



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

Mount Dora Northeast Community Redevelopment Agency Governing Board

**Mount Dora City Hall Board Room
510 North Baker Street, Mount Dora, Florida 32757
May 17, 2022**

AGENDA

CALL TO ORDER

PUBLIC COMMENT

CONSENT AGENDA

ACTION ITEMS

1. Request Approval of Resolution No. 2022-27, Northeast CRA Budget Amendment to Fiscal Year 2021-2022 Budget
2. Request Approval of Resolution No. 2022-36, Program Modification to the Home Repair Grant Program

DISCUSSION ITEMS

OTHER BUSINESS

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 Resolution No. 2022-27, Northeast CRA Budget Amendment to Fiscal Year 2021-2022 Budget

Introduction:

This is a request for the City Council to approve Resolution 2022-27, Budget Amendment to Fiscal Year 2021-2022 Budget.

Discussion:

Rebudgeting requires City Council approval when the revenue and expenditures are increased or decreased from the original approved budget. The City Council must provide formal budget approval that recognizes the unanticipated revenues and expenditures. The budget amendments which are recommended are included in Exhibit "A" of Resolution 2022-27, and reflect increases or decreases in accounts for revenues and expenditures of each affected fund.

Budget Impact:

\$173,126 from PO 21-51645 rollover (last year's approved monies) for the Stormwater Master Plan to be added to the FY21-22 budget

Strategic Impact:

Support of Stormwater Master Plan

Recommendation:

Approval of Resolution 2022-27, FY 2021-2022 Scrivener's Errors Adjustment, NE-CRA.

Attachment(s):

1. Resolution 2022-27.Northeast CRA Budget Amendment.SGS
2. Exhibit A - Resolution 2022-27 NE CRA

3. Signed. Reso No. 2022-27 Northeast CRA Budget Amendment to Fiscal Year 2021-2022 Budget

Prepared by: Aneta Barton, Budget Officer

Reviewed by: Vince Sandersfeld, Planning and Development Director

Rita Meade, Deputy Finance Director

Sherry Sutphen, City Attorney

Jessica Burnham, City Clerk

Jeanann Hand, Deputy City Clerk

Patrick Comiskey, City Manager

Approved - 5/3/2022

Approved - 5/3/2022

Approved - 5/9/2022

Approved - 5/12/2022

Approved - 5/12/2022

Final Approval - 5/12/2022

RESOLUTION 2022-27 (NORTHEAST CRA)

A RESOLUTION OF THE NORTHEAST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MOUNT DORA, FLORIDA, AMENDING THE FISCAL YEAR 2021-22 BUDGET; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; 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 Northeast Community Redevelopment Agency (Northeast CRA) is charged with redevelopment activities within its boundaries to sustain and enhance the tax base; and

WHEREAS, the Northeast CRA must adopt an annual budget that complies with state law and the operative Redevelopment Plan of 2020; and

WHEREAS, Northeast CRA adopted the Fiscal Year 2021-22 Budget through CRA Resolution No. 2021-94 (Northeast CRA)

WHEREAS, on February 1, 2022, the Northeast CRA adopted the amended Fiscal Year 2021-22 Budget through CRA Resolution No. 2022-11 (Northeast CRA)

WHEREAS, pursuant to Florida Statutes, Section 189.016, the Northeast CRA may amend its budget to account for unanticipated revenues; and

WHEREAS, the Northeast CRA has determined that it is necessary to amend its 2021-22 budget to as set forth in **Exhibit "A"** attached hereto.

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

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

SECTION 2. Approval of Budget Amendment. The Northeast CRA hereby approves the Fiscal Year 2021-2022 Budget as amended in **Exhibit "A"**.

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 Northeast CRA pertaining to the amendment to the Fiscal Year 2021-22 Budget, 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, CHAIRPERSON

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”
Northeast CRA
2021-2022 Annual Budget

Exhibit "A"

AMENDED NORTHEAST CRA BUDGET FISCAL YEAR 2021 - 2022

	Amended Resolution 2022-11	Adjustments	Amended Resolution 2022-27
REVENUE			
City Tax Increment	\$ 372,903		\$ 372,903
County Tax Increment	\$ 344,083		\$ 344,083
Lake Water Authority	\$ 28,961		\$ 28,961
N.E.Ambulance Increment	\$ -		\$ -
Investment Income	\$ 10,400		\$ 10,400
Estimated Carryover	\$ 827,593	\$ 173,126	\$ 1,000,719
Total Revenue	<u>1,583,940</u>	<u>173,126</u>	<u>1,757,066</u>
EXPENSES			
Contractual Service	\$ 276,500		\$ 276,500
Operating Supplies	\$ 110,521		\$ 110,521
Economic Development/Incentives	\$ 175,000		\$ 175,000
Administrative Services Allocation	\$ 52,340		\$ 52,340
Property/Casualty/Auto Ins Premiums	\$ 36,167		\$ 36,167
Debt Service Allocation 2018 Bonds	\$ 69,420		\$ 69,420
CIP - 20th Ave. Extension	\$ 127,936		\$ 127,936
CIP - Information Kiosks	\$ 10,000		\$ 10,000
CIP - Property purchase per redevelopment plan	\$ 150,000		\$ 150,000
CIP - Public Safety Streetlight Improvements	\$ 35,000		\$ 35,000
CIP - Signage and Community Beautification	\$ 30,000		\$ 30,000
CIP - Community Resource & Recreation Center Design	\$ 511,056		\$ 511,056
CIP - Stormwater Master Plan	\$ -	\$ 173,126	\$ 173,126
Total Expense	<u>1,583,940</u>	<u>173,126</u>	<u>1,757,066</u>

Exhibit "A" DETAIL FOR RES. 2022-27
STAFF RECOMMENDED ADJUSTMENTS

FUND	ACCOUNT DESCRIPTION	ADOPTED BUDGET	PROPOSED ADJUSTMENT	AMENDED BUDGET	Description
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		

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WHEREAS, the Northeast CRA must adopt an annual budget that complies with state law and the operative Redevelopment Plan of 2020; and

WHEREAS, Northeast CRA adopted the Fiscal Year 2021-22 Budget through CRA Resolution No. 2021-94 (Northeast CRA)

WHEREAS, on February 1, 2022, the Northeast CRA adopted the amended Fiscal Year 2021-22 Budget through CRA Resolution No. 2022-11 (Northeast CRA)

WHEREAS, pursuant to Florida Statutes, Section 189.016, the Northeast CRA may amend its budget to account for unanticipated revenues; and

WHEREAS, the Northeast CRA has determined that it is necessary to amend its 2021-22 budget to as set forth in **Exhibit "A"** attached hereto.

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

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

SECTION 2. Approval of Budget Amendment. The Northeast CRA hereby approves the Fiscal Year 2021-2022 Budget as amended in **Exhibit "A"**.

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 Northeast CRA pertaining to the amendment to the Fiscal Year 2021-22 Budget, 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 17 day of May, 2022.



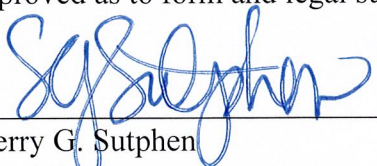
CRISSY STILE, CHAIRPERSON

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”
Northeast CRA
2021-2022 Annual Budget



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. 2022-36, Program Modification to the Home Repair Grant Program

Introduction:

Request Approval of a Program Modification to the Home Repair Grant Program to increase the grant amount.

Discussion:

Resolution 2020-121 (Northeast CRA) created the Northeast Home Repair Grant Program. The Northeast CRA Redevelopment Plan of 2020, Section 2.4.1, Housing, is the objective of the Northeast CRA to address the need for affordable housing for low and moderate-income residents and to encourage the rehabilitation of existing housing. This grant requires a dollar for dollar match not to exceed \$15,000 per home and the home must be owner occupied. To date, no homeowner in the Northeast has been able to provide matching funds to utilize this program. When Habitat for Humanity of Lake and Sumter County found out that these funds were available, they decided to start their own fundraising efforts to provide the matching funds for homeowners in need. So far, Habitat has raised over \$90,000 of matching funds. Additionally, Habitat is a licensed contractor and, as a not-for-profit, the dollars will go further to repair more homes.

Since we have completed the first three homes with Habitat, we have reviewed several more applications. However, almost every new application is for a home that will require far more than \$30,000 in repairs. When staff brought this program forward for adoption, it was feasible to put a new roof on, replace the HVAC system and make substation electric upgrades to the average home for \$30,000. Since that point in time, the cost of all construction materials has drastically increased. Staff and Habitat are requesting that the Northeast CRA Governing Board approve a Program Modification to increase the Matching Fund Grant from the Northeast CRA to \$25,000, which will allow for a \$50,000 renovation project. Additionally, this will support Habitat's application for grants for matching dollars to home owners in the Northeast CRA.

Budget Impact:

N/A

Strategic Impact:

Objective 1.3 Residential Development

Recommendation:

Approve the request for a Program Modification to increase the Matching Fund Grant from the Northeast CRA to \$25,000.

Attachment(s):

1. Resolution 2022-36.Revised Home Repair Grant Funding Program.SGS
2. Signed.Reso No. 2022-36 Program Modification to the Home Repair Grant Program

Prepared by: Adam Sumner, CRA Administrator

Reviewed by: Vince Sandersfeld, Planning and Development Director
Rita Meade, Deputy Finance Director
Sherry Sutphen, City Attorney
Jessica Burnham, City Clerk
Jeanann Hand, Deputy City Clerk
Patrick Comiskey, City Manager

Approved - 5/3/2022

Approved - 5/3/2022

Approved - 5/11/2022

Approved - 5/12/2022

Approved - 5/12/2022

Final Approval - 5/12/2022

**RESOLUTION NO. 2022-36
(NORTHEAST CRA)**

A RESOLUTION OF THE NORTHEAST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO THE HOME REPAIR GRANT FUNDING PROGRAM; PROVIDING FOR REPEAL OF RESOLUTION 2020-121; PROVIDING FOR APPROVAL OF THE REVISED HOME REPAIR GRANT FUNDING PROGRAM; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; 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 Northeast Community Redevelopment Agency (Northeast CRA) is charged with redevelopment activities within its boundaries to sustain and enhance the area tax base; and

WHEREAS, pursuant to the Northeast CRA Redevelopment Plan of 2020, affordable housing and community beautification are high priorities; and

WHEREAS, pursuant Northeast CRA Redevelopment Plan of 2020, Section 2.4.1, Housing, it is the objective of the Northeast CRA to address the need for affordable housing for low and moderate-income residents and to encourage the rehabilitation of existing housing; and

WHEREAS, on October 20, 2020, the Northeast CRA adopted Resolution 2020-121, providing matching fund grant opportunities for assistance with certain home improvements (Home Repair Funding Program); and

WHEREAS, the Northeast CRA has determined that making certain revisions to the Home Repair Grand Funding Program will accomplish the goal of facilitating renovations of existing owner-occupied homes in the Northeast CRA and is in the best interest of the residents within the Northeast CRA.

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

SECTION 1. Legislative Findings and Intent. The Northeast CRA 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 2020-121. Northeast CRA Resolution 2020-121, Home Repair Grant Funding Program, is hereby repealed in its entirety.

SECTION 3. Approval of the Revised Home Repair Grant Funding Program.

A. The Northeast CRA hereby approves the Home Repair Grant Funding Program. The revised Home Repair Grant Funding Program Guidelines attached hereto as **Exhibit “A”** are hereby approved.

B. The City Manager is hereby authorized to execute a Lien Agreement on behalf of the City, in the form approved by the City Attorney, with those approved Applicants who meet the program eligibility requirements.

SECTION 4. Implementing Administrative Actions. The City Manager, City Attorney and the Northeast CRA Administrator are hereby authorized and directed to take such actions 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 Northeast CRA pertaining to the Home Repair Grant Funding Program, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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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
CHAIR**

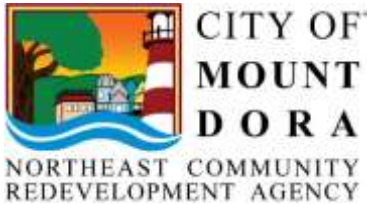
ATTEST:

Jessica Burnham, City Clerk

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

Sherry G. Sutphen, City Attorney

Exhibit “A”
Northeast CRA
Home Repair Grant Program Guidelines



Northeast Community Redevelopment Agency (Northeast CRA) Residential Home Repair Grant Funding Program Guidelines

This program provides a 50% matching reimbursement grant, up to \$25,000.

ELIGIBLE IMPROVEMENTS:

- **Total Electrical Rewiring Upgrade**
- **Central Heating and Air Conversion**
- **Roof Replacement**
- **Replacement Windows**
- **Storm Shutters**
- **Sanitary Sewer Connections**
- **Required Building Code Repairs and Upgrades**
- **Mold Remediation**
- **Exterior Paint and/or Stucco**
- **Landscaping**
- **Security Lighting**

PROGRAM ELIGIBILITY GUIDELINES:

- **Property must be located within the Northeast CRA District.**
Call (352) 735-7112 to verify location.
- **Applicant(s) must be the property owner(s).**
- **Property owner must live in the dwelling unit on the property.**
- **Property must be zoned residential and used for residential purposes.**
- **Property must not have delinquent ad valorem property taxes.**
- **Funding may not be used as part of new construction.**

Project Commencement

Project must not have commenced until the final grant application and agreement(s) have been submitted to and approved by the Northeast CRA Governing Board or its designee.

Applicant Match

The Northeast CRA will provide 50% funding, up to \$25,000, for eligible improvements following submittal of all required documentation and upon project completion. The Applicant shall demonstrate proof of its funding portion for the project in the form of a loan agreement, bank statements, bank letter of commitment or proof of other funding source such as SHIP grant funding or other federal, state or county grant funding. Depending on the source of the matching funds the Northeast CRA may pay the matching funds as a reimbursement to the property owner or directly to a lender if the owner is using a conventional mortgage, home equity loan or other similar commercial financing mechanism. The owner may also match the Northeast CRA funds with grant dollars from federal, state or local sources.

Lien Agreement Requirement

Applicant(s) must execute a lien agreement, in a form approved by the City Attorney, with the Community Redevelopment Agency. **The Lien shall be recorded in the public records of Lake County, Florida and shall be forgiven five (5) years from the date the lien agreement is recorded provided that:**

- Improvements are not altered, modified, removed, demolished, sold or transferred; and
- Property is not converted to 100% non-residential use.
- Property is sold by the Applicant.

In the event any of the above events occur, within the sixty (60) month period the total funding provided hereunder shall become due and payable immediately.

Grant program is based on fund availability. Grant funding is provided on a first come, first served basis provided all eligibility requirements are met. Preference will be provided to first time applicants.

**RESOLUTION NO. 2022-36
(NORTHEAST CRA)**

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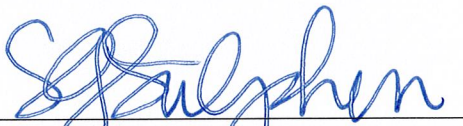
CRISSY STILE
CHAIR

ATTEST:



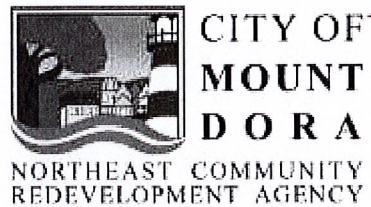
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Sherry G. Sutphen, City Attorney

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