City of Mount Dora
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COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE
City Hall Board Room
510 N. Baker Street, Mount Dora, FL
August 3, 2022 at 5:30 PM

AGENDA

I. Call to Order

II. Roll Call

III. Public Comment Period

IV. Approval of the June 1, 2022 Meeting Minutes

V. Discussion Items

1. Update on Highland Events

2. Code Complaints within CRA Boundary / Sidewalk Sales Ordiance

3. Update Revenue Projections / Budget Process Update

VI. Announcement of next scheduled meeting date - September 7, 2022

VII. Adjournment

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

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

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

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

CITY OF
MOUNT DORA, FLORIDA
CRA ADVISORY COMMITTEE
MINUTES

June 1, 2022

Call to Order

Having been duly noticed as required by law, the June 1, 2022 meeting of the Mount Dora Community Redevelopment Agency Advisory Committee was called to order by Chair, Mr. Berndt at 5:30 p.m.

Roll Call

Present: David Berndt, Jake Guenther, Andrea Lother, Akhtar Hussain, Jack Whittaker

Absent: Jay Smith, Robert Paonessa

City Staff: Adam Sumner*, Deputy Planning Director & CRA Manager*; *Misty Sommer, Economic Development Manager;* Jeanann Hand, *Deputy City;* Faith Gibbs, *Clerk Administrative Coordinator*

Mr. Berndt introduced Jack Whittaker, a newly appointed CRA Advisory. Mr. Whittaker works for the City of Oviedo and has 18 years of experience in local municipalities. He has been a Mount Dora resident for 4 and a half years and is excited and thankful for the opportunity to get involved with the community.

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Public Comment Period

None

Approval of the April 6, 2022, Meeting Minutes

Mr. Guenther motioned to approve the minutes for April 6, 2022. Mr. Hussain seconded the motion and the minutes were approved unanimously by voice vote.

Discussion Items

1. Horseless Carriage Presentation

   Misty Summer, Economic Development Manager, introduced Brian Poe and Brittany Stilke, owners of Olde Mount Dora Carriage, looking to open a business in the CRA district.

   Mr. Poe, a Mount Dora resident for 6 years, wants to showcase the history of this town going back 100 years by utilizing a horseless carriage tour which would complement the town by providing a cleaner way

to preserve the memory of the original horse and carriage, not by replacing or excluding horse and carriage. The carriage holds up to 1500 pounds and seats four people comfortably in the rear. Unlike the original horse and carriage, the horseless carriage is battery operated, which lessens the unpredictability associated with the horse and carriage and provides touring the city for a full day on one battery. According to Ms. Stilke, bartender at Pisces Rising, people are constantly inquiring about things to do downtown in addition to the tours already available in the city. The addition of the horseless carriage tour, with a narrative pre-recorded tour, ensures a consistent touring experience. This vision also includes wine and appetizer options through local business Pisces Rising for patrons to enjoy while touring.
Olde Mount Dora Carriage owners have three carriages available. One would be solely for touring purposes, another for private property events, such as weddings, and the third would be a backup or spare. The owners are requesting approval from the CRA Advisory Committee to test the performance and safety of the carriages and work out details of the duration of a three-month pilot program. Since the horseless carriage does not fit a category with the State of Florida, it cannot be registered. Therefore, if approved by this committee, the next step would be City Council to pass an ordinance to allow the proposed use of horseless carriages downtown. The committee discussed the parking location of the carriages when not in use and concerns about carriages contributing to current parking and traffic issues and also lists of questions for the city attorney. Mr. Poe explained that the carriages would be stored offsite at his home. Misty Sommer explained that they will be working closely with the city attorney to work out the details.

Ms. Lother motioned to recommend an ordinance be proposed and a potential pilot program for three months for the evaluation. Mr. Guenther seconded the motion and was approved unanimously by voice vote.

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2. FY 21 - 22 Budget Discussion

Adam Sumner, Deputy Planning Director, and CRA Manager provided budget information to members. Although the first best guess revenue increase is projected at 9%, the CRA will budget conservatively for a 5% increase in revenue. The estimated revenue budget is color-coded. Items in green are required operational expenses, which include paying a percentage of staff salaries, repair and maintenance, and CRA bonds. The Economic Development Incentive line item has a 22-23 proposed budget increase as the cost of materials has increased. This line item is used for the CRA commercial façade grant and for high-value jobs which have been utilized by Steamroller. Mr. Sumner explained that the largest line item is the Planned or Proposed Capital Expenditures allocated funds for parking solutions. The data from the latest parking study is being finalized and staff is awaiting the results. Another counting system for consideration is a type of puck placed on each parking space which would track the number of cars parked and the duration. Paid parking is an additional consideration that would be potential revenue for the city. Mr. Hussain discussed continual issues of limited parking downtown. Ms. Lother discussed the responsibility of employers providing staff parking or providing a subsidy for employees. Mr. Guenther questioned whether employees would be willing to pay for parking in order to work. Mr. Sumner explained to the committee the renewed parking agreement with United Methodist Church for ten years with the same terms.

The kiosk replacements were quoted higher than budgeted for this year and will be included in next year's budget. The streetscape repair and enhancement program will carry forward into next year's budget because of delays. It should be completed next summer as this project has been prioritized by the city council to continue. While the CRA has been approved for a grant, the funds have not yet been received. No matter the cost of the project, the design and engineering cost is 10% of the total project cost. Currently, the city only has one street sweeper which is passed its life cycle and there are streets in

the city that have never been swept through. The City Manager wants the downtown to be swept five days a week and the other streets once a month. The new street sweeper would be solely for downtown CRA and the older one would be used everywhere else. Since this is considered an enhanced level of service for downtown CRA, the cost for the new street sweeper would come from the CRA's budget.

Mr. Hussain discussed the adjustment of the budget and how line items have been shifted to the CRA to pay for more. Mr. Guenther requested the percentage the CRA pays for employees' salaries, specific to the CRA maintenance staff. He expressed his displeasure with the maintenance of the downtown and wanted to know what the CRA is truly paying for and suggested outsourcing. Mr. Whittaker and Ms. Lother both agreed that working with the staff is less expensive than outsourcing. Mr. Berndt explained that whatever was built by the CRA has to be maintained by the CRA. Mr. Sumner explained that Mr. Austin, CRA Parks specialist qualifications and the continual repairs to sprinklers in the CRA. Ms. Lother questioned why the dumpsters in front of the boat landing were not enclosed. Mr. Sumner encouraged her to attend the Parks and Recreation Committee meetings and request it be added to their budget since this area is outside the CRA boundaries.

Resident Tracy Gerken expressed her opposition to the CRA purchasing a new street sweeper and believes funds should be used to take care of landscaping issues throughout downtown and the appearance of the current kiosks. She expounded that the previous volunteers of the Beautification Board attempted to work with Mr. Austin on what plants would work best in certain areas and questioned why annual, low-maintenance plants weren't purchased wholesale to reduce costs. Mrs. Gerken questioned what the taxpayers were truly paying for.

Mr. Guenther motioned to remove the street sweeper and streetscape design out of the budget and allow the committee to come up with a plan for other areas to spend the money. Mr. Hussain seconded the motion and was approved by a 4-1 vote.

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Other Business

Mount Dora resident Ms. Christin King-Harris asked that all CRA budget transactions and transfers to other accounts be provided to the Northeast CRA for record-keeping.

Announcement of next scheduled meeting date: July 6, 2022

A possible change in the next meeting is scheduled for July 6 due to the Fourth of July holiday. Staff will work to reschedule for the later part of the month to accommodate members.

Adjournment

Mr. Guenther motioned to adjourn and Mr. Hussain seconded the motion. All approved unanimously by voice vote. There being no further business, Mr. Berndt adjourned the meeting at 7:21 PM.

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

Fund: 117 COMM REDEVELOPMENT AGENCY ESTIMATED REVENUES					
			21-22 Amended Budget	22-23 Proposed Budget	7/26/22 Rev. Data
117-0000-338.00-01	CITY TAX INCREMENT		696,111	769,149	820,284
117-0000-338.92-01	COUNTY TAX INCREMENT		649,500	681,975	695,403
117-0000-338.93-01	LAKE WATER AUTHORITY (Now a dependent special district of Lake County)		38,232	0	44,692
117-0000-338.95-01	N.E.AMBULANCE INCREMENT		0	0	0
117-0000-361.10-01	INVESTMENT INCOME		0	0	13,848
117-0000-369.00-01	OTHER MISCELLANEOUS REVENUE		1,134	1,191	
	Total			**1,452,314**	1,574,227
117-0000-389.10-01	ESTIMATED CARRYOVER		1,378,859	1,400,000	1,406,969
	Total Estimated Revenue		2,763,836	**2,852,314**	**2,981,196**
Fund: 117 COMM REDEVELOPMENT AGENCY EXPENDITURES					
	Required Expenditures				
117-1640-552.29-99	LABOR DISTRIBUTION (Staffing)		226,600	237,930	
117-1640-552.52-49	UNIFORMS/ SHOES/ BOOTS (For Staff)		3,300	3,500	
117-1640-552.52-51	FUEL		12,000	15,000	
117-1640-552.46-01	REPAIR & MAINT SERVICES		52,694	55,000	
117-1640-552.51-01	OFFICE SUPPLIES		1,000	1,000	
117-1640-552.52-01	OPERATING SUPPLIES		40,000	40,000	
117-1640-552.54-01	DUES AND MEMBERSHIPS		1,500	1,750	
117-1640-552.43-01	UTILITY SERVICES		71,000	71,000	
117-1640-552.40-01	TRAVEL & PER DIEM		2,200	2,500	
117-1640-552.55-01	TRAINING		2,400	2,500	
117-1640-552.46-51	TIRES		400	1,000	
117-1640-552.32-01	ACCOUNTING & AUDITING		7,500	7,500	
	Streetscape repairs and enhancements			275,000	
DEBT SERVICE 117-5555-580.71-01	2013 CRA BONDS PRINCIPAL		170,000	170,000	
DEBT SERVICE 117-5555-580.71-49	CAPITAL IMPROVEMENT REV NOTE SERI		175,000	175,000	
DEBT SERVICE 117-5555-580.72-01	2013 CRA BONDS INTEREST		26,594	26,594	
DEBT SERVICE 117-5555-580.72-49	CAPITAL IMPROVEMENT REV NOTE SERI		48,330	48,330	
117-1640-552.41-01	COMMUNICATION SERVICES		5,200	5,200	
117-1640-552.49-01	OTHER CURRENT CHGS & OBLG		1,451	1,451	

117-1640-552.47-01	PRINTING & BINDING		0	250	
117-1640-552.48-01	PROMOTIONAL ACTIVITIES/AD		1,000	1,500	
117-1640-552.42-01	MAIL & FREIGHT		100	250	
		Totals		**1,142,255**	
	Expenditures that have been historically used fully				
117-1640-552.83-01	ECONOMIC DEVELOPMENT INCENTIVES		125,000	200,000	
	Total			**200,000**	
	Historical Operating Expenditures that are not Mandatory				
117-1640-552.31-01	PROFESSIONAL SERVICES (consulting services)		40,000	60,000	
117-1640-552.34-01	OTHER CONTRACTUAL SERVICE		10,000	20,000	
	Total			**80,000**	
Planned or Proposed Capital Expenditures					
	Parking Solutions			840,000	
	Enhanced Streetlights for Alleyways			56,250	
	KIOSK REPLACEMENT			150,000	
	Signage			30,000	
	Purchase of Street Sweeper				
	Design Future Phase of Streetscape			300,000	
	Total			**1,376,250**	
Operating Transfers	CRA Attorney, Cost Allocation for other Departmets and Costs			166,939	
	Total Expenditures			**2,885,444**	

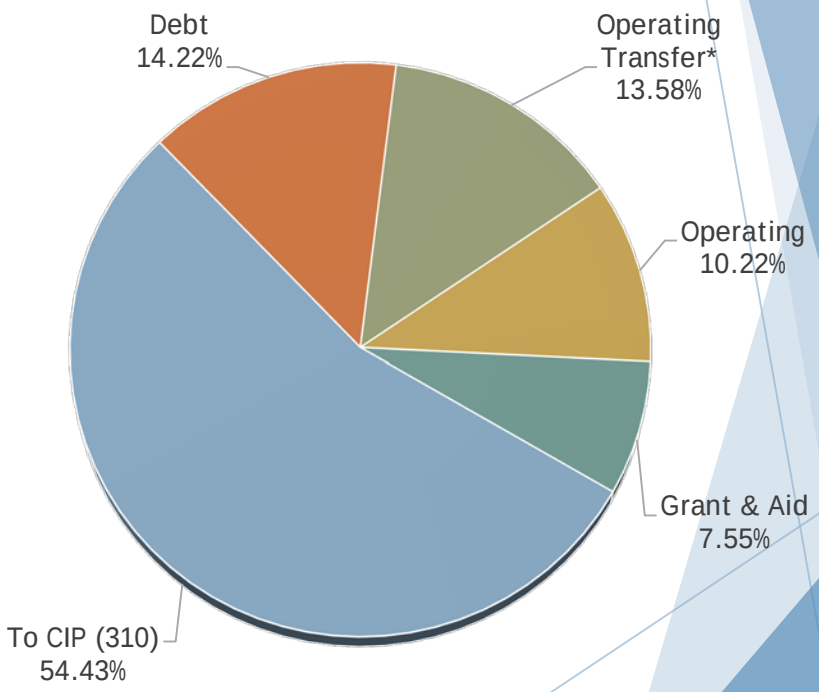
General Construction (310) Capital Improvements Program

CITY OF MOUNT DORA

Dept.	Project #	Project Name	New Projects 2022-23
		New Projects or Additional Funding - New monies	
Parks	CL2001	Cauley Lott and Lillie Park- continuation	120,000
Parks	NEW	Frank Brown Expansion	70,500
Library	LI2303	Simpson Farmhouse Expansion	15,000
Library	LI2207	Forest Preserve - continuation	65,000
Library	LI2304	Library Shelving Expansion	68,000
Library	LI2305	Manga and DAD Shelving Expansion	40,000
IT	NEW	IT - Fiber Upgrades - FY22-23	540,685
CRA	CR1801	Existing Streetscape Repair and Enhancement Construction	275,000
CRA	CR2109	Parking Solution per the Redevelopment Plan	840,000
CRA	NEW	Downtown Streetscape - Future Phases Plan	300,000
CRA	CRA010	Signage	30,000
CRA	CRA013	Information Kiosks	150,000
NECRA	NE2210	Community Resource & Recreation Center Design	4,793,208
NECRA	NE2210	Community Resource & Recreation Center Phase II - Construction drawings	498,500
NECRA	NE2110	20th Ave. Extension	150,000
NECRA	NCR001	Property purchase per redevelopment plan	150,000
NECRA	NE2112	Signage and Community Beautification	45,000
NECRA	NE2111	Northeast Streetlight Enhancement Program	30,000
NECRA	NE2113	Information Kiosks	30,000
CM	NEW	Park at Lancaster by Villages at Loch Leven	500,000
CM	NEW	Bathrooms at Lincoln Park	150,000
PW	CP0809	Roads Resurfacing	250,000
PW	PL2001	Traffic Calming	90,000
PW	RS2105	Pedestrian Crossings	60,000
PW	RS2204	Tree Replacement Program	45,000
PW	NEW	Donnelly Street Repaving	815,000
PW	NEW	City Hall Roof Replacement	150,000
Economic Dev.	EC2107	Vista Ridge Dr. Design and Construction	25,000
PW	NEW	4th Ave Dock Rebuild	75,000
Planning	NEW	City Hall Spatial Optimization Renovation	100,000
Building Division	NEW	Building/Land purchase for Building Division	2,500,000
	TOTAL USES	$	- $ 12,970,893

Community Redevelopment Agency Fund (117) Revenues & Expenditures

REVENUES	FY 2022/23 Proposed	% of Total
Intergovernmental	$1,574,227	52.81%
Fund Balance/Reserves	$1,406,969	47.19%
Total	**$2,981,196**	**100%**

EXPENDITURE	FY 2022/23 Proposed	% of Total
To CIP (310)	$1,622,767	54.43%
Debt	$423,959	14.22%
Operating Transfer*	$404,869	13.58%
Operating	$304,601	10.22%
Grant & Aid	$225,000	7.55%
Total	**$2,981,196**	**100%**

** Cost allocation, Insurance, CRA management - overhead*