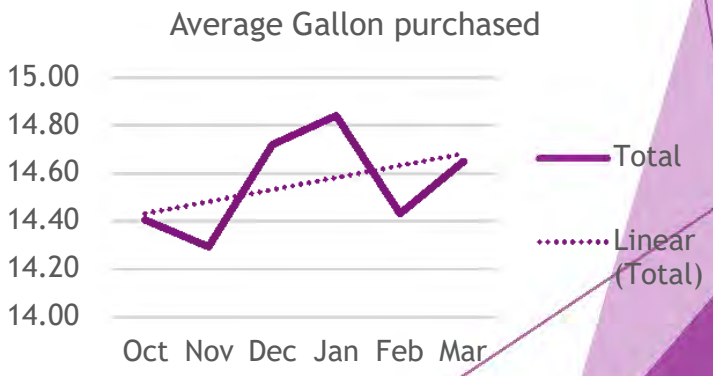
- Supply chain
  - Ford Motor Company has closed the order bank until late 2022 and they will not quote any vehicles at this time
- Repair lead time and cost
  - We are seeing an increase in the lead time for the repairs as well as the increase in repair costs
- Fuel cost
  - Increase in fuel costs

Fuel Cost Trends

Last fiscal year the fuel cost averaged at $2.275 per gallon. Thus far the fuel cost averages at $3.458. This is 52% increase in one year. Given current economic circumstances we are expecting the fuel prices to increase further.







If this trends continues, we project to spend approx. $430,425 in fuel for FY 2021-22 on a budget of $335,797. This is $94,628 over budgeted amount, and this is a best guess at this time, it could be higher.

Actions of Fuel Savings

- Utilize gators instead of vehicles – weather permitting
- Double up staff in trucks if they are working on the same project
- Shut off our vehicles when at stop locations

Cost of Service

CITY OF MOUNT DORA

The City spends approx. $944,000 annually (0.82% City operating budget) for fleet, including administrative and maintenance staff, maintenance, repairs, parts and other directly related fleet management costs (excluding purchases/rentals). The average monthly cost per city owned vehicles is $489; however, a leased vehicles average cost is $1,016 per month.

Accurate and complete vehicle maintenance records are a key tool for making fleet management decisions. Vehicle maintenance costs are variable and distinct to each vehicle. Pertinent information needed to be maintained for each vehicle are:

- vehicle maintenance logs
- fuel usage logs
- Cumulative costs of parts, labor, and overhead by vehicle over its life

Recently, the City purchased software to track maintenance cost of our city fleet. Overly frequent or delinquent preventive maintenance intervals are counter productive to controlling costs. Over time, this software will allow us to track Life Cycle Costs of each asset providing for better information on vehicle replacement.

NEXT STEPS

- Budget Workshops
  - Work Session – FTE & Budget Parameters May 9th – 9:00 am
  - Fire Assessment and CIP – June 13th – 9:00 am
  - Enterprise & Internal Service Funds – July 11th – 9:00 am
  - Governmental Funds – July 25th – 9:00 am.
  - Final Budget Workshop – August 29th - 9:00 am
- Meeting for Action Items
  - Set Maximum Millage – July 19th – Regular Council Meeting 6 pm
- Public Hearings
  - Fire Assessment September 6th – 6:00 pm
  - 1st Tuesday September 6th – 6:00 pm
  - 2nd Tuesday September 20th – 6:00 p.m.

CITY OF MOUNT DORA

QUESTIONS

??

CITY OF
MOUNT DORA, FLORIDA
CITY COUNCIL
MINUTES

MAY 3, 2022
CITY HALL
510 N. BAKER ST.
MOUNT DORA, FL 32757

CALL TO ORDER

Having been duly advertised as required by law, Mayor Crissy Stile called the Regular Session of City Council to order at 6:00 P.M. in the Mount Dora Council Chambers.

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

Councilmember Walker led a Moment of Silence and Pledge of Allegiance to the Flag.

ROLL CALL

Members Present
Crissy Stile, Mayor
Marc Crail, Vice-Mayor
John Cataldo, District 1
Cal Rolfson, District 2
Austin Guenther, District 3
Nate Walker, District 5
Doug Bryant, At-Large

Also Present
Partick C. Comiskey, City Manager
Sherry G. Sutphen, City Attorney
Jessica Burnham, City Clerk

PRESENTATIONS

1. 2022 Building Safety Month Proclamation

   Mayor Stile read the Building Safety Month Proclamation into the record.

   John Abner, Deputy Building Inspector, spoke about Building Safety Month and how the Building Department was participating this year.

2. Presentation of the American Public Power Association's RP3 Award to Mount Dora Electric Utility

   Steve Langley, Electric Utility Director, stated Mount Dora Electric Utility has been awarded the Public Power Association RP3 Award. Mr. Langley introduced the Electric Utility team and provided a presentation to Council, which is attached as Exhibit "A."

3. Public Works Facility Design Review

   Chet Cramer, Project Manager, introduced Lori and James with ADG and AJax, who provided the Council with a presentation, which is attached as Exhibit "B."

   Discussion ensued on the design of the project.

DRAFT

PUBLIC COMMENTS

Mayor Stile opened Public Comment.

Vance Jochim, 12619 Milwaukee Ave, Tavares, provided his views on agenda item Resolution No. 2022-30, Support of or Opposition to Legislation.

Mayor Stile closed Public Comment.

APPROVAL OF AGENDA

Patrick Comiskey, City Manager, asked for item number two under the Consent agenda to be removed from the agenda and for items one and two under Action items to be moved to the consent agenda.

MOTION COUNCILMEMBER GUENTHER TO APPROVE THE AGENDA WITH STATED CHANGES; COUNCILMEMBER ROLFSON SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

BOARD APPOINTMENTS

CONSENT AGENDA

1. Request Approval of Amended and Restated Agreement Between City of Mount Dora and the Mount Dora Historical Society

2. Request Approval of Resolution No. 2022-30, Support of or Opposition to Legislation

3. Request Approval of Meeting Minutes
   - April 19, 2022 Regular City Council Minutes
   - April 19, 2022 Northeast CRA Governing Board Minutes

4. Request Approval of Resolution No. 2022-28, for a Fireworks Display at the July 3, 2022, Freedom on the Waterfront Event

   ****This item was moved from Action item***

5. Request approval of Resolution No. 2022-29, for a Fireworks Display at the July 30, 2022, Last Call Mount Dora Summer Concert Event

   ****This item was moved from Action item.***

DRAFT

MOTION BY COUNCILMEMBER ROLFSON TO APPROVE THE CONSENT AGENDA; COUNCILMEMBER GUENTHER SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

ACTION ITEMS

1. Request Approval of Resolution No. 2022-28, for a Fireworks Display at the July 3, 2022, Freedom on the Waterfront Event

   **** This item was placed under the Consent Agenda as item number three.***

2. Discussion and Direction Pertaining to City Boards and Committees

   Sherry Sutphen, City Attorney, spoke on the agenda item and mentioned five items that staff would like to have directions on. Those items are as follows: residency, qualifications, training for the committee members, zoom call in, terms, and term limits. Councilmember Rolfson suggested directing staff to format a document with the five mentioned items. Councilmember Bryant agreed with Councilmember Rolfson's suggestion, but brought up the idea of having staff put together a survey that Council could take and use to provide their comments.

   Mayor Stile opened Public Comment.

   Josh Hemingway,1177 East 5th Avenue, stated he was in favor of the City taking a look at this item.

   Mayor Stile closed Public Comment.

   City Council unanimously agreed to direct staff to provide the Council with a survey on this topic within two weeks for further discussion.

3. Request approval of Resolution No. 2022-29, for a Fireworks Display at the July 30, 2022, Last Call Mount Dora Summer Concert Event

   ****This item was placed under the Consent Agenda as item number four.***

4. Discussion in Relation to the Dangerous Use of Public Right-of-Way Ordinance Proposed by Lake County Commissioner Kirby Smith

   Chief of Police, Brett Meade, provided the Council with a summary of the agenda item. Each Councilmember voiced their view on this topic.

DRAFT

Discussion then ensued on safety concerns and why this item was possibly being proposed.

COUNCILMEMBER ROLFSON MADE A MOTION THAT THE CITY OF MOUNT DORA PROVIDE GENERAL SUPPORT TO THE ORDINANCE AND INSTRUCT OUR MAYOR TO SEND A LETTER OF SUPPORT TO COMMISSIONER SMITH; COUNCILMEMBER BRYANT SECONDED THE MOTION.

Mayor Stile opened public input.

Vance Jochim, 12619 Milwaukee Avenue, Tavares, provided his support of this item.

Harlow Middleton, 699 East 5th Avenue, stated he understands the primary safety issue, but, in his view, this has the possibility of a violation of first amendment rights.

Mayor Stile closed public input.

MOTION WAS APPROVED BY A ROLL CALL VOTE.

YES	Councilmember Rolfson Councilmember Bryant Councilmember Guenther Vice-Mayor Crail Mayor Stile
NO	Councilmember Cataldo Councilmember Walker

PUBLIC HEARINGS - RESOLUTIONS/ORDINANCES

1. Request for City Council Review and Discussion of the Second Draft Ordinance (With Redline Changes) for the Building Height Charter Amendment

   City Attorney Sutphen read the draft Ordinance 2022-08, Building Height Charter Amendment by title only.

   ORDINANCE NO. 2022-08

   AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA PERTAINING TO A CHARTER AMENDMENT FOR THE 2022 BALLOT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE IMPLEMENTATION OF ADMISTRATIVE ACTIONS; PROVIDING PROPOSED CHARTER AMENDMENT WITH TITLE AND BALLOT QUESTION; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE AND CODIFICATION.

DRAFT

Councilmembers discussed the changes within the draft Ordinance and spoke about removing the words Building Height Impact District as that relates to the twenty-five foot building height restriction within one hundred feet of the high-water mark of Lake Dora.

Mayor Stile opened Public Comment.

Josh Hemingway, 1177 East 5th Ave, voiced his concerns about the language regarding appurtenances and variances and the possibility of applying for both of those items.

Joe Lewis, 148 Charles Avenue, inquired if the general public would understand the question on the ballot and stated it will be very important to educate the general public on this matter.

Mayor Stile closed Public Comment.

Council agreed to direct the City Attorney by a voice vote (6-1) to remove the words Building Height Impact District as that relates to the twenty-five foot building height restriction within one hundred feet of the high-water mark of Lake Dora and bring it back as a first reading at the May 17, 2022 Regular City Council meeting.

CITY MANAGER'S REPORT

City Manager Comiskey stated that on June 9, 2022, the City will hold a Preparedness Training Day for City Staff for the upcoming Hurricane season.

City Manager Comiskey also gave an update to the Council in regards to the building height survey that is being conducted within the Historic Downtown area.

Councilmember Rolfson spoke about the Lake Sumter MPO Board's top twenty priority projects and stated that number twenty is for road 441b, and that there is a possibility that it could be moved up on the priority list. He asked Council to consider giving support to this being moved up.

CITY ATTORNEY'S REPORT

No report.

COMMUNICATIONS AND REPORTS

1. Councilmember Doug Bryant

   Councilmember Bryant spoke about the priorities of the MPO board and asked if all the projects could be addressed.

   Councilmember Bryant inquired about the litter on Highway 44B and asked if this topic could be further discussed at a later date.

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2. Councilmember John Cataldo

   No report

3. Councilmember Austin Guenther

   No report

4. Councilmember Cal Rolfson

   Councilmember Rolfson spoke about the Lake County luncheon, provided congratulations to the electricity department, and agreed with Councilmember Bryant on further discussion on the litter cleanup.

5. Councilmember Nate Walker

   Councilmember Walker wished Joe Grusauskas, Public Works and Utilities Director, well and thanked him for all his hard work.

6. Vice-Mayor Marc Crail

   Vice-Mayor Crail also provided thanks and well wishes to Mr. Grusauskas.
   Vice-Mayor Crail also mentioned that the most important thing in regards to the building height issue is to not miss any deadlines, and that we need to get it on the ballot.

7. Mayor Crissy Stile

   Mayor Stile stated that work has begun on a new flow trail addition to the mountain bike trail. Mayor Stile also mentioned that the State of the City will take place this Thursday, May 5, 2022.

FUTURE MEETING DATES

1. May 16, 2022, 10:30 A.M., Work Session

2. May 17, 2022, 6:00 P.M., Regular Session

3. June 7, 2022, 6:00 P.M., Regular Session

4. June 21, 2022, 6:00 P.M., Regular Session

DRAFT

ADJOURNMENT

MOTION BY COUNCILMEMBER GUENTHER TO ADJOURN; COUNCILMEMBER WALKER SECONDED THE MOTION. MOTION APPROVED BY A UNANIMOUS VOICE VOTE.

There being no further business for discussion, the meeting adjourned at approximately 8:21 P.M.

_____

CRISSY STILE, MAYOR
City of Mount Dora

_____

JESSICA BURNHAM
City Clerk

DRAFT

Exhibit A

Mount Dora Electric Utility has been designated As:

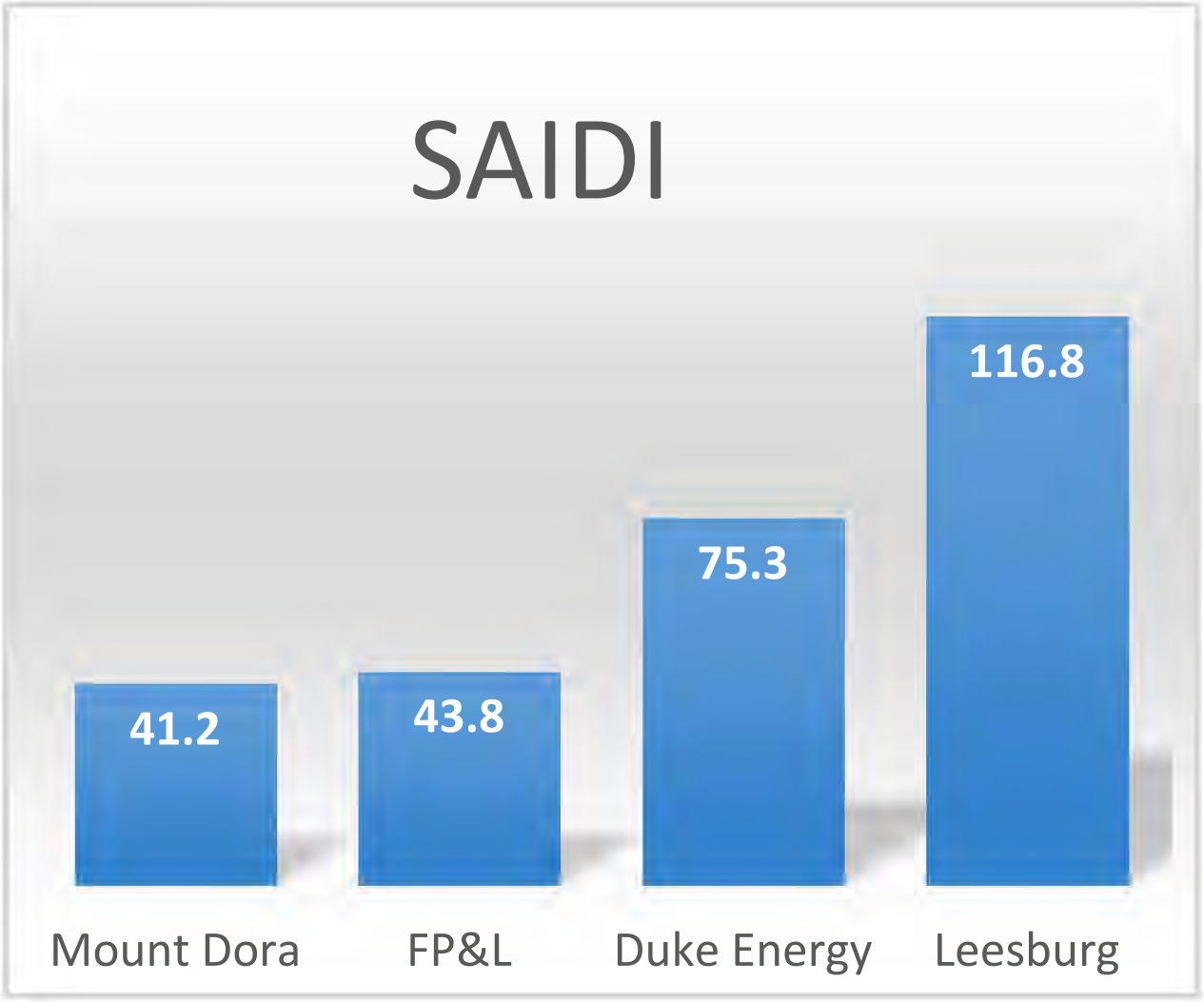
Reliability Metrics

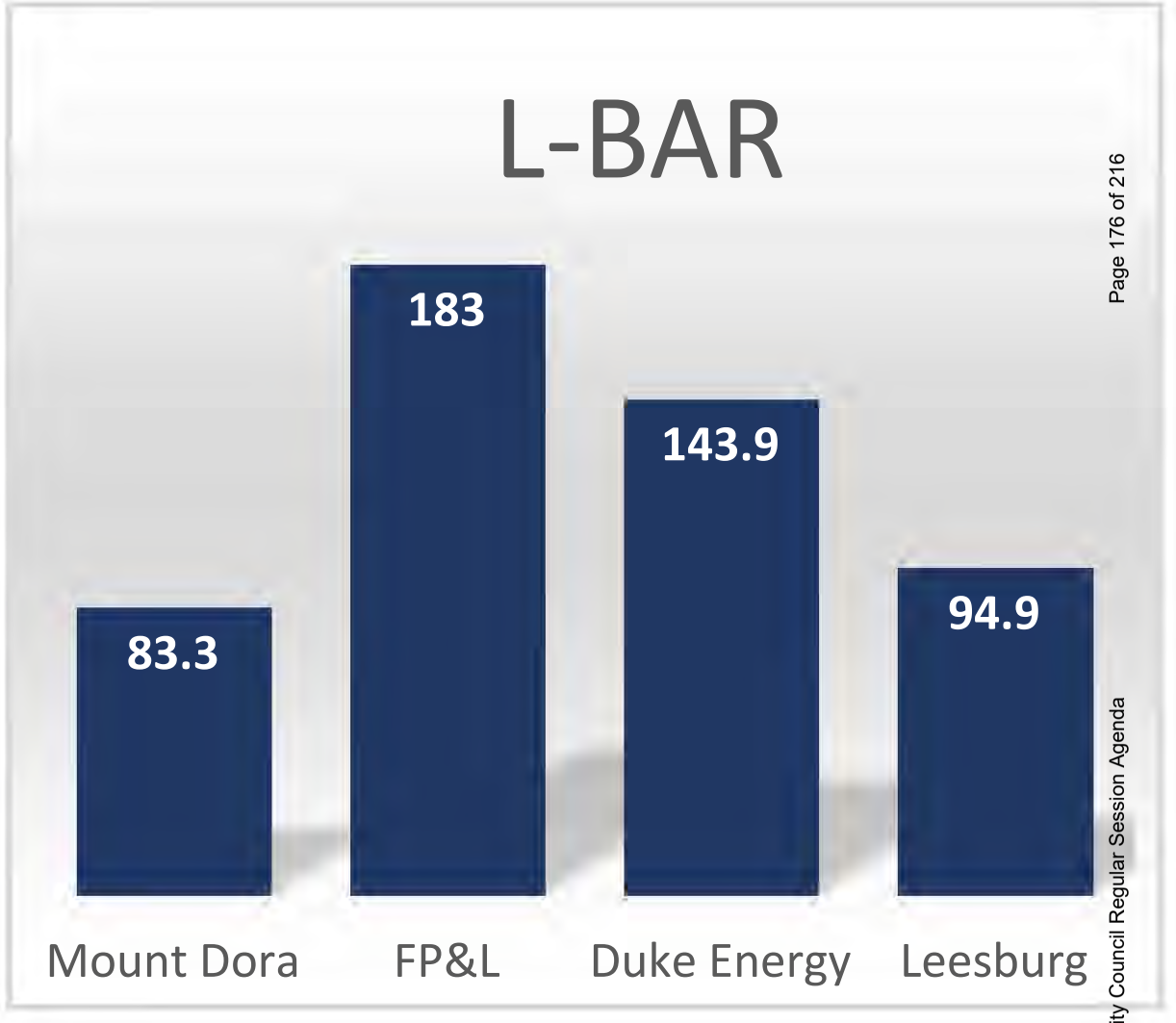
System Average Interruption Duration Index

$$\textbf{SAIDI} = \frac{\text{Sum of all customer minutes interrupted}}{\text{Total number of customers served}}$$

Average Length of outages

$$\textbf{L-Bar} = \frac{\text{Total minutes of interruption}}{\text{Total number of interruptions}}$$


SAIDI
41.2
43.8
75.3
116.8
Mount Dora
FP&L
Duke Energy
Leesburg


L-BAR
83.3
183
143.9
94.9
Mount Dora
FP&L
Duke Energy
Leesburg

Mount Dora Electric Utility has been designated As:

American Public Power Association

Mount Dora Public Works Facility

PROJECT FACT SHEET

- Location: Limit Avenue
- Site Size: 8.13 acres; Total Site Area: 17.65 acres
- Facility includes:
  - Operations and Inventory Warehouse, 23,900 sf.
  - Covered Material Storage Area, 14,250sf.
  - Covered Non-Inventory Rolling Asset Storage, 29,600 sf.
  - Future Fueling and Wash Stations
- Designed to withstand Category II Hurricane force winds
- Electrical generator back up system

Architects Design Group

DEVELOPMENT DATA
SQUARE FOOTAGE CALCULATION

PUBLIC WORKS SITE AREA	8.138 ACRES
TOTAL SITE AREA	17.65 ACRES

SCALE 0' 125' 250'

Architects Design Group

DEVELOPMENT DATA
SQUARE FOOTAGE CALCULATION

PUBLIC WORKS SITE AREA	8.138 ACRES
TOTAL SITE AREA	17.65 ACRES

SCALE 20' 40' 80'

Public Works Project Limits

Department Legend

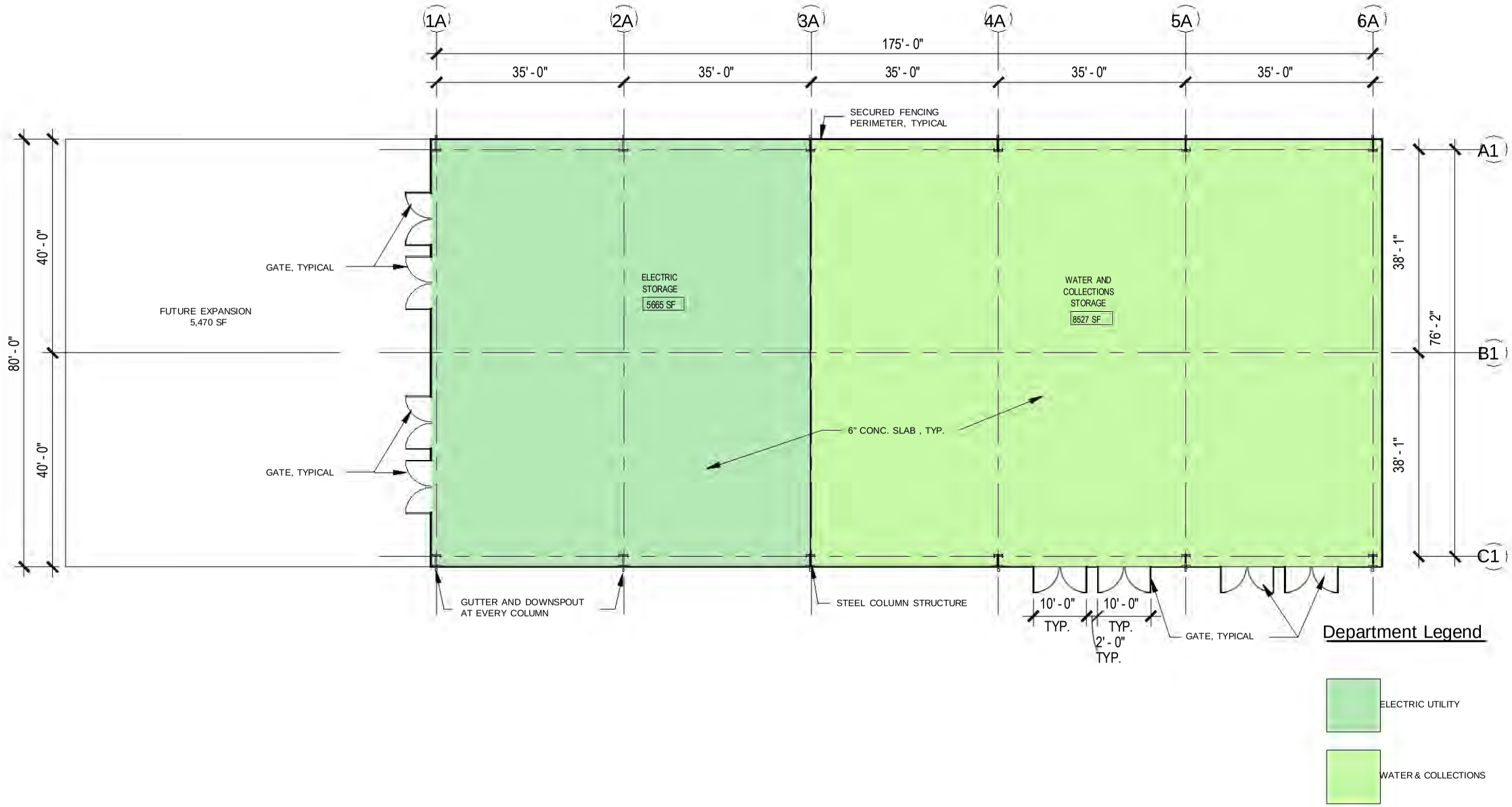
- CIRCULATION
- LOGISTIC AND CONSTRUCTION MANAGEMENT
- ELECTRIC UTILITY
- PUBLIC WORKS
- FACILITY SERVICES
- STAFF SUPPORT
- FLEET
- WATER & COLLECTIONS
- LEISURE SERVICES

BUILDING AREA = 23,900 SF

SCALE 5' 10' 20' 40'

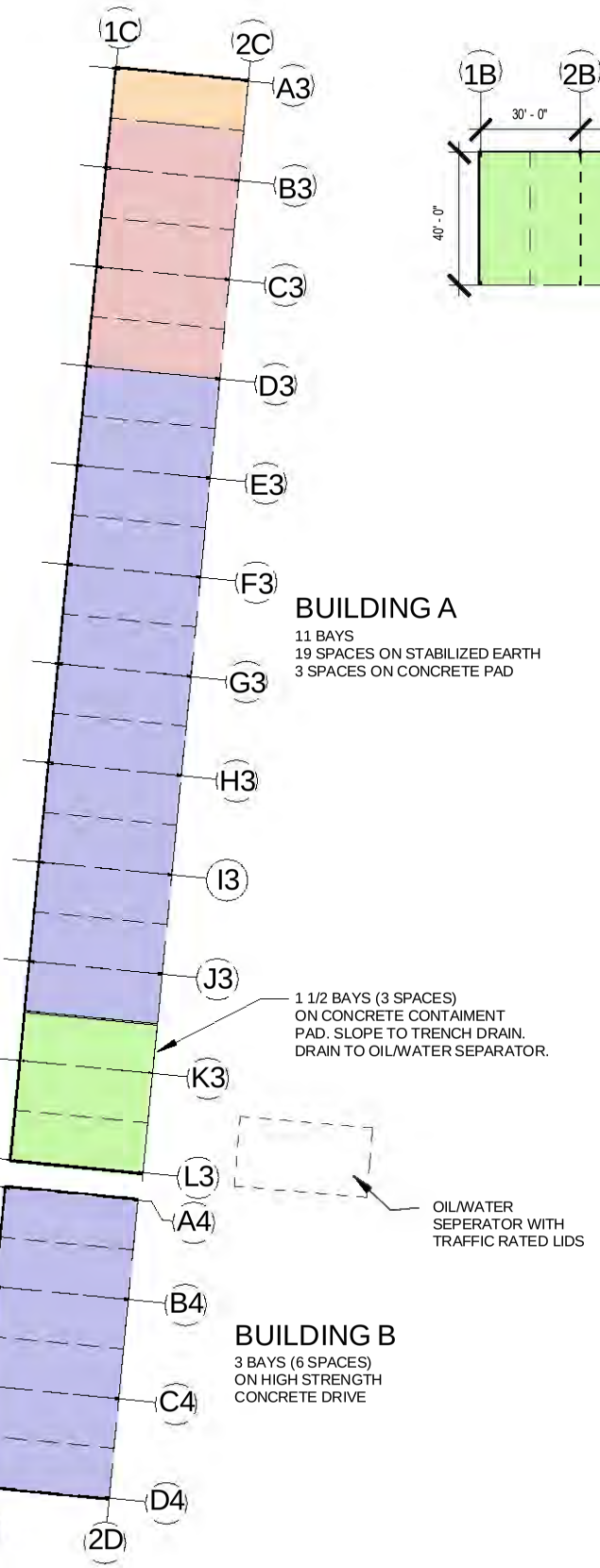
Architects Design Group

Covered Inventory Storage Plan



SCALE 5' 10' 20' 40'

Architects Design Group

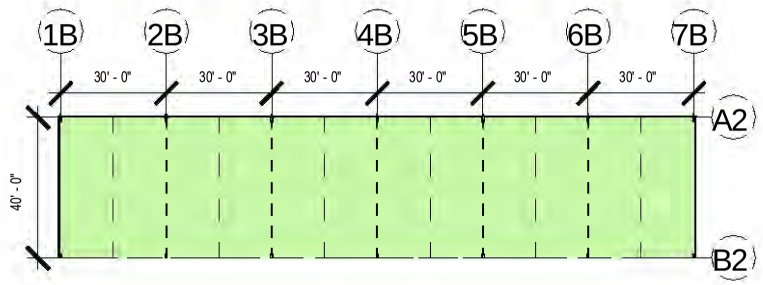


BUILDING A
11 BAYS
19 SPACES ON STABILIZED EARTH
3 SPACES ON CONCRETE PAD

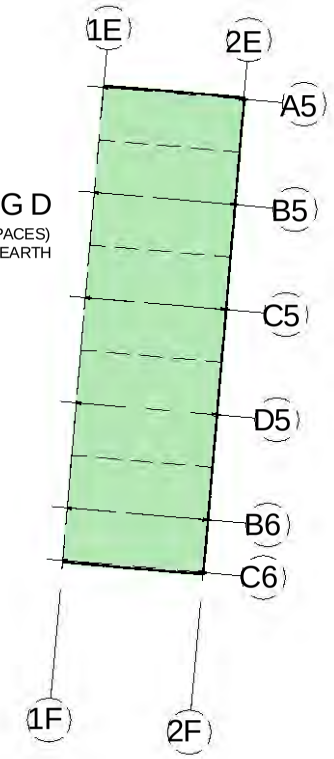
1 1/2 BAYS (3 SPACES)
ON CONCRETE CONTAIMENT
PAD. SLOPE TO TRENCH DRAIN.
DRAIN TO OIL/WATER SEPARATOR.

OIL/WATER
SEPERATOR WITH
TRAFFIC RATED LIDS

BUILDING B
3 BAYS (6 SPACES)
ON HIGH STRENGTH
CONCRETE DRIVE



BUILDING C
6 BAYS (12 SPACES)
ON STABILIZED EARTH



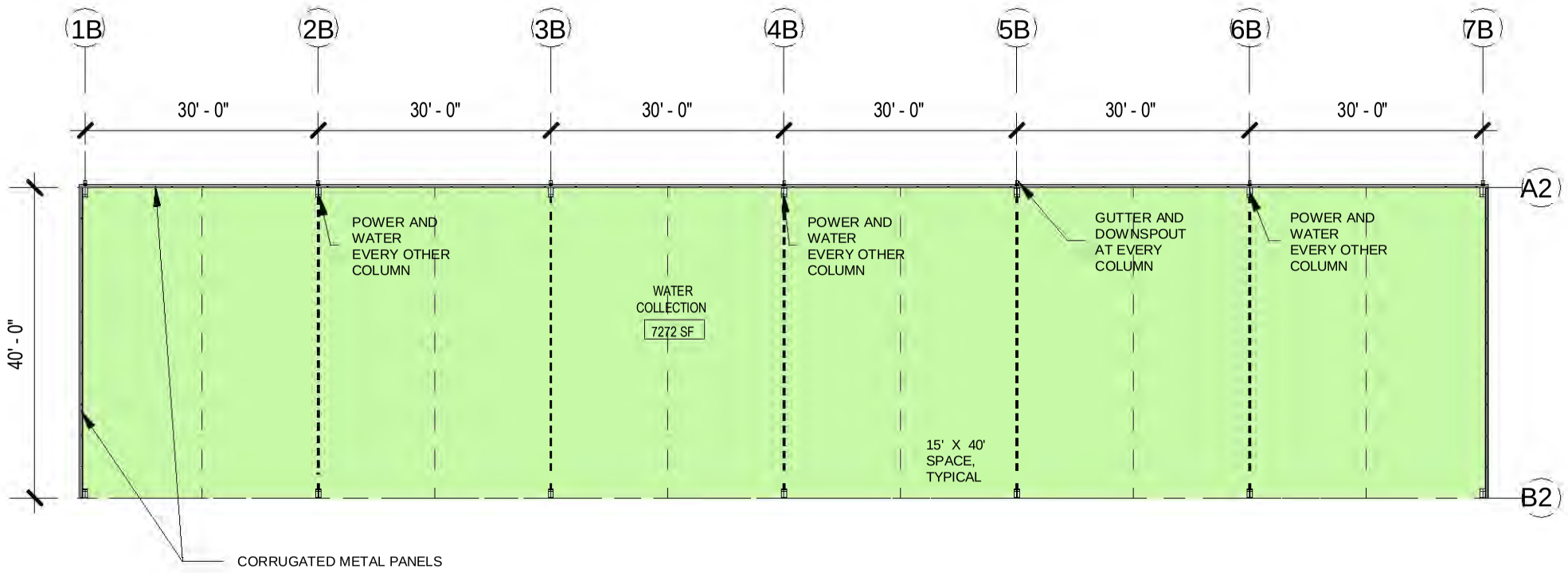
BUILDING D
4 1/2 BAYS (9 SPACES)
ON STABILIZED EARTH

DEPARTMENT LEGEND

- ELECTRIC UTILITY
- LEISURE SERVICES
- LOGISTIC AND CONSTRUCTION MANAGEMENT
- PUBLIC WORKS
- WATER & COLLECTIONS

SCALE 25' 50' 100'

Architects Design Group



SCALE 5' 10' 20' 40'

Architects Design Group

Non - Inventory Rolling Asset Storage Plan

Architects Design Group

Architects Design Group

Architects Design Group

Architects Design Group

Cost Management Recap

Ajax

Sort Sequences:
1. Sub
2. Divisions
3. Not Used
4. Not Used

Estimate File: :202009_22037_SD.REV_Draft02.est - MT DORA PUBLIC WORKS (NEW SD RE
MOUNT DORA, F
Estimator: AJAX ESTIMATIN
Primary Project Qty: 67750
Secondary Project Qty:
Estimate UM: Imperi

Report includes Taxes & Insurance.

11:17:00AM 4/26/2022

Description		Unit$	Total $
Total Division 01 GENERAL REQUIREMENTS			$1,646,874
Total Sub 00 GENERAL CONDITIONS & REQUIREMENTS	67,750.00 SQFT	$24.31	$1,646,874
Total Division 03 CONCRETE			$438,697
Total Division 05 METALS			$164,965
Total Division 06 WOOD & PLASTICS			$500
Total Division 07 THERMAL & MOISTURE PROTECTION			$5,543
Total Division 08 DOORS & WINDOWS			$183,142
Total Division 09 FINISHES			$625,027
Total Division 10 SPECIALTIES			$353,418
Total Division 11 EQUIPMENT			$31,066
Total Division 12 FURNISHINGS			$22,675
Total Division 13 SPECIAL CONSTRUCTION			$1,408,427
Total Division 21 FIRE SUPRESSION SYSTEMS			$77,675
Total Division 22 PLUMBING			$222,595
Total Division 23 HVAC WORK			$761,504
Total Division 26 ELECTRICAL WORK			$860,865
Total Division 27 COMMUNICATIONS SYSTEMS			$109,280
Total Division 28 SAFETY & SECURITY SYSTEMS			$164,561
Total Division 32 SITE IMPROVEMENTS			$6,245
Total Sub 02 INVENTORY WAREHOUSE	23,900.00 SQFT	$227.46	$5,436,184
Total Division 13 SPECIAL CONSTRUCTION			$3,500
Total Sub 03 FUEL STATION [FUTURE]	1.00 LPSM	$3,500.00	$3,500
Total Division 13 SPECIAL CONSTRUCTION			$7,500
Total Sub 04 WASH AREA [FUTURE]	1.00 LPSM	$7,500.00	$7,500
Total Division 03 CONCRETE			$220,463
Total Division 05 METALS			$1,920
Total Division 13 SPECIAL CONSTRUCTION			$599,476
Total Division 23 HVAC WORK			$5,106
Total Division 26 ELECTRICAL WORK			$131,270
Total Division 28 SAFETY & SECURITY SYSTEMS			$6,518
Total Division 32 SITE IMPROVEMENTS			$37,719

Page 1

Schematic Design Cost Estimate Summary

• General Conditions & Requirements	67,750 sf	$1,646,874
• Inventory Warehouse	23,900 sf.	$5,436,184
• Covered Storage	14,250 sf.	$1,002,472
• Rolling Asset Storage	29,600 sf.	$2,222,913
• Sitework	8± acres	$2,224,520
• Future Fuel Station & Wash		$ 11,000
• Contingencies, Fees, Cost Escalation		$3,368,211
Total		**$15,912,174**

Architects Design Group

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Resolution No. 2022-25, Mid-Year Budget Amendments for Fiscal Year 2021-22

Introduction:
This is a request for the City Council to approve Resolution No. 2022-25, Mid-Year Budget Amendments

Discussion:
The City Manager and staff performed an extensive mid-year review of the revenue and expenditure figures for each fund to compare the current amounts with the amount budgeted, in addition to a review of department operating needs; and the City Council of the City of Mount Dora amends the Fiscal Year 2021-2022 budget by revising the budget in total pursuant to itemization contained in Exhibit "A" of the resolution.

Budget Impact:
See Exhibit A, which reflects the adjustments to both Revenue and Expenses. The adjustments are primarily related to the year end project adjustments, addition of the Pickleball Court at Summerview Park and Donnelly Park Pavillion, PO rollover timing, staff request and allocating ARPA funding to the Public Works Complex.

Strategic Impact:
Fiscal Sustainability

Recommendation:
City Council to approve Resolution No. 2022-25, Mid-Year Budget Amendments for Fiscal Year 2021-22

Attachment(s):

1. Resolution 2022-25 FY 21-22 Mid-Year Budget Adjustment.SGS

Prepared by:	Aneta Barton, Budget Officer	
Reviewed by:	Sherry Sutphen, City Attorney	Approved - 5/8/2022
	Jessica Burnham, City Clerk	Approved - 5/12/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/12/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

RESOLUTION 2022-25

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO BUDGET ADJUSTMENTS FOR FISCAL YEAR 2021-2022; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF 2021-2022 BUDGET ADJUSTMENTS; PROVIDING FOR RETROACTIVE AUTHORIZATION OF PROCUREMENT ACTIONS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on September 21, 2021, the City of Mount Dora, adopted Resolution 2021-94, approving the City's total operating budget for Fiscal Year 2021-2022; and

WHEREAS, on December 21, 2021, the City of Mount Dora, adopted Resolution 2021-121, which amended the City's total operating budget for Fiscal Year 2021-2022; and

WHEREAS, on January 18, 2022, the City of Mount Dora, adopted Resolution 2022-04, which amended the City's total operating budget for Fiscal Year 2021-2022; and

WHEREAS, in order to recognize unanticipated revenues and expenditures, it is necessary to make further adjustments to the City's 2021-2022 operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Approval of 2021-2022 Budget Adjustments. The City's 2021-2022 Operating Budget is hereby adjusted as set forth in **Exhibit "A"** attached hereto. As applicable, the transfer of funds may be made from any legally acceptable source.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of the City of Mount Dora pertaining to certain specified purchases and the mid-year amendment to the Fiscal Year 2021-2022 Budget, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of May, 2022.

_____

CRISSY STILE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____

JESSICA BURNHAM
CITY CLERK

For the use and reliance of City of Mount Dora only.
Approved as to form and legal sufficiency.

_____

Sherry G. Sutphen
City Attorney

EXHIBIT "A"

Budget Adjustments Fiscal Year 2021-22

Exhibit "A"

AMENDED BUDGET FISCAL YEAR 2021 - 2022

FUND	Adopted Resolution 2021-94	Resolution 2021-121	Resolution 2022-04	Resolution 2022-25	Amended
001 - General Fund	$ 24,773,556	$ -	$ (97,952)	$ -	$ 24,675,604
015 - ARPA/CARES Act	$ -	$ -	$ 3,635,196	$ -	$ 3,635,196
111 - Discretionary Sales Tax	$ 2,776,951	$ -	$ (142,758)	$ 78,174	$ 2,712,367
117 - Community Redevelopment Agency	$ 2,659,161	$ -	$ 104,675	$ 67,500	$ 2,831,336
118 - Northeast Community Redevelopment Agency	$ 1,544,948	$ -	$ 38,992	$ 173,126	$ 1,757,066
120 - Law Enforcement Trust Fund	$ 23,500	$ -	$ -	$ 5,500	$ 29,000
123 - Protective Inspections	$ 1,887,866	$ -	$ -	$ -	$ 1,887,866
124 - Police Impact Fee	$ 177,781	$ -	$ -	$ -	$ 177,781
125 - Fire Impact Fee	$ 420,000	$ -	$ -	$ -	$ 420,000
126 - Library Impact Fee	$ 619,570	$ -	$ -	$ -	$ 619,570
127 - Parks Impact Fee	$ 2,136,622	$ -	$ -	$ 600,000	$ 2,736,622
131 - Fire Assessment Fee	$ 14,957,198	$ -	$ (94,941)	$ -	$ 14,862,257
150 - Cemetery	$ 80,000	$ -	$ -	$ -	$ 80,000
200 - Debt Service	$ 10,823,800	$ -	$ (9,179,091)	$ -	$ 1,644,709
310 - Capital Construction	$ 29,961,770	$ -	$ (8,675,004)	$ 1,430,808	$ 22,717,574
410 - Electric	$ 11,367,578	$ -	$ 500,000	$ -	$ 11,867,578
415 - Electric Construction	$ 1,426,556	$ -	$ -	$ -	$ 1,426,556
421 - Water / Wastewater Utility	$ 24,848,854	$ -	$ (623,723)	$ 7,095,125	$ 31,320,256
422 - Wastewater Impact Fee	$ 1,618,343	$ -	$ -	$ -	$ 1,618,343
423 - Water Impact Fee	$ 647,816	$ -	$ -	$ 200,000	$ 847,816
425 - Water / Wastewater Construction	$ 16,113,827	$ -	$ (546,724)	$ 2,949,733	$ 18,516,836
430 - Sanitation Utility	$ 2,810,078	$ -	$ -	$ 9,372	$ 2,819,450
440 - Stormwater Utility	$ 1,982,822	$ 69,699	$ 431,601	$ -	$ 2,484,122
445 - Stormwater Construction	$ 671,599	$ 179,524	$ (78,484)	$ -	$ 772,639
500 - Fleet/Warehouse	$ -	$ -	$ 9,179,091	$ 5,515,392	$ 14,694,483
501 - Vehicle Replacement	$ 345,658	$ -	$ -	$ -	$ 345,658
510 - Self Insured Health	$ 3,527,125	$ -	$ -	$ -	$ 3,527,125
515 - Property & Casualty & Workers Compensation	$ 699,803	$ -	$ -	$ -	$ 699,803
Total City Wide Budget	$ 158,902,781	$ 249,223	$ (5,549,122)	$ 18,124,730	$ 171,727,612

Exhibit "A" DETAIL FOR RES. 2022-25
STAFF RECOMMENDED ADJUSTMENTS

FUND	ACCOUNT DESCRIPTION	ADOPTED BUDGET	PROPOSED ADJUSTMENT	AMENDED BUDGET	Description
DISCRETIONARY SALES TAX - 111					
111-0000-389.10-01	ESTIMATED CARRYFORWARD	1,122,701	78,174	1,200,875	INCREASE DUE TO PO 20-1117 AND PO 20-1118 ROLLOVER
	REVENUES		**78,174**		
111-1710-521.64-01	MACHINERY & EQUIPMENT	1,922,701	78,174	2,000,875	INCREASE DUE TO PO 20-1117 AND PO 20-1118 ROLLOVER
	EXPENDITURES		**78,174**		
COMM REDEVELOPMENT AGENCY - 117					
117-0000-389.10-01	ESTIMATED CARRYOVER	1,378,859	67,500	1,446,359	SCRIVENERS ERROR - PO ROLLOVER FOR INCENTIVE PROGRAMS
	REVENUES		**67,500**		
117-1640-552.83-01	ECONOMIC DEVELOPMENT/ INCENTIVE	125,000	67,500	192,500	SCRIVENERS ERROR - PO ROLLOVER FOR INCENTIVE PROGRAMS
	EXPENDITURES		**67,500**		
NE COMM REDEVELOPMENT AGENCY - 118					
118-0000-389.10-01	ESTIMATED CARRYOVER	827,593	173,126	1,000,719	SCRIVENERS ERROR - PO 21-51645 ROLLOVER FOR STORMWATER MASTER PLAN
	REVENUES		**173,126**		
118-5555-581.03-10	TRANSFER TO GENERAL CONSTRUCTION	840,543	173,126	1,013,669	SCRIVENERS ERROR - PO 21-51645 ROLLOVER FOR STORMWATER MASTER PLAN
	EXPENDITURES		**173,126**		
LAW ENFORCEMENT TRUST FND - 120					
120-0000-366.16-01	DONATIONS - POLICE	-	5,500	5,500	INCREASE IN DONATIONS
	REVENUES		**5,500**		
120-5555-580.64-01	MACHINERY & EQUIPMENT	23,500	5,500	29,000	INCREASE IN COST OF UPLIFTING OF MOTORCYCLES
	EXPENDITURES		**5,500**		
PARK IMPACT - 127					
127-0000-389.10-01	ESTIMATED CARRYOVER	1,193,102	600,000	1,793,102	ADD PICKLEBALL COURT AT SUMMERVIEW PARK PROJECT
	REVENUES		**600,000**		
127-5555-581.03-10	TRANSFER TO GENERAL COSTRUCTION	2,083,102	600,000	2,683,102	ADD PICKLEBALL COURT AT SUMMERVIEW PARK PROJECT
	EXPENDITURES		**600,000**		
GENERAL CONSTRUCTION - 310					
310-0000-381.00-01	TRANSFER FROM GENERAL FUND	475,464	66,682	542,146	INCREASE TRANSFER FOR DONNELLY PARK PAVILION & CHANGE FUNDING SOURCE FOR SIMPSON FARMHOUSE RENOVATI
310-0000-381.01-18	TRANSFER FROM NE CRA	863,992	173,126	1,037,118	SCRIVENERS ERROR - PO 21-51645 ROLLOVER FOR STORMWATER MASTER PLAN
310-0000-381.01-26	TRANSFER FROM LIBRARY IMPACT	248,765	41,000	289,765	INCREASE IN CONSTRUCTION COSTS - LIBRARY PARKING EXPANSION PROJECT LI1801
310-0000-381.01-27	TRANSFER FROM PARK IMPACT	-	600,000	600,000	ADD PICKLEBALL COURT AT SUMMERVIEW PARK PROJECT
310-0000-331.10-01	FEDERAL GRANT-GENERAL GOVERNMENT	772,064	550,000	1,322,064	INCREASE IN GRANT REVENUE - AFRICAN AMERICAN GRANT FOR CAULEY LOTT CL2001
	REVENUES		**1,430,808**		
310-5555-580.63-01-PK	IMP OTHER THAN BUILDINGS	-	600,000	600,000	ADD PICKLEBALL COURT PROJECT
310-5555-580.62-01-PK2219	BUILDING	-	55,385	55,385	ADD DONNELLY PARK PAVILION PROJECT
310-5555-580.63-01-IT1812	IMP OTHER THAN BUILDINGS	12,645	(12,645)	-	PO 19-679 ROLLOVER NO LONGER NEEDED
310-5555-580.63-01-NCR003	IMP OTHER THAN BUILDINGS	-	173,126	173,126	SCRIVENERS ERROR - PO 21-51645 ROLLOVER FOR STORMWATER MASTER PLAN
310-5555-580.63-01-PK2123	IMP OTHER THAN BUILDINGS	8,058	3,942	12,000	INCREASE PO 21-51707 ROLLOVER - TIMING ISSUE WITH OPEN TO CLOSE TIMEON PO'S
310-5555-580.63-01-LI1801	IMP OTHER THAN BUILDINGS	107,277	61,000	168,277	INCREASE IN CONSTRUCTION COSTS - LIBRARY PARKING EXPANSION PROJECT LI1801
310-5555-580.63-01-CL2001	IMP OTHER THAN BUILDINGS	1,449,683	875,000	2,324,683	INCREASE IN CONSTRUCTION COSTS - CAULEY LOTT CL2001
310-5555-580.63-01-PK2006	IMP OTHER THAN BUILDINGS	1,589,127	(681,000)	908,127	DECREASE IN SCOPE - LINCOLN POOL PROJECT PK2006
310-5555-580.63-01-PK2103	IMP OTHER THAN BUILDINGS	975,565	356,000	1,331,565	INCREASE IN CONSTRUCTION COSTS - TRIANGLE ELEMENTARY PK2103
	EXPENDITURES		**1,430,808**		
WATER/WASTEWATER - 421					
421-0000-389.10-01	ESTIMATED CARRYOVER	2,407,527	95,125	2,502,652	INCREASE PO 21-51818 & PO 21-51545 ROLLOVER - GOPHER TORTOISE RELOCATION & ENG. DESIGN SERVICES FOR WTP2 V
421-0000-337.30-01	OTHER LOCAL GOVERNMENT GRAND - SJRWMD	1,500,000	1,500,000	3,000,000	INCREASE GRANT REVENUE
421-0000-384.00-01	DEBT PROCEEDS	6,500,000	5,500,000	12,000,000	INCREASE SRF LOAN DEBT
	REVENUES		**7,095,125**		
421-5555-581.04-25	TRANSFER TO W/WW CONSTRUCTION FUND	9,655,711	95,125	9,750,836	INCREASE PO 21-51818 & PO 21-51545 ROLLOVER - GOPHER TORTOISE RELOCATION & ENG. DESIGN SERVICES FOR WTP2 V
421-5555-581.04-25	TRANSFER TO W/WW CONSTRUCTION FUND	9,750,836	7,000,000	16,750,836	INCREASE WTP#1 REHAB CONSTRUCTION PROJECT WA2002
	EXPENDITURES		**7,095,125**		

WATER IMPACT FEE - 423					
423-0000-324.22-01	WATER COMMERCIAL IMPACT	8,375	200,000	208,375	INCREASE OVER PROJECTIONS
	REVENUES		**200,000**		
423-0000-581.04-25	TRANSFER TO WATER/WASTEWATER CONSTRUCTION	500,000	200,000	700,000	INCREASE TRANSFER FOR WTP#2 NEW WELL PROJECT WA1507
	EXPENDITURES		**200,000**		
WATER/WASTEWATER CONSTRUCTION- 425					
425-0000-331.10-01	FEDERAL GRANT-GENERAL GOVERNMENT	1,880,196	(1,880,196)	-	DECREASE IN FEDERAL GRANT REVENUE
425-0000-381.00-15	TRANSFER FROM ARPA/CARES ACT	3,635,196	(3,635,196)	-	DECREASE IN FEDERAL GRANT REVENUE
425-0000-381.04-23	TRANSFER FROM WATER IMPACT	136,000	950,000	1,086,000	INCREASE TRANSFER FOR WTP#2 NEW WELL PROJECT WA1507
425-0000-381.04-22	TRANSFER FROM WASTEWATER IMPACT	-	420,000	420,000	INCREASE TRANSFER FOR ODOR CONTROL PROJECT WW2120
425-0000-381.04-21	TRANSFERS FROM WATER/SEWER UTILITY FUND	9,655,711	7,095,125	16,750,836	INCREASE TRANSFER FOR WTP#1 REHAB CONSTRUCTION PROJECT WA2002 AND WA2120 ODOR CONTROL
	REVENUES		**2,949,733**		
425-5555-580.63-01-WA2217	IMP OTHER THAN BUILDINGS	3,940,392	(3,940,392)	-	CANCEL PROJECT FUNDED BY ARPA - NEED FUNDS FOR PW COMPLEX
425-5555-580.63-01-WA2218	IMP OTHER THAN BUILDINGS	250,000	(250,000)	-	CANCEL PROJECT FUNDED BY ARPA - NEED FUNDS FOR PW COMPLEX
425-5555-563.00-00-WW1820	IMP OTHER THAN BUILDINGS	175,000	(175,000)	-	CANCEL PROJECT FUNDED BY ARPA - NEED FUNDS FOR PW COMPLEX
425-5555-580.63-01-WA2216	IMP OTHER THAN BUILDINGS	200,000	(200,000)	-	CANCEL PROJECT FUNDED BY ARPA - NEED FUNDS FOR PW COMPLEX
425-5555-563.00-00-WW2120	IMP OTHER THAN BUILDINGS	250,000	420,000	670,000	FUNDING CHANGE TO IMPACT FEES INSTEAD OF ARPA
425-5555-580.63-01-WA1507	IMP OTHER THAN BUILDINGS	700,000	95,125	795,125	INCREASE PO 21-51818 & PO 21-51545 ROLLOVER - GOPHER TORTOISE RELOCATION & ENG. DESIGN SERVICES FOR WTP2 V
425-5555-580.63-01-WA2002	IMP OTHER THAN BUILDINGS	8,000,000	7,000,000	15,000,000	INCREASE WTP#1 REHAB CONSTRUCTION PROJECT WA2002
	EXPENDITURES		**2,949,733**		
SANITATION - 430					
430-0000-343.40-01	RESIDENTIAL SANITATION	1,600,155	9,372	1,609,527	INCREASE IN PROJECTION FOR SANITATION RESIDENTIAL REVENUE
	REVENUES		**9,372**		
430-5340-531.00-00	PROFESSIONAL SERVICES	-	9,372	9,372	RAFTELIS SUFFICIENCY RATE STUDY
	EXPENDITURES		**9,372**		
FLEET/WAREHOUSE - 500					
500-0000-331.10-01	FEDERAL GRANT-GENERAL GOVERNMENT	-	1,880,196	1,880,196	INCREASE IN ARPA FUNDING
500-0000-381.00-15	TRANSFERS FROM ARPA/CARES ACT	-	3,635,196	3,635,196	INCREASE IN ARPA FUNDING
	REVENUES		**5,515,392**		
500-5555-580.63-01	IMP OTHER THAN BUILDINGS	8,484,891	5,515,392	14,000,283	INCREASE PUBLIC WORKS COMPLEX PROJECT EXPENSE
	EXPENDITURES		**5,515,392**		
	TOTAL ADJUSTMENT	**REVENUES**	**EXPENDITURES**	**VARIANCE**	
		18,124,730	**18,124,730**	**-**	

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of Resolution No. 2022-32, Urban Forestry Committee

Introduction:

This is a request for City Council to approve Resolution No. 2022-32, establishing an Urban Forestry Committee.

Discussion:

The City of Mount Dora recognizes the importance of its tree canopy to the community's visual aesthetics, property values, and overall quality of life. In order to promote the health of the tree canopy and tree safety, the City has undertaken an effort to engage a third party arborist through its bidding process and intends to establish an appointed Urban Forestry committee.

The proposed Urban Forestry Committee will consist of nine (9) members, of which seven (7) are City Council appointees, one (1) is a Mount Dora Friends of the Environment appointee, and one (1) is a City Manager appointee. All members are required to possess some level of training or education in urban forestry, tree management or similar training. The purpose of the committee will be to:

1. Act as the technical information collector/exchange forum on tree issues which require coordination of information from varied sources.
2. Act on referrals from the City Manager and/or the City Council.
3. Guide the creation of a master tree plan for the City.
4. Assist in the development of the goals and objectives for the City's comprehensive plan with respect to trees and to review proposed changes to the Land Development Code regarding tree and landscape regulations.
5. Develop tree projects that would benefit the community.
6. Serve as appeal board regarding tree removal permits.
7. Determine appropriate species of trees for the City to plant in the effort to improve the future tree canopy of the City.

8. Participate and provide recommendations regarding the hiring of a firm or arborist to conduct an inventory and tree canopy evaluation every ten (10) years.
9. Work with the City's tree arborist or urban forester, who will:

    a. Provide leadership in maintaining and improving the City's tree canopy.
    b. Identify trees for planting, trimming, and removal.
    c. Review all lists with the Advisory Committee for suggestions, recommendations, and input.

Budget Impact:
N/A

Strategic Impact:
Preservation of the City's tree canopy addresses the City's economic development and public safety strategic goals.

Recommendation:
City Council approve Resolution No. 2022-32, establishing an Urban Forestry Committee.

Attachment(s):
1. Resolution 2022-32.Urban Forest Committee.SGS

Prepared by:	Merry Lovern , Executive Assistant	
Reviewed by:	Sherry Sutphen, City Attorney	Approved - 5/11/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022

RESOLUTION NO. 2022-32

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE CREATION OF THE URBAN FOREST ADVISORY COMMITTEE; PROVIDING LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ADVISORY COMMITTEE CREATION; PROVIDING FOR PURPOSE AND RESPONSIBILITY; PROVIDING FOR MEMBERSHIP; PROVIDING FOR STAFF MEMBER LIAISON(S); PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mount Dora recognizes the importance of its tree canopy and the impact trees have on the quality of life for a community; and

WHEREAS, trees improve visual aesthetics, property values and provide shade; and

WHEREAS, the City of Mount Dora has determined that the maintenance, management and preservation of its trees is in the best interest of the City, its residents, business owners and visitors; and

WHEREAS, the City advocates public participation and supports and encourages citizen involvement in all matters of City government; and

WHEREAS, in order to promote a healthy tree canopy and tree safety in the City of Mount Dora, as well as to address the maintenance and management of its trees, it is the desire of the City to establish an advisory committee for the purpose of making recommendations to the City Manager and/or the City Council as applicable; and

WHEREAS, establishment of such an advisory committee will support the mission and principles of the City of Mount Dora.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Advisory Committee Creation. An advisory committee to be known as the "Urban Forest Committee" is hereby created, which shall hereinafter be referred to as the "Advisory Committee."

SECTION 3. Purpose and Responsibility.

A. *Purpose.* It shall be the purpose of the Advisory Committee to:
   1. Act as the technical information collector/exchange forum on tree issues which require coordination of information from varied sources.
   2. Act on referrals from the City Manager and/or the City Council.
   3. Guide the creation of a master tree plan for the City.
   4. Assist in the development of the goals and objectives for the City's comprehensive plan with respect to trees and to review proposed changes to the Land Development Code regarding tree and landscape regulations.
   5. Develop tree projects that would benefit the community.
   6. Serve as appeal board regarding tree removal permits.
   7. Determine appropriate species of trees for the City to plant in the effort to improve the future tree canopy of the City.
   8. Participate and provide recommendations regarding the hiring of a firm or arborist to conduct an inventory and tree canopy evaluation every ten (10) years.
   9. Work with the City's tree arborist or urban forester, who will:
      a. Provide leadership in maintaining and improving the City's tree canopy.
      b. Identify trees for planting, trimming, and removal.
      c. Review all lists with the Advisory Committee for suggestions, recommendations, and input.

B. *Responsibilities.* The Advisory Committee shall meet as frequently as deemed necessary by the city manager in order to accomplish the purposes set forth herein.

SECTION 4. Membership.

A. *Generally.* The Advisory Committee shall consist of nine (9) members.

B. *Appointment.* The Advisory Committee members shall be appointed as follows:

   1. *City Council Appointees*. Each City Council member shall appoint one (1) representative whom he/she believes to be the best suited individual to serve on the Advisory Committee so long as each such individual:

      a. has submitted the appropriate application to the City Clerk;
      b. possesses some level of training or education in Urban Forestry, tree management or a similar field or be willing to seek out and obtain training in a program approved by the City;
      c. is a citizen of the City of Mount Dora, residing in the City of Mount Dora city limits, and who shall remain as such throughout his/her Term as an Advisory Committee member; OR is the owner of a business with the principal operations being conducted in the City of Mount Dora city limits and who shall remain as such throughout his/her Term as an Advisory Committee member.

Each motion for appointment of the seven (7) council representative members shall be confirmed by majority vote of a quorum of the City Council. Each of the seven (7) council representatives' members shall serve at the pleasure of City Council.

2. *Mount Dora Friends of the Environment Appointee*. Mount Dora Friends of the Environment shall appoint one (1) representative to serve on the Advisory Committee so long as the individual:

   a. has submitted the appropriate application to the City Clerk;
   b. possesses some level of training or education in Urban Forestry, tree management or a similar field or be willing to seek out and obtain training in a program approved by the City.

   Motion for appointment of the Friends of the Environment representative member shall be confirmed by majority vote of a quorum of the City Council. Such member shall serve at the pleasure of City Council.

   In the event the Mount Dora Friends of the Environment becomes inactive, the City Manager shall offer an appointment which shall be confirmed by majority vote of a quorum of the City Council. Such member shall serve at the pleasure of the City Council.

3. *City Manager Appointee.* The City Manager shall appoint one (1) representative to serve on the Advisory Committee so long as the individual:

   a. has submitted the appropriate application to the City Clerk;
   b. possesses some level of training or education in Urban Forestry, tree management or a similar field or be willing to seek out and obtain training in a program approved by the City.

   Motion for appointment of the City Manager's appointee shall be confirmed by majority vote of a quorum of the City Council. Such member shall serve at the pleasure of City Council.

C. *Term.* Each member of the Advisory Committee shall serve without commission or honorarium, as follows:
   1. *City Council appointees* shall serve at the pleasure of the City Council for a two (2) year term.
   2. *Mount Dora Friends of the Environment* appointee shall serve at the pleasure of the City Council for a two (2) year term.
   3. *City Manager appointee* shall serve at the pleasure of the City Council for a two (2) year term.

D. *Officers.* The Advisory Committee shall elect a Chairperson and a Vice-Chairperson from its membership at the first meeting.

SECTION 5. Staff Member Liaison(s). The City Manager shall assign the appropriate staff members to be the liaison(s) for the Advisory Committee, to maintain the sunshine law formalities, to facilitate the work being completed by the Advisory Committee and to provide City resources as necessary to assist with completion of the purposes and responsibilities set forth herein.

SECTION 6. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 7. Savings Clause. All prior actions of the City of Mount Dora pertaining to Urban Forest Advisory Committee, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 8. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

SECTION 9. Conflicts. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 10. Severability. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 11. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

The remainder of this page is intentionally left blank.

PASSED AND ADOPTED this _____ day of _____, 2022.

_____
CRISSY STILE
MAYOR of the City of Mount Dora, Florida

ATTEST:

_____
Jessica Burnham
City Clerk

For the use and reliance of City of Mount Dora only.
Approved as to form and legality.

_____
Sherry G. Sutphen
City Attorney

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Request Approval of First Reading of Ordinance No. 2022-08, Pertaining to Charter Amendment for Building Height Limitation

Introduction:

This is a request for City Council to approve first reading of Ordinance No. 2022-08 and hold hearing for second reading and adoption.

Call Up Item
Mayor Asks Attorney to Read Ordinance by Title Only
City Manager Background
Public Hearing
Discussion
Council Action

Discussion:

As directed by City Council at the May 3, 2022 meeting, the City Attorney along with planning staff assistance proceeded with a proposed amendment to the City's Charter to limit building heights in certain areas. As noted in the previous City Council discussions on this matter, the framework of the attached ordinance Charter language was taken from a group of citizens' proposed building height document/petition with suggested text. To assist in the areas under consideration, Attachment "1" depicts the two building height areas as listed and referred in the proposed Charter Amendment - entitled "*Building Height Impact District Map*" : 1) 35 feet building height for all lands located within the existing adopted Historic Preservation Review Area; and 2) 25 feet building height for lands located within 100 feet of the shoreline of Lake Dora.

In addition, staff proceeded with a survey questionnaire regarding building height with focus on the businesses within the subject commercial areas. Through the Survey Monkey platform, six (6) questions were developed along with one (1) open question for written comments and feedback. The survey was active from April 20th to May 13th, 2022. As of the drafting of this

staff report, the survey outcome was not ready for inclusion on the May 17, 2022, City Council meeting agenda. However, the planning staff will summarize the results at this meeting.

The sequence of events leading to the presentation to the City Council are as follows:

The City Council at their regularly scheduled meeting held on May 3, 2022, was provided a draft Charter Amendment Ordinance with several edits pertaining to building height limitations for discussion.

The City Council at their regularly scheduled meeting held on April 19, 2022, was provided a draft Charter Amendment Ordinance pertaining to building height limitations for discussion. In addition, the City Council reviewed and discussed a draft survey questionnaire that would be sent to businesses within the subject area.

The Building Height Advisory Committee at their regularly scheduled meeting held on March 17, 2022, recommended the following items:

- The City Council should place the petition as submitted by the petitioners on the next ballot.

Motion Failed. Vote: 5-6.

- The City Council to draft its own ordinance for a charter amendment that would include a limitation on building height and also a specific process and procedure for variances which shall be placed within the land development code.

Motion Approved. Vote: 9-2.

- The City Council to draft an ordinance to include in the Land Development Code that was provided to the committee (drafted by committee member Mr. Tom Pauls) by amending draft variance number seven and number four as members discussed, to allow for a specific variance for properties within the Building Height Impact District.

Motion Approved. Vote: 8-3.

- The City Council to conduct a survey of the Building Height Impact District business owners regarding impacts.

Motion Approved. Vote 10-1.

Budget Impact:
None.

Strategic Impact:

GOAL 1: Economic Development
Objective 1.3. Attract new commercial businesses/residential development

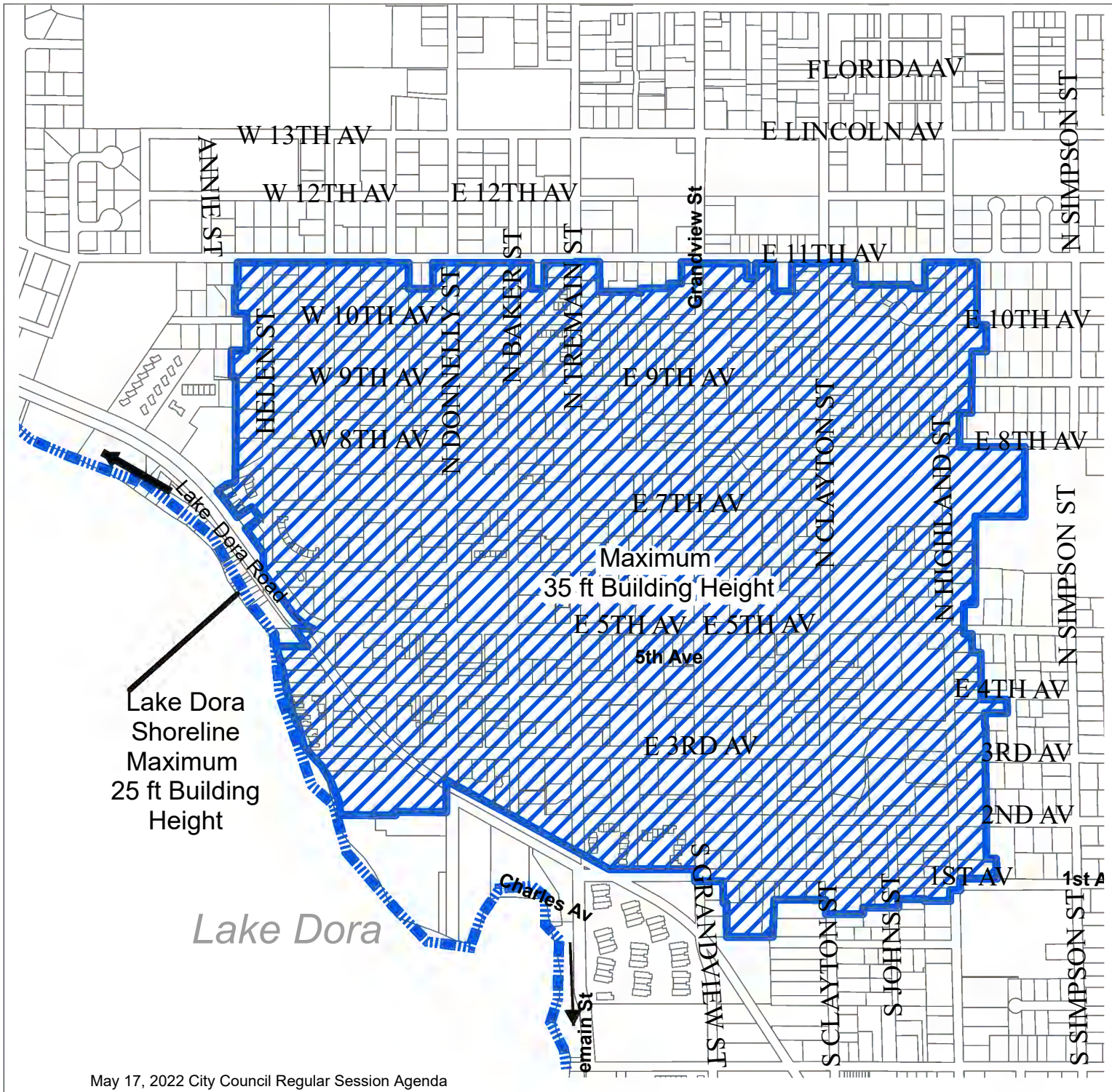
Recommendation:

City Council approve the First Reading of Ordinance No. 2022-08 and hold hearing for second reading and adoption.

Attachment(s):

1. Attachment 1 Building Height Impact District Map
2. Ord 2022-08.Building Heights.Charter.First Official Reading.Clean Version.SGS.2

Prepared by:	Jeanann Hand, Deputy City Clerk	
Reviewed by:	Vince Sandersfeld, Planning and Development Director	Approved - 5/4/2022
	Sherry Sutphen, City Attorney	Approved - 5/8/2022
	Jessica Burnham, City Clerk	Approved - 5/11/2022
	Jeanann Hand, Deputy City Clerk	Approved - 5/11/2022
	Patrick Comiskey, City Manager	Final Approval - 5/12/2022



Map Date: 5/4/2022

CITY OF MOUNT DORA

Document Path: U:\Plandev Admins\Planning and Development\Master Documents\MAPS\LDC_Bldg_Hgt\Building Height Impact District Map.mxd

ORDINANCE NO. 2022-08

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA PERTAINING TO A CHARTER AMENDMENT FOR THE 2022 BALLOT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE IMPLEMENTATION OF ADMISTRATIVE ACTIONS; PROVIDING PROPOSED CHARTER AMENDMENT WITH TITLE AND BALLOT QUESTION; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE AND CODIFICATION.

WHEREAS, Florida Statutes, Section 166.031, provides that the governing body of a municipality may, by ordinance, submit to the electors of said municipality, proposed amendments to its charter; and

WHEREAS, pursuant to the City of Mount Dora Charter, the City Council shall cause the Charter to be reviewed, no less than once every five years; however, may cause amendment to the same at any time deemed appropriate; and

WHEREAS, on September 21 2021, the City adopted Resolution No. 2021-115, which created the Building Height Advisory Committee; and

WHEREAS, on April 5, 2022, following absolute dedication and clear focus to the task at hand, the City of Mount Dora Building Height Advisory Committee delivered its report and recommendations to City Council; and

WHEREAS, based on the report and recommendations of the Building Heights Advisory Committee, the City of Mount Dora has determined that it is appropriate to propose revisions to the City's Charter; and

WHEREAS, the City of Mount Dora has determined that it is in the best interest of its citizens to submit the Charter amendment proposed herein to the registered voters of Mount Dora at the general election to be held on November 8, 2022.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT.

The City of Mount Dora has complied with all requirements and procedures of the Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. IMPLEMENTING ADMINISTRATIVE ACTIONS.

A. The City Manager is hereby authorized and directed to take such actions as deemed necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed prudent.

B. The City Clerk, as the Filing Officer for the City, is hereby directed to coordinate with the Lake County Supervisor of Elections, as necessary, to ensure that all advertising, translation and notice requirements are met to conduct the referendum election called for in Section 3 hereof.

SECTION 3. PROPOSED CHARTER AMENDMENTS WITH TITLE AND BALLOT QUESTION.

The amendment to the City of Mount Dora Charter as set forth hereafter shall be proposed to the registered voters of Mount Dora by way of the title and ballot question specified at the general election to be held on November 8, 2022. Underlined words constitute additions.

ARTICLE VII. BUILDING HEIGHTS

Section 32. – Limitations, Exceptions, Variances

a. *Building Height Impact District.* The Building Height Impact District as used herein shall mean the City's Historic Preservation Review Area and the lands within 100 feet of the normal high-water control level of Lake Dora, as depicted in the City of Mount Dora Comprehensive Plan 2045, Future Land Use Map Series, Map II-2e, as of the effective date of this Article,

b. As of the effective date of this Article, no building or other structure shall be constructed, erected, situated or located, in the Building Height Impact District, which exceeds thirty-five (35) feet in height, excluding structural appurtenances as set forth in the City of Mount Dora Land Development Code and measured pursuant to the Definitions established by the City of Mount Dora Land Development Code.

c. As of the effective date of this Article, no building or other structure shall be constructed, erected, situated or located, within one hundred (100) feet of the normal high water control level of Lake Dora, which exceeds twenty-five (25) feet in height, excluding structural appurtenances as set forth in the City of Mount Dora Land Development Code and measured pursuant to the Definitions established by the City of Mount Dora Land Development Code.

d. Any legally non-conforming building or structure, existing as of the effective date of this Article, shall be exempt from the provisions of this Article and in the event of destruction of any such legally non-conforming building or structure, in whole or in part, said legally non-conforming building or structure may be rebuilt to a height not exceeding the height of the same at the time of destruction, subject to all applicable City codes, rules and regulations which are in effect at the time of such reconstruction.

e. A Building Height Impact District Variance of up to five (5) additional feet may be pursued from the building height limitations set forth herein by way of the process set forth in the City of Mount Dora Land Development Code. The Building Height Impact District Variance process as set forth in the City of Mount Dora Land Development Code on the effective date of this Article may only be revised if the proposed revision is submitted to the electors during a general election and approved by majority vote.

TITLE:
Establishing City of Mount Dora Charter, Article VII, Building Heights, Section 32, Limitations, Exceptions, Variances.

QUESTION:
Vote YES for an Amendment to the City Charter which limits building heights to 35 feet in the Building Height Impact District, and to 25 feet within 100 feet of the high-water control level of Lake Dora, excluding certain structural appurtenances and providing exceptions for existing legally non-conforming structures and variance capabilities, not to exceed 5 additional feet or vote NO if you do not want a City Charter Amendment which limits building heights.

YES ___
NO ___

SECTION 4. SCRIVENER'S ERRORS.

Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

SECTION 5. SAVINGS CLAUSE.

All prior actions of the City pertaining to amending the City Charter, as set forth herein, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 6. CONFLICTS.

All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that any code or ordinance that provides for an alternative process to effectuate the general purposes of this Ordinance shall not be deemed a conflicting code or ordinance.

SECTION 7. SEVERABILITY.

If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair

the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 8. EFFECTIVE DATE AND CODIFICATION.

A. This Ordinance shall become effective immediately upon enactment by the City Council and recordation in the Public Records of Lake County, Florida.

B. The Charter amendment proposed in Section 3 of this Ordinance shall become effective if a majority of the electors, voting in the general election on November 8, 2022, vote in favor of such amendment. Thereafter, the approved amendment shall be codified into the City of Mount Dora Code of Ordinances and be renumbered or re-lettered as deemed appropriate by the codifier. The City Clerk shall file the revised Charter with the Department of State.

FIRST READING: _____

SECOND READING: _____

PASSED AND ADOPTED this _____ day of _____, 2022.

_____
CRISSY STILE
MAYOR, City of Mount Dora, Florida

ATTEST:

_____
JESSICA BURNHAM
CITY CLERK

For the use and reliance of the City of Mount Dora only. Approved as to form and legality.

_____
Sherry G. Sutphen
City Attorney

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: **May 17, 2022**

TO: **Honorable Mayor and City Council Members**

FROM: **Patrick C. Comiskey, City Manager** Patrick C. Comiskey

SUBJECT: Lobbyist Update

Introduction:
Gray Robinson, P.A. represents the City of Mount Dora during the 2022 Legislative process in Tallahassee, Florida. Their work includes identification of legislative priorities, formulation of strategy, research, communication with elected officials, and reporting the status on current work in progress.

Discussion:
Gray Robinson, P.A. supports the City of Mount Dora in respect to Legislative items and appropriations. Attached is the April 2022 monthly report.

Budget Impact:
Lobbyist Activities are funded in account 421-5360-531-00-00 in the amount of $42,000.00.

Strategic Impact:
The contract with Gray Robinson, P.A. allows for cooperation from State, County, and surrounding communities toward the Innovation District and future infrastructure through grants and legislative processes.

Recommendation:
Data provided is informational.

Attachment(s):
1. Mount Dora April 2022 Report

Prepared by: Merry Lovern , Executive Assistant
Reviewed by: Jessica Burnham, City Clerk Approved - 5/11/2022

Patrick Comiskey, City Manager Final Approval - 5/12/2022

May 3, 2022

City of Mount Dora
April Activity Report

Governor DeSantis announced last week the legislature will return to Tallahassee May 23-27 for a special session to address the state's collapsing property insurance market. In the official notice outlining what the legislature will consider during the special session, the Governor included "property insurance" specifically, but also includes "appropriations" and "civil remedies," which leave a wide range of potential fixes on the table. At this time, no proposals have been filed.

We are again hearing whispers of expanding the call of the special session to include other issues, such as data privacy and constitutional carry, though nothing is confirmed at this time. We will alert you as soon as we know of an expansion to include other policy items.

Budget Update- May 3rd
HB 5001, the General Appropriations Act (GAA), has **not** yet been sent to Governor DeSantis. Once the budget has been presented to the Governor, he will have 15 days to act on it. Please feel free to contact us with any questions, and as we get more information, we will pass it along.

Communications

- Mount Dora Final Legislative Report
- Staff, Executive Office of the Governor, re Mount Dora Appropriations
- Representative Truenow re Mount Dora Appropriations

Next Steps

- Continue communication with SJRWMD on cost share application next steps.
- Continue to update Mount Dora on Grant Opportunities
- Continue to follow-up with DEO re Job Growth Application

Ryan Matthews/Angela Drzewiecki